



## APPENDIX 5

# Fitness to Work Specification

### Purpose

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To reduce the *Health Risks*<sup>1</sup>, risks by medical evaluation of the employees' health condition to determine their fitness to work, where employees' ill-health might pose risks to themselves, employing company or 3-rd party.

### Who is this for?

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

### What situations are covered?

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This document applies to all *Sakhalin Energy 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 traveler (travel to high and medium risk countries; long distance frequent flights)*
- *Color sensitive tasks (some electrical works, aircraft refueling, 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

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#### **Managers are accountable for pursuance of 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 pursuance of requirements 3-5 in their companies.**

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 pursuance of requirements 6-7 in their companies.**

6. Risk assessments and identification of jobs/tasks requiring fitness to work
7. Medical evaluations protocols and appeal process

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<sup>1</sup> Italicized terms in this document are included in the Sakhalin Energy HSE Glossary.



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**Health professionals is *responsible* for pursuance of requirements 8 – 9 in their companies.**

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

**HR professionals *are responsible* for pursuance of requirements 10 in their companies.**

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

**Employees managers *are responsible* for pursuance of requirements 11 – 12 in their companies.**

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.