

CS ENERGY PROCEDURE

PRE-COMMENCEMENT HEALTH ASSESSMENTS CS-OHS-10

Responsible Officer: Principal Health and Safety Specialist
 Responsible Manager: Head of Health Safety and Environment
 Responsible Executive: Executive General Manager People, Safety and Transformation

DOCUMENT HISTORY

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1 PURPOSE

CS Energy has an obligation to ensure the health and safety of all workplace participants and to provide and maintain a safe and healthy work environment. CS Energy may require applicants and contractors to undergo a pre-commencement health assessment (medical examination) or provide a pre commencement health declaration prior to commencement.

The pre-commencement health assessment will assist in determining whether an applicant has any medical condition/s, which may:

- impact on their ability to perform the inherent occupational requirements of the position safely;
- place applicant at an increased risk of injury or illness or re-aggravation / reoccurrence of a pre-existing medical condition if carrying out the inherent occupational requirements of the proposed position;
- place others in the workplace at an increased risk of injury or illness.

2 SCOPE

This procedure applies to all prospective employees of CS Energy, contractors, consultants and labour hire workers, as identified in Tables 1 and 2 (included)

CS Energy reserves the right to require all prospective employees to adhere to the procedure. This procedure is used to determine if the applicant has any medical conditions which may impact their ability to safely perform the inherent occupational requirements of their role.

In the event of prolonged absence due to personal injury or illness, CS Energy will require a full clearance certificate and a work capability checklist (pre-commencement health assessment) completed by a General Practitioner stating the applicant is able to safely fulfil the inherent occupational requirements of the position aligned with the capabilities required by the substantive role of the employee, as outlined in the Job Dictionary. There may be a requirement for an Independent Medical Examination as outlined in CS-OHS-04 Workplace Rehabilitation and WorkCover Claims Procedure.

2.1 Exceptions

The following groups of people will be generally exempt from this procedure, prior to attendance at a CS Energy Site, however CS Energy reserves the right to require the completion of a Health Declaration and/or Pre-commencement Medical at any time.

- Cultural Heritage Officers who are generally on sites for very short periods of time (1-2 days) and are typically engaged only in survey works.
- Visitors who are fully accompanied and supervised by a CS Energy employee, and will not be engaged in any work activities, including WHS and ENV Regulators
- Tour Groups who are fully accompanied and supervised by a CS- Energy employee and will not be engaged in any work activities.
- Training Providers engaged in accordance with the CS-HR-55 - Standards for Training and Assessment Procedure [B/D/12/18450](#).
- Volunteers – people who actively contribute time and labour for no remuneration (inducted and supervised).

3 RESPONSIBILITIES AND ACCOUNTABILITIES

3.1 Executive General Managers/ General Managers/ Site Managers

- Ensuring all employees, contractors and labour hire staff are compliant with the requirements of this procedure.
- CS Energy will provide access to a panel of Medical Providers in locations around the state and country to enable easy access to Pre-Commencement Health Assessments.

3.2 People and Culture

People and Culture are responsible for the following in relation to preferred candidates and / or new hires for permanent and fixed term appointments as determined in Table 1 or 2:

- Sending a notification to Medicals@csenergy.com.au requesting a Pre-Commencement Health Declaration to be sent to the applicant for completing and returning to Medicals@csenergy.com.au; **OR**
- Advising permanent and fixed term applicant/s of the requirement to satisfactorily complete a Pre-Commencement Health assessment as part of the recruitment and selection process (develop list / letter and insert form number); **THEN**
- Certificate of Fitness (CoF) send directly to medicals@csenergy.com.au for review and manage outcome including any fitness restrictions.
- Confirming with the applicant they may commence employment; **OR**
- Confirming with the applicant they may commence employment, but will be required to enter into a health management plan. They will be contacted by the Health and Wellbeing Specialist or RTW Co-ordinator to manage reasonable adjustments, restriction, medication management or Personal Emergency Evacuation Plan, prior to or upon commencement; **OR**
- Confirming with the applicant they are unable to commence employment, where it has been determined the employee is unable to safely fulfil the inherent occupational requirements of the position.
- Applicants requiring a health or medication management plan are required to comply with the CS-OHS-04 Workplace Rehabilitation and WorkCover Claim Procedure.

3.3 Health and Safety

The Health and Safety Team are responsible for:

- Identifying the occupational hazards and health requirements associated with job roles or legislative mandates (job dictionary and risk assessment).
- Communicating to applicants the requirements of the pre-commencement health assessment process (if required)
- Providing specialist risk management advice and plans as required;
- Infield compliance checks (for contractor compliance);
- Notify People and Culture of any updates to this procedure including Table 1 and 2

3.4 Health and Wellbeing Specialist / RTW Co-ordinator

The Site Health and Wellbeing Specialist / RTW Co-ordinator is responsible for:

- Providing a risk assessment regarding the management of any fitness restrictions identified by the medical practitioner;

- Ensuring applicants or contractors do not commence work until it is confirmed by CoF, the applicant is able to safely fulfil the inherent occupational requirements of the position, and what fitness restriction (if any) may require reasonable adjustment;
- Notifying the People and Culture team that any permanent or fixed term applicant is permitted to commence employment with CS Energy via the Health Declaration Notification process or via email for completed CoF.
- Managing and recommending reasonable adjustments to the workplace to accommodate fitness restrictions as identified by the medical practitioner in consultation with relevant supervisor / hiring manager and People and Culture.
- Develop R0017 Health Management Plans (HMP) or R0019 Medication Management Plans (MMP) for direct employees, assist in the development of contractor HMP or MMP, if required.
- Handling and storing any documentation on Pre - Commencement health assessments including Pre-Commencement Health Declaration and CoF (confidentially) in accordance with the requirements of the Privacy Act.

