

Version number 6

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Functional area Health, Safety, Environment and Quality

Element Fitness for Work

1 Purpose

The purpose of this document is to outline Boral's fitness for work program and how it applies to all Boral employees, contractors, and visitors to our sites. The Fitness for work program supports Boral's zero tolerance of alcohol and illicit drug use in the workplace.

2 Scope

This procedure applies to all Boral employees, contractors, and visitors to our sites. For the purpose of this document, a Safety Critical Worker is a worker whose job involves activities that, if not performed correctly, could lead to serious harm or injury to themselves or others (e.g. heavy vehicle operator, mobile plant operator, person working on or near roads, high-voltage electrician, rail safety worker etc).

3 Procedure

3.1 Job design

Step	Activity and Guidance	Owner
a	Define and maintain a list of roles (operational) activities for all Product Lines and Support Functions	People & Culture (Group)
b	Conduct physical and psychological demand assessment for all Product Line roles	Workers' Compensation
c	Arrive at work fit for work. <u>Guidance</u> - Worker/Visitor/Contractors must comply with the conditions and terms in the Boral Drug and Alcohol Policy - All workers must comply with Boral's Health & Safety Life Saving Rules - All workers must ensure that any prescription or non-prescription medication is taken safely without risk of impairment. - Workers taking prescribed or over-the-counter medication should consult their doctor as to whether it may affect their fitness for work and to advise management, of any impacts or any work restrictions, prior to commencing work. Boral may request the worker obtain a medical certificate verifying they are fit for standard duties, alternate/modified duties or not fit for work	Employee / Worker / Visitor / Contractor

3.2 Medical assessments

3.2.1 Preplacement medical assessment

Step	Activity and Guidance	Owner
a	Define and maintain a list of roles requiring preplacement medical for all Product Lines and Support Functions	People & Culture (Group)
b	Facilitate preplacement medical assessments for new hires and transferring employees. NOTE: Existing Boral employees applying for a new position within Boral that has a greater physical demand than their current position are required to complete a pre-employment medical questionnaire and/or medical assessment in addition to a drug and alcohol test. <u>Guidance</u> Pre-employment medical assessments must be conducted to measure a prospective employee's fitness for work prior to any offer of employment being made. This includes: • A medical and physical assessment or completion of a medical questionnaire as required by their position category • A pre-employment drug and alcohol test.	Workers' Compensation

3.2.2 During employment medical assessment

Step	Activity and Guidance	Owner
a	Define and maintain a register of positions requiring prescribed medicals for defined non-transport hazards (e.g. dust and noise)	Health & Safety
b	Define and maintain a register of positions requiring prescribed medicals (transport)	Fixed assets and/or Mobile assets
c	Facilitate employee medical assessment in accordance with prescribed medicals register (non-transport)	Workers' Compensation
d	Facilitate employee medical assessment to verify capacity to conduct inherent requirements <u>Guidance</u> Medical assessments are necessary from time to time where there is concern held regarding the physical restrictions of an employee which may bring into question their ability to safely undertake required tasks without injury to themselves or others. Boral may require an employee to undergo an independent medical assessment by a medical practitioner nominated by Boral in circumstances where: • The employee may be unfit or incapable of discharging the inherent requirements of their position as a result of any medical condition, physical or psychological, whether work related, or non-work related • There is a likelihood that in attempting to carry out the inherent requirements of their position that, because of a personal illness, injury or impairment affecting the employee, this may present a danger to the individual and others, or may pose a genuine risk to the individual's own health and safety, or the health and safety	Workers' Compensation

	of other employees or members of the public - The employee has been absent from work due to illness or injury, that can impact their ability to perform their task/s safely - If the employee's Manager/Supervisor has identified either a proven or emerging trend of regular or excessive use of personal leave or personal leave patterns.	
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3.3 Non-work-related medical condition/injury

Step	Activity and Guidance	Owner
a	Notify Line Manager (Supervisor) of medical condition/injury if the employee believes that the non-work-related medical condition/injury is or may result in the employee not performing the inherent requirements of their role and/or it may impact the health and safety of the employee or anyone else	Employee
b	Notify Workers' Compensation team of the employee's medical condition/injury that may have an impact on the employee's ability to fulfil the requirements of their role.	Line Manager
c	Conduct a physical and/or psychological fit for work assessment <u>Guidance</u> The fit for work assessment should consider the impact of the employee's medical condition on their ability to conduct the physical and psychological task requirements. The outcome of the assessment may include: <i>Restrictions or modification of duties/tasks</i> Modified or restricted duty allows employees to return to work or remain at work performing physically appropriate duties in relation to their functional capabilities <i>Provision of alternative duties if available</i> Temporary or permanent medical deployment may be considered where an injured employee cannot fully and safely undertake their normal duties <i>Time off from work</i> If the employee is not able to work and suitable duties are not available, they will be placed on accumulated personal leave during the period that they are unable to demonstrate they are fit for work. Should the employee have no accrued personal leave entitlements, access to annual leave, rostered days off or time off in lieu can be given. If all leave entitlements are exhausted, the employee will be placed on leave without pay	Workers' Compensation
d	Engage with the employee to outline the plan and next steps regarding their return to work plan <u>Guidance</u> Use the Non-work related return to work plan.	Line Manager

