

## 1.1 PURPOSE

- 1.1.1 The purpose of this policy is to ensure TERRY R PITT CONSTRUCTION workers can demonstrate skills, aptitudes, and performance levels as they are related to their specific job or position with the company and to ensure employees are able to perform their jobs without hazard to themselves or coworkers.

## 1.2 ORGANIZATIONAL CHART

- 1.2.1 TERRY R PITT CONSTRUCTION has established an organizational chart that establishes chain of command and organizational structure. It helps establish supervisory roles within the company.
- 1.2.2 Every job title will be displayed on the organizational chart and will have a written job description that will be designed for the particular role.

## 1.3 JOB DESCRIPTION

- 1.3.1 Each position within TERRY R PITT CONSTRUCTION will be assigned a formal job description. This job description will be beneficial by defining and communicating job expectations to future employees, as well as current employees. Descriptions can also prove to be beneficial by having a clear definition of an employee's essential tasks, which can be matched with performance standards. These performance standards can later be evaluated to review worker performance.

- 1.3.2 Job descriptions will focus on six steps to give a clear definition of what the job entails and requires. Documentation must be acquired from TERRY R PITT CONSTRUCTION workers as proof that they are qualified to perform their duties.

1.3.2.1 A job title will be chosen to accurately reflect the duties of the job and will give indication of the level of hierarchy that the position will fit.

1.3.2.2 A summary of the overall job description.

1.3.2.3 Job tasks, responsibilities, and authorities - Explains what major tasks the employee will do. The list of tasks will consist of observable tasks that are listed in order starting with the most important task. The tasks will be assigned an estimated percentage of the amount of time the worker will spend on that particular task.

1.3.2.4 Each job will have specified minimum qualification requirements to be able to perform the tasks. These qualifications may include education, work experience, and abilities.

1.3.2.5 Supervision - Indicates how the position will be supervised.

1.3.2.6 Working conditions - Gives workers an idea of normal working hours, overtime, space,

condition of equipment, working environment, and special circumstances.

## 1.4 QUALIFICATION VERIFICATION

- 1.4.1 Upon choosing workers for a particular job, their credentials must meet or exceed the requirements set by the job description. Documentation must be acquired to ensure that the worker is qualified prior to being chosen for the job.
- 1.4.2 Workers will be required to provide a diploma, transcript, or other form of documentation to prove completion of minimum education requirements.
- 1.4.3 The applicant’s résumé will be reviewed to assess if the minimum amount of experience has been obtained. Previous employers may be contacted to verify this information.

## 1.5 COMPETENCY

- 1.5.1 This program will aim to evaluate the employee’s competence for their position from the very beginning of the employment cycle and throughout their employment. By following these procedures to ensure that TERRY R PITT CONSTRUCTION workers are competent in their jobs, it will both benefit the company and the employees by increasing productivity and safety.
- 1.5.2 Whenever a worker is new to the company or new to a position for less than six months, they will be designated as a short service employee (SSE). SSEs will be required to work with and be supervised by a mentor. The mentor will be an experienced, competent employee. Mentors will be responsible for providing on-the-job training to the employee and overseeing their work to ensure the worker is performing their work safely and adequately. Upon completion of this mentoring period, the worker will be deemed competent to perform work independently.
- 1.5.3 Job specific training must be provided for new or transferred employees. All employees must be trained on the tasks they perform on a regular basis.
- 1.5.4 Workers will periodically be given performance evaluations to determine ongoing competency in their job tasks and to determine if workers are meeting expectations required within their job descriptions. This will help to determine if the worker is competent for their current position or may be beneficial in a higher position. Performance evaluations may also indicate that the preliminary steps to assure job competence may not have been accurate and skills may need to be improved.

## 1.6 FIT FOR DUTY

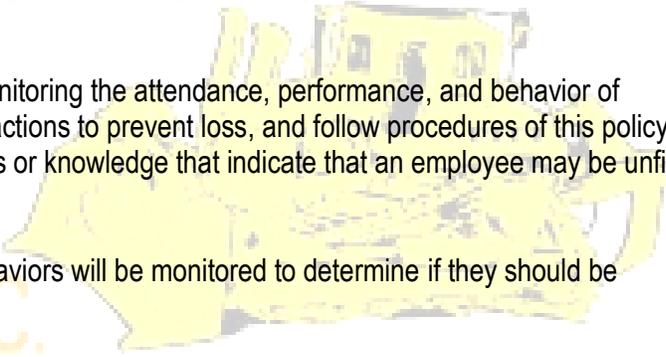
- 1.6.1 Employees are expected to perform their jobs in a safe and appropriate manner, at all times, free from the adverse effects of physical, mental, emotional, and personal problems.