3.5 Contract Owner, Hiring Manager or Designated Lead

If requesting plant-based access, the above are responsible for:

- Directing suppliers to the Felix portal for registration and prequalification (if not already prequalified); and
- Ensuring contractor / supplier is aware of the requirement to ensure their employees are not at risk due to pre-existing health conditions; and
- Ensuring contractors are aware of CS Energy's procedure for AOD testing; and
- Ensuring stakeholders are aware of the requirements around a pre – commencement health assessment prior to access to site; **or**
- Sending site access requests as a trigger for Pre-Commencement Health declarations for identified roles in Table 1 or 2.

If requesting Office Based access, the above are responsible for:

- Requesting Pre-Commencement Health declaration form from medicals@csenergy.com.au
- Working with relevant stakeholders to determine reasonable adjustments to manage fitness restrictions (if required)
- With support from H&S implement and continually review any Health Management Plan and / or Medication Management Plan in place.

3.6 Contractor Management Co-ordinator

Contractor Management Co-ordinators are responsible for:

- Liaising on requirements for Pre-Commencement Health assessment process.
- Provide Certificate of Fitness to Health and Wellbeing Specialist / RTW Coordinator via medicals@csenergy.com.au (if not prequalified in Felix).
- Ensuring that stakeholders are aware that infield compliance checks will be undertaken by Health and Safety.

3.7 Employee Candidates and Employees Returning to Work

Candidates identified in Table 1 or Table 2 as requiring Pre-Commencement Health Assessment will be required to:

- Attend a Pre-Commencement Health Assessment.

- Participate fully in the Pre-Commencement Health Assessment.
- Comply with reasonable adjustments if restrictions are identified, as agreed and detailed in the Health Management Plan.

Candidates as identified in Table 1 or Table 2 as requiring Pre-Commencement Health Declaration will be required to:

- Complete form S2377 Pre- Commencement Health Declaration ([B/D/23/11958](#)).
- Return completed form to medicals@csenergy.com.au.

For some roles, the individual may progress to a full Pre-Commencement Health Assessment and/ or a functional assessment based on any health-related triggers identified on form S2377 Pre-Commencement Health Declaration [B/D/23/11958](#). Where additional information is required, the employee will need to:

- Attend a Pre-Commencement Health Assessment.
- Participate fully in the Pre-Commencement Health assessment.
- Comply with reasonable adjustments if restrictions are identified, as agreed and detailed in the Health Management Plan.

3.7.1 Employees Returning to Work

Employees who are returning from an extended absence due to personal injury or illness will be required to:

- communicate with their supervisor prior to their intended return to work date
- attend an appointment with a General Practitioner providing a copy of their Job Dictionary for their substantive role, along with a work capability checklist.
- Obtain a clearance certificate and have the work capability checklist completed.
- Provide these completed documents to the RTW Co-ordinator / Health and Wellbeing specialist
- Participate in the development of a Health Management Plan and / or medication management plan (refer to section 7.7 CS-OHS-04 Workplace Rehabilitation and Workcover Claims).
- Worker may be required to attend an Independent Medical Examination prior to returning to work in line with Section 6.7 of CS-OHS-04 Workplace Rehabilitation and Workcover Claims).

3.8 Contractors / Consultants / Contingent Workers

All suppliers are to have in place a pre-commencement health assessment process equivalent to or greater than the CS Energy process. Notification of compliance is required prior to site access being granted.

Contingent workers identified in Table 1 or Table 2 as requiring a Full Pre-Commencement Health Assessment will be required to:

- Employees of contractors as outlined in Table 1 and Table 2 above, who will attend site will be required to comply with the minimum site expectations for pre-commencement health assessments prior to undertaking works.
- All individuals employed under the supply agreement must have completed a pre-commencement assessment, completed by an Occupational Physician within the last 12 months (prior to attending site for the first time), AOD results must be within one month.
- Notify of compliance via Felix prior to site access being granted.
- Comply with reasonable adjustments if restrictions are identified.

Where additional information is required:

- Refer to contractor to manage process to provide CoF / HMP / MMP or restrict access to site.
- The HMP / MMP may be provided by the contractor but will be required to be signed off by the Supervisor, Contractor and the RTW Co-ordinator of the contractor. The individual must be managed within those restrictions / conditions as outlined.

4 PRE-COMMENCEMENT HEALTH ASSESSMENT PROCESS

The completed Pre-Commencement Health Assessment will determine if an applicant is fit to perform the inherent occupational duties of the position safely and further medical assessment will identify restrictions that may need to be managed subsequent to appointment / commencement. As part of the recruitment and selection for contractor onboarding process, this procedure applies to each candidate / contractor individually.

The pre-commencement health assessment is an essential tool used to assess a candidate / contractor's suitability for a position or to obtain base line health monitoring indicators as prescribed by legislation through self-report. It is part of a complete pre-commencement process that, along with other information (such as reference checking, interviews etc.) enables CS Energy to make an informed decision on an individual's suitability to the role.

As identified in the role classifications (see Table 1 and 2), or as a returning employee, workers will be either required to complete Form S2377 Pre-Commencement Health Declaration ([B/D/23/11958](#)) or be directed to attend a Pre-Commencement Health Assessment.

For some roles, an individual may progress to a full Pre-Commencement Health Assessment and/ or a functional assessment based on any health-related triggers identified on form S2377 Pre-commencement Health Declaration or via the work capability checklist process outlined in section 5.1 for returning employees.

