PETROLEUM CSG

HSEC MANAGEMENT SYSTEM PROCEDURE

FITNESS FOR WORK
MEDICAL ASSESSMENT PROCEDURE

Petroleum HSEC Procedure No: PHSE-13-P01

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Signature On File

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# TABLE OF CONTENTS

1.0 PURPOSE ................................................................................................................. 3  
2.0 SCOPE ..................................................................................................................... 3  
3.0 REFERENCES .......................................................................................................... 4  
4.0 DEFINITIONS ........................................................................................................... 4  
5.0 PROCEDURE(S) ....................................................................................................... 4  
   5.1 Background .......................................................................................................... 5  
   5.2 Privacy and Confidentiality .................................................................................. 5  
   5.3 Consent and Release of Medical Information ..................................................... 6  
   5.4 Preferred Provider Clinics ................................................................................... 6  
   5.5 Types of Medical Assessments; .......................................................................... 7  
   5.6 Frequency of Medical Assessments ..................................................................... 9  
   5.7 Documentation .................................................................................................... 11  
6.0 RESPONSIBILITIES ............................................................................................... 14  
   6.1 Employees and Contractors .............................................................................. 14  
   6.2 Human Resources ................................................................................................ 14  
   6.3 Senior Line Managers ....................................................................................... 15  
   6.4 HSE Supervisors ................................................................................................ 16  
   6.5 Petroleum Occupational Health and Hygiene Function .................................... 16  
   6.6 Petroleum Medical Director ............................................................................... 17  
   6.7 Houston Health Services .................................................................................. 18  
   6.8 Health Care Professionals / Preferred Provider Clinics (external) .................... 18  
   6.9 Contract Sponsors ............................................................................................. 19  
   6.10 Contractors ....................................................................................................... 19  
7.0 RECORDS .............................................................................................................. 20  
8.0 VARIANCES ........................................................................................................... 20  
9.0 UPDATES TO THIS DOCUMENT ......................................................................... 21  
10.0 ATTACHMENTS ................................................................................................... 21  
   10.1 Petroleum Medical Assessment Matrix ........................................................... 22
1.0 PURPOSE

The purpose of this Fitness for Work Medical Assessment Procedure (the “Procedure”) is to:

- Provide information and guidance to Employees, Contractors and Managers on the implementation of the medical assessment program within BHP Billiton Petroleum (the “Company”)
- Ensure that the medical assessment program is conducted in a consistent manner throughout BHP Billiton Petroleum
- Ensure the medical assessment program meets, at a minimum, Company, industry and legislative requirements
- Outline the types of medical assessments that will be conducted to determine fitness for work of Employees and Contractors

2.0 SCOPE

This Procedure applies to all BHP Billiton Petroleum Employees and Contractors (1) whose job requirements subject them to safety or health risks due to either occupational or environmental exposure or both, (2) who regularly work in (or whose position requires travel to, or occasional work in) high risk or remote locations, or (3) whose circumstances otherwise necessitate a medical assessment consistent with this Procedure. Contractors are required to ensure their personnel undergo medical assessments in a manner that is consistent with this Procedure and ensures fitness for work according to the Company’s standards.

The Company will implement this Procedure in compliance with all applicable laws, including, but not limited to, privacy and workers’ compensation (or the equivalent) laws and regulations. To the extent, if any, that this Procedure is now or in the future, contrary to any such laws and regulations, then this Procedure will be deemed modified to the extent necessary to comply with such laws and regulations and will be modified in writing as soon as possible after such inconsistency becomes known to BHP Billiton Petroleum. Nothing in this Procedure shall require the persons who have responsibilities for implementation of this Procedure to engage in any activity that is contrary to applicable laws and regulations. Persons who have responsibilities for implementation of this Procedure must strictly adhere to this Procedure and must not engage in unauthorized activities related to medical assessment beyond the scope of this Procedure. Any questions about the lawful manner of carrying out such responsibilities should be referred to the Human Resources or Legal Team for resolution and reported to the HSE function for revisions to this Procedure.
3.0 REFERENCES

This Procedure is used in conjunction with:

- Petroleum HSEC Management System Framework Element 13 – Health and Hygiene
- Petroleum Occupational Health and Hygiene Controls
- Petroleum Injury/Illness Case Management Procedure

4.0 DEFINITIONS

Definitions for the following can be found in the Petroleum HSEC Glossary:

- Operational Site
- Preferred Provider Clinic
- Senior Manager

5.0 PROCEDURE(S)

Medical assessments are conducted to ensure that individuals are fit to perform work in the specific jobs they undertake. Fitness for work means the ability to perform the essential functions of the job, with or without an accommodation. An individual who is able to perform the essential functions of the job is one who maintains a physical, mental and emotional state that enables the individual to perform assigned tasks (essential duties) competently and in a manner that does not threaten the safety or health of the individual or others. Medical assessments may, when job-related and consistent with business necessity, be used to identify health risks and minimize the consequences and severity of a work-related illness or injury.

BHP Billiton Petroleum prohibits discrimination on the basis of a disability against Employees, and candidates for employment, who are able to perform the essential functions of the job, with or without an accommodation.
5.1 Background

The Company recognizes the potential for occupational and environmental exposures across Company operations; therefore, the Company must ensure that Employees and Contractors are medically fit for work.

Medical assessments may be necessary for Company Employees and Contractors based on the factors outlined below:

- Individuals may be required to perform work in remote and/or offshore locations where access to suitable medical facilities can be delayed or, at certain times of the year, may be inaccessible due to adverse weather conditions;
- Individuals may be required to perform safety-sensitive work;
- Individuals may be required to respond effectively in an operational emergency situation, such as performing an underwater helicopter escape, abandonment of the facility, entering or exiting a lifeboat or escape capsule, climbing or descending stairs or ladders to reach evacuation points, and donning a respirator, survival suit or flotation device;
- Individuals may be required to perform work in countries with limited medical facilities, severe climatic conditions and communicable diseases; or
- Individuals may be subject to other occupational or environmental exposures.

5.2 Privacy and Confidentiality

All personal medical information obtained by the Company will be kept strictly confidential and managed in accordance with relevant local statutory or regulatory requirements and applicable Company standards. This requires strict adherence to the following:

- All personal medical information must be securely stored with access restricted to qualified health care professionals only;
- Individuals with access to the personal medical information of Employees and Contractors must only use such information in accordance with this Procedure; and
- Information contained in the medical documentation must not be made available to any other third party without the written consent of the subject individual or when the Company is required to do so by a court or tribunal or legal process (refer Authorization for Disclosure of Medical Information).
5.3 Consent and Release of Medical Information

Prior to undergoing any medical assessment, Employees and Contractors must provide relevant consent. The consent given by the subject individual prior to receiving the medical assessment must include statements that include:

- A verification from the individual that he or she will provide truthful and complete information;
- Permission for communication between the examining health care professional and the nominated Company health care professional(s);
- Permission for the examining health care professional to examine the individual and to perform the necessary testing procedures required (including drug and alcohol testing);
- Authorization to release the medical assessment results to the Company as outlined in this Procedure; and
- Authorization for the Company to utilize the medical assessment results in a manner that is consistent with this Procedure.

Refusal to sign the consent form, may result in refusal to hire or disciplinary action, up to and including termination of employment or the contract relationship.

Employees and Contractors may make a written request for access to or obtain a copy of their medical records at any time. All applicable regulatory requirements must be followed concerning the consent, release of, and access to medical records. Requests for medical records should be directed to Houston Health Services.

5.4 Preferred Provider Clinics

A network of occupational medicine clinics and travel health centers will be identified and approved as preferred providers by the Petroleum Occupational Health Function. The list of approved preferred provider clinics and travel health centers will be maintained by the Function. All medical assessments for Employees must be conducted by a preferred provider. Contractors are not required to use a preferred provider for their medical assessments, provided that the provider conducts the assessment in a manner that is consistent with this Procedure and ensures fitness for work according to the Company’s standards.

