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1. Purpose

Queensland Hydro is committed to the health, safety, and wellbeing of all people in the workplace. This procedure is designed to:

- Communicate that all people undertaking work for, or attending a site under the management and control of, Queensland Hydro, must be fit to do so; and
- Communicate the steps that Queensland Hydro will undertake to ensure compliance with this procedure.

2. Scope

This procedure applies to all Queensland Hydro employees, contractors and visitors on Queensland Hydro worksites or completing Queensland Hydro controlled activities. This procedure does not apply to any workplace under the control of a Principal Contractor that is not Queensland Hydro.

3. Health and Safety Management System Requirements

3.1 Contractor's HS Management System

Queensland Hydro is committed to providing a safe, healthy and productive workplace for its employees and contractors and to ensuring the safety of all visitors.

Queensland Hydro recognises that many factors can directly impact a worker's fitness for work, their own health and safety, and the safety of others they work with. These include but are not limited to:

- Non-work-related injuries and medical conditions, including psychological health conditions.
- Fatigue.
- Stress; and
- Alcohol and Drug use.

Every person working with and for Queensland Hydro has a personal responsibility to be fit to undertake the work they are performing and fit to attend the site at which they are working. If a worker believes they are not fit for work they must discuss this with their manager immediately and together determine whether the worker is safe to remain at the workplace on alternative work arrangements or leave the workplace and apply for leave. This procedure supports **HS-PRO-0021 Managing Alcohol and Other Drugs** and **HS-PRO-0006 Fatigue Management**.

4. Categorisation of Role

Detailed aspects of roles, and their ultimate categorisation as Impairment-Sensitive or Non-Impairment-Sensitive, can be found within **HS-PRO-0041 Occupational Job Dictionary** and the Position Description for that role.

Definitions applicable to the above are:

- **Safety-critical role:**

A role in which the function is directly related in some way to the safety of others, or who could seriously impact the safety of others by not performing the job correctly; and/or

Is one where sudden or subtle incapacitation of that individual may compromise their ability to undertake a task defined as essential to safety, thereby posing a significant risk to the health and safety of themselves and others. (Dodman et al. Occup Med 2012: 62 (7) : 480-482.

As a general indication, the following roles are defined as safety critical:

- Persons employed in a role which is Project site-based, either full or part time;
- Persons employed in a role which requires significant amounts of driving for work purposes.

- **Quality-sensitive role:**

A quality-sensitive role is one which requires the person to exercise judgement on behalf of Queensland Hydro, and with the clear potential for significant adverse consequences to Queensland Hydro (for instance, financial consequences, and/or adverse effects on reputation) if judgement is sub-optimal. As a general indication, the following roles are defined as quality-sensitive:

- Queensland Hydro Executive General Managers and CEO;
- Roles at the level of “Head of”; and
- Project Directors and Deputy Project Directors.

- **Safety-critical site:**

These are sites at which there are clear physical hazards (e.g. moving mobile plant, uneven terrain, underground work, etc) and risks of physical injury, and at which it is a self-evident requirement that individuals not be impaired in any way. All Queensland Hydro Project sites are currently defined as safety-critical. Support offices, including Nambour, Imbil, Mackay and Brisbane, are not defined as safety critical sites.

The approach taken regarding Fitness for Work depends on whether the individual’s role is categorised as Impairment-Sensitive or Non-Impairment-Sensitive.

5. Pre-employment medical (PEM) process

All preferred applicants for a role with Queensland Hydro must undergo a pre-employment medical assessment, centred either on an electronic pre-employment medical questionnaire, or an in-person medical assessment; both are administered and managed by the Queensland Hydro occupational health provider. All pre-employment medicals will include a urine drug screen and alcohol breath test. At the completion of the medical assessment, the Queensland Hydro occupational health provider will provide notification to the Queensland Hydro Recruitment lead as to whether the candidate is medically fit for the proposed role, and whether any restrictions or conditions are required.