Where restrictions or medications are identified, Health management plans / and or medication management plans will be required in line with the requirements of section # CS-OHS-04 Workplace Rehabilitation and Workcover Claims.

For Contractors who are pre-qualified in Felix, the employee will not be required to provide S2377 Pre-Commencement Health Assessment evidence. The employer will be required to ensure that HMP and or MMP are maintained for their own employees.



- Cost of Pre-commencement Medicals is covered by the employing entity. i.e.: is contingent worker paid directly by CS Energy payroll or by a third party?

Table 1 Site Based Roles

Definitions		Pre-Commencement Health Assessment		To Job Dictionary Requirements	
		Pre-Commencement Health Declaration		Risk assessment for flagged conditions	
Worker Category - Site	Definition	Pre-Commencement Health Declaration	Pre-Commencement Medical Health Assessment	Medical Selection WHA Booking portal	Controls (as required)
Plant Workers – Direct Employees/Contractors in CSE roles	<ul style="list-style-type: none"> Plant Control Operators / Shift Operators Shift Mechanical Maintenance employees covering both station and unit plant, Plant electrical maintenance as well as electrical and instrument control (E&IC) personnel Ash Disposal Operators and Operators Field-based Supervisors Plant Engineers, Overhauls, Technical Project teams, Chemists, Health & Safety Warehouse, Tool store Officers Industrial cleaning, domestic cleaning and domestic trades Paid by CS Energy 	No	Yes	<ul style="list-style-type: none"> Full medical (25kg) 	<ul style="list-style-type: none"> Health Management Plan created by CS / Medical Provider
Plant Workers – Contractors/Suppliers	<ul style="list-style-type: none"> Contracted Services, Overhauls, Technical Project Coal Operations Paid by Contract Employer 	No	Yes	<ul style="list-style-type: none"> Full medical (25kg) 	<ul style="list-style-type: none"> Site access restricted duration on site – controlled via security Health Management Plan created by Employer / Medical Provider
Field Workers - Direct Employees/Contractors in CSE roles	<ul style="list-style-type: none"> Environmental, PFAS, Stakeholder, Cultural Heritage Advisors Paid by CS Energy 	No	Yes	<ul style="list-style-type: none"> Full medical (25kg) 	<ul style="list-style-type: none"> Health Management Plan created by CS / Medical Provider



Definitions	Pre-Commencement Health Assessment				To Job Dictionary Requirements
	Pre-Commencement Health Declaration				Risk assessment for flagged conditions
Worker Category - Site	Definition	Pre-Commencement Health Declaration	Pre-Commencement Medical Health Assessment	Medical Selection WHA Booking portal	Controls (as required)
Field Workers – Contractor/Suppliers	<ul style="list-style-type: none"> Contracted Services Paid by Contract Employer 	No	Yes	<ul style="list-style-type: none"> Full medical (25kg) 	<ul style="list-style-type: none"> Site access limited to proposed duration on site – controlled via security
Apprentices - Direct Employees	<ul style="list-style-type: none"> Apprentice under a signed contract 	No	Yes	<ul style="list-style-type: none"> Full medical (25kg) 	<ul style="list-style-type: none"> Health Management Plan created by CS / Medical Provider
Labour Hire – On Plant	<ul style="list-style-type: none"> Will work on plant, overhaul, etc 	No	Yes	<ul style="list-style-type: none"> Full medical (25kg) 	<ul style="list-style-type: none"> Health Management Plan created by Employer / Medical Provider
Site Based Office Staff	<ul style="list-style-type: none"> Senior Management, Commercial, Procurement, Finance, HR, other administrative functional areas No requirement to work on plant 	Yes	No	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Managed by exception Health Management Plan created by CS / Medical Provider
Temporary Work - Contractor/Suppliers	<ul style="list-style-type: none"> One-off or emergency requirement. Less than 1 week onsite. 	Yes	No	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Extension may trigger medical
Short Term Repeated Work - Contractor/Suppliers	<ul style="list-style-type: none"> Frequent visits to site (e.g. quarterly) for up to 3 days work 	Yes	No	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Extension may trigger medical Managed by exception Health Management Plan created by Employer / Medical Provider
Drivers (General)	<ul style="list-style-type: none"> Garbage removal, delivery and pick up, bulk fuel, limited to short term site access, 	Yes	No	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Site access limited to duration on site – controlled via security



Definitions	Pre-Commencement Health Assessment				To Job Dictionary Requirements
	Pre-Commencement Health Declaration				Risk assessment for flagged conditions
Worker Category - Site	Definition	Pre-Commencement Health Declaration	Pre-Commencement Medical Health Assessment	Medical Selection WHA Booking portal	Controls (as required)
Labour Hire – Office based only	<ul style="list-style-type: none"> No requirement to work on plant 	Yes	No	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Managed by exception Health Management Plan created by Employer / Medical Provider
Work Experience	<ul style="list-style-type: none"> Student placement / work experience (fully supervised) 	Yes	No	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Managed by exception Health Management Plan created by CS / Medical Provider
CBESS and GBESS (Administrative)	<ul style="list-style-type: none"> Renewable energy No dust exposure (No CXR/Spirometry) 	No	Yes	<ul style="list-style-type: none"> PEM Renewables (10kg) 	<ul style="list-style-type: none">
CBESS and GBESS (Operational)	<ul style="list-style-type: none"> Renewable energy No dust exposure (No CXR or Spirometry) 	No	Yes	<ul style="list-style-type: none"> PEM Renewables (25kg) 	<ul style="list-style-type: none">



