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### 1.0 PURPOSE

Hardings Group wants to provide a safe, healthy, and productive work environment where all workers can perform at their best. Being fit for work means having the physical, mental, and emotional capacity to carry out duties safely and effectively. It is essential for individual wellbeing, team performance, and the safety of others on site.

This policy explains what it means to be fit for work and sets clear expectations for all workers. It outlines how Hardings Group identifies and manages risks related to fitness for work and the support available to help workers meet these requirements. The intention is to ensure a consistent, fair, and supportive approach to maintaining fitness for work across all areas of the business.

### 2.0 SCOPE

This policy applies to all workers at Hardings Group. The policy covers more than just time spent at work or on-site, it also takes into account things that can affect your ability to work safely and effectively, like illness, stress, fatigue, or substance use, even if they happen outside of work.

### 3.0 RESPONSIBILITIES

<b>Executive Management</b>	<ul style="list-style-type: none"> <li>• Set the tone from the top by modelling the right behaviours.</li> <li>• Make sure the policy is in place and followed.</li> <li>• Regular review of risks and controls for fitness for work.</li> <li>• Review test results as required with HR.</li> <li>• Report illegal activity to relevant authorities if identified.</li> <li>• Reporting to the board in the event of a breach of this policy</li> </ul>
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<b>HR</b>	<ul style="list-style-type: none"> <li>• Coordinate drug and alcohol testing through an independent provider.</li> <li>• Organise pre-employment medicals and any required health checks.</li> <li>• Review medicals and test results and escalate to Executive Management appropriately.</li> <li>• Support review of risks and controls for fitness for work.</li> <li>• Manage disciplinary action for policy breaches, in line with policies.</li> <li>• Advise managers and workers on fitness for work in line with this policy.</li> <li>• Provide support for non-work-related injuries or health conditions that may affect an employee's ability to do their job safely.</li> <li>• Request medical certificates or additional details if capacity to work isn't clearly outlined.</li> <li>• Ensure all employees are made aware of this policy and understand their responsibilities.</li> <li>• Act as the main contact for the Employee Assistance Program (EAP).</li> <li>• Keep the policy up to date and legally compliant.</li> <li>• Keep all related records secure and confidential.</li> </ul>
<b>Mental Health First Aider</b>	<ul style="list-style-type: none"> <li>• Offer initial support and reassurance to workers experiencing mental health challenges.</li> <li>• Maintain confidentiality and respect privacy while encouraging professional help.</li> <li>• Refer individuals to appropriate internal or external support services, including EAP.</li> <li>• Monitor and support the reintegration of individuals returning to work after a mental health-related absence.</li> <li>• Participate in ongoing training and development related to mental health support.</li> </ul>
<b>Project Managers/ Coordinators</b>	<ul style="list-style-type: none"> <li>• Plan work schedules to manage fatigue and other risks.</li> <li>• Act promptly on any concerns raised.</li> <li>• Work with HR and/or HSEQ Team when needed to apply this policy fairly and consistently.</li> <li>• Take action if someone is unfit for work, this may mean removing them from site while the situation is reviewed.</li> <li>• Document any concerns about a worker's fitness or performance.</li> <li>• Direct workers to access support, such as the EAP (Employee Assistance Program), mental health first aider, HR.</li> <li>• Respond to reports of workers appearing impaired while on site and when preparing to leave work, including arranging testing and making sure they do not drive while unfit.</li> </ul>
<b>Team Leaders</b>	<ul style="list-style-type: none"> <li>• Lead by example and make sure this policy is followed by team members and visitors in day-to-day operations.</li> <li>• Check that workers are fit for duty at the start of and during the day, and plan work schedules to help prevent fatigue.</li> <li>• Report concerns to Project Managers/ Coordinators and keep a written record of any concerns about a worker's fitness or performance.</li> <li>• Take action if someone is unfit for work, this may mean removing them from site while the situation is reviewed.</li> <li>• Support workers by guiding them to available help, such as the EAP (Employee Assistance Program), mental health first aider, HR.</li> </ul>

