


Petroleum	Health, Safety & Environment Management System Medical Assessment Procedure	
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PETROLEUM CSG


HSE MANAGEMENT SYSTEM PROCEDURE

MEDICAL ASSESSMENT PROCEDURE

Petroleum HSEC Procedure No: PP06.01	
Reference: HSE Management Standard 6 - Health and Hygiene	
Date: July 1, 2008	Revision: 0
Originator: Tricia Payne, Occupational Health Global Practice Leader	
Approver: Dave Banks, Vice President HSE	Signature On File

TABLE OF CONTENTS

1.0	PURPOSE.....	3
2.0	SCOPE.....	3
3.0	REFERENCES.....	4
4.0	DEFINITIONS	5
5.0	PROCEDURE	6
5.1	Background	6
5.2	Privacy and Confidentiality	7
5.3	Consent.....	7
5.4	Preferred Provider Clinics.....	7
5.5	Medical Assessments.....	8
5.6	Documentation	10
5.7	Frequency of Assessment	11
5.8	Accommodation / Waivers	12
5.9	Exemption from a Medical Assessment	12
6.0	RESPONSIBILITIES.....	13
6.1	Personnel.....	13
6.2	Human Resources.....	13
6.3	Senior Line Managers.....	14
6.4	HSE.....	14
6.5	Company Medical Director.....	15
6.6	Company Occupational Health Nurse.....	15
6.7	Occupational Physicians / Preferred Provider Clinics (external).....	16
6.8	Contract Sponsors.....	16
6.9	Contractors.....	17
7.0	RECORDS	17
8.0	UPDATES TO THIS DOCUMENT	17
9.0	ATTACHMENTS.....	17
9.1	Medical Assessment Components.....	18

Petroleum	Health, Safety & Environment Management System Medical Assessment Procedure	
------------------	--	---

1.0 PURPOSE

The purpose of this document is to:


- Provide information and guidance to Employees and Managers on the implementation of the medical assessment program within BHP Billiton Petroleum
- Ensure that the medical assessment program is conducted in a consistent manner throughout BHP Billiton Petroleum
- Ensure the medical assessment program meets Corporate, industry and legislative requirements as a minimum
- Outline the types of medical assessments that are to be conducted to establish fitness for work

2.0 SCOPE

This procedure applies to all BHP Billiton Petroleum's employees and contractors involved in controlled activities. All personnel whose job requirements subject them to health or safety risks due to either occupational or environmental exposure or both, who work in remote locations or who travel will be required to participate in the medical assessment program.

This procedure shall be implemented in compliance with all applicable laws, including but not limited to, privacy and worker's 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 shall be deemed modified to the extent necessary to comply with such laws and regulations and shall be modified in writing as soon as possible after such inconsistency becomes known to BHP Billiton Petroleum. The persons who have responsibilities for implementation of this Procedure shall not be required or expected to engage in any activity which is contrary to applicable laws and regulations. Persons who have responsibilities for implementation of this Procedure shall strictly adhere to this Procedure and shall not undertake to engage in activities 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.

PP06.01	CONTROLLED DOCUMENT Page 3 of 18 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</small>	Rev. 0
---------	--	--------

Petroleum	Health, Safety & Environment Management System Medical Assessment Procedure	
------------------	--	---

3.0 REFERENCES

[BHP Billiton Fit for Work / Fit for Life Guideline 34 – Medical Assessment](#)

[BHP Billiton HSEC Guideline No G12, Hearing Conservation](#)

[BHP Billiton HSEC Guideline No G13, Health Surveillance](#)

[BHP Billiton HSEC Guideline No G25, Medical Preparation for International Movement of Employees and Dependents](#)

[BHP Billiton HSEC Guideline No G29, Respiratory Protection Program](#)

[BHP Billiton Petroleum Procedure PP06.02 – Injury / Illness Case Management](#)

[BHP Billiton Petroleum Form PF06.01, Certificate of Medical Fitness](#)

[BHP Billiton Petroleum Form PF06.11, Respiratory Medical Evaluation](#)