Table 2 Office Based

Definitions	Pre-Commencement Health Assessment		To Job Dictionary Requirements	
	Pre-Commencement Health Declaration		Risk assessment for flagged conditions	
Worker Category - Brisbane Office	Definition	Pre-Commencement Health Declaration	Pre-Commencement Health Assessment	Controls
Direct Employees / Contractors / Suppliers / Labour Hire	Includes employees who primarily perform administrative or knowledge-based functions in the office, <i>with no physical on-site contact</i> : Finance, Corporate Health & Safety, Records Management, IT, Administrative Assistants and Management functions, Contract Traders, Human Resources, Health & Safety	Yes	No	<ul style="list-style-type: none"> Managed by exception Health Management Plan created by CS / Medical Provider
Direct Employees - Technical Services	Consists primarily of technical specialists involved in engineering, technical oversight of station operations, infield inspections and supervision during overhaul activities. Predominantly based in the Brisbane office, with regular site visits (>10) Electrical, Mechanical, Civil Engineering, Health and Safety	No	Yes	<ul style="list-style-type: none"> Medical to Job Dictionary Requirements Managed by exception Health Management Plan created by CS / Medical Provider
Direct Employees - Hybrid	Includes employees who perform support services who attend sites <10 times per year who will provide advice to site or undertake inspections, CCVs etc. NOTE: This may include individuals in the categories above.	Yes	No	<ul style="list-style-type: none"> Managed by exception Health Management Plan created by CS / Medical Provider
Contracted Services – External	Workers who never physically attend the office (e.g., provision of D&T service desk)	No	No	<ul style="list-style-type: none"> No requirement
	•			•

4.1 Occupational Hazards and Health Requirements

The Health and Wellbeing Specialist involved in the pre-commencement process will confirm the occupational hazards and health requirements associated with the position as advised by the completion of the Job Dictionary relevant to the role. The Job Dictionary will be reviewed every two years to ensure currency with the requirements of the role described. Where Job Role / Functional Descriptions are developed for a vacant or advertised position they will be provided to the Occupational Health Physician conducting the medical examination along with the Certificate of Fitness report form.

Musculoskeletal assessment will be required for candidates whose job dictionary identifies significant exposure to a particular type of Manual Task Hazard. Refer to Attachment 10.1 Manual Task Risk Assessment.



Important Note – Forms completed during the pre-commencement medical process contain information relating to individual's health and must be used in a manner that protects their confidentiality to the extent possible while the information is being used for occupational health and safety purposes. An electronic copy of all forms are to be filed in a confidential rehabilitation folder in TRIM where access is restricted to the Health and Wellbeing Specialist / RTW Co-ordinator.

4.2 Pre-Commencement Health Declaration

The primary purpose of the pre-commencement health declaration is to assist CS Energy to ensure that no person is placed in an environment or given tasks that will result in physical or psychological harm. It is not the intention of the pre-commencement health declaration to deny a person employment solely because of disability or illness. The pre-commencement health declaration also assists CS Energy to obtain information to enable it to meet its obligation under relevant anti-discrimination legislation to make reasonable adjustments for an employee / contractor or prospective employee to safely perform the inherent occupational requirements of the role.

Identified Candidates / Suppliers / Contractors (Refer Table 1 and Table 2) will complete a Pre-Commencement Health Declaration along with other relevant information as required by CS Energy (eg: police checks, reference checks). The collection and processing of this information is in accordance with relevant occupational health and safety legislation and anti-discrimination legislation and is subject to the Privacy Act 2009 (QLD). All Contingent Worker Health Declarations remain current for 12 months from date of receipt, unless there are changes to an individual's scope of work, in which case, a medical may be triggered.



Important Note – When contingent workers are required to attend site to undertake emergency works, health declaration can be filled in onsite on the day of the works and forwarded to medicals@csenergy.com.au for filing. Risk will be accessed by the Health Specialist on site or Responsible person prior to site entry

All completed pre-commencement health declaration forms will be retained in a confidential rehabilitation folder in Trim where access is restricted to the Health and Wellbeing Specialist / RTW Co-ordinator.

Request a Health Declaration. To request a Health Declaration be sent to a candidate, send the appropriate form to medicals@csenergy.com.au:

Contingent Worker [B/EM/24/2662](#)
Direct Employee [B/EM/24/2660](#)

4.3 Pre-Commencement Health Assessment

The pre-commencement health assessment will be conducted by an Occupational Health Physician who will consider the inherent duties and occupational requirements for the position, the occupational hazards identified for the position and the applicant's personal health declarations related to the position.

The Assessment will include, but may not be limited to:

- Eyes (colour vision)
- Ear, Nose, Throat
- Cardiovascular
- Abdomen
- Hernial orifices
- Musculoskeletal
- Skin
- Smoking history
- Neurological
- Chest X-Ray, to ILO standards with a minimum B read by Lungscreen Australia
- Spirometry assessment
- Audiometry assessment
- Vaccinations (if required)
- Drug and alcohol assessment – instant, referred to lab if result is a non-negative in line with CS-OHS-42 - Managing Alcohol and Other Drugs [B/D/11/30965](#). Must be completed within one month prior site attendance.
- Fitness assessment compromising:
 - 3-minute step test
 - Lift tolerance test
 - 10kg for administrative roles
 - 25kg for site based physical roles

Contractors may provide a statement that all individuals in their work group, prior to commencement on site, are Fit for Duty, or Fit with Restrictions, if they have achieved pre-qualification via the Felix system.

If restrictions or conditions are identified, a Health Management Plan (HMP) will be required to document reasonable adjustments made to ensure worker safety.

