

ECOPLANT AUSTRALIA &
SEEDDOWN PROFESSIONAL PLANTING

EMPLOYEE

FITNESS FOR WORK

MANUAL

OVERVIEW

This Manual outlines the practices and procedures used by Ecoplant & Seeddown with specific regard to Fitness for Work, including fatigue and impairment from drugs and/or alcohol. It operates in conjunction with the Policy and Procedure Manual of Ecoplant & Seeddown, and in line with the Work Health and Safety Act (2011) and associated legislative, Clients, Ecoplant & Seeddown and industry requirements. All policies contained within this manual are developed to ensure all employees and contractors of Ecoplant & Seeddown understand the commitment the company has to work health and safety and providing the highest quality service to its customers.

WORK HEALTH AND SAFETY POLICY

Ecoplant & Seeddown management is committed to providing and maintaining a safe and healthy work environment, including working conditions, practices and procedures for all employees, visitors and contractors. Ecoplant & Seeddown will seek to achieve this by:-

- Ensuring management and supervisors are aware of and accept their responsibility to provide a safe work environment by demonstrating leadership and commitment to work health and safety.
- Developing safety awareness by providing ongoing instruction, training and supervision to improve our workers understanding of work health and safety issues.
- Ensuring all employees, contractors and visitors are aware of and accept their responsibility to provide a safe work environment.
- Involving all employees in Work Health and Safety issues through consultation and communication on ways they can contribute to identifying, assessing and controlling workplace hazards.
- Take all reasonably practicable steps to eliminate hazards within the workplace through a formalised risk management program.
- Implementing and maintaining an ongoing Work Health and Safety prevention program, including conducting regular inspections of our worksites, aimed at identifying and controlling hazards to prevent incidents occurring.
- Ensuring appropriate workplace rehabilitation is made available to all injured or ill employees to facilitate their safe and early return to work.
- Comply with the legislative requirements of the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, Electrical Safety Act 2002 and Electrical Safety Regulation 2002, relevant Codes of Practice, industry standards and **Ecoplant & Seeddown** requirements.

Joshua Sansom & Paul Harms
Managing Director's
Ecoplant Australia & Seeddown Professional Planting

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Overview of Ecoplant & Seeddown Fitness for Work Management

Ecoplant & Seeddown and its employees have a responsibility for the provision of a safe, healthy, cost-effective and productive workplace. This means that each individual has a responsibility to maintain personal 'fitness for work'. Ecoplant & Seeddown employees are required to attend work in a good physical and mental condition so duties are performed in a safe, efficient and productive manner. Employees should be aware that many factors may affect fitness for work, and these can often interact with each other.

An employee who attends work in an unfit manner is operating outside Ecoplant & Seeddown policy and may be subject to counselling and / or disciplinary action, depending on the degree of awareness and the severity of the risk to safety. Ecoplant & Seeddown reserves the right to direct an employee, who it believes is unable to safely perform their duties due to some form of impairment attend a medical practitioner of Ecoplant & Seeddown choice prior to continuation of duties.

Assessment of Fitness for Work

Immediate supervisors are responsible for initial assessment of an employee's fitness for work. If a supervisor becomes concerned about an employee's ability to safely perform their work, either through direct supervision or report, they must take prompt action.

If an employee presents to work and the supervisor deems that the employee is not fit to be at work then the supervisor should deal with this immediately after they become aware of the issue. The matter should be dealt with sensitively and as a matter of safety rather than discipline. The employee should be stood down from duties and a private discussion should take place to determine the cause of the problem.

The formality of this meeting will be dependent on the individual circumstances i.e. if the illness or injury is obvious then a simple direction to take a break or go home on sick leave will suffice but if the manager has reason to believe that the employee is unfit due to reasons which breach policy (e.g. intoxication) then a disciplinary investigation should be initiated. There may be some warning signs including:

- Lethargy;
- Obvious struggle to complete tasks;
- Out of character behaviour e.g. irritability / aggression, vagueness;
- Apparent lack of attention or concentration;
- Smell of alcohol / drugs on an employee;
- Obvious illness or injury (e.g. flu symptoms, limping).

