

FIT FOR DUTY POLICY

Policy Aim:

This policy aims to identify to heavy vehicle drivers, Stef's Transport Pty Ltd (the Company) and the driver's responsibilities of the overall fitness for duty regime, assisting to decrease risk of injury to the driver, other road users and the community at large.

Policy Procedures:

Drivers are required to:

- undertake a pre-start medical check and ongoing medical consultations. Medical consultations shall take place at least every 3 years for drivers aged 49 and under, and annually for drivers aged 50 or over, and
- where reasonable, complete a fitness for work assessment prior to commencement of each driving day utilising the 'prestart' application.
- The full physical medical consultation shall be undertaken by an approved/licenced medical practitioner.

Pre-start Fitness for Work:

Drivers are required to undertake a pre-start fitness check and complete a declaration regarding their fitness for work. If a driver's fitness for work self-assessment indicates that they are not fit for duty, the driver is required to notify their supervisor. The driver or their supervision **must** immediately advise the Operations Manager of the inability to work.

Medicals and medical conditions:

Drivers with chronic health conditions may need more regular medicals than those set out above, and this should always be taken into consideration when rostering, scheduling and allocating activities.

Drivers with health problems that may be improved by lifestyle changes or programs should, consider developing and implementing a health improvement plan in conjunction with their medical practitioner.

Drivers should discuss any prescribed medication with their doctor to ascertain if there may be adverse side effects (e.g. drowsiness) or work restrictions that may be implemented.

Consultation and Training:

As part of Stef's Transport Pty Ltd training review process, training and awareness programs, including health management programs will be identified, developed and implemented.

The review process involves consultation between the Company and drivers to ensure drivers are suitably qualified, confident and competent to perform driving and any other associated tasks.

Lifestyle and Fatigue:

Drivers of heavy vehicles must inform Stef's Transport Pty Ltd if they have a second driving job. Details about a second job must be provided to Stef's Transport Pty Ltd so hours worked can be assessed and allocated to ensure driving hours/fatigue management rules are complied with.

Where a driver's activities outside of work time (such as sport, family matters or a second job unrelated to driving) have the potential to affect rest break obligations or fitness for work requirements, they should notify a Company representative so the scheduling of the driver's hours complies with legislated rest break requirements.

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Stef's Transport Pty Ltd will consult with drivers to monitor differences in planned driving hours (rosters) and actual driving hours (work diary and time sheets). This consultation process allows drivers to identify preferred rest stops as recorded in schedules.

Stef's Transport Pty Ltd's approach to fatigue, authorises drivers to stop, contact the Company and to rest if the driver is impaired by fatigue or illness. Procedures to manage scheduling and time slot changes under these circumstances are in place.

Drivers are requested to provide contact details for schedulers in case of emergency.

Drivers must comply with Stef's Transport Pty Ltd Alcohol and Drug Policy under their fit for work obligations.

Information regarding health, other work commitments or family matters provided to management, will be treated with confidentiality and maintained within privacy guidelines.

Breaches:

Employees who do not provide or refuse to provide, the Company information relevant to other work or other personal engagements that may affect their driving hours, or

Employees who do not provide or refuse to provide, the Company relevant health (physical/emotional/mental) issues that may affect their fitness to work, may be in breach of this policy and may be subject to disciplinary action.

Your signature shows you understand the management's position and your responsibilities pursuant to chain of responsibility and the speed legislation.

Name: _____
Company: _____
Position: _____
Sign: _____
Date: / /

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Policy Review:

- Date: *Insert the month and year of the review,*
 Change: *Insert document content changes,*
 V&I: *Update version and/or issue number,*
 Amend: *Identify who undertook the review,*
 Approve: *Identify who approved the content change.*

Date	Change	V&I	Amend	Approve
Nov. 2020	Remove policy from Business Compliance Manual. Update to current (new) format. Added Policy Aim paragraph. Wording updated to verify responsibilities and information privacy. Change agreement signature block and add this table	V 4 Iss. 1	R Parry	K Pulmer