



Fitness for Work Policy

This is a high-level summary for all staff. Full details are set out in the Fitness for Work Policy.

Our Commitment

LSH Group Australia is committed to providing a safe and healthy workplace. All employees must be fit for work and able to perform their duties safely.

This policy aligns with the *Work Health and Safety Act 2011* and the *Fair Work Act 2009*.

What “Fit for Work” Means

Being fit for work means you are:

- Not under the influence of alcohol or drugs.
- Not impaired by medication, fatigue, or other factors.
- Physically and mentally able to perform your role safely.

Zero Tolerance for Impairment

Due to the safety-critical nature of our work (e.g. vehicles, machinery, workshops):

- You must not attend work under the influence of alcohol or illicit drugs.
- Alcohol and drugs are not permitted in the workplace unless authorised.
- Any level of impairment that creates a safety risk is unacceptable.

Your Responsibilities

Under WHS laws, all employees must:

- Take reasonable care for their own safety and others.
- Follow all policies and reasonable instructions.
- Present fit for work at all times.
- Notify your manager if you are not fit for work.

These obligations are supported under applicable Awards, including the *Clerks – Private Sector Award 2020* and *Vehicle Repair, Services and Retail Award 2020*.

Medication & Health

If you are taking medication that may affect your safety or performance:

- Inform your manager or HR.
- Follow medical advice.
- You may be assigned alternative duties if required.

Testing

LSH Group Australia may require drug and alcohol testing where lawful and reasonable, including:

- Pre-employment medicals.
- For-cause testing (e.g. after an incident or suspected impairment).
- Random testing in safety-critical roles.

Testing will be conducted confidentially and in line with Australian standards.

Refusal or Positive Results

- Refusing a test or tampering with results may lead to disciplinary action.
- A positive result may result in stand down, investigation, and disciplinary action up to termination.

Support Available

We encourage employees to seek help early. Support is available through:

- Employee Assistance Program (EAP).
- Counselling or rehabilitation referrals.

Seeking help will be treated confidentially.

Consequences of Breach

Failure to comply with this policy may result in disciplinary action, including termination of employment.

Confidentiality

All personal and medical information will be handled in accordance with the *Privacy Act 1988*.

**Acknowledgement**

I acknowledge that:

- I have read and understood the Fitness for Work Policy – One Page Summary;
- I understand this summary does not replace the full **Fitness for Work Policy**;
- I agree to comply with the full policy and all related Group policies;
- I understand that non-compliance may result in disciplinary action.

I further acknowledge that this summary should be read in conjunction with the full **Fitness for Work Policy** which is available on the intranet.