



## AzSPU Fitness for Task and Health Surveillance Management Programme

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<b>Authority:</b>	AzSPU Health Manager	<b>Custodian:</b>	AzSPU Occupational Health Lead
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## 1.0 Purpose/Scope

This Programme provides AzSPU with important information and tools on how to introduce and maintain processes to meet the requirements of BP's Group Essential 3.4.4 relating to fitness for task and Group Essential 3.4.6 relating to Health Surveillance.

This Programme is for the use of anyone in BP who is:

- Involved in the management of workplace or work-related health risks.
- Responsible for defining and implementing fitness for task programmes and HS programmes for BP employees.

It is BP policy to ensure that all health risks are managed in such a way as to reduce their impact to a minimum. This assists the Company in:

- Meeting its moral responsibility to care for its workforce, as identified in the BP Commitment to Health, Safety and Environmental (HSE) Performance
- Fulfilling its legal responsibility to take reasonably practical steps to protect health and safety

This document outlines the important information and tools on how to introduce and maintain processes to:

- Make sure people are fit to work for the assigned tasks without risk to themselves and others (fitness for task)
- Monitor people who are at risk of being exposed to health hazards known to need monitoring (health surveillance).

The document provides information on types and scopes of fitness for task health assessments with all related attachments adopted by Azerbaijan Strategic Performance Unit (SPU), as well as the set of appendices on health surveillance for specific health exposures.

This controlled document applies to Azerbaijan Strategic Performance Unit (SPU) engaged in the exploration, drilling, production and transportation of oil; including all related construction activities.

## 2.0 Definitions

<b>BMI</b>	Body Mass Index
<b>Body Composition</b>	Fat percentage
<b>COSHH</b>	Control of Substances Hazardous to Health
<b>DSE</b>	Display Screen Equipment
<b>ECG</b>	Electrocardiogram
<b>ESR</b>	Erythrocyte Sedimentation Rate
<b>GHHS</b>	Global Health and Hygiene System
<b>Health Team</b>	BP Azerbaijan SPU Central Health, Safety, Security and Environment and Engineering Department, Health Team
<b>HR</b>	BP Azerbaijan SPU Human Resources Department
<b>Medgate</b>	Integrated Health Repository System for health database

<b>Reasonable adjustment</b>	Reasonable adjustments to the workplace, such as modifying the job duties, modifying the equipment, altering the terms and conditions, etc.
<b>RTA</b>	Road Traffic Accident
<b>SSoW</b>	Safe systems of work
<b>TB</b>	Tuberculosis
<b>Unfit</b>	Means the presence of a condition under circumstances whereby the condition would cause the person to be a safety or health hazard to him or herself or to others, where the condition can not be controlled

### 3.0 General Requirements

[OMS Group Essentials 3.4.4 and 3.4.6](#)

[BP Group Recommended Practice for Fitness for Task and Health Surveillance](#)

Azerbaijan Republic Ministry of Health order N13

[OGP Health assessment of fitness to work in the E&P industry](#)

## 4.0 Key Responsibilities

### 4.1 Line Managers/Supervisors shall

- Make aware all people working under their control of any risks associated with their activities, the effects of exposure and the necessary precautions to be taken. This should be formalized by line management participation of local safe systems of work such as the Task Risk Assessment and Permit to Work (PTW) processes
- Ensure that all employees are fit for task in accordance with this programme
- Complete [Task Checklist](#) as required in order to inform the examining physician of the work/task that has to be performed
- Notify HR and Health about any cases that would classify for post-illness / injury or for cause health assessments
- Inform HR and Health about business travelers requiring travel health assessments.
- Work with Company Industrial Hygienist to define tasks that may require health surveillance (there may be none), identify all individuals doing those tasks, get professional advice in instituting appropriate health surveillance programmes, and ensure their implementation.

