

Operational Energy Group India Limited

Fit for Duty Policy

Purpose

Operational Energy Group India Limited, herein referred to as OEG, is committed to promoting a safe and healthy environment for its employees. Such an environment is possible only when each employee is able to perform his or her job duties in a safe, secure, and effective manner, and remains able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety risk to themselves and to others.

Policy summary and statement

This policy outlines the responsible parties and necessary actions when an employee's fitness for duty is in question, the steps necessary to assess the employee's physical or mental capabilities, necessary follow-up, and return to work.

This policy covers only those situations in which an employee is:

1. Having observable difficulty in performing his/her duties in an effective manner that is safe for the employee and/or for his or her co-workers, or
2. Posing a serious safety threat to self or others. The policy prescribes the circumstances under which an employee may be referred to an independent, licensed health care evaluator for fitness for duty evaluation should either of those situations is present.

Requirements

It is the goal of all OEG to provide a safe workplace for all employees. To accomplish this goal, we have adopted the following fitness for duty policy requirements. Supervisors will work with the Safety Manager when they have a concern about an employee's fitness for duty.



S. Ramesh
Managing Director



Employees are physically capable of performing their job function- The Plant Manager or Safety Manager may require a candidate to take a pre-employment physical or medical exam or that physical evaluations are required to be included in the hiring process, and also when changing into certain job functions, transfers and different environments or in a post-injury returning to work situation based on the severity of the injury.

Client Drug and Alcohol Testing Requirements- Drug and alcohol testing for pre-employment, post-accident or random as prescribed by the host facility shall be implemented. Procedures must include and be implemented for drug and alcohol testing as prescribed by the host client facilities.

Personal Medical Reporting Requirements- Employees need to report all medications to their supervisor they are taking that could impair their ability to work safely. Over-the-counter medications such as allergy or cold and flu medications could also impair one's ability to perform safely and must also be reported to their supervisor. The reporting must occur before the employee arrives for work or arranges for transportation to a remote site.

Employee Activity and Behavior - Management will monitor employee activities and behaviors to determine if employees should be removed from the work site based on our drug and alcohol program requirements. Employee's activities and behaviors will be monitored to determine if employee should be removed from the work site if their ability to perform their duties safely is questioned.

Employee Self-Referrals- Employees are responsible for notifying their supervisor if they are fatigued to the point of not being able to perform their duties safely. Employees must be responsible for ensuring they are physically and mentally fit to perform their job functions safely. Employees must take responsibility for their own safety as well as not reporting to work in a condition as to endanger the safety of their fellow workers.


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PROCEDURE

1. When any Manager/ Supervisor observes an employee, who is not performing his/her job safely, appropriately, and effectively, or an odor of alcohol is present, or whose behavior is inappropriate, that Plant manager is to remove the employee from her/his duty immediately and call the Safety Manager/ Safety dept. to continue the Fitness for Duty procedure. The employee will be referred to a medical provider for a Fitness for Duty exam.
2. The Fitness for Duty evaluation may include testing for chemical (e.g. alcohol and drug) levels, referral for psychiatric evaluation or any other evaluation or follow-up deemed necessary.
3. The Plant manager or designee must document the reasons for the fitness for duty request by recording the employee's behavior and noting the names of any witnesses who observed that behavior. Documentation must be submitted to the Safety Director.
4. The employee is required to cooperate fully with the manager and medical personnel. Refusal to cooperate will be considered insubordination and will be grounds for disciplinary action. The employee should be suspended pending investigation, which could result in termination.
5. Medical personnel will advise the Safety Manager/ Safety dept if the employee is fit or not fit for duty. The medical results of the fitness for duty exam will be communicated to the Safety Manager/ Safety dept
6. If medical personnel determine that the employee is FIT FOR DUTY, the employee must contact the Safety Manager/ Safety dept and the plant manager, in consultation with the Safety Manager/ Safety dept, will determine discipline in situations where misconduct may have occurred.
7. If medical personnel determine that the employee is NOT FIT FOR DUTY:

The Plant manager makes every effort to arrange for safe transportation home for the employee.

The employee will need to contact the plant Manager for instructions. The manager, in consultation with the Safety Manager/ Safety dept, will determine discipline in situations where misconduct has occurred.



S. Ramesh
Managing Director

