



FITNESS TO WORK POLICY

Overview

Three Shires Limited is committed to providing and maintaining a safe and healthy working environment in which our employees, and contractors (herein referred to as Our People) are not exposed to hazards arising from fatigue, stress or the use or abuse of alcohol or drugs. When reporting for work, Our People must be fit for work being medically and mentally fit and properly rested to ensure that they can perform their duties in a safe and efficient manner.

Our People are prohibited from working when under the influence of alcohol or drugs, including both illegal and legal highs (also prescription drugs when they may impact on being able to safely operate machinery, equipment or vehicles).

It is our policy to:

Proactively undertake activities to identify and appropriately deal with any of Our People who may be unfit for work. Our processes will be transparent, fair, sensitive, and legally compliant.

Implement and maintain several policies and procedures and a Code of Conduct to effectively, fairly, and constructively manage the identification and management of people who are unfit for work. All our employees must abide by all of the requirements set out in these documents. This is for their own wellbeing and the wellbeing of those around them.

The documents that address several fitness for work issues include:

- Requiring Our People to undertake drug and alcohol screening as a condition of employment and during any assignment or period of work, including systematic and random testing
- Training and cautioning Our People at various stages of employment regarding the dangers of presenting to work in an unfit state, whether due to drug and alcohol abuse, fatigue or other causes
- Taking reasonable steps to ensure that the hours of work, and workplace conditions to which our People are exposed do not create unacceptable risks from fatigue or stress.

Principal legislation

Management of Health and Safety at Work Regulations 1999, amended 2006

Health and Safety at Work etc. Act 1974 (HSWA)

Misuse of Drugs Act 1971

Signed

Print

James Lloyd

Position

Managing Director

Date 16th January 2023

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