



# Worker Health Assessment and Management Procedure Health and Safety

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## 1 Purpose and scope

This Worker's Health Assessment Management Procedure provides mandatory requirements to support implementation and conformance with Roy Hill Performance Standard 14.

The purpose of this procedure is to document how employee health is assessed and monitored on an ongoing basis.

This Procedure applies to all persons entering Roy Hill operations, other workplaces or any area which Roy Hill has accountability.

## 2 Health Services Provider

Roy Hill shall appoint a medical services provider who will be responsible for conducting worker health assessments at the request of Roy Hill.

## 3 Medical Assessments

### 3.1 Pre-employment Medicals

Pre-Employment Medicals (PEMs) are compulsory for all candidates and contractors. PEM assessment is used to assess an individual's suitability for the proposed role and the physical work environment for which they are being considered.

The PEM ensures that employees are not at risk of causing injury to themselves or others whilst employed by Roy Hill.

PEMs are required for all people who wish to access the Roy Hill, Mine, Rail or Port facilities for more than 3 days.

Any person who will be engaged on the Operation site for a short period (i.e., 3 days or less), such as a visitor, corporate assessment team member, regulator, vendor personnel, etc., will not be required to undergo a pre-employment physical examination. The employers of these people shall send only persons that are fit-for-duty to the site, who shall declare on the site access form that they are medically fit prior to mobilization. If a person is to return to the Operation after an initial short period of 3 days or less, the person must complete the pre-employment examination prior to returning.

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Pre-employment medicals are valid for a period of 60 days and pre-employment drug and alcohol screens are valid for a period of 28 days.

If a contractor is classed on the medical assessment report as fit for work with conditions, then the RH representative must be made aware and determine if they can accommodate the role modification onsite.

### 3.2 Periodic Rail Medical Assessments

Roy Hill has a responsibility under the relevant rail safety legislation to ensure systems are in place to protect the safety of the public and the network. Rail Workers are required to fulfill medical assessments as per the National Standard for Health Assessment of Rail Safety Workers. Roy Hill has aligned the pre-employment medical assessment process for all workers, rail or non-rail, with the requirements of this standard.

In accordance with the National Standard, there are four categories for rail workers, safety critical workers, and non-safety critical workers. These categories are listed in section 5 of this document.

Roy Hill rail operations operate the rail as an uncontrolled environment. As such health assessments will only be carried out for Category 1, Category 2 and Category 3 rail workers. A complete list of the positions in rail and the required category of medicals is included in appendix 3.

### 3.3 Periodic Health Assessments

Where required, employees shall undertake a Periodic Medical to ensure the ongoing health of employee's and the appropriate management of risks associated with employee's fitness for work.

Examples of where a Periodic Medical may be required include, but are not limited to:

- An employee's role changes (SEG change) exposure to health hazards is changed
- An employee has potentially been exposed to a health hazard
- When there is concern that a worker's medical condition is impacting on their ability to meet the inherent requirements of the role.
- An incident where the workers' health has been identified as a contributing factor in alignment with a formal investigation process;

### 3.4 Health Surveillance

Health surveillance assessments will be scheduled according to the exposure risks for each SEG. Similar Exposure Groups (SEGs) may be defined as *"groups of workers having the same general exposure profile to health risks because of the similarity and frequency of tasks they perform, the materials and processes with which they work, and the similarity of the way they perform the tasks"*. A list of Roy Hill SEGs is included in Appendix 2.

Examples of health surveillance are;

- Respiratory health assessment – May include a questionnaire, respirator fit testing or lung function test.
- Hearing assessment – May include a questionnaire, an audiometric test or earplug fit testing. Audiometric assessments must be completed within the first 12 months of employment and submitted to Work Cover WA.

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- Communicable Disease - May include a questionnaire to determine risk and a vaccination for the prevention of the identified preventable disease.

### 3.5 Fitness for Work Assessments

Fitness for work assessments maybe requested as part of the Injury Management and return to work process after a period of injury or illness or extended time off work. This may include a medical review with an Occupational Physician or a Functional Capacity Evaluation assessment.

The Health Services Provider is responsible for conducting medical assessments for return to work that are consistent with employee's role requirements. The provider will issue a report to the Injury Management Advisor relating to the suitability to work.

For further information refer to the Injury Management and Workers Compensation Procedure.

### 3.6 Termination Medicals

Termination medicals may be requested by the employee at the time of leaving Roy Hill's employment.

### 3.7 Medical assessment reports

The Medical Services Provider is responsible for reviewing each medical assessment to provide a consistent medical assessment for all candidates. All medical assessments will be reviewed by a suitably qualified Occupational Physician that understands the specific requirements of the Roy Hill project this including rail awareness and familiarity with the relevant legislation.

