

## **POLICY**

Hawk Energy, LLC has adopted this policy to inform employees of the Fit for Duty Policy. This ensures the safety and health of the employees.

## **RESPONSIBILITIES**

### **Employer Responsibilities**

- Ensuring all employees are physically fit and capable to perform the job duties assigned
- Training personnel to perform assigned tasks safely
- Responding quickly to eliminate workplace hazards
- Ensuring all equipment is kept in good repair
- Ensuring employees follow safe job procedures
- Reviewing job hazard analysis whenever there is a significant change to any element of the job or there has been an injury or illness

### **Supervisor Responsibilities**

- Establishing and maintaining safe and healthful working conditions
- Monitoring employee work behaviors using behavior-based safety tools to determine if they will be removed from the worksite
- Ensuring employees are not impaired by illness or medication use
- Setting good examples, instructing their employees, making sure they fully understand and follow safe procedures

### **Employee Responsibilities**

- Notifying their supervisors if they are fatigued to the point of not being able to perform their duties safely
- Ensuring they are physically and mentally fit to perform their job functions safely. They will take responsibility for their safety as well.
- Notifying their supervisor if they are taking prescription or over-the-counter medications
- No employee is expected to undertake a job until he/she has received instructions on how to do it properly and safely and is authorized to perform the job
- No employee will undertake a job that appears to be unsafe
- Employees are to report to a superior or designated individual all unsafe conditions encountered during work
- Personal protective equipment (PPE) will be used when and where required and properly maintained

## **TRAINING**

Hawk Energy, LLC will ensure all employees will be properly trained for their assigned tasks. Before any employee starts a new assigned task, the employee will receive specific training. Examples might include:

- Forklift operation
- Instrumentation
- Heavy equipment operation
- Scaffold building, etc.

## **PROCEDURES**

### **Drug and Alcohol Testing**

It is the policy of Hawk Energy, LLC that drug and alcohol testing for pre-employment, post-accident, or random will be conducted by only a laboratory certified by the U.S. Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP).

### **Testing Procedures – Pre-Employment**

Any offer of employment is deemed conditional upon the potential employee having a negative test result for drugs.

Pre-employment Drug testing will be scheduled by the hiring supervisor directly with the third-party service provider immediately upon acceptance by the candidate of a conditional offer of employment. Testing will be done in a location most likely to ensure timely receipt of the results. Pre-employment test results will be reported by the Medical Review Officer.

### **Testing Procedures - Employees**

Any person who requires an employee to be tested for Alcohol or Drugs will tell the employee beforehand why the test is being requested. Any employee who refuses a request to be tested is in breach of this policy and may be subject to disciplinary action that may include termination of employment.

When testing for either Alcohol or Drugs is to occur, Hawk Energy, LLC will direct the employee to a sample collection site designated by a third-party service provider and provide transportation to the site. At Hawk Energy, LLC discretion, a qualified technician may be brought to the worksite to conduct the testing.

### **Safe Work Practices**

Hawk Energy, LLC will ensure that all employees are informed of safe work practices and procedures in the workplace. Examples might include:

- Lockout/Tagout
- Process Safety Management
- Asbestos Awareness
- Electrical safety, etc.

### **Prescription and Over-the-Counter Medications**

It is the policy of Hawk Energy, LLC that all employees will notify their supervisor when taking any prescription or over-the-counter medication that could impair their ability to work safely.

Over-the-Counter medications such as allergy or cold and flu medications could also impair one's ability to perform safely and will be reported to their supervisor.

### **Employee Monitoring**

To determine if an employee will be removed from the work site, Hawk Energy, LLC will monitor employee behaviors and activities based on the Behavior Based Safety Policy.

