FIT FOR WORK POLICY

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This policy remains in effect, until replaced or updated, notwithstanding expiration of the review date.

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1. Policy Statement

We are committed to creating a safe and healthy work environment for our workers. Our objective is to minimise the risk to our employees, contractors and the community.

It is the responsibility of each of our workers to ensure they are fit for work in accordance with their respective duty of care.

“Fit for Work” means that an individual is in a physical, mental and emotional state, that enables the individual to perform their assigned duties effectively and in a manner that does not increase the risk to themselves and others. It is essentially the responsibility of the worker to manage personal factors, which impact on their ability to perform the required work, unimpaired and to the full extent of their capability.

A worker’s fit for work shall be determined by the:

• formal leader;
• work Teams, or
• individual.

This shall be done either through observation with confirmation or through recognised and approved methods of testing.

Horizon Power shall:

• Provide a workplace and systems of work that does not adversely impact on our workers health;
• Utilise a range of strategies to monitor worker fit for work, manage continuous improvement and operate in accordance with relevant legislation and codes of practice;
• Promote a responsible and healthy lifestyle for workers of Horizon Power; and,
• Ensure that all workers are aware and comply with this policy.

In the event an employee requires assistance with health challenges that impact on their fit for work, the services of our Employee Assistance Program (EAP) shall be provided.

Where fit for work impairment factors are within the control of the worker, and the worker is rendered unfit for work, the matter shall be managed in accordance with our documented Fair and Just Principles.

2. Who does this Policy Apply to?

All workers working with Horizon Power or on Horizon Power managed assets or projects must understand, observe and ensure a safe workplace and safe systems of work, including a capable and competent workforce.

Horizon Power understands that many factors, both those in control of the individual and those that are not, may adversely impact on an individual’s fit for work.

It is the responsibility of Horizon Power to ensure training and education to all personnel working with Horizon Power or on Horizon Power managed assets and projects, to
enable understanding of fit for work factors and understanding of their personal responsibilities in relation to fit for work risk.

It is the responsibility of Horizon Power workers to comply with this policy.

This policy applies to all Horizon Power employees, contractors and visitors

3. Purpose of the Fit for Work Policy

The purpose of this Policy is to provide effective principles for the management of fit for work risks within Horizon Power. This policy supports the corporate safety objective to minimise the risk of harm.

This policy aligns with “Our Horizon Way” and the relevant performance drivers, in particular the performance driver of safety.

The elements of this policy formulate a multi-faceted approach to engage in the positive safety and wellbeing of all those that work for Horizon Power or on Horizon Power managed assets and projects.

The fit for work framework shall address the following factors in relation to fit for work:

- Pre-employment medical assessment
- Fatigue Management
- Drugs and Alcohol
- Workplace Ergonomics
- Employee assistance program
- Injury rehabilitation and return to work
- Healthy lifestyle initiatives
- Stress management and resilience

4. Objectives

The objective of this policy is to minimise the risk of fit for work factors in relation to Horizon Power activity. Horizon Power shall implement effective programs to achieve this objective.

Horizon Power shall provide assistance through preventative, educational and rehabilitative measures to overcome health challenges that could impair workers ability to maintain a status of fit for work.

Horizon Power shall ensure that workers that present with fit for work issues are dealt with in an effective, fair and constructive manner.

This policy promotes a responsible healthy lifestyle with our workers for the purpose of minimising the risk associated with the activity of the organisation.
5. References

The following material is required and should be read in conjunction with, this document:

**LEGAL REFERENCES:**

<table>
<thead>
<tr>
<th>CS10# 3730131</th>
<th>Occupational Safety and Health Act 1984</th>
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<tr>
<td>CS10# 3730034</td>
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<td>CS10#3730367</td>
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<td>CS10#3730285</td>
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<td>CS10#3729666</td>
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<td>CS10#3730272</td>
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<td>CS10#3729719</td>
<td>The Privacy Act 1988</td>
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<td>CS10#3731068</td>
<td>Code of Practice – Working Hours</td>
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**STANDARD & GUIDELINES:**

| On Request | AS 4308 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine |

**RELATED POLICIES AND OTHER DOCUMENTS:**

<table>
<thead>
<tr>
<th>CS10#3042934</th>
<th>Risk Management Policy</th>
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<td>CS10#2760190</td>
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