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## FIT FOR WORK POLICY



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# 1. INTRODUCTION

## 1.1 Definitions

Employees	All staff, contractors, consultants and temporary workers of the Pacific Energy group of companies (Group).
Manager	An individual employee's direct supervisor/manager
CEO	Chief Executive Officer

## 1.2 General Statement of Policy

We are committed to providing a safe, healthy and secure work environment for our employees. Our objective is to minimise the risk to our employees, contractors and the community. It is the responsibility of each of our employees to ensure they are fit for work in accordance with their respective duty of care.

The Group has a 'zero tolerance' to drugs and alcohol. Employees are not permitted to work while under the influence of drugs or alcohol.

"Fit for Work" means that an individual is in a physical, mental and emotional state, that enables the individual to undertake their assigned duties effectively and in a manner that does not increase the risk to themselves or others. It is the responsibility of all employees to manage personal factors, which impact on their ability to perform the required work, unimpaired and to the full extent of their capability.

## 1.3 Purpose

The purpose of this Policy is to provide effective principles for the management of fit for work risks within the Group. This policy supports the corporate safety objective to minimise the risk of harm.

The Group will:

- provide a workplace and systems of work that do not adversely impact on our employees' health;
- operate in accordance with relevant legislation and codes of practice;
- promote a responsible and healthy lifestyle for all employees; and
- ensure that all employees are aware and comply with this policy.

## 1.4 Scope

All employees working with the Group or on Group managed assets or projects must understand, observe and ensure a safe workplace and safe systems of work, including a capable and competent workforce.

It is the responsibility of the Group employees to comply with this policy.

This policy applies to all Group employees, contractors and visitors.

## **2. RESPONSIBILITIES, GUIDELINES AND PROCEDURES**

Responsibilities, guidelines and procedures are detailed in the applicable Company Fitness For Work, Alcohol and Other Drugs, and Fatigue Management Procedures.

## **3. TESTING AND DISCIPLINARY PROCESS**

Testing and disciplinary procedures are detailed in the applicable Company Fitness for Work, Alcohol and Other Drugs, and Fatigue Management Procedures.

### **3.1 Instant Dismissal**

The following are guidelines to circumstances that will result in immediate dismissal without notice:

- Any attempt to falsify the drug and alcohol screen.
- Cultivating, selling or supplying drugs and / or other substances on or off the worksite.
- Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period.
- Unlawful behaviour.

## **4. POLICY IMPLEMENTATION**

### **4.1 Breach of this Policy**

Failure to comply with the principles of this policy could result in appropriate disciplinary actions, including termination. Additionally, individuals may be subject to loss of Group access and privileges.

### **4.2 Policy Review**

The CEO will monitor the effectiveness and review the implementation of this policy, considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.

All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected wrongdoing.

Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Company Secretary.

This policy will be reviewed annually by 20 December.

### **4.3 Dissemination of Policy**

A copy of this policy will be provided to each employee upon commencement of employment and additional copies will be made available upon request.

## 4.4 Related Documents

### 4.4.1 Legislation

- (i) Occupational Safety and Health Act 1984
- (ii) Occupational Safety and Health Regulation 1996, and all amendments
- (iii) Fair Work Act 2009

A handwritten signature in blue ink, appearing to read 'Jamie Cullen', with a small horizontal line extending to the right.

Jamie Cullen  
**Group CEO**

7 October 2020

## 5. POLICY VERSION CONTROL

Date	Author/Department	Version Number	Change Summary
Unknown	Unknown	1.0	Original
08/04/2015	T Jenkins	2.0	Formatting
11/04/2017	T Jenkins	3.0	Review and Update
30/11/2017	M Macaskill	4.0	Review and Update
30/11/2017	J Cullen	4.0	Approved
21/11/2018	M Macaskill	5.0	Review and Update
21/11/2018	J Cullen	5.0	Approved
07/10/2020	M Macaskill	6.0	Reviewed
07/10/2020	J Cullen	6.0	Approved