



human energy®

fitness for duty (FFD)

chevron Thailand
contractor guideline

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Objective and Expectation

To understand how to align with Chevron Thailand expectations on Contractor's Fitness for Duty (FFD) Process and other related topics.

- Pre- Placement
- Return to Work
- Drug and Alcohol Program
- Health Record Management
- Case Management

Fitness for Duty Process Objective

- To determine whether employees are safely able to perform the essential physical, psychological and cognitive requirements of their job without risk to self, others or the environment and are not impaired by drugs, alcohol or disabling medical conditions.



Desired State

- Contractors demonstrate their personnel are fit to perform the duties to which they are assigned.
- We anticipate contractors to:
 - Develop written job descriptions that describe the essential physical requirements and working conditions of their jobs* AND
 - Test (Health check) personnel against the written job description to determine their fitness to perform the physical requirements (pre-assignment, Return to Work)*
 - Ensure workers performing specific jobs (e.g. crane operator, pilot, boat captain) receive the medical evaluations required by regulation to maintain their licenses/ certifications

* Complied with Thailand regulation

Expectation: Prior Placement to Chevron OE reporting boundary (Offshore and Onshore)

- Ensure compliance with Chevron's Fitness for duty for contractors
- Provision of valid health examination
 - based on risk exposure
 - annually by certified occupational medicine doctor (Ministerial Regulation dated December 29, 2004 Labor protection act B.E. 1998)
 - be complied with Chevron Medical Recommended Benchmark on determination of Fitness for duty for offshore as well as other potential onshore hazardous area.
- Health record management
 - Maintain a Summary Report of health examination of the “Fit to duty” persons
 - Submit to Chevron NST clinic (directly at STGN@Chevron.com and NSTCLINIC@Chevron.com).
 - Report to be submitted on monthly basis starting from 1 May 2014.

Offshore Specific Requirement

Expectation: When reporting to work offshore (NST/SKL/Sattahip)

- Contractor to ensure that the personnel is fit for offshore work
 - Possess a validation of Health examination
 - Result to be recorded in the Safety Passport by the examining doctors (if applicable)
- Chevron Health Screening at the base
 - Questionnaire screening
 - Temperature check
- Chevron Substance Abuse Program
 - Breath Alcohol Test for all passengers
 - Random Urine substance abuse test for rig, barge and vessel personnel

Expectation: While working under Chevron OE reporting boundary (Onshore and Offshore)

- Random Substance Abuse Program
- Referral of illness and injury cases
 - Injury Case Management (TSP-21)
 - Illness Case Management
- Return to work evaluation
 - Hospital medical certificate
 - Chevron Fitness for duty evaluation

Summary of Action Expectation

- Follow Chevron recommended Fitness For Procedure.
 - Documented job description covering the risk (Physical demand and working condition) associated with the work
 - Valid health examination – list of test item, frequency and appropriate interpretation
 - Return to work procedure after occupational or non-occupational absences.
- Follow Chevron Drug and Alcohol Policy.
- Follow Chevron Case management procedure.
- Submit the summary health record of the “Fit to duty” persons to the designated Chevron Medical officer (NST) on monthly basis and retain the detail Medical Record (Health exam/Medical certificate for leave/treatment) at your company for future audit and verification.