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requirements and procedures for: case management for work-related injury/illness cases

for contractor

Purpose and Objectives

- To ensure that appropriate and consistent treatment is provided to the injured / ill person
- To ensure appropriate follow up on cases until the injured / ill person is fit to return to work
- To ensure effective coordination and communication by Supervisor and Management Personnel of the injured/ill person, CTEP's OE/HES Department, CTEP Medical staff, Third Party Medical Service Providers, and Treating Doctors at onshore clinics or hospitals
- To prevent escalation of severity of injury/illness

Local laws and regulations supersede the requirements of this procedure.

Scope

- The procedure is applicable to all work- related injuries or illnesses affecting all employees and Contractor personnel working under Chevron Thailand Exploration and Production, Ltd. (CTEP) OE reporting boundary at all onshore and offshore locations, including the Bangkok office.



Initial Treatment Facility for Work-Related Injuries/Illnesses

- All work-related injuries/illnesses referred to an onshore hospital for treatment by a Chevron Doctor or Medic will initially be sent to only the following designated hospitals:
 - Bangkok- Hatyai Hospital, Songkhla
 - Bangkok -Pattaya Hospital, Chonburi
 - Nakharin Hospital, Nakorn Sri Thammarat
 - Bumrungrad Hospital, Bangkok
 - Vibhavadi Hospital, Bangkok
 - Bangkok-Samui Hospital, Surat Thani (For special case as advised by Chevron Duty Doctor only)
- In cases where a work-related injury or illness occurs at onshore locations away from the designated hospitals, e.g., injury related to motor vehicles, consideration should always be given to use the nearest hospital available, depending on location of incident and the severity of injury or illness.
- Contractors wishing to use another hospital other than the approved Chevron designated hospitals will be considered on a case-by-case basis after discussion and approval from CTEP Health and Medical (H&M) Chevron Duty Doctor .

Follow-up Treatment Facility for Work-Related Injuries/Illnesses

- After an initial diagnosis and treatment, a contract company may transfer an Injured/Ill Person (IP) to another hospital for further treatment and follow up with concurrence from the Chevron on duty Medical Doctor and relevant Chevron Departmental Manager.
- The IP's employer must communicate with the relevant Chevron Onshore Medical Coordinator in providing the IP's status on a daily basis until treatment is concluded.
- If the IP is due to go back to work offshore, but the injury/illness has not completely healed or fully recovered. The Supervisor of the IP shall consult the Chevron Duty Doctor. The Chevron doctor may recommend temporary onshore assignment which has access to a clinic or hospital until the person is fit for offshore duty.
- In any case where the IP is released to go home with medical precautions, the IP must strictly follow the medical instruction given. by treating doctor.
- To return to work, the company representative must present the return to work or final medical certificate received from the treating hospital/clinic to Chevron Medical Coordinator (Sattahip, Songkhla, Nakorn Sri Thammarat or Bangkok) for evaluation at least 3 working days prior to returning to work. The final medical decisions on fitness for duty will be made by the Chevron on duty Medical Doctor only.

Interaction/Communication between Responsible Parties

- For any treatment that is likely to go beyond first aid, the Facility Medic shall consult with the Chevron on duty Medical Doctor.
- If the Facility Medic is the Contract Medic or under a third party medical service provider, the Contract Medic shall consult with the third party Medical Service Provider Doctor who will advise treatment plan and follow up.
- Chevron medical personnel or third party Medical Service provider's Doctor may engage the Treating Doctors to ensure consistent case management.
- To avoid confusion and misunderstanding, no one other than assigned Chevron /third party medical personnel should consult with the Treating Doctors. Contractors' representatives should consult the Treating Doctors through the Chevron/third party assigned medical personnel.

Role and Responsibilities

All Employees and Contractors

- Notify supervisor immediately and seek prompt medical attention following an injury or suspected work-related injury or illness
- Provide an accurate description of the suspected work-related injury or illness to supervisor and medical provider
- Provide an accurate description of any concurrent medical conditions and/or treatments to medical provider
- Adhere to treatment prescribed, work restrictions, and communication requests of Treating Doctor / Medic
- Complete Permission to Release Information Form



Roles & Responsibilities

3rd Party Medical Services Doctor

- Advise 3rd party Medic on diagnosis and treatment in writing. The only exception to this would be an emergency situation, or if there is an IT communications breakdown (e-mail). In this case, verbal communications from the Doctor is acceptable, but must be documented and forwarded once communications have been established
- Contact with the hospital Treating Doctor onshore to discuss details of treatment and acknowledge admission or release of the IP, and then inform the Chevron Duty Doctor as required
- Follow up and update concerned persons until the IP is released from hospital.

Roles & Responsibilities

Contractor Onshore Representative / HR Management

- Coordinate with the Chevron Onshore Medical Coordinator for transportation arrangements to the hospital.
- Communicate to all employees that a Drug & Alcohol test may be conducted on the IP and any other personnel directly involved in the incident in which the IP is referred to an onshore medical facility.
- In consultation with the Chevron Onshore Medical Coordinator or your 3rd party medical service, if used, ensure that the appropriate person with required authority is assigned to assist in managing the case upon receipt of notification.
- Visit the IP admitted to hospital with work-related illnesses/injuries
- Provide support for any consequent medical conditions of the individual IP, including compensation, etc.
- Maintain individual records, including reports to officials
- Contact Chevron onshore H&M staff for evaluation of the IP prior to return to work.

Note: Do not make direct contact or consult with the hospital Treating Doctor onshore, as this contact will be carried out by the Chevron onshore Medical Coordinator or by the Chevron Duty Medical Doctor or third party medical service provider doctor

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