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	<ul style="list-style-type: none"> <li>Take immediate action if a worker appears impaired by drug or alcohol, including removing them from work, and notifying a Project Manager or Coordinator.</li> </ul>
<b>HSEQ Team</b>	<ul style="list-style-type: none"> <li>Promote awareness of risks such as fatigue and substance use.</li> <li>Support the alcohol and drug testing program.</li> <li>Identify fitness-for-work safety risks and recommend appropriate controls.</li> <li>Monitor incidents or trends and use this data to improve training and prevention.</li> </ul>
<b>Workers/ Employees</b> <i>These responsibilities apply to everyone at Hardings Group, including Project Managers, Team Leaders, and Executive Management.</i>	<ul style="list-style-type: none"> <li>Look after their own safety and avoid putting others at risk.</li> <li>Come to work in a safe, healthy state, well-rested and not impaired by fatigue, illness, stress, drugs, alcohol, or anything else that could affect safe work.</li> <li>Let a manager know if taking any medication that could affect performance (e.g. cause drowsiness), take it only as directed, and complete a "Medication Declaration" form when required.</li> <li>Understand how long substances can stay in the body, even after weekends, leave, or rest days.</li> <li>Know that even with a zero-alcohol reading, they may still be impaired (for example hungover) and unfit for work.</li> <li>Cooperate with policy requirements, including: <ul style="list-style-type: none"> <li>Attending medical assessments.</li> <li>Participating in alcohol or drug testing, including random tests by an independent provider.</li> </ul> </li> </ul>

## 4.0 DEFINITIONS

<b>Alcohol</b>	<p>Any product that contains ethyl alcohol (ethanol), including drinks, medications, or food. It also includes other forms of alcohol (for example methyl or isopropyl), no matter how they're used or packaged.</p> <p>Exception: Alcohol-based products such as hand sanitiser or cleaning agents are allowed when used appropriately for work purposes.</p>
<b>Blood Alcohol Concentration (BAC)</b>	<p>BAC is the amount of alcohol present in a person's bloodstream, expressed as grams of alcohol per 100 millilitres of blood. For example, a BAC of <b>0.05%</b> means there are <b>0.05 grams (or 50 milligrams) of alcohol in every 100 millilitres of blood</b>. Testing may be done using a certified breathalyser or through lab analysis of a saliva sample.</p> <p>Managing alcohol in the workplace is required under the <i>Work Health and Safety Act 2012 (Tas)</i>.</p>
<b>Drugs</b>	<p>Any substance (excluding alcohol) that may impact a person's ability to work safely. This includes:</p> <ul style="list-style-type: none"> <li>Prescription medication</li> <li>Over-the-counter medicines</li> <li>Illegal or illicit drugs (including those without a valid prescription)</li> </ul> <p>Exception: This does not include prescribed or over the counter medications taken as directed, provided they don't impair work performance.</p> <p>Managing the risks of drug use at work is required under the <i>Work Health and Safety Act 2012 (Tas)</i>.</p>

<b>Employee</b>	A person directly employed by Hardings Group, who has an employment contract and is paid wages by Hardings Group. Employees are covered by Hardings Group policies, receive entitlements like leave, and are part of the internal workforce.
<b>Employee Assistance Program (EAP)</b>	A free, confidential counselling service delivered by an independent provider, designed to support workers with personal or work-related issues that may affect their wellbeing or job performance.
<b>Fatigue</b>	A state of mental or physical exhaustion that reduces alertness and increases risk. It can be caused by lack of sleep, long hours, or prolonged physical or mental effort. Managing fatigue is part of an employer's duty under the <i>Work Health and Safety Act 2012 (Tas)</i> .
<b>Fitness for Work (FFW)</b>	Being in a physical or mental, and emotional state that allows safe and effective performance of work duties. This includes not being impaired by fatigue, stress, alcohol, drugs, or any health condition that could affect job performance. Fitness for work is a legal obligation under the <i>Work Health and Safety Act 2012 (Tas)</i> and <i>Fair Work Act 2009 (Cth)</i> .
<b>Health Monitoring</b>	Ongoing checks to detect health effects from workplace exposures, such as noise or hazardous substances (for example silica dust). This may include biological testing. Health monitoring is required under the <i>Work Health and Safety Regulations 2022 (Tas)</i> .
<b>Independent Testing provider (ITP)</b>	An external specialist engaged to carry out alcohol, and other drugs (AOD) testing.
<b>Major Incident</b>	A serious event involving: <ul style="list-style-type: none"> <li>• Hospitalisation</li> <li>• Significant property damage</li> <li>• Notification or investigation by WorkSafe Tasmania</li> </ul>
<b>Near Miss</b>	An incident that didn't result in harm but had the potential to cause injury, illness, or damage. Near misses must be identified and managed under the <i>Work Health and Safety Act 2012 (Tas)</i> .
<b>Non-Negative</b>	An initial AOD test result that is not 'negative' and may require confirmation by a laboratory. Handling of results must comply with the <i>Privacy Act 1988 (Cth)</i> .
<b>Non-Work-Related Injury or Illness</b>	An injury or condition that is not caused by work or the workplace but still affects someone's ability to do their job. This might include a sports injury, surgery recovery, or a chronic health issue. While workers compensation doesn't apply, Hardings Group may still support a safe return to work if possible. Doing so aligns with good faith employment practices and <i>Equal Opportunity Act 2010 (Tas)</i> obligations around reasonable adjustment where disability is involved.
<b>Over the Counter Medication</b>	Medicine available without a prescription, such as cold and flu tablets, pain relief, or antihistamines. Even though not prescribed, these can still affect performance.
<b>Positive</b>	A confirmed result from a NATA-accredited laboratory showing the presence of alcohol or drugs above allowable limits. A confirmed positive test must be managed in line with the <i>Work Health and Safety Act 2012 (Tas)</i> and the <i>Privacy Act 1988 (Cth)</i> .