# Fit for Duty/Job Competency

- 1.6.2 Employees who are not fit for duty may present a safety hazard to themselves, to other employees, to TERRY R PITT CONSTRUCTION, or to the public. Being fit to work ensures employees are able to perform their jobs without hazard to themselves or coworkers in a safe, secure, productive, and effective manner and remain able to do so through the entire time they are working.
- 1.6.3 To ensure employees are physically and mentally capable of performing their job functions, pre-employment physicals will be included in the hiring process, when changing job functions or changing to a different environment, and in post incident/return to work situations. The fit for duty evaluation may include testing for chemical (ex. alcohol and drug) levels, referral for psychiatric evaluation, or any other evaluation or follow up deemed necessary.
- 1.6.4 Procedures for drug and alcohol testing for pre-employment, post-accident or incident, reasonable suspicion, or random testing as prescribed by the DOT, the company, and/or the host facility will be implemented. TERRY R PITT CONSTRUCTION employees are required to be drug and alcohol free as a condition of employment.
- 1.6.4.1 If TERRY R PITT CONSTRUCTION workers are not able to perform their job or are taking any medication that might affect ability to do the job, workers must inform a supervisor immediately.
- 1.6.5 Supervisors are responsible for monitoring the attendance, performance, and behavior of their employees, take appropriate actions to prevent loss, and follow procedures of this policy when presented with circumstances or knowledge that indicate that an employee may be unfit for duty.
- 1.6.5.1 Employee activities and behaviors will be monitored to determine if they should be removed from the worksite.
- 1.6.6 TERRY R PITT CONSTRUCTION employees are required to inform their supervisors if they are mentally or physically unable to perform their assigned job tasks in a safe manner. Employees are informed of their responsibility to not report to work in a physical or mental condition that could endanger themselves or others.
- 1.6.7 When any supervisor observes an employee who is not performing the job safely, appropriately, and effectively, an odor of alcohol is present, or whose behavior is inappropriate, the supervisor is to remove employee from the jobsite immediately and call HR to continue the fit for duty procedure.
- 1.6.8 TERRY R PITT CONSTRUCTION employees will follow the company’s safe work procedures as identified in the company’s health and safety program such as hot work permitting, confined space, lockout/tagout (LOTO), fall protection, and similar procedures.
- 1.6.9 If a supervisor believes a worker is not fit to perform their duties, they may be sent home, relieved of certain duties, assigned to different duties, assigned to light duty, or asked for an explanation. They may request a fit for duty exam and have HR refer the worker to a

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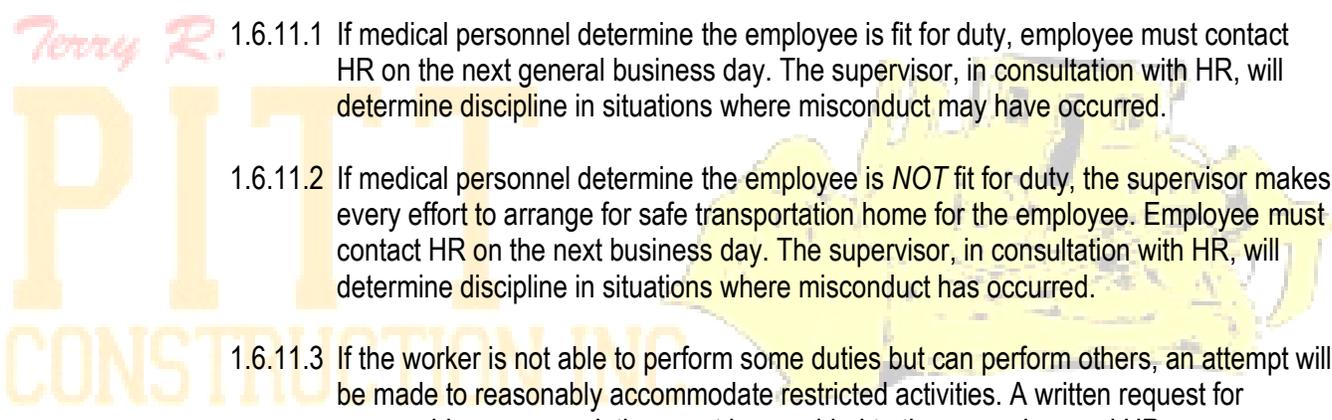
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healthcare provider.

