

FIT FOR DUTY



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Section:	38	Revision Number:	01
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1. Scope

- a. This procedure provides basic guidelines for **H2 Enterprises, LLC**, Fit for Duty program. It is the objective of this program to help ensure that every employee working on the project is safe and healthy. All **H2** employees must comply with the project safety procedures as well as provisions of the Occupational Safety and Health Act and other federal, state and applicable safety codes.

2. Purpose

- a. Working safely is a condition of employment. Each employee is expected to consider the prevention of injury to self and co-workers.
- b. The purpose of this program is to establish procedures for assessing Fit for Duty of personnel under certain specified circumstances or upon release to return to work following a serious injury or illness.

3. Procedure

- a. For the safety and well-being of personnel and their co-workers, an individual is not to report to work if they are seriously ill or impaired. An individual with a mental or physical condition that may prevent them from performing an essential job function and in an effective and/ or safe manner will not report for work until they are Fit for Duty.
- b. Employees are responsible for notifying their supervisor if they are fatigued or not physically or mentally capable of performing work safely.
- c. It is the responsibility of all employees who observe or who have reason to believe that another individual may be unfit to perform the functions of the job effectively and/ or safely, will report such observations to their immediate supervisor. In cases where the individual in question is the immediate supervisor, an on-duty site manager will be notified.
- d. Project leaders and supervisors will conduct visual and oral Fit for Duty assessments during tailgate/JSA meetings, and will document issues as they arise. They will also be responsible for monitoring employee behaviors and activities throughout the work day for continued Fit for Duty assessment.
- e. If the supervisor believes that the condition could affect the safety of the individual or others, the supervisor will immediately take the individual off duty.
- f. All who observe or who have reason to believe that another individual may be unfit to perform the functions of the job effectively and/ or safely, will report such observations to their immediate supervisor. In cases where the individual in question is the immediate supervisor, an on-duty site manager will be notified.

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- g. Project leaders and supervisors will have received Reasonable Suspicion for Drug and Alcohol Testing, and will be given the discretion to assess appropriate action to be taken about the individual, which may result in removal of the individual from duty until such time that a fit for duty or medical evaluation has been conducted.
- h. In cases where the individual is removed from duty or needs to be referred for a medical evaluation and/ or treatment, the immediate supervisor will contact the HSE Safety Manager, Human Resource Manager, or HSE Safety Committee member regarding the situation immediately or as soon as reasonable. The initial contact may be by phone, text, or email message, with a written follow-up Incident Report.
- i. In the event, it is determined that the individual does not have the ability to perform each of the essential functions of their job or they pose a risk of harm to self or others in the performance of such functions, **H2** Management, Human Resource or Safety Committee will determine whether or not a reasonable accommodation exists that will remove the barrier to continued employment, and eliminate or minimize the potential risk of harm to the individual or others.

4. Alcohol and Drug Screening

- a. All employees are subject to drug testing at hire. On an ongoing basis, employees may be subject to random, periodic, and post-accident drug screens through the FMCSA, PHMSA, and DOT regulations. While on our premises, employees may not use, possess, distribute, sell or be under the influence of illegal drugs or alcohol. This also includes the use of Medicinal Marijuana.
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5. Training and Documentation

- a. Training records shall be maintained on file the project by Project Leaders or at the home office.
- b. Noncompliance by any **H2** employee with any part of this described program will result in appropriate disciplinary action as outlined in Section 16- Corrective Actions and Discipline Procedure.