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<b>Prescription Medication</b>	Medication issued by a registered health professional with directions for use. May carry specific restrictions affecting fitness for work. Fitness for work risks linked to prescription medication must be managed under the <i>Work Health and Safety Act 2012 (Tas)</i> .
<b>Worker</b>	Includes all individuals doing work for Hardings Group, whether directly employed or engaged as a contractor. This includes employees, contractors, subcontractors, labour hire staff, apprentices, and trainees.

## 5.0 MEDICALS

Medicals are carried out to ensure employees are fit to carry out the physical demands of their roles and identify and manage any potential long-term health risks at work.

Medical assessments include the following components:

- Sleep disorders
- Drug screening (urine test)
- Alcohol screening (breath test)
- Urinalysis
- Hearing assessment
- Spirometry (lung function test)
- Body mass index
- including peripheral and colour vision
- Pulse and blood pressure
- Basic frame, movement and nervous system
- Full muscle and strength assessment
- Skin examination
- Varicose veins
- Vision assessment

### 5.1 Disclosure of Pre-Existing Conditions

Candidates and employees are expected to disclose any pre-existing injury, illness, or condition that could impact their ability to safely perform the role.

Not disclosing a condition may:

- Put the person or their team at risk
- Prevent Hardings Group from making any reasonable adjustments they may need
- Lead to the job offer being withdrawn, or disciplinary action if already employed

If a condition comes to light after employment has commenced, it's important the employee speaks with their manager or HR as soon as possible, so that Hardings Group can assess any risks and determine the best way to support them at work.

### 5.2 Pre-Employment Medical

A medical assessment is conducted as part of the recruitment process. Testing components in the medical are relevant to the role based on a position assessment to ensure relevant areas are being assessed. The medical assessment confirms the candidate can safely perform the role, helps prevent injury and identifies any considerations for workplace adaptations that may need to be considered to support their engagement if hired. Hardings Group pays for medical assessments completed with ITP. The medical is usually completed before starting work. If a candidate misses their appointment, rebooking is at their own expense. Medical results are kept private and only used to confirm the person can safely do the job.

### 5.3 Ongoing Medical Assessment

Hardings Group arranges regular medical assessments for field-based employees through ITP, tailored to role requirements, individual risk factors, and past results. These health checks help detect early signs of harm and ensure safety measures are effective.

The assessment confirms the employee remains fit to perform their duties, helps identify any new or emerging concerns early, and ensure the role or work environment is not negatively impacting the employee's health.

Office-based employees are not required to take part in ongoing medical assessments because their work environment presents a lower level of health risk. But they may choose to participate at their own discretion.

