Fitness for Work Policy

Workforce International Group (WIG) is committed to providing and maintaining a working environment that is safe for all. Before commencing work, it is the responsibility of each of our workers to ensure they are fit for work. "Fit for Work" means that they are in a physical, mental and emotional state that enables them to perform their duties safely and effectively. This includes being medically and mentally fit and properly rested. Our intention is to promote a "fit for work" culture where workers recognise the health and safety risks related to lifestyle, fatigue and drugs & alcohol.

To assist with the identification and management of Fitness for Work issues, WIG has implemented policies, procedures and processes, including:

- Induction Handbooks that provide information to help workers during their employment
- Functional Capacity Assessments and pre-employment medicals that aim to ensure workers are fit for their assigned job roles and task requirements.
- Drug & Alcohol policies and procedures to manage pre-employment screening as well as systematic and random testing at worksites.
- Fatigue Management policies and procedures to identify and manage fatigue, including assessment tools and rostering requirements that aim to prevent unacceptable levels of fatigue.
- Regular review of Fitness for Work procedures and practices.
- Procedures to record and enforce breaches of Fitness for Work requirements including disciplinary action and counselling.
- The provision of information and support to workers for Fitness for Work issues.

To maintain an effective Fit for Work culture, all workers have a responsibility to:

- Take reasonable care to ensure their individual safety and Fitness for Work.
- Avoid adversely affecting the safety or health of any other person.
- Ensure that they are free from the influence of alcohol and drugs while at work.
- Report immediately when fatigue and lack of sleep are impacting on their well being or workplace safety
- Declare if they are taking medications or have medical conditions that could impact on their ability to work safely.
- Inform their supervisor or manager of any changes in their personal circumstances that may affect their Fitness for Work.

Managers and supervisors are responsible for promoting and enforcing a Fit for Work culture in line with all applicable policies and procedures.

In the event a worker requires assistance with issues that may be impacting on their fitness for work, the organisation's Employee Assistance Program (EAP) may be utilised to assist. Where Fit for Work impairment factors are within the control of the worker, the matter may then be managed in accordance with the organisation's code of conduct and disciplinary policies and procedures.

Ray Roberts

Chief Executive Officer – March 2026