Minimum Health Management Standards

Introduction

These Minimum Health Management Standards set down the <u>minimum</u> requirements for the management of health in companies where Shell has operational control.

Compliance with national statutory requirements is mandatory for all aspects of health management. Currently accepted scientific knowledge should be applied in interpreting these standards.

The guidance documents listed in the attachment provide advice on good practice. Where a guidance document is referred to specifically in a particular standard, then it forms a part of the standard concerned. Other documents provide more general guidance on good practice which, in some cases (such as those published by the OGP), may be more specific to certain Group Businesses.

Health Risk Assessment

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- Management programmes are to be in place to assess, control and document those health risks arising from chemical, physical, biological, ergonomic and psychological hazards associated with the work environment which have been identified as potentially High or Medium on the Risk Assessment Matrix.

- Health Risk Assessments are to cover all activities, including new projects, acquisition, closure, divestment and abandonment of facilities.

- Health Risk Assessments are to be carried out by competent persons in line with good practice as described in the Group guide "Health Risk Assessment".

- Exposure monitoring and health surveillance programmes are to be implemented where the need is identified by Company or Governmental requirements.

- Results of mandatory Company or Governmental exposure monitoring and health surveillance are to be recorded.

Monitoring of Health Performance and Incident Reporting and Investigation

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- Annual TROIF data are to be reported for company employees with a break down into the 10 illness categories in line with the guidance contained in the "Group HSE Performance Monitoring and Reporting" guide.

- All health incidents with significant impact, including non-accidental death cases, as defined in the Group guide on "Incident Classification and Reporting" are to be reported and investigated.

Health Impact Assessment

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- A Health Impact Assessment is to be made in conjunction with any Environmental and Social Impact Assessments that are required for all new projects, major modifications and prior to abandonment of existing projects where there is the potential to impact on the health of the local community and/or company and contract workers and their families.

Human Factors Engineering in New Projects

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- Human factors engineering principles are to be considered and applied during the early design stage of new facilities projects where design can have a critical impact on equipment usability and user safety or health.

Product Stewardship

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- The hazards relating to manufacturing, storage, transportation, use and disposal of existing, new, reformulated and re-branded products are to be assessed prior to marketing or supply.

- The necessary information and advice to minimise risks are to be provided to employees, contractors and customers.

Fitness to Work

Minimum Health Management Standard

- Minimum fitness for duty standards are to be established and applied for specific work and working conditions where there are critical occupational health or safety requirements.

- Appropriate health-related policies are to be in place encompassing, as a minimum, the use of alcohol and drugs, and other substances that may impair performance.

Local Health Facilities and Medical Emergency Response

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- Plans are to be in place to provide company employees access to medical services, which meet acceptable standards in relation to risks posed by the special nature or location of their employment.

- Plans are to be in place to respond to medical emergencies, which meet the requirements, set out in the Group guide "Medical Emergency Guidelines for Management".

List of Supporting Health Management Guidance Documents

1. Health Risk Assessment
- Health Risk Assessment (2001)
- Management Guidelines for Hearing Conservation (revised 1991)
- Working with Visual Display Units (1989)
- Health Aspects of Work in Extreme Climates - The Cold. OGP Report No.6.65/270 and The Heat. OGP Report No. 6.70/279
- Health Guidelines for Catering (1995)
- Ionising Radiation Safety Guide (Revised 1993)
- Guidelines for Entry into Confined Spaces (1992)
- Risk Assessment Matrix (1999)

2. Monitoring of Health Performance and Incident Reporting and Investigation
- Group HSE Performance Monitoring and Reporting (2000)
- Incident Classification and Reporting (1997)

3. Health Impact Assessment
- Strategic Health Management - Principles and guidelines for the oil & gas industry. OGP Report No.6.88/307 (2000)
- Health, Safety and Environmental Assurance of Capital Projects. Best Practice Guide: 8. OP 99-30349 (July 1999)
- EP 95-0371 Social Impact Assessment (June 1996)

4. Human Factors Engineering in Projects
- Managing Human Factors Engineering in Projects. Best Practice Guideline 16. OP 99.30677 (1999)

5. Product Stewardship
- Oil Products product stewardship commitment and policy
- Chemicals product stewardship guidelines

6. Fitness to Work
- Health Risk Assessment (2001)
- Fitness to Work in the E&P Industry. OGP Report No. 6.55/251 (1996)
- Drugs and Alcohol Abuse Employment Guidelines (1993).

7. Local Health Facilities and Medical Emergency Response
- OGP Standards for Local Medical Support, Report 6.44/222 May 1995
- Medical Emergency Guidelines for Management (2001)