



Rethinking safety through
INCLUSION
+
WELLBEING

RAIL

ELEMENT 27

12/09/2025

HEALTH AND FITNESS

PURPOSE AND SCOPE

The purpose of this Procedure is to provide guidance and processes for the assessment and monitoring of health and fitness of workers involved in rail safety work.

These processes apply to the assessment of health and fitness for rail safety workers. Other processes for worker fitness for work and health surveillance are provided in supporting Procedures within Laing O'Rourke's overarching SMS. Common processes such as pre-employment health assessments must be carried out concurrently with the rail health assessments.

1.0 PROCEDURES

1.1 AUTHORISED HEALTH PROFESSIONAL TO UNDERTAKE HEALTH ASSESSMENTS

Authorised Health Professionals (AHP's) listed in the Australasian Railway Association Rail Industry Worker register of AHP's located at <http://railindustryworker.com.au/> must be used for the health assessment of rail safety workers.

Safety Critical Worker Health Assessments (Category 1) must be performed and signed off by an AHP who is included in the ARA register and who has received relevant training aligned to the National Standard framework. "Around the Track Personnel" Health Assessments (Category 3) need only be performed by a nurse with suitable occupational health qualifications but must be signed off by the AHP at the medical centre where the Rail Health Assessment was conducted.

Practical on-site tests for colour vision, hearing or musculoskeletal capacity may be performed by a person with appropriate skills and experience. Such a person is not required to be health trained but must work in conjunction with the authorised health professional.

The authorised health professional must meet the selection criteria identified in **Attachment 1**.

The Laing O'Rourke representative shall ensure the authorised health professional is conversant with the railway operations, the risks associated with rail safety work and the corresponding clinical tests to be applied.

Where a new classification of work is to be undertaken, information is to be conveyed to the health professional and to extend the amount of information conveyed a visit to the site/operation would be an advantage.

For employees who are required to undertake Pre-Employment Medical Examinations in addition to the Category 1 or Category 3 Rail Health Assessment requirements, these shall be undertaken by the authorised health professional at the same time as the rail health assessments.

Post-employment health assessments must include the Rail Health Assessment as well as the Laing O'Rourke Medical examination to allow Laing O'Rourke to monitor the health condition of their employees throughout their employment with the Company.

1.2 CONDUCTING RISK ASSESSMENT TO DETERMINE MEDICAL CATEGORY

The Project Leader will arrange for a health assessment risk assessments to be conducted relative to the work tasks the worker is to perform to determine the Category of work the worker will be classified as performing against which the medical assessment needs to be measured. This may involve:

- A review of relevant job descriptions.
- On site visits to observe the tasks as well as the conditions under which the activities are performed.



This step should also identify working conditions associated with the task, for example; shift work, working in extremes of heat or cold, or the terrain and an assessment of task related fatigue (see **E25 Fatigue Management**).

The nature of the operational and engineering environment will, in part, determine the human attributes that are required to be assessed against.

1.3 IDENTIFYING AND ANALYSING LOCAL SAFETY CONTROLS

When conducting the task risk assessment it is necessary to identify and assess the impact of the local safety controls on the rail safety task being analysed. For example:

- safeworking rules and procedures;
- fail-safe systems; and
- numbers of personnel in the working environment (such that other workers may identify worker incapacity and take up their task to ensure safety).

1.4 CATEGORISING SAFETY CRITICAL WORK

When conducting the task risk assessment it is necessary to determine whether the task is “Safety Critical” or not. This can be determined by applying the test:

- “For any aspect of the tasks identified, could physical or psychological ill-health directly lead to a serious incident on the rail network?”

Employees, who are required to operate on-track machines, provide Safeworking and / or Worksite Protection need to be categorised as High Level Safety Critical Workers and undertake a Category 1 Health Assessment.

1.5 NON-SAFETY CRITICAL WORK

All other employees not engaged in High Level Safety Critical work, but who perform rail safety work will be categorised as Category 3.

Personnel not categorised in Category 1 or 3, including office personnel, will be classified as non-rail safety workers and their health standards will be addressed by the Laing O’Rourke Fitness for Work Primary Standard.

