

(Company Name & Address)

SUBJECT: Procedure Change- "FITNESS For DUTY FORM"

(DATE)

Under federal safety regulations, both OSHA and U.S. DOT, our company is tasked with providing a safe and healthful work environment. Management has a responsibility to insure that all employees are fit for duty and will not be a harm to themselves, fellow employees or anyone else. Because the company values your personal rights & privacy under HIPPA and other personal privacy regulations, we ask that you have your medical-provider complete the FITNESS For DUTY FORM each time you receive medical care and the doctor places you on prescription and/or non-prescription medications.

Completing this form improves communication and most of all, insures the privacy of your medical information. This form allows company management to insure the safety of all without doubt. Your supervisors, and fellow employees, do not need to know your personal health information. Please do not discuss personal health information with anyone other than the HR Manager in a confidential setting. If you have any physical limitations, the HR Manager should discuss with your supervisor any limitations placed on you by your treating physician.

Please understand that failure to follow this procedure could jeopardize your safety and the safety of others. If your job requires you to operate commercial vehicles, forklift trucks, saws, cranes, or any other equipment, you may be personally violating OSHA and/or DOT safety regulations, and subject to fines. Failure to follow this procedure and communicate with the HR Manager may subject you to disciplinary action up to and including dismissal.

Commercial Drivers: Should you violate this procedure, you may be fined by DOT and lose your CMV driver licenses. This is an item that is now closely monitored by DOT inspection personnel. Violations of Part 391.41 are recorded on your personal DOT file and may affect your ability to obtain future driving jobs.

Thank you for your valued service to this company. Together we can all make America a safer place to work and live.

-----  
President