

Level: CS ENERGY
 Procedure No: CS-OHS-10
 TRIM Ref No: B/D/11/30938
 Reviewed: 11/23
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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 Operations

DOCUMENT HISTORY

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Reinstate as an OHS Procedure - reflect changes to process, remove HR specific content. Introduce Health Declaration, remove obligation for all employees to attend health assessment, link updated reference documents	L Hartley	W Timms T Reseigh	B Prain	17/11/2023

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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 medical declaration prior to commencement.

The 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 below.

CS Energy reserves its right to require an applicant for a position with the company to follow this procedure to determine if the applicant has any medical conditions which may impact their ability to safely perform the inherent occupational requirements of the position for which they have applied.

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 Health Assessments.

3.2 People and Culture

People and Culture is 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 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-employment medical examination 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 and will be contacted by Health and Wellbeing Specialist or RTW Co-ordinator to manage reasonable adjustments, restriction or 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. For further information refer to section 4.7.3.

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 medical process
- 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-employment health assessments including Health Declaration and CoF (confidentially) in accordance with the requirements of the Privacy Act.

3.5 Hiring Manager

If requesting Office Based access, the Hiring Manager is responsible for:

- Requesting health declaration form from medicals@csenergy.com.au
- Working with relevant stakeholders to determine reasonable adjustments to manage fitness restrictions (if required).

If requesting plant-based access:

- Ensuring contractors are aware of the requirement to ensure their employees are not at risk due to pre-existing health conditions.
- Ensuring contractors are aware of CS Energy's procedure for AOD testing.

3.6 Contractor Management Co-ordinator

Contractor Management co-ordinators are responsible for:

- Liaise on requirements for health assessment process - provide requirements letter to contractors.
- Define what process the contractor needs to complete i.e. health assessment or health declaration and determine the overall suitability of contingent worker and the inherent requirements of their role.
- Provide Certificate of Fitness to relevant Health and Wellbeing Specialist / RTW Coordinator via medicals@csenergy.com.au if required.

3.7 Employee Candidates

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

- Book a health assessment from the panel of providers.
- Participate fully in the 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 Health Declaration will be required to:

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

Where additional information is required:

- Book a health assessment from the panel of providers.
- Participate fully in the assessment.
- Comply with reasonable adjustments if restrictions are identified, as agreed and detailed in the Health Management Plan.

3.8 Contractors

Contractors identified in Table 1 or Table 2 as requiring Full Health Assessment will be required to:

- Provide evidence of Certificate of Fitness completed within previous 12 months (AOD within previous 1 month) - upload to Felix or email to medicals@csenergy.com.au.
- Comply with reasonable adjustments if restrictions are identified.

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

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

Where additional information is required:

- Refer back to contractor to manage process to provide CoF or restrict access to site.

4 HEALTH ASSESSMENT PROCESS

4.1 Introduction

The health assessment is an essential tool used to assess an applicant's suitability for a position or to obtain base line health monitoring indicators as prescribed by legislation. 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 part of the recruitment and selection or contractor onboarding process, this procedure applies to each candidate / contractor individually. Workers in identified roles (see Table 1 and 2), will be either required to complete S2377 Health Declaration Form ([B/D/23/11958](#)) or be directed to attend a health assessment;. Evidence of a satisfactorily completed health assessment is provided to medical@csenergy.com.au in the form of a CoF. For some roles, the individual may progress to a full health assessment, or a functional assessment based on any health related triggers identified on form S2377 Health Declaration [B/D/23/11958](#)

The health assessment completed 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.

