# Fit for Work Screening Implementation Guide

Site leadership is required to meet specific requirements for daily fit for work screening. This Guide can be used to plan and coordinate how each site will meet these requirements. Refer to the [Fit for Work Screening Protocol](#) for complete screening requirements.

Screening implementation options are flexible, but must comply with the requirements, and meet all of the criteria.

## Pre-Planning

<table>
<thead>
<tr>
<th><strong>Site Leadership</strong></th>
<th>Name the individual(s) responsible for decisions about daily Fit for Work screening at the site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Target date for implementation</strong></td>
<td>List the target date for implementation at the site</td>
</tr>
<tr>
<td><strong>Key stakeholders in the site</strong></td>
<td>What persons or groups need to receive communication about the change?</td>
</tr>
</tbody>
</table>

## Implementation Planning

### Source for Screening Questions

All sites should use the [Online Daily Fit for Work](#) tool as their primary method for staff screening. Where the online tool cannot be used, use the appropriate questionnaire on the [Fit for Work](#) page.

- [ ] staff may read through the questions independently
- [ ] questions may be read to staff (eg. by a designated reader, co-worker, manager, etc.) with verbal response provided by staff.

### Responsibilities and Communications

Identify the resources needed to communicate the site screening implementation plan to workers and managers.

- [ ] Who will be the contact for questions about the site screening process?
- [ ] What posters will be used?
- [ ] Where will they be posted? See Location of Reminders and Directions below.
- [ ] Who will print the posters?
- [ ] Who will post the posters?
- [ ] Who will communicate the process to department/unit managers?
- [ ] Who will communicate the process throughout the workplace?
- [ ] If screening stations are used, determine how stations will be staffed. Who will coordinate screening staff (if applicable)?

### Location of Reminders and Directions

Determine where reminders and directions for Fit for Work screening awareness or prompts will be located in your site. Screening must be implemented consistently across the site.

- [ ] Entrance to each unit with posters only
- [ ] Entrance to each unit with screening personnel
- [ ] Entrance(s) to the facility with posters only
- [ ] Entrance to the facility with screening personnel
- [ ] Other (be specific):

*Staff are encouraged to use the Online Daily Fit for Work Screening Tool at home prior to leaving for work.*

### Validation

Determine how the site will reinforce and encourage compliance of Daily Fit for Work screening.

- [ ] Self-validation - employees are aware of requirements, reminded through signage, and held accountable to self-screen before coming to work.
- [ ] Buddy system - manager ensures all workers have a screening buddy who will discuss Fit for Work screening compliance before every shift. Conversations may be as simple as “Did you do your daily screening today?”
- [ ] Manager spot checks - at regular intervals such as every shift, managers ask several workers if they completed the Fit for Work screening prior to coming to work.
- [ ] Other (be specific):