



KNELSEN SAND & GRAVEL LTD

## Company Fit for Duty Policy

Knelsen Sand & Gravel Ltd. strives to ensure all of its employees arrive fit for duty each workday.

Employees will be advised during their company orientation that it is imperative that they show up for work fit and ready to perform their assigned duties. Supervisors will also periodically discuss this at safety meetings throughout the year. Due to the nature of work and our short construction seasons in the road building & forestry industry it is necessary to extend the working hours of our employees. Please refer to the Fatigue Management Policy for further details.

Knelsen Sand & Gravel Ltd. will ensure that employees are qualified for their job and knowledgeable of their duties prior to the commencement of work. The company will ensure that equipment is operated only by a competent worker; and that workers are informed of any risk associated with, and trained in the safe use of, the machines. This may require the employee to provide proof of qualification prior to operating company equipment and/or vehicles. Field orientations will be performed by the site supervisor prior to workers starting work and a follow up will be performed 30 days after to ensure that the worker is competent or working towards becoming competent in their assigned duties. Should the worker not become proficient in their assigned duties they may receive additional training or be transferred to a more suitable job should a position be available.

Upon initial hiring all workers must complete the medical questionnaire and review the physical demands for each job. Any physical restrictions that surface during the questionnaire are discussed with the worker at this time and the worker is placed in a job according to their capabilities.

Knelsen Sand & Gravel has a "Zero Tolerance" policy regarding alcohol and drugs. Workers are strictly prohibited from carrying alcoholic beverages or illegal, non-prescription drugs in a company vehicle, or bringing them onto company property or a work site. If a worker reports for work under the influence of alcohol or drugs, they will be refused work, escorted off of the site and may result in immediate dismissal. Supervisors will arrange for safe transportation back to their residence, should the employee refuse the police will be called. Persons with certain medical conditions or using prescription drugs may be restricted from working in some situations. It is the worker's responsibility to make their Supervisor aware of any such situation. Supervisors will monitor worksite behavior and report breaches of the company rules or unsafe acts. Supervisors have the ability to remove a worker from site should they deem it necessary and in the best interests of safety and the company. If an employee recognizes they have a problem with substance abuse, Knelsen Sand & Gravel Ltd. will support an employee's effort to seek the appropriate medical and addiction counseling. Knelsen Sand & Gravel Ltd. undertakes to bring the employee back to gainful employment pending successful completion of a substance abuse program. Please refer to the company Substance Abuse Policy for further details.

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### NOTICE

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Safety information contained in our corporate safety policy manual does not take precedence over the *Occupational Health & Safety Act, R.S.A. 2000, Chapter O-2*, or for Saskatchewan employees, the *Occupational Health & Safety Act, S.S. 1993, Chapter O-1.1\**.

Knelsen Sand & Gravel Ltd. commits to providing its workers with copies of the legislation.

All employees should be familiar with the *Occupational Health & Safety Act, Regulations and Code* for the jurisdiction of their worksite(s).

General Manager – Raymond Knelsen

JAN 24 2018

Date