



Fitness for Work Procedure

Health & Safety

1 Purpose and Scope

The purpose of this procedure is to provide direction for the management of fitness for work (FFW) and methods to deal effectively and appropriately with individuals who may be unfit for work. It applies where 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.

This Fitness for Work Procedure provides mandatory requirements to support sustained conformance with Roy Hill HSE Performance Standard 14 – Fitness for Work.

This procedure applies to all persons entering Roy Hill operations, other workplaces or any area which Roy Hill has accountability or control.

2 Fitness for Work Implementation Strategy

Roy Hill has a duty of care to ensure that all individuals are fit for work whilst on its sites or undertaking activities on Roy Hill's behalf.

Being fit for work means that an individual is in a physical, mental, and, emotional state, that enables them to perform assigned tasks competently and in a manner, that does not compromise or threaten the safety or health of themselves or others.

An individual may be unfit for work for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs and a range of physical and mental health issues. Final determination of fitness for work shall be based on the assessment by the Leader, in conjunction with information provided by appropriate health and medical professionals.

The following strategies will be implemented to achieve the Fitness for Work objectives;

- Appropriate assessment of individuals' fitness for work, both prior to commencement and throughout their employment on Roy Hill sites. Assessments shall consider medical, psychological and life-style factors,
- Provision of appropriate supervision, training, instruction and information to enable employees to manage their own and others' fitness for work,
- Provision of preventative and rehabilitative measures to overcome issues that could impair employees' fitness for work,
- Provision of training for all leaders to ensure they can recognise and effectively manage potential fitness for work issues,
- Provision of appropriate working and, where applicable, accommodation conditions to enable individuals to remain fit for work,

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- Establishment of procedures to ensure that all employees who are unfit for work are dealt with in an effective, fair and constructive manner, and
- Establishment of procedures to require contracting companies to implement similar policies to ensure that their employees are fit for work.

2.1 New Starters

As part of the on-boarding process, personnel, including contractors, shall be made aware of the Fitness for Work procedure through the following means:

An explanation of the FFW Procedure will be provided as part of the induction process. This will include a summary of the procedure and associated documents that set out;

A brief rationale for having a FFW procedure emphasising both Roy Hill's and the individual's responsibilities,

The procedure's emphasis on education, assistance and constructive disciplinary processes,

The availability of Roy Hill's Employee Assistance Program,

That all new employees will be provided with a full induction into the FFW Procedure within 3 months of commencing and this will include appropriate FFW education,

That all individuals will be subject to for cause, blanket and random assessment of their fitness for work including alcohol and drug testing, and

That the procedure is subject to regular auditing, review and continuous improvement.

The responsibilities of the positions, including Leaders and Managers, and

New employees will be provided with information about the availability of professional assistance through the EAP.

3 Assessments

3.1 Pre-employment Medical Assessments

All medicals are valid for 60 days from date of completion, therefore a candidate must commence employment with Roy Hill within this time frame, failure to comply with this requirement will result in the pre-employment medical being invalid and the candidate will require reassessment.

It is important to note that the Drug and Alcohol component of this medical is only valid for 28 days, for further information regarding this process please refer to the Drugs and Alcohol Procedure.

A Safety Critical role may be defined as;

“A role in which the action or inaction of the worker, due to fatigue or other causes of reduced fitness, may lead directly to an incident that critically compromises their own health and safety or the health and safety of another person or persons in the work area, or, causes significant equipment/plant damage, or significant environmental impact “. The roles are identified in the Worker Health Assessment and Management Procedure

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All applicants for employment will undergo a pre-employment health assessment. These assessments will include a determination of the candidate's fitness for work such that they are able to safely carry out the range of tasks involved in the position. For a complete description of the medical assessment process refers to the Worker Health Assessment and Management Procedure.

3.2 Fatigue

Each Site and/or Department will establish processes to monitor and assess the potential for fatigue due to the following;

- Rosters,
- Work schedule rules (WSR),
- Work design and environment, and
- Accommodation conditions.

To ensure consistency across Roy Hill, decisions and processes relating to fatigue management should include consultation with the Health and Safety team. Refer to the Roy Hill Fatigue Management Guideline.

3.2.1 Self-assessment

Every individual has the responsibility to monitor and assess their level of fatigue and alertness throughout the work period.