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Table 1 Site Based Roles

Definitions	Full Health Assessment		To Job Dictionary Requirements	
	Medical Health Declaration		Risk assessment for flagged conditions	
Worker Category - Site	Definition	Medical Health Declaration	Health Assessment	Controls (as required)
Plant Workers – Direct Employees/Contractors in CSE roles	<ul style="list-style-type: none"> Plant Control 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"> 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"> 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"> Health Management Plan created by CS / Medical Provider
Field Workers – Contractor/Suppliers	<ul style="list-style-type: none"> Contracted Services Paid by Contract Employer 	No	Yes	<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"> 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"> Health Management Plan created by Employer / Medical Provider



Definitions	Full Health Assessment			To Job Dictionary Requirements
	Medical Health Declaration			Risk assessment for flagged conditions
Worker Category - Site	Definition	Medical Health Declaration	Health Assessment	Controls (as required)
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"> 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"> 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"> Extension may trigger medical Managed by exception Health Management Plan created by Employer / Medical Provider
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"> Managed by exception Health Management Plan created by Employer / Medical Provider

Table 2 Office Based

Definitions	Full Health Assessment			To Job Dictionary Requirements
	Medical Health Declaration			Risk assessment for flagged conditions
Worker Category - Brisbane Office	Definition	Medical Health Declaration	Health Assessment Medical	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	No	Yes	<ul style="list-style-type: none"> Medical to Job Dictionary Requirements Managed by exception Health Management Plan created by CS / Medical Provider

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Definitions	Full Health Assessment		To Job Dictionary Requirements	
	Medical Health Declaration		Risk assessment for flagged conditions	
Worker Category - Brisbane Office	Definition	Medical Health Declaration	Health Assessment Medical	Controls
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

4.2 Panel of Providers

Due to changeability of this panel, please click the link below to access current Panel of Providers.

[B/D/23/12766](#)

4.3 Occupational Hazards and Health Requirements

The Health and Wellbeing Specialist involved in the pre-employment 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 medical practitioner 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 8.3 Manual Task Risk Assessment.



Important Note – Forms completed during the pre-employment 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 H&S Case Manager.

4.4 Health Declaration

The primary purpose of the 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 mental harm. It is not the intention of the health declaration to deny a person employment solely because of disability or illness. The 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 or prospective employee in order to safely perform the inherent requirements of the role.

Identified Candidates / Suppliers / Contractors (Refer Table 1 and Table 2) will complete a Health Declaration along with relevant other 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). The completed pre-employment health declaration form will be retained in Trim. Refer to Attachment 8.1 Health Declaration Form.

4.5 Full Medical Assessment

Medical assessments will be undertaken by an Occupational Physician experienced in employment assessments; employee candidates are required to select a provider from the Panel provided to them during the application / onboarding process. The Assessment will include, but may not be limited to:

- eyes (colour vision),
- ENT,
- lungs / chest,
- cardiovascular,

- abdomen,
- hernial orifices,
- musculoskeletal,
- skin,
- smoking history,
- neurological
- CXR spirometry¹ to ILO standards with a minimum B read by Lungscreen Australia
- Audiometry assessment
- Vaccinations (if required)
- Drug and alcohol assessment – instant, referred to lab if result is a non-negative

Contractor applicants may provide a completed CoF (completed within the past 12 months), for all individuals in their work group, prior to commencement on site, stating individuals are Fit for Duty, or Fit with Restrictions.

If restrictions or conditions are identified, a Health Management Plan (HMP) will be required to document reasonable adjustments made to ensure worker safety as per clause 4.7.2.

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.

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.

4.5.1 Functional Capacity Examination

Depending on information provided by the medical assessor or by the candidate 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 whose job dictionary identifies significant exposure to a particular type of Manual Task Hazard and have indicated a pre-existing musculoskeletal disease or condition. Refer to Attachment 8.3 Manual Task Risk Assessment for further information or to the relevant Job Dictionary.

4.6 Contractor / Subcontractor / Labour Hire

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 health assessments prior to undertaking works. All individuals must have completed a full health assessment, completed by an Occupational Physician within the last 12 months, 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.

Certificate of Fitness and/or HMP will be stored in line with CS Energy procedures and Legislated Privacy and Confidentiality requirements. Refer to Attachment 8.2 Health Management Plan for example plan.

¹ May be omitted for Future Energy low dust environments

Employees / Contractors not meeting the requirement for a full health assessment will be required to provide a Declaration that all employees are fit for duty, via Felix or medicals@csenergy.com.au.

4.7 Medical Examination

The assessment will be conducted by a registered medical practitioner who will consider the inherent duties and occupational requirements for position, the occupational hazards identified for the position and the applicant's personal health declarations related to the position.

