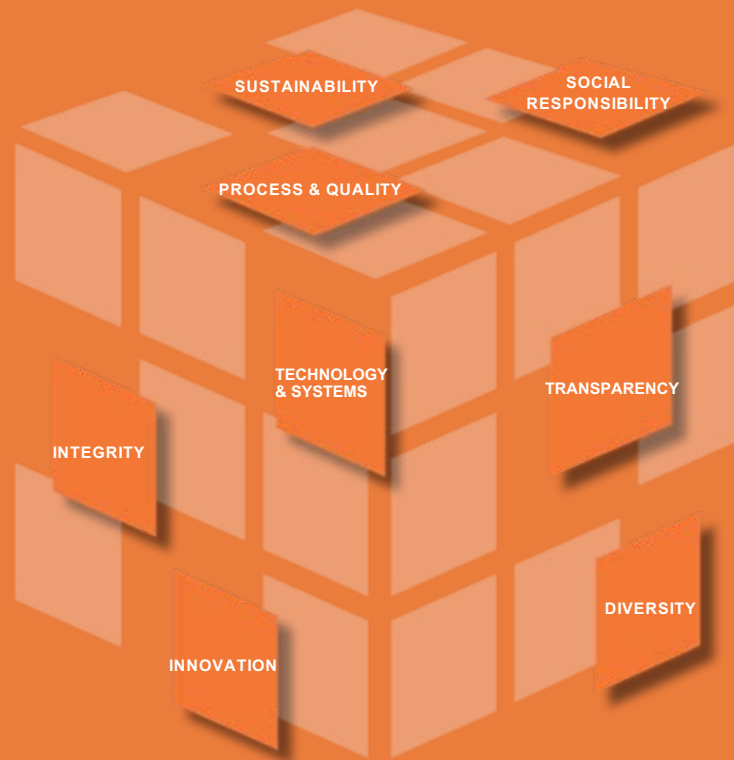


Fitness for Duty and Fatigue Management



Definition of being FIT for duty:

The physical/emotional and mental condition of an employee is such that he/she is capable of performing his/her duties in a safe and competent manner.

Definition of being UNFIT for duty:

Regardless of reason, an employee who cannot perform his/her duties in a proper, safe and competent manner.

Confidentiality/Privacy Of Fitness For Duty Evaluations

Under the Health Insurance Portability and Accountability Act (HIPAA), any document containing medical information about an employee is considered a medical record and is regarded as confidential. Records of fitness for duty evaluations shall be treated as confidential medical records and maintained by Human Resources as appropriate. This information may be shared only on a “need to know” basis. Employees may obtain a copy of the medical report from Human Resources upon written request.

Managers are the first line of defense in preventing and dealing with employee stress, threats, violence, lethargy, and other undiagnosed physical problems in the workplace. Employees play an integral part of identifying changes in a co-workers behavior.

Employee Requirements:

- Report to work fit for duty
- Remain fit while on duty

Manager Requirements:

- Monitor performance & behavior
- Assess fitness



Reasons Why employees become UNFIT:

- Excessive Fatigue
- Mental Illness
- Drugs
- Emotional strains
- Stress
- Alcohol
- Undiagnosed physical problem
- Exhaustion



Assess:

- ▶ physical characteristics
- ▶ intellectual ability to perform
- ▶ interpersonal behavior
- ▶ judgment
 - Happening now/immediate future
 - Reasonable person would view situation as **real threat**
 - Person has plan and means



Consider:

- ▶ policies
- ▶ safety/competency criteria
- ▶ job duties

Then if:

- ▶ Behavior **poses an immediate threat** to the health and safety of your workplace (fear for your safety or those around you)
 - Contact appropriate law enforcement and other emergency services
 - Contact AGS Human Resources to intervene

- ▶ Behavior constitutes a clear medical or psychiatric emergency
 - Contact AGS Human Resources to coordinate intervention
 - Contact emergency medical services if necessary

If the behavior does **not** require immediate intervention by AGS Human Resources, police, or emergency personnel but their behavior is a bit out of character then:

Observe – Monitor the employee’s behavior more closely

Interview – Ask questions to gain understanding

Action – Decide what to do about the situation

Follow Through – Take appropriate measures

Depending on employees' job duties, the things that make them impaired and unable to work safely may vary. Taking this into consideration, the following signs may be indicators that an employee is not fit for duty:

- ▶ Uncontrollable crying
- ▶ Severe trembling
- ▶ Evidence of a problem with coordination
- ▶ Noticeably diminished memory or concentration
- ▶ Suicidal or threatening statements
- ▶ Changes in an employees:
 - Walking/Standing
 - Speech
 - Face
 - Appearance
 - Breathing
 - Smell
 - Eating/Chewing
 - Cognition



Conduct an interview with the following actions:

- ▶ Conduct in a private location
- ▶ Allow union representation if applicable
- ▶ Be respectful
- ▶ Have another supervisor or manager present

Suggested questions to ask during the interview:

1. Feeling ill?
2. Getting enough sleep?
3. Under Doctor's care?
4. Taking any medication?
5. Or did you forget to take meds?
6. Non-prescription meds?
7. Any side effects?
8. Alcohol or other drugs?
9. How do you explain behavior today?

Important to remember: **DO NOT** try to diagnose

What to do now:

- ▶ If it is determined the employee is fit for duty, have them return to work
- ▶ If it is determined that the employee is NOT FIT:
 - Contact HR to determine what to say to the employee and determine next steps
 - Remove the employee safely



DO

- Respond
- Seek second party
- Respect - be professional
- Document
- Be objective
- Limit to performance - work related
- Escort employee
- Contact authorities & HR

DON'T

- Ignore
- Make judgments in isolation
- Belittle or moralize
- Exaggerate or minimize
- Interpret or diagnose
- Delve into personal issues
- Allow employee to drive
- Let it drop



If, employees are witnesses to:

- sleeping on duty
- slurring words
- blurry/red eyes
- alcohol on breath
- threatening co-workers

Contact your Manager immediately!

An employee reports to work overtly upset, rambling on in an incoherent manner about people slacking at their work, intentionally causing trouble, increasingly becoming hostile and over reacting to anything anyone does or says. What would you do?

- A. Tell the employee to “Snap out of it!”
- B. Ignore the behavior until they cool off
- C. Respond to the employee and assess their behavior
- D. Make judgements with other employees

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Congratulations, you have completed the
Fit for Duty and Fatigue Management module.
Click [here](#) to take the final quiz.

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