

Woodside Energy Ltd.
ACN 005 482 986
Woodside Plaza
240 St Georges Terrace
Perth WA 6000
Australia
T: +61 8 9348 4000
F: +61 8 9214 2777
www.woodside.com.au

21 January 2015

The Chair
Education and Health Standing Committee
Parliament House

INQUIRY INTO THE MENTAL HEALTH IMPACTS OF FLY-IN, FLY-OUT WORK ARRANGEMENTS

Please find enclosed Woodside's response to a request for additional information (received 2 December 2014) from the Education and Health Standing Committee inquiry into the mental health impacts of fly-in, fly-out work arrangements.

Should you require any further information regarding this submission, please do not hesitate to contact Laura Kjellgren, Government Affairs Adviser, on (08) 9348 4522.

Yours Sincerely



Roger Martin
Vice President Corporate Affairs

Attached: Woodside response to request for additional information from the Education and Health Standing Committee inquiry into the mental health impacts of fly-in, fly-out work arrangements.

EDUCATION AND HEALTH STANDING COMMITTEE

Inquiry into the mental health impacts of fly-in, fly-out work arrangements

WOODSIDE RESPONSE TO ADDITIONAL QUESTIONS RECEIVED 2 DECEMBER 2014

Q1. The Committee is aware that a range of services provided for resource operations, either during construction or at an operational project, are provided by contractors. The Committee has not yet engaged with contractors, but intends to do so during this second phase of the inquiry.

To that end, it would be appreciated if the following information could be provided for each of the 10 largest contractors (in terms of employees or subcontractors employed on a FIFO basis for your company's projects):

- a. The name of the company;***
- b. The nature of the services being provided by the company;***
- c. The number of employees directly employed by the company working FIFO on your company's project(s); and***
- d. The number of sub-contractors indirectly employed by the company working FIFO on your company's project(s).***

A1.

1. **Monadelphous:** Mechanical and electrical maintenance (Onshore) – 200, and between 500-1000 during shutdowns.
2. **Transfield Services:** Mechanical and electrical maintenance (Offshore) – 200, and up to 350 during maintenance or refurbishment campaigns.
3. **Shell Trident:** Manning on LNG carriers - 250
4. **Sodexo:** Catering and facilities maintenance (Onshore) - 40
5. **ESS:** Catering and facilities maintenance (Offshore) - 45
6. **CHC:** rotary aircraft support - 62
7. **Farstad:** vessel support to North West Shelf Project (Offshore) - 20
8. **Mermaid Marine:** vessel support for Aus Oil and Pluto and oil offtake (Offshore) – 20, up to 40 during different projects
9. **AGC:** Mechanical refurbishment (Onshore) – 150, during shutdowns between 300-500
10. **Downer Engineering:** Electrical and instrumentation services – 70, during shutdowns between 100-120

NOTE: Woodside's recording of the number of our contractor's transient workforce does not separate contractor employees and sub-contractors, as such a total number of personnel per company has been included.

Q2. If they have not been included in the answer to question (1) above, the names and contact details of the companies which provide hospitality services at the accommodation camps at your resource sites.

A2. Sodexo and ESS are the providers of hospitality services at Woodside's accommodation camps and details are listed above in question 1.

Sodexo: Level 8, 607 St Kilda Road, Melbourne, Vic. Tel: 1800 764 396

ESS: Level 3, 12 Newcastle Street, Perth WA 6000 Tel: 08 9223 4500

Q3. The number of unscheduled departures from at least one of your resource sites for the three month period August to October 2014 (i.e. where a worker is transported home from site prior to the official end of the worker's swing), and the reasons recorded for that early departure.

A3. Woodside has recorded two unscheduled departures from sites between August and October 2014.

Both unscheduled departures were the result of a failure of the employee to adhere to Village rules. For confidentiality of the employees the type of failure of adhere to rules was not recorded.

A copy of the Village Rules can be accessed online via the following link:

<http://vlgapridge.sodexoau.com/rules-regulations.asp>

Q4. The policies in place in your company to guide the process for carrying out a 'mental health evacuation' for a worker, including:

a. Policies for accompanied travel (i.e. travel under the supervision of a qualified health care provider, or under any supervision);

b. The role of 'point of hire' in determining where accompanied travel ceases; and

c. The notification of next of kin.