### 5.4 Medical Assessment Outcomes

Hardings Group uses ITP medical assessments to help determine an employee's fitness for their role. Based on the outcome, the following actions will be taken:

<b>Recommended</b>	<ul style="list-style-type: none"> <li>Schedule medical review every 5 years.</li> </ul>
<b>Recommended with Restrictions</b>	<ul style="list-style-type: none"> <li>Assess if the employee can meet the inherent role requirements.</li> <li>Discuss findings with the employee and agree on next steps.</li> <li>If continuing in role, increase medical review frequency to every 3 years.</li> </ul>
<b>Not Recommended</b>	<ul style="list-style-type: none"> <li>Assess if the employee can meet the inherent role requirements.</li> <li>Consider reasonable adjustments to support the employee.</li> <li>Discuss findings with the employee and agree on next steps.</li> <li>If continuing in role, increase medical review frequency to annually.</li> </ul>

## 6.0 SUPPORT RETURN TO WORK FOR NON-WORK-RELATED INJURIES

Injuries or illnesses sustained outside of work can still impact an employee's ability to do their job safely. While workers compensation doesn't apply, Hardings Group may support a staged or modified return to work where practical and medically advised.

An employee seeking to return to work after a non-work-related injury will:

- Provide a current medical certificate outlining any work restrictions or limitations.
- Ensure the certificate clearly states capacity for work, including duties that can or cannot be performed (e.g. lifting, driving, standing).
- Obtain further clarification or a medical clearance if requested.

Where suitable duties are available, the employee may be offered these on a temporary basis, subject to medical capacity and business needs. A medical assessment by ITP may be required before confirming approval.

If appropriate duties are not available, or if medical clearance is not provided, the employee may be required to remain off work until fit to return to their pre-injury role.

## 7.0 ALCOHOL, DRUGS AND MEDICATIONS

Hardings Group is committed to providing a safe, healthy, and productive workplace. To support this, we enforce a zero-tolerance policy for alcohol and illegal drugs during work hours.

All workers must be fit for duty, meaning not impaired by substances that could affect their ability to work safely and effectively.

### 7.1 Drug and alcohol testing

Testing is managed by a qualified Independent Testing Provider (ITP) and may be conducted at any time to support site safety. Testing may take place:

- Before employment begins as part of the medical assessment.
- Randomly or site-wide: with or without notice.
- Post-incident or near miss: if a worker is involved in or close to a serious incident.
- When there is reasonable suspicion: based on behaviour, performance, or signs of impairment.
- Return-to-work testing: after a previous breach.

Substances screened include:

- Alcohol
- Amphetamines and methamphetamines
- THC (cannabis)
- Cocaine
- Opiates
- Any other illegal or impairing substances

Testing methods include breathalyser, saliva testing, and urine sampling, all aligned with Australian Standards. A 0.00% BAC (blood alcohol concentration) is required while working.

### 7.2 Prescription and over the counter medication

Some medications can cause drowsiness, reduce coordination, or otherwise impact your ability to work safely, even if taken legally or as prescribed.

To manage this:

- Tell your doctor what your work duties involve when you're prescribed medication.
- Notify your Project Manager or Coordinator if the medication could affect your performance.
- You may be asked to provide:
  - A Medication Declaration Form
  - A doctor's certificate, or
  - A letter confirming it's safe for you to work

Hardings Group may seek advice from the ITP to clarify any risks. If the medication creates a safety concern, you may be temporarily reassigned or stood down until you're safe to return to work.

### 7.3 Responding to signs of being under the influence at work

If a worker displays signs that may indicate alcohol or drug use, such as slurred speech, poor coordination, erratic behaviour, smell of alcohol or drugs, unusual mood or lack of focus, or repeated unexplained absences or lateness, Team Leaders or managers will consult with Executive Management or HR to:

- Remove the person from the work area
- Organise drug and alcohol testing where appropriate
- Arrange safe transport if the person may be unfit to drive

Refusing to participate in a required test may be treated as a breach of policy.

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## **7.4 Substance use outside of work**

Substance use outside work hours can still affect your fitness for duty, especially the next day.

This includes:

- Hangovers or lingering effects from alcohol or drugs
- Driving or operating plant over the legal limit for alcohol or drugs

Workers are expected to plan ahead, manage their recovery time, and avoid situations that could leave them impaired for their next shift.

## **8.0 FATIGUE MANAGEMENT**

### **8.1 Identification**

Fatigue affects people differently, but the risk increases when sleep is disrupted or there is not enough time to rest and recover.

Common signs of fatigue include:

- Frequent yawning or nodding off.
- Difficulty concentrating or short-term memory lapses.
- Trouble communicating clearly.
- Poor judgment or decision-making.
- Slower reflexes or reduced coordination.
- Changes in behaviour, such as arriving late.
- Increased unplanned absences.