Table 1 Summary of Health Assessments for Risk Categories

RISK CATEGORY	HEALTH ASSESSMENT REQUIRED
CATEGORY 1 High Level Safety Critical Worker	Safety Critical Worker Health Assessment including:
	Safety Critical Worker health Questionnaire and history
	Comprehensive physical and psychological assessment including a musculoskeletal examination
	Vision and hearing
	Cardiac Risk Score
	Drug and alcohol screen
CATEGORY 3 Track Safety (Around the Track Personnel) in Uncontrolled Environment)	Track Safety Health Assessment including: • Vision • Hearing • Mobility including musculoskeletal • Drug and alcohol screen



1.6 ORGANISING THE MEDICAL

1.6.1 INDIVIDUALS ADVISED OF HEALTH ASSESSMENT REQUIREMENTS

Prospective employees and existing employees required to undertake a health assessment shall be contacted by the nominated Laing O'Rourke representative to arrange a mutually agreeable time for the Health Assessment by the Authorised Health Professional. Workers shall be given adequate notice of the due date for their health assessment and the consequences of not presenting for the assessment in that time frame.

Individuals shall be required to undertake a Health Assessment aligned to the Category of their employment.

When arranging the health assessment with the worker, the worker shall be advised of the following:

- the purpose of the assessment;
- who will conduct the assessment;
- who will receive the assessment report;
- the worker's responsibility to provide accurate information;
- the requirement to:
 - take photo ID to the appointment and to any other tests;
 - take glasses, hearing aids or other aids to the appointment;
 - the requirement to attend audiometry testing;
 - the requirement to complete a health questionnaire before attending the appointment; and
 - the requirement to take current medication (or a list of it) to the health assessment appointment (including prescription, over-the-counter and alternative medicines).

Individuals undertaking a Category 1 Health Assessment shall be advised of:

- the requirement to attend pathology tests before the health assessment for an electrocardiograph (ECG) test, serum cholesterol (total and high-density lipoprotein [HDL]) and blood HbA1c; and
- the requirement to fast for a period of 10 hours prior to the time of the pathology tests (if appropriate) and provided with a copy of the Instructions for Fasting.

The costs associated with the health assessments and medical examinations for Laing O'Rourke prospective employees or those currently employed will be met by Laing O'Rourke, where these form part of the Category 1 or 3 Medical.

1.6.2 COMPLETING THE HEALTH ASSESSMENT FORMS

The Health Assessment Record for Health Professionals is a tool that guides the health assessment process. It provides a standard format for recording the results of the assessment, which should then be filed by the Authorised Health Professional in the worker/patient's medical history.

There are two separate Record for Health Professionals and these are linked to Category 1 and Category 3 classifications.

The completed health assessment record is not to be forwarded to the employer for reasons of privacy. The Authorised Health Professional should summarise the results in terms of fitness for duty on the Request and Report Form (Form 24.2).

Advice of the suitability of the individual to the relevant position shall be conveyed to the nominated Laing O'Rourke representative on the Request and Report Form (Form 24.2).



Arrangements will be made in the setting up of the Authorised Health Professional to supply the results of the Drug Screen and Audiogram together with any other information determined between the Laing O'Rourke representative and the Authorised Health Professional.

All details required to be completed by the Laing O'Rourke representative shall be completed prior to giving to the individual or forwarding directly to the Authorised Health Professional and be supported by an appropriate job description and task analysis of the rail safety duties to be undertaken.

On receipt of the completed Health Assessment Report from the health professional the nominated Laing O'Rourke representative shall complete **Step 4 Pre-Employment Medical** of the instructions and take action as appropriate.

1.7 DEALING WITH OUTCOMES OF HEALTH ASSESSMENTS

The authorised health professional may report the outcome of the Health Assessment as:

1.7.1 FIT FOR DUTY

This indicates the worker has met all health criteria and is to be reviewed in line with the normal periodic health assessment schedule.

1.7.2 FIT FOR DUTY CONDITIONAL

This indicates that the person meets all criteria in the Standard provided they wear appropriate aids (e.g. corrective lenses, hearing aids, prostheses).

1.7.3 FIT FOR DUTY SUBJECT TO REVIEW

This indicates the worker has not met all health criteria; however the condition in question is sufficiently controlled to permit normal duties. Continuation of normal duties is conditional on the worker being reviewed more frequently than the periodic health assessment schedule. The review period is specified by the Authorised Health Professional.

