Detail service inc Agency

PRECISION. RELIABILITY. EXCELLENCE.

FIT-FOR-WORK POLICY

1. Purpose

The health, safety, and well-being of our employees, contractors, clients, and the public are fundamental to Detail Service Inc.'s commitment to providing qualified personnel to the healthcare, oil and gas, and construction industries.

This policy establishes the expectations that all employees and contractors are physically, mentally, and emotionally fit to safely perform the duties of their assigned position before reporting to work and throughout the duration of each shift or assignment.

By promoting fitness for work, Detail Service Inc. aims to:

- Protect the health and safety of employees, clients, patients, co-workers, and the public.
- Reduce workplace incidents, injuries, and occupational illnesses.
- Support compliance with applicable Occupational Health and Safety (OHS) legislation, employment standards, privacy legislation, and client-specific workplace requirements.
- Promote a culture of personal responsibility, professionalism, and safety.

Scope

This policy applies to all:

- Permanent employees
- Temporary employees
- Casual employees
- Contractors
- Agency staff placed with client organizations

The policy applies to employees working in:

- Healthcare facilities
- Hospitals
- Long-term care and community care settings
- Oil and gas operations
- Construction sites
- Industrial facilities
- Manufacturing facilities

- Client offices
- Detail Service Inc. offices
- Any location where work is performed on behalf of Detail Service Inc..

3. Policy Statement

Detail Service Inc. is committed to maintaining a safe and healthy work environment for all employees and clients.

Employees and contractors are expected to report to work fit for duty and capable of performing assigned tasks safely and effectively.

Employees must not report to work or remain at work if they:

- Are impaired by illness, injury, fatigue, alcohol, cannabis, illegal drugs, or medications that may affect safe job performance.
- Present a health or safety risk to themselves or others.
- Are unable to safely perform the essential duties of their position.
- Do not meet client-specific fitness-for-work requirements.

Employees who become unfit during a shift or assignment must immediately notify both:

- Their client-site supervisor (where applicable), and
- Their Detail Service Inc. Recruiter, Account Manager, or Operations Manager.

Reporting a fitness-for-work concern will not result in disciplinary action when done honestly and in good faith.

4. Fit-for-Work Criteria

Employees are considered fit for work when they:

- Are physically capable of performing assigned duties.
- Are mentally alert and able to make safe decisions.
- Are emotionally capable of carrying out assigned responsibilities.
- Are free from impairment caused by alcohol, recreational drugs, or medications that may compromise safety.
- Have obtained medical clearance when required following illness or injury.
- Meet any client-specific medical, safety, or certification requirements.
- Are adequately rested and able to perform their work safely without excessive fatigue.
- Employees working in safety-sensitive positions may be subject to additional client fitness-for-duty requirements.

5. Self-Evaluation Requirements

Employees are responsible for assessing their own fitness before every shift.

A self-evaluation must be completed in the following situations:

A. Illness or Injury

Employees experiencing symptoms that may affect their ability to work safely must:

- Not report to work.
- Notify Detail Service Inc. immediately.
- Follow client reporting requirements where applicable.
- Return only after meeting company and client return-to-work requirements.

Examples include:

- Fever
- Persistent cough
- Vomiting or diarrhea
- Severe fatigue
- Dizziness
- Contagious illness
- Any condition affecting safe performance

B. Return from Illness, Injury, or Medical Leave

Employees returning from medical leave may be required to provide:

- Medical clearance from a licensed healthcare provider.
- Any client-required documentation.
- Updated restrictions or accommodations, if applicable

C. Fatigue

Employees must not report to work if excessive fatigue may impair safe performance

Examples include:

- Insufficient sleep
- Extended work hours
- Multiple consecutive shifts
- Physical exhaustion
- Mental fatigue

Employees are expected to notify Detail Service Inc. if fatigue could affect safe job performance.

D. Alcohol, Drugs, and Medication

Employees must not:

- Report to work under the influence of alcohol or illegal drugs.
- Misuse prescription medications.
- Perform work while impaired by any medication or substance.

Employees taking medications that may impair performance are responsible for notifying management if accommodations or work restrictions are required.

Client drug and alcohol policies must also be followed where applicable.

E. Psychological Fitness

Employees should not report to work if emotional distress, mental health concerns, or other psychological conditions create a safety risk.

6. Management Responsibilities

Recruiters, Account Managers, Supervisors, and Operations Management are responsible for:

- Receiving reports regarding employee fitness.
- Determining whether employees should remain at work.
- Coordinating replacement staff when necessary.
- Documenting fitness-for-work concerns.
- Maintaining confidentiality.
- Requesting medical clearance when appropriate.
- Working with clients regarding return-to-work requirements.
- Escalating significant health or safety concerns to senior management.

Client-site supervisors remain responsible for workplace safety within their facilities and may remove any worker they believe is not fit for duty.

7. Return-to-Work Process

Employees returning after illness, injury, surgery, or extended leave may be required to:

- Provide medical clearance.
- Participate in a return-to-work assessment.
- Confirm they can safely perform essential job duties.
- Comply with any workplace restrictions or accommodations.
- Complete any required orientation, refresher training, or client-specific onboarding.

Where restrictions exist, Detail Service Inc. will make reasonable efforts to identify suitable work consistent with applicable legislation and operational requirements.

8. Confidentiality

Medical and health-related information will be handled confidentially and only collected where reasonably necessary.

Information will be maintained securely in accordance with applicable privacy legislation and will only be shared with individuals who require access for legitimate business, legal, or safety purposes.

9. Employee Responsibilities

- Employees are responsible for:
- Reporting to work fit for duty.
- Completing self-assessments honestly.
- Reporting illness, injury, impairment, or fatigue promptly.
- Following client health and safety policies.
- Cooperating with return-to-work processes.
- Reporting any condition that may create a workplace safety risk.

10. Continuous Improvement

Detail Service Inc. regularly reviews fitness-for-work incidents, workplace injuries, and employee feedback to improve:

- Health and safety practices
- Return-to-work procedures
- Employee wellness initiatives
- Training programs
- Client service quality

Appendix A

Fitness-for-Work Self-Assessment

Complete this assessment before reporting to work if:

- You are feeling unwell.
- You are returning from illness or injury.
- You have experienced excessive fatigue.
- You have been involved in a workplace incident.
- You have been exposed to a communicable illness where applicable.
- Management has requested a fitness-for-work assessment.

Self-Assessment Questions

Question

If you answer YES to any question below, do not report to work until you have notified Detail Service Inc.

		Yes	No
1	Do you currently have symptoms of illness or injury that could affect your ability to work safely?		
2	Are you experiencing fatigue that may impair your ability to perform your job safely?		
3	Are you under the influence of alcohol, recreational drugs, or medication that may impair your work performance?		
4	Do you have physical restrictions or medical limitations that have not been reported to Detail Service Inc.?		
5	Are you emotionally or mentally unable to safely perform your assigned duties today?		
6	Have you experienced a workplace incident, injury, or exposure since your last shift that has not yet been reported?		

If You Answered "YES"

1. Do not report to work or accept a shift.
2. Notify your Recruiter, Account Manager, or Operations Manager immediately.
3. Notify the client if required by site procedures.
4. Submit any requested medical documentation before returning to work.
5. Wait for authorization from Detail Service Inc. before returning to work if clearance is required.

Document Control

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Revision History

Date	Version	Author	Summary of Changes
_____	1.0	Detail Service Inc.	Initial Fit-for-Work Policy developed for a recruitment and staffing company serving the healthcare, oil and gas, and construction industries.