## Fit For Duty

1. **Purpose**

The purpose of this procedure is to establish guidelines for assessing fitness for duty of new hires and current employees.

1. **Responsibility**

Supervisors Shall:

* Observe the attendance, performance, and behavior of the employees they supervise to determine if employee should be removed from the work site.
* Follow this policy’s procedures when an employee may be unfit for duty.

Employees Shall:

* Not report to work in a condition as to endanger the safety of themselves or their fellow workers.
* Notify their supervisor when they are not fit for duty.
* Notify the supervisor when they observe a coworker acting in a manner that indicates the coworker may be unfit for duty. If the supervisor’s behavior is the focus of concern, an employee may inform the upper level manager.
* Report all medications they are taking including over-the-counter medications such as allergy or cold and flu medications to their immediate supervisor.
* Report to their supervisor if they are fatigued to the point that they cannot perform their work safely.

1. **Policy**

* Pre-employment physicals shall be included in the hiring process and conducted when employees change into certain job functions and/or different environments.
* Pre-employment drug and alcohol screens shall be included in the hiring process and conducted post-accident and at random intervals.
* Employees shall receive training specific to their assigned task. Training will include safe work practices specific to the job responsibilities.
* All information concerning an applicant's or employee's medical condition, test results or background investigation will be kept strictly confidential.
* All personnel shall abide by all safe work practices and procedures set forth by company.

1. **Procedure**

The supervisor who receives reliable information that an employee may be unfit for duty, or through personal observation believes an employee to be unfit for duty, will validate and document the information or observations as soon as is practicable. Actions that may trigger the need to evaluate an employee’s fitness for duty include, but are not limited to:

* Problems with dexterity.
* Coordination
* Concentration
* Memory
* Alertness
* Vision
* Speech
* Inappropriate interactions with coworkers or supervisors.
* Inappropriate reactions to criticism.
* Suicidal or threatening statements.

The supervisor will present the information or observations to the employee at the earliest possible time in order to validate them; and will allow the employee to explain his or her actions, or to correct any mistakes of fact contained in the description of those actions. The supervisor will then determine whether the employee should leave the workplace immediately for safety reasons.

An evaluation of the employee’s physical or mental health may be required to determine his or her ability to perform essential job functions. Such evaluations are conducted by an independent third party licensed health care professional. If the evaluation concludes that the employee is not able to perform the essential functions of his or her position, all efforts shall be made to make reasonable accommodations to allow the employee to continue working.