

Fitness for Work

Luke Dinon, Senior Manager People and Culture Business Partnerships



Resources

- Relevant Enterprise Agreement
- People and Culture Fitness for Work Procedure
- People and Culture Long Term Ill or Injured Procedure
- People and Culture Business Partner



When to undertake the process

- 1.1 The Employee notifying Monash Health that they are having a significant procedure or have sustained an injury which may impact their capacity to perform the inherent requirements of their role;
- 1.2 An Employee notifying Monash Health that they cannot undertake certain duties required of their role;
- 1.3 The Employee discloses a medical condition which could reasonably impact on their ability to perform the inherent requirements of their role;
- 1.4 The Employee has been on extended personal leave due to a non-work related illness or injury; or
- 1.5 Other information which forms the basis of a reasonable concern that the Employee is not fully fit to perform the inherent requirements of their role or may otherwise require some assistance, adjustment or accommodation to their role.



Enterprise Agreements

- Do you have a reasonable belief that an employee may be unfit to perform their duties?
- Talk to employee about your concerns and ensure you have sufficient evidence to support your concerns.



Medical Report Questions

- What is the short term prognosis in relation to the employee's capacity to fulfil the inherent requirements of the position?
- What is the long term prognosis in relation to the employee's capacity to fulfil the inherent requirements of the position?
- Are there any modifications and restrictions? What duties can or cannot be performed (e.g. tasks, lifting, carrying, standing, walking, sitting, breaks, driving)?
- What is the time period for the above modifications or restrictions – please detail 'reasonable' timeframes?
- Are there any changes to shifts, hours and days (e.g. start and finish times, how many hours per day, how many shifts per week, consecutive shifts?)



Report Received

- Meet with employee to discuss
- Business Partner can attend and employee can bring a support person/representative



Reasonable Adjustments

- The nature of the adjustment required to accommodate the employee
- The financial circumstances of the employer
- The size and nature of the workplace and the employer's business
- The effect on the workplace and the employer's business of making the adjustment including
 - The financial impact of doing so
 - The number of people who would benefit from or be disadvantaged by doing so
 - The impact on efficiency and productivity, and customer service
- The consequences for the employer of making the adjustment; and
- The consequences for the employee of not making the adjustment

