

## Group Standard

### H4 - Fitness for work in safety critical jobs

Group standard	Title: <b>Fitness for work in safety critical jobs</b>			
	Function: <b>Health, Safety, Environment and Communities (HSEC)</b>			
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Owner: <b>Global head of Health, Safety, Environment and Communities</b>		Approver: <b>Executive Committee</b>		Target Audience: <b>All Rio Tinto staff and each Rio Tinto Group business and function</b>
Direct Linkages to other relevant Policies, Standards, Procedures or Guidance notes:  <b>Rio Tinto management system, Health and medical monitoring Group procedure.</b>				
Document purpose:  <b>To support implementation of the Group Occupational Health and Safety policy. It defines the minimum acceptable requirements for behaviours and/or conditions in respect of managing health aspects with the potential for safety impacts associated with fitness for work in safety critical jobs, which, if not met, could materially impact the Group.</b>				

# H4 - Fitness for work in safety critical jobs

## Intent and scope

This standard applies to all Rio Tinto business units and managed operations, through all phases of their lifecycle from exploration through to closure. It covers hazard identification and control to ensure that employees and contractors in safety critical jobs are fit for work. Focus areas include physical health, mental and emotional wellbeing, fatigue and the effects of alcohol and other drugs.

The intent is to:

- Prevent fatalities and other catastrophic consequences by ensuring fitness for work for those that perform safety critical jobs.
- Assist compliance with local legal requirements and industry standards.

This standard is applicable where a risk assessment has identified that reduced fitness for work could contribute to fatalities or other catastrophic consequences.

## Control requirements

Requirements in this standard apply in addition to any defined in the Rio Tinto management system.

### Planning

- 1.1 Reduced fitness for work caused by health conditions and / or exposure to harmful agents must be identified and risk assessed to aid in documenting safety critical jobs.
- 1.2 The medical criteria for fitness for work must be documented and based on an evaluation of the physical and medical requirements for the role.

### Implementation and operation

- 1.3 The fitness for work programme must consider both employees and contractors, to the extent possible by local or regional employment laws. It must include:
  - a) systems for managing fatigue, mental health and reduced personal fitness;
  - b) an alcohol and other drugs (prescription and illegal) policy that includes testing;
  - c) an Employee Assistance Programme (EAP) providing confidential access to resources and counsellors; and
  - d) training and awareness for workers and leaders.
- 1.4 Fatigue management must also consider:
  - a) an assessment of fatigue as a contributing factor in incident investigations;
  - b) the monitoring and control of working hours that includes a call out / overtime procedure to manage fatigue;
  - c) a shift design / roster assessment that takes into account the effect of lack of sleep and/or excessive working hours on worker fatigue;
  - d) the effects of activities carried out during rostered and overtime hours; and
  - e) the impact on sleep cycles of activities such as the time for travelling to and from site.
- 1.5 Prior to travelling to high altitude (above 3000 meters), fitness for work must be assessed by a physician

- 1.6 Fitness for work must also be assessed by a physician prior to commencing work in extreme thermal conditions.

### **Monitoring**

- 1.7 Employees and contractors commencing work in safety critical jobs must have a pre-placement medical examination. This must be followed up by periodic medical examinations, with the frequency and form based on risk assessment and physical demands of the role. Medical examinations must meet the requirements of the Health and medical monitoring Group procedure.
- 1.8 All workers in safety critical jobs must report to their leader any condition that might affect their ability to safely perform their role. A process must be in place for such reports to be reviewed by a competent person to assess the worker's fitness to carry out the work.
- 1.9 The periodic medical examination programme must include:
- a) the identification of risk factors that may impact on fitness for work;
  - b) education and support to maintain health or address identified risk factors; and
  - c) education and support to assist workers regain their fitness for work.