

Safety Policy & Procedure Manual		Section: 1.0	Date: 11-03-2015
		Revision: 0	
Subject: Fit for Duty			

POLICY STATEMENT

Light Tower Rentals, Inc. is committed to protecting the safety and health of their employees by ensuring that employees are able to perform or safely perform the essential requirements of their job. Where employees have a condition/illness/injury that may make them unable to perform their essential work tasks and/or endangers their safety or the safety of others in the workplace, the company has the obligation to determine this and minimize such risks. Therefore, in such instances, a Fit for Duty Review may be required of such employees as described in this policy. The company also requires a Fit for Duty Review for all potential hires in order to ensure each candidate can demonstrate the ability to safely perform the requirements of the job for which they have applied.

DEFINITIONS

Fit for Duty Review: A review process designed to assess an employee's ability to perform and/or safely perform the essential work tasks of his/her position. The review could include, but is not limited to, mandatory examinations and/or physicals, review of applicable medical documentation, or discussing the employee's ability to perform his/her job with appropriate medical providers.

Corporate Office Review Team: A team comprised of representatives from Corporate Human Resources and Corporate Safety.

PROVISIONS / REQUIREMENTS

Employee/Supervisor Requirements

The Company requires a Fit for Duty Review to ensure the safety of current employees and potential employees in performing the requirements of each specific job. Supervisors are required to report to their corporate human resources or corporate safety representative when they have concerns regarding an employee's ability to perform or safely perform essential work tasks. The corporate human resources and corporate safety representatives shall determine whether a Fit for Duty Review should be forwarded to the Corporate Office Review Team. In cases where the matter involves a permanent restriction, a need for a medical release or where there is conflicting medical information, the Corporate Office Review Team should be

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consulted. No medical exam will be conducted without first consulting with the Corporate Office Review Team.

Fit for Duty Requirements - Field Tech./Shop Hand/Mechanic/Sales

Job Specific Test I – The applicant or employee should be able to demonstrate the ability to apply 150 pounds of pulling force on a lever arm with both hands. This will be repeated a total of four times in order to meet the requirement.

Job Specific Test II – The applicant or employee should be able to demonstrate the ability to lift a 75 pound flange (simulating a tire) from the floor and place it onto a 36” high table or work surface, then return the flange back to the floor. This task will be repeated a total of two times in order to meet the requirement.

Job Specific Test III – The applicant or employee should be able to demonstrate the ability to lift a 5 gallon bucket weighing 45 pounds from the floor using the handle. Carry the bucket up two steps measured at heights of 11” and 32” then set the bucket onto a 40” high surface. The applicant will simulate pouring contents out then return the bucket back to the starting position. This task will be performed one time in order to meet the requirement.

Fit for Duty Requirements - Truck Driver

Job Specific Test I – The applicant or employee should be able to demonstrate the ability to lift a 75 pound flange (simulating a tire) from the floor and place on to a 36” high work surface or shelf then return the flange back to the ground. This task will be repeated a total of two times in order to meet the requirement.

Job Specific Test II – The applicant or employee should be able to demonstrate the ability to lift a 50 pound box from the floor and carry it 6 feet and place the box on a 60” high surface then place the box on the floor. The applicant or employee will then place the box back up to the 60” high surface and back to the floor three times. After the three repetitions, the candidate will carry the box 6 feet back to the starting position. Every aspect of this test must be met in order to meet the requirement.

Job Specific Test III – The applicant or employee should be able to demonstrate the ability to lift a 70 pound dumbbell from the floor and place it on a 52” high surface then return the dumbbell to the floor. This task will be repeated a total of three times in order to meet the requirement.

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Fit for Duty Requirements - Receptionist/Clerk/Office Personnel

Job Specific Test I – The applicant or employee should be able to demonstrate the ability to ascend and descend 4 rungs on a ladder at a comfortable but continuous pace for a total of five times in order to meet the requirement.

Job Specific Test II – The applicant or employee should be able to demonstrate the ability to lift a 25 pound box from the floor and place it onto a 28” high shelf or work surface. This task will be completed one time in order to meet the requirement.