Drugs and Alcohol

Ecoplant & Seeddown Drug and Alcohol Policy and Procedure should be referred to for any fitness for work matters involving or suspected of involving the influence of alcohol or drugs.

Medical clearance to return to work

If an employee experiences a serious non-work related injury or illness which may affect their ability to undertake the full duties of their position then a medical clearance from a doctor will be required before that employee will be permitted to return to work. If an employee presents to work unable to carry out the duties of their position or where the supervisor believes that there is a risk to them or another employee they will be stood down until a medical assessment can be carried out – at the employees cost.

Long Term Fitness for Work Concerns

Where it is identified that an employee is not meeting the fitness requirements to carry out the inherent requirements of their position Ecoplant & Seeddown may initiate a Fitness for Work (FFW) Management Plan. This plan will be developed by the supervisor in consultation with the employee. Additionally, external medical / functional advice may be sought in specific circumstances.

This plan is intended to support the employee to meet the requirements of their position over an agreed time period or to assess reasonable adjustment options where an employee has an identified disability. The plan will include an explanation of the condition affecting fitness for work, the effects on the employee's ability to perform duties and what steps are to be put in place to remedy or manage the situation. This plan will be maintained as a confidential employee medical record with only authorised staff having access to this information.

Definitions

Fit for Work: An individual is in a state (physically and psychologically) to perform tasks assigned to them competently and in a manner which does not compromise the safety and health of themselves or others.

On Duty: An employee is considered on duty any time they are undertaking duties and responsibilities associated with their contract of employment.

Fatigue: Increased difficulty in performing physical or mental activities resulting from insufficient rest and sleep or medical condition

Worker: A person who carries out work in any capacity for a person conducting a business or undertaking

Incident: A workplace accident or event which is subject to an WH&S investigation

Overview of Ecoplant & Seeddown Fatigue Management

Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and/or physical exhaustion that reduces a person's ability to perform work safely and effectively.

Fatigue may increase the risk of incidents because of a lack of alertness. Fatigue may result in a slower reaction to signals or situations and affect the ability to make good decisions, particularly when:

- Operating our plant and driving vehicles;
- Undertaking critical tasks that require a high level of concentration.

If an employee attends work when they are unwell or fatigued, generally they do so because they are conscientious not because they are trying to put anyone else at risk. The supervisor needs to make a judgement call as to the correct response in the individual circumstances. Appropriate actions may include:

- Having the employee take a short break;
- Sending (or driving) the employee home on approved sick leave;
- Driving the employee to a doctor or to the hospital (if they are not fit to drive themselves);
- Calling an ambulance if the severity of their condition warrants this.

Ecoplant & Seeddown considers the cause of fatigue to mean any factor that could cause or contribute to a person being fatigued. Therefore Ecoplant & Seeddown takes into consideration factors such as:

- Physical or mental exertion;
- Long periods of time awake;
- Not enough sleep or not enough restorative sleep;
- Not enough rest time;
- A person's circadian rhythm (body clock);
- Environmental stress factors, including heat, noise, vibrations;
- Personal health.

Ecoplant & Seeddown considers signs of fatigue to mean any sign that a person was, is or will be fatigued. Examples include:

- Lack of alertness;
- Inability to concentrate;
- Reduced ability to recognise or respond to external stimuli;
- Poor judgment or memory;

- Making more mistakes than usual;
- Drowsiness, or falling asleep, at work (including microsleeps);
- Finding it difficult to keep eyes open;
- Needing more frequent naps than usual;
- Not feeling refreshed after sleep;
- Excessive head-nodding or yawning;
- Blurred vision;
- Mood changes, increased irritability or other changes to the person's mental health;
- Changes to the person's health or fitness.

Ecoplant & Seeddown understands it has a duty as an employer, to ensure our business practices will not cause an employee to work (including operating plant) while fatigued. Ecoplant & Seeddown business practices covered by this section include:

- The operating policies and procedures of the business;
- The human resource and contract management arrangements of the business; and
- Arrangements for managing safety.

