

<i>HEALTH AND SAFETY MANUAL</i>	
Title: Fit For Duty	Rev. 1/9/13
Approved by: Greg Savoy	

1 Purpose/Scope:

Point Eight Power, Inc. is committed to providing a safe workplace for the benefit of its employees. In order to provide a safe work environment, employees must be able to perform their job duties in a safe, secure, productive, and efficient manner, and remain able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety hazard to themselves, to other employees, or to the public.

The purpose of this policy is to establish procedures by which the Company will evaluate personnel fitness for duty when a mechanic is:

- 1.1 initially hired (via the pre-employment physical), every two years thereafter and/or prior to being transferred to another job description.
- 1.2 having observable difficulty performing work duties in a manner that is safe for the employee, for the employee's coworkers, or for the public, as determined by the supervisor; or
- 1.3 posing an imminent and serious safety threat to self or others.
- 1.4 re-entering the work environment after surgery, accident or illness.
- 1.5 changing into certain job functions and different environments.

This policy applies to designated personnel according to job descriptions. Employees shall receive training specific to their assigned task which shall include safe work practices.

2 Responsibilities:

2.1 Management, Human Resources, and the Safety department is responsible for their components of administering the Company drug and alcohol policy prescribed by DOT and by customer requirements.

2.2 Managers/Supervisors are responsible for:

- observing the attendance, performance, and behavior of the employees they supervise to determine if employee should be removed from the work site;

- following this policy's procedures when presented with circumstances or knowledge that indicate that an employee may be unfit for duty;
- confidentiality of medical records (any document containing medical information about an employee is considered a medical record and is regarded as confidential).

2.3 Employees are responsible for:

- managing their health in a manner that allows them to safely perform their job responsibilities;
- reporting all medications (to their supervisor) they are taking including over-the-counter medications which could also impair one's ability to perform safely;
- coming to work fit for duty and must perform their job responsibilities in a safe, secure, productive, and effective manner during the entire time they are working;
- following Company safe work procedures;
- notifying their supervisors when they are not fit for duty (i.e. fatigued to the point of not being able to perform his/her duty);
- notifying the supervisor when they observe a coworker acting in a manner that indicates the coworker may be unfit for duty. If the supervisor's behavior is the focus of concern, an employee may inform upper management or call Human Resources for further guidance.

3.1 General:

- 3.1.1 The supervisor who receives reliable information that an employee may be unfit for duty, or through personal observation believes an employee to be unfit for duty, will validate and document the information or observations soon as practicable. Actions that may trigger the need to evaluate an employee's fitness for duty include, but are not limited to, problems with dexterity, coordination, concentration, memory, alertness, vision, speech, inappropriate interactions with coworkers or supervisors, inappropriate reactions to criticism, or suicidal or threatening statements.
- 3.1.2 The supervisor will present the information or observations to the employee at the earliest possible time in order to validate them; and will allow the employee to explain his or her actions, or to correct any mistakes of fact contained in the description of those actions. The supervisor along with HR and Safety Department overview will then determine whether the employee should leave the workplace immediately for safety reasons.
- 3.1.3 In all other circumstances, as determined by Legal, HR, and Safety the supervisor shall take appropriate action, during the normal workday, as soon as possible after he or she receives reports and validates or personally

observes an employee's unfit behavior.

(For situations arising outside the normal workday, the supervisor/manager will make a determination of whether the employee should leave the workplace immediately for safety reasons).

- 3.1.4 Based on the descriptions provided to the supervisor, Legal, HR, and Safety will determine whether a fitness for duty evaluation is required and, if so, the type of evaluation needed and the type of health service provider to make the evaluation. HR should also be consulted to aid in determining the type of leave to be used pending a complete assessment of the situation.
- 3.1.5 The designated health service provider shall certify when and whether the employee is fit to return to work.
- 3.1.6 Based on information provided by the health service provider, Legal, HR, and/or Safety will advise the supervisor whether the employee should return to work and, if so, the conditions of return, including whether the employee must attend a reentry conference with the supervisor and Employee Assistance Program (EAP), and whether additional follow-up meetings are necessary. The final decision on whether a provider's certification will be accepted lies with the employee's management.
- 3.1.7 The employee must comply with all aspects of the fitness for duty and evaluation procedures, including furnishing necessary consent and release forms to the health service provider. Noncompliance may be grounds for disciplinary action up to and including termination. Information will be requested from the health service provider regarding work restrictions that may be required upon the employee's return to work.
- 3.1.8 Application of this policy is not intended as a substitute for other policies or procedures related to performance; nor is it intended as a substitute for discipline. Situations involving violations of Company policies or practices may result in disciplinary action being taken.

3.2 Requirements:

- 3.2.1 Employees shall receive training specific to their assigned task.
- 3.2.2 Essential physical requirements vary from job to job and shall be per HR Department specific job descriptions.

4 References:
None

5 Exhibits:
None