A.4 Woodside's mental health evacuation process is integrated as part of the medical emergency evacuation plan, which is dependent on each sites available facilities. Woodside uses flexible guidelines which allow each site to plan for medical emergencies specific to that site.

For a medical emergency evacuation to occur an employee is first assessed at site by the medical team. Further specialist advice is available as required under a 24 hours a day, 7 days a week (24/7) service from consultant physicians working for Woodside's Medical Service Provider. A recommendation on the treatment, management, evacuation, medical escort and destination is made by this consultant service. The evacuation is authorised by the Person In Charge¹ and the Medical Emergency Response Plan activated for the necessary transport and logistical support.

All Woodside Medical Emergency Response Plans include:

- Internal and external stakeholders for notification and their roles and responsibilities;
- A checklist of communications and logistical support;
- Medivac Notification Forms and Medical Treatment Forms;
- The number and qualifications of medical support personnel on site;
- Health care facilities available;
- The types of transport available for emergencies;
- The estimated emergency response times including estimated travel times and known constraints on travel (such as night air operations);
- The triage process for multiple casualties;
- The information for the company's medical doctor with 24/7 access for advice; and
- The designated process for the use of a medivac.

The Woodside Medivac Notification Forms and Medical Treatment Forms both include notification of immediate family members and consideration of the welfare and emotional well-being of the employee.

¹ Person In Charge is the overarching title referring to an Operations Superintendent (OS), Offshore Installation Manager (OIM), Vessel Master, Well Site Manager and Senior Woodside Site Representative.

Prior to transportation a Medical Emergency Treatment Form is filled out to ensure ease of communication with the medical facilities and handover staff. The Woodside Communications Centre provides 24/7 service, which can provide support as required.

The Woodside Medical Emergency Response Planning procedure states that *"Patient Transport must be considered from 'end-to-end'... In most cases, multiple modes of transport are required and a road component will typically be used for the final transfer to the destination hospital. It is critical that all parties must remain vigilant in coordinating efficient handover of the casualty and the records relating to the casualty's condition between modes of transport."*

The shared air ambulance service based at Karratha covers medical emergency for Woodside employees and contractors. This may also include evacuations for dependents of Woodside personnel and for non-work related medical emergencies.

Q5. Your return to work policies for a worker who has had time away from work due to a mental health issue.

A.5 Woodside's return to work policies do not discriminate between issues of family, mental or physical health and are flexible in order to process any employee who is returning to work after a period of time.

A Woodside 'Return To Work' plan is developed in consultation with the employee, the Supervisor/Line Manager and the Return To Work Co-ordinator based on medical certification issued by a Treating Medical Practitioner/ Woodside Nominated Medical Practitioner.

This plan is based on accurate medical information and allows the Return To Work Co-ordinator to offer further support to the employee, as well as ensuring the duties assigned are manageable.

Return To Work plans aim to facilitate the employee's return to full work duties, as they were prior to their time away from work.

Woodside's Return To Work plans set long and short term goals, establish a timeline for monitoring the employee's progress, ensure all parties involved understand the work restrictions and to whom problems should be reported to and document all alternative duties offered or undertaken by the employee.

Q6. The attrition rate of employees who resign from FIFO employment with your company within the first 6 months of employment, and the reasons given for resignation.

A.6 Within 2014, there have been no Woodside FIFO employees who have resigned within the first 6 months of employment.

Q7. Your company's policies for FIFO workers to access compassionate leave, and the grounds on which compassionate leave can be accessed.

A.7 Woodside's leave policies do not differentiate between FIFO employees and non-FIFO employees, except for calculation of annual leave due to number of days worked per year.

A range of leave is provided by Woodside for different circumstances and all leave is calculated per annum unless otherwise stated.

Woodside provides leave beyond the National Employment Standard requirements and has a range of leave that can potentially be used in the case of seriously illness, injuries, circumstance or death in family, as outlined below:

Compassionate/Bereavement Leave:

Length: 2-3 days leave per occurrence, with no annual limit.

Leave is to address an unplanned urgent situation, involving the employee's immediate family, such as an injury or illness that is a serious risk to life or a death in the immediate family, as well as a death outside of the employee's immediate family.

