



Fitness for Work Standard
Health & Safety

Woodside Energy Ltd.

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1 Introduction

1.1 Purpose

The Woodside Fitness for Work Standard defines Woodside's minimum requirements for the management of Physical and Psychological fitness for work.

1.2 Scope

This Standard shall apply to all Woodside employees and all contractors and visitors on Woodside owned or controlled sites.

1.3 Regulatory Requirements

As required by Woodside's Health and Safety Policy, the legal requirements at a specific location shall be met as a minimum. In the case where legal requirements are absent or at a lower level than prescribed in this Standard, the requirements of this Standard shall be met as a minimum. Modifications to this Standard may be required for international countries to allow this Standard to comply with their local laws.

1.4 Behavioural Requirements

For the mandatory requirements listed in this Standard to be effective there are critical behaviours that personnel must adhere to. These behaviours are divided into 3 areas of responsibility:

- **Everyone** must learn and use the standards, procedures and rules which apply to them.
- **Supervisors** must visit the worksite regularly to check conformance with the standards and ensure that their team has the skills, experience and training (competence) to complete their tasks.
- **Managers** must demonstrate through their actions their commitment to a safe work place. They must regularly explain safety expectations and ensure that their personnel understand and conform with the standards.

2 General

Fit for Work means that an individual is in a state (physically and psychologically) to perform tasks assigned to them competently and in a manner which does not compromise the safety or health of themselves or others.

An individual's Fitness for Work may be impaired by a variety of factors including the adverse effects of medical conditions, level of physical fitness, fatigue, stress, or the use of alcohol and other drugs.

Where it is believed that an individual may not be Fit for Work then intervention is required to ensure that the risk to health or safety is tolerable.

3 Fitness for Work Standard

The Fitness for work standard is based on the following 5 elements:

Element 1: Fitness for Work Management

The existence of a system that clearly identifies the procedures, responsibilities, resources, training and competencies required for managing Fitness for Work.

Element 2: Medical and Physical Assessment

A risk based approach applied to define medical and physical assessments to ensure all personnel are medically and physically fit to perform their job functions.

Element 3: Fatigue Management

The potential for fatigue shall be identified and the associated risk is managed for all work.

Element 4: Occupational Stress

The potential for stress shall be identified and the associated risk is managed in the workplace.

Element 5: Alcohol and Other Drugs

Personnel shall ensure that they are Fit for Work by managing their alcohol and other drugs use.

4 Requirements to Manage Fitness for Work

Element 1: Fitness for Work Management

The existence of a system for managing Fitness for Work that clearly identifies the resources, training and competencies, responsibilities and procedures required.

Organisation, Resources and Documentation

Mandatory Requirements

- 1.1 A management structure for Fitness for Work shall be in place that:
 - i Clearly identifies those people who have an active responsibility in the management of Fitness for Work and state what those responsibilities are;
 - ii That defines the required level of medical facilities to manage Fitness for Work;
 - iii Ensures that contractors and sub contractors have a management system in place consistent with this Standard;
 - iv Maintains procedures to ensure that its employees, its contractors, partners and others are aware of the requirements to manage Fitness for Work;
 - v Ensures that communication is designed to bridge cultural and language difficulties;
 - vi Ensures an intervention and rehabilitation process is in place; and
 - vii Ensures all personal and medical information remains secure and confidential.

Competence

Mandatory Requirements

- 1.2 The management system shall define the standards required for critical roles and the process for assuring the competence of those involved in the management of Fitness for Work.

Records

Mandatory Requirements

- 1.3 All personnel records which relate to this Standard shall be retained in a secure location for a minimum of 10 years from termination of service.
- 1.4 All medical records shall be retained at the point of examination and in accordance with in-country regulations on storage of medical data.
- 1.5 All personal medical information shall remain confidential in accordance with local regulations, company standards and procedures
- 1.6 Contractors shall retain additional records as required in the terms of their specific contract

Element 2: Medical and Physical Assessment

A risk based approach applied to define medical and physical assessments to ensure all personnel are medically and physically fit to perform their job functions

