

## **A. MANAGEMENT SYSTEMS STANDARDS**

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### **A1. GENERAL OCCUPATIONAL HEALTH SYSTEMS**

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#### **1.0 Scope**

In order to satisfy this Standard, a system must:

- (a) Be documented in a clear and auditable form;
- (b) Be practical;
- (c) Be working effectively; and
- (d) Include procedures for periodic review and revision.

#### **2.0 Legal Requirements**

All regulatory requirements must be met.

- (a) A list of current occupational health regulatory requirements, including external reporting requirements, must be available.
- (b) The list must detail site responsibilities for compliance.
- (c) Local regulatory standards and requirements will take precedence over these (Rio Tinto) Standards, except in those cases where the Rio Tinto Standards provide a more strict standard.

#### **3.0 Minimum requirements: health management system**

3.1 Every Business and site must have an occupational health policy (either separate or integral with safety and/or environment) and an occupational health strategy, consistent with the Rio Tinto statement of business practice, “The way we work”, and the Occupational Health Strategy documents. Both policy and strategy must:

- (a) Address key occupational health issues relevant to the facility’s products and operations;
- (b) Guide the setting of objectives and targets;
- (c) Be endorsed by current management;
- (d) Be subject to regular review;
- (e) Be readily available to employees and contractors;
- (f) Establish the priority of occupational health protection in relation to other business goals; and
- (g) Ensure that occupational health/hygiene responsibilities and accountabilities are defined, designated, documented and communicated.

3.2 As part of the Annual Management Plan, every Business and site must have in place an occupational health improvement action plan for preventing all new occupational illnesses in its operations. This plan must:

- (a) Be integrated into operational planning and procedures, such that adequate resources are allocated and performance is monitored; and
- (b) Cover objectives, responsibilities, timing, priorities, deliverables and resources.

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- 3.3 Every employee must have:
- (a) Targets setting out how they are expected to contribute to the occupational health improvement action plan;
  - (b) A formal meeting at least once a year with their immediate manager in which these targets are agreed and documented; and
  - (c) A formal meeting at least once a year with their immediate manager in which their performance against targets is reviewed and an appropriate action plan agreed and documented.
- 3.4 Priority site occupational health issues must be addressed and documented in site work procedures. These must be available to all employees and contractors, and inform them of their occupational health responsibilities.
- 3.5 There must be in place a system for identifying and correcting inadequate occupational health performance. Consistent with local medical confidentiality laws, incidents and health anomalies must be recorded and analysed.

### **4.0 Minimum requirements: work systems that do not compromise health**

- 4.1 There must be a system to minimise exposure to hazardous substances, physical agents and activities.\* The system must be based on risk assessment and ensure that effective controls exist for hazardous activities.
- 4.2 There must be a system for ensuring that employees are trained and equipped to carry out their work according to applicable work procedures that minimise exposure to hazards, and that their understanding and capability of this has been evaluated. Requirements for avoiding or minimising occupational health risks must be integrated into skills training.
- 4.3 All plant and equipment must be designed, operated and maintained throughout life so as to minimise adverse health exposures.
- 4.4 Each Business and site must have an audit system consistent with the Group HSE Policy and Objectives, and guidelines, to verify conformance with these standards.

### **5.0 Minimum requirements: health organisation and communication system**

- 5.1 There must be an occupational health organisation structure with the following elements:
- (a) A management coordination role must be designated for occupational health, with clearly defined accountabilities;
  - (b) A committee that supports line management in developing and overseeing the occupational health and safety (OH&S) improvement action plans;
  - (c) A structure of divisional and/or departmental committees which ensures occupational health coverage of all areas of the operation; and
  - (d) A system to promote OH&S awareness.

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\* Note that detailed information is provided in the *Rio Tinto Hazard Management Guidelines* document.

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- 5.2 All Businesses must have access to the services of a medical adviser and an occupational (or industrial) hygiene adviser. A system to ensure their knowledge remains current is required.
- 5.3 There must be an induction process for new employees and contractors addressing possible occupational health issues. Understanding of their awareness must be evaluated.
- 5.4 An annual summary of occupational hygiene and medical monitoring results must be maintained for all areas where a risk assessment has indicated the need for those investigations. As a minimum the occupational hygiene summary must include the mean and 95 percentile results for each exposure group, the appropriate exposure limits against which to judge these results and a summary of the effectiveness of any work during the year to reduce exposures. As a minimum the medical monitoring summary must summarise, without identifying individuals, the monitoring results and draw attention to any new cases of illness or adverse trends.
- 5.5 There must be a system for encouraging, collecting, evaluating, documenting, archiving and (as appropriate) implementing suggestions relating to occupational health issues. Occupational health effects and complaints must be analysed to identify causes and any necessary corrective actions.
- 5.6 There must be a system for ensuring that relevant incidents or hazardous conditions, which have been reported by other operations on the Rio Tinto Intranet Web Site, are communicated internally.

### **6.0 Minimum requirements: change management**

Every Business must have in place a system for ensuring that change does not cause injury or illness to people, as per the Rio Tinto Safety Standard for Change Management. There must be established procedures for alerting personnel to changes in processes.

### **7.0 Minimum requirements: contractor health management**

As per the Rio Tinto Safety Standard for Contractor Management, contractors fall into three categories. Rules that apply to each of these contractor categories are as in the Safety Standard.

- 7.1 Occupational health performance, where available and where consistent with local medical confidentiality laws, must be taken into account when selecting contractors. Standard occupational health clauses pertinent to site-specific high-risk hazards must be included in consultancy agreements and contracts.
- 7.2 An assessment must be made of the occupational health risks for each contract. Where the assessment concludes that occupational health risk could occur, arrangements must be agreed with the contractor for their management. The management of occupational health risks must comply with these standards.