


<b>Document Title</b>	Fitness for Work Policy	
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<b>Document Approval</b>	Douglas Leask	
<b>Applicability</b>	All areas of operations within the company	
<b>Pages</b>	1	

## FITNESS FOR WORK POLICY

We recognise our responsibility to ensure all employees are fit for work while they are on any Leask Marine Ltd sites or vessels, or undertaking activities on behalf of Leask Marine Ltd. The primary objective of our Fitness for Work Policy is to provide a workplace free from the harmful effects of fatigue (physical and mental), medical conditions, stress, illicit drugs, inappropriate use of alcohol, over-the-counter medications, and prescription medications. Our commitment is to actively manage all aspects of our workforce fitness for work which is a crucial part of our commitment to Health and Safety.

To achieve our commitment to fitness for work, we:

- ☉ Do not permit any person to work while impaired by drugs or alcohol,
- ☉ Establish and maintain an Employee Wellness Program encompassing health promotion and the provision of confidential, professional counselling services of an Employee Assistance Program,
- ☉ May conduct pre-employment and other required medical examinations (where relevant) to determine medical fitness to undertake position responsibilities,
- ☉ May conduct pre-employment, pre-activity, blanket, random and for-cause drug and alcohol screening of employees and others at its workplaces,
- ☉ Apply procedures and guidelines for drug and alcohol management including but not limited to testing parameters and disciplinary action,
- ☉ Facilitate workers reporting any medical condition that could affect their fitness for work through provision of a medical disclosure system that is both accessible to employees and confidential in its record management,
- ☉ Apply procedures and guidelines for fatigue risk management, including but not limited to: mobilisation and demobilisation, shift lengths and rostering,
- ☉ Apply a system of management to ensure employees who are deemed unfit or partially fit for work are dealt with in a fair and constructive manner,
- ☉ Provide supervision, instruction, information, and training to ensure all employees are aware of their responsibilities regarding fitness for work including drug and alcohol management,
- ☉ Foster a culture that encourages all employees to take a proactive approach to fitness for work within themselves and others.

**Leask Marine Ltd recognises that the success of this Fitness for Work Policy and the maintenance of a safe and healthy workplace relies on the total commitment and cooperation of management and staff.**



Signed:

Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2023