Job Specific Test III – Successfully complete an Upper Extremity/Carpal Tunnel Exam in order to meet the requirement.

The Company requires that every employee be properly trained for their assigned jobs and tasks. Competency is a combination of knowledge, understanding and skill, and the appropriate level of competency cannot be acquired simply by attending a training session. The understanding and skills for each assigned job are acquired through experience. For individuals involved in exposure to HSE hazards and other hazard risks, experience and training are essential. The following components are to be considered for each branches work team for competency assurance: experience, level of knowledge, and capability to perform. The Company’s view of competency assurance involves the continuous assessment of training and development needs to a person’s responsibilities, abilities and critical activities. This process enables the continuous improvement loop that feeds back into training and development activities that ensure competency assurance is an ongoing career cycle process.

Job Description Identified → Candidate Selection and Hiring Process (Reference and Background Check, Drug Screen, Physical Assessment) → Person Hired for Open Position

Experience, Qualifications Assessed for Initial Training ↔ Initial Induction Training Completion

Further Training Required? If no → Ready for Work → On the Job Training → Competency Continually Assessed

Annual Performance Appraisal → Ready to Promote → Employee Promoted → Further Training Required?

The Company is committed to a safe, healthy and productive work environment free from the effects of substance abuse. Drug and alcohol use may pose a serious threat to health and safety. Abuse of alcohol, drugs, and controlled substances impairs an individual’s judgment,

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resulting in increased safety risks, injuries, and faulty decision-making. For that reason, employees and potential employees are subject to pre-employment, post-accident, and random drug testing requirements. The Company has zero tolerance for violators of this policy. All violators will be immediately and permanently removed and disqualified from providing services to the Company. Participation in the Company's controlled substances and alcohol testing program is a requirement of all persons covered by this policy and is a condition of employment.

The Occupational Safety and Health Act of 1970, clearly states, our common goal of safe and healthful working conditions. The safety and health of our employees continues to be the first consideration in the operation of this business. Safety and health in our business must be a part of every operation. Without question it is every employee's responsibility at all levels. It is the intent of the Company to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries and follow the best safe work practices and procedures as presented in the company "Standard Operating Procedures". No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. The personal safety and health of each employee of this company is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with highest standards. We will maintain a safety and health program conforming to the best management practices of organizations of this type. To be successful, this program must embody the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is nothing less than zero accidents and injuries.

Employees must immediately notify their supervisors of any non-work related illness, injury, condition – (such as fatigue), or the use of a medication, that may affect their ability to perform an essential work task and/or compromise their safety or the safety of their co-workers.

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Employees must also continually keep their supervisor updated on any subsequent changes to the status of their illness/injury/condition or use of medication.

Employees must work within their stated work restrictions when performing their job duties. If the employee has any temporary restrictions, he/she will work within the restrictions stated by the physician for "Temporary Modified Duty Assignment." After receiving a full release by the physician, the employee must have a Fit for Duty Review before being returned to their specific job duties. If the employee is unable to pass the Fit for Duty Review for their specific job, the Corporate Office Review Team will be consulted.

The Company has also adopted an observation program that has been implemented for the sole purpose of identifying unsafe conditions, unsafe work practices, and unsafe behaviors. The observation program will only further strengthen the current safety program by uncovering these problem areas. It is the intent of the Company to make the work environment as safe as possible by training, eliminating problem areas, and correcting unsafe behaviors.

Medical Documentation Requirements

Those parties involved in the Fit for Duty Review Program will safeguard the confidentiality of all medical information disclosed during the process.

Refusal to cooperate with the requirements of the Fit for Duty Review, including, but not limited to, signing a medical release authorization and/or submitting to required examinations, may subject an employee to disciplinary action, up to and including termination.

Review Process Requirements

The Corporate Office Review Team will review cases where appropriate. Each employee's case will be analyzed on its own individual merits. The Corporate Office Review Team will provide a recommendation regarding an employee's ability to perform or safely perform his/her essential work tasks based on the medical and other documentation/information to the appropriate corporate human resources and corporate safety manager. Based upon the recommendation from the Corporate Office Review Team, the corporate human resources and corporate safety manager shall make a decision regarding the employee's employment status.