


**STANDARDS TO BE MET**

**1. Factors That May Cause Impairment**

The table below lists factors that could contribute to the causes of impairment of an individual in the workplace.

<b>CATEGORY</b>	<b>COMMON FACTORS CONTRIBUTING TO IMPAIRMENT</b>	
<b>Chemical substance use</b>	<ul style="list-style-type: none"> <li>Alcohol (acute intoxication, chronic abuse)</li> <li>Non-prescription drug use.</li> </ul>	<ul style="list-style-type: none"> <li>Prescription drug use (side-effects of normal dose, effects of excessive use, acute overdose).</li> </ul>
<b>Competence issues</b>	<ul style="list-style-type: none"> <li>Unfamiliarity with organisational structure, work environment, or work practices and procedures.</li> <li>Loss of competence (skill erosion, lack of refresher training, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Lack of motivation</li> <li>Lack of training (basic / refresher training not provided, inappropriate recruitment / selection, etc).</li> </ul>
<b>Fatigue (physical / mental)</b>	May be secondary to physical overexertion or associated with emotional stress, includes:	
	<ul style="list-style-type: none"> <li>Environmental factors (thermal factors, light / glare, noise, etc)</li> <li>Shift work (night shifts, inappropriate shift frequency / rotation)</li> <li>Excessive physical or intellectual workload.</li> </ul>	<ul style="list-style-type: none"> <li>Increasing job responsibilities</li> <li>Prolonged travelling to / from work</li> <li>Frequent and / or excessive sports or recreational activities</li> <li>Social activities</li> <li>Sleep deprivation</li> <li>Pregnant</li> </ul>
<b>Injuries (work and non-work related)</b>	<ul style="list-style-type: none"> <li>Acute traumatic injuries (e.g. lacerations, fractures, burns, head injuries, sprains / strains, acute contact dermatitis, etc)</li> </ul>	<ul style="list-style-type: none"> <li>Gradual process injuries (e.g. tendon inflammation, lower back pain, nerve entrapments, overuse conditions etc).</li> </ul>
<b>Non-work-related stress</b>	<ul style="list-style-type: none"> <li>Stress associated with personal relationship issues</li> <li>Health issues of family / friends</li> <li>Financial difficulties</li> </ul>	<ul style="list-style-type: none"> <li>Secondary or tertiary employment; training / study commitments etc.</li> </ul>
<b>Physical illness</b>	<ul style="list-style-type: none"> <li>Minor infections and other recurring conditions</li> <li>Chronic illness (e.g. diabetes, asthma, epilepsy, arthritis, etc).</li> </ul>	<ul style="list-style-type: none"> <li>Blood-borne viral infections (e.g. Hepatitis B or C, HIV, etc)</li> <li>Major acute illness</li> <li>Pregnancy</li> </ul>
<b>Mental Health disorders</b>	<ul style="list-style-type: none"> <li>Acute anxiety disorders / situational disturbances</li> <li>Depressive disorders</li> <li>Acute psychotic disorders</li> </ul>	<ul style="list-style-type: none"> <li>Personality disorders</li> <li>Cognitive impairment not secondary to intoxication from chemical substances.</li> </ul>
<b>Work-related stress</b>	Stress associated with: <ul style="list-style-type: none"> <li>Rate of change within organisation</li> <li>Restructuring / redundancy</li> <li>Increasing or changing responsibilities</li> <li>Shift-work and / or long working hours.</li> </ul>	<ul style="list-style-type: none"> <li>Multi-skilling</li> <li>Employment contract issues</li> <li>Industrial relations issues</li> <li>Work relationship issues</li> </ul>

 <p><b>BAY OF PLENTY</b> DISTRICT HEALTH BOARD HAUORA A TOI</p>	<b>IMPAIRMENT - POSSIBLE CAUSES OF</b>	<b>Policy 5.4.5 Protocol 2</b>
<b>IMPAIRMENT PROTOCOL</b>		

**ASSOCIATED DOCUMENTS**

- Bay of Plenty District Health Board policy 5.4.5 Impairment – Management of Impaired Employee
- Bay of Plenty District Health Board policy 5.4.5 protocol 1 Impairment – Standards & Principles
- Bay of Plenty District Health Board policy 5.4.5 protocol 3 Impairment – Identification and Management of Employee Impairment
- Bay of Plenty District Health Board policy 5.4.5 protocol 4 Impairment – Drug & Alcohol Misuse in the Workplace
- Bay of Plenty District Health Board policy 2.1.4 Incident Management
- Bay of Plenty District Health Board policy 3.50.02 protocol 7 Supporting Staff
- Bay of Plenty District Health Board policy 3.50.02 protocol 9 Investigation Process
- Bay of Plenty District Health Board policy 3.50.02 protocol 15 Disciplinary Process
- Bay of Plenty District Health Board policy 3.50.05 Protected Disclosures
- Bay of Plenty District Health Board policy 3.50.00 protocol 1 Shared Expectations (Code of Conduct)
- Bay of Plenty District Health Board policy 5.3.10 Stress and Fatigue – Management in the Workplace
- Bay of Plenty District Health Board policy 5.4.7 Threatening Behaviour, Bullying, Harassment & Violence in the Workplace – Management of
- Bay of Plenty District Health Board Form FM.A16.1 Alcohol and Drug Testing Record

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<p>Protocol Steward: Manager, Employee Health &amp; Safety</p>	<p>Authorised by: GM Governance &amp; Quality</p>	