Company HSE Professionals may identify clinics for potential designation as a preferred provider. An evaluation of the nominated clinics must be coordinated through the Petroleum Occupational Health Function to ensure the clinics are capable of performing
the medical assessment to Company standards. All preferred provider clinics are subject to periodic audits to ensure Company standards are maintained.

Generally, Employees and Contractors must be evaluated by a licensed health care professional who is, or who operates under the direction of, a licensed medical doctor.

### 5.5 Types of Medical Assessments

The following categories of medical assessment have been established to protect Employees and Contractors whose work may subject them or others to safety or health risks due to occupational or environmental exposure, job demands, or work locations.

All medical assessments must follow the requirements outlined in the Medical Assessment Components in Section 10.1. Contractors are required to ensure their personnel undergo medical assessments in a manner that is consistent with this Procedure and ensures fitness for work according to the Company’s standards.

The following provides a non-exclusive list of examples of the types of medical assessments that are required, and the factors necessitating such assessment.

- **Post-offer, pre-employment (or pre-placement) medical assessments** may be required where:
  - The job position requires working alone or in a remote or high-risk location or at an operational site (on or offshore);
  - The job position requires safety-sensitive work;
  - The job position requires the ability to respond effectively in an operational emergency situation;
  - The job position requires travel to a high risk or to a remote location; or
  - The job position involves other occupational or environmental exposure.

- **Operational site-based medical assessments** may be required where:
  - The job position requires work at an operational site (on or offshore) outside of an office environment (this type of medical assessment includes a job position that is primarily office-based, but requires some work at an operational site); or
  - The job position requires working alone, or in a high risk or remote location.
Regulated medical assessments (mandated requirements) will be conducted for circumstances, including, but not limited to, the following:

- Hazardous Materials response
- Emergency response (fire, medical, etc.)
- Federal Aviation Administration (US)
- Department of Transportation (US) - Physical qualifications standards
- Australian Maritime Safety Authority - medical inspection of seaman (Marine Orders Part 9 – Appendix 2);
- American Petroleum Institute Recommended Practice (API RP) - physical examinations for Gulf of Mexico crane operators;
- Department of Occupational Safety and Health Administration (US) (29 CFR 1910);
- Oil and Gas UK fitness for work assessments (UK);
- United States Coast Guard (US) - physical examinations for merchant mariners (46 CFR Ch. I – Part 10 Title 46);
- Foreign country medical assessments for visa approval purposes.

Exposure related assessments (in which baseline assessments are established for comparison with future assessments) will be conducted, including, but not limited to, the following:

- Audiometric testing for hearing conservation
- Pulmonary function testing for respiratory protection
- Biological monitoring for chemical exposures
- Chest x-rays for asbestosis and silicosis

Exposure-related risks must be identified on the Operation HSE risk register. Where there is risk of routine exposure to chemicals, dust, vapors, noise, reproductive hazards, and other potentially harmful agents, Employees and Contractors must receive an initial baseline medical assessment prior to starting the work assignment and ongoing health surveillance during the work assignment, as determined by risk assessment and applicable law.

Return to work medical assessments may be required where:

- An Employee or Contractor is returning to work after a leave of absence related to an injury or illness. This may be done to ensure that Employees and Contractors are safely and efficiently able perform the essential functions of the job, with or without an accommodation.
- Refer to the Injury/Illness Case Management Procedure for additional information regarding return to work.
• Travel medical assessments may be required where:
  o Employees and Contractors are in positions that require travel to a high risk or to a remote location.
  o All Employees are required to contact Petroleum Travel Health to arrange a travel health consultation and to address any questions around travel health.
  o A medical assessment may be required, where it is job-related and consistent with business necessity, depending on the individual's current health status, health history, length of travel, location of travel, etc.

NOTE: Absent extenuating circumstances, Employees and Contractors who travel to low risk locations are not required to undergo a travel medical assessment. However, such Employees and Contractors are required to have a pre-travel consult with Houston Health Services.