Fatigue is often cumulative. A single late night may not cause issues, but repeated disruptions over several days can significantly increase risk. For this reason, fatigue should be assessed over a 7-day period.

### **8.2 Risk Management**

Fatigue-related activities are identified and managed through project-specific controls in the Operations Risk Register.

### **8.3 Maximum hours of work**

These limits are designed to support a safe, healthy, and productive working environment.

- Maximum 14 hours per shift, with a minimum of 10 hours off before the next shift.
- Maximum 12 workdays within any 14-day period.

### **8.4 Rest and meal breaks**

Workers are entitled to regular breaks to rest, rehydrate, and eat.

- Breaks must be scheduled into the day.
- Skipping breaks or working through meals increases the risk of fatigue and is not encouraged.
- Team Leaders and Project Managers are responsible for making sure breaks are taken and not missed due to work pressure or deadlines.



## 8.5 Travel and Commuting

Commute times contribute to overall fatigue risk and must be considered when assessing worker readiness for duty.

Fatigue risk assessment should take into account:

- Travel/commute times
- The total length of the workday including travel
- Whether travel arrangements allow adequate rest

## 8.6 Work Related Driving

Where work-related driving is expected to exceed two hours, the anticipated total working hours after travel must be considered when assessing fatigue risk.

Control measures may include:

- Shared driving arrangements
- Regular rest breaks (recommended: 20 minutes after two hours of continuous driving, or sooner if tiredness is experienced)
- Implementation of a call-in procedure for longer trips
- Adjustments to start or finish times to support adequate rest
- Provision of overnight accommodation before or after extended travel

## 8.7 Drivers of Heavy Vehicles

Employees who drive heavy vehicles (gross vehicle mass over 4.5 tonnes) must comply with additional fatigue management requirements under the National Heavy Vehicle Regulations. These include specific rules around work hours, rest breaks, and meal breaks, which differ from the general limits outlined above.

Any driver operating a fatigue-regulated heavy vehicle (typically Medium Rigid (MR) class and above) is required to:

- Record work and rest hours in a National Driver Work Diary
- Comply with Standard Hours under the Heavy Vehicle National Law (HVNL)
- Follow all licence conditions and fatigue-related obligations

## 8.8 Reporting and Managing Fatigue

Workers who feel impaired by fatigue must report it to their Team Leader or Project Manager/ Coordinator immediately.

If a worker notices a co-worker showing signs of fatigue, it must also be reported straight away.

## 9.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)

Hardings Group partners with AccessEAP to offer an independent, professional, and fully confidential counselling service for all employees and their immediate families.

Each employee automatically receives three free sessions, with more available if needed. Support is available for both personal and work-related matters.

Common reasons to use the EAP include:

- Relationship or communication issues
- Grief, trauma, or crisis support
- Stress, anxiety, or low mood
- Conflict at work
- legal stress
- Addiction (alcohol, drugs, gambling)
- Performance or concentration concerns
- Financial or

Contact details for AccessEAP are displayed in crib rooms and the main depot; website [accesseap.com.au](https://accesseap.com.au) or call 1800 818 728.

Note: Participation in the Employee Assistance Program (EAP) is fully confidential. All records are held by the EAP provider and are not shared with Hardings Group.

## 10.0 PRIVACY AND CONFIDENTIALITY

Hardings Group is committed to protecting the privacy of all employees, contractors, and visitors.

Personal information is handled in line with the *Personal Information Protection Act 2004 (Tas)*.

Any information collected during medical assessments, drug and alcohol testing, or related processes is treated as strictly confidential. It will only be shared with those directly involved, unless the individual provides consent, or one of the following applies:

- The worker agrees to share information as part of a rehabilitation or return-to-work plan.
- The information is required to resolve a workplace dispute and is shared on a strict need-to-know basis.
- The business is legally required to disclose the information.

All individuals involved in handling personal information must maintain confidentiality. Breaches of this obligation may result in disciplinary action.

### 10.1 Record Keeping

Records such as test results, medical reports, and related documents are securely stored for a minimum of 7 years from the date of creation and may be archived securely beyond this period in line with business and legal requirements.

- Employees may request access to their records at any time.
- Medical test results are held by the ITP and access is restricted to HR, RTW Coordinator and Executive Management only.
- Drug and alcohol testing records may be accessed by HSEQ, HR, and Executive Management.
- Drug and alcohol testing records provided by employees are stored in the employee files.

