

PROCEDURE

PET-HSE27-HH-PRD-00002 Injury and Illness Management



Objective

To establish a process to manage injuries and illnesses that occur while a worker is working at a Petroleum Deepwater (Woodside Energy) location, or on Pet DW (WEL) business, so as to facilitate an efficient and safe return to work for injured/ill employees and contractors.

Audience

Petroleum Deepwater (Woodside Energy) employees and contractors present at Pet DW (WEL) owned and operated locations.

Note: This procedure also applies to contractors unless formally agreed to (and documented) through the *Contractor Management Procedure* (PET-SUP68-SU-PRD-00001) as having an equivalent process.

Content Administrator

Annette Bisby, Head of health & Safety - Corporate

Document Signatures (e-signatures are permissible)

	Business Role	Name	Signature
Approver	VP HSEQ Projects	Karelis Holuby	<i>Signature on file – refer to Memorandum: Heritage BHP Petroleum HSE MS Post-Merger Update</i>

Disclaimer:

This document has been updated to meet post-merger requirements. Updates have been restricted to rebranding of logo, company name and revision number and date. Updates have not impacted the design or functionality, or taken away from original intent, of the document.

Injury and Illness Management Process Summary

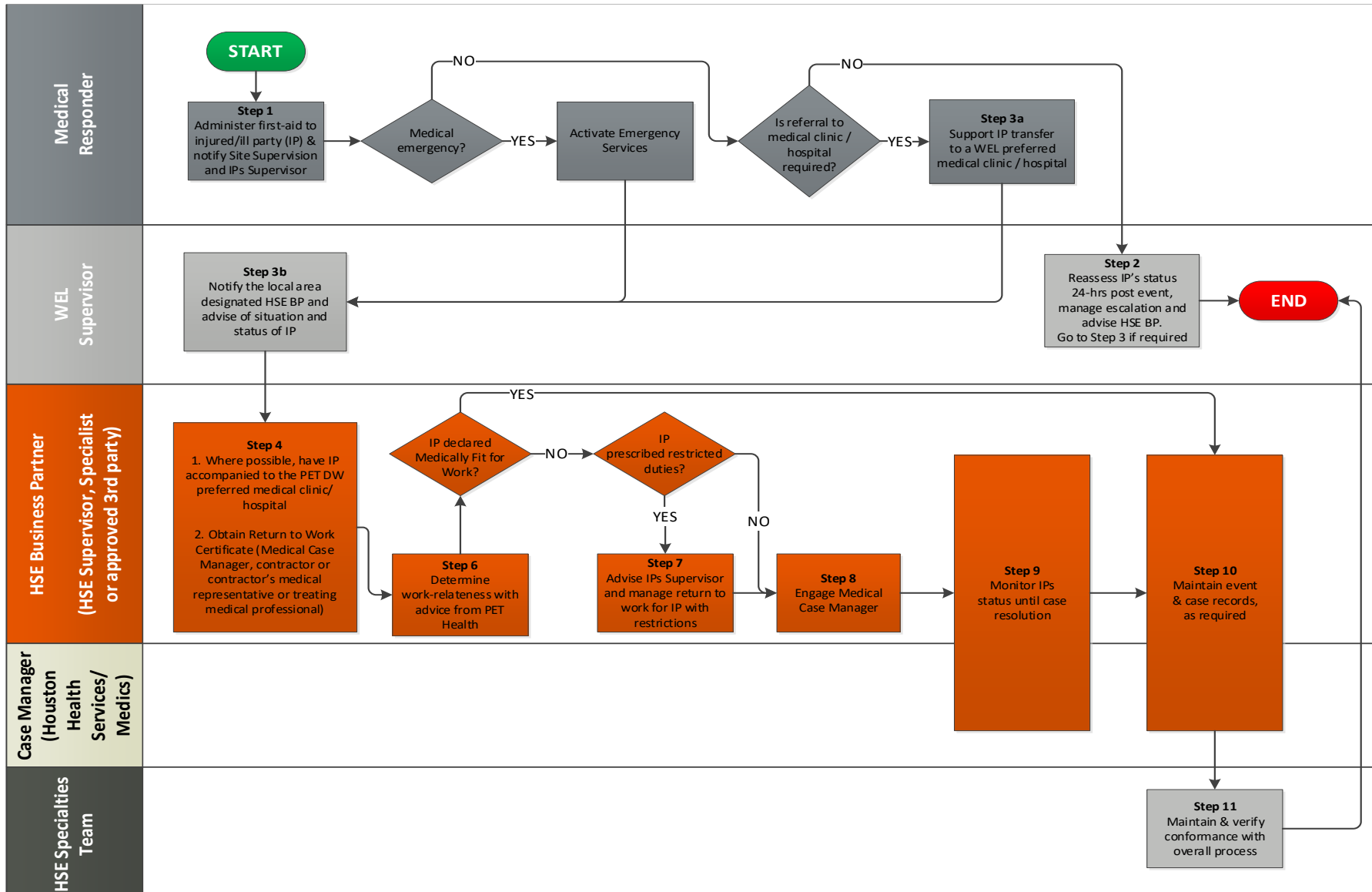


Figure 1: Injury and Illness Management Process

Injury and Illness Management Process Procedure

Pre-requisites

- *Lead Principal HSEs must identify the Pet DW (WEL) HSE Business Partner (HSE BP) for their locations and communicate who those HSE BPs are to workers, HSE Specialties Team, and Houston Health Services.*
- *All locations must have a Principal S&I Health & Hygiene approved Medical Response Plan and vetted medical providers and medical responders.*
- *All workers should be present, “fit for work,” and notify their supervisors of non-confidential information if they are not able to work due to a health condition. Workers should notify their Petroleum Health Contact (Houston Health Services, Local Medical Director, Medic) so that they may assist the worker as necessary.*