The medical practitioner will examine the applicant and provide the CS Energy with a Certificate of Fitness detailing whether the applicant is fit to 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.

CS Energy have developed a template for provision to the medical Panel of Providers which outlines the test requirements and if necessary, a copy of the relevant job dictionary.

Certificate of Fitness Results will advocate one of the following:

- Fit for Duty
- Fit with Restrictions
- Not Fit to Safely Undertake the Inherent Requirements

4.7.1 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.

4.7.2 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

4.7.3 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.

4.8 Offer of employment

The recommendation and feedback provided to People and Culture on an individual's ability to safely undertake the inherent 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 health declaration and/or assessment.
- 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 DEFINITIONS

Term	Definition
AOD	Alcohol and Other Drugs - covered in Procedure CS-OHS-42
Certificate of Fitness (CoF)	Statement provided by medical professional at the end of the Health Assessment which indicates an individual is Fit for Duty, Fit with Restrictions, or Not Fit for Duty.
Health Declaration Form	Statement made by an individual about their current state of health, personal risk factors, 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.

Term	Definition
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-Employment 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

6 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 - Rehabilitation - Medication Management Plan	CS Energy
B/D/23/5657	Form - S2372 - Personal Emergency Evacuation Plan (PEEP)	CS Energy
F/16/8856	Folder – Callide Job Dictionaries	CS Energy

7 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.

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8 ATTACHMENTS

8.1 Attachment 1 - Health Declaration Form

This form to be completed by all employees identified in Table 1 or 2 - Refer to Section 2 SCOPE

[B/D/23/11958](#) - Form - S2377 - Pre-Commencement Health Declaration

Level: CS ENERGY		Title: PRE-Commencement HEALTH DECLARATION	
Form No: S2377		Amended: 09/23	
PRE-COMMENCEMENT HEALTH DECLARATION			
<p>! This form contains information relating to employee / contractor health and must be used in a manner that protects the confidentiality of employee / contractor to the extent possible while the information is being used for occupational health and safety purposes. An electronic copy of this form is to be filed in a confidential relocation folder in TRIM where access is restricted to the H&S Case Manager.</p> <p style="text-align: center;">Please return completed document to Medicals@csenergy.com.au</p>			
SECTION 1 - PERSONAL DETAILS			
Given Name(s)		Surname	Telephone Number
CS Energy Responsible Person		Site	
Position Title		Company Name	
Permanent Position or Contractor Position		Contract	
Date Arriving Onsite		Date Leaving Site	
<p>Employment with CS Energy is conditional on being fit and able to safely perform the inherent requirements of the position. When completing the pre-employment health declaration, it must be in full knowledge of the position as outlined in the position description. Please read the document carefully and discuss any queries that you may have prior to completing the form with your hiring manager.</p> <p>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 mental harm. It is not the intention of the pre-commencement health declaration to deny a person employment solely because of disability or illness. This 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, prospective employee, or contractor to safely perform the inherent requirements of the employment.</p> <p>Failure to make a disclosure, or the making of a false or misleading disclosure, may deny you to compensation under a workers' compensation law should you suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arising from employment with CS Energy. CS Energy may rely upon failure to disclose relevant information in accordance with applicable workers' compensation law as grounds for denying compensation.</p> <p>Privacy Notice: The collection and processing of this information is in accordance with relevant occupational health and safety legislation and anti-discrimination legislation. The completed pre-commencement health declaration form will be retained on your personal file. You consent to CS Energy disclosing some of your personal information as defined in the Privacy Act 2009 (QLD), as applicable, to an independent medical examiner, should an assessment of your suitability for employment and fitness for duty be required. Under certain circumstances your health declaration may also be disclosed to CS Energy's workers' compensation insurer, should you submit a claim for workers' compensation.</p>			
SECTION 2 - PRE-EMPLOYMENT HEALTH QUESTIONNAIRE (Employee / Contractor to complete)			
YES responses may require medical assessment			
Are you aware of any circumstances regarding your health or capacity to work that could interfere with your ability to perform the duties of the proposed employment?		YES	NO
Please provide details. (If answering YES, when providing further detail, please include any reasonable adjustment which could be considered to accommodate you in performing these duties.)			
Have you had an existing or pre-existing injury or disease which could be affected by the nature of proposed employment, or you could reasonably expect could be affected by the nature of the proposed employment? (Existing is a condition for which treatment is still being received, pre-existing is where an injury or condition is present, but treatment is not required).		YES	NO
If answering YES, please provide details.			