The following are examples of measures that Ecoplant & Seeddown may take to eliminate or minimise the risks of fatigue related issues arising within our business:

- Having workplace procedures and policies relating to fatigue and compliance with maximum work requirements and minimum rest requirements;
- Contingency planning in relation to fatigue and compliance with maximum work requirements and minimum rest requirements;
- Having a program to report and monitor fatigue-regulated incidents, risks and hazards;
- Having a program for assessing fitness for duty of relevant person;
- Having training and information about fatigue and compliance with maximum work requirements and minimum rest requirements;
- Having appropriate supervision and management of employees.

Related Information

Ecoplant & Seeddown Fatigue Management policy

Ecoplant & Seeddown Fatigue Management Policy

The management of fatigue is an integral part of Ecoplant & Seeddown Fitness for Work requirements and is a shared responsibility between Ecoplant & Seeddown and all its employees, and applies to everyone working at, or attending an Ecoplant & Seeddown or client's (e.g. Ecoplant & Seeddown) worksite.

Ecoplant & Seeddown is responsible for providing a safe system of work and all employees share in the responsibility to minimise and manage the adverse effects of work related fatigue. Fatigue related impairment is considered an identifiable workplace hazard. The most effective control measures for managing fatigue risks, is to have adequate restorative sleep.

The objective of this Fatigue Management Policy is to:

- Ensure a safe and healthy working environment free of work-related injury or illness;
- Minimise the risks of persons presenting for work or conducting work while impaired;
- Establish appropriate steps to manage persons who are effected by fatigue; and
- Encourage persons affected by fatigue to seek assistance.

In implementing this Fatigue Management Policy Ecoplant & Seeddown will:

- Require everyone on site to be fit for duty and perform their duties without imposing risks to the health and safety of themselves, others or to the safety of vehicles/plant/equipment;
- Prevent or minimise the effects caused by a fatigue related incident; and
- Maintain the privacy and confidentiality of those participating in fatigue management programs.

Ecoplant & Seeddown is responsible for establishing and maintaining a fatigue management framework to ensure that employees and contractors are fit for duty. Employees, contractors and other personnel are responsible for ensuring they are fit for duty by complying with this Policy and the Ecoplant & Seeddown Fatigue Management procedure.

Ultimately to successfully control the risks associated with fatigue in the workplace it is up to each individual to recognise the symptoms of fatigue obtain adequate sleep and ensure they and others affected by fatigue seek assistance.

It is the responsibility of all employees and contractors to adhere to and comply with this policy and it's everyone's responsibility to implement within their line of authority.

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Ecoplant Australia & Seeddown Professional Planting

25/11/2022

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Ecoplant & Seeddown Fatigue Management Procedure

1. Purpose

Ecoplant & Seeddown recognises that fatigue affects a person's health and wellbeing, increases the chance of illness and workplace injuries occurring, and reduces performance and productivity within the workplace. The purpose of this policy is to highlight the effects and risks of employee fatigue, the shared responsibility to manage it appropriately, and the preventative actions that should be planned and taken to minimise associated risks

2. Scope

This policy applies to all Ecoplant & Seeddown employees, contractors and visitors whilst at the workplace or whilst carrying out activities on behalf of Ecoplant & Seeddown.

3. Responsibilities

Management

- Utilise a risk assessment process to identify and manage any risks associated with fatigue within their area of responsibility;
- Consult with workers during the identification and management of risks associated with fatigue;
- Establish mechanisms to monitor and review controls implemented to manage fatigue within their area of responsibility;
- Monitor fatigue levels of workers within their area of responsibility;
- Ensure workers are not placing themselves at risk of injury as result of their levels of fatigue.

Supervisors

- Support management to identify fatigue risk factors within their area of responsibility and implement appropriate controls to manage these risks;
- Monitor fatigue levels of workers within their area of responsibility;
- Ensure workers are not placing themselves at risk of injury as result of their levels of fatigue.

Workers

Workers have a duty to take reasonable care for their own safety and health and that their acts or omissions don't adversely affect the health or safety of others. Workers must also comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to fatigue at the workplace, for example fitness for work policies and policies regarding second jobs.

