



Meuangvang Development Co.LTD
Standard Working Procedure 002
Fitness for Work

1. Application

To provide a standard work practice for Fitness for Work as required in accordance with Meuangvang Development Co Ltd Safety Management Program

This standard shall be used as the minimum standard and applies to all personnel, subcontractors and visitors who require access to Meuangvang Development Co Ltd project areas.

Also applies to all personnel who drive or operate any vehicle, or machine, at Meuangvang Development Co Ltd projects.

2. Revision Schedule

Rev #	Old Section Ref	New Section Ref	Description of Changes
0			New document created 17 th May 2008

3. Table of Contents

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Personal Protective Equipment (PPE) / Special Equipment

ອຸປະກອນປ້ອງກັນອັນຕະລາຍສ່ວນບຸກຄົນ

- Seat Belts while seated and travelling in the mining area.
- ຄວນໃສ່ເຂັມຂັດນິລະໄທໃນເວລານັ່ງ ແລະ ຂັບລົດຢູ່ບໍລິເວນບໍ່.

The following items are required when you are out of the vehicle in the mining area

ສິ່ງທີ່ຄວນປະຕິບັດຕາມຂໍ້ກຳນົດທີ່ໄດ້ວາງອອກເມື່ອອອກລົງຈາກລົດຢູ່ບໍລິເວນບໍ່

- Hard hat
- ໝວກນິລະໄທ
- Safety Glasses
- ແວ່ນຕາ

1. Intent

To ensure there are clearly defined standards for fitness for work and all employees present to work in a fit condition not adversely affected by alcohol or drugs, illness or fatigue.

ຄວນແນ່ໃຈວ່າມີຄວາມເຂົ້າໃຈພື້ນຖານໃນການກຽມພ້ອມເຮັດວຽກ ແລະ

ແນະນຳເງື່ອນໄຂໃຫ້ພະນັກງານມີການກຽມພ້ອມໃນການເຮັດວຽກປາດສະຈາກເຫຼົ້າ ຫຼືສານເສບຕິດ,ບໍ່ສະບາຍ ຫຼື ອິດເມື່ອຍ.

4. References

- If needed, list Standards, other documents, etc. where possible additional useful information can be referenced here.

5. Training Requirements

ເງື່ອນໄຂໃນການຝຶກອົບຮົມ

All personnel required to use breath test equipment, shall be trained in its use, and be able to competently fill in all documents.

ເງື່ອນໄຂຂອງໝົດທຸກຄົນທີ່ຈະໄດ້ໃຊ້ອຸປະກອນກວດສານເຫຼົ້າ,ຄວນຈະໄດ້ຝຶກຫັດການໃຊ້ກ່ອນ,ແລະສາມາດຂຽນໃສ່ໃນເອກະສານ.

Document Storage

The electronic master version of this document, together with the associated Forms and Templates, is stored on the



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5. Definitions'

ນິຍາມ

Illegal Drugs

ສານເສບຕິດທີ່ຜິດກົດໝາຍ

Any drugs whose possession and use is prohibited by Lao law, or prescription drugs for which no prescription has been issued.

ບຸກຄົນໃດຫາກຄອບຄອງສານເສບຕິດປະເພດໃດກໍ່ຕາມຈະຖືກລົງໂທດໂດຍກົດໝາຍລາວ,

Prescription and Over the Counter Drugs

ການກຳນົດ ແລະ ຄອບຄອງສານເສບຕິດເກີນກຳນົດ

Any medication taken for an illness either able to be purchased over the counter or prescribed by a medical practitioner.

Fit for work

ກຽມພ້ອມເຮັດວຽກ

Physically and mentally capable of work, not adversely affected by drugs, alcohol, fatigue or an illness effecting ability to perform normal duties.

ຄວນກຽມພ້ອມທາງດ້ານວັດຖຸ ແລະ ຈິດໃຈໃນການເຮັດວຽກ, ປາດສະຈາກສານເສບຕິດ, ເຫຼົ້າ, ຄວາມອິດເມື່ອຍ ຫຼື

Operating sites

Covers all project operational areas including mines, quarries, Road constructions

THC

Tetra hydrocarbinol – the active component of cannabis or marijuana.



