

Information for Supervisors –

How to make Formal/FFW Referrals



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Fitness for Work

Being 'fit for work' means that a person is able to perform his or her duties effectively and in a way that does not threaten their own or others' safety. To be fit for work an employee must be free of the effects of alcohol, drugs, fatigue and other things that might impair their concentration and performance.

The Role of the Supervisor

Supervisors have an important role in promoting and managing fitness for work. This includes monitoring employees under their control and taking action to ensure the safety of all employees if there is doubt about a person's fitness for work. Supervisors only have to recognise that a fitness for work problem MIGHT exist to make a referral.

FFW Process

1. Making a FFW referral

Prior to making a formal referral you are encouraged to discuss the case with a Gryphon Psychology case manager by calling 1800 056 076. In the event a referral is necessary you will be required to send through a referral form.

Some Reasons to make a Formal Referral may include:

- Employee positive alcohol and drug test
- Fatigue related incident
- Recent marital break up
- Aggression or conflict in the workplace
- Signs of stress/irritability
- Absenteeism
- Long term illness
- Mood disorder

2. Assessment

The second step is for Gryphon Psychology to complete an assessment, which will provide you with recommendations about the level of risk the situation poses and appropriate actions to manage the risk.

3. Management Plan

Where an employee is unfit for work Gryphon Psychology will assist the employee develop a management plan to address the issues of concern. It is very important that the responsibility for developing the plan rests with the employee and NOT with the organisation as this ensures the employee is actively engaged in the process and is responsible for resolving the problem.

4. Monitoring

Once a plan has been agreed upon by all parties a monitoring schedule will be put in place to track and provide feedback as to progress.

If you would like more information about Formal/FFW referrals please call 1800 056 076.

Please turn over for referral flow chart.

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t. 07 4953 5499 or 1800 056 076 ■ e. admin@gryphonpsychology.com ■ www.gryphonpsychology.com



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FORMAL Referrals

Some questions to ask to assist you in determining the type of referral required.

- Is the behaviour of concern likely to impact safety?
- Are you unsure of the person's FFW?
- Have you dealt with this issue before?
- Is he/she willing to change their behaviour?
- Is the person aware of the problem?

If you answered YES to most of these, a formal referral may be necessary. If you are unsure if a Formal referral is required please feel free to call one of our staff to discuss.

1. Discuss Formal Referral with employee and ask him/her to sign referral form ensuring he/she understands their obligations. Send Formal Referral to Gryphon Psychology via email: ffw@gryphonpsychology.com



2. The Gryphon Psychologist assigned to your case will call to discuss details of referral prior to client's first appointment.



3. Employee to book appointment on 1800 056 076. Assessment of employee's FFW completed.



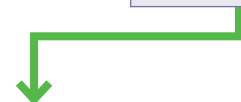
4. Consent is gained from employee to give feedback to site on assessment outcome. Psychologist will contact referrer to discuss outcome and recommendations.



4A. Consent not given. Referrer notified. Formal referral unable to be completed.

4B. No FFW issues. EAP services offered.

4C. FFW plan completed and meeting scheduled with referrer, supervisor and employee to discuss and sign off plan.



5. Meeting held with employee, referrer, and supervisor to sign off plan. Once signed off, monitoring and review will commence.

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