• International expatriates/assignee medical assessments:
  o The Company has established a Corporate Care Program to assist Employees and families relocating on Company business with medical preparation related to such relocation. The Employee must contact the Human Resources department for advice regarding appropriate medical assessment.
  o International SOS will direct the Employee/family to an International SOS network provider for medical assessment and destination specific travel health preparation. Following the completion of the assessment, all relevant documentation must be provided to International SOS in a confidential manner.

5.6 Frequency of Medical Assessments

All medical assessments must be completed in compliance with the requirements outlined in the Medical Assessment Components in Section 10.1.

• Pre-employment medical assessments:
  o Pre-employment medical assessments will be conducted after an individual has received a conditional offer of employment.
  o A medical assessment may also be required prior to a change in job assignment (i.e., a pre-placement assessment).
- **Operational site-based medical assessments:**
  - Employees and Contractors who work at or frequently travel to an operational site must undergo a medical assessment every 2 years. However, the examining health care professional may require that the medical assessment be conducted on a more frequent basis if clinically indicated based on the essential job functions.

- **Regulated medical assessments:**
  - Medical assessments that must be conducted pursuant to applicable laws and regulations will be conducted with the frequency required by such laws and regulations.

- **Exposure-related medical assessments:**
  - Where applicable, Employees and Contractors must receive an initial baseline medical assessment prior to starting the work assignment. The individual must also undergo ongoing health surveillance during the work assignment, as determined by risk assessment and applicable law.

- **Return to work medical assessments may be required where:**
  - An Employee or Contractor who is returning to work after a leave of absence related to an injury or illness must undergo a medical evaluation prior to his or her return.

- **Travel medical assessments:**
  - For Employees and Contractors who do not routinely travel to remote or high-risk locations, a travel medical assessment must be completed prior to each trip to a remote or high-risk location.
  - Employees and Contractors who routinely travel to remote or high risk locations are permitted to undergo medical assessments every 2 years rather than prior to each trip. However, a travel health consult is required prior to traveling to a new location.

- **International expatriates/assignee medical assessments:**
  - An Employee or Contractor assigned to an international expatriate role must complete a medical assessment prior to commencing such assignment.
5.7 Documentation

5.7.1 Forms

BHP Billiton Petroleum HSEC Forms:

- Medical Assessment Packet
- Respiratory Medical Evaluation
- Medical Exemption Authorization
- Medical Respirator Recommendation
- Medical Referral Clearance
- Authorization for Disclosure of Medical Information
- Medical Declaration

5.7.2 Certificate of Medical Fitness

All Employees and Contractors who are required to have a medical assessment or travel health consultation must hold a current Certificate of Medical Fitness (in the Medical Assessment Packet).

The examining health care professional must follow the requirements outlined in the Medical Assessment Components in Section 10.1.

The Certificate of Medical Fitness must indicate if the individual is:

- Fit for Work: the individual can safely perform the essential functions of the job, with or without an accommodation;
- Unfit for Work: the individual cannot safely perform the essential functions of the job, with or without a reasonable accommodation;
- Fit for Work subject to Restrictions: the individual can safely perform the essential functions of the job, but requires an accommodation. (This type of Certificate of Medical Fitness is a temporary category. Once this designation has been given, the Company will review the circumstances to determine whether an accommodation can be made based on the stated restrictions. If the accommodation can be made, the individual will be issued a Fit for Work Certificate of Medical Fitness. If the accommodation cannot be made, the individual will be considered Unfit for Work); or
- Needing further review
Industry medical certificates that have been reviewed by the Petroleum Occupational Health Function and typically are deemed acceptable for Employees and Contractors include but are not limited to:

- UK Oil and Gas
- Norwegian Maritime Directorate
- Australian Maritime Safety Authority
- Panamanian Maritime Authority
- US Federal Aviation Administration
- US Coast Guard

Industry and country medical certificates and standards shall be reviewed and approved by the Petroleum Occupational Health Function on a case by case basis.

The Certificate of Medical Fitness should not contain any confidential medical information (i.e., diagnosis, medications, etc.).

