

PETRONAS TECHNICAL STANDARDS

HEALTH, SAFETY AND ENVIRONMENT

GUIDELINE

GUIDELINE ON HEALTH ASSESSMENT FOR FITNESS TO WORK

PTS 60.1501.06

JANUARY 2010



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This new PTS 60.1501.06 GUIDELINE ON HEALTH ASSESSMENT FOR FITNESS TO WORK was developed to guide the evaluation of employee fitness to perform their work in their working environment and specify the minimum requirement to be used in the identification of any medical condition which might adversely affect the ability to work safely and in an efficient manner.

The custodian of this PTS is: Manager - HSE MS, Standards & Regulations, GHSED

Please direct any questions regarding this PTS to the above-mentioned.

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PREFACE

PETRONAS Technical Standards (PTS) publications reflect the views, at the time of publication, of PETRONAS OPU/Divisions.

They are based on the experience acquired during the involvement with the design, construction, operation and maintenance of processing units and facilities. Where appropriate they are based on, or reference is made to, national and international standards and codes of practice.

The objective is to set the recommended standard for good technical practice to be applied by PETRONAS' OPU in oil and gas production facilities, refineries, gas processing plants, chemical plants, marketing facilities or any other such facility, and thereby to achieve maximum technical and economic benefit from standardization.

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FOREWORD

Employees' health is vital to ensure they are physically and mentally capable of doing their assigned jobs, and at the same time not being a health hazard to themselves or others. Towards this, employees' health status should be regularly screened from the time they first join the company until the day they retire.

Health assessments for fitness to work are objective assessments of the health of employees in relation to their jobs and job environment. Consideration should be given to the potential impacts at a person's health on his job as well as the impacts of the job on his health. Additionally, a person's health should also be viewed with regards to its potential impacts on the health and safety of others in the workplace as well its impacts on a company's business and image.

To be useful to the employee and employer and compliance with applicable legislations, all health assessments should be conducted in a structured manner so that they are specific to the working conditions and job requirements.

This **Guideline on Health Assessment for Fitness to Work** serves as guidance for evaluating employees' fitness to perform their work in the respective working environment. It is the minimum requirement to be used in the identification of any medical condition which may adversely affect the employees' ability to work safely and efficiently.

Group HSE Division, PETRONAS

1.0 INTRODUCTION

1.1 OBJECTIVES

This document was developed with the following objectives:

- To provide information and guidance to Employees and Managers on the requirements and procedures on Health Assessment for Fitness to Work within PETRONAS
- To ensure the Fitness to Work Programme is implemented in a structured and consistent manner throughout PETRONAS
- To ensure the Fitness to Work Programme complies with Company, industry and legislative requirements as a minimum

1.2 SCOPE

This Guideline outlines the following:

- Requirements and procedures on the various types of health assessments conducted to establish fitness for work
- Fitness standards for employment of PETRONAS employees
- Requirements and procedures related to selection and appointment of Approved Medical Examiners
- Management of health assessment records
- This Guideline does not cover health assessment requirements for offshore workers, aircrew, marine crew and divers. Please refer to Section 4 - Job Specific Fitness to Work Standards.

1.3 APPLICABILITY

All requirements established in this document shall be applicable to all Employees of PETRONAS worldwide. In locations where local statutory requirements are more stringent, such requirements shall take precedence.

In locations where the local law prohibits any of the requirements stated in this document, the local law shall take precedence.

1.4 RESPONSIBILITY

PETRONAS Group Health Advisor shall be the custodian of this document. He shall be responsible for periodically reviewing and revising/updating its contents and to distribute the revised/updated document to relevant end users.

Operating Unit HSE Managers/HSE Focal Points shall be responsible for communicating the requirements set forth in this document and its revisions to the relevant personnel in their respective Operating Units. They shall also be responsible, where applicable, for modifying the requirements of this Guideline in consultation with PETRONAS Group Health Adviser to suit local statutory requirements.

1.5 REVIEW OF DOCUMENT

This Guideline shall be reviewed every 5 years or as and when deemed necessary. All queries, interpretations, clarifications and proposed amendments shall be addressed in the first instance to the custodian of this Guideline.

1.6 LANGUAGE

In this document, the acronym PETRONAS and the term Company are used interchangeably and refer to PETRONAS Group of Companies. Additionally, the use of the following terms shall carry the following meaning:

SHALL	-	Mandatory action required. Deviation requires PETRONAS Management approval.
SHOULD	-	Preferred action. Deviation requires Operating Unit Management approval.
MAY	-	Recommended action.

1.7 DEFINITIONS AND ABBREVIATIONS

Please refer to Appendix A.

2.0 FITNESS TO WORK PROGRAMME

2.1 INTRODUCTION

Fitness to Work Programme refers to the planning, implementation and monitoring of a systematic approach in the evaluation of employees' personal health in relation to their work and work environment. Its main objective is to ensure employees have adequate access to health assessment facilities and are protected from unacceptable health risks arising from their work and work environment.

Effective Fitness to Work Programme requires clearly defined policy, responsibilities and resource requirements. Its implementation requires collective approach where employees and management are equally responsible to fulfill all the requirements.

This section outlines the requirements of PETRONAS Fitness to Work Programme and covers the following:

- Fitness to work requirements
- Roles and responsibilities
- Resource requirements
- Health assessment guidelines and procedures
- Fitness to work standards

2.2 FITNESS TO WORK REQUIREMENTS

2.2.1 Effective implementation of this programme requires that:

- PETRONAS OPU and HCU Management shall be responsible to ensure the implementation of the programme within their constituents meets the expectations outlined in this Guideline.
- All Employees shall be given adequate access to the programme.
- All Employees shall ensure that he/she is physically and mentally fit for his/her assigned work and work environment
- All Employees shall ensure that his/her health condition does not compromise the health and safety of other employees and/or the safety of the operations at all times.
- All Employees shall undergo the required health assessments as prescribed by PETRONAS.
- Contractors working for PETRONAS shall ensure that their employees working in PETRONAS workplaces are physically and mentally fit for their assigned duties at all times.