<p>Disclosure of Medication</p>	<p>To protect individuals’ medical confidentiality, the Company does not require individuals to disclose over-the-counter medication or prescription drugs unless one of the following situations apply:</p> <ul style="list-style-type: none"> ▪ The medication may affect the individual’s ability to safely perform work (i.e., some medications warn of drowsiness or caution regarding the operation of a motor vehicle or machinery); ▪ The medication may influence first aid and emergency response (e.g., anti-coagulants can lead to significant blood loss in the event of injury); or ▪ Point of collection devices are used and a non-negative test result is reported. In these situations, the individual may be prompted to document medications on the chain of custody form. ▪ Upon disclosure of medication, individuals are not required to disclose their diagnosis or medical history to their Supervisor or other non-medical professional. <p>Supporting our efforts to ensure individuals are fit for work, disclosure of medication may be required in the following situations:</p> <ul style="list-style-type: none"> ▪ During periodic Company medical examinations. ▪ Upon arrival at an offshore facility, there may be a requirement to disclose medication that could affect an individual’s ability to safely perform the essential functions of their position to the Medic; or ▪ During injury/illness case management.
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Step 1. Initial medical response for injured/ill party and notifications

- Injured/III Party (IP) to seek immediate initial medical attention at onsite medical facility or from site medical responder. **Refer to Step 3 for medical transport off site.**
- Medical Responder to administer and document medical aid provided within scope of qualifications:
 - if a medical emergency, activate emergency services immediately
 - if care is beyond scope of the medical responder and/or medical facility qualifications, proceed to Step 3.
- Medical Responder, and/or IP, to notify Pet DW (WEL) Supervisor, and Pet DW (WEL) HSE Business Partner of injury/illness.
- IP to complete and sign identified sections of the *Injury and Illness Notification Form* (PET-HSE27-HH-FRM-00006) and comply with the requirements in [Appendix 1](#). The IP must provide medical and supporting information pertaining to injury/illness in order for the Pet DW (WEL) HSE Business Partner to determine work-relatedness and classification for internal and external reporting.