[BHP Billiton Petroleum Form PF06.12, Physical Examination Record](#)

[BHP Billiton Petroleum Form, PF06.14 Medical Exemption Authorization](#)

[BHP Billiton Petroleum Form, PF06.15 Medical History](#)

[BHP Billiton Petroleum Form, PF06.16 Audiometric Test](#)


[BHP Billiton Petroleum Form, PF06.17 Medical Respirator Recommendation](#)

[BHP Billiton Petroleum Form, PF06.18 Medical Referral Clearance](#)

[BHP Billiton Petroleum Form, PF06.19 Authorization for Disclosure of Medical Information](#)

[BHP Billiton Petroleum Form, PF06.20 Medical Declaration](#)


PP06.01	CONTROLLED DOCUMENT Page 4 of 18 Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at <u>HSE Portal</u>	Rev. 0
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Petroleum	Health, Safety & Environment Management System Medical Assessment Procedure	 bhpbilliton
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4.0 DEFINITIONS

Accommodation	An accommodation is a request made by a candidate / employee asking BHP Billiton Petroleum to make provisions so that he/she can perform the essential functions of the position
Company	BHP Billiton Petroleum
Exemption	A medical exemption may be granted in exceptional circumstances to allow an individual to travel offshore or work remotely without a current medical certificate. This is subject to Senior Line Manager approval
GSAP Health	Corporate database for employees' medical information
GTMS	Global Travel Management System
HSE	Health, Safety and Environment
International Assignee	Expatriates on long term relocation or secondment to overseas destination
Medical Director	Petroleum appointed physician, based in Houston with responsibility for oversight of all medical programs and procedures
OHN	Occupational Health Nurse
Occupational Physician	External Doctor who specialises in the treatment of occupational injuries and illnesses
Operational Unit	In countries where production has been established, the Operational Unit is the Production Unit. In all other cases, it is the Operational Unit (Exploration, Project, Drilling) responsible for the operations.
OSHA	Department of Occupational Safety and Health Administration in the United States
Preferred Provider	A medical facility that has been assessed and approved by the Petroleum Medical Director. This list is maintained by the Occupational Health Global Practice Leader
Senior Line Manager	Production Unit Manager, Worldwide Drilling Manager, Project Director, Exploration Manager
“Shall” or “Must”	Means a mandatory requirement
Should	Means a guideline which is strongly recommended
Waiver	A waiver is a request made by a candidate / employee asking BHP Billiton Petroleum to forgo a medical standard(s)

PP06.01	CONTROLLED DOCUMENT Page 5 of 18 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</small>	Rev. 0
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<p>Petroleum</p>	<p align="center">Health, Safety & Environment Management System</p> <p align="center">Medical Assessment Procedure</p>	
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5.0 PROCEDURE

Medical assessments are conducted to ensure that individuals are fit for the specific jobs they undertake. Fitness for work means that employees are physically and mentally able to perform the essential functions of the job. Medical assessments may, when appropriate, be used to identify health risks and minimise the consequences and severity of a work related illness or injury.


BHP Billiton Petroleum is committed to ensuring that candidates and existing employees are not discriminated against because of a medical condition or disability that would otherwise not affect their ability to perform the duties of that position.

5.1 Background

The combination of occupational and environmental exposures across Petroleum operations drives the need for personnel to be medically fit to work. The relevance of medical assessments to Company employees is 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 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 undertake regular air travel or travel by air or marine vessel to reach a work location; and
- Individuals may be required to fill expatriate positions in countries with limited medical facilities, severe climatic conditions and communicable diseases.

<p>PP06.01</p>	<p align="center">CONTROLLED DOCUMENT</p> <p align="center">Page 6 of 18</p> <p align="center">Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</p>	<p align="center">Rev. 0</p>
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Petroleum	Health, Safety & Environment Management System Medical Assessment Procedure	 bhpbilliton
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5.2 Privacy and Confidentiality

Any personal medical information obtained by the Company is strictly confidential information and shall be managed in accordance with relevant local statutory or regulatory requirements. This requires strict adherence to the following:

- Any personal medical information shall be securely stored with access restricted to qualified medical professionals only; and
- Information contained in the medical documentation shall 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 PF06.19 Authorization for Disclosure of Medical Information).

