

POLICY

Fitness for work

We're committed to the safety and health of all individuals associated with our operations. We'll aim to educate, raise awareness, refer to, coach, monitor, test and if required take disciplinary action in order to maintain the safety and health of those individuals associated with our operations.

This policy aims to enable all employees, contractors and visitors to present to the workplace, and maintain while at the workplace, a 'fit state of wellbeing'.

This policy encompasses drug and alcohol management and fatigue management. We'll aim to provide an effective fitness for work program which may include the following:

- Drug and Alcohol Education and Training
- Random Drug and Alcohol Testing
- Fatigue Management Education
- Fatigue Assessments, and
- Employee Assistance Program.

All individuals associated with us may be subject to drug and alcohol testing on a daily basis and/or cause basis in order to maintain safety in the workplace.

Management will aim to minimise those risks associated with fatigue in the workplace.

NON-COMPLIANCE

Employees who present to work in an unfit state as a result of fatigue, unauthorised prescribed medications, alcohol consumption or illicit drugs may be subject to disciplinary action or dismissal.

- Employee Responsibilities
- Inform your supervisor if taking prescribed medications
- Inform your supervisor of any conditions or situations that may affect your fitness for work
- Present to work in a fit state
- Manage your fitness for work including adequate sleep and diet
- Comply with all policies and procedures.
- Management Responsibilities
- Provide employee education and training for fitness for work
- Monitor and Review Fitness for Work within the organisation, and
- Communicate this policy throughout the organisation.

We're committed to providing and maintaining a safe working environment where workers are not exposed to any hazards arising from long hours, or the use of abuse of alcohol or other drugs.

All workers are required to report for work in a fit condition, to perform their required duties in a safe, competent, and proficient manner, and are prohibited from working under the influence of alcohol or drugs.

If a random drug and alcohol test identifies a worker has failed a test, the worker will not be permitted to enter the workplace until a negative drug and alcohol test has been achieved.

Our Drug and Alcohol policy applies to drug and alcohol testing and management.

Committed to it!

FARA

We and our workers share responsibilities to minimise error and manage the adverse effects of impairment associated with fatigue stress, or disability. Workers should be aware of the common causes of impairment associated with their work activities. These include:

- Alcohol and other drugs (including prescription medication)
- General disabilities, health and fitness
- Visual or physical impairment
- Injury and illness
- Personal factors such as psychological, psychiatric issues, family issues and illness
- Excessive work hours and demands
- Insufficient sleep, stress, and fatigue
- Recreational activities and sport, and
- Secondary employment.

Workers who attend work in an unfit manner may be subject to further assessment and investigation. Unfit workers may be:

- Removed from the workplace
- Allocated suitable duties
- Encouraged to obtain counselling
- Subject to disciplinary action, including dismissal depending on the degree of awareness and severity of the risk to health and safety, and/or
- Required to attend a company nominated medical practitioner, practice, or hospital as part of an investigation to determine cause, followed by appropriate actions and support.

We recognise that early detection of fatigue is critical and where possible we'll ensure that:

- Workers are monitored for signs of fatigue
- Fatigue will be a regular topic at Toolbox Talk Meetings
- Action will be taken to alleviate fatigue, and
- All workers are encouraged to communicate with appropriate personnel that they, or others, are under fatigue.

Where possible, our employees will not work in excess of 12 hours per day on a workplace assignment. In the event that workers are required to work in excess of the 12 hours in a day, a risk assessment will be conducted by our management team to ensure the safety and wellbeing of the affected employees.

We take all reasonable precautions in the placement of employees to ensure the hours of work, shifts/rosters and workplace conditions do not create an unacceptable risk of fatigue.



Chris Jones
Director



Warrin Orman
Director