- Pet DW (WEL) Supervisor and Medical Responder/Provider to complete identified sections of the *Injury and Illness Notification Form* (PET-HSE27-HH-FRM-00006). If medical care is provided by an outside practitioner, their forms may be used in lieu of Pet DW (WEL) forms as long as they provide adequate information in order to classify the injury/illness case.
 - *NOTE: In order to expedite event management reporting, the first section of the Injury and Illness Notification Form may be submitted initially to open a case in Cority with the rest of the information following as soon as practical.*
- If the IP is a contractor, they may use the contractor's form if it provides Pet DW (WEL) with the required information to classify the injury/illness case.
 - The Pet DW (WEL) HSE Business Partner must provide the completed Injury/Illness Notification and Witness Statement forms to the identified PET Health Contact for inclusion into Cority as outlined in Our Requirements: Event Investigation Management for HSEC and Other Events.
- **Refer to Steps 5 & 9 for additional information.**
 - The *Injury and Illness Witness Form* (Pet-HSE27-HH-FRM-00020) must be completed by all witnesses and submitted to Houston Health Services or Pet DW (WEL) Medic as soon as practical for inclusion into Cority.
 - If the contractor or contractor's company refuses to provide information required to meet Pet DW (WEL) reporting requirements, they must provide this to the HSE Business Partner in writing. This must be forwarded to the PET Health Contact for inclusion into Cority.
 - If contractor refuses to provide information, the HSE Business Partner will complete the notification form to the best of their ability. The PET Health Contact will follow the protocol designed to manage this situation in Cority.
 - *NOTE: There may be situations where the IP may be unable to complete their part of the Injury and Illness Notification Form due to incapacitation. The HSE Business Partner will complete the notification form to the best of their ability. The PET Health Contact will follow the protocol designed to manage this situation.*

Outputs

1. Initial treatment provided to IP
2. Completed *Injury and Illness Notification Form* (PET-HSE27-HH-FRM-00006)– completed form must be sent to the Petroleum Health Contact assigned to your location
3. Pet DW (WEL) Supervisor and HSE Business Partner informed of injury/illness

Step 2. Follow up with IP 24-hours post event (where no initial care beyond first response is required)

- Supervisor/ Pet DW (WEL) HSE Business Partner to follow up with IP 24 hours post event and send status update to the Petroleum Health Contact
 - contact Local Medical Director or Petroleum Medical Director for advice if additional evaluation and/or care may be required, if injury/illness has not been completely resolved, or if there is a concern about the IP's status
 - if necessary to send IP for further evaluation, proceed to Step 3 and notify Petroleum Health Contact and Medical Case Manager
 - assess need for and implement precautionary restricted duties (refer to *Our Requirements: HSEC Reporting – HSE Master Data, Definitions and Interpretations*)
 - *NOTE: IP must be released to full duty by health care professional. Supervisor may assign precautionary duties as outlined in Our Requirements: HSEC Reporting – HSE Master Data, Definitions and Interpretations.*
 - Refer to Step 6 for more information on precautionary restrictions
 - Forward documentation to PET Health Contact that needs to be maintained in Cority and update Event Management System with documentation as required by event management procedure.

If IP is a Contractor?

- Pet DW (WEL) HSE Business Partner to notify the Contractor Representative or Case Manager to manage further

evaluation of the IP and obtain updates on status.

Outputs 1. Follow-up assessment to identify potential for escalation

Step 3. Support transfer of IP to preferred medical clinic or hospital

- Medical Responder (or designated person) to make arrangements to transfer IP to preferred medical clinic or hospital if deemed necessary:
 - Preferred medical clinics/hospitals are defined in the Medical Response Plan for the location.
- Medical Responder to contact the Pet DW (WEL) HSE Business Partner and Supervisor to inform them of the transfer.

Note: Pet DW (WEL) retains the right for the IP to be evaluated by the Company's preferred provider.

Outputs 1. IP accompanied to preferred medical clinic or hospital

Step 4. Obtain Return to Work Certificate and other supporting information

If IP is a contractor?