4.4 Certificate of Fitness (Medical Assessment Outcome)

The Occupational Health Physician will examine the applicant and provide CS Energy with a Certificate of Fitness detailing whether the applicant is fit to safely undertake the inherent duties of the position and any restrictions that may apply. Personal medical information will not be disclosed to CS Energy other than the recommendations contained in the Certificate of Fitness. All information will be secured and protected from misuse.

Certificate of Fitness Results will advocate one of the following:

- Fit for Duty
- Fit with Restrictions

- Not Fit to Safely Undertake the Inherent Requirements

4.4.1 Fit for Duty

Applicants of either direct employment or contractor site access with a Fit for Duty result will proceed to the next stage of onboarding via standard HR Processes or Contractor Management requirements.

4.4.2 Restrictions affecting applicant fitness

If the Certificate of Fitness certifies an applicant is not fit or has restrictions that must be considered, the Health and Wellbeing Specialist / RTW Co-ordinator will conduct a risk assessment, in conjunction with the Supervisor / Hiring Manager of the relevant position, to determine whether the restrictions noted are able to be managed in a way that would not:

- Place the applicant / contractor at an increased risk of injury or illness or re-aggravation/reoccurrence of a pre-existing medical condition whilst carrying out the inherent occupational requirements of the proposed position; or
- Place others in the workplace at increased risk of injury or illness.

The Health and Wellbeing Specialist / RTW Co-ordinator will make recommendations regarding whether the medical restrictions may be safely managed within the job role and can assist in the development of a straight forward health or medication management plan. Depending upon restrictions a Personal Emergency Evacuation Plan (PEEP) [B/D/23/5657](#) may also need to be developed.

The content of the Health or Medication Management Plan will be signed off by the worker / contractor, the supervisor and the Health and Wellbeing Specialist / RTW Co-ordinator.

The Chief Medical Officer or other Health Professional may be consulted to assist with the development of a medication management plan for the applicant, if required.



- If reasonable adjustments are unable to be made, consideration of the candidates' suitability will need to be reassessed following the Decision Tree at Attachment 8.6

4.4.3 Not Fit to Safely Undertake the Inherent Requirements

Inherent job requirements are the essential outcomes that must be achieved as part of a job. They are the tasks or skills that are a major part of the job; they cannot be allocated elsewhere or done a different way and have significant consequences if not performed.

The inherent requirements of a job will vary depending on what the job is. They may include:

- The ability to perform tasks which are essential to perform a job productively and to the required quality
- The ability to work effectively in a team or other organisation
- The ability to work safely.

Where it has been medically determined an individual is unable to safely fulfil the inherent occupational requirements of the position, any decision will be based on whether an individual is objectively able to carry out the inherent requirements of the position. In such circumstances, medical evidence about the nature of an individual's disability as it relates to the particular tasks of the role will generally be relied upon. Refer to Decision Tree Attachment 10.4

4.4.4 Functional Capacity Examination

Depending on information provided by the medical assessor or by the candidate / contractor on the health declaration form, the Health and Wellbeing Specialist / RTW co-ordinator may recommend a functional capacity examination (FCE).

This examination will be required for candidates / contractors whose job dictionary identifies significant exposure to a particular type of Manual Task Hazard and have indicated a pre-existing musculoskeletal disease or health condition. Refer to Attachment 10.1 Manual Task Risk Assessment for further information or to the relevant Job Dictionary.

4.5 Offer of employment

The recommendation and feedback provided to People and Culture on an individual's ability to safely undertake the inherent occupational requirements of the job will be the result of thorough risk assessment and consultation with subject matter experts.

Any offer of employment is:

- Conditional upon the applicant being able to safely perform the inherent occupational requirements of the position, and
- Subject to the applicant being willing to complete a pre-commencement health declaration and/or assessment and/or FCE (if required).
- Subject to adherence to the requirements of the health management plan put in place for the candidate's safety and health (if required).



IMPORTANT NOTE – People and Culture and Health and Wellbeing Specialist / RTW Co-ordinator will not provide feedback to any individuals around assessment results.

5 MANAGEMENT OF RESTRICTIONS / RETURN TO WORK

5.1 Notification of Injury/Illness- non work related

If you are returning to work following a prolonged illness or injury, please contact your supervisor to arrange a conversation with the Health and Wellbeing Specialist / RTW Co-ordinator to discuss the need for either a Health Management Plan or a Medication Management Plan. Alternatively please provide a full clearance certificate to return to your substantive role, at full duties and hours.

5.2 Health Management Plan

A document describing an individual's restrictions, conditions, recommendations for the management or facilitation of reasonable adjustments in the workplace / role delivery. It is created in consultation with Medical Provider, Worker, Supervisor and Health and Wellbeing Specialist / RTW Co-ordinator.

For CS Energy individuals, this document must be signed by the employee, supervisor and Health and Wellbeing Specialist / RTW Co-ordinator for the site they will be working on. The health management plan will reflect restrictions/considerations as outlined in the work capabilities checklist completed by the treating doctor. The Health management plan should be completed on the first day of work and returned to medicals@csenergy.com.au.

Contractors need to ensure all Health Management Plans are known to the supervisor of the individual, to ensure restrictions are complied with and reasonable adjustments made to ensure worker safety, in line with the HMP.

5.3 Medication Management Plan

A document describing an individual's medication related restrictions, conditions, and recommendations for the management of a medical condition. It is created in consultation with Medical Provider, Worker, Supervisor and Health and Wellbeing Specialist / RTW Co-ordinator. The medication management plan must be completed and signed by the treating doctor and reflect dates of prescription and clearly record

any impacts to normal duties or safety critical work. Longstanding and/or ongoing medication, where applicable, can be dated to cover the calendar year.