5.3 Consent

The consent given by the subject individual prior to receiving the medical assessment shall include statements which address:

- The authenticity of the information supplied by the individual;
- Communication permission between the assessing Occupational Physician and the nominated Company Medical Director / Nurse
- The permission for the assessing Occupational Physician to examine the individual and to perform the necessary testing procedures required (including drug and alcohol testing); and
- The release of the medical assessment results to the Company as outlined


If an individual refuses to sign the consent form, this may result in refusal to hire or disciplinary action.

5.4 Preferred Provider Clinics

A network of occupational medicine clinics and travel health centres shall be identified by the Operational Unit and approved by the Occupational Health Global Practice Leader. All medical assessments for Company employees shall be conducted by the preferred providers.

Company HSE Advisors may coordinate an evaluation of the nominated clinics to ensure they are capable to perform the medical assessment to Company standards. Each clinic

PP06.01	CONTROLLED DOCUMENT Page 7 of 18 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</small>	Rev. 0
---------	--	--------

Petroleum	Health, Safety & Environment Management System Medical Assessment Procedure	
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shall be subject to an audit by the Company Medical Director or designate to ensure Company standards are maintained.

5.5 Medical Assessments

The following categories of medical assessment have been established to safeguard the health of personnel whose work may subject them or others to health or safety risks due to occupational or environmental exposure or demands.

All personnel shall be assessed using the Medical Assessment Components in Attachment 9.1. For contractor personnel, the medical assessment shall be performed to a standard that meets or exceeds the requirements of this procedure.

5.5.1 Site Based Medical Assessments

All personnel working at Operational Sites shall satisfactorily undergo a medical assessment that meets or exceeds the testing requirements of Attachment 9.1.


5.5.2 Regulatory Medical Assessment

In some jurisdictions, medical assessments are required by regulation or industry standard, such as:

- Australian Maritime Safety Authority medical inspection of seaman (Marine Orders Part 9 – Appendix 2); and/or
- American Petroleum Institute Recommended Practice (API RP) physical examinations for Gulf of Mexico Crane Operators;
- Oil and Gas UK fitness for work assessments (only applicable to UK,);
- Unites States Coast Guard (USCG) physical examinations for Merchant Mariners (46 CFR Ch. I – Part 10 Title 46);
- Foreign country medical assessments for Visa approval purposes

In these jurisdictions, and any others that have specific medical assessment requirements, the local requirements shall be met in addition to those required by this procedure.

PP06.01	CONTROLLED DOCUMENT Page 8 of 18 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</small>	Rev. 0
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<p>Petroleum</p>	<p align="center">Health, Safety & Environment Management System</p> <p align="center">Medical Assessment Procedure</p>	
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5.5.3 Exposure Related Assessments

Exposure related medical assessments are performed to establish a baseline for comparison with future assessments. Where possible, personnel shall undergo job/location specific exposure related assessments (e.g. audiogram) as part of their comprehensive medical assessment.

Exposure related assessments are often outlined in local legislation (e.g. OSHA mandated) and typically include:

- Audiometric testing to comply with hearing conservation program;
- Biological monitoring for chemical exposures;
- Chest X-rays for asbestosis and silicosis; and/or
- Pulmonary function testing for respiratory system assessment.


Exposure-related risks shall be identified on the Operation HSE risk register. Where there is risk of routine exposure to chemicals, dust, vapours, noise and other potentially harmful agents, personnel shall 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 local legislation, if such legislation exists.

5.5.4 Post-Injury/Illness Medical Assessment

In cases of absence due to work or non-work related injury or illness that could result in potential aggravation or affect an individual's ability to safely and efficiently perform the essential functions of the job, an individual may be required to undergo a medical assessment.

In cases of non-work related events, an individual may be requested to submit acceptable documentation indicating that he/she is able to return to work with or without limitations signed by a qualified physician. It is the individual's responsibility to immediately advise their Supervisor/Manager or HSE Advisor if he/she is unable to perform his/her job duties as a result of a non-work related injury or illness and discuss the requirement for a return to work assessment. The Supervisor / Manager shall consult the OHN / Occupational Physician regarding the need for acceptable documentation verifying no limitations.

