

## **Fit for Duty**

### **1. Purpose and Scope:**

- 1.1. Therma employees are expected to report for work fit for duty, which means able to perform their job duties in a safe, appropriate and an effective manner free from the adverse effects of physical, mental, emotional and personal problems.
- 1.2. It is the goal of Therma to provide a safe workplace for all employees. To accomplish this goal we have adopted the following fitness for duty policy requirements. Supervisors will work with the H.R. Department when they have a concern about an employee's fitness for duty.

### **2. Responsibility:**

- 2.1. Management personnel are responsible for monitoring the attendance, performance and behavior of their employees. When an employee's performance and/or behavior(including the odor of alcohol or possible use of any illegal substance) appears to be unsafe, ineffective and/or inappropriate, it is every manager's responsibility to challenge the employee's behavior and the ability to function, remove the employee from the job and contact the H.R. Department.
- 2.2. Supervisors have a special responsibility to implement this policy in a consistent and fair manner.

### **3. Training and Safe Work Requirements (Skills and Knowledge):**

- 3.1. Employees need to have the required skills to perform their assigned tasks. This is evaluated and documented by any or all of the following for evaluation of the employee's required skills:
  - Certifications, licenses or other documentation verification
  - Task testing
  - On the job monitoring
  - Performance evaluations
  - Training and training retention

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- 3.2. Employees are properly trained for their assigned tasks. Employees must receive training specific to their assigned task.
  - Examples might be hot work, scaffold use, equipment operator qualifications; respirator fit test, etc. or based on a training matrix that reflects the job description and/or tasks being performed. All training is to be documented.
- 3.3. Safe work practices and procedures must be followed. Safe work procedures must be in place prior to work beginning. Employees shall follow our and our client's safety requirements.
  - Examples may include hot work permitting, confined space, lockout tag out, process safety management, electrical safety, operator safety and other standard work practices, safety rules or procedures.

#### **4. Personal Medical Reporting Requirements:**

- 4.1. Employees need to report all medications to their supervisor they are taking that could impair their ability to work safely. Over-the-counter medications such as allergy or cold and flu medications could also impair one's ability to perform safely and must also be reported to their

#### **5. Client and Drug and Alcohol Testing Requirements:**

- 5.1. Drug and alcohol testing for pre-employment and post-accident as prescribed by the host facility shall be implemented. Procedures must include and be implemented for drug and alcohol testing as prescribed by DOT or the host client facilities.

#### **6. Confidentiality:**

- 6.1. Medical Records and other related records are protected by state and federal confidentiality laws and Therma's policy. Medical records will be maintained in the employee's medical file at the corporate office. Employee medical records will not be released to unauthorized personnel without the employee's written consent or subpoena in accordance with state and federal laws.

#### **7. Self-Reporting:**

- 7.1. Employees are responsible for notifying their supervisor if they are fatigued to the point of not being able to perform their duties safely. Employees must be responsible for ensuring they are physically

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and mentally fit to perform their job functions safely. Employees must take responsibility for their own safety as well as not reporting to work in a condition as to endanger the safety of their fellow workers.

- 7.2. Disciplinary action may occur for an employee reporting to work in a condition which could endanger their safety or the safety of any other person(s). See below for Management Referral in case there is a question of the employee's ability to work safely.

## **8. Management Referral:**

- 8.1. When any manager or their designee observes an employee who is not performing his/her job safely, appropriately, and effectively, or an odor of alcohol is present, or whose behavior is inappropriate, that manager is to remove the employee from her/his duty immediately and call the H.R. Director or local safety team leader. The employee may be referred to a medical provider for a fitness for duty exam.
- 8.2. The Fitness for Duty evaluation may include testing for chemical (e.g. alcohol and drug) levels, referral for psychiatric evaluation or any other evaluation or follow-up deemed necessary.
- 8.3. The manager or designee must document the reasons for the fitness for duty request by recording the employee's behavior and noting the names of any witnesses who observed that behavior. Documentation must be submitted to the H.R. Director.
- 8.4. The employee is required to cooperate fully with the manager and medical personnel. The employee must sign consent forms for both the fitness examination and communication of its results in confidence to the H.R. Director. Refusal will be grounds for disciplinary action.
- 8.5. Medical personnel will advise the H.R. Director if the employee is fit or not fit for duty.
- 8.6. If medical personnel determine that the employee is FIT FOR DUTY, the employee must contact the H.R. Director and provide a return to work authorization. The H.R. Director and the employee's supervisor will determine if discipline is required in situations where misconduct may have occurred.
- 8.7. If medical personnel determine that the employee is NOT FIT FOR DUTY:
- The supervisor shall ensure the employee has safe transportation home.

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- The employee may not be permitted to return to work until a return to work authorization has been provided by medical personnel.
- The supervisor and the H.R. Director will determine discipline in situations where misconduct has occurred.