

BHP

TAMS – Site Access Contractor Medical Requirements

11 JULY 2018

In the interest of providing a high standard of service to the work force as a whole The HSE team would like to communicate the ongoing expectations in maintaining Medical compliance, and access to site.

The responsibility to ensure contracting staff remain compliant with site access competencies falls back to the Contracting Company.

Contracting companies are to provide Medical Notification in the form of a Company letterhead, signed by an appropriate delegate for each individual employee with the following information:

- Employee's Full Name
- Date of Birth
- Pegasus Number
- Date of Medical
- Date Medical is due to Expire (Industry Stand Medical Only)
- Date of Chest X-Ray (if required)

Or

With individual written consent a copy of the CS Order 43 Pre-employment Medical Assessment or Periodic Medical Assessment.

All medical information will be stored confidentially with BHP systems.

Letters and/or Medicals are to be sent as individual files per employee to the follow email - Medicals.NSWEC@bhpbilliton.com

Should an appointment be unable to be secured prior to the due date, the date of the booking is to be supplied to the above email address prior to the expiry date. This will ensure that an exemption is put in place to avoid access issues. If notification is not provided prior to the due date and a worker is blocked, the Contract Owner will be required to escalate the exemption request to the respective Manager or GM.

Contract Owners shall ensure that this is communicated to contract Companies.

FAQ's

Q: What kind of Medical do my workers require?

A:

1. If your workers are directly involved in the extraction or treatment of Black Coal they will require an Order 43 Medical. Examples of these work groups are, Plant Operators, CHPP Maintenance Technicians. Coal Services are the best providers for this and can be contacted on 02 6571 9900
2. If your worker is involved in heavily dusty environments and exposed to Crystalline Silica it is recommended that they complete an Order 43 Medical. Examples of these work groups are; Shot Firers, Maintenance Technicians, Surveyor's. Coal Services are the best providers for this and can be contacted on 02 6571 9900.
3. If your worker is working on site performing duties not described above and is required to complete an Industry Standard Medical such as a Commercial Drivers Medical, then submission of this medical will be fine so long as they are not directly involved in the extraction or treatment of Black Coal. Please note Expiry dates must be included for these as they vary greatly.
4. All other workers can provide a "Site Access" medical. Coal Services are the best providers for this and can be contacted on 02 6571 9900

Q: How long will it take to up load the Medical once it has been sent through to the Medicals.NSWEC@bhpbilliton.com inbox?

A: The Medicals Inbox is now monitored 24/7 by the on duty Paramedic and the Health Specialists. You should allow up to 48hrs for the Medical to be visible in the software once uploaded.

Q: How do I know the Medical has been uploaded?

A: Once the Medical has been reviewed, staff will reply to the email sent with one of two replies;

1. Your Medical has been up loaded and should be visible within 24hrs.
2. Your Medical has not been up loaded, please resubmit – Reasons for rejection will be outlined so they can be addressed.

Exemptions

Workers will only be granted medical exemptions under set circumstances which are as follows;

- An issue with data entry has been identified, and time is required to allow data to update.
- The Medical in its correct format has been with the Medicals.NSWEC@bhpbilliton.com inbox for more than 24 hrs, without processing.
- Proof can be provided to the HSE Health Specialists of a Booking date prior to the expiration date of the medical.

If Exemptions are required outside of these circumstances, Manager or GM approval will need to be sought.

If further information is required please contact the Mt Arthur Coal Health Specialists 02 6544 5147.