To reduce the risk of being involved in a work incident caused by fatigue, you should:

- Comply with your organisation's policies and procedures relating to fatigue;

- Understand your sleep, rest and recovery needs and obtain adequate rest and sleep away from work;
- Seek medical advice and assistance if you have or are concerned about a health condition that affects your sleep and/or causes fatigue;
- Assess your own fitness for work before commencing work;
- Monitor your level of alertness and concentration while you are at work;
- Look out for signs of fatigue in the people you work with;
- in consultation with your supervisor, take steps to manage fatigue, for example take a break ;, maintain hydration (drink water), do some stretching or physical exercise, adjust the work environment (lighting, temperature);
- Talk to your supervisor if you foresee or experience being impaired by fatigue likely to create a health and safety risk e.g. because of a health condition, excessive work demands or personal circumstances;
- Assess your fatigue levels after work and take suitable commuting options (e.g. avoiding driving if fatigued).

4. Procedure

Ecoplant & Seeddown recognises its role in managing the effect of fatigue on its employees as:

- Identifying the hazards that can contribute to fatigue;
- Assessing the risks of these hazards;
- Implementing and maintaining risk control measures;
- Reviewing the effectiveness of the control measures; and
- Avoidance of Fatigue.

The following table provides a summary of common causes of fatigue that may need to be considered during the management of risks associated with fatigue.

General causes	Work related causes	Non-work related causes
Inadequate amounts of restorative sleep (less than 7-8 hours)	Poor roster design	Family responsibilities, including sleep disruptions from young babies or ill family members

Long periods of being awake (more than 17 hours)	Extended hours of work and call-out requirements. Second Jobs	Social, community and sporting obligations
Sustained mental or physical effort	Aspect of tasks e.g. greater workload within a standard shift resulting in sustained mental and physical effort, and large amounts of driving	Inappropriate use of alcohol, medication or illicit drugs
Disruption to internal biological clock	Inadequate rest breaks or poor roster design (varies with task)	Stress from financial difficulties or personal relationships
Health and emotional issues	Work environment e.g. noise and temperature extremes, conflict with supervisor, managers or colleagues	Physiological e.g. age, medical or mental health conditions, sleeping disorders

4.1 Management of Fatigue

If an instance of fatigue is recognised, Ecoplant & Seeddown will review the circumstances surrounding the employee in question. The review shall include the following areas:

- Immediate shift completion time frames;
- Prior week's work schedule;
- Prior month's work schedule;
- Last instance of leave that was taken; and
- Personal circumstances that may have been involved.

The review shall make amendments to the employees' schedule, and where possible, allow for leave to be taken for rest and recovery. Employee schedules shall be reviewed to ensure no like instances of planning that may allow another instance of fatigue to arise.

Management must utilise a risk assessment process in accordance with the Hazard Identification and Risk Management Procedure to identify and manage the risks associated with fatigue. This involves the following steps:

- **STEP 1 – Hazard identification**
Identify the factors which may cause fatigue in the workplace.
- **STEP 2 – Risk assessment: inherent risk**
Assess the risks of injury from fatigue.
- **STEP 3 – Control risks**
Control the risks by implementing the most effective risk control measures reasonably practicable in the circumstances.
- **STEP 4 – Risk assessment with control measures: residual risk**
Re-assess whether the risks of injury from fatigue are adequately controlled.

- **STEP 5 – Monitor and review control measures**

Review risk control measures to ensure they are working as planned.

Identification of factors that may cause fatigue

The first step in the risk management process is to identify all reasonably foreseeable factors which could contribute to and increase the risk of fatigue. Fatigue is often caused by a number of inter-related factors which can be cumulative. Common factors that may contribute to fatigue are:

- Work schedules which limit the time workers can physically and mentally recover from work. This may include workers who undertake extended hours or are not able to take regular breaks.
- Job demands, particularly work that requires extended periods of work that is physically or mentally demanding.
- Sleep, including the length of sleep time, the quality of sleep and the time since sleep.
- Environmental conditions, such as exposure to heat, cold, vibration or noise, can make workers tire quicker and may impair performance.
- Non-work related factors, such as a worker's lifestyle, family responsibilities or health may all increase the risk of fatigue.