- 1.6.10 When an employee’s performance and/or behavior (including the odor of alcohol or possible use of any illegal substance) appears to be unsafe, ineffective, and/or inappropriate, it is the supervisor’s responsibility to challenge employee behavior and ability to function, remove employee from the job, refer employee for a fit for duty exam immediately, and conduct appropriate follow up.
  - 1.6.10.1 Due to the safety issues involved, supervisors have a special responsibility to implement this policy in a consistent and fair manner.
  - 1.6.10.2 The supervisor must document the reasons for the fit for duty request by recording the employee's behavior and noting names of any witnesses who observed that behavior. Documentation must be submitted to HR by the next business day.
- 1.6.11 Medical personnel will advise HR if the employee is fit or not fit for duty. The medical results of the fit for duty exam will be communicated to HR.
  - 1.6.11.1 If medical personnel determine the employee is fit for duty, employee must contact HR on the next general business day. The supervisor, in consultation with HR, will determine discipline in situations where misconduct may have occurred.
  - 1.6.11.2 If medical personnel determine the employee is *NOT* fit for duty, the supervisor makes every effort to arrange for safe transportation home for the employee. Employee must contact HR on the next business day. The supervisor, in consultation with HR, will determine discipline in situations where misconduct has occurred.
  - 1.6.11.3 If the worker is not able to perform some duties but can perform others, an attempt will be made to reasonably accommodate restricted activities. A written request for reasonable accommodation must be provided to the supervisor and HR.
- 1.6.12 Dependent upon the reason for the fit for duty exam, workers who violate this policy a second time may be subject to progressive discipline, up to and including termination of employment.
- 1.6.13 Workers must manage health in such a way as to safely perform their essential job functions, with or without reasonable accommodation, and notify supervisor when not fit for duty. Employees must take responsibility for their own safety and not report to work in a condition that will endanger safety.
- 1.6.14 Workers must report fatigue and lack of mental acuity to their supervisor and notify supervisor if a coworker is observed acting in a manner that indicates the coworker may be unfit for duty.
  - 1.6.14.1 TERRY R PITT CONSTRUCTION will set work hour limitations and will control job rotation schedules to control fatigue, allow for sufficient sleep, and increase mental fitness.



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1.6.14.2 TERRY R PITT CONSTRUCTION will provide equipment such as anti-fatigue mats for standing, lift assist devices for repetitive lifting, and other ergonomic devices as deemed appropriate and will provide periodic rest breaks for personnel. TERRY R PITT CONSTRUCTION will also periodically evaluate and improve work tasks to control fatigue.

1.6.15 Employees must report all medications they are taking. 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.

1.6.15.1 Employees will not chronically use over the counter or prescription drugs to increase mental alertness. Employees are discouraged from taking any substance known to increase fatigue, including fatigue that sets in after the effects of the drug wear off.

1.6.15.2 Disciplinary action may occur for an employee reporting to work in a condition that could endanger their safety or the safety of any other person.

1.6.15.3 If there is any change to medical condition, workers must inform their supervisor accordingly. If a worker remains unable to return to work, even on a temporary basis, they must call in at least weekly to report medical status and update contact information as appropriate.

1.6.15.4 If workers face restrictions that result in a permanent inability to perform essential functions of the job, the Americans with Disabilities Act (ADA) and applicable laws will be applied to determine suitability for employment.

1.6.15.5 TERRY R PITT CONSTRUCTION will implement preventive measures to avoid cold stress injuries to company employees such as frequent breaks, providing adequate hydration, instructing workers to avoid caffeine and alcohol, and encouraging affected employees to consume high calorie foods.