<p>PP06.01</p>	<p align="center">CONTROLLED DOCUMENT</p> <p align="center">Page 9 of 18</p> <p align="center">Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</p>	<p align="center">Rev. 0</p>
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<p>Petroleum</p>	<p align="center">Health, Safety & Environment Management System</p> <p align="center">Medical Assessment Procedure</p>	
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5.5.5 Travel Medical Assessment

Personnel who are required to travel on international flights or to countries designated as high-risk or remote with limited medical facilities and communicable diseases shall arrange a medical assessment with a preferred provider clinic.

For all international travel, personnel shall contact the designated Company Occupational Health Nurse / Occupational Physician and arrange for a travel health consultation, which shall include country-specific advice, global health assist information, deep vein thrombosis education, vaccinations and travel kits if appropriate.

5.5.6 International Assignees

The Corporate Care Program ensures thorough medical and health preparation for employees and families relocating on company business. The employee shall contact the Human Resources department for advice regarding appropriate medical assessment.

International SOS shall direct the employee / family to a preferred provider for medical assessment and destination specific travel health preparation. Following the completion of assessment, all relevant documentation shall be provided to International SOS in a confidential manner.

5.6 Documentation

5.6.1 Certificate of Medical Fitness


A Certificate of Medical Fitness shall be required prior to mobilisation to site for all personnel.

The examining Occupational Physician shall follow Attachment 9.1. Before a Certificate of Medical Fitness is issued, the results of diagnostic procedures and laboratory tests shall be gathered and assessed.

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

- Fit for Duty, where the individual meets the Company medical standards and functional requirements of the position; or

<p>PP06.01</p>	<p align="center">CONTROLLED DOCUMENT</p> <p align="center">Page 10 of 18</p> <p align="center">Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</p>	<p align="center">Rev. 0</p>
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Petroleum	Health, Safety & Environment Management System Medical Assessment Procedure	 bhpbilliton
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- Unfit for Duty, where the individual does not meet the Company medical standards and functional requirements for the safe and efficient performance of the duties of the position; or
- Fit for Duty subject to Restrictions.

Fit for duty means that the individual has no medical impediment to performing their job and, as long as his/her health remains unchanged in the interim, will not have to undertake any further medical assessments until his/her next scheduled medical assessment.

If the employee is considered 'unfit for duty' or 'fit for duty subject to restrictions' by the examining occupational physician, the individual shall be placed on medical hold status until the Company Medical Director reviews the assessment. The Occupational Physician shall send the results to the Company Medical Director via Houston Health Services for review (email: BHPHOUHealthServices@bhpbilliton.com). The Company Medical Director shall review the clinical information and incorporate his knowledge of the essential job functions and work environment. An assessment shall be made on a case-by-case basis to determine the individual's ability to meet the job requirements. The Company Medical Director shall consult with the examining Occupational Physician and will make a final determination on fitness for work.

5.6.2 Medical Declaration Form


A Medical Declaration Form (PF06.20) shall be completed by personnel to highlight allergies and other conditions that may be useful during medical emergencies. The information on the Medical Declaration form is strictly confidential and shall only be submitted to the site Medic prior to / upon mobilisation.

5.7 Frequency of Assessment

A standard medical assessment shall be performed every two (2) years. However, the examining Occupational Physician may require that the medical assessment be done on a more frequent basis. The validity of the medical assessment shall be noted on the Certificate of Medical Fitness. Where legislative requirements state the need for more frequent medical assessment (e.g. Australian Maritime Safety Authority), the operation shall meet these requirements.

In cases of injury / illness; change in job assignment; or change in occupational exposure, an individual may be required to undergo medical assessment to determine if they are able to safely perform essential job functions.

