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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 for work; 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 controlled by a Principal Contractor other than Queensland Hydro.

# 3. Introduction

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 recognise that many factors can directly impact a worker's fitness for work, their 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.
- 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 the following Queensland Hydro procedures:

- **Managing Alcohol and Other Drugs (HS-PRO-0021).**
- **Fatigue Management (HS-PRO-0006).**

## 4. Categorisation of Role

Queensland Hydro’s **Occupational Job Dictionary (HS-PRO-0041)** details the inherent functional requirements of the key role types within Queensland Hydro. It also provides categorisation of roles as Impairment-Sensitive or Non-Impairment-Sensitive.

Definitions applicable to the above are:

Term	Definition
<p><b>Safety-critical role</b></p>	<p>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</p> <p>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).</p> <p>As a general indication, the following roles are defined as safety-critical:</p> <ul style="list-style-type: none"> <li>• Persons employed in a role that is Project site-based, either full or part-time.</li> <li>• Persons employed in a role that requires significant amounts of driving for work purposes.</li> </ul>
<p><b>Quality-sensitive role</b></p>	<p>One that requires the person to exercise judgement on behalf of Queensland Hydro, with the clear potential for significant adverse consequences (such as financial losses and/or reputational damage) if the judgment is sub-optimal. As a general indication, the following roles are defined as quality-sensitive:</p> <ul style="list-style-type: none"> <li>• Queensland Hydro Executive General Managers and CEO.</li> <li>• Roles at the level of “Head of”.</li> <li>• Project Directors and Deputy Project Directors.</li> </ul>
<p><b>Safety-critical site</b></p>	<p>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 and Brisbane, are not defined as safety-critical sites.</p>
<p><b>Impairment Sensitive role</b></p>	<p>Workers who fall into the category of safety-critical, quality-sensitive and/or working at a safety-critical site are collectively categorised as <b>Impairment-Sensitive</b>.</p>

### Non-Impairment Sensitive role

Workers who do not fall into the category of safety-critical, quality-sensitive and/or working at a safety-critical site are collectively categorised as **Non-Impairment Sensitive**.

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 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 a medical in-person evaluation; 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. Different role types will require a different kind of pre-employment medical- refer below.

At the completion of the medical assessment, the Queensland Hydro occupational health provider will provide notification to the Queensland Hydro Talent Acquisition 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 by Talent Acquisition and Health and Safety 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 only will be required.

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, such as spirometry and audiometry.

### 5.2 Non-Impairment – sensitive roles

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

## 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 Head of Health and Safety.

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. respirable crystalline silica).
- 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 ensure that the contracting company engaged to complete the tasks has appropriate programs in place.

For further details, refer to **Occupational Health and Hygiene Procedure (HS-PRO-0031)**.

## 7. Medical Declarations

### 7.1 Impairment – sensitive roles

There is an obligation on individuals in these roles to:

- Notify the Queensland Hydro Head of Health and Safety of all medical conditions that 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 **Management of Alcohol and Other Drugs (HS-PRO-0021)** for details on steps to be taken.

A Medical Practitioner must complete the Queensland Hydro form Medication Declaration (HS-FRM-0056) 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. Medical declarations will be reviewed by the Queensland Hydro Head of Health and Safety, 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 that impacts their ability to safely perform their role, they are required to complete the **Medication Declaration (HS-FRM-0056)** in consultation with their medical provider. If a worker has a medical condition that may impact their ability to perform their role safely to the necessary standard, they are encouraged to discuss their concerns with the Queensland Hydro Head of Health and Safety.

## 8. Fitness for Work Medical Assessment

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

- Where an employee has suffered an injury or illness in the course of their work duties 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 relevant manager and Head of Health and Safety consider 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 the 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 from 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 Head of Health and Safety, 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 is 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 Head of Health and Safety is responsible for obtaining the individual's consent 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 during 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 relevant 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 the processes detailed in the **Rehabilitation and Return to Work Procedure (HS-PRO-0012)**.

