

 <small>A TETRA TECH COMPANY</small>	Fit for Work Policy		Document No. ESQ_04P
	Version No: 4	Date Approved: 16 January 2019	Approved By: CEO

PURPOSE

Eco Logical Australia Pty Ltd (ELA) aims to provide a workplace environment that protects the health, safety and wellbeing of all workers, in all work locations while facilitating a productive workplace. A safe and productive work environment includes the respectful treatment of others in the workplace. It is the company's view that the consumption of drugs and/or alcohol, illness, fatigue and stress can impair a worker's ability to perform work in a safe manner and can also lead to unacceptable behaviour towards others.

The purpose of this policy is to introduce a companywide fit for work policy that protects all workers. Many of our clients have specific requirements in relation to drug and alcohol use for which we are contractually bound. This policy confirms the company's expectations regarding workers' fitness for work in relation to drugs, alcohol and fatigue.

DEFINITIONS AND EXPLANATION OF TERMS

In this Policy:

Alcohol - means ethyl alcohol or ethanol.

BAC - means Blood Alcohol Concentration as measured in milligrams of alcohol per 100ml of blood.

Drugs - includes illegal drugs and prescription or pharmacy medications

Prescription Drugs - means any substance prescribed by a medical practitioner that has restrictions or specific instructions associated with its use.

Non-prescription Drugs - means any drug legally obtained but not prescribed by a medical practitioner including but not limited to "over the counter" medication.

Fit for Work - means being able to safely and efficiently undertake all tasks required by a worker's job description or contracted services for the duration of the worker's or contractor's time at work, including not suffering from fatigue, and not influenced by alcohol above the BAC limit or by any drug.

Fatigue - means weariness from bodily or mental exertion. Physical fatigue is the inability to continue functioning at the level of one's normal abilities. Mental fatigue includes decreased wakefulness or a general decrease in attention.

APPLICATION OF POLICY

This Fit for Work Policy applies to all workers and contractors (including temporary contractors) of ELA.

This policy is not restricted to the workplace or work hours as illness, stress, fatigue and the consumption of drugs or alcohol outside of work hours may still render the worker unfit for work.

The obligations contained in this policy extend to all functions and places that are work-related. A "work-related function" is any function that is connected to work. For example conferences, work lunches or meetings, Christmas parties, client functions, client workplaces etc.

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When staff are visiting or working in other workplaces the policy of the workplace where they are working/visiting will apply in addition to this policy.

RESPONSIBILITIES

Except as set out in this policy, workers are not permitted to:

- Possess, solicit, sell, distribute or consume alcohol and or illicit drugs while at work
- Commence work when under the influence of illegal drugs
- Engage in field activities if they are unfit for work. A person who is engaged in field activities is considered fit for work if that person has a blood alcohol level reading of 0.00% BAC, and are not under the influence of drugs that affect their capacity to operate safely and productively
- Engage in non-field activities unfit for work. They will be considered fit for work if they comply with the legal BAC for their class of driver's licence, which may range from 0.00%, 0.02% or 0.05% BAC and are not under the influence of drugs that affect their capacity to work
- Present for work at another workplace in a condition that breaches either ELA's Fit for Work Policy or any of the other policy of that workplace visited or where working.

Except as set out in this policy, workers must:

- Advise their Manager/Supervisor, the HR/ESQ Coordinator or the Human Resources Manager if they consider another person may be affected by drugs and/or alcohol, and is likely to compromise the safety of themselves or others
- Report to their Manger/Supervisor the loss or suspension of their driver's licence for any period due to blood alcohol readings and/or drugs as this may affect their ability to perform their work duties as detailed in their job description. The Human Resources Manager will be consulted if a current driver's licence is an essential criterion for their role.

PRESCRIPTION AND NON-PRESCRIPTION (OVER THE COUNTER) DRUGS

The use of prescription or non-prescription drugs (in line with directions for use as advised by medical practitioner or product directions) during work hours for a legitimate medical purpose applying to the use of those drugs is acceptable, however the workers must:

- Check with and seek advice from their medical practitioner or pharmacist (prior to consumption) about the effect of the drug on their ability to drive vehicles, operate machinery and generally perform their work duties in a safe manner, and if appropriate provide written advice from their medical practitioner or pharmacist stating that they are fit for the required duties. Workers may be required to produce written advice upon request by their Manager or Supervisor.
- Notify their Manager/Supervisor if a worker feels that their ability to operate machinery or drive a vehicle safely may be impaired. In this instance, workers are required to not operate machinery or drive a vehicle and await further instructions from their Manager/Supervisor.