- The Pet DW (WEL) HSE Business Partner will notify the Contractor Representative and obtain the completed *Return to Work Certificate* (PET-HSE27-HH-CER-00002), or equivalent, and supporting information from the Contractor or Contractor's Medical Representative or treating Medical Professional to support the classification process.
- Pet DW (WEL) HSE Business Partner is responsible for monitoring the case until maximum medical improvement has been reached and advise the Petroleum Health contact when changes occur (i.e., first aid moves to restricted work or lost time).

If IP is an employee?

- Pet DW (WEL) HSE Business Partner to liaise with the assigned Medical Case Manager and obtain the completed *Return to Work Certificate* (PET-HSE27-HH-CER-00002), or equivalent, and supporting information to assist with the classification process.
- Pet DW (WEL) HSE Business Partner is responsible for monitoring the case until maximum medical improvement has been reached and advise the Petroleum Health Contact when changes occur (i.e., first aid moves to restricted work or lost time).

Outputs 1. Completed *Return to Work Certificate* (PET-HSE27-HH-CER-00002) or like
2. Additional information as necessary to support injury/illness classification

Step 5. Work relatedness determination and classification of injury/illness

- Pet DW (WEL) HSE Business Partner to review documentation required to classify the case. The *Injury and Illness Classification Form* (PET-HSE27-HH-FRM-00007) must be completed and attached into the Event Management System:
 - if uncertain whether the case is work related, seek support from the Local Medical Director, Petroleum Medical Director, or HSE Specialties Team
 - if uncertain what the classification should be, seek guidance from the HSE Specialties Team
 - if determined to be non-work related, and an employee, refer the IP to the Human Resources short-term/long-term disability management program
 - ensure that the IP follows the return-to-work policy for the location in which they are working
 - attach the *Injury and Illness Classification Form* (PET-HSE27-HH-FRM-00007) to the incident in the Event Management System

- provide the *Injury and Illness Notification Form* (PET-HSE27-HH-FRM-00006), Injury/Illness Witness Statement Forms (PET-HSE27-HH-FRM-00020) and supporting documentation to the Petroleum Health Support Contact (Pet DW (WEL) Medic, Houston Health Services, etc.)
 - o all medical documentation, notification forms and witness statement forms must be stored in Cority
 - o cases classified as *non-work related* must have sufficient documentation to ensure that the case has been classified correctly.

Outputs

1. Documentation is uploaded into Cority and Event Management System
2. Determination of injury/illness classification is correct and documented accurately

Step 6. Manage return to work for IP with restrictions or precautionary restrictions

- Pet DW (WEL) HSE Business Partner, on receipt of a *Return to Work Certificate* (PET-HSE27-HH-CER-00002) with restrictions prescribed, to facilitate a review to determine suitable accommodations (if any):
 - discuss with the multidisciplinary team: Medical Case Manager, HSE Specialties Team, Medical Director, Human Resources and Supervisor (involve Legal if the suitable accommodations cannot be identified)
 - confirm the IP's essential job duties with the Supervisor and Human Resources
 - if IP is a Contractor, a full-duty release is required as restrictions that affect the ability to perform the essential duties cannot be accommodated. Exceptions may be made if office-based or non-safety sensitive Contractor.

Note: Assignment of Precautionary Restrictions:

- IP must have documented full-duty release from health care professional prior to assignment of precautionary restrictions
- if prescribed by health care professional (Site Medic, etc.), it is automatically a restricted work case and will need to be classified as such (if prescribed by supervisor, it would not be an automatic restricted work case)
- must be managed as outlined in *Our Requirements – HSEC Master Data, Definitions and Interpretations*.

Outputs

1. Accommodation plan for IP (where possible)
2. Compliance with required activities as outlined in *Our Requirements – HSEC Master Data, Definitions and Interpretations* concerning precautionary restrictions

Step 7. Engage Medical Case Manager

- Pet DW (WEL) HSE Business Partner to work with the assigned Medical Case Manager to manage the IP until the case is resolved.

If IP is a contractor?

- Medical Case Manager is contracted to the contractor company to provide the support services.

If IP is an employee?