If the employee is considered “unfit for work” or “fit for work subject to restrictions” by the examining health care professional, the individual will be placed on medical hold status until the Petroleum Medical Director reviews the medical assessment results. The health care professional/preferred provider must send the results to the Company Medical Director via Houston Health Services for review (email: HealthServices.BHPHOU@bhpbilliton.com). The Petroleum Medical Director will review the clinical information and incorporate his knowledge of the essential job functions and work environment. An assessment will be made on a case-by-case basis to determine the individual’s ability to meet the job requirements. The Petroleum Medical Director will consult with the examining health care professional and will make a final determination on fitness for work.

### 5.7.3 Medical Declaration Form

For locations with a Site Medical Professional, a Medical Declaration Form should be completed by Employees and Contractors to notify the Company of allergies and other conditions about which it may be important for the Company to know in the event of a medical emergency. The information on the Medical Declaration form is strictly confidential and must only be submitted to the Site Medical Professional prior to / upon mobilization.
5.7.4 Accommodation

If a health care provider makes the determination that an Employee or Contractor is unfit for work or is fit for work subject to restrictions, one of the following three (3) options will apply:

1) Where applicable, an Employee or Contractor may accept the medical finding and take appropriate mitigating or corrective measures (e.g. does not meet the vision standard – obtain prescription or upgrade current prescription). The Employee or Contractor may then undergo re-assessment to determine whether the individual is fit for work;

2) An Employee may request a reasonable accommodation that will allow the individual to perform the essential functions of the position, if appropriate. The Company will evaluate whether it can provide the accommodation; or

3) If an Employee cannot remediate the medical finding or there is no reasonable accommodation that the Company can provide that will allow the Employee to perform the essential functions of the job, the Employee may apply for a leave of absence and disability benefits, if applicable. The Employee should contact Human Resources for further information on leaves of absence and disability benefits.

When an accommodation is being considered, a multidisciplinary team (Supervisor, Human Resources, Legal, PET Health Function) will meet and review the need for the accommodation and determine whether the accommodation is reasonable and can be made by the Company. Requests for accommodation will be assessed on a case-by-case basis.

Employees who have an approved accommodation may be prohibited from traveling, working offshore or performing duties in a hazardous work environment as long as they are subject to restrictions and require such accommodation. In this event, approval must be given by the Company Medical Director, or Petroleum Occupational Health Function before the Employee resumes these activities. Each situation will be assessed individually based on the individual’s medical condition, job functions, and other relevant business-related factors.

5.7.5 Exemption from Medical Assessments

On rare occasions, an Employee or Contractor who has not undertaken a medical assessment or does not possess a current Certificate of Medical Fitness (e.g. individuals making a day trip to an offshore facility) may be required to travel or to visit a remote location or operational site (i.e., offshore, etc.). In these cases, the individual must have a Medical Exemption Authorization Form completed, signed and approved by the Senior Line Manager.
The **Medical Exemption Authorization Form** must be completed by the individual and indicate that he or she understands the risks associated with the proposed work activity and have no known active medical conditions (or restrictions or limitations) that would impact safety or health. Anyone unwilling or unable to complete the form will not receive permission to, and must not, travel or visit the remote location or operational site.

### 6.0 RESPONSIBILITIES

#### 6.1 Employees and Contractors

- Provide consent to and undergo a medical assessment where required (i.e., if any of the criteria outlined in Section 5.5 are applicable to the individual’s job);
- Maintain a valid Certificate of Medical Fitness
- Provide complete and accurate health information throughout the medical assessment process;
- Report to Site Medical Professional or Houston Health Services any medical condition that may impact the individual’s ability to safely perform the essential functions of the job to Site Medical Professional or Houston Health Services. In the event Site Medical Professional or Houston Health Services is not immediately accessible, the Employee should inform his or her Manager (and the Contractor should inform the Manager on site) of the need to speak to the Site Medical Professional or Houston Health Services before continuing with his or her job duties. Employees and Contractors must not disclose medical details to the Manager;
- Provide consent to the release of medical assessment medical information to the Company health care professional;
- Complete a Medical Declaration Form prior to mobilization to an operational site;
- Comply with the **Injury/Illness Case Management Procedure**;
- Notify Human Resources, or the Supervisor of any restrictions that may affect the individual’s ability to safely perform essential functions of the job (non-confidential details).