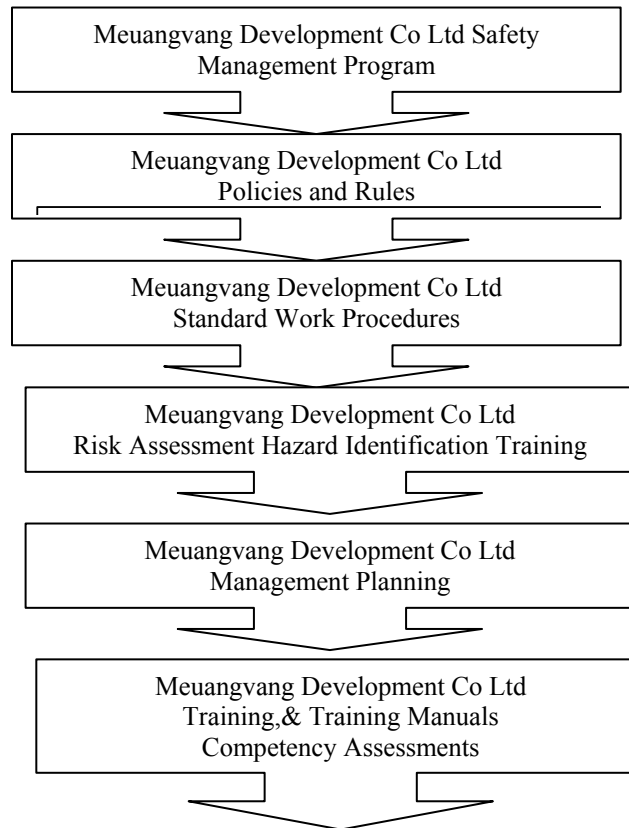
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Purpose and Expected Outcomes

To provide a standard process for the creation, review, authorisation and issue of documents which require control, specifically those operational documents shown in the document structure below.

To ensure a common format of documentation is followed, to eliminate duplication and to ensure accurate and current information is readily available to all employees.

PROCESS FLOWCHART .





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<p><i>Detail of each step in the task, presented in a logical sequence.</i> ລາຍລະອຽດຂອງຂັ້ນຕອນການເຮັດວຽກ, ອະທິບາຍເຫດການໃຫ້ຖືກຕ້ອງ</p>	<p><i>Identification of any hazards involved with the task step.</i> ແຈ້ງເຫດການທີ່ເປັນອັນຕະລາຍຢູ່ໃນສະຖານທີ່ເຮັດວຽກ</p>	<p><i>Any other relevant detail or information that will assist with the performing of the task and any requirements for risk mitigation.</i> ການອ່ານຂໍ້ມູນແນະນຳຈະຊ່ວຍໃຫ້ເຂົ້າໃຈການປະຕິບັດໜ້າທີ່ ແລະ ສ່ຽງຕໍ່ອັນຕະລາຍ</p>
<p>Every employee is to be breath tested for alcohol prior to commencing work at the start of every shift ພະນັກງານທຸກໆຄົນແມ່ນຕ້ອງໄດ້ກວດສານເຫຼົ້າກ່ອນເລີ່ມຕົ້ນເຮັດວຽກທຸກໆກະ</p>	<p>Injury Property Damage. ຊັບສິນເປ່ເພເສຍຫາຍ</p>	<p>Only approved breath testing instruments are to be used. Any person returning a positive reading above 0.00% is to be disciplined according Meuangvang Development Co Ltd policy.</p>
<p>After Testing each person must write there signature beside there name on the attendance sheet ຫຼັງຈາກຜ່ານການກວດສານເຫຼົ້າແລ້ວທຸກຄົນຕ້ອງໄດ້ເຊັນຢູ່ຂ້າງຊື່ຂອງຕົນເອງຢູ່ໃນຕາຕະລາງທີ່ຈັດໄວ້ໃຫ້</p>		<p>Failing to sign the attendance sheet the employee may be marked absent from that shift. ຖ້າບຸກຄົນໃດລົມເຊັນໝາຍຄວາມວ່າບຸກຄົນນັ້ນຂາດ</p>
<p>All visitors and sub-contractors arriving at projects must report to the Admin reception</p>		<p>Visitors and sub-contractors are to be tested for alcohol, before being inducted. A positive reading above 0.00% The visitor or sub-contractor is to be escorted from site ຜູ້ຢ້ຽມຢາມ ແລະ ຜູ້ຮັບເໝົາແມ່ນຕ້ອງໄດ້ກວດສານເຫຼົ້າ, ກ່ອນເຮັດວຽກຖ້າຜົນບວກອອກມາຫຼາຍກວ່າ 0.00% ຜູ້ຢ້ຽມ ຫຼື ຜູ້ຮັບເໝົາແມ່ນຈະໄດ້ພາອອກຈາກສະໜາມ</p>



