



Abrasion Resistant Materials Pty Ltd (A.R.M*) requires all employees and contractors carry out the **full range of duties** associated with their role.

Managers and Supervisors will at times be required to make judgments regarding an employee's capacity to carry out these duties.

In some cases, a person's capacity to do so may be limited as a result of:

- **Their general level of personal fitness and/or medical conditions**
- **Stress**
- **Fatigue**
- **The consumption of alcohol** – Refer to Drug & Alcohol Procedure
- **The effect of drugs (prescription, pharmaceutical or illicit)** – Refer to Drug & Alcohol Procedure
- **Smoking** – Refer to Smoking in the Workplace Procedure

This policy outlines the individual responsibilities of both management and employees to meet their Duty of Care as specified by Workplace Health & Safety legislation.

Non-compliance to the requirements of this policy may result in the employee **facing disciplinary action** as prescribed in the ARM Company policy document.

This policy applies to all employees working on both ARM sites and any client sites.

Any employee working on a client site must adhere to A.R.M's policy as well as any specific requirements as set by the client.

Achieving Policy Aims

In order to meet the requirements of this policy and to ensure every A.R.M* employee meets their legal duty of care under the Workplace Health & Safety Legislation, all employees shall:

- **Maintain a level of personal fitness** required to meet the requirements of their position.
- **Report for work** in a state that does not limit their ability to meet the position requirements.
- **Advise their supervisor** before commencing work of any factor that may influence their fitness for duty or at any time whilst performing work, if they believe that they are unfit to continue for any reason.
- **Ensure that their supervisor is advised if they are taking any prescription drug** or pharmaceutical product that may impair judgement or performance or contains a warning that : "The product may cause drowsiness", "Caution should be exercised in the operation of machinery or equipment" or any other similar warning.
- **Report situations to superiors** where fellow work colleagues may not be fit for work.



**To ensure we meet our legal duty of care under the Workplace Health & Safety Legislation ,
A.R.M* shall:**

- **Conduct random**, post incident and **drug and alcohol testing**.
- **Ensure that employees** who are found to be **unfit for work** are managed in a fair and effective manner.
- **Accept that addiction** to drugs and/or alcohol **is an illness** and make available information and reasonable assistance to resources to assist employees who are found to require help.
- Ensure that through induction, education and training, employees are aware that the following conditions **are strictly forbidden in company workplaces**:
 - ✓ the sale or supply of any prescription drugs
 - ✓ the sale, supply or possession of illegal drugs
 - ✓ The unauthorised sale, supply or possession of alcohol
 - ✓ Encourage employees to take periodic annual leave to maintain the life balance between work, family and friends and to manage stress and fatigue levels.
 - ✓ Prohibit smoking in the workplace, other than in designated areas, to ensure the health of all employees. This includes reducing the effects of passive smoking.