



# PROCEDURE



Title: **Health and Fitness Standard for Contractors**

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### 1.0 PURPOSE

To develop health assessment and monitoring protocols for contractors working on site to ensure their fitness for work on site at QAL.

### 2.0 SCOPE

This Procedure shall apply to all Category 1 & 3 contractors working on site at QAL.

### 3.0 RESPONSIBILITIES

#### Health Team

Support this procedure, aid development and implementation of health monitoring / medical protocols and issue site access conditions letters as appropriate

#### Occupational Physician

Provide advice to external agents re criteria for appropriate health monitoring and medical services to ensure fitness for work of contractors, including standardising the health assessment process and random auditing of medicals

#### Occupational Health & Hygiene Specialist

Monitor gross results to help develop relevant monitoring and medical protocols

#### QAL Contractor Representative

Liaise with contractor manager about impact of site access conditions, and approve or reject entry to site as appropriate

#### Contractor Managers

Scheduling of and payment for medicals per protocol. Supply external provider with details of role description to enable tailored and appropriate medical

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Risk assess exposure to WHS Regulation Schedule 14 hazardous substances  
When site access conditions apply, detail impact on work and liaise with QAL contractor Representative

### **Contractors**

Attend medical when required  
Ensure completion and sign off of site access conditions letter if issued  
Comply with site access conditions

### **Approved external medical provider**

Medical practice, not on site at QAL, providing medical examinations in keeping with QAL requirements and issuing contractor compliance cards  
Provide medical examination in accordance with criteria set by Plant Occupational Physician  
Follow WHS Regulation Schedule 14 health surveillance when required

## **4.0 REFERENCES**

P001.001 - QAL Health Safety Environment and Communities Policy  
P301.067 – Fitness for Work  
P302.019 – Drug and Alcohol Screening  
P314.101 – Management of Ionising Radiation Sources  
P747.002 – Audiometric Testing  
W747.001.02 – Contactor Site Access Conditions  
Queensland Work Health and Safety Regulation  
Privacy Act  
Guidelines for Health Surveillance [NOHSC:7039]  
<http://www.qal.com.au/who-we-are/access-to-site.aspx>  
Dictionary of Occupational Titles (<https://occupationalinfo.org/>)  
Site access conditions letter (Medical Director)

## **5.0 DEFINITIONS**

### **Medical**

A set of medical examinations and tests that a person undergoes to enable possible health risks to be recognized and determine their impact on person's ability to safely perform their role.

### **Questionnaires**

Questionnaires are part of the medical. These are tailored to identify potential health conditions and determine previous exposure history to certain hazardous substances.

### **Schedule 6 Hazardous Substances**

Those substances listed in the WHS Regulation 2011 under Schedule 14.

### **Fitness for work**

Fitness for work means that a contractor is in a state (physical and mental), that enables the contractor to perform all assigned tasks competently, and in a manner that does not compromise or threaten the health and safety of themselves or others, or threaten damage to plant, equipment or the environment. Refer to QAL Policy P301.067.

### **Contractor Compliance Card**

A card issued to the contractor after completing medical by QAL approved medical provider. The card will be valid for two years (unless otherwise stated), and will include details identifying contractor (including photo and date of birth), date of medical test elements, and list any site access conditions identified at the medical.

### **Approved external medical provider**

External medical clinic that has demonstrated ability to meet QAL standards in provision of medical examinations, listed on QAL web page as currently approved provider. The current approved external medical providers will be listed on the QAL webpage under access to site information

### **Medical Director**

Software system for creation and storage of confidential medical information

## 6.0 ACTIONS

### 6.1 Medical Protocols

Medical protocols shall be developed to meet legislative requirements and tailored to the specific job demands and exposures. The medical shall include developing appropriate examinations, tests and questionnaires. These are to be developed by the external provider in conjunction with the Plant Occupational Physician, Occupational Health team and the Occupational Health & Hygiene Specialist.

### 6.1 Assigning of Protocols

Protocols will be assigned to contractors based on exposure to agents, task and age, and related to a risk assessment and legislation / standards. Role descriptions shall be used to associate these protocols.

Every two years, all contractors will undergo at least the following:

- Health history / health exposure questionnaire
- Audiogram
- Lung function
- Physical assessment, based on the prescribed exposure of their role, as described by role description provided by Contractor manager, or per Dictionary of Occupational Titles for generic role description otherwise
- Health surveillance monitoring where exposure to WHS Regulation Schedule 14 hazardous substances indicates greater than low level risk. This shall include full blood counts for Radiation workers as per S6.8.4 P314.101 Management of Ionising Radiation Sources.
- Other examinations may be undertaken as indicated by legislation and/or standards, e.g. for motor vehicle drivers and crane operators. These examinations shall be mandatory if required per role description.

### 6.2 Scheduling and completing health monitoring protocols

All health monitoring protocols and associated contractor compliance cards have a validity date of two years from date of issue, unless otherwise stated. The Contractor group shall be responsible for scheduling appointments.

Upon completion of health monitoring, the external provider will supply a contractor compliance card, indicating status of tests completed, date of completion and any conditions for site access.

### 6.3 Site access conditions

- Conditions shall be listed on contractor compliance card
- Site access letter issued by approved external medical provider or from QAL Occupational Health Centre, matching compliance card
- Contractor manager and contractor shall detail impact of site access conditions and sign off on site access letter
- QAL Contractor Representative will then approve site access as appropriate and sign off on site access letter

### 6.4 Retention of Records

Records will be retained by the external provider for a minimum period pertinent to legislative requirements.

Any records held by QAL shall be retained in a confidential medical file, retained for a minimum period of 40 years after employment ceases. Should QAL cease to operate, all personal medical data is required to be kept for legislative purposes.

## 7.0 ATTACHMENTS

Nil

**8.0 REVISION HISTORY**

<b>Issue</b>	<b>Revision</b>	<b>Revision date</b>	<b>Change Reason</b>
1	0	13/12/2017	Initial Release