



## FIT FOR WORK POLICY

Hardings Hotmix recognises the misuse of alcohol and other drugs may have a detrimental effect on individuals, the company and on products and services provided to clients. Misuse of alcohol and other drugs, (both legal and illegal), may contribute to health and safety risks, workplace accidents and poor work performance.

Any employee who considers they may have an alcohol or other drug misuse issue that could impact on the workplace is strongly encouraged to seek confidential advice and assistance.

Mandatory requirements for all persons on worksites managed by Hardings Hotmix:

- Employees or contractors who are taking prescribed or over the counter medication which may affect their judgement in any way, and which could affect the safety of that person or any other person at the workplace must notify Hardings Hotmix prior to commencing work.
- All employees and contractors undertaking work on Hardings Hotmix sites are required to review and sign off on the Fit for Work Procedure.
- All employees and contractors who have signed off on the Fit for Work Procedure will present for random testing if selected, Random testing will be carried out a minimum of 10 times per year.
- Alcohol in the workplace is prohibited. Blood Alcohol Content (BAC) must not be in excess of 0.00%. The only exception is if an authorised workplace function is being conducted in accordance with the Fit for Work Procedure.
- No individual under the age of 18 years will be provided alcohol at Hardings Hotmix organised social functions.
- Illegal drugs are expressly prohibited at Hardings Hotmix workplaces, authorised events and in Hardings Hotmix vehicles. If tested, an individual must not test non-negative to any drug group. The only exception is if it can be substantiated the individual was taking either prescribed or over the counter medication in strict accordance with prescribed or recommended use.

The primary focus of this Policy is to ensure people are fit for work. However, where an investigation indicates that a breach of this Policy or the associated Procedure has occurred, action will be taken.

By strictly complying with the above requirements Hardings Hotmix believes it can satisfy its legal obligations and minimise any effect the misuse of alcohol or other drugs may have in providing a safe workplace.

A handwritten signature in black ink, appearing to read "Nic Broomhall".

Nic Broomhall  
Chief Executive Officer

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