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- Understand that they may be subjected to random alcohol tests at any time, which may be conducted on site or at the premises of ELA's clients or via external testing facilities.
- Understand that they may be required to participate in a drug test by an accredited external provider nominated by the Company based on reasonable suspicion, or as a result of an accident, injury or incident.

FIELD BASED ACTIVITIES

All workers who engage in field based activities (e.g. field surveys, site inspections, bush regeneration) are required to ensure they are fit for work at all times whenever they report for and/or participate in field based work activities. A person is considered fit for work if that person:

- Has a blood alcohol level reading of 0.00% BAC
- Are not under the influence of illegal drugs
- Are not under the influence of prescribed or over the counter drugs that affect their capacity to operate safely and productively.

This means there will be **zero tolerance** to alcohol and illegal drug consumption for workers engaged in field activities.

OTHER WORK ACTIVITIES

All other workers (not involved in field based activities) will be considered fit for work providing they comply with the legal BAC for their class of driver's licence and are not under the influence of drugs (prescription, OTC and illegal) that affect their capacity to work. All other workers are required to ensure their BAC is within the legal driving limits for their class of driver's licence, which may range from 0.00%, 0.02% or 0.05% BAC.

COMPANY RESPONSE

Workers may be subjected to random drug and alcohol tests at any time, which may be conducted on site, at the premises of ELA's clients' or via external testing facilities. Oral testing would be undertaken by an external accredited provider. Either ELA or the company's clients may request workers to participate in a drug and or alcohol test as a result of:

- A workplace incident or injury or near miss
- Ensuring compliance with client/project contract and induction related requirements (i.e. Mining, Defence and other high-risk industries)
- A reasonable cause to suspect use of drugs and or alcohol
- Random selection (oral testing for alcohol only).

If the company or the company's clients suspect on reasonable grounds that a worker is under the influence of drugs and/or alcohol, ELA may take any or all of the following actions:

- Direct the worker to a safe location until they can be safely transported home

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- Direct the worker to attend a medical practitioner and submit to a medical examination to determine whether the worker is fit to safely perform their duties without risk to health or safety of themselves or others. The medical examination may include a drug and/or alcohol test, (such as saliva, urine or a blood test)
- In relation to prescription or pharmacy medications, the company may require evidence as part of the medical examination about the effects and proper usage of the drug. The worker may be directed to go home following the medical examination.

If the worker refuses to attend a medical examination, the worker will be directed to a safe location until they can be safely transported home. Refusal to participate in a Breath Analyser Test by an external accredited provider, attend a medical examination or comply with directions to a safe location constitutes a breach of this policy and may result in action being taken against the worker, as set out below under 'Breach of this Policy'.

Where a worker is sent home, or required to attend a medical examination or drug or alcohol test, the worker must report to their manager or supervisor to discuss the incident the following working day, or when they are no longer under the influence of drugs and/or alcohol. The company may deal with the issue as set under 'Breach of this Policy'.

Failure to co-operate or providing false information in an investigation will be considered misconduct. Misconduct will result in the commencement of disciplinary action being taken against the worker.

Where a worker has concerns about their potential participation in, or results of, a random alcohol test or a requested drug test they are invited and encouraged to discuss their concerns confidentially with the Human Resources Manager. All discussions will be treated confidentially.

The company is committed to providing support and assistance to workers who may have a drug and/or alcohol dependency and who seek assistance resolving their addiction. The company's Employee Assistance Program is one strategy available to support workers.

FATIGUE MANAGEMENT

All workers have a responsibility to present themselves fit for work on all occasions either in the office, for field work or on Bush Regeneration/Landcare sites. Workers also have an obligation to advise their Supervisor/Manager if they are feeling fatigued so that their fitness for work can be assessed and managed and appropriate remedies put into place to ensure their health, safety and wellbeing.