Where the candidate is residing overseas, a bespoke pre-employment medical process will be developed on a case-by-case basis, considering the country of origin, in consultation with Queensland Hydro’s occupational health provider.

Where a candidate has completed a comparable medical assessment within the previous six months (for example, a Coal Board medical), the medical assessment report can be submitted to Queensland Hydro’s occupational health provider for review. Where the Queensland Hydro Chief Medical Officer deems the report to be comparable in terms of information provided, this may substitute for completing the medical examination, medical history and testing such as audiometry and spirometry. In this event the urine drug screen and alcohol breath test will continue to be undertaken.

Medical records generated from the pre-employment medical process will be stored securely and confidentially by the Queensland Hydro occupational health provider, and the only information that will come back to Queensland Hydro is the notification related to fitness for the proposed role. Queensland Hydro do not receive a copy of the medical assessment report completed by the occupational health provider.

Should a candidate wish to obtain a copy of their medical assessment, they will be directed to the Queensland Hydro occupational health provider whose processes need to be followed.

5.1 Impairment – sensitive roles

The pre-employment medical assessment requires in-person attendance at a clinic of the Queensland Hydro occupational health provider, for a face-to-face pre-employment medical which will include a comprehensive medical history, comprehensive medical examination, a urine drug screen and alcohol breath test and any additional testing required.

5.2 Impairment – sensitive roles

The pre-employment medical assessment will consist of completion of an electronic medical questionnaire, a urine drug screen and alcohol breath test, followed by any necessary follow-up or additional testing as considered necessary based on responses. All aspects of this are undertaken by the Queensland Hydro occupational health provider.

5.3 Overseas recruitment

The process for PEM for overseas candidates depends on a number of factors including the country of origin and the role the candidate is being recruited for. Recruitment and Health and Safety will work together to determine the optimal process for each individual candidate.

6. Health Monitoring Programs

When hazards exist in a work environment for which health monitoring programs are required, these will be set up and managed by the Queensland Hydro Health and Wellbeing Manager.

Examples of such programs are:

- A Hearing Conservation Program for those exposed to noise, which includes regular audiometric testing;
- A Respiratory Health Monitoring Program for those exposed to respirable hazards, which includes regular lung function testing (e.g. silica, dust);
- A Skin Check program for those working outdoors and exposed to the sun.

In situations in which these hazards are faced by contractors, Queensland Hydro will assure that the contracting company engaged to complete the tasks has appropriate programs in place.

For further detail refer to **HS-PRO-0031 Occupational Health and Hygiene Procedure**.

7. Medical Declarations

7.1 Impairment – sensitive roles

There is an obligation on individuals in these roles to:

- Notify to the Queensland Hydro Health and Wellbeing Manager all medical conditions which may affect their ability to safely perform the inherent requirements of their role, and/or to attend Queensland Hydro sites.
- Ensure that any medications taken, whether prescribed or over-the-counter, will not cause impairment, and are compatible with the inherent requirements of the role, and the sites attended. (refer to **HS-PRO-0021 Management of Alcohol and Other Drugs** for details on steps to be taken.)

The Queensland Hydro form **HS-FRM-0056 Medication Declaration** must be completed by a Medical Practitioner for any situation in which a worker in an Impairment-Sensitive role is taking a medication which may cause impairment, and the individual wishes to undertake normal work and/or attend safety-critical sites. This form must be provided to the Queensland Hydro Health and Wellbeing Manager, who may seek advice from the Queensland Hydro Chief Medical Officer.

If a medical condition, and/or medications, are incompatible with safely completing the inherent requirements of the role, or attending a Queensland Hydro Safety-critical site, a medical certificate stating the individual is either fully unfit for work, or is fit for alternative duties, must be provided. Queensland Hydro will then work with the employee and their Manager to determine whether an appropriate health management plan can be implemented.

