



QLD Natural Gas E&P Industry Safety Leaders Group Working Group – Fitness for Work Charter

SLG Champions

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Secretariat

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Under the direction of the Queensland Natural Gas E&P Industry Safety Leaders Group (SLG), Fitness For Work has been identified as a key theme of the Queensland Natural Gas E&P Industry Strategic Safety Plan.

Consequently, the Fitness For Work Working Group has been established by the SLG. The group will be specifically focussed upon the setup of Fitness for Work Medical Assessments in the first instance. This will be the Group's only priority until the project is well along the execution path. At a later time, other fitness for work and general industrial health management issues may be included as initiatives to be progressed by the Group. The work will contribute towards the Queensland Natural Gas E&P Industry Strategic Safety Plan.

Members

Members of the Working Group are either subject matter experts or user representatives, from both Operating Companies and Contract Partner Companies (refer to Appendix 1).

Terms of Reference

1. OBJECTIVES AND SCOPE

- 1.1 The overarching primary objective of the Fitness for Work Working Group is to setup the Safer Together Fitness for Work Medical Assessment standardised approach. Primary objective is to ultimately improve health of the personnel working across the industry, and reduce the risk of a consequential injury or fatality caused by a non-work related medical event (eg. Vehicle accident by driver with heart attack).

The Strategic Themes for the Group are to:

- Understanding and improvement of Non-work related fitness for work issues, and how these can affect the CSG industry, including fellow workers.
- Improvement of Fitness for Work medical assessments from a quality point of view.
- Move towards a standardised Fitness for Work medical assessment, such that the Safer Together version is accepted by member companies thereby promoting efficiency.
- Actively improve awareness and focus on Fitness for Work with the industry workforce and management, thereby leading to actual health improvements.

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- Provide site supervisors with better visibility of Fitness to Work assurance checks individuals have undertaken prior to allowing them onsite and to start work (similar to competency tickets checks).

Principles:

- a) The scope of the Working Group is not about gaining a commercial advantage. Rather it is to progress the overall safety performance of the Queensland Natural Gas E&P Industry sector by sharing and collaboration.
- b) The safety performance of the industry will be made stronger by a collaborative approach amongst the Working Group participants, the Operating Companies and Contract Partner community represented by the Working Group.

1.2 The Scope of the Group includes:

- The Safer Together Fitness for Work medical assessment format can be used by any member company.
- Any Safer Together member company will accept a Safety Together medical assessment from an individual worker (or a collection from a contractor company), as an acceptable form of Fitness to Work assessment.
- The Safer Together Fitness for Work Medical assessment is not mandatory for member companies to adopt. Rather they can choose to take up for the benefits of an industry consistent approach, and because the assessment is seen as robust and worthwhile.

2. MEMBERSHIP AND GOVERNANCE

- 2.1 A minimum of 1 Champion for each Working Group is drawn from the SLG members.
- 2.2 Champions ensure that their Working Group develops clear and agreed work plans with goals, actions, responsibilities and milestones for review and formal approval by the SLG, and steer implementation of the approved work plan.
- 2.3 Membership of the Working Group is open to all Operating Companies and Contract Partner Companies who participate in the Queensland Natural Gas E&P Industry Safety Forum. Engagement of other stakeholders will be considered in due course.
- 2.4 The Working Group has no decision making authority. It shall prepare recommendations for the SLG.
- 2.5 Members of the Group must have authority to make decisions on behalf of the organisations that they represent.
- 2.6 The Working Group selects its members from the Industry Safety Forum by nomination, and then assessment by the Working Group Champions. The nominal term of office for Working Group members is 1 year. The process for rotating new members will be developed by the SLG on behalf of the Queensland Natural Gas E&P Industry Safety Forum.
- 2.7 A number of Team Leads are appointed by the Working Group to be accountable for delivery of the agreed projects.
- 2.8 Invited members commit to attending scheduled meetings, and if required may attend by videoconference or by telephone. Members may not send delegates to scheduled meetings.
- 2.9 Any member of the Group who fails to attend 3 consecutive meetings or less than 50% of meetings within a 12 month period will have their position on the Group reviewed by the Group Champion(s) and may result in the member's removal from the Group.

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- 2.10 The Working Group may hold valid deliberations and make recommendations to the SLG only if a quorum is met, with at least half of the representatives from the Operating Companies and at least half of the representatives from Contract Partner Companies present.
- 2.11 Recommendations of the Working Group will generally be by consensus and, where required, by a simple majority of members present.
- 2.12 Members are responsible for meeting their own costs for attending and participating in meetings and forums.

3. MEETING MANAGEMENT AND REPORTING

- 3.1 The Working Group meets monthly. Notification of meeting dates for the calendar year will be set at the start of that year.
- 3.2 The agenda and any pre-reading will be circulated 1 week before the meeting. Minutes of each meeting will be circulated 1 week after the meeting.
- 3.3 The Working Group's effectiveness and terms of reference are reviewed annually by the SLG against the agreed industry strategic safety plan, including a review of membership.

4. KEY AREAS OF COLLABORATION AND IMPROVEMENT OPPORTUNITIES

The Working Group will decide on areas which the Group can most productively work on together in order to meet the objectives of the Working Group, and actively contribute towards improving safety performance of the industry. These will include:

- Develop a definition of what Working Group would like ultimate successful project to look like. Work back from this future case to determine what intermediate steps and deliverables will be.
- Develop Safer Together version of Fitness for Work medical assessment template, and instructions for use. This detail is to be included into a Safer Together Guideline document. Agree on assessment scope, criteria, reference standard(s), medical practitioner.
- Determine whether to apply frequency requirement (eg. Repeat every 2/3 years; consider age group), or leave to member companies to decide.
- Determine format of individual Fitness for Work "ticket" (Fit Slip). Determine if need to keep register of individuals issued "ticket".
- Hold workshop sessions to seek feedback on the Guideline.
- Consider how to get HR/legal advice, and for what scope/objective. Specifically address issues around medical records and privacy. Specifically address employee contractual requirements vs duty of care in legislation.
- Develop Implementation Plan:
 - a. Consider pilots in some member companies.
 - b. Consider company nurse/doctor and general GPs.

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5. DELIVERABLES

5.1 The Working Group will approach the Deliverables by agreeing on the “Why” it is important to do a particular task / programme (justification and case for change), as well as the “What” (the requirements or elements of a programme). It will be up to each individual company to decide “How” they will drive particular programmes and use tools developed by the Working Group.

5.2 The Working Group is tasked with producing the following deliverables:

01	The Queensland Natural Gas E&P Industry Strategic Safety Plan for the Working Group's assigned strategic theme	Q4
02	Working Group annual work plan and budget to submit to SLG	Q4
03	Working Group progress reports against work plans	Every 2 months

5.3 Specific measures of success for the Working Group will be developed by the Group and defined in the Queensland Natural Gas E&P Industry Strategic Safety Plan.

These terms of reference were adopted by the members present at the Working Group meeting held on:

Date

Signed: SLG Co-Champion

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