



## **FIT FOR DUTY**



## **Purpose**

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Veracity Field Services full and part-time staff are expected to report for work fit for duty, which means able to perform their job duties in a safe, appropriate and an effective manner free from the adverse effects of physical, mental, emotional and personal problems.

## **Scope**

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This program applies to all Veracity Field Services projects and operations.

## **Fitness for Duty Process**

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It is the goal of Veracity Field Services to provide a safe workplace for all employees. To accomplish this goal, we have adopted the following fitness for duty policy requirements. Supervisors will work with the human resources department when they have a concern about an employee's fitness for duty.

All requirements will be verified through documentation.

### **Training and Safe Work Requirements (Skills and Knowledge)**

Employees must have the required skills to perform their assigned tasks. This is evaluated and documented by any or all of the following for evaluation of the employee's required skills:

- Prior employment reference checks
- Certifications, licenses or other documentation verification
- Task testing
- On the job monitoring
- Performance evaluations
- Training and training retention

Employees are properly trained for their assigned tasks. Employees must receive training specific to their assigned task. Examples might be welding, instrumentation, scaffold building, equipment operator qualifications, respirator fit test, etc. based on a training matrix that reflects the job description and/or tasks being performed. All training is to be documented.

Safe work practices and procedures must be followed. Safe work procedures must be in place prior to work beginning. Employees shall follow our and our client's safety requirements. Examples may include, hot work permitting, confined space, lockout tagout, process safety management, electrical safety, operator safety and other standard work practices, safety rules or procedures.

### **Personal Medical Reporting Requirements**

As a condition of employment employees must report all medications to their supervisor they are taking that could impair their ability to work safely. The reporting must occur before the employee arrives for work or arranges for transportation to a remote site.



### **Client Drug and Alcohol Testing Requirements**

Drug and alcohol testing for pre-employment, post-accident or random as prescribed by the host facility shall be implemented. Procedures must include and be implemented for drug and alcohol testing as prescribed by DOT or the host client facilities.

### **Employee Activity and Behavior**

Employee's activities and behaviors will be monitored to determine if employee should be removed from the work site if their ability to perform their duties safely is questioned.

### **Fit for Duty Examination**

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#### **Confidentiality**

Medical Records and other related records are protected by state and federal confidentiality laws and Veracity Field Services policy. Employee medical records will not be released to unauthorized personnel without the employee's written consent or subpoena in accordance with state and federal laws.

#### **Self-Referrals**

Employees are responsible for notifying their supervisor if they are fatigued to the point of not being able to perform their duties safely. Employees must be responsible for ensuring they are physically and mentally fit to perform their job functions safely. Employees must take responsibility for their own safety as well as not reporting to work in a condition as to endanger the safety of their fellow workers.

Disciplinary action may occur for an employee reporting to work in a condition which could endanger their safety or the safety of any other person(s). See below for Management Referral in case there is a question of the employee's ability to work safely.

#### **Management Referral**

##### Management Personnel Responsibility

Management personnel are responsible for monitoring the attendance, performance and behavior of their employees. When an employee's performance and/or behavior (including the odor of alcohol or possible use of any illegal substance) appears to be present, unsafe, ineffective and/or inappropriate, it is every manager's responsibility to challenge the employee's behavior and the ability to function by removing the employee from the job.

Due to the safety issues involved, supervisors have a special responsibility to implement this policy in a consistent and fair manner.