

Fitness for Work Policy

Jim Pearson Transport and its subsidiaries ("JPT") are committed to maintaining a healthy and safe working environment in which our workers, contractors and the general public are not exposed to hazards arising from fatigue, stress or the use or abuse of alcohol or drugs.

When reporting for work, employees must be fit for work, including being medically and mentally fit, as well as properly rested to ensure that they can perform their duties in a safe and efficient manner that does not compromise or endanger the safety or health of themselves or others.

An employee has a duty of care to ensure that their capacity is not limited as a result of:

- Their general level of personal fitness and/or medical conditions
- The consumption of alcohol
- The effect of drugs (prescription, pharmaceutical or illicit)
- Fatigue
- Stress
- Illness.

To ensure they meet all Work, Health and Safety Legislative and JPT Policy requirements, employees shall:

- Attend all Pre-Employment, for cause, Fitness for Duty Assessments and Assessing Fitness to Drive Medicals, as per JPT Policies and Procedures
- Attend work in a state that does not limit their ability to meet the position requirements and within the limits outlined within this Policy and the Drug and Alcohol Policy
- Inform their supervisor of any changes in their personal circumstances that may influence their fitness for work
- Report situations to supervisors where fellow work colleagues may not be fit for work
- Advise their supervisor at any time whilst performing work if they believe that they are unfit to continue for any reason
- Declare if taking prescription or non-prescription medications for a legitimate medical purpose, or have medical conditions that could impact on their ability to undertake work safely
- Participate in pre-employment, for cause, regular and random drug and alcohol testing as required by JPT Drug and Alcohol Policy.

In upholding our commitment to maintaining a healthy and safe working environment, JPT will ensure:

- Procedures are established to identify employees who are found to be unfit for work and provide direction in the subsequent processes to be followed
- Employees that are unfit for work are managed in a fair and effective manner in accordance with JPT Policies and Procedures
- Employee Privacy and Confidentiality is maintained in accordance with the JPT Privacy Policy
- Recruitment, selection and job placement systems and procedures assist in producing the best possible job-person match in relation to fitness for work
- Pre-employment, for cause, regular or random alcohol, substance and drug testing of workers, contractors and visitors are conducted at any interval determined by management
- The fostering of a culture amongst all workers that it is not acceptable to come to work in a condition that will prevent performance of duties in a safe manner
- Awareness training is provided in regards to fitness for work expectations, including drug and alcohol consumption expectations, to Managers/Supervisors for monitoring workers

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for signs and symptoms of fatigue or other factors that may influence fitness for work (i.e. high risk job tasks)

- Job design allows for the need of a sufficient level of physical activity or variation in the types of job activities to assist workers to maintain physical alertness
- Reasonable steps are taken to ensure that the hours of work, rosters and workplace conditions do not create unacceptable risks from fatigue or stress
- Information, education and training on maintaining a healthy and safe workplace will be provided to workers
- Employee Assistance Programs and / or counselling services are available for employees on a case by case basis, who require help for personal issues.

JPT Managers and Supervisors are responsible for ensuring:

- Rosters for shift work are planned in a way to factor in the need to reduce fatigue levels
- Employees will be rostered as required to meet the business needs of the company, however JPT will make every effort to roster the employee in a manner that is fair and equitable and will attempt to accommodate the employee's family and other personal commitments
- Information, training and supervision is supplied to workers which contribute to the effective and efficient management of fitness for work
- Systems of work are flexible enough in order to effectively and efficiently manage factors influencing fitness for work (for example allowing Managers/Supervisors to reschedule tasks if fatigue levels become an issue for a worker)
- Fitness for work testing does not shift responsibility in managing the risks to the worker
- Workers privacy and confidentiality is maintained in regards to fitness for work
- All persons do not feel harassed or humiliated as the result of an inability to meet the fitness for duty standards required by JPT.

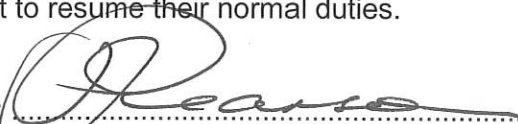
If an employee has declared the use of prescription or non-prescription medication and tests non-negative or positive to any of the following drugs, they may be deemed unfit for work.

- Alcohol
- Opiates
- THC
- Cocaine
- Benzodiazepines
- Amphetamine
- Methamphetamine.

Employees that have been deemed not fit for work will be managed on a case by case basis as per JPT Management discretion dependant on the nature and severity of the individual circumstances.

If the employee has been deemed not fit for work, the employee may be stood down until they prove that they are fit to resume their normal duties. In cases whereby the employee is able to work with reduced or modified capacity, other duties may be available to them until they are fit to resume their normal duties.

Signature:



Date:

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Jim Pearson

Managing Director