3.4 Fatigue Management

3.4.1 Rostering

Step	Activity and Guidance	Owner
a	Establish a site-based roster that outlines normal working hours, overtime, call outs, and shifts. Monitor the rostering process for absenteeism, emergencies, and breakdowns. <u>Guidance</u> All transport fatigue must comply with NHVR guidelines.	Site Leader

3.4.2 Length of shifts

Step	Activity and Guidance	Owner
	Maintain employee working hours below fatigue limits. <u>Guidance</u> - All workers may not work greater than 16 consecutive hours (or a Safety Critical Worker may not work greater than 14 hours in a 24 hour period) - Prior to any person working in excess of 14 hours (or a Safety Critical Worker working in excess of 12 hours), a Fitness to Continue Working Assessment (section 3.4.3) must be conducted and approved by the relevant manager. - If a person works 16 hours, transport must be provided by the company to their place of residence. - If a person works 16 hours, and their place of residence is greater than 1 hour travelling time, local accommodation will be offered at the company's expense.	Site Leader

3.4.3 Continuing fitness assessment

Step	Activity and Guidance	Owner
	Whenever a supervisor, manager or other, raises concerns about a person's fatigue, or a worker is to exceed 14 hours (12 hours for a Safety Critical Worker), a manager must assess their fitness to continue working. <u>Guidance</u> The assessment must take into account: - the number of hours previously worked and length of break after, - the number of hours the worker states they have slept during this break time (must be a minimum of 6 hours in last 24 hours (7 continuous hours for a Safety Critical Worker) and a total of 14 hours in the last 48 hours - e.g. 6 hours last night and 8 hours the night before (or 7 hours each night for a Safety Critical Worker)) - the estimated total time required to complete the job - the urgency to complete the job - the physical and mental demands of the tasks being undertaken - the potential consequences of a fatigue related error - the perceived physical fitness of the people involved	Site Leader

Step	Activity and Guidance	Owner
	- signs of fatigue - the option to bring in fresh workers that are not fatigue - feedback from the person(s) being assessed on their fitness to continue working safely.	

3.4.4 Rest breaks

Step	Activity and Guidance	Owner
	Arrange extended breaks for employees or contractors following a period of extended work hours. <u>Guidance</u> - A break of at least 10 hours is required for between 10-14 hours of consecutive work. - A break of at least 12 hours is required for between 14-16 hours of consecutive work. - Workers are expected to make use of this time to sleep and recover	Site Leader

3.4.5 Maximum number of shifts

Step	Activity and Guidance	Owner
a	Coordinate rostering to maintain working hours are within fatigue limits. <u>Guidance</u> - No person may work greater than 13 consecutive shifts straight without a 24-hour break - In a 14 day period, a Safety Critical Worker must be provided at least 2 consecutive nights rest break - All transport fatigue must comply with NHVR guidelines	Site Leader

3.4.6 Managing team members not fit for work – Fatigue

Step	Activity and Guidance	Owner
a	Where a person has been identified with a level of fatigue that will present a risk to the health and safety of personnel or the safe operation of plant, the person's Supervisor will undertake the following steps: For Boral Employees: - Where a person is not fit for duty that person will be required to return home for the remainder of that shift. - Boral to provide transport to their home. - Supervisor to advise People & Culture that employee is not fit for duty and has returned home. For Contractors or Visitors: - The person's employer provide transport to their home	Site Leader