## 11.0 BREACH OF POLICY

Failing to meet the expectations outlined in this policy can put individual and team safety at risk.

If an employee does not follow the policy, it could lead to disciplinary action, this might include ending their employment.

If a contractor does not follow the policy, their contract may be terminated or not renewed.

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### **11.1 General Breaches**

General breaches occur when a worker fails to follow one or more parts of this policy.

Examples may include:

- Not attending required testing without valid reason
- Failing to notify a manager of fatigue
- Forgetting to disclose medication that doesn't result in impairment
- Placing others at risk as a result of not disclosing or managing own fitness for work

These may result in a formal warning or other disciplinary action, depending on the situation.

### **11.2 Serious Breaches**

Serious breaches involve safety risks or deliberate disregard for the policy.

Examples of serious breaches include:

- Not disclosing a medical condition that could impact safety at work.
- Returning a positive drug or alcohol test.
- Refusing, without a valid reason, to provide a breath, urine, or blood sample when requested.
- Attempting to avoid, tampering with, or falsifying a drug or alcohol test (their own or someone else's).
- Failing to fully cooperate with sample collection, including refusing to sign required forms.
- Being found in possession of, selling, or distributing illegal drugs at work or on Hardings Group premises.
- Driving a company vehicle:
  - Under the influence of illegal substances
  - With any alcohol in their system while performing work duties
  - Over the legal limit, even outside work hours

Workers involved in a serious breach may be stood down pending investigation.

### **11.3 Investigation and next step**

All serious breaches will result in an investigation.

During this time, the worker may be stood down until the review is complete.

An investigation may be triggered by:

- A manager or HR team member
- A report from another worker
- Disagreement about the facts of the situation

### **11.4 Returning to work after a breach**

Before returning to work, a worker may need to:

- Provide a negative drug or alcohol test result
- Provide a doctor's certificate confirming fitness for work
- Agree to a Performance Improvement Plan, if applicable
- Undertake a medical assessment
- Meet any additional return-to-work conditions set by Executive Management or HR.

In cases involving drug or alcohol use, the individual may also be required to attend counselling through the Employee Assistance Program (EAP) or a qualified external provider of their choice.

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## **12.0 AWARENESS AND TRAINING**

This policy will be made available to all workers for reference.

Training will also be provided as part of induction process to ensure everyone understands their responsibilities and how to stay fit for work.

Training may cover the following topics:

- Effects of drugs and alcohol on health, safety, and job performance
- Consequences of breaching this policy
- How long drugs and alcohol can stay in the body, even after weekends or time off
- Why a zero alcohol reading doesn't always mean a person is fit for work
- The impact of stress on substance use risk
- Practical strategies for managing stress
- Signs of harmful drug or alcohol use and how to seek help
- Fatigue awareness
- Who to contact at work for support
- Supervisor responsibilities and how to identify signs of impairment
- Available counselling, treatment, and rehabilitation options
- Overview of this Fit for Work Policy and related procedures
- Health monitoring schedules and requirements
- Details of the drug and alcohol testing program
- How to access and use EAP
- How personal information is handled and kept confidential
- The obligation of all workers to comply with this policy

**POLICY AUTHORISATION**

This policy has been reviewed and authorised by Hardings Group (TAS) Pty Ltd. It reflects the standards, expectations, and responsibilities applicable to all relevant personnel.

Should any changes be made to this policy, Hardings Group (TAS) Pty Ltd will communicate those changes through the established communication methods within the company.

This policy is effective from the date of authorisation and remains in effect until it is formally amended or withdrawn by Hardings Group (TAS) Pty Ltd.

**Authorising Name:** Nic Broomhall

**Authorising Position:** Chief Executive Officer (CEO)

**Authorising Signature:**



**Authorising Date:** 11/12/2025

**POLICY ACKNOWLEDGMENT**

I acknowledge that I have reviewed and understand this ***Fitness for Work Policy***. Shall any changes be made to this policy, Hardings Group (TAS) Pty Ltd, will inform me through the established communication methods within the company.

I accept and will follow the outlined responsibilities associated with my position at Hardings Group (TAS) Pty Ltd. Shall my position change, I take the responsibility to inform myself of the alterations to my responsibilities.

**Employee Name:**

**Employee Signature:**

**Date:**