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

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Level: CS ENERGY		Title: PRE-Commencement HEALTH DECLARATION	
Form No: S2377		Amended: 09/23	
Are you required to take medication which may affect your ability to perform the duties of the proposed employment, attendance at work or provide possible risk to your health and safety or the health and safety of others in the workplace?		YES	NO
Please provide details. (If answering YES, when providing further detail (name of medication, dose and frequency -- it may be necessary to place you on a medication management plan), please include any reasonable adjustment which could be considered to accommodate you in the workplace.)			
Do you have any known allergies to medications, foods, or other substances (including insects)?		YES	NO
If answering YES, please provide details.			
SECTION 3 - TASK DIFFICULTIES			
Place an X beside each activity with which you have difficulty.			
Walking 1km	Standing for 2 hours	Hearing a normal conversation	
Walking up or down stairs	Reading ordinary print	Repetitive movements of the hands or arms	
Sitting for 2 hours	Lifting or bending	Concentrating on what you are doing	
Please comment on items marked with an X			
SECTION 4 - PAST EXPOSURES			
Have you had any exposure to the following in your past jobs?	YES	NO	IF YES, give details
Loud noise / explosives / gunfire			
Asbestos			
Chemicals			
Radiation			
Dust			
SECTION 5 - DECLARATION			
I declare answers provided above are true to the best of my knowledge and no information concerning my past or present state of health has been withheld. I understand that any willfully false or misleading answer or information may make me ineligible for employment, or if employed, liable to disciplinary action, which may include termination of employment			
Name	Signature	Date	

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8.2 Attachment 2 - Health Management Plan

[B/D/15/26512](#) - Form - R0017 - Health Management Plan

Level: CS ENERGY			
Title: HEALTH MANAGEMENT PLAN			
Form No: R0017			
Amended:			



HEALTH MANAGEMENT PLAN

Delete table as required Use only one - Employee (Table 1) or Contractor (Table 2)

! This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational health and safety purposes. An electronic copy of this form is to be filed in a confidential rehabilitation folder in TRIM where access is restricted to the H&S Case Manager.

EMPLOYEE NAME	EMPLOYEE POSITION
DEPARTMENT	EMPLOYEE CONTACT PHONE NUMBER
SUPERVISOR NAME	SUPERVISOR CONTACT PHONE NUMBER
HEALTH MANAGEMENT PLAN CREATION DATE	HEALTH MANAGEMENT PLAN REVIEW DATE

RESTRICTIONS REQUIRING HEALTH MANAGEMENT PLAN
<i>Provide detail minus confidential medical information</i>
<p><i>After review by medical practitioner has been assessed as being able to undertake duties within the following restrictions and conditions:</i></p> <p><i>Please notify your Supervisor or the Health and Wellbeing Specialist if you experience any discomfort as we may need to speak to your Specialist to get your restrictions changed</i></p>

WORKER DECLARATION
<i>To be completed by the Employee for which this Health Management Plan is for</i>
<p>I, _____ confirm that I will perform my duties as per the above restrictions and will notify my Supervisor immediately if I have any concerns regarding these restrictions or my condition.</p>

SIGNATURES			
Employee (name):		Date:	
Supervisor (name):		Date:	
RTW Co-ordinator / Health & Wellbeing Specialist (name):		Date:	
Medical Practitioner (if required):		Date:	

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8.3 Attachment 3 - Manual Task Risk Assessment²

	Eyes (colour vision)	Ears, Nose, Throat	Cardiovascular	Abdomen	Genital 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
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