3.5 Alcohol and other drugs

3.5.1 Alcohol and other drugs testing – Site Communication

Step	Activity and Guidance	Owner
a	Coordinate a provider to conduct alcohol and other drug (AOD) testing. <u>Guidance</u> Testing must be carried out by personnel who are trained and/or qualified in drug and alcohol testing procedures in the following circumstances • Pre-Placement • Pre-Transfer • Routine Health Surveillance Medicals (mandated driver medicals) • Random, non-random (blanket), and For cause testing • Trained personnel may include third parties, Health & safety team members and Supervisors.	Health & Safety
b	Develop annual site-based alcohol and other drug (AOD) testing program. The annual program will consist of random and non-random (blanket) testing. The testing program must take into consideration specific legislative requirements for types of workers/industries (e.g. heavy vehicle operators, quarry sites, rail workers etc), including specific testing methods, sample size and frequency.	Health & Safety
c	Define and communicate AOD testing criteria and testing methods across the site. <u>Guidance</u> Boral may conduct drug and alcohol tests to detect the presence of drugs and alcohol in persons in the following circumstances: • Prior to the commencement of their employment • Prior to, or as soon as reasonably practicable after, their placement • Where required for licensing accreditation and/or legislative requirement and/or where deemed appropriate by Boral. • Randomly (sample) • Immediately after an incident has occurred • When the Company Management suspects, on reasonable grounds, that a person is under the influence of drugs or alcohol Drug screening will be by saliva, or as prescribed in legislation. Substances to be tested include, but are not limited to: • Cocaine • Opiates (heroin, morphine, codeine) • Amphetamines (pseudoephedrine, phentermine, dexamphetamine) and methamphetamine • Benzodiazepines • Cannabis • Oxycodone See Attachment 1 Boral's Alcohol and other drug testing criteria	Site Leader

d	Communicate the process for managing non-compliance with the request for AOD testing. Non-compliance includes • refuse to co-operate • tampers with or falsifies samples or records • avoid testing See Attachment 2 Boral's Non-compliance with Alcohol and other drug testing.	Site Leader
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3.5.2 Conducting alcohol and other drugs testing

Step	Activity and Guidance	Owner
a	Facilitate on site alcohol and other drugs (AOD) testing. <u>Guidance</u> • All Boral employees and contractors will be subject to random drug and alcohol testing. The schedule, type of test and people to be tested will be determined by the independent service provider under the supervision of a WHS team member, WHS Representative and/or Union Delegate (if requested) using an industry accepted process for random selection. Where required, additional measures are to be taken to ensure that a minimum of 25% of Rail Workers are tested annually. • It is expected that all personnel on site will be included in testing unless there are more than 10 people on site. In this case, a minimum of 25% of people (team members and contractors) on site would be included. Personnel who would normally have been part of the program on site, but are off site or unavailable at the time of testing, can expect to have a test shortly thereafter. • Prior to undertaking a test, the person being tested must advise the tester if they are taking over-the-counter or prescription drugs that may affect the interpretation of the drug test.	Line Manager

3.5.3 Managing positive test or non-negative tests

Step	Activity and Guidance	Owner
a	Managing a Positive test or a non-negative test. A 'positive test result' is one where the alcohol or drugs are detected at levels in excess of established limits. i) Check the relevant enterprise agreement to confirm if there are any prescribed procedures. ii) Inform worker of the positive/non-negative result and inform them that they have the right to request sample results iii) Inform worker that the test sample will be sent to a laboratory for further analysis to confirm the test result iv) Provide the worker the opportunity to discuss the results with their supervisor v) Following the Fair and Just Culture Procedure; workers with a confirmed positive/non-negative result should be subject to the following consequences - o Applicants undertaking a pre-employment or pre-placement test will not be hired or engaged - o Contractors and visitors will be immediately removed from site, and the matter brought to the attention of the Company or organisation they represent - o Subject to any applicable laws, or extenuating circumstances, the person(s) who are current employees or engaged contractors will be required to immediately leave the Company site and will be subject to investigation which may result in disciplinary action up to and including termination of their employment or engagement by the Company vi) Depending on the circumstances, the person(s) with a justifiable explanation for a positive test result (e.g. due to prescription or pharmacy drugs) may not be subject to the disciplinary action outlined above and may not be required to leave the site provided they are fit for work. vii) Subject to clause vi above, any person who has returned a positive test for alcohol or drugs and is found to be not fit for work must leave the site and offered safe transport home (e.g. picked up, taxi, driven by another worker etc.). For contractors or visitors, the persons employer is to be contacted and is required to arrange safe transport home. NOTE: Boral has a Zero tolerance for alcohol and other drug use in the workplace. This means no presence of illicit drugs detected and a Blood Alcohol Concentration of 0.000%.	Line Manager