Methods that managers may utilise to identify whether there are any of the above risk factors affecting their workers include:

- Consulting with workers
- Examining work practices and systems of work
- Examining human resource records and data such as timesheets and overtime payments
- Incident data and the findings of incident investigations
- Seeking advice and information from relevant experts.

Assessing the risk

Once a manager has identified factors which may cause fatigue, they should undertake an assessment of the risk to consider:

- Where, which and how many workers are likely to be at risk of becoming fatigued
- How often fatigue is likely to occur
- The degree of harm which may result from fatigue
- Whether existing control measures are effective
- what action should be taken to control the risk of fatigue
- How urgently action to control the risk needs to be taken.

When assessing risks, contributors to fatigue should not be considered in isolation. For example, job demands, hours of work and environmental conditions may all increase the risk of fatigue in the workplace. The risks of injury from fatigue may increase if workers work long daily hours in a physically or mentally demanding job.

Controlling the risk

The best way to control the health and safety risks arising from fatigue is to eliminate the factors identified as causing fatigue at the source. If elimination is not reasonably practicable, the risks must be minimised. The determination of the most effective controls to manage the risks associated with fatigue should always be identified in consultation with workers where possible. This section outlines common control measures that may be considered based on the factors identified as contributing to or increasing the risk of fatigue.

Work scheduling

Control measures for fatigue risks which can be built into the work scheduling may include:

- Designing working hours and rosters to allow for good sleep opportunity and enough recovery time between work days. Where possible, a minimum of a 10 hour break should be provided between shifts.
- Ensuring workers have and take adequate and regular breaks to rest, eat and rehydrate
- Avoiding scheduling high-risk work during low body clock periods (i.e. between 2am and 6am).
- Establishing plans to manage workload change caused by machinery breakdowns or planned and unplanned absences.
- Managing overtime, shift swapping and on-call duties
- Implementing processes to manage accrued leave balances and requests for leave.
- Considering future rosters and schedules when approving request for leave or shift swaps, and ensuring leave is reflected in rosters.

Job demands

Control measures to prevent or minimise the risk of fatigue associated with job demands can include:

- Ensuring fit-for-purpose plant, machinery and equipment is used at the workplace.
- Redesigning the job to limit periods of excessive mental or physical demands.
- Considering job rotation to limit a build-up of mental and physical fatigue.
- Developing contingency plans for potential situations where workers may have to unexpectedly work longer hours, more shifts or a long sequence of shifts.
- Planning for expected changes in work flow including anticipated peaks and troughs throughout the year.

Environmental conditions

Control measures to prevent or minimise the risk of fatigue associated with environment conditions can include:

- Avoid working during periods of extreme temperature or minimise exposure time through job rotation.
- Provide a cool area where workers can take a rest break and rehydrate in hot work environments.

Review requirements

Once control measures are implemented, management should establish mechanisms to monitor and review the controls, to ensure they continue to be effective in managing fatigue. Consideration may be given to implementing trial periods for any new work schedules and encouraging workers to provide feedback on their effectiveness. Management need to consider the risks associated with fatigue when determining the frequency of reviews, with high-risk hazards needing more frequent assessments.

Control measures should also be reviewed when:

- There is any indication risks are not being controlled.
- New tasks, equipment, procedures, rosters or schedules are introduced.
- Changes are proposed to the work environment, working hours, schedules and rosters.
- There is an incident due to fatigue at the workplace.
- New information regarding fatigue becomes available.

When undertaking the risk assessment, it is important for management to ensure workers are consulted at each of step of the process. This encourages everyone to work together to identify fatigue risk factors and implement effective control measures. Consultation also helps to raise awareness about the risks associated with fatigue.