### 4.2 Human Resources Manager (or designee) shall

- Ensure that the required pre-employment, pre-posting and business travel fitness for task health assessments take place

- Ensure that the database containing information on all pre-employment and pre-posting fitness for task assessments is maintained on a regular basis
- Make all the necessary arrangements for the employee's visit to one of the nominated clinics for pre-employment, pre-posting health assessments
- Inform and assist Line Managers/Supervisors regarding employees' fitness status and any restrictions and/or work adaptation as required

#### **4.3 Health Manager shall**

- Ensure that the Fitness for Task and Health Surveillance management programme is implemented effectively, monitored and reviewed at regular intervals

#### **4.4 Company Occupational Health Adviser shall**

- Act as the AzSPU technical authority (Company Occupational Health Adviser) on any health / medical aspects of the fitness for task health assessment and health surveillance processes
- When notified by line managers facilitate the arrangement of post-illness / injury, for cause health assessments and business travel assessments
- Provide consultation / advice to HR / Line Managers / Employees on fitness for task and health surveillance matters
- Identify medical facilities as Company Nominated Medical Providers
- The opinion of the Company Occupational Health Adviser is to be accepted on all employment health matters related to the fitness for task assessment and health surveillance processes. Only in exceptional circumstances need the BP E&P Health Director be involved, this decision is left at the discretion of Company Occupational Health Adviser.
- Initiating and maintaining health surveillance programmes
- Ensure that all people exposed to the risk factors are identified and involved in health surveillance programme
- Medical management of personnel following exposure to health risks
- Carrying out regular reviews of health surveillance results to identify deficiencies and areas for improvement and communicating these to the business
- Ensure that all occupational illnesses identified at surveillance programmes and they are followed up and reported
- Inform and assist Line Managers/Supervisors regarding employees' fitness status and any restrictions and/or work adaptation as required together with HR representative

#### **4.5 Health Systems Coordinator shall**

- Ensure that the required periodic health assessments/surveillance take place
- Notify employees about their due health assessments/surveillance and the arrangements for the visit as required
- Ensure that fitness for task health assessments/surveillance are performed correctly and in accordance with this programme

- Ensure that the database containing information on all periodic fitness for task/surveillance assessments is maintained on a regular basis

#### **4.6 Company Industrial Hygienist shall**

- Ensure that all risk factors and exposures are known and evaluated
- Identify site-specific hazards
- Ensure all similar exposure groups (SEG) are defined and these groups are assigned to specific surveillance programmes
- Ensure all necessary controls are in place
- Facilitating health surveillance programmes as required

#### **4.7 Site Medics are responsible for:**

- Inform Health Team and Logistics Team concerning Vantage block following evacuation from an offshore installation for medical or dental reasons
- Implementing health surveillance programmes
- Assisting with the medical management of personnel following exposure to health risks

#### **4.8 Company Nominated Medical Providers**

The assessment should only be performed by a licensed medical practitioner who has knowledge of the work that is to be performed. A description of the work (see also Task Checklist) should accompany each individual to his/her health assessment. The assessment should always be completed with a view to adaptation of work so that an individual is not needlessly excluded from work. This might involve providing extra equipment or altering duties so that the individual can then perform the work. Advice should be given to management detailing any restrictions placed on the individual but also describing the areas where the individual can perform. In cases of difficulty advice should always be sought from a qualified competent occupational health professional. Any kind of health assessment should be used by nominated medical staff as an opportunity to discuss an individual's health concerns and for health education.

Company Nominated Medical Providers shall:

- Complete health assessments requested by HR and/or Health in the scope corresponding to the purpose of the assessment and the employee's health status
- Complete the requested assessment using relevant BP Medical Examination Form( s) or their bilingual equivalents and forward promptly all FIT certificates to Occupational Health
- Inform Company Occupational Health Advisor about the next assessment due date. The assessing physician may recommend increasing the frequency of periodic/surveillance assessments for particular individuals with pre-existing chronic but not disqualifying conditions. Employees in this category will be advised individually following the initial pre-employment examination
- Forward promptly all UNFIT and CONDITIONALLY FIT results to Company Occupational Health Advisor
- Notify immediately Company Occupational Health Advisor if the examination reveals any medical condition(s), which might preclude performance of current job duties by the employee, or may put safety of others at risk

- Send a scanned copy of the Fitness Certificate to BP Occupational Health / HR and the examined individual as appropriate
- Address Company Occupational Health Adviser for further guidance in case of any doubt connected with health assessment of Company employees

#### **4.9 Employees shall**

- Be aware that the assignment of the Employment contract is subject to successful completion of a pre-employment assessment
- Undergo appropriate fitness for task/surveillance assessments as required

#### **4.10 Contractors**

Whilst it is the employer's duty to maintain the health of its own workforce, where the workplace is controlled by BP it will be appropriate to share exposure details and BP's health surveillance programmes with the contractor so that their employers can conduct suitable and sufficient medical surveillance for their employees.