6 CONTRACTOR / SUBCONTRACTOR / LABOUR HIRE

All suppliers are to have in place a pre-commencement health assessment process equivalent to or greater than the CS Energy process. Notification of compliance is required prior to site access being granted.

Employees of contractors as outlined in Table 1 and Table 2 above, who will attend site will be required to comply with the minimum site expectations for pre-commencement health assessments prior to undertaking works. All individuals must have completed a pre-commencement assessment, completed by an Occupational Physician within the last 12 months (prior to attending site for the first time), AOD results must be within one month.

The HMP may be provided by the contractor but will be required to be signed off by the Supervisor, Contractor and the RTW Co-ordinator of the contractor. The individual must be managed within those restrictions / conditions as outlined in the HMP.



- Cost of Pre-commencement Medicals is covered by the employing entity. i.e.: is contingent worker paid directly by CS Energy payroll or by a third party?

7 DEFINITIONS

Term	Definition
AOD	Alcohol and Other Drugs - covered in Procedure CS-OHS-42
Certificate of Fitness (CoF)	Statement provided by Occupational Health Physician at the end of the Pre-Commencement Health Assessment which indicates an individual is Fit for Duty, Fit with Restrictions, or Not Fit for Duty.
Pre-Commencement Health Declaration Form	Statement made by an individual about their current state of health, personal risk factors, whether they are prescribed medication and any risk exposures from past workplaces - relevant to the current role.
Health Management Plan (HMP)	A document describing an individual's restrictions, conditions, recommendations for the management or facilitation of reasonable adjustments in the workplace / role delivery. It is created in consultation with Medical Provider, Worker, Supervisor and Health and Wellbeing Specialist / RTW Co-ordinator.
Job Dictionary	A description of the physical and psychological requirements of a particular position.
Medical Management Plan (MMP)	A document describing an individual's medication related restrictions, conditions, and recommendations for the management of a medical condition. It is created in consultation with Medical Provider, Worker, Supervisor and Health and Wellbeing Specialist / RTW Co-ordinator
MSD	Musculoskeletal Disorder as defined by WHSQ: Injury to, or disease of the musculoskeletal system including muscles, nerves, tendons, ligaments, joints, cartilage, or spinal discs.
Personal Emergency Evacuation Plan (PEEP)	Personalised emergency management plan to ensure all persons are able to safely evacuate from the building
Pre-Commencement Health Assessment	Medical tool used to assess an applicant's suitability for a position, or to obtain base line health monitoring indicators as prescribed by legislation.
RTW Co-ordinator	Return to Work Co-Ordinator

8 REFERENCES

Reference No	Reference Title	Author
B/D/17/17210	Procedure - CS-OHS-75 - Health Hazard Exposure Management	CS Energy
B/D/12/18413	Procedure - CS-HR-4 - Recruitment and Selection	CS Energy
B/D/23/11958	Form – S2377 - Health Declaration	CS Energy
B/D/15/26512	Form – R0017 - Health Management Plan	CS Energy
B/D/18/13236	Form - R0019 - Medication Management Plan	CS Energy
B/D/23/5657	Form - S2372 - Personal Emergency Evacuation Plan (PEEP)	CS Energy
B/D/12/18450	Procedure - CS-HR-55 - Standards for Training and Assessment Procedure	CS Energy
B/D/11/30965	Procedure - CS-OHS-42 - Managing Alcohol and Other Drugs	CS Energy
F/16/8856	Folder – Job Dictionaries	CS Energy
	Certificate of Fitness Report	Medical Provider
B/EM/24/2660	Health Declaration Request – Direct Employee	CS Energy
B/EM/24/2662	Health Declaration Request – Contingent Worker	CS Energy

9 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two-yearly basis or at intervals specified by legislative or regulatory requirements. Review of registered documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

Government Owned Corporations must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.

