

Fit For Work Policy

Industrial Recruitment Partners (IRP) requires all employees to carry out the full range of accountabilities associated with their role. In some cases, a person's capacity to do so may be limited as a result of:

- Their general level of personal fitness and / or medical conditions
- The consumption of alcohol
- The effect of drugs (prescription, pharmaceutical or illicit)
- Fatigue
- Stress.

This policy outlines the individual responsibilities of IRP employees to meet their Duty of Care as specified by Occupation Health & Safety legislation. Non-compliance to the requirements of this policy may result in the employee facing disciplinary action including instant dismissal.

This policy must be read in conjunction with the Drug and Alcohol policy.

Achieving Policy Aims

In order to meet the requirements of this policy and legal duty of care under Occupation Health & Safety legislation, all employees shall:

- Report situations to supervisors where fellow work colleagues may not be fit for work.
- Maintain a level of personal fitness required to meet the requirements of your position.
- Attend for work in a state that does not limit the ability to meet the position requirements and within the limits outlined within this policy and the Drug and Alcohol Policy.
- Advise their Supervisor before starting work of any factor that may influence your fitness for duty.
- Employees must ensure that their Supervisor is advised if they are taking any prescription drug or pharmaceutical product that contains a warning that: The product may cause drowsiness and caution should be exercised in the operation of machinery or equipment or any other precautionary measures Advise your Supervisor at any time whilst performing work if you believe that you are unfit to continue for any reason.

Industrial Recruitment Partners shall:

- Establish procedures for identifying employees who are found to be unfit for work.
- Ensure that employees who are found to be unfit for work are managed in a fair and effective manner in accordance with IRP policies & procedures.
- Provide all employees with necessary information and training so that issues associated with misuse of drugs and alcohol can be managed effectively.
- Accept that addiction to drugs and/or alcohol is an illness and make available through the company's Employee Assistance Program, external resources to assist/counsel employees on a case by case basis who are found require help.
- Ensure that through induction, education and training employees are aware that the following conditions are strictly forbidden in IRP host workplaces: - the sale or supply of any prescription drugs - the sale, supply or possession of illegal drugs - the unauthorised sale, supply or possession of alcohol –
- Candidates are required to comply with IRP and host client/customer Fit for Work policies which may include Pre-engagement, Random and For Cause drug and alcohol testing.

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From time to time Industrial Recruitment Partners may provide alcohol for entertainment or offer alcoholic gifts to employees. Under these conditions, the following will be observed:

- IRP recommends responsible consumption of alcohol;
- Non – alcoholic and low alcoholic beverages will be available at company functions;
- Alternative transport arrangements will be available for those that wish to use them;
- Information on safe drinking limits and behaviour will be made available;
- Where gifts are presented at the worksite, you must not open the item while on site and you will be required to store it in a safe and secure place so that no other person has access to it.

It will be prohibited and in breach of this policy if an Industrial Recruitment Partners employee:

- Accepts work knowing that when they report to work that they will be under the influence of or negative effects of drugs or alcohol and that it will affect their work;
- Attend a worksite whilst under the negative influence of drugs or alcohol;
- Have in their possession any drugs or alcohol while at any worksite; and
- Operates any company or client owned vehicle, plant or equipment of any description whilst under the influence or in the possession of drugs or alcohol.

Testing

- Regular or Random testing: Employees may be selected for regular or random drug and alcohol testing at any interval determined by the Company.
- For cause testing: The Company may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- Post-accident testing: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.
- Pre-Employment Drug & Alcohol Screens: IRP candidates may be required to submit a drug and alcohol test prior to commencing an assignment at one of Industrial Recruitment Partners clients. In this case, the candidate will pay the costs of such tests.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination from employment.

An employee found to be exhibiting the effects of drugs or alcohol, or returning a positive drug or alcohol reading, or refusing to participate in testing, will be required to cease work immediately and leave the workplace.

As part of our commitment to maintaining safe work practices, IRP is unable to allow employees to resume work until such time as they undertake testing and a negative result is obtained.

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Employees sent home or to a medical examination must report to the appropriate party and IRP representatives the following working day or when they are no longer under the influence of drugs or alcohol to discuss the incident. The employee will be given a reasonable opportunity to explain the circumstances prior to any final employment action becoming effective.

Employees who return a positive result or refuse testing will not be paid for this time off work (until a negative drug test is returned) and may need to utilise leave entitlements to cover this period.



Peter Spark

Managing Director

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