



This letter supersedes previous correspondence in relation to high risk workers dated 3 April 2020.

To: BHP Supply Partners

As we navigate the challenges of the COVID-19 global pandemic, the health and wellbeing of our workforce and communities, including our contracting partners, is our number one priority.

We thank you for your cooperation so far, and recognise that we all need to work together to maintain the health and safety of our workforce and prevent the spread of the virus. An important aspect of this relates to the management of individuals considered at higher risk of serious illness if they contract COVID-19.

The World Health Organisation and Australian Government Health Department have identified that some groups within our community are at higher risk from serious illness should they contract the virus. These include older people, those with a weakened immune system or with chronic medical conditions, and Aboriginal and Torres Strait Islander people.

Consistent with the Australian Health Protection Principal Committee recommendations for managing vulnerable workers and working with health experts, BHP is undertaking a risk based assessment and introducing protective measures to support employees in the following higher risk categories:

- Individuals 65 years or older;
- Individuals 60 years or older with a chronic disease¹;
- those younger than 60 with a chronic disease¹;
- Aboriginal and Torres Strait Islanders who are 50 years or older, or who live in or are required to visit remote Aboriginal communities, or have a chronic disease¹; and
- Pregnant workers.

A copy of the **BHP COVID-19 Guide for managing employees at higher risk in Australia** is attached, which provides details of the requirements BHP has in place to support its employees at higher risk.

Action required

To help protect all workers on our sites, as well as local communities, BHP requires that our suppliers implement similar measures to address the needs of those at higher risk in their own workforce who attend a BHP workplace.

This includes:

- (a) identifying workers in the higher risk categories previously outlined;
- (b) undertaking a risk-based health assessment by a medical professional to assess the appropriateness of workers in relevant higher risk categories continuing to attend a BHP workplace; and
- (c) Identifying any additional controls that must be implemented, based on medical advice, for a worker to continue to attend a BHP workplace.

¹ Chronic disease includes hypertension, diabetes, cardiovascular disease, chronic respiratory disease, cancer and the immunosuppressed

This approach must be consistent with the Australian Health Protection Principal Committee recommendations for managing vulnerable workers. To support this, find attached the process and supporting tools BHP has employed to assess employees in these higher risk categories².

The following points from the BHP protective measures are to be noted:

- All workers aged 70 or older are required to stay away from BHP workplaces;
- All workers who are in the first trimester of their pregnancy and other pregnant employees who have medical advice that they are at risk, are required to stay away from BHP workplaces.
- All Aboriginal or Torres Strait Islander workers who live in or are required to visit remote Aboriginal communities are required to stay away from BHP workplaces.
- For other workers identified as higher risk in critical roles within your organisation, continued attendance at a BHP workplace may only occur if an individualised **COVID-19 health management plan** is documented and approved by a qualified medical practitioner.

For workers who are unable to attend a BHP workplace, working from home or home-based alternative duties should be provided wherever possible.

While we expect that our larger suppliers will be able to develop and implement an appropriate assessment process based on the information provided, we are aware that our smaller suppliers may need some support. For small businesses, (revenue less than AUD\$10m per annum), and others seeking clarification, please contact your BHP Contract Owner or Site Contact for further information or support.

Timing

All suppliers must present to BHP the following details prior to the 28th April 2020:

1. Description of the assessment process undertaken
2. Number of workers identified within each higher risk category
3. Number of workers within each higher risk category that are unable to attend a BHP workplace
4. Number of workers within each higher risk category that can potentially attend a BHP workplace along with a copy of the corresponding individual **COVID-19 health management plan** signed by the worker and a medical practitioner (please remove any private medical information from the plan before submitting it)

Important notes

Please note the following

- For workers required to stay away from a BHP workplace and who are not eligible to participate in the health assessment process that your organisation will conduct, please ensure that this occurs as soon as is safe to do so.
- For workers who will proceed to the health assessment process, these workers should continue to work as per their usual roster until their health assessment is undertaken (unless it is determined that this is not appropriate given a worker's situation).
- Importantly, as we work through this process together, no individuals are to be stood down or to have their employment terminated due to the process, even if they are unable to attend a BHP workplace.
- Where a worker cannot work from home or be redeployed, and it is decided that a worker cannot continue to attend a BHP workplace as set out above or as a result of the contractors' health assessment, BHP will continue to cover costs (not including the contractors' margin) for these

² These documents are provided for information purposes to support suppliers in implementing a similar health assessment process for their workforce. Content within these documents should not be considered legal or medical advice.

workers during the assessment process. BHP will cover these costs until 30th April 2020 and these will be thereafter subject to review at BHP's discretion.

- To the extent that you may have taken action inconsistent with this letter, please urgently rectify that position, to ensure that all workers are appropriately supported during this time.

Following the outcomes of the health assessment process, BHP will work with our labour hire and contracting partners on the next steps. We anticipate the requirement for additional protective measures for employees and contractors at higher risk from COVID-19 will be temporary depending upon how the pandemic evolves in the coming weeks and months ahead. We will communicate when BHP believes the requirements are no longer necessary.

We recognise that we are in unprecedented times, and that it is in our collective interest to work through these challenges in a collaborative way to ensure not only the health and safety of our workforce but also the future of our industry.

Please acknowledge your understanding of these requirements by responding to your BHP Contract Owner or Site Contact.

Nothing is more important to us than your own health and safety so please, look after yourselves and your local communities first and foremost during this time.

Thank you for your ongoing cooperation and support in this matter.