	<h3>Pre-employment – Employees and Contractors</h3>
Mandatory Requirements	<p>2.1 Pre-employment assessments, against risk based determined criteria, shall be conducted to measure a prospective employee’s or contractor’s (as applicable) Fitness for Work prior to any offer of contract of employment / service being made. This includes:</p> <ul style="list-style-type: none">i A medical and physical assessment as required by their position requirements; andii A pre-employment alcohol and other drug screen. <p>2.2 Pre-employment medical and physical assessments shall be conducted in accordance with the Woodside Procedure - Medical and Physical Assessments. Note that Divers shall undertake an approved medical and physical assessment in accordance with the Subsea Standard for Diving, ADS and ROV Operations in the Woodside Group of Companies.</p> <p>2.3 Where there are no specific Fitness for Work medical or physical assessment requirements, the prospective employee shall be required to sign a medical declaration, in addition to their mandatory alcohol and drug test, to state that they are fit to undertake the requirements of their position.</p>
	<h3>Pre-placement / Transfers</h3>
Mandatory Requirements	<p>2.4 Pre-placement / transfer medical and physical assessments shall be conducted as required prior to any transfer.</p>
	<h3>Periodic Medical and Physical Assessment Reviews</h3>
Mandatory Requirements	<p>2.5 Personnel undergoing medical and physical assessments shall be required to have periodic reassessments every two years.</p> <p>Note - More frequent medical and physical assessments may be required for certain conditions and / or position requirements.</p>
	<h3>Return to Work</h3>
Mandatory Requirements	<p>2.6 Personnel returning to work from illness or injury that necessitated a prolonged absence (greater than 10 working days) or surgical intervention shall be required to provide a medical clearance.</p>
Supporting Documentation	<ul style="list-style-type: none">• <i>Woodside Procedure - Medical Practitioners Who Conduct Medical and Physical Assessments for Remote Area, Emergency Personnel and Regular Drivers</i>• <i>Woodside Procedure – Medical and Physical Assessment</i>

Element 3: Fatigue Management

The potential for fatigue shall be identified and the associated risk is managed for all work.

Fatigue Management for All Personnel

Mandatory Requirements

- 3.1 All personnel shall be educated on fatigue hazards and prevention including the need to avoid driving after prolonged work or travel.
- 3.2 Work and travel patterns shall take into account the potential for fatigue on personnel's Fitness for Work.
- 3.3 Personnel who are called out shall be allowed an 8 hour rest break between completion of call-out and recommencement of work.
- 3.4 Consideration shall be made for religious and cultural practices which may exacerbate fatigue.
- 3.5 Personnel travelling for work purposes shall ensure they have adequate recuperative rest before returning to work.
- 3.6 Personnel working over and above 14 hours shall be required to have:
 - i A fatigue risk assessment and management plan in place; and
 - ii Authorisation for each event from a senior manager who is above that of the direct supervisor;
- 3.7 Transport home to a normal place of residence shall be provided when requested to work greater than 14 hours.

Fatigue Management for Non-office Based Personnel including Operations, Construction, Seismic, Marine and Drilling

Mandatory Requirements

- 3.8 Shift lengths and rosters shall be designed to allow a break of 12 hours between shifts
- 3.9 There shall be adequate rest and meal breaks during shifts.
- 3.10 For all personnel operating mobile and fixed plant and equipment, including all vehicles, and designated safety critical positions, work hours shall not exceed 16 hours. For a work period to exceed 14 continuous working hours the following are required:
 - i A fatigue risk assessment and management plan in place;
 - ii Authorisation for each event from a senior manager who is above that of the direct supervisor;
 - iii A minimum 8 hour rest break prior to commencement of the next work period; and
- iv. A person should only work a continuous work period of greater than 14 hours once in 5 days.
- 3.11 Sleeping quarters shall be designed to manage disturbance.
- 3.12 Legislative controls on driver duty hours for vehicles shall take precedence over the requirements of this standard.

Supporting Documentation

- *Woodside Guidelines – Fatigue Management*

Element 4: Occupational Stress

The potential for stress shall be identified and the associated risk is managed in the workplace.

Management of Occupational Stress

Mandatory Requirements

- 4.1 Managers and supervisors shall assess the hazards of stress-related ill health arising from work activities, and take measures to manage the risk in relation to health and safety to personnel.
- 4.2 Where stress occurs the supervisor shall ensure that a rehabilitation program is developed through Employee Assistance Program or a medical advisor.

Supporting Documentation

- *Woodside Guideline – Occupational Stress*

Element 5: Alcohol and Other Drugs

Personnel shall ensure that they are Fit for Work by managing their alcohol and other drugs use.

Alcohol and Other Drugs

Mandatory Requirements

- 5.1 Alcohol shall not be permitted on any operational, construction, exploration, drilling or seismic site or on any marine vessel.
- 5.2 All persons working on or visiting a Woodside controlled site shall:
 - i Have a blood alcohol level of less than 0.050%. Personnel working on any operational, construction, exploration, drilling or seismic site or on any marine vessel, and those operating mobile and fixed plant and equipment, including all vehicles, and designated critical positions shall have a blood alcohol concentration of 0.000%;
 - ii Not possess or use any illegal drug, controlled substance or mood / mind-altering substance; and
 - iii Not exceed the maximum allowable concentrations of other drugs detected by immunoassay of urine see Table 3.