- Within US, GOM, Wells & Seismic Delivery, and Closed Sites/Projects, the Medical Case Manager is typically Houston Health Services personnel.
- For Australia, Trinidad & Tobago, and Mexico operations, the Local Medical Director will act as, or assign, the Medical Case Manager.

Outputs

1. Medical Case Manager engaged and updated

Step 8. Monitor the IP's status and provide periodic updates until case resolution

- Pet DW (WEL) HSE Business Partner responsibilities:

Contractor: – liaise with the Contractor Case Manager and obtain documents to manage case as needed

- verify that the contractor has a full duty Return to Work release prior to resuming work
- provide PET Health Contact documentation that supports request to change the classification
- provide updates to supervisors, key stakeholders

- Employee:**
- monitor the IP's status through routine contact (minimum of once weekly)
 - liaise with assigned Medical Case Manager
 - ensure Accommodation Plan reviewed with the multidisciplinary team at least every 30 days if restrictions are required
 - ensure precautionary restriction protocols are followed
 - provide PET Health Contact documentation that supports request to change the classification
 - provide updates to supervisors, key stakeholders.

- Medical Case Manager to:
 - provide Pet DW (WEL) employees and contractors with on-going support regarding all aspects of medical treatment and rehabilitation until the IP has returned to full duty or reaches maximum medical improvement
 - liaise with Pet DW (WEL) HSE Business Partner to ensure status updates are provided regularly
 - ensure submission of Workers' Compensation report as per local regulatory requirements
 - participate in periodic accommodation reviews with multidisciplinary team.

Note: Pet DW (WEL) HSE Business Partner or Medical Case Manager to notify the Medical Director or HSE Specialties Team of any concern about compliance with case management process, return to work, or treatment plan.

Outputs

1. Periodic reassessment, follow-ups occur to ensure case is moving forward to resolution
2. Workers' Compensation documentation as per local regulatory requirements

Step 9. Maintain event and case management records, as required

- Pet DW (WEL) HSE Business Partner responsibilities:

Injury/ Illness Notification Form, Injury/Illness Witness Statement Form, and Return to Work form have been completed and have been sent to identified PET Health Contact (Houston Health Services, Pet DW (WEL) Medics, etc.). NOTE: In order to expedite event management reporting, the first section of the Injury and Illness Notification Form may be submitted initially to open a case in Cority with the rest of the information following as soon as practical.

 - *Injury/Illness Classification Form* (PET-HSE27-HH-FRM-00007) is complete and attached into the Event Management System
 - report days lost and/or restricted to the Petroleum HSE Data Reporting team and PET Health Contact
 - forward documentation for any changes to classification and work status to PET Health Contact
 - local regulatory reporting as applicable (e.g., notifications to **OSHA**)
 - treating health care provider has provided adequate documentation to support the classification of the event
- Petroleum Health Contact to maintain the following types of information in Cority:
 - updates from the treating medical professional(s)
 - case management updates
 - restricted or lost time details (including dates)
 - rehabilitation plans
 - contractor updates
 - *Return to Work Certificates*

- Workers' Compensation updates and forms
- OSHA 301 forms (US only)
- documentation that supports non-work-related classification
- *Injury and Illness Notification and Witness Statement Forms*

Outputs 1. Complete event and case records

Step 10. Maintain and verify conformance with overall process

- Principal S&I Health & Hygiene, with support from Petroleum HSE Reporting, to periodically review injury/illness records for accuracy and completeness, documenting and communicating deficiencies to the relevant Lead Principal HSE for resolution.
 - HSE Leadership team (with engagement of Group Health) to make final determinations for any classification that is disputed.
- Principal S&I Health & Hygiene to:
 - approve medical response plans, vet health care professionals, and medical facilities for use within the Business
 - support the classification process
 - review of **OSHA** logs and forms in coordination with the Petroleum HSEC Reporting (US only)
 - perform compliance audits
 - Review 10% of events occurring during 12 month period
 - Injury/Illness Notification Forms
 - Injury/Illness Classification Forms
 - Witness Statement Forms
 - Documentation for non-work-related cases
 - Compile results and report to HSE Leadership team and HSE Business Partners

