

READINESS FOR DUTY POLICY – OWNER/DIRECTOR

The Owner/Director, employee or sub-contractor's ability to perform the allocated work task is directly affected by the way they have used their rest breaks and time away from work. While it is not reasonable to intrude into how they spend their rest breaks and time away from work, effort is made to inform Driver/Operators and their families of the benefits of a balanced lifestyle. If there is a reasonable doubt about a Driver/Operator or other staff member's fitness for duty,

(Company name)

will stand the Driver/Operator down without pay until they have been assessed by a medical practitioner of company's choice and are cleared to return to normal duties.

A second job may impact on the Driver/Operator's fitness for duty and Driver/Operators are made aware of our attitude and concern about such practice.

Employees and sub-contractors must not commence work when deemed to be fatigued or have been driving outside the agreed company limits. An employee or sub-contractor who does so is guilty of violating this policy and may be subject to disciplinary action. When problems relating to fatigue arise, the company management will take whatever steps are necessary, given the circumstances, within the terms of the conditions of employment / engagement.

The management reserves the right to request that an employee or sub-contractor whom it believes is unable to safely perform their duties because of fatigue or other forms of impairment, to attend a medical practitioner of the company's choice and or an assistance counsellor. If, however, the Driver/Operator chooses not to attend, then this will be recorded as a positive test and further action may be taken.

Signed:

Owner/Director

Date