

**BILL'S ELECTRIC, INC  
PO BOX 707  
WEBB CITY MO 64870**

## **Physical Capacity Profile® Testing Post-Offer / Internal Transfer**

At Bill's Electric we recognize that leadership in safety intervention is paramount to our Corporate Values and strategy for success. Bill's Electric shall provide a safe work environment in which each employee has demonstrated his or her ability to perform the physical requirements of the job he or she is hired to perform.

### **Purpose**

To ensure that the physical ability possessed by an employee meets the established physical requirements of his or her job. This will be accomplished through a post offer pre-screening conducted by a Physical Capacity Profile® Testing Center.

### **Scope**

This policy applies to all persons to which a conditional offer of employment has been extended based upon successful demonstration of their physical ability to perform the job they have been offered. This includes employees desiring to transfer through the internal bidding process to a position more physically demanding than their present job.

### **Responsibilities**

Management shall be responsible to insure this testing is completed and test results received and approved before allowing employee to perform services for Bill's Electric. Human Resources shall interface with the testing company and shall receive all test results. All test results shall be maintained in a separate file in the Human Resources office and shall be treated as confidential.

### **Implementing the Policy**

As part of Bill's Electrics' employment procedures, employees shall be required to undergo a post-offer / internal transfer Physical Capacity Profile evaluation conducted by a company authorized Physical Capacity Profile testing center.

Any offer of employment or internal transfer that is received by Bill's Electric is contingent upon satisfactory completion of this evaluation. A determination shall be made by Bill's Electric using the results from the evaluation whether or not the employee/applicant is capable of performing the responsibilities of the position that has been offered. This evaluation shall be used to ensure that employees are not placed in a position where there is the likelihood of injury to themselves or others.

Information concerning an employee's medical condition and/or history shall be treated as confidential and within the guidelines of the Patient Privacy Act (HIPAA).

This confidential information may be disclosed to: (1) Team leaders and/or Supervisors regarding necessary restrictions on an employee's duties; (2) First aid and Safety personnel regarding emergency treatment; (3) Government officials authorized to receive the information; and (4) Any other person or entity that the employee authorizes to receive the information.