4 Roles and responsibilities

Role	Responsibility
Recruitment Manager	Appoint Company-preferred medical providers. Ensure all pre-placement medical assessments comply with requirements. Communicate (in writing) with candidates on pre-employment and appointment matters
General Managers	Resource the creation of safe rosters, provision of information and training, provision of self testing equipment and other resources to implement fitness for work on site Monitor compliance and request additional testing or other measures, as required Administer disciplinary actions, as required.
Supervisors and Managers	Allocate work in accordance with the requirements of this Standard Monitor behaviours' for signs of impairment and arrange formal assessments, as required Recommend the use of the Boral Employee Assistance Program, as required Assist with the coordination of testing events for their area of responsibility
Workers' Compensation	Conduct a physical and or psychological fit for work assessment Facilitate preplacement medical assessments for new hires and transferring team members Conduct physical and psychological demand assessment for all Product Line roles
Health and Safety	Define and maintain a register of positions requiring prescribed medicals for defined non transport hazards (eg dust and noise) Conduct group wide fatigue risk assessment and associate group controls Coordinate a provider to conduct alcohol and other drug testing Develop annual site based alcohol and other drug testing program
People and Culture	Assist with review of Pre-Placement Medical Assessments Draft Physical Demands Assessment on request and review all existing Assessments on a regular basis Provide assistance to the employee and business with return to work post work related and non-work related injury
Workers (includes employees, contractors and visitors)	Attend inductions, training and information sessions Undergo testing and assessments, as required Take ownership for own fitness for work, such as making use of rest opportunities, not consuming alcohol or other drugs when it may affect work safety, discussing medication options with medical professionals, etc Monitor self and co-workers for signs of impairment Report fitness for work issues in self or others Comply with the conditions and terms in the Boral Drug and Alcohol Policy Ensure that any prescription or non-prescription medication is taken safely without risk of impairment Comply with Boral's Health & Safety Life Saving Rules

5 Auditable records

Site based alcohol and other drug tests records.

6 Attachments

Attachment 1 Alcohol and other drug testing criteria.

Attachment 2 Non-compliance with alcohol and other drug testing.

7 Training

All workers to undergo the following training (in accordance with the training needs analysis):

- Alcohol and other drugs
- Fatigue management

HSEQ document definitions

Refer to HSEQ terms and definitions library on the HSE intranet site.

HSEQ document version history

This table documents the five most recent key HSEQ Document updates.

No.	Date of issue	Comments / Key changes	Next review
3	Feb 2017	Final edits following broad consultation	
4	July 2019	Realignment of sections 1.4, 1.5, 1.6 and 1.7 to fit under revised minimum standards and amended to enable Company Global adoption.	
4.1	April 2022	Re-brand and update document numbers to align with HSEQ MS	
5	May 2025	Replaces GRP-HSEQ-MP-5-01 Fitness for Work Model Protocol	June 2027
6	March 2026	Adding Oxycodone to the testing list Updating AS/NZS 4308:2023 (previously 2008) Adding BAC % clarifier	March 2028

Attachment 1 Alcohol and other drug testing criteria

Boral may conduct drug and alcohol tests to detect the presence of drugs and alcohol in persons in the following circumstances:

- a. Prior to the commencement of their employment
- b. Prior to, or as soon as reasonably practicable after, their placement
- c. Where required for licensing accreditation and/or legislative requirement and/or where deemed appropriate by Boral. Where Boral deems it appropriate to require testing for other requirements (e.g. safety critical roles) then those tests should be conducted in a manner consistent with other testing (other than self-testing)
- d. Randomly (sample) or testing for all personnel as determined by the Company Random testing for alcohol and other drugs may be conducted at Company sites, at a frequency required by applicable laws or Codes, or at management discretion. Similarly, blanket testing of all persons on site for alcohol and other drugs may be conducted at a frequency required by applicable laws or Codes, or at management discretion
- e. Immediately after an incident has occurred. An alcohol and other drug test may be carried out after an incident, at the discretion of management. As a minimum, testing should occur for events having an actual or potential (worst credible) consequence of level 4 (Major) or 5 (Severe) as per the Company's risk matrix.
- f. When the Company Management suspects, on reasonable grounds, that a person is under the influence of drugs or alcohol (i.e. 'For cause' testing) Reasonable suspicion may be raised in circumstances such as:
 - i. There are reports by witnesses of the use or alcohol and/or other drugs shortly before or during work
 - ii. There are reports by witnesses of physical behavioural symptoms of impairment, unusual or inexplicable actions
 - iii. Evidence that the person is involved in the use or possession of alcohol and/or other drugs while working.

Drug and Alcohol testing will be conducted by trained and competent testers in accordance with relevant testing standards.

Attachment 2 Non-compliance with alcohol and other drug testing

Refusal by a person to submit to or cooperate fully with the administration of a drug and alcohol test will result in that person's supervisor being called upon to counsel and encourage them to take the test.

- a. Refusal to undertake a test will be treated as a positive result and dealt with in accordance with Section 3.5.3.
- b. If a dilute sample is provided (as per Lab report) a repeat sample may be collected. Diluteness of urine is determined by the testing laboratory in accordance with the AS/NZS 4308:2023.
- c. Laboratory testing may include testing for adulterants. Where there is reason to suspect a specimen has been adulterated or substituted further specimens will be obtained for testing.
- d. If a person is found to have attempted to adulterate or substitute a sample for testing, it will be considered a breach of policy and the person will be subject to disciplinary action and their employment may be terminated.
- e. Continual refusal to cooperate will be treated in accordance with any other refusal to cooperate with a Boral policy or safety requirement and may lead to termination of employment, or removal from the site in the case of non-employees.