

Fitness for Work Policy

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Approved by	P.Walker
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Purpose

The purpose of the Policy is to:

- ensure a safe and healthy working environment free of work related injury or illness
- minimise the risks of employees presenting for work or conducting work while impaired
- encourage employees affected by fatigue or unfit for work to seek assistance

This Policy and supporting procedure applies to everyone working at, or attending a Tytec Logistics workplace.

Statement

Tytec Logistics recognises that an individual's fitness for work may be affected for a variety of reasons including the adverse effects of fatigue, stress, alcohol, or other drugs and through its Fitness for Work Policy, shall provide a framework to deal with these issues.

Consistent with this Tytec Logistics will:

- prohibits the possession or consumption of illicit drugs or unauthorised use of alcohol on company premises or sites
- provide supervisory personnel with the ability to identify persons at risk and recognise that fatigue, use of illicit drugs or the misuse of alcohol may be symptoms of other underlying issues
- monitor fatigue levels and hours of work, implementing appropriate management programs
- communicate this policy and the methods to access appropriate assistance for any issue that may impact fitness for work

The procedure that supports this Policy:

- defines the responsibilities of management, employees, sub contractors and others
- outlines the testing methods used to assess employees fitness for work
- details the disciplinary actions for breaches of this policy and procedure

Tytec strongly encourage Drivers to assess their own fitness for work and report to their Manager if they suffer constant heaviness in the eyes and head drops, dimmed vision and pressure in the head and temples or any other symptoms of fatigue.

Responsibilities

Senior Management is responsible for:

- establishing and maintaining a fatigue management framework to ensure that personnel are fit for duty
- implementing and monitoring compliance to this policy and associated procedure

Employees are responsible for:

- reporting for work in a fit and healthy state to undertaken the inherent requirements of their role in the workplace
- determining whether or not a drug may be legally or safely taken in conjunction with their job responsibilities

A handwritten signature in black ink that reads "P. Walker".

Paul Walker
Managing Director

15 July 2016