7.2 Non-Impairment – sensitive roles

There is an obligation on the individual to ensure they remain fit to undertake the inherent requirements of their role. Where a worker is prescribed a medication which impacts their ability to safely perform their role, they are required to complete a **HS-FRM-0056 Medication Declaration** form in consultation with their medical provider. If a worker has a medical condition which may impact their ability to safely perform their role to the necessary standard, they are encouraged to discuss concerns with the Queensland Hydro Health and Wellbeing Manager.

8. Fitness for Work Medical Assessment

Fitness for Work medical assessment process may be arranged in the following circumstances:

- Where an employee has suffered an injury or illness in the workplace and has been certified as either unfit for work or fit for suitable duties;
- Where an employee has disclosed an illness, injury, disability or impairment and the manager and Health and Wellbeing Manager considers that a medical assessment report will provide guidance and direction to support the employee in the workplace;
- Where an employee has had a health-related absence from work that has exceeded 2 weeks, and they have indicated (either through direct discussion, or provision of a medical certificate) that they now have capacity to resume work;
- Where a Manager has reason to believe that an employee has an illness, injury, disability or impairment that may prevent satisfactory performance of the inherent requirements of their role, or prevent them safely attending a safety critical site;
- An employee is unable or refuses to provide any medical evidence to support a known illness, injury, disability or impairment and all alternative methods of obtaining relevant medical information have been unsuccessful.

There are two ways in which the fitness for work medical assessment can occur:

1. By obtaining more information from the individual's treating GP and/or relevant medical treatment provider;
or
2. Through a specific Fitness for Work medical assessment with an appropriate specialist medical provider (e.g. Occupational Physician).

The process to be followed will be determined by the Queensland Hydro Health and Wellbeing Manager, and where necessary in consultation with the Queensland Hydro Chief Medical Officer. All costs will be at the expense of Queensland Hydro. In all cases Queensland Hydro are to provide appropriate documentation relevant to the situation, which may include:

- A referral letter setting out observations and concerns, including questions that Queensland Hydro are specifically seeking an answer to;
- A copy of the employee's position description and any other information related to the nature of their role and work location, such as the Occupational Job Dictionary.

The Queensland Hydro Health and Wellbeing Manager is responsible for obtaining the consent of the individual for Queensland Hydro to receive medical information, completing the referral letter and collating the necessary documentation. The form **Authority to Release Information Consent Form (HS-FRM-0052)** is to be used. The worker is to be provided a copy of all information sent to the Medical Practitioner as part of the Fitness for Work Medical Assessment.

Medical information received in the course of a Fitness for Work process will be stored in the individual's secure electronic medical record managed by the Queensland Hydro occupational health provider. Information relating solely to work capacity will be stored in the individual's employment file. Access to this health information will be managed in accordance with overarching regulations and Queensland Hydro procedures.

9. Return to Work Assistance

This section specifically relates to non-work related injury and illness. Work related injuries or workers compensation claims are to follow **HS-PRO-0012 Rehabilitation and Return to Work Procedure**.

Queensland Hydro is committed to assisting employees to return to work as quickly as is safely possible, and alternative duties, including work at alternative sites, and restricted work hours, will be accommodated whenever possible. **HS-PRO-0012 Rehabilitation and Return to Work Procedure** provides full detail on Queensland Hydro's approach to managing return to work; a summary is detailed below.

