

**Lotte Chemical Pakistan Limited  
Port Qasim**

<b>PROCEDURE NO.</b>	<b>HSE&amp;S Procedure No. 1.07-02</b>	<b>Page 1 of 4</b>
<b>TITLE</b>	<b>Provision of Records to Facilitate Epidemiology</b>	
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<b>ISSUE DATE</b>	<b>May 2023</b>	

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**1. PURPOSE**

To provide Lotte Chemical Pakistan Limited (LCPL) with an appreciation of the nature and relevance of epidemiology and the basic data required for its practice.

## 2. SCOPE

This procedure applies to the LCPL Site & City Office. It sets out the principles, which should be followed by the Occupational Health Physician and Medical Department. It also covers the requirements for collection and storage of basic demographic and occupational data, the LCPL standard computer systems, which aid compliance with these requirements and the support available from the Epidemiology Unit.

## 3. DEFINITIONS

### 3.1 Relevance of Epidemiology

Occupational health and employee relations' issues may arise from:

- a) Results of toxicological studies
- b) Media speculation about health effects of chemicals
- c) Employees suspecting that their health problems may be related to substances they make and use
- d) Management or OH professionals suspicious that the substances or physical agents, for which there are inadequate epidemiological data may present a risk to the health of exposed workers

These problems are often encountered but are very difficult to resolve without access to the necessary epidemiological data and expertise.

An established epidemiological program will allow:

- a) Competent planning and execution of epidemiological studies when required
- b) Routine monitoring of the health patterns of the work force to provide early detection of occupationally related health problems
- c) Provision of reassurance to management and workforce and protection for products and processes, where no health problems are evident often avoiding the needs for expensive full scale studies
- d) Monitoring of the effectiveness of measures to prevent workforce exposure to hazards
- e) Providing inputs into other health related issues such as health promotion and risk assessment

### 3.2 Site

In the context of this procedure, Site is taken to mean the LCPL Site, the Raw water Pumping Station, and the adjacent 50 Acre Plot.

#### 4. REQUIREMENTS

- 4.1 Epidemiology, requires that LCPL has to maintain for all employees a record which includes basic demographic and occupational data. These records are required to be retained in a retrievable form to facilitate epidemiology.

The Occupational Health Physician shall be responsible for setting up and maintaining records for epidemiology purposes. This record is required to contain, for each employee:

- a) Name and / or unique company identification number
- b) Date of birth
- c) Sex
- d) Dates of starting and leaving Company service
- e) Reason for leaving Company service (including ill-health and death in service where these apply)
- f) Descriptive job titles, with relevant start and finish dates
- g) Work areas where the jobs were carried out with start and finish dates, in order that exposures may be estimated if necessary
- h) National identity number, if available, which is often useful in obtaining information such as vital status and cause of death from governmental or other external agencies
- i) Ethnic origin, especially where large number of people from different ethnic groups make up the workforce
- j) Addresses

The computerized "Demographic Data Module" is available at LCPL at IT Section to assist in recording the necessary data.

The Occupational Health Physician shall ensure that all epidemiology records are retained after employment has been terminated.

- 4.2 The HSE & Technical Training Manager shall ensure that all exposure data, including noise, relating to personnel monitoring is passed on the Occupational Health Physician. The Occupational Health Physician shall be responsible for recording this data in the employee epidemiological records.

4.3 The Occupational Health Physician shall also be responsible for recording relevant data from the LCPL Health Assessment Program.

4.4 All LCPL employees who have been absent for more than 4 weeks due to sickness shall be seen by the Occupational Health Physician as soon as possible after their return to work. Records of long-term sickness shall be kept and reviewed annually by the Occupational Health Physician to see if there are any trends relating to work activities.

## **5. COMMUNICATIONS AND TRAINING**

5.1 The HSE & Technical Training Manager shall ensure that the Site Medical Department is aware of this procedure and the Occupational Health Physician is aware of his responsibilities.

## **6. DOCUMENTATION**

6.1 Epidemiological Records

6.2 Long Term Sickness Records

## **7. REFERENCES**

7.1 HSE&S Procedure 1.07-01 HSE&S Documentations & Records

## **8. AMENDMENTS**

This is the seventh revision.