

Form Title: Fit For Work
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 Author: PRB Consulting
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Fit For Work Policy

As part of its obligations under the Health and Safety at Work Act (1974), the company is committed to providing a safe and healthy work environment for all of its staff, contractors, and temporary workers. All employees, contractors and temporary staff should attend work in a fit state, free from alcohol, illegal substances, medically fit and competent to undertake assigned tasks.

All employees and representatives of the company have a personal responsibility to present themselves for work in a suitable physical and mental condition to be able to undertake their duties so as to ensure the health, safety and welfare of themselves and others who may be affected by their acts or omissions.

| Factors that may affect fitness for work include: | |
|---|--|
| <ul style="list-style-type: none"> • Consumption of alcohol or other drugs • Medications • Injury or illness (work or non-work related) • Recreational activities and sport • Secondary employment or volunteer activities • Blood donation | <ul style="list-style-type: none"> • Fatigue • Stress • Mental ill health • Personal factors • General health and wellbeing |

Staff who drive as part of their duties must also ensure that they are aware of their legal duty under the Road Traffic Act 1988.

Assessment of Fitness to Work

Immediate managers/supervisors are responsible for initial assessment of an employee’s fitness for work. If there is concern about an employee’s ability to safely perform their work, either through direct supervision or report, they must take prompt action.

Where a manager/supervisor believes the employee is not fit to work, then the manager/supervisor is to deal with this immediately in sensitive manner and initially as a matter of safety rather than discipline.

The employee will be stood down from duties and a private discussion held to determine the cause of the problem. The formality of this meeting will be dependent on the individual circumstances, i.e. if the illness or injury is obvious then a simple direction to take a break or go home on sick leave may suffice. If the manager has cause to believe that the employee is unfit due to reasons which breach the policy (e.g. intoxication) then further investigation may be necessary, including unannounced A&D testing.

| Not Fit for Work Indicators include: | |
|---|---|
| <ul style="list-style-type: none"> • Lethargy • Obvious struggle to complete tasks • Out of character behaviour (e.g. irritability, aggression, vagueness) | <ul style="list-style-type: none"> • Apparent lack of attention or concentration • Smell of alcohol /drugs on an employee • Obvious illness or injury (e.g. flu symptoms, limping) |

If an employee attends work when they are unwell or fatigued, generally they do so because they are conscientious, not because they are trying to put anyone else at risk.

Persons deemed not fit to work may be stood down from duty, and arrangements will be made to take the person home.

Signed: *David McHugh*
 Name: D. McHugh
 Role: Managing Director
 Date: June 2026