In the event alternative duties, including work at alternative sites, and/or restricted work hours, may be required due to a non-work-related medical condition(s), the process to be followed is:

- Where the medical situation is relatively simple, and a brief period (less than one week) of alternative duties is required, the employee is able to arrange this directly with their manager.
- Where the medical situation is more complicated, or the period of alternative duties is anticipated to be required for more than one week, the process to be followed is:
 - Employee contacts their manager, or the Queensland Hydro Health and Wellbeing Manager, advising them of the need for alternative work. As a general comment this must be accompanied by a medical certificate setting out the work restrictions, including work tasks able to be performed (or needing to be avoided), work hours, any restrictions on attendance at particular sites, and the period for which the restrictions are required.
 - The Queensland Hydro Health and Wellbeing Manager will meet with the affected employee (this can be in-person, over the phone, or by video conferencing) and a Return to Work plan will be completed. This will include the input of the employee's manager. The Return to Work plan is to comply with restrictions captured on the medical certificate, and is to have an end date clearly specified. The Return to Work plan is to be signed by the employee, the Queensland Hydro Health and Wellbeing Manager, and the employee's Manager.
 - The Queensland Hydro Health and Wellbeing Manager is then responsible for monitoring the employee during the span of the Return to Work plan and where required having ongoing discussions with the treating doctor or other treating health professionals. It is the responsibility of both the employee and Manager to ensure the employee is complying with the requirements outlined in the return to work plan.
 - When the employee is fit to return to normal duties/hours/work location a final Return to Work plan is to be completed, specifying that the requirement for alternative duties is now complete.

The Queensland Hydro Health and Wellbeing Manager will, with the employee's specific and documented informed consent, liaise with any treatment providers where additional information is required, or where it is important for the individual's ongoing treatment that information from the workplace is made available to the treatment provider. The **Authority to Release Information Consent Form (HS-FRM-0052)** is to be used.

The Queensland Hydro Health and Wellbeing Manager may liaise with the Queensland Hydro Chief Medical Officer for advice, potentially including an in-person review.

In situations where it is important that medical information be shared with the employee's manager or colleagues within Queensland Hydro, this is to be done only with the specific and documented informed consent of the employee.

Medical information from this process, including notes made by the Queensland Hydro Health and Wellbeing Manager, will be stored within the employee's confidential medical record stored securely by the Queensland Hydro occupational health provider. Information on the employee's work capacity (e.g. medical certificates, fitness

for work plans) will be stored within the employee's personnel file and the employee's medical records within the occupational health provider.

Work related injuries or workers compensation claims are to follow **HS-PRO-0012 Rehabilitation and Return to Work Procedure**.

10. Health Management Plans

A Health Management Plan is to be completed when an employee has a non-work-related health issue which will impact in some way on their work, and which is likely to be enduring (i.e. for the foreseeable future) and where it is reasonably practicable for Queensland Hydro to make accommodations to the workplace or the employee's role/work tasks. A Health Management Plan is intended to capture longer-term medical/ health situations, while a Return To Work plan is intended for situations in which it is anticipated that there will be full recovery and a clear end date (e.g. rehabilitation following surgery, with a full recovery expected). Examples of medical situations in which a Health Management Plan may be necessary are:

- Anaphylaxis;
- A long-term medical condition such as Rheumatoid Arthritis.
- Anti-coagulant medication which may require additional controls for employees undertaking manual tasks or working at remote sites; or
- A psychological health condition which requires ongoing management, and which will likely flare up periodically and require alternative arrangements (e.g. reduced hours).

Key points are:

- The Health Management Plan is completed using the template HS-FRM-0043
- The Health Management Plan will be completed by the Queensland Hydro Health and Wellbeing Manager, with input from the employee and their manager/supervisor (and any other employees who clearly have a material role in enacting the Health Management Plan).
- The Queensland Hydro Health and Wellbeing Manager may consult with the Queensland Hydro Chief Medical Advisor when completing the Health Management Plan.
- The Health Management Plan is to capture any necessary work restrictions or accommodations (e.g. need for flexibility, altered hours, tasks to be avoided), and the means by which these will be enacted.
- The Health Management Plan is to be consistent with any medical certificates/reports material to the situation.
- The Health Management Plan is to have an end-date, and at the end of the relevant time period either a new Health Management Plan is to be completed, or a final Health Management Plan, notifying that the employee is now cleared for normal hours and tasks, and no further Health Management Plans are necessary.

