



# **FITNESS FOR WORK POLICY**

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Any person(s) using i24s Group Pty Ltd's (i24s) documents or data accepts the risks of:

- a) using the documents or data in electronic form without requesting and checking them for accuracy against the original hard copy version; and
- b) using the documents or data for any purpose not agreed to in writing by i24s.

## 1 PURPOSE

i24s Group Pty Ltd (“i24s”) (“the Group”) (ABN 74 650 861 402), is a 100 per cent owned and operated Aboriginal business. The Group is a leading provider of talent pipeline/workforce solutions, industrial equipment hire and goods, and outreach and advocacy services, for the Mining, Resources, Energy, Infrastructure and Property sectors.

Robust health, safety, environment and quality (HSEQ) management is integral to the way our teams work at i24s. The Group strives to achieve operational safety, environmental protection and quality improvement throughout our operations and services, in accordance with legislation, industry Standards and Codes of Practice, the respective requirements of the jurisdictions in which we operate and client’s needs.

The Group is committed the continuous improvement of HSEQ management, which is underscored by our leaders, employees, clients, sub-contractors and visitors embracing i24s’ policies and procedures that aid in eliminating workplace risks and hazards, and ensuring all are fit to perform work.

The governance of this **Fitness for Work Policy** (“Policy”) is overseen by the Group’s Officer, Angela Kickett.

## 2 INTRODUCTION

i24s’ developed this Policy to help provide a healthy and safe workplace for employees, clients, sub-contractors and visitors. The Group is committed to fostering a culture that aligns with our ethical and statutory health, safety and wellbeing responsibilities with transparency, diligence and empathy.

We endeavour to mitigate and/or eliminate risks and hazards from our workplaces while simultaneously further developing i24s’ health, safety and wellbeing processes and procedures in readiness for pursuing ISO Certification in the future.

## 3 SCOPE

This Policy applies to employees, sub-contractors and other parties undertaking work for the Group. When the following terms are referenced herein, “we”, “our” or “us”, we are referring to everyone at i24s. The scope of this Policy applies to all workplaces which are under the Group’s control.

## 4 POLICY

Fitness for work means a worker is in a physical and psychological state that enables them to perform their duties safely and effectively, without creating an unacceptable risk to themselves or others.

Fitness for work can be affected by (including but not limited to): fatigue, illness/injury, mental health impacts, alcohol and other drugs, misuse of prescription medications, and side effects from prescribed or over-the-counter medication.

#### 4.1 WORKER OBLIGATIONS

Workers must:

- present for work fit for duty and immediately cease work if they become unfit;
- promptly notify their Supervisor of any factor (including medication side effects) that may impair safe work;
- comply with lawful and reasonable directions relating to fitness for work, including medical assessment requirements and alcohol and other drug testing (including client/host site testing); and
- cooperate with reasonable control measures (temporary restrictions, alternative duties, rest breaks, transport arrangements).

#### 4.2 I24S OBLIGATIONS

i24s will manage fitness for work risks by:

- monitoring and responding to signs of impairment;
- removing a worker from duty where required to manage risk;
- maintaining confidentiality of personal information and only collecting information necessary to manage fitness for duty; and
- applying procedural fairness when managing suspected breaches.

#### 4.3 NON-COMPLIANCE

Failure to comply with this Policy may result in disciplinary action. In particular, refusing to comply with a lawful and reasonable direction relating to fitness for work (including alcohol and other drug testing) or failing to disclose medication-related impairment risks may constitute serious misconduct and may result in termination, subject to investigation and consideration of the worker's response.

### 5 RESPONSIBILITIES

To achieve the abovementioned commitments, management and employees have a responsibility to:

- take reasonable care of the health, safety and wellbeing of themselves, team members and any parties undertaking work for the Group;
- adopt and live our safety culture;
- support i24s to ensure compliance with legal and contractual obligations;
- make this Policy available to all parties and to periodically review this Policy to ensure it remains accurate and effective; and
- ensure the said parties comply with this Policy.

## 6 GOVERNANCE

The governance of this Policy is overseen by the Group's Officer, Angela Kickett. For further information about this Policy, please contact i24s on +61 8 9209 2090 or [admin@i24s.com.au](mailto:admin@i24s.com.au)

*Angela Kickett*

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**Angela Kickett**

**Co-Founder/Executive Director**