² Source Job Dictionaries



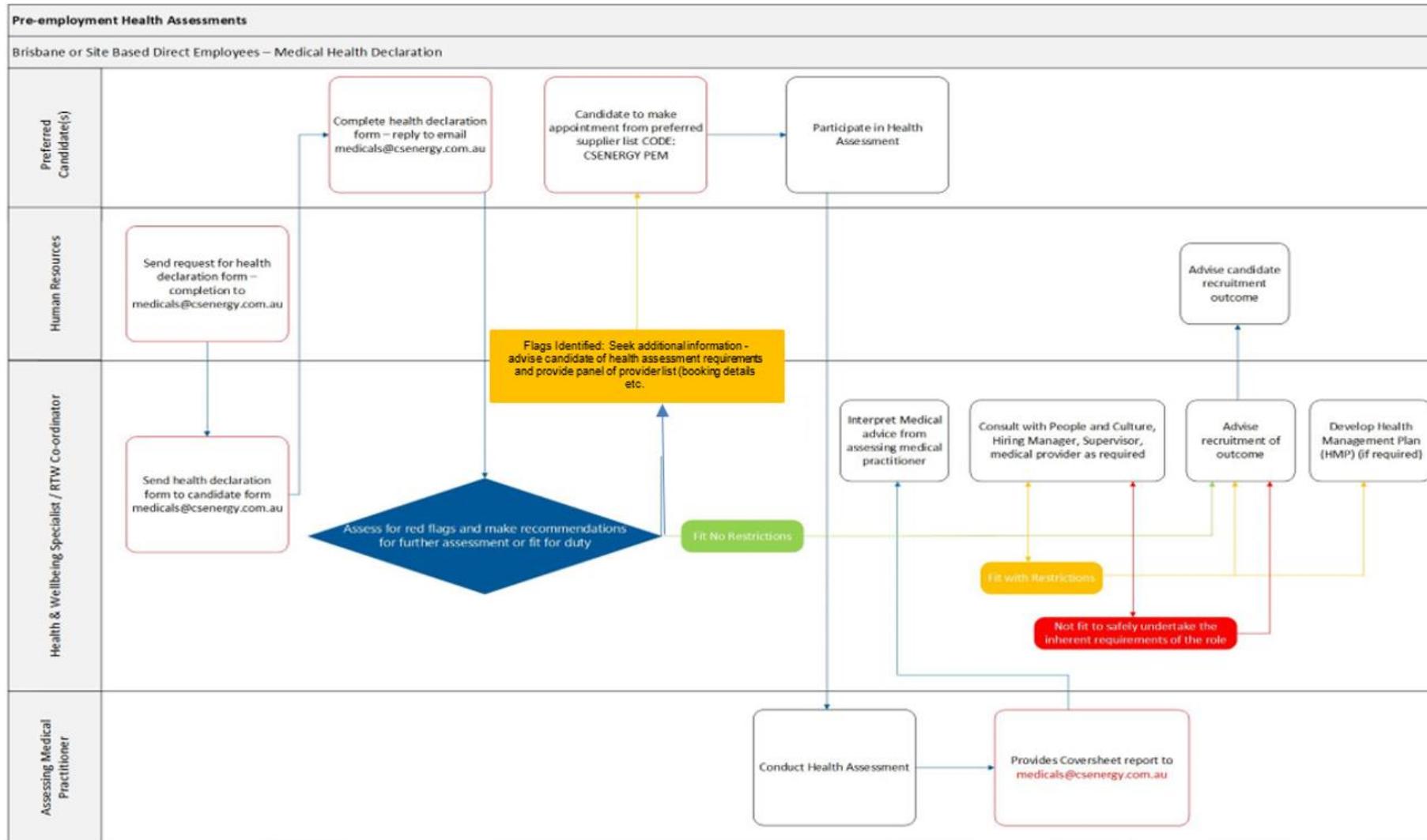
	Eyes (colour vision)	Ears, Nose, Throat	Cardiovascular	Abdomen	Herrial Orifices	Musculoskeletal	Functional - Based on MSD results	Skin	Smoking History	Neurological	Spirometry to ILO standards with a minimum B read by Lungscreen Australia	CXR	Audiometric	TwinRix
Job Dictionaries														
Environmental 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
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



	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														
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

