

	CARDINAL SURVEYS COMPANY Safety Management System		Doc No:	FFD
			Initial Issue Date	JAN 1995
FIT FOR DUTY			Revision Date:	Initial Version
			Revision No.	02
			Next Revision Date:	N/A
			Page:	Page 1 of 1
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety		

Purpose

To establish our expectations for an employee's fitness for duty.

Scope

This program applies to all CARDINAL SURVEYS COMPANY projects and operations.

Requirements

It is the goal of CARDINAL SURVEYS COMPANY to provide a safe workplace for all employees. To accomplish this goal we have adopted the following fitness for duty policy requirements:

- Pre-employment physicals should be included in the hiring process, and also when changing into certain job functions and different environments.
- Employees must receive training specific to their assigned task. Examples might be welding, instrumentation, scaffold building, equipment operator qualifications, etc. All training is to be documented.
- Procedures must include and be implemented for drug and alcohol testing as prescribed by DOT or the host client facilities.
- Safe work procedures must be in place prior to work beginning. Examples might include, hot work permitting, confined space, lockout tagout, process safety management, electrical safety, operator safety, etc.
- Employees must report all medications they are taking. Over-the-counter medications such as allergy or cold and flu medications could also impair one's ability to perform safely and must also be reported to their supervisor.
- Employee's activities and behaviors will be monitored to determine if employee should be removed from the work site if their ability to perform their duties safely is questioned.
- Employees must be responsible for ensuring they are physically and mentally fit to perform their job functions safely. Employees must take responsibility for their own safety as well as not reporting to work in a condition as to endanger the safety of their fellow workers.