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<p>Employees shall be permitted to self-test for alcohol prior to commencing work or request a test if no self test instrument is provided by the Company. ກ່ອນຈະເຂົ້າວຽກພະນັກງານທຸກຄົນຈະອະນຸຍາດໃຫ້ ເປົ່າຫລອດທົດສອບ ຫລື ເປົ່າຕາມຄວາມສະໝັກໃຈ ໂດຍໃຊ້ເຄື່ອງອຸປະກອນທີ່ບໍລິສັດສະໜອງໃຫ້.</p> <p>In the event of exceeding the limit in a self-test, the employee will not be permitted to work and no written warning will be issued. ໃນກໍລະນີການເປົ່າທົດສອບຫາກເປັນຜົນອອກບວກ ເກີນຂອບເຂດ, ພະນັກງານຄົນນັ້ນຈະບໍ່ອະນຸຍາດ ໃຫ້ໄປເຮັດວຽກ ແລະ ຈະບໍ່ໄດ້ຮັບໃບເຕືອນ.</p>		<p>The employee has to go directly to his supervisor on arrival at site and ask for a self test. If the employee failed to this and returned positive tests, he/she received disciplinary action accordingly. ພະນັກງານທຸກຄົນຕ້ອງເຂົ້າພົບຫົວໜ້າຄຸມ ງານເມື່ອມາເຖິງສະໜາມເພື່ອທົດສອບການ ເປົ່າຫລອດດ້ວຍຕົນເອງ. ຫາກບຸກຄົນໃດ ບໍ່ໄປທົດສອບ ຫາກຜົນການທົດສອບ ອອກມາເປັນຜົນບວກ, ພະນັກງານຄົນນັ້ນ ຈະຖືກປະຕິບັດວິໄນ.</p> <p>Should this situation re occur, it shall be treated as an attendance and work performance issue. ຫາກເກີດມີກໍລະນີດັ່ງກ່າວອີກຄັ້ງ, ຕໍ່ໄປຈະ ຖືກປະຕິບັດລະບຽບ ເຊິ່ງຈະສົ່ງຜົນຕໍ່ການປະ ຕິບັດໜ້າທີ່ວຽກງານຂັ້ນຕໍ່ໄປ.</p>



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<p>Employees at any Project/ operating site detected with BAC over 0.00% are required to wait for a retest in one hour to see if the level will drop to 0.00%.</p>	<p>If still exceeds, the employee shall not be permitted to work that shift. ຖ້າຫາກຍັງດຳເນີນການຕໍ່, ພະນັກງານຄົນນັ້ນ ຈະບໍ່ອະນຸຍາດໃຫ້ປະຕິບັດໜ້າທີ່ໃນຜຽນນັ້ນ.</p>
<p>Employees driving company vehicles or rental vehicle who return a positive BAC reading will be dismissed immediately,</p>	<p>Employees under the influence of alcohol (over 0.00%) or drugs are not permitted to drive themselves home. Transport of affected persons must be organised by Site Management . Employees with company or Rental vehicles will not be permitted to drive that vehicle whilst they have a BAC level which exceeds the MVDC limits.</p>



