



MineworksGroup

DRUG, ALCOHOL and FATIGUE (Fitness for Work) POLICY

COMMITMENT

Mineworks Group is committed to providing a safe and healthy working environment for all of its employees. A person's regular abuse of or dependence on drugs and/or alcohol is a health problem requiring honest, realistic recognition and encouragement to take advantage of available treatment. Identifying these problems early will improve the chances of successful outcomes.

DRUG and ALCOHOL USE

Employees will not arrive at work, or remain on work premises whilst affected by drugs, alcohol or similar substances. The use of prescription drugs is acceptable as long as it does not impede work performance.

Alcoholic beverages shall not be brought or consumed on any work premises unless authorized by Management.

This policy covers all areas of our business with particular focus on employees who are in control of a company vehicle, machinery, cranes or forklifts, whether on Mineworks Group or a client's premises.

Mineworks Group reserves the right to conduct random drug or alcohol testing of employees if it considers such action warranted in the interests of the safety of individuals or groups.

FATIGUE

Employees must not allow themselves to become fatigued to the extent that they are not able to work or operate vehicles or machinery with normal attention or response times.

REPORTING

All employees must report any concerns they may have in relation to **themselves or any other person** in the workplace who may be adversely affected by the use of alcohol, drugs or fatigue. All such reports must be treated seriously and treated with absolute confidentiality.

POLICY DEVELOPMENT, DISSEMINATION AND REVIEW

This policy has been developed in consultation with nominated staff representatives and will be reviewed annually and amended as deemed necessary. It is provided to all staff upon induction and other parties on request. It will be prominently displayed in the workplace.

Authority: John Gallop, Managing Director

Signed:

Managed by: Staff Training and Development

Review by: Group HR Manager

Review date: before 30 Dec 2011