Drug	Maximum Allowable Concentration (micrograms/l)
Opiates	300
Sympathomimetic amines	300
Cannabis metabolites	100
Cocaine metabolites	300
Benzodiazepines*	200

Table 3 – Maximum allowable concentrations for identified drugs

- 5.3 Individuals shall ensure that any prescription or non-prescription medication is taken safely without risk of impairment. This requires that individuals:
 - i Discuss with their medical practitioner the nature of their duties to identify any possible side effects from the prescribed medication which may impact on their fitness for work; and
 - ii Notify their supervisor or medical centre staff of the occurrence or likelihood of their prescribed medication impacting upon their fitness for work.

Testing for Alcohol and Other Drugs

Mandatory Requirements

- 5.4 To deter the use of alcohol and drugs in the workplace and reduce the level of risk of incidents from alcohol and other drugs testing shall be carried out as follows:
- i Pre-employment - routine for all new staff and contractors;
 - ii Random - mandatory - frequency determined on a risk basis;
 - iii Blanket - mandatory testing of a defined group on a risk basis (e.g. point of embarkation for an offshore facility);
 - iv For cause – including mandatory post significant incident; and
 - v Self-breath testing for alcohol.
- 5.5 All testing for alcohol and other drugs shall comply with local regulations, in the absence of in-country or international regulations, Australian Standards 4308-2001 Procedures for the Collection, Detection and Quantification of Drugs of Abuse in Urine and AS 3547-1997 Breath Alcohol Testing Devices for Personal Use shall be used.
- 5.6 Determination of the frequency of blanket or random testing shall be risk based where the number of random tests per position reflects the risk associated with the asset and/or position.
- 5.7 Testing requirements within areas shall be approved by Director – Health and Safety to ensure a consistent approach across Woodside.
- 5.8 For Cause Alcohol and Other Drug testing shall occur:
- i Where there is belief that an individual’s fitness to work may have been a contributing factor to an accident or incident at the discretion of the local or facility manager;
 - ii Automatically for all those involved, including the supervisor, where a fatality or permanent disability incident has occurred;
 - iii Where an individual’s erratic, unusual or inappropriate behaviour raises concern that the person may be influenced by alcohol or drugs; and
 - iv Where any evidence is found of possible alcohol or other drug use at work (eg drug paraphernalia, alcohol containers on work sites or in vehicles).

Responsible Use of Alcohol

Mandatory Requirements

- 5.9 All Woodside premises shall develop a guideline for the responsible use of alcohol which addresses:
- i Responsible approach to the serving of alcohol at company functions; and
 - ii Consumption of alcohol on company premises including accommodation and recreational facilities.

Supporting Documentation

- *Woodside Procedure – Testing for Alcohol and Other Drugs*

5 Quality Assurance

Quality Assurance of this Standard shall be undertaken in accordance with the requirements of the Woodside Health and Safety Sub-Process.

6 User Feedback

Users of the Standard are encouraged to report any mistakes or confusing entries, or to provide suggestions for improvement by contacting the Standard Custodian.

7 Reviewing This Standard

This Standard shall be reviewed by the Standard Custodian at a minimum on a three yearly basis.

8 Definitions

Term	Meaning
Drug	Any substance that may result in psychological or behavioural changes that cause impaired work performance. In this context the term "substance" includes, but is not limited to, alcohol, intoxicating products, prescribed and non-prescribed medication including OTC medications (over the counter), legal and illegal products.
Designated Health Safety and Environment Critical Position	Position which has responsibility for making health, safety or environment critical decisions eg Incident and Crisis Management duty roster.
Fatigue	A state resulting from mental or physical effort, or sustained periods of time awake which may result in psychological or behavioural changes that cause impaired work performance.
Impairment	The alteration of the normal physical or mental function which results in diminished ability to perform assigned tasks in a safe and productive manner.
Medical and Physical Fitness	Relates to the physical capacity and health of an individual which is directly related to duties performed and the work environment.

9 Supporting Documentation

Type	Title	Location (CDC No. or reference)
Policy	Health and Safety Policy	HSE05
	Woodside Counselling and Disciplinary Policy	Counselling and Disciplinary Policy
Process	Woodside Health and Safety Sub Process	W2000AG2714217
Standard	Woodside Standard – Basic Offshore Survival and Emergency Training	W1200AF2369594
	Standard for Diving, ADS and ROV Operations in the Woodside Group of Companies	W9000SG003
Procedure	Woodside Procedure - Medical and Physical Assessments	–
	Woodside Procedure - Testing for Alcohol and Other Drugs	W1000AF2274073
	Woodside Procedure - Medical Practitioners who Conduct Medical and Physical Assessments for Remote and Emergency Response Personnel and Drivers	W1000AF2274073
Guideline	Woodside Guideline - Fatigue Management	W1000AF2544429
	Woodside Guideline - Occupational Stress	W1000AF2544459
Other	Australian Standards 4308-2001 Procedures for the Collection, Detection and Quantification of Drugs of Abuse in Urine	AS4308-2001
	Australian Standards 3547-1997 Breath Alcohol Testing Devices for Personal Use	AS3547-1997