



**Policy: Fit for Duty Policy**  
**Policy Number: GJ**  
**Policy Type: Personnel**

**Background:**

Hanover School Division aims to create and maintain an effective safety culture, comply with all government and regulatory requirements, and ensure an environment that promotes the health, safety and wellness of all employees.

**Definition:**

Fit for Duty, also referred to as "Fit to Work", is defined by the Canadian Centre for Occupational Health and Safety as a "medical assessment done when an employer wishes to be sure an employee can safely do a specific job or task" (Canadian Centre for Occupational Health and Safety).

**Policy**

Hanover School Division recognizes the importance of safety, well being and productivity of its employees. The Division strives to safeguard all staff from accidents and injury through fit for duty compliance and appropriate training.

Hanover School Division managers, administrators and supervisors shall monitor all employees' abilities and behaviors to ensure they are performing and conducting themselves in a safe and healthy manner.

If a manager, administrator or supervisor is notified of a change in an employee's health, Hanover School Division will take the necessary measures to ensure the integrity of performance, health and safety in the workplace. If an employee is conducting him/herself in an unsafe manner, Hanover School Division will remove the employee from the situation, so as to prevent further dangers associated with the unsafe actions/behaviors.

**Guidelines**

See Hanover School Division Administrative Procedure P - GE - 121 Fit for Duty Procedure

Date Policy Created	June 28, 2018
Date of last Review:	Mar.1, 2022
Reference(s):	<ul style="list-style-type: none"> <li>● The Manitoba Workplace Safety and Health Act</li> <li>● The Manitoba Workers Compensation Act</li> <li>● P - GE - 121 Fit for Duty Procedure</li> <li>● P - GE - 124 Suspected Employee Impairment Procedure</li> <li>● GD – HSD Reasonable Accommodation Policy</li> <li>● Guidebook – Canadian Centre for Occupational Health and Safety</li> </ul>
Related Forms:	