To assist workers to be fit for work they are also encouraged to:

- Adopt a healthier lifestyle, including maintaining an appropriate level of physical fitness relative to the requirements of their job description
- Manage their activities and schedules outside of work time to ensure the required amount of sleep is maintained to ensure fitness for work (minimum of 10-hour break between shifts)

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The health, safety and wellbeing needs of workers will be taken into consideration when scheduling the needs of the individual project and business unit. An individual risk assessment addressing risks associated with fatigue will be undertaken for all field work prior to field work commencing.

For more details refer to the ELA Fatigue Management Plan.

PRE-PLACEMENT HEALTH ASSESSMENTS

As part of the recruitment process a health assessment by a suitably qualified medical practitioner may be required for workers. The medical examination is not used for determining the success of a worker's application for employment, but is to help prevent industrial injury by the proper placement of workers in positions best suited to their physical capabilities.

Where necessary, the worker will undergo a health assessment conducted by a health professional nominated and paid for by ELA. The results of the medical will remain confidential and be used for the purposes stated above, with access to results limited to the HR/ESQ Coordinator or Human Resources Manager.

BREACH OF THIS POLICY

If a worker is found to have breached this policy, or any other related client policy, they may be subjected to disciplinary action. This may range from counselling to suspension or termination of employment, following an investigation of the incident by the HR/ESQ Coordinator or Human Resources Manager

During the investigation and throughout any potential disciplinary procedures the worker will be treated in a fair and respectful manner and the principles of fairness and due process will be followed. The worker will be afforded natural justice throughout the investigation and potential disciplinary proceedings (where relevant) and an opportunity to respond to allegations to provide their account of the incident for the company's consideration.

Contractors and sub-contractors (including temporary contractors) of the company who are found to have breached this policy may have their contracts with ELA terminated or subsequently not renewed.

In circumstances where a worker's behaviour or conduct may involve a breach of any Australian laws or any other laws (including foreign and international laws) to which the company is subject or which apply to the work performed by the worker for the company, ELA will notify the police or other relevant authority where required to do so.

EXCEPTIONS TO THIS POLICY REGARDING CONSUMPTION OF ALCOHOL

In certain circumstances, such as for special functions, (e.g. Christmas parties or client functions), sensible and responsible consumption of alcohol is permitted.

In these circumstances, any change or variation to this policy will be communicated accordingly in advance; however, the following principles will continue to apply at all work-related functions:

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- Workers who consume alcohol should behave in an appropriate, legal and responsible manner
- Workers *must not operate any machinery* if they have consumed any alcohol
- It is a breach of this policy for a worker to drive any vehicle if they have consumed alcohol or drugs (being any drug that could impair the ability to safely operate the vehicle) in contradiction to statutory requirements
- Workers should ensure that alcohol is consumed in a responsible manner to ensure their compliance with “fit for work” requirements the following work day.

TRAINING

Information about this policy shall be provided to all workers upon commencement of employment as part of their induction and in on-going training programs.

MORE INFORMATION

If a worker is unsure about any matter covered by this policy, they should seek the assistance of their Manager, the Human Resources Manager or the ESQ Manager.

EMPLOYEE ASSISTANCE PROGRAM

ELA provides all staff with access to an Employee Assistance Program (EAP). The EAP can assist with a range of issues including alcohol and substance abuse or dependency problems. The EAP provides a professional, confidential and free counselling service for staff and their immediate families.

For details about the EAP, please contact the Human Resources Manager, ESQ Manager or call the EAP directly on 1300 361 008.

VARIATIONS & REVIEWS

ELA reserves the right to vary, replace or terminate this policy from time to time. This policy will be reviewed annually by the Executive Team with final approval by the CEO.



Dated: 16 January 2019

Mark Adams
Chief Executive Officer

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WORKERS' ACKNOWLEDGEMENT

I acknowledge receipt and understanding of the Eco Logical Australia Pty Ltd - Fit for Work Policy. I also understand that should I fail to comply with this Policy there may be disciplinary consequences which may result in the termination of my employment.

Name:

Signed:

Date: