



# Pannier Corporation

## Health and Safety Handbook

### Marking System Group



#### Fitness for Duty

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### Definitions:

**Fitness for Duty-** Whether an employee is physically and mentally capable of safely performing the essential functions of his/her job with or without reasonable accommodation.

**Fitness for Duty Evaluation-** Evaluation by an impartial, independent health care professional with appropriate expertise in one or more of the following: medical conditions, psychological conditions, and/or conditions related to the use or abuse of alcohol or other substances.

**Supervisor –** The person to whom they report.

**Policy:** We are committed to providing a safe environment for all employees. In order to provide a safe work environment, employees must have a pre-employment physical and be able to perform their job duties in a safe, secure, productive and effective manner and remain able to do so through the entire time they are working. Drug testing and alcohol screening will be conducted as prescribed by DOT or the host facilities. Employees who are not fit for duty may present a safety hazard to themselves, to other employees, or to the public, will be removed from the job site.

### Responsibilities

#### Employees are responsible for:

1. Managing their health in such a way that they can safely perform their essential job functions, with or without reasonable accommodation
2. Notifying their supervisors when they are not fit for duty.
3. Notify their supervisor if they are taking any medications, either over the counter or prescription.
4. Notifying 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 or may call the HR Department for further guidance.

#### Supervisors are responsible for:

Training the employee to insure that they are capable of performing their assigned tasks.

Instructing employees in all safe work procedures which may include, hot work, LO/TO, PSM, Electrical Safety, and Operator Safety, to name a few.

Observing the attendance, performance, and behavior of the employees they supervise.

For following this policy's procedures when presented with circumstances or knowledge that indicates that an employee may be unfit for duty.

Confidentiality of medical records Note: any document containing medical information about an employee is considered a medical record and is regarded as confidential. HR Department will maintain medical records in a file separate from all other employee records.

### Procedures

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, or 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.

In situations where there is a basis to think that a crime may have been committed and/or the employee is making threats to harm himself or herself or others, or is acting in a manner that is immediately dangerous to himself or herself or others, the supervisor shall contact the Police Department.



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Non-compliance with a request for a fitness-for-duty evaluation may constitute misconduct leading to disciplinary action up to and including dismissal.