Ecoplant & Seeddown Drugs and Alcohol Policy

Ecoplant & Seeddown has obligations under Work Health and Safety legislation to as far as is reasonably practicable, ensure the safety and health of all people associated with its operations and those of its clients. The Company will take all necessary steps to ensure that it meets its obligations to employees and clients and conduct its operations in a safe and responsible manner. A key aspect of meeting those obligations is the implementation of a sound and practical Drug and Alcohol policy

Ecoplant & Seeddown believes any individual present in the workplace, and who has consumed drugs and/or alcohol, presents a potential risk to safety and may affect an individual's job performance, endanger lives and potentially cause damage to property and equipment. This is particularly so in our industry where the operation of heavy machinery/plant is a key part of our business. The management of the risks associated with the use of drugs and alcohol at work is essential to ensuring a safe work environment.

Employees, contractors and visitors must not during working hours:

- Consume alcohol in the workplace;
- Distribute alcohol in the workplace;
- Sell alcohol in the workplace;
- Be in possession of alcohol in the workplace, or
- Attend the workplace with a blood alcohol content exceeding 0.00%.

Employees, contractors and visitors shall not during working hours:

- Use drugs;
- Distribute drugs;
- Sell drugs;
- Be in possession of drugs.

For the avoidance of doubt, our policy is specifically intended to include the consumption of alcohol and/or drugs prior to working hours, which would impact upon the individual's blood alcohol content (BAC) during working hours.

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Ecoplant & Seeddown Drugs and Alcohol Procedure

1. Purpose

The purpose of this procedure is to outline Ecoplant & Seeddown process for the prevention, reduction and/or elimination of problems associated with the misuse or abuse of alcohol and other drugs which affect work performance, conduct and/ or safety.

2. Scope

This policy applies to all Ecoplant & Seeddown employees, contractors and visitors whilst at the workplace or whilst carrying out activities on behalf of Ecoplant & Seeddown.

3. Fitness for Work

To be considered "fit for work", a person must be in a state (physical, mental and emotional) which enables them to perform assigned tasks competently and in a manner which does not threaten the safety or health of themselves or others. This includes an employee presenting for work in a state where they are not under the influence of alcohol or other drugs.

4. Approved Functions

The Company recognises there will be occasions where employees and contractors will consume alcohol at authorised functions. On such occasions, alcohol may be served, however if consumed, must be consumed in a responsible manner. Having consumed alcohol at an authorised function, employees must not return to or commence working thereafter if in contravention of this policy.

Persons are to ensure that they do not resume duty:

- With an alcohol concentration above the limits set herein;
- If they are affected by alcohol or other drugs which may lead to a safety risk or an inability to fulfil the requirements of the position;
- Employees must not drive home after a work function if they above the legal limit.

5. Prescription or Over the Counter Drugs/Medication

Any employee who has been prescribed medication by a medical practitioner will not be in contravention of the policy as a result of taking or being in possession of that drug in accordance with the prescription, provided that:

- The employee has disclosed to the medical practitioner concerned the position which he/she occupies and the tasks he/she is required to perform;
- The employee receives a certificate from the medical practitioner certifying the employee as being fit to work safely;

- The certificate must state whether the employee is taking prescription medication and confirm that the quantity prescribed does not have the potential to adversely affect the employee's safe and efficient performance of their duties;
- They are not using someone else's prescription medication, or combining medication and alcohol use against direction;
- The consumed level of the prescription drug does not exceed the level that the employee has been prescribed to take; and
- In all cases the employee must provide a copy of the medical certificate to his/her manager before returning to his/her duties.

6. Illegal Drugs

The following activities are prohibited because they are not consistent with providing and maintaining a safe and healthy workplace. Individuals engaging in the following activities will be subject to discipline up to, and including, termination of employment for employees and removal from the site for all other contractors and visitors.

The following are prohibited while on company business or premises:

- Using, possessing, distributing, offering or selling illegal drugs or drug paraphernalia;
- Reporting to work, or being at work, while under the influence of illegal Drugs.

7. Alcohol

The following activities are prohibited because they are not consistent with providing and maintaining a safe and healthy workplace. Individuals engaging in the following activities will be subject to discipline up to, and including, termination of employment for employees and removal from the site for all other contractors and visitors.

