



APPENDIX 5

Fitness to Work Specification

Purpose

To reduce the *Health Risks*¹, risks by medical evaluation of the employees' health condition to determine their fitness to work, where employees' deviations in the health condition might pose risks to themselves, employing company or third party.

Target Audience

- *Directors, Heads of Departments and Line Managers.*
- *Employees.*
- *Contract Holders and Contractors.*

Scope of Application

This document applies to all *Sakhalin Energy LLC Assets, Facilities, Projects and Activities*, including activities undertaken by any Contractor on behalf of the Company *for job and tasks for which fitness to work requirements are defined by local legislation, or where permitted by legislation for.*

- *Business traveller (travel to high and medium risk countries; long distance frequent flights)*
- *Colour sensitive tasks (some electrical works, aircraft refuelling, etc.)*
- *Expatriates (to high and medium risk countries)*
- *Fire team/rescue worker*
- *Operator (HSE critical position)*
- *Professional diver*
- *Professional driver*
- *Remote location / Offshore work*
- *Users of breathing apparatus*
- *Other, as per Risk assessment*

Requirements

Managers are Accountable for requirements 1, 2 in their companies.

1. Apply fitness to work process to jobs/ tasks defined by legislation or identified by risk assessment.
2. With HR and health professionals manage cases where employees are found to be unfit.

Line managers are Responsible for requirements 3 to 5 in their organisations.

3. Assist in risk assessment by confirming the exact operational requirements of a job/ task.
4. Ensure that employees complete medical evaluations prior to employment and as defined by specific relevant protocols.
5. Seek the advice of HR and a health professional if they become concerned about an employee's fitness to work.

HSE manager is Accountable for requirements 6 to 7 in the organisation.

6. Risk assessments and identification of jobs/tasks requiring fitness to work.

¹ Italicised terms in this document are included in the Sakhalin Energy LLC HSE Glossary.



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7. Medical evaluations protocols and appeal process

Health professionals are *Responsible* for requirements 8 to 9 in their organisations.

8. Compliance with the law and ethical standards.
9. Medical evaluations for fitness to work.

HR professionals are *Responsible* for pursuance of requirement 10 in their organisations.

10. Support fitness to work process, review proposed practice within the context of applicable legislation.

Employees are *Responsible* for requirements 11 to 12 in their organisations.

11. Attend for medical evaluations when required to do so.
12. Report any changes in capacity for work to their line manager or Company health professional.