The Occupational Physician will provide the Roy Hill Injury Management Advisor with a report stating either of the following:

	Pre-employment Medical	Rail Medical
<b>Fit for Duty</b>	This indicates that the worker has met all criteria and meets the inherent requirements of the role.	This indicates that the worker has met all criteria and meets the inherent requirements of the role.
<b>Temporarily Unfit for Duty</b>		This indicates that the worker does not meet the criteria for Fit for Duty – unconditional and cannot presently perform current rail safety duties. They must undergo a prompt assessment to determine their ongoing status.
<b>Fit for Duty Conditional.</b>	The person meets all criteria in the Standard provided they wear appropriate aids (e.g. corrective lenses, hearing aids, prosthesis etc). They may require a medical management plan.	The person meets all criteria in the Standard provided they wear appropriate aids (e.g. corrective lenses, hearing aids, prosthesis etc).

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	Pre-employment Medical	Rail Medical
<b>Fit for Duty Subject to Review</b>		This indicates that the worker has not met all criteria for Fit for Duty unconditional, however the condition is sufficiently controlled to permit current rail safety duties. The review period is specified by the Authorised Health Professional
<b>Fit for Duty Subject to Job Modification</b>		This indicates the worker has not met all criteria for Fit for Duty Unconditional, but could perform current rail safety duties if suitable modifications were made to the job (may include physical equipment changes, roster changes or worker supervision).
<b>Unfit for Duty</b>	This indicates that the candidate did not meet the inherent requirements of the proposed role.	This indicates that the worker has not met the criteria for Fit for Duty Unconditional or Fit for Duty Subject to Review. Their condition is permanent (unfit for 12 months or more) and they will not be able to perform current rail safety duties in the foreseeable future.

### 3.8 Confidentiality

The pre-employment and periodic medical documents have a statement authorising the medical provider to release information to the prospective employer or employer. The candidate or employee signs this as part of their medical.

An applicant's medical information may be forwarded to a specialist consultant, the applicants treating physician, or other health professionals, for evaluation on disorders that will directly impact on the role for which the candidate is applying. The requested medical information will be forwarded onto the Occupational Physician for final review and reporting.

## 4 Definitions

Term	Definition
ATTP	Around the track personnel
Candidate	A person being considered for employment with Roy Hill.
Contractors	Any company contracted to provide services on behalf of Roy Hill.
Employment Category	The generic description applied to specific jobs depending on the location or tasks of that job.
Medical Services Provider	The company engaged by Roy Hill to provide medical services to include pre-employment medicals, emergency medical support and ongoing medical support and advice.
Pre-Employment Medical (PEM)	A medical examination conducted by an approved medical practitioner that deems and individual medically 'fit' to be employed for work on the project.
Principal	Refers to Roy Hill.

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Term	Definition
Rail – Category 1 – Safety Critical Workers	<p>Category 1 Safety Critical Work/Workers - Category 1 workers are the highest level of Safety Critical Worker. These are workers who require high levels of attentiveness to their task and for whom sudden incapacity or collapse (e.g. from a heart attack or blackout) may result in a serious incident affecting the public or the rail network. Single-operator train driving on the commercial network is an example of a Category 1 task.</p> <p>Category 2 Safety Critical Work/Workers - Category 2 workers are those whose work also requires high levels of attentiveness, but for whom fail-safe mechanisms or the nature of their duties ensure sudden incapacity or collapse does not affect safety of the rail network. For example, in many cases signallers are classified as Category 2 because fail-safe signal control systems protect the safety of the network in case of worker incapacity.</p>
Rail – Category 2 – Safety Critical Workers	Category 2 workers are those whose work also requires high levels of attentiveness, but for whom fail-safe mechanisms or the nature of their duties ensure sudden incapacity or collapse does not affect safety of the rail network. For example, in many cases signallers are classified as Category 2 because fail-safe signal control systems protect the safety of the network in case of worker incapacity.
Rail – Category 3	Category 3 are those workers who work around the track who operate in an uncontrolled environment and may be at risk from moving rolling stock.
Rail – Category 4	Category 4 are those workers who work around the track in a controlled environment. They are not placed at risk from moving rolling stock trains so far as reasonable practicable.
Rail safety worker	<p>A worker undertaking rail safety work as defined in state or territory rail safety Legislation. Includes an employee, contractor, subcontractor or volunteer performing work on a railway system either:</p> <ul style="list-style-type: none"> <li>• as a driver, second person, trainee driver, guard, conductor, supervisor, observer or authorised officer; or</li> <li>• as a signal operator, shunter or person who performs other work relating to the movement of trains or trams; or</li> <li>• in repairs, maintenance, or upgrade of railway infrastructure, including for rolling stock or associated works or equipment; or</li> <li>• in construction or as a look out for construction or maintenance; or</li> <li>• Any other work that may be included by regulation.</li> </ul>
Safety Critical Role	A role is considered as safety critical when the action or inaction of the worker may lead directly to an incident that critically compromises their own health and safety or the health and safety of another person or persons in the work area
Similar Exposure Group (SEG)	Groups of workers having the same general exposure profile to health risks because of the similarity and frequency of tasks they perform, the materials and processes with which they work, and the similarity of the way they perform the tasks
Worker	Any person employed to work on behalf of Roy Hill.
Job Role Profile (JRP)	Documents the specific activities and task required for a role and the personal and physical attributes required to undertake them.
Functional Capacity Evaluation (FCE)	A work fitness assessment (otherwise known as a pre-employment functional capacity evaluation, or musculoskeletal assessment) provides comprehensive information relating to a potential employee's physical strength and cardiovascular fitness to understand if they can perform the tasks required within a job role.
Occupational Physician	A medical Dr who specialises in Occupational Medicine.