Employees, contractors and visitors must not during working hours:

- Consume alcohol in the workplace;
- Distribute alcohol in the workplace;
- Sell alcohol in the workplace;
- Be in possession of alcohol in the workplace, or
- Attend the workplace with a blood alcohol content exceeding 0.00%.

8. Assessment/Rehabilitation

Ecoplant & Seeddown recognises that alcohol and drug dependency are treatable illnesses and early intervention greatly improves the probability of a lasting recovery. Individuals who suspect they have a substance dependency (or emerging alcohol or drug problem) are expected to seek advice and to follow appropriate treatment promptly and before job performance is affected or violations of this

policy occur. Following the violation of a provision of this policy, employees may be referred for an assessment by a substance abuse professional.

9. Request for Assistance

Employees who voluntarily come forward for help with an alcohol or drug problem may be referred for an assessment by a substance abuse professional and supported through a treatment and aftercare program consistent with the SAPs recommendations at Ecoplant & Seeddown discretion.

10. Confidentiality

Confidentiality will be maintained to the greatest extent possible, except where limited disclosure is necessary for related health and safety concerns (e.g., there is deemed to be a potential for risk to self, others or the company), or where required or permitted by law (e.g., in the case of litigation or government investigation). That is, only the information strictly limited to the level of functionality (e.g., fitness for work and any restrictions that may apply) may be shared with management for purposes of determining fitness for work.

11 Unfit for Work Situations

In all situations when there are grounds to believe a worker is unfit to be on company/client premises, the worker will be escorted by a supervisor to a safe place, interviewed, and given an opportunity to explain why he or she appears to be not fit for work. If the explanation is not plausible and/or the supervisor still believes the worker is in a condition unfit for normal work, the supervisor must take one or more of the following actions:

- Investigate further by questioning the worker to determine the reason that the worker is not Fit for Work and determine whether a referral for medical attention, or testing for alcohol and drugs, is required under this policy;
- Inform the Ecoplant & Seeddown Director immediately;
- Refer the worker for medical attention, if there are immediate medical concerns (i.e., local hospital or clinic).

Under no circumstances will a worker return to work if he or she is not Fit for Work. Where a worker is referred for medical attention the worker will be provided with transportation and escorted to the hospital/clinic (depending on the circumstances) and then transported to his or her local place of residence (or the care of another adult person). The worker may be temporarily removed from his or her duties, or reassigned pending completion of any investigation.

12. Loss of License/Impaired Driving Charge

All employees who regularly (or periodically) operate any motorised vehicle on behalf of Ecoplant & Seeddown must advise management of any loss of their driver's license. In addition, employees must

inform their supervisor immediately if they have been charged with an impaired driving offence when operating a company vehicle, or driving on behalf of the company. Impaired driving would include (but not be restricted to) testing over the legal BAC in any jurisdiction, driving while impaired, or refusing to provide a sample at the request of a police officer for testing. Failure to report the charge is a violation of this policy.

13. Disciplinary Action

Any violation of a provision of this procedure may result in discipline up to and including termination of employment. Pending the outcome of any investigation, an employee may be suspended with, or without, pay. Should the company determine that employment will be continued after a violation, the employee would be required to enter into an agreement governing his or her continued employment, which may require any (or all) of the following actions, or any other condition appropriate to the situation:

- Temporary removal from his or her position;
- Assessment by a SAP to determine the need for a structured treatment program;
- Adherence to any recommended treatment and aftercare program;
- Remain substance-free and have satisfactory performance on return to duty;
- Successful completion of a return to duty test;
- Ongoing unannounced testing for the duration of his or her agreement;
- Adherence to any rehabilitation conditions or requirements;
- No further policy violations during the monitoring period.

Failure to meet the requirements of the agreement, during the monitoring period, will be grounds for discipline up to and including termination of employment, as set out in the agreement.

Records Management

All records relevant to this procedure are to be maintained within the Ecoplant & Seeddown record keeping system.

Related Documents and Legislation

QLD Work Health and Safety Act 2011

Ecoplant & Seeddown Drugs and Alcohol Policy

QLD Work Health & Safety Regulation 2017