

Revision Number: 00	Title:	<b>Fit For Duty Workplace Policy</b> Prepared by: Burns Industrial Equipment
<b>Burns Industrial Equipment</b>	Effective Date: May 1, 2019	ISO #:
<b>LOCATION:</b> <b>All Locations</b>	Revision Date: 00	Page: 1 of 2

## Fit For Duty Workplace Policy

Our Company recognizes that the employees are our most valuable assets, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. The Company will do everything possible to prevent workplace accidents and is committed to providing a **safe** working environment for **all employees**.

To further this goal, our Company has developed a Fit For Duty Workplace Policy effective 5/1/2019. The main objective is to make sure employees are physically capable of performing their job function. This policy also serves to reinforce the Company’s intolerance for illegal drug use and working under the influence of alcohol which is covered in our Drug-free Workplace Policy. Employees will be subject to drug and alcohol screening for pre-employment, post-accident, or random as prescribed by the host facility.

If an employee is taking prescription or over-the-counter medication that could impair his/her ability to work safely, that employee must notify their supervisor. It is the supervisors responsibility to monitor employee activities and behaviors to determine if employees should be removed from the work site. If an employee becomes fatigue to the point of not being able to perform their duties safely, they are responsible for notifying their supervisor.