

Revision No. 1	03/2004	Page 1 of 3
Kennecott Utah Copper Corporation Safety and Health Standards		Standard No.: 13.8 Fitness for Work

13.8.1 **INTRODUCTION**

13.8.1.1 The objective of this Standard is to provide a general overview of the Kennecott Utah Copper Corporation (KUCC) strategy for ensuring that persons are not exposed to risks associated with their own or others' fitness for work. This standard serves as a guideline to the Fitness for Work effort at KUCC and therefore should be read in accordance with other related Human Resources Policies. This Standard applies where a risk assessment has identified that fatigue or other causes of impaired fitness for work could produce a potential for serious injury or death, significant equipment / plant damage, or significant environmental impact. It covers program design, management of shift systems, and personal fitness.

13.8.2 **DEFINITIONS**

13.8.2.1 Fitness for Work (FFW) means that an individual is in a state (physical, mental and emotional), which enables the employee to perform assigned tasks competently and in a manner, which does not compromise the safety or health of themselves or others.

13.8.2.2 "Significant issues" are those identified as high or critical issues in the Rio Tinto "Priority and Definition of Incidents and Issues" table.

13.2.2.3 "Personal fitness" includes the person's physical, mental and emotional state.

13.8.3 **REQUIREMENTS**

13.8.3.1 A risk assessment must be conducted to identify and assess all roles where fatigue or other causes of reduced fitness for work could lead to serious injury or death to employees, significant equipment / plant damage, or for significant environmental impact.

13.8.3.2 Where identified, a program to manage these risks is required, and must consider both employees and contractors. KUCC recognizes that there is no simple strategy to eliminate the risks associated with behaviors or conditions that may play a role in impairing an individual's fitness for work. As such, efforts to address this issue are broad-based and comprise of many different strategies. The program, in addition to the requirements in Safety and Health Standard 13.2, must include the following:

- Mechanisms for managing fatigue, stress and lack of fitness;
- An alcohol and other (including prescription, pharmaceutical or illicit) drugs policy that applies to employees, contractors and visitors;

References: Rio Tinto Health Standard B7. Fitness for Work Rio Tinto Health Standard A5. Occupational Medical Surveillance KUCC Human Resources Policies HR102 Drug and Alcohol Abuse KUCC Human Resources Policies HR 128 Employee Assistance Program KUCC Safety and Health Standard 13.2 Medical Surveillance Rio Tinto "Priority and Definition of Incidents and Issues" table					
Signatures					
Original signed by: Frank Klobchar	4/02/04	Original signed by: Bill Williams	4/05/04	Original signed by: Bill Champion	5/01/04
Standards Committee Chairman	Date	Vice President Technical Services	Date	President, KUCC	Date

- Employee Assistance Program providing confidential access to counselors; and
- Training and awareness program.

13.8.3.3 Mechanisms for managing fatigue, stress and lack of fitness –

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:

- The effect on worker fatigue;
- The effects of activities carried out during rostered and over time hours;
- The effects of activities carried out during non-rostered hours (e.g. call-out situations); and
- The monitoring and control of working hours.

Stress – Stress can result in adverse effects on the health of employees and KUCC is committed to providing support mechanisms for identifying and managing stress-related issues. This includes the provision of an Employee Assistance Program, which incorporates access to a confidential counseling service, and the provision of educational material on an ongoing basis.

Personal Health & Fitness - KUCC will maintain a program, which aims to ensure that employees are fit to perform the duties of their role. This program includes:

- All workers commencing work in safety critical jobs must have a pre-placement medical examination, followed up by routine medical examinations, based on risk assessment and detailed position descriptions.
- The criteria for fitness must be documented, preferably through detailed position descriptions, and quality control aspects of testing implemented. Acceptable limits (for alcohol, drugs, physical fitness, etc.) must be based on risk assessment, legal requirements and appropriate standards.
- 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 confidential 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.
- Pre-employment screening may include a Functional Capacity Evaluation (FCE). Results of pre-employment and post-offer screening tests will be compared to the criteria outlined in Role Profiles and prospective employees assessed for suitability. As role changes can involve changes in work activities and exposures, employees shall be formally cleared as fit for the new role by the site medical advisor.
- Reasonable cause assessment - Reasonable cause assessment may be required in some situations e.g. role change or employees returning to work after a prolonged absence.

13.8.3.4 An alcohol and other (including prescription, pharmaceutical or illicit) drugs policy - Full details of the way in which the issue of alcohol and other drugs are managed at KUCC can be found in the Drug and Alcohol Abuse Policy. This policy is available to all employees on the KUCC Intranet. A system will be maintained to ensure the fair and consistent management of any positive drug or alcohol test. This includes a system to confirm original test results. Unacceptable alcohol and drug limits shall be based on levels defined in the Drug and Alcohol Abuse Policy. Prohibited actions under the Drug and Alcohol Abuse Policy include being under the influence of any drug, which may or may not have defined limits within the policy. The program shall include the following testing regimes:

- Random testing

- With cause testing
- Voluntary testing
- Pre-employment testing

13.8.3.5 Employee Assistance Program - An Employee Assistance Program (EAP) shall be available to provide a structured way to address work or personal difficulties that may lead to a decline in an employee's work ability or fitness. This service is available to all employees of KUCC. The EAP is comprised of two main services:

- A professional and confidential counseling service for employees and their immediate families to address problems that may underlie impairment of fitness for work.
- Training and consultancy support to people within leadership positions in identifying and intervening constructively with employees whose fitness for work may be impaired.

13.8.3.6 Training and awareness program - Includes encouraging individual awareness of healthy and safe behavior via a number of mechanisms, which will include on-site information sessions; written and / or visual material on pertinent health and safety issues; and referral to external advisory bodies as required.

- Training for people in leadership positions to ensure that these people are competent and confident in managing FFW issues. Clear policies, procedures and guidelines for managing fitness for work issues will be maintained to provide further assistance in this process.

10.8.4 **RESPONSIBILITIES**

10.8.4.1 Area Manager is responsible to ensure:

- That all individuals are aware of the contents of this policy and that the policy is applied fairly and consistently.
- Risk assessment are conducted to identify and assess all roles where fatigue or other causes of reduced fitness for work could lead to serious injury or death to employees, significant equipment / plant damage, or for significant environmental impact.
- That where risk is identified, a program to manage these risks is defined that considers both employees and contractors.

10.8.4.2 Supervisors are responsible for:

- Assessing the fitness for work of individuals under their control and taking prompt and appropriate action to address fitness for work issues. When making this assessment the crew leader / supervisor must consider:
 - The nature and requirements of the persons role.
 - Any medical advice provided by the person and
 - Any advice from the site OH staff or medical advisor or the need to confidentially request such advice.

10.8.3.3 Each person is accountable for:

- Ensuring that they are fit for work.
- Raising any concerns about their fitness for work with their manager.
- Raising any concerns about another person's fitness for work with that person.