

# B7 - Fitness for work

## 1 Scope

This standard is applicable to all Rio Tinto business units and managed operations, including new acquisitions, administration/corporate offices and research facilities located off site; during exploration, through all development phases and construction, operation to closure and, where applicable, for post closure management. It applies where a risk assessment has identified that fatigue or other causes of impaired fitness for work could produce a potential for serious injury, illness or death, significant equipment/plant damage, or significant environmental impact. It covers programme design, management of shift systems, and personal fitness. 'Personal fitness' includes the person's physical, mental and emotional state.

## 2 Programme design

- 2.1 Safety critical jobs are those where fatigue or other causes of reduced fitness for work could lead to serious injury, illness or death to employees, significant equipment/plant damage, or significant environmental impact. These jobs must be identified and an assessment of the risks from these conditions made.
- 2.2 For safety critical jobs, a programme to manage these risks is required, and must consider both employees and contractors, to the extent possible by local or regional employment laws. The programme, in addition to the requirements in HSEQ

management system Element 13.7 or Occupational health standard A5, must include:

- a) mechanisms for managing fatigue, stress and lack of fitness;
- b) an alcohol and other (including prescription, pharmaceutical or illicit) drugs policy that includes testing (where legally possible) and applies to employees and contractors;
- c) access to an Employee Assistance Programme providing confidential access to resources and counsellors; and
- d) training and awareness programmes.

### **3 Management of shifts and work hours**

3.1 Sleep deprivation during shift work or from excessive working hours is a known cause of fatigue. Fatigued employees are at increased risk of accidents. Shift system design must consider:

- a) the effect on worker fatigue;
- b) the effects of activities carried out during rostered and over time hours;
- c) the impact on sleep cycles of activities such as the time for commuting to and from site; and
- d) the monitoring and control of working hours.

## 4 Personal fitness

- 4.1 All workers commencing work in safety critical jobs must have a pre-placement medical examination, followed up by periodic medical examinations, based on risk assessment and detailed position descriptions.
- 4.2 The medical criteria for fitness must be documented and based on an evaluation of the physical and medical requirements for the jobs.
- 4.3 All workers in safety critical jobs must report to their supervisor/manager any condition that might impair their ability to safely perform the functions of their position. A mechanism must be in place for such reports to be referred to the medical adviser for consideration as to the worker's fitness for their type of work.
- 4.4 The periodic medical assessment programme of employees and Category 1 contractors in safety critical jobs must include:
- a) the identification of modifiable risk factors that may impact fitness for work;
  - b) education and support to maintain health or address identified risk factors; and
  - c) education and support to assist workers regain their fitness for work.

## Revision history

<b>Version no.</b>	<b>Effective date</b>	<b>Prepared by</b>	<b>Authorised by</b>	
1	Feb 2003	Richard Gaunt & Ian Firth	ExCo	
<b>Version no.</b>	<b>Revision date</b>	<b>Revised by</b>	<b>Authorised by</b>	<b>Reason for change</b>
4	December 2008	Ian Firth; Adrian van Tonder	Manoel Arruda	Incorporation of suggested changes from operations and alignment with HSEQ management system.