#### 6.2 Human Resources

- Ensure candidates and newly hired Employees complete required medical assessments, as appropriate, based on medical assessment components;
- Schedule appointments with Preferred Provider Clinics for post-offer, pre-employment and pre-placement medical assessments;
• Ensure compliance with the Company’s policy prohibiting discrimination on the basis of disabilities, where the individual can perform the essential functions of the job, with or without an accommodation;

• Work with HSE to define the necessity of a medical assessment based on requirements of the job in individual position descriptions, taking into account the frequency and duration of offshore visits, work environment, physical exposures and significant safety or health risks due to occupational / environmental exposure or demands;

• Liaise with the Petroleum Occupational Health Function, to identify alternative providers if the approved preferred provider clinics are not practical or appropriate for any reason;

• Maintain confidentiality and appropriate storage of all records containing sensitive information;

• Consult with line management and Petroleum Occupational Health Function where accommodations are requested.

6.3 Senior Line Managers

• Fund and implement the Medical Assessment Procedure within their respective operations;

• Ensure that line managers are aware of and comply with this Procedure;

• Liaise with Human Resources and Petroleum Occupational Health Function where individuals have requested accommodations;

• Educate Employees and Contractors on the requirements of the Medical Assessment Procedure;

• Ensure that Employees and Contractors are fit for work and have current Certificates of Medical Fitness;

• Notify Employees and Contractors of the requirement to have a medical assessment when needed;

• Ensure medical information is maintained in a confidential manner, and used only in compliance with this Procedure;

• Provide monthly performance metrics to the Petroleum Occupational Hygiene Function;

• Authorize any requests for exemption from a medical assessment in consultation with Petroleum Occupational Health Function;

• Ensure contracts applicable to their operations contain requirements for compliance with this Procedure and all BHP Billiton Petroleum HSEC policies, standards and procedures.
6.4 HSE Supervisors

- Monitor the effectiveness and implementation of the Medical Assessment Procedure;
- Ensure medical assessments are conducted in compliance with this Procedure;
- Ensure medical information is maintained in a confidential manner, and used only in compliance with this Procedure;
- Ensure appropriate audits occur to ensure requirements of this Procedure are being met;
- Work with Human Resources and Petroleum Occupational Health Function to define the necessity of a medical assessment based on requirements of the job in individual position descriptions, taking into account the frequency and duration of offshore visits, work environment, physical exposures and significant safety or health risks due to occupational / environmental exposure or demands;
- Ensure contract companies are informed of the requirements outlined in this Procedure and are in compliance.

6.5 Petroleum Occupational Health and Hygiene Function

- Manage the Petroleum Medical Assessment Procedure;
- Determine the set of standards for fitness for work for individual job positions in a manner that is job-related and consistent with business necessity;
- Approve variances from this Procedure;
- Identify, assess and approve preferred provider clinics for medical assessments;
- Maintain an accurate list of preferred provider clinics on the Petroleum portal;
- Provide information to the preferred provider clinics on Company standards for medical assessments;
- Work with HSE Supervisors/Human Resources to define the necessity of medical assessments based on requirements of the job in individual position descriptions, taking into account the frequency and duration of offshore visits, work environment, physical exposures and significant safety or health risks due to occupational / environmental exposure or demands;
- Maintain confidentiality of medical records and maintain records in accordance with Company and local legislative requirements;
- Verify the suitability of medical facilities via third party or an onsite audit;
- Liaise with Human Resources, Legal, Company Medical Director and Senior Line Manager where individuals have requested an accommodation;
• Where job-related and consistent with business necessity, authorize any medical examinations / tests beyond the standard medical components for Employees as outlined in this Procedure;
• Monitor the effectiveness and implementation of this Procedure through audits, etc.;
• Review and approve Contractor medical certificates and standards for compliance with this Procedure, as required;