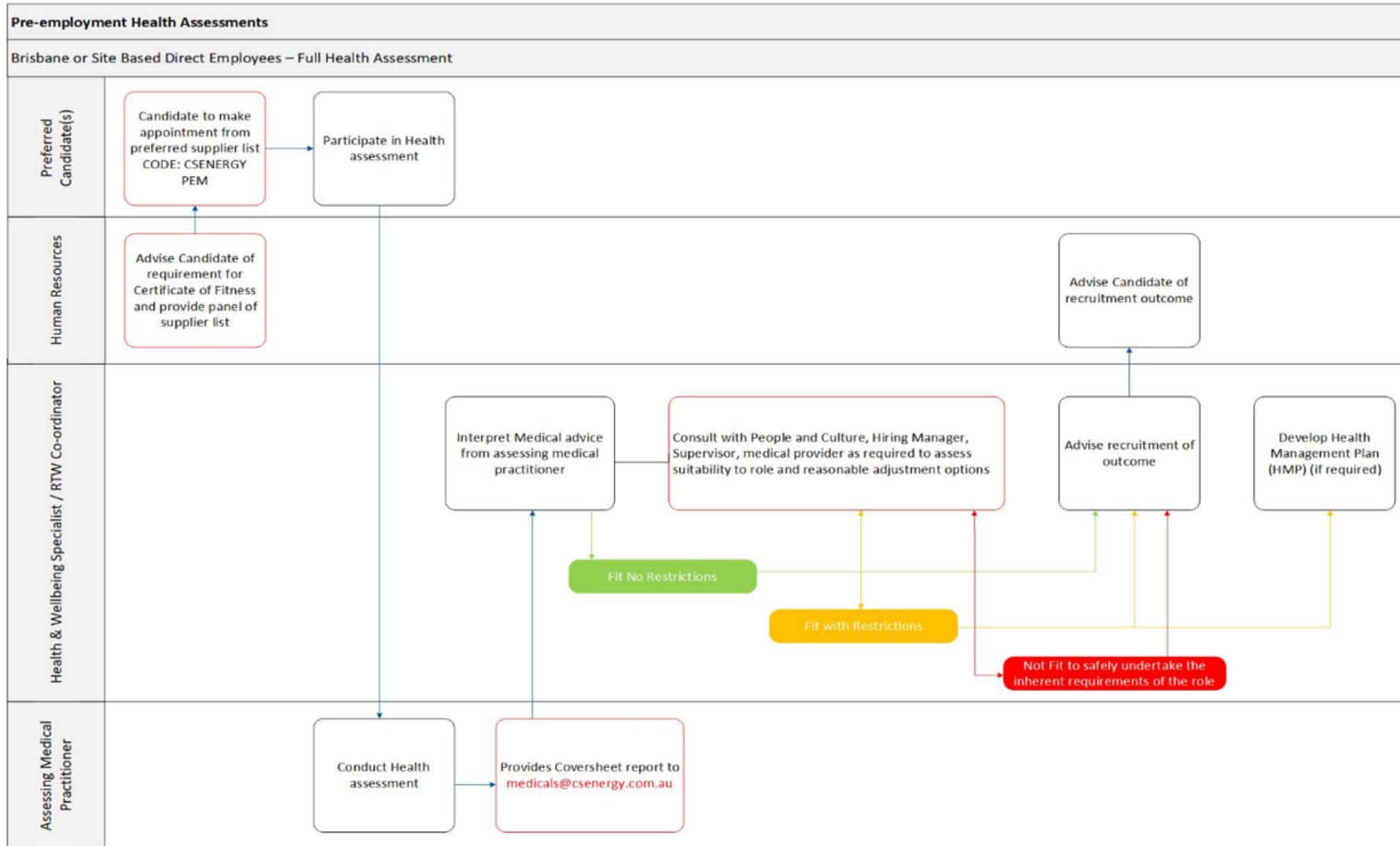


8.4 Attachment 4 - Process Flow Chart - Brisbane or Site Based Direct Employees - Medical Health Declaration



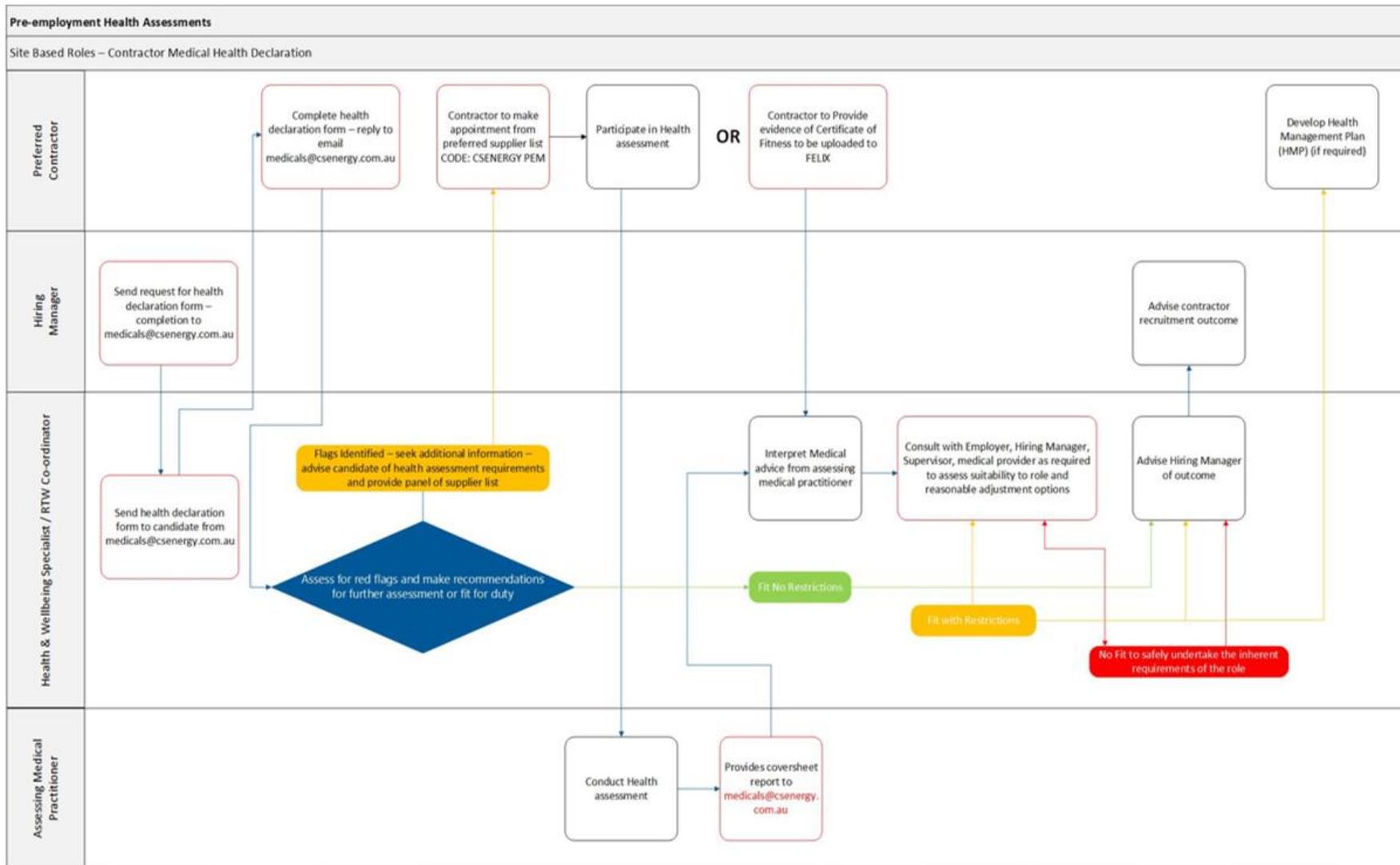


8.5 Attachment 5 - Process Flow Chart - Brisbane or Site Based Direct Employees - Full Health Assessment





8.6 Attachment 6 - Process Flow Chart - Site Based Roles - Contractor Medical Health Declaration





8.7 Attachment 7 - Process Flow Chart - Site Based Contractor Roles Full Medical