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Term	Definition
Authorised Health Professional (AHP)	A Dr who meets the requirements of The Australian Rail Association and Rail Industry Safety and Standards board (RISSB).

## 5 References

Document number	Title
	Mines Safety and Inspection Act 1994 (WA)
	Mines Safety and Inspection Regulations 1995 (WA)
	National Standard for Health Assessment of Rail Safety Workers, 2012
AS 1269	Occupational Noise Management
AS 4801	Occupational Health and Safety Management
OP-GUI-00017	Fatigue Management Guideline
OP-PRO-00046	Noise and Vibration Management Procedure
OP-PRO-00464	Injury Management and Workers Compensation Procedure
OP-STD-00244	Health, Safety, Emergency and Security Performance Standards. Performance Standard 14 – Fitness for Work.

## 6 Appendices

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### Appendix 1 – Pre-Employment Medical Assessment Criteria

Outlines the medical assessments that are conducted for the different pre-employment medical categories.

Note – within 2 years after turning 50 and within 1 year after 60

Medical Assessment		Non-Rail Medicals			Rail Medicals		
		Base Medical	Non-Safety Critical	Safety Critical	Cat3	Cat 2	Cat 1
Frequency		PEM	PEM	PEM	PEM 5 yearly from 40	PEM 5 yearly to 50 2 yearly to 60 Then yearly	
Medical questionnaire Inc; Previous Medical History Neurological/Blackout Digestive system Sleep disorder Alcohol dependency Psychological Health	Epworth Sleepiness Scale AUDIT K10	✓	✓	✓	✓	✓	✓
Urine Drug and Breath Alcohol Screen	Medication declaration Form	✓	✓	✓	✓	✓	✓
Medical Examination Inc; ENT Cardiovascular Respiratory Neurological Psychological Gastrointestinal Skin Nervous system Musculoskeletal		✓	✓	✓	✓	✓	✓
Visual Acuity	Near/Distance Night Vision for shift workers	✓	✓	✓	✓	✓	✓
Colour Vision	Ishihara		✓	✓	✓	✓	✓
Biometric Assessment	Blood Pressure, Pulse Height, Weight	✓	✓	✓	✓	✓	✓
Urinalysis	Blood, sugar, protein	✓	✓	✓	✓	✓	✓
Functional Capacity Evaluation In accordance with JRP	Spine and posture Postural tolerances Kneeling/crawling Balance Lifting tolerances Grip Strength		✓	✓	✓	✓	✓
Audiometric test	Work Cover		<i>Some roles see App 2</i>	✓	✓	✓	✓
Diabetes	HbA1c – Blood Test						✓

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Medical Assessment		Non-Rail Medicals			Rail Medicals		
		Base Medical	Non-Safety Critical	Safety Critical	Cat3	Cat 2	Cat 1
Frequency		PEM	PEM	PEM	PEM 5 yearly from 40	PEM 5 yearly to 50 2 yearly to 60 Then yearly	
Cholesterol	Fasting - Total and HDL Blood Test						✓
Resting ECG	Over 45 years			✓			✓
Cardiovascular risk score							✓
Safety Critical Worker Health Assessment	Request and Report Form			✓	✓	✓	✓

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### Appendix 2 - Similar Exposure Groups – Pre-employment Medical Categories