Should a worker believe their fitness for work is compromised they shall immediately report their concern to their Leader.

The Personal and Supervisor Fatigue Checklist assists with rating fatigue levels.

3.2.2 Burnout

All employees should be monitoring themselves, their workers & their colleagues for signs of burnout. It is important to identify potential changes in role/ work environment/ organisation that may contribute to burnout. Examples include:

- Change to roster
- Time of year e.g. festive season
- Organisational pressures e.g. production targets

Where signs have been identified, this should be raised with the Employee's Leader to determine appropriate actions. This may include changes to task allocation, flexible work adjustments, provision of additional support, referral to our Employee Assistance Provider or referral to the Employee's private medical provider.

3.3 Drugs and Alcohol

Roy Hill has a comprehensive testing programme to ensure on-going fitness for work of all employees. The testing programme includes; pre-employment testing, random testing, blanket testing, for cause testing, post-incident testing and self-testing.

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For a complete description of the management of drugs and alcohol including; selection and testing of personnel, requisite facilities and equipment, methods, confidentiality, refusals to test, and management of non-negative results, refer to the document Drug and Alcohol Procedure.

4 COVID-19

At Roy Hill, we firmly believe and are committed to ensuring that our operations are carried out in a way that ensures the health, safety and wellness for everyone.

With the emergence of COVID-19, we are aware of the potential impact it could have to our employees and operations. Every individual has the responsibility to adhere to the following COVID-19 protocols implemented;

- **Vaccination Certification** - It is Roy Hill's responsibility to collect and maintain records of vaccinated workers. All Roy Hill employees are required to upload your COVID-19 digital certificate or immunisation history statement into SuccessFactors OR email to rh.im.advisor@royhill.com.au. Roy Hill Suppliers are required to manage their own records & update profiles in Enable to verify they are compliant.
- **RAT Screening** - Our COVID-19 FIFO screening program is helping protect our colleagues, families and community. All Roy Hill employees travelling to our Mine and Port Hedland sites are required to complete RAT screening prior to their flight. This screening must be conducted on the same day as your flight. Personnel driving into site will conduct RAT screening on entry. Perth Office staff will also undertake relevant RAT screening programs dependent on the COVID-19 status in Western Australia.

5 Employee Assistance Program

The EAP's function is to assist eligible parties to address and resolve work and personal issues that might impact on their wellbeing and fitness for work. In addition, the EAP will also provide support and advice for Managers and Leaders to assist them in evaluating and addressing fitness for work issues.

All Roy Hill employees, their partners and dependent children have access to a confidential and professional Employee Assistance Program (EAP).

The EAP will provide a 24 hour, 365 days per year service to respond to traumatic incidents and other situations where the employee is seeking assistance.

Each site will ensure that an effective and ongoing program is carried out to promote awareness of the EAP and the services provided to eligible individuals.

Eligible individuals will be able to directly access counselling up to the established service limits. Situations requiring further assistance will be assessed on a case by case basis in consultation with their HR business partner.

The relationship between Roy Hill and an external EAP provider will be one of client and independent contractor and this must be specified in any contractual relationship.

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6 Management of Individuals with identified FFW issues

Where an employee requires resolution to resolve a fitness for work issue, through either the instigation of the employee, or the employer, all parties shall endeavour to work in an effective and constructive manner to resolve the issue in a manner that provides a best-case solution for all the parties involved.

Refer to the Performance Management Procedure.

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7 Definitions

Table 1 – Definitions

Term	Definition
Employee Assistance Program (EAP)	A service provider for the provision of fitness for work, and mental health support services to eligible individuals
Fatigue	A condition where an individual is feeling weary or tired. Fatigue may be caused by physical, mental or emotional means
Fit For Work (FFW)	An individual is in a physical, mental, and, emotional state that enables them to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.

8 References and Associated Documents

Table 2 - References

Document Number	Title
HR-PRO-00042	Disciplinary Action Procedure
OP-CHK-00167	Roy Hill Personal and Supervisor Fatigue Checklist
OP-GUI-00017	Roy Hill Fatigue Management Guideline
OP-PRO-00044	Roy Hill Drug and Alcohol Procedure
OP-PRO-00974	Worker Health Assessment and Management Procedure
OP-STD-00195	Health, Safety, Emergency & Security Management Performance Standard Roy Hill HSES Performance Standard PS14 Fitness for Work

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