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<p>When an employee refuses to be tested ເມື່ອພະນັກງານປະຕິເສດບໍ່ໃຫ້ກວດ</p>		<p>It shall be treated as a positive reading and the employee shall be disciplined as outlined in MVDC Policy disciplinary actions. ຖ້າຫາກການອ່ານເປັນຜົນບວກ ພະນັກງານຄົນນັ້ນຈະຖືກປະຕິບັດວິໄນ ຕາມກົດລະບຽບທີ່ບໍລິສັດໄດ້ວາງອອກ.</p>



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3 WRITTEN ASSESSMENT ການປະເມີນຜົນ

1. Being fit for work covers employees being free from alcohol, fatigue, and drugs? True False
ການກຽມພ້ອມເຮັດວຽກແມ່ນໃຫ້ພະນັກງານປາດສະຈາກເຫຼົ້າ,ຄວາມອິດເມື່ອຍ ແລະ ຢາເສບຕິດແມ່ນບໍ່? ແມ່ນ ບໍ່ແມ່ນ

2. Every employee is to be tested for Alcohol at the start of every shift? True False
ພະນັກງານທຸກຄົນຕ້ອງໄດ້ກວດສານເຫຼົ້າກ່ອນເລີ່ມເຮັດວຽກທຸກໆກະແມ່ນບໍ່? ແມ່ນ ບໍ່ແມ່ນ

3. Employees, visitors and sub-contractors entering the mining area must record 0.00% after testing? True False
ພະນັກງານ, ຜູ້ຢ້ຽມຢາມ ແລະ ຜູ້ຮັບເໝົາທີ່ຈະເຂົ້າມາໃນບໍລິເວນບໍ່ຕ້ອງມີສານເຫຼົ້າໃນລະ ແມ່ນ ບໍ່ແມ່ນ
ດັບ 0.00% ຫຼັງຈາກການກວດສອບແມ່ນບໍ່?

4. Employees can be tested at the end of their shift? True False
ພະນັກງານສາມາດກວດສານເຫຼົ້າໄດ້ອີກຫຼັງຈາກເລີກວຽກແມ່ນບໍ່? ແມ່ນ ບໍ່ແມ່ນ

5. Employees can ask for a self test on arrival at work? True False
ພະນັກງານສາມາດກວດສານເຫຼົ້າດ້ວຍຕົວເອງໄດ້ເມື່ອມາຮອດບ່ອນເຮັດວຽກແມ່ນບໍ່ ? ແມ່ນ ບໍ່ແມ່ນ



Meuangvang Development Co.LTD
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I have read and understood this procedure and have had any questions in regard to this procedure thoroughly explained.
ຂ້າພະເຈົ້າໄດ້ອ່ານ ແລະ ເຂົ້າໃຈການສັນຈອນໃນທາງບໍ່ ແລະ ສາມາດຕອບຄຳຖາມ ອະທິບາຍກ່ຽວກັບເງື່ອນໄຂເຂົ້າຂັບຂີ່ໄດ້ເປັນຢ່າງດີ.

Name: _____ Date: _____
ຊື່ : _____ ວັນທີ: _____

Signature: _____
ລາຍເຊັນ : _____

Training Coordinator: _____ Date: _____
ຊື່ຜູ້ປະເມີນການຝຶກອົບຮົມ: _____ ວັນທີ: _____



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Improvement Suggestion

	Possible Cause	Corrective Action	Additional Information

Revision 01 ຈຳນວນຜູ້ທົບທວນ	Approved by(position) ຮັບຮອງໂດຍ(ຕຳແໜ່ງ)		Signature of Approver ລາຍເຊັນຂອງຜູ້ຮັບຮອງ	Date ວັນທີ່
Prepared by ກະກຽມໂດຍ	P Brears	Safety Consultant		
Reviewed				
Approved				