Queensland Hydro is committed to assisting employees to return to work as quickly as is safely possible. Alternative duties, including work at alternative sites, and restricted work hours, will be accommodated whenever possible. **Rehabilitation and Return to Work Procedure** provides full details 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 can 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 Head of Health and Safety, advising them of the need for alternative work. 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 Head of Health and Safety 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 developed. 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 Head of Health and Safety and the employee's manager.
  - The Queensland Hydro Head of Health and Safety 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 the 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 Head of Health and Safety 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 Head of Health and Safety may liaise with the Queensland Hydro Chief Medical Officer for advice, potentially including an in-person review.

In situations where medical information must 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 Head of Health and Safety, 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.

## 10. Health Management Plans

A Health Management Plan is to be completed when an employee has a non-work-related health issue that 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.
- A psychological health condition that 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 Head of Health and Safety, 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 Head of Health and Safety 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 Head of Health and Safety. 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. Queensland Hydro will meet all costs associated with these programs. 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 to section 13 (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 ensure 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 in managing 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 **Heat Stress Procedure (HS-PRO-0011)**.

In situations in which these hazards are faced by contractors, Queensland Hydro will ensure 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 **Fatigue Management Procedure (HS-PRO-0006)**.

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

## 15. Environmental Hazards

When undertaking work planning and scheduling, account 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 the **International Travel Risk Assessment Form (HR-FRM-0059)**. 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 that 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 Head of Health and Safety, who will determine whether an in-person medical review is required. The Queensland Hydro Head of Health and Safety may seek advice from the Queensland Hydro Chief Medical Officer when making this assessment.
- If the Queensland Hydro Head of Health and Safety 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 Head of Health and Safety concludes that an in-person appointment is required, the employee will be advised of this and asked to make arrangements for this. Queensland Hydro will bear the cost of this appointment. The employee will be asked to have an **International Travel Medical Review** completed (HS-FRM-0058 ) by their chosen Medical Practitioner.

## 17. Psychological Risk

The People and Capability team, with consultation from the Head of Health and Safety, 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 procedure may be amended earlier if there is a significant trigger, such as an amendment to legislation, a change in industry best practice or a policy overview.

Who	Responsibility
<b>Head of Health and Safety</b>	<ul style="list-style-type: none"> <li>• Ensuring the Queensland Hydro occupational health provider maintains appropriate records for any/all programs</li> <li>• Ensuring that any/all programs captured in this Procedure are in compliance with published Codes of Practice or Regulations</li> <li>• Maintain discretion and confidentiality, particularly regarding personal and/or sensitive information associated with Employees</li> <li>• Ensure that information obtained relating to an employee's health is only used for the purposes of assessing the person's ability to perform the inherent requirements of their position safely</li> <li>• Assisting Managers and Supervisors in applying this procedure, and includes facilitating access to counselling, rehabilitation and other assistance services when required</li> <li>• Monitoring the application of all processes captured in this procedure; regularly assessing the suitability and adequacy of this procedure and identifying any aspects</li> </ul>

	that can be improved to ensure they remain appropriate for Queensland Hydro work streams, and fit-for-purpose.
<b>Manager and Supervisors</b>	<ul style="list-style-type: none"> <li>Advise the Head of Health and Safety as soon as practical where an employee within their team potentially is not fit for work</li> <li>Actively participate in the development of the RTW Plans/ Health Management Plans as required with the Head of Health and Safety</li> <li>Maintain privacy and confidentiality regarding personal and/or sensitive information associated with Employees.</li> </ul>
<b>Workers</b>	<ul style="list-style-type: none"> <li>Be fit for work at all times.</li> <li>Disclose to Queensland Hydro any injuries or illnesses or usage of medication which may affect your ability to perform the inherent requirements of your position safely.</li> <li>Agree to participate fully in medical examinations and drug/alcohol testing as required by Queensland Hydro.</li> </ul>
<b>People and Capability Team</b>	<ul style="list-style-type: none"> <li>Support the Head of Health and Safety in the application of this procedure as required.</li> </ul>

## 19. Defined Terms

Who	Responsibility
<b>Principal Contractor</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Quality Sensitive Role</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
<b>Safety Critical Role</b>	<ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul>

## 20. 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
HR-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