PP06.01	CONTROLLED DOCUMENT Page 11 of 18 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</small>	Rev. 0
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<p>Petroleum</p>	<p align="center"> Health, Safety & Environment Management System Medical Assessment Procedure </p>	
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5.8 Accommodation / Waivers

If it is determined that the individual is not fit for work, there will be four (4) options available to address the finding:

- (1) Accept the medical finding and take appropriate corrective action (e.g. does not meet the vision standard – obtain prescription or upgrade current prescription); or
- (2) Request for a waiver of the specific medical standard(s), if appropriate; or
- (3) Request provision for a restriction of duty that will allow performance of the essential functions of the position, if appropriate; or
- (4) Request a disability retirement (employees only). If an employee chooses to apply for disability retirement, they shall be directed to Human Resources for further information.

When a request for a waiver or restriction is made, the decision to grant (or deny) shall be dealt with on a case-by-case basis by the Company Medical Director / Occupational Health Nurse / Occupational Physician in consultation with Human Resources and the relevant Senior Line Manager.


Until an individual has been fully cleared, he/she shall not travel internationally, offshore or perform duties in a hazardous environment until the finding is resolved and approval is given by the Company Medical Director.

5.9 Exemption from a Medical Assessment

On rare occasions, there may be a requirement for an individual to travel or to go offshore 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). In these cases, the individual will require a Medical Exemption Authorization Form to be completed, signed and approved by the Senior Line Manager.

The Medical Exemption Authorization form shall be completed by the individual and indicate that he/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 shall not receive permission to travel offshore or visit the remote site. The Senior Line Manager has the authority to deny a one-off visit to any individual.

<p>PP06.01</p>	<p align="center"> CONTROLLED DOCUMENT Page 12 of 18 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</small> </p>	<p align="center">Rev. 0</p>
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<p>Petroleum</p>	<p align="center">Health, Safety & Environment Management System</p> <p align="center">Medical Assessment Procedure</p>	
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6.0 RESPONSIBILITIES

6.1 Personnel

Personnel (including new hires) shall:


- Attend a medical assessment if any of the criteria outlined in Section 5.5 are applicable to their job;
- Take all reasonable steps to maintain a valid certificate of medical fitness;
- Provide open and honest information during the medical assessment, especially personal and family medical history;
- Report any physical / mental condition that would / could adversely affect job performance;
- Sign consent for the release of medical information to Company Occupational Physician / Nurse / Medical Director;
- Complete a Medical Declaration form prior to mobilisation to site;
- Wear / use provided personal protective equipment; and
- Maintain a copy of the certificate of medical fitness from the assessing Occupational Physician.

6.2 Human Resources

Human Resources shall:

- Ensure candidates and new hires required to travel internationally or offshore, or work in remote onshore locations undergo a medical assessment through a preferred provider clinic as a condition of employment;
- Schedule appointments with preferred provider clinics for pre-employment / pre-placement medical assessment;
- Ensure candidates applying for a position with the Company are not discriminated against because of a medical condition or disability that would otherwise not affect his or her ability to perform the duties of that position;
- Work with HSE to define the requirements of the job in individual position descriptions, taking into account the frequency and duration of offshore visits, environment, physical exposures and significant health and safety risks due to occupational / environmental exposure or demands;
- Liaise with Company Occupational Health Nurse / Occupational Physician to identify alternative providers if the approved clinics are not practical;
- Maintain confidentiality of workers compensation records containing claim correspondence, medical records, payment records; and

<p>PP06.01</p>	<p align="center">CONTROLLED DOCUMENT</p> <p align="center">Page 13 of 18</p> <p align="center">Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</p>	<p align="center">Rev. 0</p>
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Petroleum	Health, Safety & Environment Management System Medical Assessment Procedure	 bhpbilliton
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- Consult with line management where waivers and/or accommodations are requested. Services of the Company Occupational Health Nurse / Medical Director / Occupational Physician are available to assist in making decisions related to the specific medical issues.

