

FIT TO WORK POLICY STATEMENT

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Coleman Construction and Utilities Limited is committed to ensuring that everyone working for or on our behalf is in a condition that enables them to perform their work competently and in a manner which does not threaten the safety or health of themselves or others.

“Fit for Work” means that an individual is in a physical, mental and emotional state, that enables the individual to perform their assigned duties effectively and in a manner that does not increase the risk to themselves and others. As a minimum, this means being well enough to work and not being fatigued or adversely affected by substances, drugs or alcohol. It is essentially the responsibility of the worker to manage personal factors, which impact on their ability to perform the required work, unimpaired and to the full extent of their capability.

Every worker is responsible for ensuring they are fit for work in accordance with their respective duty of care.

A worker's fitness for work can be determined by the individual, their Supervisor or others in their team. This can be done either through observation with confirmation or through recognised and approved testing.

As part of ensuring workers are fit to work, we will also:

- Screen all personnel required to work on the Rail Infrastructure for drugs and alcohol prior to employment. We may also screen workers who are to be employed in other capacities/ on other projects.
- Undertake an annual, unannounced, random drugs and alcohol screening of personnel.
- Undertake “for cause” drugs and alcohol testing, which includes post-incident testing.
- Require all workers, once formally appointed, to complete a Medical Self Declaration relevant to their role.
- Ensure all workers undergo a periodic medical assessment through an approved medical provider, which includes an assessment of general health, eyesight, colour vision and hearing.
- Monitor and manage sickness and other unauthorised absence from work, such as how much time is lost, where it occurs most and how often individual employees are absent.
- Endeavour to establish and maintain a high standard of management, working relationships, job design, employment relations, communication and flexible working arrangements to minimise absences.
- Require absent employees to phone in by a given time on each day of absence and provide a Fit Note if they are absent for more than 7 days in a row (including non-working days).
- Arrange return to work interviews following absences so we can ensure there are no underlying issues, or for long-term absences meet with the employee to identify how we may help them return to work, such as by offering a phased return to work, flexible working, amended duties, or adapting the workplace, where these options are feasible.
- Implement, maintain and communicate our policies, procedures and work instructions related to Fitness for Work, e.g. CQF3026 Drugs and Alcohol Policy, CQF3028 Hours Worked Policy, CQW201 Recruitment & Induction, CQW202 Drugs and Alcohol Management, CQW200 Medicals, and CQW206 Working Hours & Fatigue.
- Ensure everyone understands they have a duty to present themselves for work in a condition whereby they are physically and mentally capable of safely carrying out their duties.

CQF3254	Issue: 3	Date: 12/25	Owner: Managing Director	Authorised by: 
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- Ensure everyone understands their duty to declare at any point during their employment if they are taking medication or have a medical condition that could impact on their ability to work safely, and to inform the office or their supervisor of any change in personal circumstances that may affect their fitness for work.
- Provide information to all employees and subcontractors on recognising the signs and symptoms of fatigue.
- Consistently enforce and record disciplinary procedures for employees and contractors in breach of Fitness for Work related policies, procedures and work instructions.
- Provide confidential counselling and other support as appropriate for employees and subcontractors.
- Request confirmation from subcontractors that they have a similar commitment to ensuring the fitness for work of their workers and request evidence of an individual's fitness as applicable.

Coleman Construction and Utilities Limited shall ensure that if workers present fit for work issues, they are dealt with in an effective, fair and constructive manner. All issues pertaining to these matters shall be kept strictly confidential. This Policy will be reviewed following any changes to working practices or applicable legislation, or at least annually.