## 1.7 RETURN TO WORK

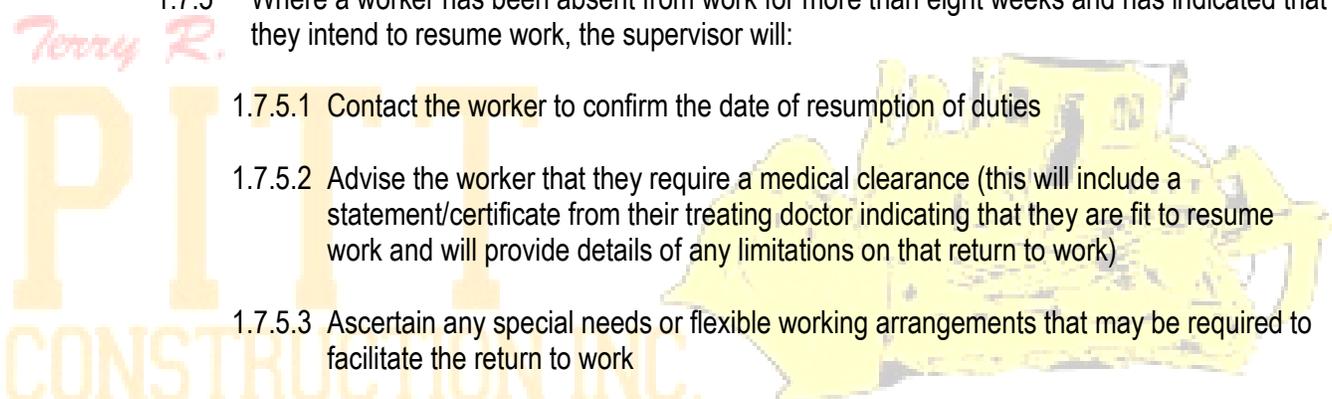
1.7.1 The TERRY R PITT CONSTRUCTION return to work policy is developed to ensure that employees are able to perform their jobs without hazard to themselves or coworkers. The purpose is to assist potential employees and employees in transition from absence from work due to a medical condition, disability, and transitional duty to return to work. Modified work should be offered, wherever possible, to employees who are unable to return to their regular duties following a workplace injury or illness. Modified work should be meaningful to the employee and the company, and consistent with work restrictions outlined by the treatment provider.

1.7.2 Applicability

1.7.2.1 Having applied and is being considered for employment.

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- 1.7.2.2 Employee returns to work following a non-occupationally acquired injury or illness with a release that, in judgment of supervisor, is inconsistent with employee’s work situation.
- 1.7.2.3 An employee returns to work following an occupationally acquired injury or illness with a medical release.
- 1.7.2.4 Symptoms are observed that employee may have a medical condition that will impair ability to perform essential work-related functions or pose a direct threat to employee or coworkers.
- 1.7.3 TERRY R PITT CONSTRUCTION will set work hour limitations and control job rotation schedules to control fatigue, allow for sufficient sleep, and increase mental fitness.
- 1.7.4 At any time, following an illness or injury (whether it is work related or not), a supervisor or worker may contact the return to work coordinator for advice.
- 1.7.5 Where a worker has been absent from work for more than eight weeks and has indicated that they intend to resume work, the supervisor will:
  - 1.7.5.1 Contact the worker to confirm the date of resumption of duties
  - 1.7.5.2 Advise the worker that they require a medical clearance (this will include a statement/certificate from their treating doctor indicating that they are fit to resume work and will provide details of any limitations on that return to work)
  - 1.7.5.3 Ascertain any special needs or flexible working arrangements that may be required to facilitate the return to work
  - 1.7.5.4 Advise the return to work coordinator
  - 1.7.5.5 Advise the worker if there is to be a delay in their return to work date. In some circumstances, the worker may not be able to resume work until suitable support measures have been put in place.
- 1.7.6 Depending on individual circumstances the coordinator may do one or more of the following:
  - 1.7.6.1 Consult the worker
  - 1.7.6.2 Provide advice to the work area
  - 1.7.6.3 Refer the matter to other specialist staff, such as the safety manager
  - 1.7.6.4 Develop a RTW plan in consultation with worker, supervisor, and other relevant parties
- 1.7.7 Where a return to work plan is provided, both the worker and the work area must adhere to



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the plan. Any variations to the plan will be facilitated by the return to work coordinator.

- 1.7.8 All reasonable costs associated with return to work following a long-term illness (that is not workers' compensation) will be met by cost center from which the worker took the leave.
- 1.7.9 If return to work does not result in the resumption of pre-injury or illness duties within a reasonable period of time, other employment options will be explored with the worker. A review date will be incorporated into the return to work plan.

## 1.8 POST INJURY MANAGEMENT/TRANSITIONAL DUTY

- 1.8.1 TERRY R PITT CONSTRUCTION will analyze the physical demands of jobs and maintain a list of available jobs for employees working under specific restrictions on modified duty.
- 1.8.2 When a worker is cleared to return to work, they will be assigned to work from the list of available jobs that follows the physician's work restrictions that will be provided to supervisors to ensure the modified work meets the physician's orders.
- 1.8.3 TERRY R PITT CONSTRUCTION will prioritize assigning modified duties that allow the worker to maintain a connection with their pre-injury job.
- 1.8.4 It is TERRY R PITT CONSTRUCTION's responsibility to ensure the modified duties are consistent with the health care provider's medical restrictions. It is the worker's responsibility to ensure the modified work continues to adhere to the medical restrictions.