6.6 Petroleum Medical Director

• Provide assistance to the Company in the review of occupational health policies, programs, and standards;
• Provide assistance, as requested, to other health professionals who are providing services to the Company;
• Assist with the review and selection of medical providers including but not limited to doctors, nurses, clinics, and emergency care facilities;
• Maintain confidentiality of medical records and maintain records in accordance with Company and local legislative requirements;
• Work with HSE Supervisor/ Human Resources/ Petroleum Occupational Health Function to define the necessity of a medical assessment based on requirements of the job in individual position descriptions, taking into account the frequency and duration of offshore visits, work environment, physical exposures and significant safety or health risks due to occupational / environmental exposure or demands;
• Assist in the determination of standards for fitness for work for certain job positions, in a manner that is job-related and consistent with business necessity;
• Maintain a working knowledge of the duties, physical requirements and medical standards for positions covered by this Procedure;
• Advise health care professionals/preferred provider clinics in cases where individuals are not certified fit for work;
• Where job-related and consistent with business necessity, authorize any medical examinations / tests beyond the standard medical components for Employees or Contractors as outlined in this Procedure;
• Liaise with Human Resources, Legal, Petroleum Occupational Health Function and Senior Line Manager where individuals have requested an accommodation;
• Review the fitness for work status of Employees or Contractors placed on medical hold by the examining health care professional;
• Coordinate with doctors, clinics, and other medical providers who assess, refer, and treat Employees or Contractors.
6.7 Houston Health Services

- Provide information to the approved preferred provider clinics (occupational medicine clinics) on Company standards for medical assessments;
- Assist with scheduling appointments with preferred provider clinics as appropriate;
- Coordinate and track the flow of information/forms between the health care professional, Petroleum Medical Director, Human Resources and Employees;
- Provide health consultations (including travel health) for Employees;
- Maintain confidentiality of medical records and maintain records in accordance with Company and local legislative requirements;
- Liaise with Company Medical Director on fitness for work issues and Company medical assessment standards;
- Receive and maintain the Certificate of Medical Fitness and medical records from the examining health care professional for US based Employees;
- Distribute medical clearances for candidates to Human Resources and/or results to Employees, as requested.

6.8 Health Care Professionals / Preferred Provider Clinics (external)

- Ensure availability of services and testing equipment to conduct medical assessments;
- Conduct medical assessments in compliance with this Procedure, Company standards and legislative requirements;
- Ensure the Company Medical Director is consulted when Employees are deemed unfit for work;
- Issue the Certificate of Medical Fitness to appropriate Employees and Contractors;
- Forward copies of all Employee medical records to the designated Company health care professional;
- For BHP Billiton Petroleum (Australia) marine Employees and Contractors, forward medical records and a copy of the Certificate of Medical Fitness to the Australian Maritime Safety Authority;
- For BHP Billiton Petroleum (US) marine Employees and Contractors, forward medical records and a copy of the Certificate of Medical Fitness to Houston Health Services (US based employees only);
- Maintain confidentiality of medical records and maintain records in accordance with Company and local legislative requirements;
• Ensure reputable standards (such as Centers for Disease Control and Prevention – CDC, World Health Organization) are followed when administering travel medicine.

6.9 Contract Sponsors

• Ensure Contractors provide to the designated local person a valid Certificate of Medical Fitness prior to mobilization; to the designated local person
• Ensure Contractors have been informed of all requirements in HSE procedures and are provided updates as changes occur;
• Ensure compliance with this Procedure.

6.10 Contractors

• Ensure their personnel undergo medical assessments in a manner that is consistent with this Procedure and ensures fitness for work according to the Company’s standards;
• Produce documentation demonstrating a current Certificate of Medical Fitness for their personnel, as requested by the Company;
• Participate in periodic audits by the Company to ensure compliance with this Procedure;
• Complete the Medical Declaration form prior to / upon mobilization, when required;
• Maintain copies of Certificates of Medical Fitness of their personnel.
7.0 RECORDS

Each operational site and office is responsible for scheduling and tracking medical assessments for its personnel. All medical records will be stored in the Medgate data management system, unless approval has been given to manage the record storage differently by PET Occupational Health Function. Houston Health Services maintains all US-based records.