1.7.4 FIT FOR DUTY SUBJECT TO JOB MODIFICATION

This indicates the worker has not met all health criteria but could perform current rail safety duties if suitable modifications were made to the job. These modifications may include:

- modification of physical equipment;
- roster changes; or
- worker supervision

Job modifications may not be practicable in various areas of rail safety work. The Laing O'Rourke representative will work with the Project Leader on what modification can be made.

1.7.5 TEMPORARILY UNFIT FOR DUTY SUBJECT TO REVIEW

This indicates the worker has not met all health criteria and cannot perform current rail safety duties at present. However, the condition is anticipated to improve with treatment and the worker will be reviewed to determine fitness status. This differs from ordinary short-term illness causing absenteeism.

Temporarily Unfit for Duty may also be applied in situations where a clear diagnosis has not been made, in the case of an undifferentiated illness, for example where a worker is being investigated for blackouts. The Authorised Health Professional will advise about the period for review. The worker may be assessed fit for alternative duties.

1.7.6 PERMANENTLY UNFIT FOR DUTY

This indicates that the worker has not met all health criteria, their condition is permanent and they will not be able to perform current rail safety duties in the future. Laing O'Rourke should manage this within normal company policies. If this is a pre-employment medical, then the person is not fit for employment in that role.

1.7.7 HEARING IMPAIRMENT

Where, during the processing of the medical examination report a hearing impairment is detected, the nominated contact person must notify the Employing Manager for further evaluation and action.

1.8 AFTER THE HEALTH ASSESSMENT

After the health assessment result has been received, if a worker has been assessed as anything other than Fit for Duty the nominated Laing O'Rourke representative shall discuss with the worker any implications for their work, and the policies or arrangements to be applied.

The worker shall be provided with a copy of the Request Report Form.

1.9 SCHEDULING HEALTH ASSESSMENT

Health assessments will be carried out with the following frequency:

- Pre-employment as a rail safety worker, including promotion to a Rail Safety role or a different medical category.
- Periodically with the following frequency:

RISK CATEGORY	HEALTH ASSESSMENT REQUIRED
CATEGORY 1 High Level Safety Critical Worker	• 5 yearly to age 50. • 2 yearly to age 60. • Yearly thereafter. Screen Based Equipment Examinations (for Category 1 workers who spend 25% or more of working time on Screen Based Equipment): • every two years over the age of 40 years; and • whenever symptoms indicate a problem may exist.
CATEGORY 3 Track Safety (Around the Track Personnel) in Uncontrolled Environment)	• Every 5 years from employment or more frequent if determined by a health professional. • Triggered when evidence emerges of deteriorating worker health including: – High level absenteeism – Return from prolonged absences – Traumatic incident or workplace injury – Colleagues or Supervisors reports

1.10 TRIGGERED HEALTH ASSESSMENTS

Rail safety workers may also request a health assessment if they have concerns about their ability to work safely due to a medical condition, or due to treatment such as medication.

Triggers for further health assessments include:

- Concerns about a rail safety worker's health.
- Requirements for more frequent monitoring of a medical condition.
- Requirement for further investigation to diagnose a medical condition.
- Use of Laing O'Rourke's Self Declaration Form and process.

1.11 RAIL SAFETY WORKER COMPETENCIES

The designated Project representative responsible for the management of Rail Safety Worker competencies will maintain a database of health assessments which in most instances will be captured in the Rail Industry Worker Card database and contain the following:

- Each rail safety worker's risk category;
- the specific risk assessment is to be filed in the workers individual medical file;
- The due date for each worker's assessment;



- Any restrictions or conditions on the worker's fitness for duty;
- Any policies or arrangements to be applied;
- Health assessment results; and
- Any requirements for review assessments.

The database shall be managed so that timely reminders to supervisors and workers are issued and followed up.

The Project representative will use the Rail Industry Worker Card database as a means to receive information when the health assessment of the rail safety worker is due for a reassessment.

1.12 PRIVACY REQUIREMENTS

In administering health assessments, Laing O'Rourke is required to comply with the National Privacy Principles and health records legislation, which require the protection of personal and health information.

