FIT FOR DUTY PROGRAM

SUMMARY

Quad Plus is committed to promoting a safe and healthy environment for its employees. Such an environment is possible only when each employee is able to perform his or her job duties in a safe, secure, and effective manner, and remains able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety risk to themselves and to others.

This policy outlines the responsible parties and necessary actions when an employee’s fitness for duty is in question, the steps necessary to assess the employee’s physical or mental capabilities, necessary follow-up, and return to work.

This policy covers only those situations in which an employee is:

1. Having observable difficulty performing his/her duties in an effective manner that is safe for the employee and/or for his or her co-workers, or
2. Posing a serious safety threat to self or others. The policy prescribes the circumstances under which an employee may be referred to an independent, licensed health care evaluator for a fitness for duty evaluation should either of those situations be present.

REQUIREMENTS

It is the goal of Quad Plus 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 Safety Director when they have a concern about an employee’s fitness for duty.

- **Employees are physically capable of performing their job function**- The supervisor shall ensure that all employees are physically capable of performing their work assignment. The Supervisor or Safety Director may also require a job candidate to take a pre-employment physical or medical exam or that physical evaluations are required to be included in the hiring process, and also when changing into certain job functions, transfers and different environments or in a post-injury returning to work situation based on the severity of the injury.
- **Client Drug and Alcohol Testing Requirements**- Drug and alcohol testing for pre-employment, post-accident or random 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.
- **Personal Medical Reporting Requirements**- 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 supervisor. The reporting must occur before the employee arrives for work.
- **Employee Activity and Behavior Project**- Management will monitor employee activities and behaviors to determine if employees should be removed from the work site based on our drug and alcohol program requirements. Employee’s activities and behaviors will be monitored to determine if employee should be removed from the work site if their ability to perform their duties safely is questioned.
- **Employee Self-Referrals**- 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 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.
PROCEDURE

1. When any manager 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 Safety Director to continue the Fitness for Duty procedure. The employee will be referred to a medical provider for a Fitness for Duty exam.

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.

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 Safety Director.

4. The employee is required to cooperate fully with the manager and medical personnel. Refusal to cooperate will be considered insubordination and will be grounds for disciplinary action. The employee should be suspended pending investigation, which could result in termination.

5. Medical personnel will advise the Safety Director if the employee is fit or not fit for duty. The medical results of the fitness for duty exam will be communicated to the Safety Director.

6. If medical personnel determine that the employee is **FIT FOR DUTY**, the employee must contact the Safety Director and the project manager, in consultation with the Safety Director, will determine discipline in situations where misconduct may have occurred.

7. If medical personnel determine that the employee is **NOT FIT FOR DUTY**:
   - The manager makes every effort to arrange for safe transportation home for the employee.
   - The employee will need to contact the Safety Director for instructions. The manager, in consultation with the Safety Director, will determine discipline in situations where misconduct has occurred.
VISUAL OBSERVATION CHECKLIST FOR FITNESS FOR DUTY CONCERNS

A supervisor who has a reasonable concern that an employee may be unfit for duty should call the Corporate Safety Department for immediate assistance in following the Fitness For Duty procedures.

Employee’s name: ____________________________________________________________

Date and Time of Observation: ________________________________________________

Any unusual workplace conditions: _____________________________________________

Walking/Standing
[ ] normal [ ] stumbling [ ] staggering [ ] falling
[ ] swaying [ ] unsteady [ ] unable to walk [ ] holding on

Speech
[ ] normal [ ] shouting [ ] silent [ ] whispering
[ ] slow [ ] slurred [ ] rambling [ ] incoherent

Behavior
[ ] normal [ ] sleepy [ ] crying [ ] silent
[ ] talkative [ ] excited [ ] agitated [ ] anxious
[ ] mood swings [ ] tremors

Actions
[ ] normal [ ] hyperactive [ ] threatening [ ]
[ ] hostile [ ] using profanity [ ] resisting communication [ ] fighting [ ]
[ ] erratic [ ] drowsy [ ] fumbling [ ] slow/deliberate [ ]
[ ] other

Eyes
[ ] normal [ ] bloodshot [ ] watery [ ] droopy
[ ] glassy [ ] dilated [ ] closed [ ] pinpoint pupils

Face
[ ] Normal [ ] flushed [ ] pale [ ] sweaty

Appearance
[ ] normal [ ] unruly [ ] messy [ ] inappropriate
[ ] partially dressed [ ] dirty

Breath Odor
[ ] no alcohol-like odor [ ] alcohol-like odor [ ] other

Observed possession of a prohibited substance or paraphernalia [ ]

Controlled substance administration/inventory discrepancy [ ]

Co-Worker and other observations/D-H House Supervisor’s observations:

________________________________________________________

Supervisor Signature                      Date                      Time

________________________________________________________

Manager or Second Supervisor Signature/Witness  Date  Time

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