Outputs

1. Audit report for verification activities completed
2. List of endorsed medical response plans, medical providers and medical facilities
3. Completed OSHA logs

Roles and Responsibilities

Roles	Responsibilities
Pet DW (WEL) Supervisor	Pet DW (WEL) representative (employee or agency contractor) that has supervisory responsibilities. In the context of this Procedure, the role is any Pet DW (WEL) representative with people leadership responsibilities.
Pet DW (WEL) HSE Business Partner	<p>Person who has the responsibility to provide employer oversight and support for assigned injury and illness cases from the initial injury/illness to recovery. The person is responsible for liaising with Medical Case Managers, supervision, Human Resources and contractor representatives. This is a process role and not an organizational position.</p> <p>The Pet DW (WEL) HSE Business Partner is typically a Pet DW (WEL) employee appointed by the Lead Principal HSE.</p>
Local Medical Director	<p>Certified physician, contracted to Pet DW (WEL) at a local level, with responsibility for providing local technical occupational health support. This is a process role and not an organizational position.</p> <p>The Medical Director preferably has specialization in occupational medicine.</p>
Petroleum Medical Director	<p>Board certified physician who provides technical support, oversight and quality assurance for the practice of health care professionals (Registered Nurses, Medics, etc.) globally for Petroleum, and has a working knowledge of applicable regulations and occupational health and environmental medicine.</p> <p>The Petroleum Medical Director also supports the Petroleum Health team with the development of minimum standards.</p>
Case Manager	<p>Person who has responsibility to provide technical occupational health oversight and support for assigned injury and illness case, from the initial injury/illness to recovery. This is a process role and not an organizational position.</p> <p>The Case Manager must be a recognized health professional (preferably a Registered Nurse) with specialization in case management.</p>
Medical Responder	<p>Person who has the responsibility to provide initial assistance for an injured or ill person (IP). This is a process role and not an organizational position. Specific responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Provision of medical aid care ▪ Determination on whether further care or evaluation is needed, then referring the IP as per the local medical response plan <p>The Medical Responder must be certified to deliver medical aid care, be able to perform CPR, and use an AED at a minimum.</p>
Petroleum Health Contact	Person who has responsibility to input documentation into Cority.
Pet DW (WEL)	Petroleum Deepwater – Woodside Energy (the Company)

Appendix 1. Responsibilities of Injured/Ill Employee or Contractor

- After sustaining an injury or illness, report it to direct supervisor as soon as possible. If Contractor, report it to direct supervisor and Pet DW (WEL) site representative.
- Seek evaluation and treatment at approved medical clinic as outlined on the Medical Response Plan for that location.
- If Contractor, and the Contractor company has its own case management program the Contractor should follow, contact Case Manager and advise the Pet DW (WEL) HSE Business Partner of contact details.
- Comply with treating medical professional medical restrictions both at work and at home.
- Provide copies of medical certificates in a timely manner.
- Provide documentation required to determine work-relatedness and classification to Pet DW (WEL).
- Regularly communicate with Supervisor and HSE Business Partner (non-confidential information only).
- Regularly communicate with Medical Case Manager in relation to the status of injury/illness.
- Immediately advise HSE Business Partner and Medical Case Manager if there is an aggravation or re-occurrence of an injury, or if any difficulties are experienced upon Return to Work (RTW).
- Attend all medical appointments as scheduled by a treating medical professional, Pet DW (WEL), or insurer. If unable to attend an appointment, take steps to make an alternative appointment as soon as possible.
- Comply with Petroleum RTW process prior to reporting to work.
- Participate in the resolution of any RTW issues should it be required.
- If referred to an Approved Vocational Rehabilitation Provider (AVRP), actively participate in all aspects of the service and work cooperatively with the service provider.
- Advise of any changes in contact details.
- Advise of any changes to treating medical professional or other treatment provider(s).
- Submit to a second medical opinion or Independent Medical Evaluation (IME), as required.