10 ATTACHMENTS

10.1 Attachment 1 - Manual Task Risk Assessment¹

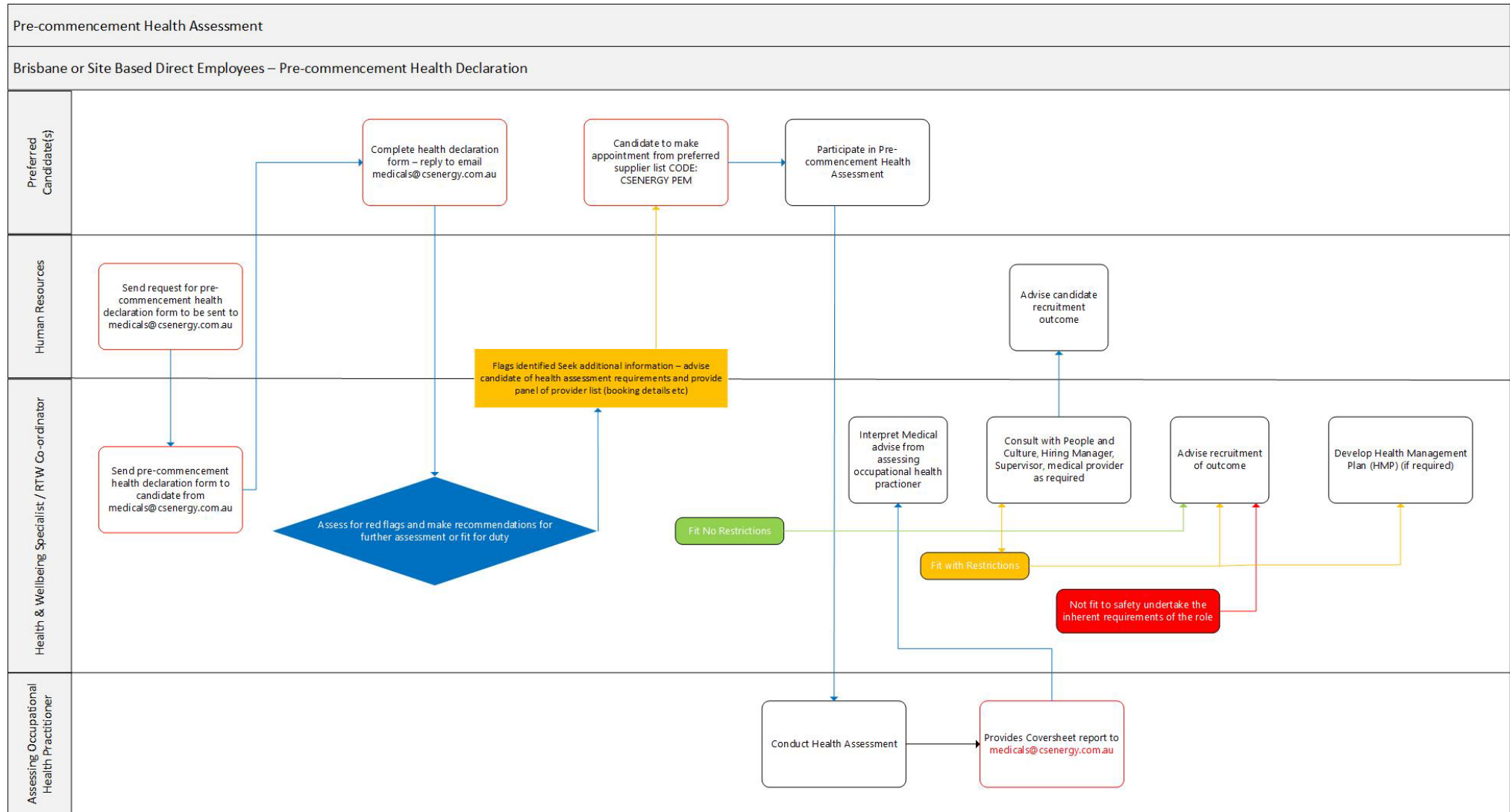
	Eyes (colour vision)	Ears, Nose, Throat	Cardiovascular	Abdomen	Herrial Orifices	Musculoskeletal	Functional - Based on MSD results	Skin	Smoking History	Neurological	Spirometry to ILO standards with a minimum B read by Lungscreen Australia	CXR	Audiometric	TwinRix
Job Dictionaries														
Project Officer Lead	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Support Officer Outages	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Purchasing Officer	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Site Finance Manager	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Senior Tradesperson Electrical	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Site Accountant - Finance Officer	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Site Procurement Specialist	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Specialist Works Management	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	N
Plant Engineering Supervisor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Supervisor Shift Operations Specialist	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Station and Supervisor Site Chemist	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Supervisor Stores	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Systems Technician	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Technical Electrician	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Plant Engineering Technical Instrumentation and Control - Control Systems Engineer	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Technician Level 1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Tool Store Officer	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Warehouse Logistics Officer/Warehouse Officer	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Warehouse Trainee	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Administration Support Staff	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Administration Trainee	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Fitter and Turner	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Mechanical UTW	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Chemical Plant Operator	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Chemical Technician	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Chemical UTW	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Chemist	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Commercial Manager	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Contracts Officer	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Document Management Officer	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Electrical Apprentice	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Plant Engineering Electrical	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N