Contractors are responsible for:

- Making suitable arrangements for health assessments/surveillance for their own employees
- Ensure that this arrangements is carried out in a way that supports and is consistent with BP AzSPU Fitness for Task Health Surveillance Management Programme
- Feedback anonymous health screening results to BP

#### **5.0 Records**

The following documents should be retained in a relevant database:

- Medical records from health surveillance and fitness for task assessments as medical confidential
- Exposure and industrial hygiene records from health surveillance programmes as confidential

The principal medical record for all employees should be held at appropriate Company Nominated medical facilities and/or Health Team, provided there is a full-time or part-time doctor or nurse to ensure the records remain medically confidential and secure.

Regardless who performed an assessment or where it was undertaken all medical and Occupational Health records remain at all times the property of the BP Health Team and access to them will be subject to the requirements of medical confidentiality.

Company retains medical records for a minimum of 50 years after the employee leaves the Company, or longer if required by local legislation.

Health records are medically confidential documents and only Company medical staff, and authorized Health Team administrative staffs who have signed a confidentiality agreement have access to them.

It is Company's policy that all individuals have the right of access to the information contained in their own personal health records although the actual record is Company property. Individuals shall contact Company Occupational Health Adviser for permission to access their personal health records.

Process is described in [How BP Occupational Health Service handles your health information](#) document.

## **6.0 Procedure**

### **6.1 Fitness for Task**

All BP [fitness for task health assessments](#) will be carried out by Company Nominated Medical providers.

The costs associated with Company fitness for task health assessments will be reimbursed by the Company.

National employees are the subject to comply with local statutory fitness for task requirements.

#### **6.1.1 Pre - Employment / Pre – Placement Health Assessment**

All new BP Exploration Caspian Sea Ltd. employees shall be engaged subject to satisfactory pre – employment / pre- placement company health assessment. Pre-employment / pre - placement assessment of prospective employees and temporary or casual staff is conducted to:

- Ensure that the job is within the person's physical and mental capabilities.
- Determine if any "reasonable adjustment" is required to enable the employee to work.
- Provide a baseline for future reference.
- Inform prospective employees about Company medical services and promote fitness and the adoption of a healthy lifestyle.

Pre-employment health assessment must be completed prior to a firm offer of employment being made.

The communication of restricted cases between HR Resourcing and Health teams is outlined in [this procedure](#).

All pre employment pre placement health assessments must be always preceded by completing [Task Checklist](#)

### **6.1.2 Health Assessments before International Assignment (pre-posting)**

All Azerbaijan SPU employees and authorized accompanying persons are required to undergo a health and dental assessment prior to transfer to any overseas post.

The scope of the assessments depends on the outcome of the risk assessment for the proposed host location and an initial enquiry into the individual's previous health experience (see under [Travel Health Assessments](#)).

### **6.1.3 Periodic Health Assessments**

During their employment with the Company, certain employees will be requested to undergo periodic health assessments to:

- Ensure that the job or the working environment does not aggravate a pre-existing medical condition or precipitate a condition in a susceptible person.
- Ensure that the physical or mental condition of the employee will not cause harm to the employee, other employees or the community.
- Provide an opportunity to reinforce advice on preventive measures including immunisations, medication, protective equipment and emergency procedures.
- Ensure that local regulations are met.
- Provide data for future reference

The frequency of Periodic health assessment is based either on the risk of particular jobs, health protection programme-related reasons or legal requirements.

Employees who are already engaged in certain critical jobs (e.g. drivers), but have not been through their pre-employment assessment, shall undergo such assessment at the earliest opportunity. If such Post-employment health assessment reveals a medical condition that would preclude the employee from the fulfillment of his/her duties, the case should be left to the discretion of the company management following advice from Company Occupational Health Adviser.

#### **6.1.3.1 Periodic Health Assessments during International Assignment**

Expatriate Azerbaijan SPU employees and their resident dependants are required to undergo periodic health assessments of fitness for posting.

### **6.1.4 Post Illness / Injury Health Assessments**

Employees returning from periods of prolonged potentially significant or serious illness / injury may require Post Illness health assessment before returning to work (e.g. employee off for 15 uninterrupted work days or more; or upon decision of Company Occupational Health Advisor according the reason of short-term sick leaves ( less than 15 days); or following evacuation from



an offshore installation for medical or dental reasons, has an illness/injury that may be work-related, and/or may require a phased return to work or change to tasks in short term). This is especially important where the safety of others is dependant on their state of health e.g. drivers, offshore and remote site workers.