11. Work Related Immunisations

Where hazards exist in an employee's work for which immunisations are a recognised and appropriate control, these will be set up and managed by the Queensland Hydro Health and Wellbeing Manager. Advice may be sought from the Queensland Hydro Chief Medical Officer, particularly in circumstances in which an employee exposed to such a hazard refuses to consent to having the vaccination. All costs associated with these programs will be met by Queensland Hydro. Examples of such programs are:

- Hepatitis A immunisation for those potentially exposed to raw sewage.
- Hepatitis B immunisation for those potentially exposed to body fluids.
- Tetanus immunisation for those with the potential for work activities to result in an open wound with exposure to soil;

- Where an employee is travelling overseas for work, and vaccinations are recommended for that destination at that time. Refer section 16 (Overseas Travel) for full details of the process to address health considerations when employees are travelling overseas.

In situations in which these hazards are faced by contractors, Queensland Hydro will assure that the contracting company engaged to complete the tasks has appropriate programs in place.

12. Programs to Assist Workers to Manage Individual Health

Queensland Hydro will have a wellbeing strategy in place that details reasonable initiatives to assist employees manage their own health. This will include:

- Provision of an employee assistance program (EAP) service available to employees and their families;
- Access to seasonal flu vaccinations in the workplace;
- Other wellness initiatives as identified through consultation with the workforce.

13. Heat Stress Management

The processes for managing the risks associated with heat stress are detailed in **HS-PRO-0011 Heat Stress Procedure** and **HS-FRM-0032 Heat Stress Symptoms**.

In situations in which these hazards are faced by contractors, Queensland Hydro will assure that the contracting company engaged to complete the tasks has appropriate programs in place.

14. Fatigue Management

The processes for managing the risks associated with fatigue are detailed in **HS-PRO-0006 Fatigue Management**.

In situations in which these hazards are faced by contractors, Queensland Hydro will assure that the contracting company engaged to complete the tasks has appropriate programs in place.

15. Environmental Hazards

When undertaking work planning and scheduling, accounting is to be taken of potential environmental hazards to ensure these are identified and managed. Examples include:

- Anticipated weather, particularly in situations where the work is outdoors or involves travel into remote environments
- Anticipated risk from local flora and fauna (e.g. snake bites)
- In remote areas, consideration of things such as distance from medical care, particularly when travel may be restricted by weather.

16. Overseas Travel

When an employee is required to travel overseas for work, the process to be followed is:

- The employee is to complete **HR-FRM-0059 International Travel Risk Assessment Form**. This will identify whether it is necessary for the employee to be seen by a Medical Practitioner prior to travel, so that any material health issues can be addressed (for instance, if the employee has an elevated risk of a deep vein thrombosis (DVT)/pulmonary embolism (PE); if the employee is on medications which may be problematic in some way for the proposed travel; if vaccinations may be required for their destination).
- The screening questionnaire will be reviewed by the Queensland Hydro Health and Wellbeing Manager, who will determine whether an in-person medical review is required. The Queensland Hydro Health and Wellbeing Manager may seek advice from the Queensland Hydro Chief Medical Officer when making this assessment.
- If the Queensland Hydro Health and Wellbeing Manager is satisfied that there are no medical issues material in the proposed travel, they will advise the employee by return email that they are medically cleared for the proposed travel.
- If the Queensland Hydro Health and Wellbeing Manager concludes that an in-person appointment is required, the employee will be advised of this and asked to make arrangements for this. The cost of this appointment will be borne by Queensland Hydro. The employee will be asked to have **HS-FRM-0058 International Travel Medical Review** completed by the Medical Practitioner.

