



STEELCON CAVA PTY LTD ACN 127 174 976

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FIT FOR WORK POLICY

Steelcon Cava Pty Ltd recognizes the risks associated with persons being not fit for work.

Personnel may be unfit for work due to:

- Being under the influence of illegal drugs
- Being under the influence of alcohol
- Being under the influence of medications – over the counter or prescribed
- Being fatigued
- Have personal issues which may impact on their ability to maintain a safe work environment

Specific procedures are outlined in the Steelcon Cava Pty Ltd Safety Management System to ensure the management of these situations.

Specific policies:

Illegal drugs or alcohol – it is our policy that no employee, sub contractor or visitor will be under the influence of illegal drugs or alcohol whilst undertaking any duties for Steelcon Cava Pty Ltd.

Testing for these substances may occur at any time, and a strict disciplinary process shall be invoked for breach of this policy. Rehabilitation is offered as a part of this process.

Medications – it is our policy that employees must declare all medication that they have taken, and that a risk assessment shall be conducted by HSEC personnel to determine if that person can continue in their normal work capacity or other work arrangements need to be made to ensure that maintenance of a safe work environment for all personnel.

Fatigue – it is our policy that management of fatigue is both Management and employee responsibility.

Management Responsibilities:

- Arrangements for hours of work to consider the needs, commitments and responsibilities for all employees who are trying to maintain a health and balanced home life
- Roster design to take into account the need for adequate blocks of rest and recreation days to allow for optimal home and work performance
- Tasks shall be assessed and scheduled by taking into account fatigue issues, ie complex tasks during day, hot works during nightshift

Employee Responsibilities:

- To regularly assess level of fatigue and fitness for work
- To present to work in a fit state
- To ensure activities outside of work hours do not compromise their ability to carry out their work duties without risk of injury or illness to themselves or others
- To immediately notify their Supervisor or HSEC personnel if they believe that are too tired to perform work activities safely
- That they will not operate equipment or will immediately on becoming aware of feeling tired cease operation of equipment and notify Supervisor or HSEC personnel

Steelcon Cava Pty LTD management will ensure that all employees, sub contractors and visitors are provided with adequate training in relation to this policy and relevant procedures.

Mr Adrian Hogue
Managing Director
1st September 2009