HR and/or Line Management will inform Health Team about employees who are on long-term sickness absence, or who are disabled.

Health Team will also be informed when the illness or injury may be work related, may require phased return to work or change of task in short term.

All post illness/injury health assessments must be always preceded by completing [Task Checklist](#)

The Company Occupational Health Adviser will make the necessary arrangements to contact the employee and will then determine the requirement for further examination.

For details please refer to the [AzSPU Sickness Absence Management Programme](#).

#### **6.1.5 For Cause Health Assessments**

If there is cause to question the fitness to work of any BP employee assessment may be requested:

- by the line manager because of frequent absenteeism, behavioral changes or poor job performance.
- as part of an incident investigation where health issues are thought to be relevant.
- by the employee if he/she has any concern about their fitness to perform their job, role or tasks.

If any BP manager or supervisor has cause to question the Fitness to Work of any BP employee a review can be requested. Such requests for reviews should be made through HR. Company Occupational Health Adviser will be notified when such a request is made and will decide on further action. Line manager should inform both the occupational health professional and the BP employee of the reasons for fitness for task assessment referral.

All for cause health assessments must be always preceded by completing [Task Checklist](#)

#### **6.1.6 Voluntary Wellness and Fitness Assessments**

BP Azerbaijan SPU has championed adoption of Fitech Wellness and Fitness assessments. These assessments give the individual a broader picture of their health. On completion of the assessment an individual booklet is produced by Fitech<sup>TM</sup> Software which contains the results produced along with comparisons from previous assessments. The tests are explained and the normal values given. Advice is given to the individuals on their lifestyle, fitness, dietary habits, stress levels and coronary risk assessment.

Fitech Wellness and Fitness assessments are available on voluntary basis to employees as part of health promotion campaigns.

## **6.2 Health Surveillance**

Health surveillance is about systematically watching out for early signs of work-related ill health in employees exposed to certain health risks.

Health Surveillance is the ongoing, systematic collection, analysis, and interpretation of health data essential to the planning, implementation, and evaluation of occupational health practice, which is closely integrated with the timely dissemination of these data to the relevant parties. A review of the risk assessment process will identify if there is a hazard to health and who may be affected by it. This includes a consideration of chemical, biological and physical agents and work activities. To be effective, health surveillance must be directly linked to preventive action. The actions prompted by the surveillance system should be directed not only at the individual case or the affected group, but also at the responsible workplace factors.

Health surveillance programme should:

- identify cases of occupational illness or injury; and/or
- monitor trends of occupational illness or injury.

Health surveillance is appropriate where potential exposure to a workplace hazard has a known health effect and there is a validated, reproducible and measurable biological impact. Surveillance will be conducted when an exposure is identified or can be reasonably expected, or is required under legislation. These include a wide spectrum of chemical, physical and biological hazards.

Health surveillance will not be conducted when there is no exposure or reason to expect an exposure unless specifically required by legislation.

### **6.2.1 Monitoring of exposure**

Health surveillance may take one or more of the following forms:

- Biological monitoring is the measurement and assessment of a substance or its metabolite in tissues, secretions, excreta or exhaled air of the exposed workers.
- Biological effect monitoring is the measurement or assessment of early biological effects in exposed workers.
- Inspection by a suitably qualified person.
- Review of records and occupational history during and after exposure.

Baseline health surveillance is required pre-exposure and subsequently at intervals not exceeding 12 months or as indicated in the relevant procedure.

The following exposures are recognized as significant within the oil and gas industry and require surveillance.

- Asbestos
- Benzene
- Cadmium
- Carcinogens
- Hand Arm Vibration
- Ionizing Radiation
- Lead
- Mercury
- Noise
- Respiratory Irritants/Sensitizers
- Skin Irritants/Sensitizers
- Solvents
- Unknown potentially hazardous material

### **6.2.3 Management Following Exposure**

Where health surveillance shows that an employee's health is being affected by their work, measures must be taken to prevent further harm to the individual and their co-workers and to provide any necessary treatment. Where appropriate, it may be necessary to redeploy personnel or provide ongoing long-term support.