17. Psychological Risk

The People and Capability team, with consultation from the Health and Wellbeing Manager will maintain a register of psychosocial risks faced by Queensland Hydro workers and ensure any actions necessary as control measures are undertaken. This may include workplace consultation (surveys, focus groups, etc), training (such as Mental Health First Aid, Mates in Construction, bullying and harassment etc), implementation of policies specific to issues including discrimination, bullying and harassment, sexual harassment, including the Queensland Hydro Code of Conduct; and the development of any necessary internal educational and support material (such as an intranet page containing information and links to appropriate resources).

18. Ongoing Assurance, Compliance Evaluation and Improvement

This procedure is subject to continuous improvement, and at a minimum will be reviewed every two years. The policy may be amended earlier if there is a significant trigger such as an amendment to legislation, change in industry best practice or policy overview.

19. Responsibilities

Who	Responsibility
Health and Wellbeing Manager	<ul style="list-style-type: none"> • Ensuring the Queensland Hydro occupational health provider maintains appropriate records for any/all programs • Ensuring that any/all programs captured in this Procedure are in compliance with published Codes of Practice or Regulations • Maintain discretion and confidentiality, particular regarding personal and/or sensitive information associated with Employees. • Ensure that information obtained relating to an employee's health is only used for the purposes of assessing the person's ability to safely perform the inherent requirements of their position • Assisting Managers and Supervisors in applying this procedure, and includes facilitating access to counselling, rehabilitation and other assistance services when required; • Monitoring the application of all processes captured in this procedure; regularly assessing the suitability and adequacy of this procedure and identifying any aspects that can be improved to ensure they remain appropriate for Queensland Hydro work streams, and fit-for-purpose
Managers and Supervisors	<ul style="list-style-type: none"> • Advise the Health and Wellbeing Manager as soon as practical where an employee within their team is/ potentially is not fit for work • Actively participate in the development of the RTW Plans/ Health Management Plans as required with the Health and Wellbeing Manager • Maintain privacy and confidentiality regarding personal and/or sensitive information associated with Employees.
Workers	<ul style="list-style-type: none"> • Be fit for work at all times • Disclose to Queensland Hydro any injuries or illnesses or usage of medication which may affect your ability to safely perform the inherent requirements of your position • Agree to participate fully in medical examinations and drug/alcohol testing as required by Queensland Hydro

20. Defined Terms

Term	Definition
Principal Contractor	<ul style="list-style-type: none"> The entity appointed by Queensland Hydro as the Principal Contractor for a construction project and given the management and control of the workplace at which the construction project will be carried out and who discharges the duties of the Principal Contractor.
Quality Sensitive Role	<ul style="list-style-type: none"> One which requires the person to exercise judgement on behalf of Queensland Hydro, and with the clear potential for significant adverse consequences to Queensland Hydro (for instance, financial consequences, and/or adverse effects on reputation) if judgement is sub-optimal. This will typically refer to persons employed as Project Directors; Heads of and Executive General Managers but may refer to other role types as well.
Safety Critical Role	<ul style="list-style-type: none"> One whose job function is directly related in some way to the safety of others, or who could seriously impact the safety of others by not performing the job correctly; and One where sudden or subtle incapacitation of that individual may compromise their ability to undertake a task defined as essential to safety, thereby posing a significant risk to the health and safety of themselves and others. (Dodman et al. Occup Med 2012: 62 (7) : 480-482.

21. References

Document ID	Document Title
HS-PRO-0006	Fatigue Management Procedure
HS-PRO-0021	Management of Alcohol and Other Drugs Procedure
HS-PRO-0041	Occupational Job Dictionary
HS-PRO-0031	Occupational Health and Hygiene Procedure
HS-PRO-0011	Heat Stress Procedure
HS-FRM-0052	Authority to Release Information Consent Form
HS-FRM-0042	Health Management Plan Template
HS-FRM-0056	Medication Declaration Form
HS-FRM-0058	International Travel Medical Review
HS-FRM-0059	International Travel Risk Assessment Form
HS-PRO-0021	Managing Alcohol and Other Drugs Procedure
HS-PRO-0012	Rehabilitation and Return to Work Procedure