6.3 Senior Line Managers

Senior Line Managers shall:


- Fund and implement the medical assessment procedure within their respective operations;
- Ensure that line managers are aware of and comply with the medical assessment procedure;
- Liaise with HR where individuals have requested waivers or accommodations;
- Educate personnel on the requirements of the medical assessment program;
- Ensure that personnel are fit for duty with current certificates of medical fitness;
- Notify personnel of the requirement to have a medical assessment when needed;
- Authorize any requests for Medical Exemption; and
- Ensure contracts applicable to their operations contain requirements for compliance with BHP Billiton Petroleum HSEC policies, standards and procedures.

6.4 HSE

The responsible HSE team shall:

- Monitor the effectiveness and implementation of the medical assessment procedure;
- Ensure adequate records are maintained and monitoring / auditing the program;
- Identify and assess occupational medicine clinics to perform medical assessment;
- Ensure that the Occupational Health Nurse / Occupational Physician have access to Corporate Fit for Work / Fit for Life guidelines and other relevant information (e.g. travel guidelines).

PP06.01	CONTROLLED DOCUMENT Page 14 of 18 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</small>	Rev. 0
---------	---	--------

Petroleum	Health, Safety & Environment Management System Medical Assessment Procedure	
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6.5 Company Medical Director

The Company Medical Director, based in Houston, shall:


- 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;
- Provide medical direction to medical personnel (nurses, paramedics, etc.) who are providing services for the Company;
- Assist in the determination of standards for fitness for work for certain job positions;
- Maintain a working knowledge of the duties, physical requirements and medical standards for positions covered by this program;
- Review the suitability of fitness for work for Company employees placed on medical hold by the examining Occupational Physician; and
- Coordinate with doctors, clinics, and other medical providers who assess, refer, and treat Company personnel.

6.6 Company Occupational Health Nurse

The Company Occupational Health Nurse, based in Houston shall:

- Provide information to the approved Occupational Medicine Clinics on Company standards for medical assessment (this role may also be satisfied by the HSE Team);
- Schedule appointments with preferred provider clinics for US based employees;
- Coordinate and track the flow of information / forms between the Occupational Physician, Company Medical Director, Human Resources (HR) and employees;
- Maintain the GSAP Occupational Health database for management of medical records to track the cycle of medical assessments and to notify individuals when medicals are due;
- Ensure GSAP Occupational Health is configured to provide sufficient notice to appropriate personnel when medical assessments are required;
- Conduct drug and alcohol collection and/or screening;
- Provide travel consultation for Houston-based employees;
- Liaise with Company Medical Director on fitness for work issues and Company medical assessment standards; and

PP06.01	CONTROLLED DOCUMENT Page 15 of 18 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</small>	Rev. 0
---------	---	--------

Petroleum	Health, Safety & Environment Management System Medical Assessment Procedure	
------------------	--	---

- Receive and maintain the certificate of medical fitness from the assessing Occupational Physician for US based employees.

6.7 Occupational Physicians / Preferred Provider Clinics (external)

Occupational Physicians and other health service providers that are selected by the Company to conduct medical assessment shall:


- Ensure availability of services and testing equipment to conduct medical assessments;
- Conduct medical assessments in line with Company standards and legislative requirements;
- Issue the Certificates of Medical Fitness to appropriate personnel;
- Forward copies of all employee medical records to the Company Occupational Health Nurse (US based employees only);
- For BHP Billiton Petroleum (Australia) marine personnel, forward medical records and a copy of the Certificate of Medical Fitness to Australian Maritime Safety Authority;
- For BHP Billiton Petroleum (Americas) marine personnel, 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 for employees and storing these in accordance with record retention times stipulated by local legislation; and
- Ensure BHP Billiton corporate travel guidelines are followed when administering travel medicine.

6.8 Contract Sponsors

Contract Sponsors are responsible for:

- Ensuring Contractors provide a valid certificate of medical fitness prior to mobilization to the designated local person.

PP06.01	CONTROLLED DOCUMENT Page 16 of 18 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</small>	Rev. 0
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<p>Petroleum</p>	<p align="center">Health, Safety & Environment Management System</p> <p align="center">Medical Assessment Procedure</p>	
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6.9 Contractors

Contractors shall:

- Ensure their personnel undergo medical assessment to a standard that meets or exceeds the requirements of this procedure;
- Produce documented evidence of a current Certificate of Medical Fitness for their personnel, as requested by Company;
- Complete the Medical Declaration form prior to / upon mobilisation; and
- Maintain copies of contractors' personnel medical certificates.