To ensure compliance with these requirements, the designated Project representative responsible will ensure that:

- The health assessment status of workers is kept confidential and released only as required to the worker, supervisor and/or Authorised Health Professional.
- All records pertaining to health assessments are kept confidentially and securely in accordance with privacy and health records legislation.
- Health information kept is accurate, up to date, and protected from loss and unauthorised use.
- Worker/patient consent is obtained prior to disclosing any health information to a third party, unless permitted by law as with workers' compensation.
- Workers are clearly informed about what health information is stored, the purpose for collecting and storing the information, the fact that they can access it, and to whom the information may be disclosed (i.e. the worker, supervisor and Authorised Health Professional).
- The method of transmission of the health assessment results from the Authorised Health Professional ensures that confidentiality is maintained.
- Only information necessary to assess fitness for rail safety work is collected. Examinations are not requested that are outside the health requirements of the worker's job, and health professionals are only provided with information that is relevant to the health assessment for that job.

1.13 QUALITY CONTROL

Laing O'Rourke will implement quality control processes on Projects to ensure that:

- Rail safety workers are being appropriately categorised and receiving health assessments in accordance with the National Standard for Health Assessment of Rail Safety Workers;
- Rail safety worker health assessments are being administered and managed in accordance with the requirements of the National Standard for Health Assessment of Rail Safety Workers, both within Laing O'Rourke and by Authorised Health Professionals.

The Project Leader will determine quality control requirements for the specific Project based on a risk management approach, taking into account factors such as:

- The risk category of workers.
- The experience of the health professionals.
- The complexity of the organisation.

Quality control processes may include:

- Audits (e.g. audits of the database to ensure health assessments are being completed as required).
- Document reviews (e.g. reviews of procedures and documentation).



- Consultation and feedback (e.g. holding discussions with Authorised Health Professionals, Project staff and rail safe workers).

The Project Leader shall regularly review the quality control system, as quality control requirements may change over time.

2.0 REGULATIONS, GUIDES AND STANDARDS

- Rail Safety National Law
- Rail Safety National Regulations
- National Standard for Health Assessment of Rail Safety Workers
- ONRSR Guideline Preparation of a Safety Management System
- Australian Privacy Principles

3.0 FORMS AND TEMPLATES

- Laing O'Rourke's Self Declaration of Medication Use (available via the link or under the Primary Standard 'Fitness for Work')
- Templates available via the National Transport Commission website (<http://www.ntc.gov.au/>)
 - Risk Assessment Template
 - Request and Report Form
 - Worker Notification & Health Questionnaire Record for Health Professional
 - All the above forms are available on the National Transport Commission website

ATTACHMENT 1 - RAIL SAFETY WORKER CATEGORY ASSESSMENT TEMPLATE

		RAIL SAFETY WORKER RISK ASSESSMENT	
RAIL SAFETY WORKER NAME:			
RAIL SAFETY WORKER TASK:			
ASSESSMENT RECORD:			
CONTEXT: Laing O'Rourke undertakes rail safety work through Projects established at numerous locations across Australia. The risks associated with the personnel engaged on such Projects need to be determined and the person's ability to carry out such work assessed against the National Standard for Health Assessment of Rail Safety Workers.			
TASKS, ACTIVITIES AND WORKING CONDITIONS: Laing O'Rourke personnel assigned responsibility for the operation of track machines such as Tampers, Regulators and Road rail vehicles. These machines can travel on the rail network where they are authorised to do so and in most cases there is only one operator in the machine at the time of operation or travel. Operators are required to mount and dismount the machine frequently having to gain access and egress onto unstable footing such as the track ballast. There are also numerous physical activities they are required to undertake during such operations including the application of safety systems and completing detailed documentation.		HEALTH ATTRIBUTES: Health attributes relating to the safety of the rail network: • Good physical and psychological health. • Adequate hearing and speech to enable ease of communication. • Adequate visual activity. • Differentiate between red and green. Health attributes to the safety of the rail worker (WHS): • Integration of visual sound and vibration to detect oncoming trains. • Physical mobility. • Ability to work during day or night. • Ability to walk prolonged distances on ballast. • Ability to mount / dismount machines and assist in physical work.	
ENGINEERING AND PROCEDURAL ENVIRONMENT: During normal worksite operations track machines are operate under worksite protection protocols.			
RISK ANALYSIS AND CATEGORISATION: High Level Safety Critical Worker		CATEGORY: High Level SCW Category One (1)	
HEALTH ASSESSMENT REQUIREMENTS: • High level safety critical worker assessment. • Normal colour vision. • Musculoskeletal evaluation • Physical ability to perform repetitive manual tasks.			
MANAGER / SUPERVISOR: (Signed) (Print Name)		DATE:	