¹ Source Job Dictionaries

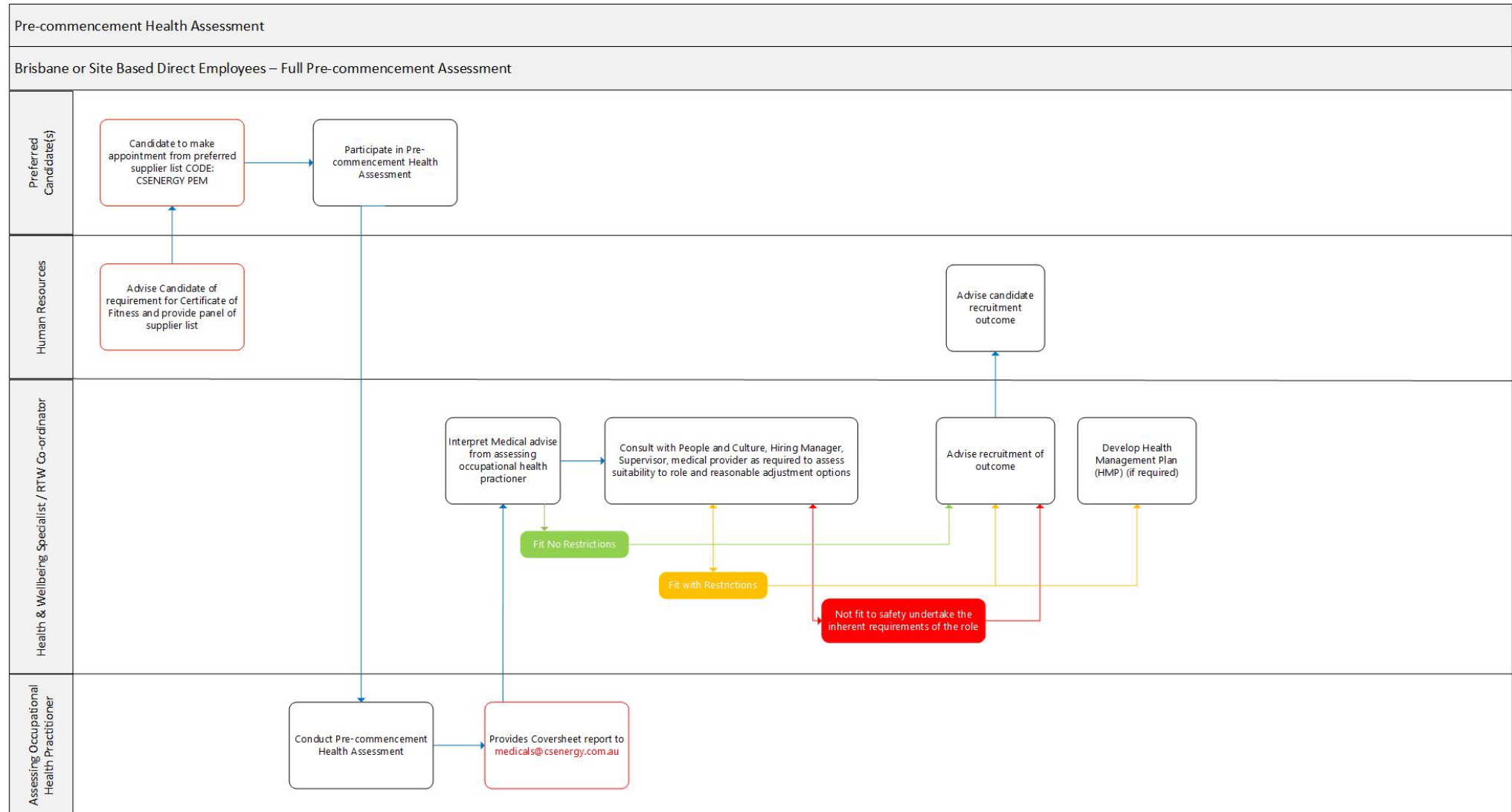
	Eyes (colour vision)	Ears, Nose, Throat	Cardiovascular	Abdomen	Herrial Orifices	Musculoskeletal	Functional - Based on MSD results	Skin	Smoking History	Neurological	Spirometry to LLO standards with a minimum B read by Lungscreen Australia	CXR	Audiometric	TwinRix
<u>Job Dictionaries</u>														
Electrical Supervisor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Electrical UTW	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Environmental Advisor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Maintenance Planner and Scheduler	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Mechanical Apprentice	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Plant Engineering Mechanical - Mechanical Asset Engineer	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Mechanical Supervisor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Operations Specialist - Shift Supervisor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Operations Technician C Common Plant	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Operator Technician Unit 1 and 2 Outside	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Operator Technician Unit 1 and 2 Panel	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Operator Technician Unit 3 and 4 Panel and Outside	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Overhaul Quality Inspector	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Overhaul Specialist	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Payments Officer	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Permit to Work Officer	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Plant Manager	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Overhaul Specialist	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Plumber	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Domestic Cleaner	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Facilities Contract Co-ordinator	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Facilities Management Co-ordinator Electrical	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Facilities Management Co-ordinator Mechanical	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Facilities Management Supervisor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Facilities Planner and Scheduler	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	N
Groundsman	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Handyman	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Industrial Cleaner	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Coal Plant Operator	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Health and Wellbeing Specialist	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Health and Safety Specialist	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Security Officer and First Aid Responder	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Overhaul Co-ordinator	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Site Process Safety Business Partner	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Senior Tradesperson Mechanical	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Operator Technician Outside	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Environmental Business Partner	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Industrial Chemist	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

	Eyes (colour vision)	Ears, Nose, Throat	Cardiovascular	Abdomen	Herrial Orifices	Musculoskeletal	Functional - Based on MSD results	Skin	Smoking History	Neurological	Spirometry to LLO standards with a minimum B read by Lungscreen Australia	CXR	Audiometric	TwinRix
<u>Job Dictionaries</u>														
Laboratory and Chemical Technician	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Diamond Security Co-ordinator	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mining and Ash Co-ordinator	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Mining Manager	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Permit to Work Co-ordinator	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Project Management Office	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	N
Operator Control Room PCO 1 and 2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Facility Co-ordinator	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Planning and Supply Supervisor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Plant Manager	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Brisbane Office Worker	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Brisbane Based Support Services (6-10 site visits per year)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Brisbane Based Technical Services (Greater than 10 site visits per year)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Contract Temporary Workers Service Providers (less than 2 weeks onsite)	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Contract Short term - repeated works (frequent return visits to site for less than 2 days work - eg quarterly)	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Site Based Office Staff	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Office Contractors working onsite	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Contractors working on Plant	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Labour Hire on Plant	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Staff working in BMS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Staff working in ERT	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Trainers onsite	N	N	N	N	N	N	N	N	N	N	N	N	N	N

10.2 Attachment 2 - Process Flow Chart - Brisbane or Site Based Direct Employees – Pre-Commencement Health Declaration



10.3 Attachment 3 - Process Flow Chart - Brisbane or Site Based Direct Employees – Pre-Commencement Health Assessment



10.4 Attachment 4 – Decision Tree – Pre-Commencement Health Assessment

RTW receive restrictions advice from medical provider (medical evidence)

RTW Assess restrictions against job dictionary requirements (inherent requirements)

RTW Provide written advice to Hiring Manager / People and Culture

RTW, Hiring Manager and P&C discuss potential for reasonable adjustment – 30 minute round table

Ultimate decision made by head of department or escalated to EGM

10.5 Attachment 5 Contingent Worker (Contractor) Decision Tree

