



**WALKER, NEWMAN
& ASSOCIATES PTY LTD**
COMMUNICATIONS CONSULTANTS

ACN 070 745 265

Fitness for Work – Policy Statement

A staff member who is not fit for work puts themselves and others at risk, a situation which is not acceptable to Walker Newman and Associates Pty Ltd.

Fitness for work embodies a number of factors including:

- Mental state
- Health/sickness
- Drugs and alcohol
- Fatigue
- Physical fitness and capacity to undertake required tasks
- Hydration, sustenance

The general wellbeing of our staff and those who work around us is our number one priority. We treat each person as an individual and take in to consideration personal circumstances in decisions we make.

Our policy commitment means that we will:

- Take an active interest in the broader well being of all of our staff, including but not limited to health, family circumstances, work/life balance. WNA understand the specific issues associated with FIFO work. We work together with our staff to tailor a work environment which works for each individual, for our clients and for our Company.
- We value our staff and recognise that their personal circumstances change over time. We ask that our staff maintain an honest and open conversation with us with respect to their circumstances. In turn, we undertake not to discriminate or penalise personnel for such honesty and openness.
- Support one day of work from home each week where this does not impact productivity. Personnel working from home are required to advise their line supervisor that they are doing so. (Additional WFH is available with approval from their supervisor.)

Personnel who are not feeling well are required to WFH to avoid passing on sickness to co-workers.

We have a zero tolerance approach to staff attempting to work under the influence of alcohol and non-prescribed drugs.

Staff under medical supervision who are required to take prescribed medication are obliged to advise their supervisors of this situation, and of the potential impact (if any) to their fitness for work as a result.

Fatigue varies for individual to individual, and is influenced by many factors including sleep deprivation, physical fitness, work activities and the environment in which work is being undertaken (eg heat exposure).

- Staff are obligated to stop work when they fatigued.
- Under no circumstances shall a staff member drive a vehicle if they experience microsleep episodes.
- As a guideline, no staff member should work more than the following:
 - 16 hours of office work in any one day, including travel time to and from work.
 - 14 hours of site work in any one day, including travel time to and from work.

Different activities require different levels of physical fitness. WNA do not expect any staff member to undertake an activity for which they are not physically capable, or which may put themselves or others at risk of injury. WNA require that personnel will assess activities prior to commencing them, and avoid putting themselves in situations where such incidents may occur.

Much of the work we undertake on site is done in hot environments. We require staff to be aware of the physical environment in which they work, and to be adequately prepared. In particular staff must pay attention to maintaining hydration levels in the acceptable band as per the urine test chart alongside.

1		
2		If your urine matches the colors 1, 2, or 3, you are properly hydrated.
3		Continue to consume fluids at the recommended amounts.
4		If your urine color is below the RED line, you are
5		DEHYDRATED and at risk for cramping and/or a heat illness!!
6		YOU NEED TO DRINK MORE WATER!
7		
8		

Where work is undertaken on client sites, WNA will comply with the fitness for work requirements of our clients. This includes, but is not limited to, acceptance of 'pre start' medical tests and client drug & alcohol testing regimes. It is a condition of employment that our staff also accept these requirements.

Authorised by: Rick Newman, Director
Date: 14th April 2026
Rev 3