7.0 RECORDS

Each responsible Operational Unit shall schedule and track medical assessments for their respective operations.

The following records shall be maintained as evidence of compliance with this procedure.

- Physical job description outlining the essential functions of the job
- A valid certificate of medical fitness
- Audiometric test results
- Respiratory medical recommendation for fit testing (US only)
- Travel vaccination records
- Tracking database such as GSAP Occupational Health, Online Personnel Management Systems, GTMS


8.0 UPDATES TO THIS DOCUMENT

This is a Petroleum HSE Controlled Document. Requests for updates to Petroleum HSE Controlled Documents shall be documented on the Petroleum HSE Document – Update Request Form and sent to the **Petroleum HSE Systems Support** email in the GAL.

9.0 ATTACHMENTS

9.1 – Medical Assessment Components

<p>PP06.01</p>	<p align="center">CONTROLLED DOCUMENT</p> <p align="center">Page 17 of 18</p> <p align="center">Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</p>	<p align="center">Rev. 0</p>
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Petroleum	Health, Safety & Environment Management System Medical Assessment Procedure	 bhpbilliton
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9.1 Medical Assessment Components

All personnel shall be assessed according to the components detailed below. Any additional examinations / tests for employees will require prior authorization by the BHP Billiton Petroleum Medical Director.

Exam content	
Components	Forms/Special Instructions
Medical History	<i>Medical History Questionnaire (PF06.15)</i>
Physical Exam	<i>Physical Examination Record Form (PF06.12)</i>
Vision Test - Visual acuity (Distance and Near), depth perception, color and peripheral fields	<i>Passing, 20/40 both eyes or better</i>
Audiogram*	<i>Audiometric Test Form (PF06.16) Certified sound proof booth</i>
Pulmonary Function Test - Spirometry	<i>FVC, FEV1</i>
Blood Chemistry, including Liver function tests - CBC with differential and platelet count - Lipid profile - Blood type (ABO) – if blood type unknown	
Urinalysis (Dipstick)	
ECG – Resting	
Chest X-ray PA if clinically indicated	<i>Requires prior authorization by BHPB nurse / Medical Director</i>
Immunization Review – check up to date status	<i>Diphtheria/Tetanus/Pertussis – all employees- recommended then Tetanus/Diphtheria subsequent 10 years thereafter Twinrix (Hepatitis A & B)</i>
Ova & Parasites - Food handlers	<i>Requires prior authorization by BHPB nurse / Medical Director</i>
Respirator Clearance Baseline questionnaire Periodic questionnaire - annual	<i>Respiratory Medical Evaluation Questionnaire (PF06.11) Medical Respirator Recommendation Form (PF06.17)</i>
Drug Screen (Pre-placement only)**	<i>Split collection procedures; use BHPB Chain of Custody Form</i>
Crane Operator	<i>See Criteria Below</i>
Doctor's Certificate of Fitness for Work	<i>Requires Certificate of Medical Fitness (PF06.01)</i>

* Annual audiogram to be conducted, if subject to Hearing Conservation Program.

**May be required as part of an exam in a reasonable suspicion/for cause or post-accident event.

Exam Frequency: Initial – Pre-Placement
Periodic – Every 2 years, or more frequently if medically indicated

Crane Operators: The following standards are required for crane operators in the US.
(Reference: API Recommended Practice, 2D, Fifth Edition, June 2003)

1. Have vision of at least 20/30 Snellen in one eye and 20/50 in the other with or without glasses, depth perception and peripheral visual fields.
2. Ability to distinguish red, green and yellow, regardless of position of colors, if color differentiation is required for crane operation
3. Have hearing, with or without a hearing aid, adequate for the specific operation
4. Have no history of a disabling medical condition, which may be sufficient reason for disqualification

PP06.01	CONTROLLED DOCUMENT Page 18 of 18 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at HSE Portal</small>	Rev. 0
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