

**Lotte Chemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S ProcedureNo. 7.15-01	Page 1 of 4
TITLE	Health Assessment Programmes	
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ISSUE DATE:	January 2021	

Changes w.r.t organizations & designations

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1. PURPOSE

To define the arrangements and responsibilities for establishing a suitable Health Assessment Programme on the Lotte Chemical Pakistan Limited (LCPL) Plant at Port Qasim, City Office and the Raw Water Pumping Station.

2. SCOPE

This procedure applies to all LCPL employees and the Contractor's personnel engaged by the Company.

3. DEFINITIONS

- 3.1 Health Assessment: Any procedure or combination of procedures carried out for a specific purpose related to health and work.
- 3.2 Health Assessment Programme: The total range of Health Assessment carried out within works or site.
- 3.3 Health Assessment Procedure: A particular method or technique for assessing health. It may include questioning or examination by a competent person, or medical history, questionnaires, reviews of medical records, medical examination or tests of physiological function or health effect carried out by a health professional or measurement of the absorption of toxic substances or their metabolites in body tissues or fluids.

4. REQUIREMENTS

- 4.1 The General Manager HR & IT shall ensure that all potential LCPL employees undergo a pre-employment Health Assessment before they are offered employment.
- 4.2 The Health Assessment shall be carried out by a LCPL approved medical facility and the Health Assessment procedure shall be as laid down by HSE & Technical Training Manager and Occupational Health Physician.
- 4.3 The Occupational Health Physician shall examine pre-employment Health Assessment and advise the General Manager HR & IT on whether potential employees shall be recruited or not.
- 4.4 The Occupational Health Physician shall retain the records of pre-employment Health Assessment as these are the baseline data for all LCPL employees.
- 4.5 The Occupational Health Physician with the help of HSE & Technical Training Manager and General Manager HR & IT shall set up a Health Assessment Programme for all LCPL employees and contractor's personnel engaged by the Company. See Appendix-1 for basic requirements. The frequency and details of the procedure for Health Assessment shall be as laid

down by HSE & Technical Training Manager and Occupational Health Physician and include all statutory examinations.

- 4.6 The Occupational Health Physician with the help of HSE & Technical Training Manager and General Manager HR & IT shall review the Health Assessment Programme annually and update as necessary.
- 4.7 The Occupational Health Physician shall highlight any concerns found during annual health assessments to appropriate senior managers.
- 4.8 Managers shall ensure that all LCPL employees who have been off sick continuously for 20 working days or more are referred for a Health Assessment to Occupational Health Physician as soon as possible after their return to work.
- 4.9 All Section Heads are responsible for ensuring that their staff report to Occupational Health Physician for health assessments as per requirements of the Health Assessment Programme.

5. COMMUNICATION AND TRAINING

- 5.1 The HSE & Technical Training Manager shall ensure that the General Manager HR & IT and the Occupational Health Physician are fully aware of their responsibilities in this procedure.
- 5.2 The HSE & Technical Training Manager shall ensure that all Management Staff is aware of the contents of this procedure.
- 5.3 Communication of clinical data shall be based on HSE&S Procedure 7.15-01.

6. DOCUMENTATION

- 6.1 Medical Records.
- 6.2 All documentation of Health Assessment Procedures.
- 6.3 All documentation / certificate required by Local Regulations.
- 6.4 Medical Assessment Summary & Records are available with Occupational Health Physician & General Manager HR & IT.
- 6.5 Appendix-1 Health Assessment Programme

7. AMENDMENTS

This is the [Eighth](#) revision.