2.2.2 Non-compliance

Non-compliance to the above requirements by any Employee shall be construed as a breach of Company rules and regulations and they may be subject to disciplinary action.

Non-compliance by Contractors shall be construed as breach of contractual agreement and should be managed according to existing procedures on such matter.

2.3 ROLES AND RESPONSIBILITIES

The roles and responsibilities of the relevant parties in the implementation of the Fitness to Work programme are as follows:

2.3.1 Operating Unit Management/ Holding Company

- Responsible to plan, implement and monitor the programme
- Responsible to provide the required resources including access to the programme to all Employees
- Responsible to determine health fitness requirement for all jobs in the OPU workplaces and Employees doing these job undergo and pass the required health assessment for the jobs.
- Responsible to make the required updates and reporting to PETRONAS (Group HSE Division) on agreed performance targets and implementation issues

2.3.2 Group HRM Division

- Ensure all new Employees undergo and pass pre-employment health assessment prior to starting their employment with PETRONAS.
- Ensure all Employees for international placement undergo and pass the required health assessment prior to their effective posting date.
- Advice PETRONAS Management (after consultation with GHSED) on the suitability for placement / transfer of any Employee with known fitness to work problem.

2.3.3 Group HSE Division

- Develop and periodically review/ revised the relevant guideline, standards and procedures
- Promote the Fitness to Work Programme implementation among the Operating / Holding Company Unit's Management and Employees.
- Provide guidance and monitor/ review the implementation of the programme Company wide for enhancement as and when required.
- Advice HRM Division and/ or OPU/HCU Management on the suitability of a person for employment and work.

2.3.4 Employees

- Give full cooperation to their Operating Unit management on the implementation of the programme and provide input to improve its implementation.
- Submit to the prescribed health assessment and fully adhere to the procedures.

2.3.5 Approved Medical Examiners

- Performed the required health assessment and determine Employees fitness to work status in accordance to PETRONAS's fitness standards outlined in this Guideline as well as any other instructions that may be given by PETRONAS from time to time.

2.3.6 PETRONAS Health Advisors

- Responsible to provide technical advice and monitor the implementation of the programme
- Where applicable to review health assessment reports and recommend appropriate decision on Employees fitness to work status
- Report to GHSED on the performance of the program being implemented by OPU/HCU within their respective constituent.

3.0 HEALTH ASSESSMENT FOR FITNESS TO WORK

3.1 INTRODUCTION

Health assessment for Fitness to Work is a specific form of assessment on the employee's health to determine his/her physical and mental fitness for his/her assigned job and the job environment.

The following outlines the reasons for, type of and frequency of the health assessment required by this Guideline. This section also details the procedures involved in carrying out the assessments.

3.2 AIM OF HEALTH ASSESSMENT

The aim of health assessment is to determine the fitness of a person to perform his/ her assigned job and to work/live within certain workplace environment. It may also helps to identify health issues useful in the planning of employees' health management programmes.

Health assessment should adhere to the following guiding principles:

- Use appropriate methods to detect relevant health problems which may impact future work
- Performed by a competent, employer designated Approved Medical Examiner in approved facilities
- Maintain employee confidentiality
- Comply with local government legislation and industry standards

3.3 TYPE OF HEALTH ASSESSMENT

The following health assessments are covered by this Guideline:

- Pre-employment Health Assessment
- Pre-placement Health Assessment
- Job-Specific Health Assessment
- Periodic Health Assessment
- 'For cause' Health Assessment

3.3.1 Pre-employment Health Assessment

This assessment is done to evaluate a person's physical and mental suitability for the work he is being employed for. Additionally, it is also used to establish the baseline of the person's general health status and predict the employee's suitability for short or long term employment.

Pre-employment medical assessment should be carried out as close as possible to the actual date of commencement of employment. Assessment done more than 6 months prior to the start of employment should be repeated. Pre-employment Health Assessment is also applicable to all employees employed through manpower Supply Companies.

3.3.2 Pre-placement Health Assessment

Also known as pre-deployment medical assessment, it is performed prior to the employee's deployment into another job and/job location which exposes the employee to a different or higher level of health hazards. Its purpose is to determine the presence of medical conditions that may render the employee not suitable for his new assignment.

For example, an employee who has history of chemical-induced Bronchial Asthma may not be suitable for work where the work environment contains chemicals that may exacerbate his condition.

Deployment that may require pre-placement medical examination includes, but is not limited to, the following:

- Office- based employees deployed to work in plants
- Plant operators deployed to another plant with different hazards (e.g. onshore plant to offshore, refinery to petrochemical plant, etc.)
- Overseas posting

The type of job and work area requiring pre-placement health assessment should be determined by the Operating Unit Management based on the Health Risk Assessment (HRA) done.

Pre-placement medical examination should be carried out as close as possible to the actual date of commencement of deployment. Assessment done more than 6 months prior to the start of employment should be repeated.

3.3.3 Job Specific Health Assessment

Medical examination carried out for employees assigned for specified work. This type of examination imposes additional requirements on the employees over and above those which are specified in the general requirements.

For example, a crane operator requires better visual acuity and normal colour perception compared to an ordinary office worker.

This type of health assessment shall be done within 6 months prior to starting the work. Usually the assessment is only valid for specified period and should be repeated at regular interval to determine the continued suitability of the person medical fitness for the job.

Detailed requirements of this type of medical examination are specified under the standards for such work (refer to Section 4).