### **6.2.4 Monitoring and Evaluation**

The results of health surveillance shall be regularly assessed to determine whether the impact of risk is being minimized, and to identify any potential means for reducing the risk in the first instance. Additionally, consideration shall be given to whether there is a requirement for increasing the type and frequency of health surveillance measures.

## **7.0 Key Documents/Tools/References**

1. [BP Health Data Privacy & Protection](#)
2. [Scope and Frequency for Fitness for Task and Health Surveillance Assessments](#)
3. [Fitness for task assessments flowchart](#)
4. [Vaccination required for Azerbaijan, Georgia and Turkey](#)
5. [Task Checklist](#)
6. [Fitness for Task Questionnaire](#)
7. [Dental Assessment Form](#)
8. [Fitness for Task Certificate Samples](#)
9. [Global Expat Process Health Requirements](#)
10. [Fitness for Task Compliance Checklist](#)
11. [Authorisation Form](#)
12. [OGUK Medical Aspects of Fitness for Offshore Work: Guidance for Examining Physicians - Issue 6](#)
13. [NFPA 1582 Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians](#)
14. [DVLA Guidance to the Medical Standards for Fitness to Drive](#)

- 15. [IMCA Medical Standards for Diving at Work](#)
- 16. [AzSPU Noise Management and Hearing Conservation Programme](#)
- 17. [AzSPU Offshore Medical Evacuation Procedure](#)
- 18. [AzSPU Respiratory Protection Programme](#)
- 19. [AzSPU Sickness Absence Management Programme.](#)
- 20. [AzSPU Substance Abuse Management Programme](#)

### Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
25.02.2009	Almaz Agazade	Shahla Seyidova	Periodic Review
29.07.2009	Almaz Agazade	Shahla Seyidova	The Fitness for Task Management Programm has merged with the The Health Surveillance Management Programme in line with the new BP OMS GRP for Fitness for Task and Health Surveillance
15 September 2010	Almaz Agazade	Elnur Mirzazadeh	<p><u>Document footer:</u> Revision date changed</p> <p><u>Front Page:</u> Custodian; Revision date and Next revision date are changed.</p> <p><u>1.0 Purpose/Scope:</u> Wording added to show the linkage with OMS and GRP</p> <p><u>2.0 Definitions:</u> Health Team definition is changed. Medgate definition is added</p> <p><u>3.0 General Requirements:</u></p> <ul style="list-style-type: none"> <li>• BP Getting Health Right; BP Group Medical Management Guide and BP Global Guidance on Fitness for task assessments links are removed.</li> <li>• OMS Group Essentials 3.4.4 and 3.4.6; BP Group Recommended Practice for Fitness for Task and Health Surveillance; Azerbaijan Republic Ministry of Health order N13 and OGP Health assessment of fitness to work in the E&amp;P industry are added.</li> </ul> <p><u>4.1 Line Managers/Supervisors shall :</u> Defining tasks that may require health surveillance is linked to working with Company Industrial Hygienist</p> <p><u>4.7 Site H&amp;S advisor is responsible to ensure:</u> removed</p> <p><u>4.8 Site Medics are responsible for:</u> Role during medevacs and referrals is defined.</p>

			<p><u>5.0 Records:</u> Link to How BP Occupational Health Service handles your health information document is added.</p> <p><u>6.1 Fitness for Task:</u> The compliance of national employees' fitness assessment process with statutory fitness for task standards of Azerbaijan, Georgia and Turkey is added.</p> <p><u>6.1.1 Pre - Employment / Pre – Placement Health Assessment:</u> Link to Communication Process Physical Restrictions between HR and Health team is added.</p> <p><u>6.1.4 Post Illness / Injury Health Assessments</u> New trigger is added to conduct post illness fitness assessment upon decision of Company Occupational Health Advisor according the reason of short-term sick leaves (less than 15 days).</p> <p><u>6.1.6 Voluntary Wellness and Fitness Assessments:</u> The "Fitech" is replaced with "Voluntary" in the heading.</p> <p><u>6.2 Health Surveillance:</u> Process description is updated.</p> <p><u>7.0 Key Documents/Tools/References:</u></p> <ul style="list-style-type: none"><li>• Introduction of Fitness for task assessments flowchart</li><li>• Major change in Scope and Frequency for Fitness for Task Health and Surveillance Assessments</li><li>• Major changes in Task Check List</li></ul>
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