Similar Exposure Groups		Description	Safety Critical?	Pre-employment Medical & Audiometric Testing
1	<b>Management, Administration and Support</b>	All Perth based and site based occupations that are predominantly office based. Exposure to operational areas such as pit, plant and workshops is <i>ad hoc</i> and transient. Staff spend at least 65% of their time in an office environment.	No	Base Medical
2	<b>Mining, Engineering, Geology and Field Personnel</b>	Occupations that spend time in both field based or pit based work and offices. Staff who spend at least 35% but no more than 65% of their time in office based tasks and the remainder of their time working on external pit based or exploratory tasks.	Yes	Safety Critical
3	<b>Heavy Mobile Equipment Operators</b>	All occupations that operate heavy equipment including, but not limited to, operators of haul packs, excavators, graders, crane and load lifting plant, loaders, and rubber wheel and track dozers.	Yes	Safety Critical
4	<b>Maintainers (Field and Workshop)</b>	All maintenance personnel other than those involved in marine operations including fitters, boiler makers, auto mechanics and electricians, trades assistants, both field and workshop based and belt splicers.	Yes	Safety Critical
5	<b>Processing Plant Occupations</b>	All occupations working in processing plant operations. Includes Port and Mine site processing plants.	Yes	Safety Critical
6	<b>Laboratory Staff</b>	All staff working in the laboratories including, but not limited to, chemists and analysts, metallurgists in laboratory positions, sampling technicians and laboratory technicians.	No	Non-Safety Critical Plus, Audio
7	<b>Catering, Cleaning and Camp Support Staff</b>	All support staff involved in cleaning, catering and camp support including chefs, cooks, and kitchen hands, cleaners, gardeners, camp managers, camp maintenance workers, and operational area cleaning staff.	No	Non-Safety Critical
8	<b>Drill and Blast Crew</b>	All staff involved in drilling and blasting operations in either exploration or mine based positions.	Yes	Safety Critical
9	<b>Rail - Around the Track Personnel (ATTP)</b>	All rail personnel who may operate in an uncontrolled environment and maybe at risk from moving rolling stock. <i>*Do not drive or operate Rolling Stock* No High rail or Track Machine Operation.</i>	No	Rail - Cat 3
10	<b>Rail – Maintenance, Wayside, Track and Signals</b>	All rail certified personnel who provide maintenance and repairs on track, including points, solar panels and signalling equipment. <i>*Do not drive or operate Rolling Stock* No High rail or Track Machine Operation.</i>	No	Rail - Cat 3
11	<b>Rail – Operations Personnel and Controllers</b>	Personnel involved in the inspection and operation of rolling stock, including locomotives, Track Machines and Hi rails.	Yes	Rail - Cat 1
12	<b>Remote Operations Centre Controllers</b>	All Remote Operations Centre Controllers on shift work rosters	Yes	Mining - Safety Critical Rail – Cat 2
13	<b>Emergency Response Personnel</b>	All Emergency Management Officers and members of Emergency Response Teams	Yes	Safety Critical

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### Appendix 3 - Rail Medical Categories

Any role that is required to operate a track machine or hi rail requires a Cat 1 rail medical

Position Name	Rail Medical Category	Comments
Administrator & Business Support Port & Rail	Base Medical or non-Safety Critical	
Advisor Rail Safe Working	3	
Advisor Track Inspector	1	
Coordinator Rail Operations	1	
Engineer Civil	3	
Engineer Track & Civil	3	
Engineer Track Condition Monitoring	3	
Head of Rail Operations	3	
Maintainer Communications	1	Hi rail use
Maintainer Fitter	1	
Maintainer Locomotive Electrical	1	
Maintainer Locomotive Mechanical	1	
Maintainer Rail Bound Plant	1	
Maintainer Signals	1	Hi rail use
Maintainer Wagon Mechanical	1	
Manager IT Program	3	
Manager Rail Engineering and Maintenance	3	
Manager Rail Operations	3	
Scheduler Train Control	2	
Specialist Engineer Electrical	3	
Specialist Engineer Mechanical	3	
Specialist Engineer Signals & Comms	3	
Specialist Rail Operations	3	
Superintendent Locomotive & Wagon Maintenance	3	
Superintendent Rail Engineering	3	
Superintendent Rail Operations	3	
Superintendent Rail Safe Working	3	
Superintendent Signals and Communication	3	
Superintendent Track & Civil Delivery	3	
Superintendent Train Control	3	
Supervisor Civil	3	
Supervisor Communications	1	Hi rail use
Supervisor Locomotive Maintenance	1	
Supervisor Rail Bound Plant	1	
Supervisor Rail Operations	1	
Supervisor Signals	3	
Supervisor Track Delivery	3	

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Position Name	Rail Medical Category	Comments
Supervisor Wagon Maintenance	3	
Technician Track Maintenance	1	Driving Hi rail and Track Machine
Technician Track Maintenance	3	Not Driving Hi rail and Track Machine
Technician Track Welder	3	
Trainee Maintainer Communications	3	
Trainee Scheduler Train Control	2	
Trainers	1	
Port, Mine or ROC controllers	2	

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