

Manual Section 2	Issue Date 06/21/10	Revision Date 06/15/21	Policy Number LLCP-014
	<b>Fit For Duty</b>		

### **Purpose**

The purpose of this standard is to ensure that employees are physically capable of performing their job functions as well as the promotion of employee health and safety by assuring that the state of workers' fitness does not pose a threat to themselves, others or to the environment and assets. At a minimum the Fit for Duty Policy will establish requirements and recommendations related to employee Fitness to Work as described in the associated Job Descriptions pertaining to a potential employee's trade.

### **Scope**

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries; hereafter identified as "Company".

Job Descriptions will vary from craft to craft. All employees are given a copy of their job descriptions at hire and are required to read, understand and verify by signature that the physical requirements of his/her job can be met. Examples of such requirements are as follows: The employee must frequently carry up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit.

It shall also clearly be understood that in the unlikely event of an emergency, offshore employees will ultimately rely on their own physical fitness for in-water situations (i.e. survival in water).

### **Medical & Physical Evaluation**

#### **1. Transfers**

As part of the Company's ongoing strive to have all employees medically and physically fit to perform their jobs, we require employees to be re-evaluated by the a physician (preferably) at our clinic before being transferred to another position that would change the requirements set forth by that employees Job Description.

If the employee's new role's requirements are the same as the previous description, the employee will be allowed to perform that role without being re-evaluated unless required by the job to have occasional/annual physicals.

#### **2. Post Injury**

As part of our Injury & Illness Policy, all employees shall go through a return to work evaluation by a physician prior to being sent to the worksite. Our Company requires all employees to have a full release with no restrictions before performing their job skills on Company or Customer property. This may mean re-evaluation of all pre-employment tests performed to assure the employee is capable of completing every aspect of his/her job safely.

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### 3. For Cause/Self-Referral

If an employee feels at any time he/she will not be able to perform their job functions due to a physical or medical condition, they shall be re-evaluated immediately by the a physician. If found to show deficiencies, arrangements shall be made to forward all non-work related cases to their family physician to be treated and obtain a full release or be forwarded to a specialist by the our physician in all work-related cases.

If a supervisor or fellow employee finds another employee unable to perform their job functions due to physical or medical conditions, they shall immediately be sent to the a clinic where our physician can re-evaluate the cause of the condition. All non-work related cases will be forwarded on to their family physician to obtain treatment and a full release without any restrictions. Any work-related conditions shall be handled in a manner seen fit by the Corporate physician and the Corporate HSE Director.

#### **Protocol for Fitness (Strength) Test for New Hire Employees,**

**Medical Release:** A medical release is required only if candidate has had surgery or significant illness within the last 6 months or has any condition that could impair the candidate’s ability to take an isometric strength test.

**Test Location:** The strength test will be conducted at the required pre-employment interview site.

**Test Administration:** Corporate HSE arranges for test administration.

#### **Protocol for Fit for Duty (Drug & Alcohol Testing) for Employees,**

As part of the Fit for Duty program employees shall submit a pre-employment drug and alcohol testing. Drug and Alcohol testing will also be performed for post accidents, reasonable suspicion, return to duty, follow-up as well as random testing which is part of the Corporate Drug & Alcohol Program.

A copy of the DOT & Non-DOT Drug and Alcohol program is given to all employees at hire and is available upon request by any employee who may have lost or misplaced their copy. This can also be attained on the gisy.com website under the employee portal.

Employees must inform their Supervisor of any over-the-counter or prescription medication that they are taking. Supervisors must clear this medication with Corporate HSE to ensure that the employee will not be impaired in any way that may pose a risk to him/herself or a fellow employee.

#### **Protocol for Fitness for Duty for Safe Work Practices,**

As part of the Fit for Duty program, employees must follow guidelines for Safe Work Practices set forth by the Company in order to remain in compliance and to prevent harm to the employee. Employees will be monitored for activities or behaviors that may require the employee to be removed from the worksite to prevent injury to his/herself or fellow employee.

Employees are responsible for ensuring they are physically and mentally fit to perform their job functions safely. They are to notify their Supervisor immediately if they feel that they will not be able to perform their job task safely due to fatigue. Employees must take responsibility for their own safety as well as not reporting to work in a condition as to endanger the safety of their fellow workers.

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Employees are not to work more than an eighteen hour day including travel without sufficient rest. Employees traveling long distance to make crew change or to a work location are advised to utilize the Company Logistic Center/Bunk House to rest the day prior to mobilizing to an offshore facility.

**Protocol for Fitness for Duty Competency Verification,**

As part of the initial hiring process, all Company employees are required to attend a level of training dictated by the Corporate HSE and/or HR departments' in-line with job classification and experience level. As part of this training process, employees are given Safety Craft Specific Training. This training, which is performed by our Industrial Training Education Center corresponds with employees' ability to perform a task required by their trade (i.e. build scaffold, fit pipe, etc.). Competency Assessments are completed by the instructor and are signed by the employee. Upon completion, completed assessments are scanned in employees' files.

Follow-up assessments are to be completed in the field by the supervisor and turned in with corresponding paperwork for review. If found to be deficient, employee re-training will be performed.

**Protocol for Fitness for Duty Record Retention,**

All employee records are to be kept in Company's electronic filing system controlled by the Corporate HR department.