The following records (based on the type of medical assessment required) must be maintained to demonstrate compliance with this Procedure.

- Physical job description outlining the essential functions of the job as applicable;
- A valid Certificate of Medical Fitness;
- Annual Audiometric test results for individuals in the hearing conservation program;
- Respiratory clearance and fit testing for individuals in the respiratory protection program;
- Travel vaccination history;
- Health history;
- Health Surveillance;
- Lab work;
- Medical examination or assessment.

NOTE: Each operational site must provide required data for Petroleum Summary Hygiene Exposure Report on a monthly basis.

8.0 VARIANCES

Any planned deviations from the requirements of this procedure shall be recorded on Petroleum HSEC Variance Form and submitted to Petroleum HSE Systems Support.

Variance to this procedure must be approved by:

1. Submitted by – Senior Manager
2. Endorsed by – Occupational Health and Hygiene Manager
3. Approved by – Vice President HSEC
9.0 UPDATES TO THIS DOCUMENT

This is a Petroleum HSEC Controlled Document. Requests for updates to Petroleum HSEC Controlled Documents shall be documented on the Petroleum HSEC Document Proposal and Review Form and sent to the Petroleum HSE Systems Support email in the GAL.

10.0 ATTACHMENTS

10.1 – Petroleum Medical Assessment Matrix

All Employees and Contractors shall be assessed according to the components detailed below. Any additional examinations / tests not listed will require prior authorization by the BHP Billiton Petroleum Occupational Health Function.
### BHP Billiton - Petroleum Medical Assessment Matrix

<table>
<thead>
<tr>
<th>Components</th>
<th>Requirements</th>
<th>Operational Site Worker (on or offshore), Regulated or Occupational Exposed Position (includes post-offer, pre-employment testing)</th>
<th>Travel to High Risk/Remote Location (includes post-offer, pre-employment testing)</th>
<th>Exit Assessment*</th>
<th>Return To Work Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health History Questionnaire</td>
<td>X X X X</td>
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<td>Physical Examination</td>
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<tr>
<td>Medical Release from Treating/Personal Physician</td>
<td>If clinically indicated based on health history and/or physical exam</td>
<td>If clinically indicated based on health history and/or physical exam</td>
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<td>Hearing Conservation Program (HCP)</td>
<td>X (if required to be in the Hearing Conservation Program)</td>
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<td>Respiratory Protection Program (RPP)</td>
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<td>Hearing Conservation Program (HCP)</td>
<td>Audimetric Testing (annual audiogram)</td>
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<td>Respiratory Clearance</td>
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<td>Pulmonary Function Testing</td>
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<td>Fit Testing</td>
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<tr>
<td>Chest X-ray</td>
<td>If clinically indicated</td>
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<tr>
<td>Blood Chemistry</td>
<td>Metabolic Panel with Liver Function/Lipid Panel</td>
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<tr>
<td>CBC with differential and platelet count</td>
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<td>Blood Type (ABO) if blood type unknown</td>
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<tr>
<td>Urinalysis</td>
<td>Dipstick</td>
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<tr>
<td>ECG/EKG</td>
<td>Resting (Over 40 and if clinically indicated)</td>
<td>X X</td>
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<tr>
<td>Stress</td>
<td>If clinically indicated</td>
<td>If clinically indicated</td>
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<tr>
<td>Immunization review</td>
<td>Risk review (remote location, confined working/living space, country specific, etc.)</td>
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<td>Drug Screen</td>
<td>X (post-offer, pre-employment testing only)</td>
<td>X (post-offer, pre-employment testing only)</td>
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<tr>
<td>Breath Alcohol Testing</td>
<td>X (post-offer, pre-employment testing only)</td>
<td>X (post-offer, pre-employment testing only)</td>
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<tr>
<td>Functional Capacity Evaluation</td>
<td>If clinically indicated (post-offer, pre-employment testing only)</td>
<td>If clinically indicated (post-offer, pre-employment testing only)</td>
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<tr>
<td>Certificate of Medical Fitness</td>
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</tbody>
</table>

*Offered upon exit from Company or position change from regulated surveillance