

# Fit For Duty Policy

## Policy Statement

CS Energy has an obligation to provide a healthy and safe working environment for employees, contractors and other personnel and is committed to the prevention of occupational injury and illness.

All persons are to be fit for duty and:

- present at the workplace in a responsible and safe manner;
- maintain a high standard of professionalism and personal conduct;
- perform their duties without imposing unacceptable risks to the health and safety of themselves or others, or to the safety of plant.

If any person at CS Energy workplace is assessed as not fit for duty:

- they must report to the responsible CS Energy officer and co-operate in assessing and managing the risks involved; and
- the responsible officer must take action to minimise the risk to health and safety of that person, other personnel or to the safety of the plant.

## Objective

That everyone working or present at a CS Energy workplace is fit and capable of undertaking the tasks required of them with minimal risk.

This Policy and the supporting procedures cover the preventative and remedial actions that are to be followed to ensure fitness for duty.

## Scope

This Policy and supporting procedures apply to everyone working at, or attending a CS Energy workplace. All persons shall comply with this Policy and procedures as a condition of their site access. Restriction of duties where CS Energy considers a person's fitness would impose an unacceptable risk may result from:

- work related injury or illness;
- stress and fatigue;
- physical or mental deterioration or disability;

- influence of alcohol or prescribed/non prescribed drugs; and
- non work-related injury or illness.

## Interpretation

In implementing this Policy, CS Energy will:

- provide a safe workplace;
- ensure privacy and confidentiality in relation to personal issues;
- encourage staff to make a genuine and valued contribution within their working capacity; and
- work to ensure that all persons do not feel harassed or humiliated as the result of an inability to meet the fitness for duty standards required by CS Energy.

## Supporting Procedures

The procedures that support this Policy:

- define the role of management, employees and other persons in managing fitness for duty;
- encourage appropriate, effective and consistent actions that treat people with dignity and respect;
- identify opportunities for easy intervention,
- ensure access to objective professional advice;
- limit the exposure of the person to risk of injury in the workplace; and
- be developed or modified in consultation with the workforce and relevant parties.

## Responsibility

Employees at all levels within CS Energy are responsible for implementation of this Policy.

Employees, contractors and other personnel are responsible for ensuring they are fit for the duties they undertake and that they work in a manner that protects both themselves and other personnel from potential harm.