## 1.9 RESTRICTED DUTY

- 1.9.1 Modified work assignments at TERRY R PITT CONSTRUCTION will adhere to the following:
  - 1.9.1.1 Productive: The work provided must contribute to TERRY R PITT CONSTRUCTION's success.
  - 1.9.1.2 Safe: Any modified work assignment must not aggravate or threaten to reinjure the employee or present additional hazard to any coworker.
  - 1.9.1.3 Re-integrative: Modified work must help the employee in a transition back to pre-injury employment as far as possible and will respond to changes in the functional abilities of the worker as determined by the physician.
- 1.9.2 Appropriate accommodations may include:
  - 1.9.2.1 Shortened hours
  - 1.9.2.2 More frequent breaks
  - 1.9.2.3 Assistance from coworkers for specific tasks and sharing work responsibilities

1.9.2.4 Worksite modifications and devices to assist with work

1.9.2.5 Temporary assignment changes and special project work

## 1.10 EMPLOYEE ASSISTANCE PROGRAM

- 1.10.1 Besides meeting the usual everyday demands of the workplace, today's employers must also provide some level of support to employees during critical and potentially overwhelming times.
- 1.10.2 A service provided by TERRY R PITT CONSTRUCTION for employees to address treatment and prevention of mental and addictive behavioral problems is the *Employee Assistance Program* (EAP). Through TERRY R PITT CONSTRUCTION's insurance program, employees are offered free, confidential support with personal issues and provides employees with a place to start.
- 1.10.3 TERRY R PITT CONSTRUCTION's EAP offers professional counselors who can help with difficult issues. Employees can call the EAP telephone number on their member ID card. Licensed counselors are ready to help 24 hours a day, seven days a week. EAP is provided at no cost and it is completely confidential.
- 1.10.4 In addition to unlimited, 24-hour online and phone access, employees can use up to three face-to-face consultative sessions per year, per issue for mental health and substance abuse issues.
- 1.10.5 Our EAP addresses a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, financial or legal matters, childcare, marriage and relationships, mental and psychological disorders, and work-related issues.
- 1.10.6 A strong EAP promotes better employee productivity and well-being, before problems become an emotional or financial burden. The major purpose of the EAP is to assist employees to maintain a good mental outlook and therefore be a highly productive and well-adjusted worker.

## 1.11 COMMUNICATION

- 1.11.1 Respectful, honest communication is essential in ensuring the return of an injured worker to the workplace. To help minimize the time that a worker spends away from the workplace, it is essential to establish and maintain early and consistent communication between the worker, the physician, the insurance company, and the workplace.
- 1.11.2 TERRY R PITT CONSTRUCTION will provide this policy, the forms, and contact log with the local health care providers before work begins, and use them with the employee and physician to record the return to work process.

## 1.12 RECORDKEEPING

- 1.12.1 TERRY R PITT CONSTRUCTION will maintain written records of incident details to help recall information about the circumstances of the incident at a later time and demonstrate due diligence. Records should be kept of communications with the injured employee regarding modified work. Workers' compensation and medical records, where applicable, should also be maintained.
- 1.12.2 Employee right to privacy is acknowledged. TERRY R PITT CONSTRUCTION will not provide any material or information obtained in relation to fit for duty exams to any person who does not have a lawful purpose for requiring the material or information.
- 1.12.3 TERRY R PITT CONSTRUCTION will maintain all written records: incident details, incident investigation records, injured employee, and if necessary and available, worker medical records.
- 1.12.4 TERRY R PITT CONSTRUCTION will keep all forms and medical records of injured employees confidential in a locked file and only provide records when necessary.

## 1.13 TRAINING

- 1.13.1 Once a worker has been assigned a position they will receive training. TERRY R PITT CONSTRUCTION will ensure that the employee will receive training specific to their assigned task.
- 1.13.2 TERRY R PITT CONSTRUCTION will provide initial and annual training on recognizing fatigue and other signs of being unfit to work.
- 1.13.3 Employees may be trained on the policy via safety meetings, by reviewing the policy as part of the new employee orientation, or by posting the policy in a conspicuous location.
- 1.13.4 If training is required for regulatory compliance, the workers will be trained as per those regulations.
- 1.13.5 Training will be taught by a qualified instructor and all training will be documented. The instructor will be someone who is deemed competent by the company and is familiar with the position and job tasks that they are training. This will ensure that workers are familiar with their job duties and have been trained in how to properly perform those duties.