

## BHP MT ARTHUR COAL – MEDICAL REQUIREMENTS (JUNE 2019)

A valid medical in compliance with NSW Order 43 legislation is required for entry to Mt Arthur Coal.

Please refer to NSWEC Medicals processing requirements below to ensure prompt processing. If you do not follow the guidelines below, your medical may not be uploaded, and you will be asked to resubmit.

Processing Requirements	
<b>Email Address</b>	<p><b>NSWEC Medicals Email:</b> <a href="mailto:Medicals.NSWEC@bhpbilliton.com">Medicals.NSWEC@bhpbilliton.com</a></p> <p>Please ensure all medicals are sent “<b>To</b>” NSWEC Medicals for processing. Emails with NSWEC Medicals as CC’d or BCC’d will not be processed.</p>
<b>Accepted Medicals</b>	<p>To gain access to site a worker will require a current:</p> <ul style="list-style-type: none"> <li>• <u>NSW Order 43 Pre-Employment OR Periodic</u></li> <li>• <u>NSW Order 41 Pre-Employment OR Periodic</u> – (if valid and completed prior to the 30/06/2018)</li> <li>• <u>NSW Order 43 Site Induction Assessment</u> (with prior approval as detailed in MAC-STE-PRO-021 Access &amp; Induction).</li> </ul> <p>Quick Reference Guides (QRGs) are available on each of these medicals.</p> <p>All Order 43 medicals must be signed off by an Approved Medical Provider.</p> <p><b>Note:</b> Contractor Medical Letters will no longer be accepted from the 24/06/2019, to maintain legislative compliance with Order 43 requirements.</p>
<b>Naming Convention</b>	<p>Email subject (or attachment) should be named using the following convention:</p> <p>[LastName] [FirstName] - [Date of Birth] [Swipe Card Number]</p> <p>For example: SMITH John - 13JUL1975, NEC000123456</p>
<b>Contracting Compliance</b>	<p>The contracting company remains responsible for ensuring that contracting staff have a valid medical.</p>
<b>Bulk Medical Emails</b>	<p>We accept a limit of 1 workers medicals per email.</p>
Processing	
<b>Processing Timeframes</b>	<p>Medicals will be processed within <b>48 hours</b> of their initial receipt if they have an active profile.</p> <p>Please note we recommend medicals are submitted <u>at least 7 days prior to site access</u> to mitigate delays.</p>
<b>Escalation Protocol</b>	<p>Urgent requests of those that need to be processed outside the standard turnaround time must contain “Escalation” in the email subject line, with adequate justification provided in the email body.</p> <p>Genuine urgent requests will be actioned within 24 hours.</p>
<b>Exemptions</b>	<p>Workers will only be granted medical exemptions under set circumstances which are as follows;</p> <ul style="list-style-type: none"> <li>• The Medical in its correct format has been unprocessed in the <a href="mailto:Medicals.NSWEC@bhpbilliton.com">Medicals.NSWEC@bhpbilliton.com</a> inbox for more than 48 hrs.</li> <li>• Proof can be provided to the HSE of a Booking date prior to the expiration date of the medical. E.g. Coal Services Certificate of Attendance. (i.e. still awaiting completed medical record (Coal Services can take 10 business days to provide Order 43).</li> </ul>

*This document has been created by BHP to provide guidance on Medicals NSWEC processing requirements.*