Annual Leave:

Length:

- 20 days if employed in Perth
- 232 hours if employed in Karratha
- 256 hours if employed in Karratha on continuous shift
- 5 weeks if employed in Karratha construction
- 23 days if employed on an Offshore Even Time Roster
- Incorporated into rostered time off, if employed Offshore on 10 & 15 Week Roster and Karratha FIFO

Personal Sick Leave:

Length: 10 days

A medical certificate may be required upon manager request.

Indigenous Australian Cultural Leave:

Length: 3 days

Leave must be used for the purpose of fulfilling cultural lore requirements and obligations that are a recognised as part of Indigenous culture such as funeral obligations.

NOTE: Indigenous Australian employees are entitled to a further 10 days leave without pay every two years for cultural lore requirements and obligations.

Religious Leave:

Length: 3 days

For observation of recognised religious days that are not already proclaimed Public Holidays.

Special Leave:

Length: 2 days

Leave to address personal business.

Salary Continuance:

Length: As required.

For salary continuance to be accessed, all sick leave must be exhausted and a medical assessment through Woodside's Designated Occupational Physician (for physical and mental health issues), and a return to work plan is created and used.

Leave Without Pay:

Length: As approved by management.

All other leave options must be exhausted. If leave without pay is for greater than 5 days, approval is needed from management.

Leave without pay for a period of time will affect the continuity of service and benefits of the employee.

Q8. The number of suicides and attempted suicides that have occurred on your resource sites in Western Australia (both the minesite and the accommodation facility) in the financial years 2011-12, 2012-13, 2013-14 and the current 2014-15 year.

A.8 Woodside has had no recorded suicides or attempted suicides on site or in accommodation facilities for the financial years 2011-2014 and to date in the current 2014-2015 year.

Q9. Your company's postvention policies following suicides on site, including provision of counselling to workmates and contact with the deceased family.

A.9 Woodside's postvention policy is integrated into the Woodside 'Death In Service' procedure as the death of an individual is handled with the same level of respect, due diligence, investigation and provision of support for colleagues and the deceased's family, regardless of cause of death.

The Woodside Medical Emergency Response Planning procedure outlines the immediate steps to be taken when managing a suspected fatality as outlined below:

The Person In Charge during the situation shall:

- Advise the onsite medical support to apply the recognition-of-life-extinct criteria;
- Notify authorities as per Woodside Corporate Event Notification Matrix, including the Police (Australia 131444);
- Secure the site and prevent contamination or disturbance, including leaving the deceased in-situ where possible;
- If there is a need to move the deceased to assist with preserving evidence, seek advice from Police on coronial requirements prior to doing so;
- Direct all witnesses to record their activities and observations made before, during and after the incident; and
- Advise all individuals involved to assist the police and Woodside investigation team with any information that may help any investigation.

Woodside's procedure for Death In Service designates the deceased's Line Manager and a Human Resources Manager/Advisor to co-ordinate the support for family and colleagues and the legal requirements in this situation.

This ensures confidentiality and support for the deceased's family can be provided in an appropriate manner.

As with any extraordinary circumstances if required, extra support in the way of senior business managers, the Health and Safety team and other Human Resources staff may be called on to support the Line Manager and Human Resources Manager/Advisor who are co-ordinating separation procedures on behalf of the deceased.

Family Support:

Family members of the deceased are supported by having direct contact with a Human Resources Manager/Advisor who is able to help them with both legal and emotional support.

Families are reminded of access to Woodside's Employee Assistance Program (EAP).

The Human Resources Manager/Advisor on behalf of the deceased employee communicates with Mercer Superannuation and the Share Plan regarding the death in service and acts as the communication point to elevate family responsibility.

If the deceased's family is located outside of Perth, the Human Resources Manager/Advisor will assist the family with applicable housing and repatriation arrangements.

Due to the added complications of living remotely extra assistance in the form of an extended period in the home prior to repatriation, assistance with flight / travel arrangements to Perth or other locations before and after the funeral are examples of some of the extra support provided to families.

Colleague Support:

After the family is contacted about the death and as soon as reasonably possible the relevant Vice President will send an appropriate message to all Woodside staff advising them of the death in service.

This message as required may include reminders and links to Woodside's EAP service and further support provisions. If appropriate, funeral arrangements are also communicated globally to Woodside employees.

For colleagues who have been affected by a death in service, Woodside has available a range of paid leave options.

Incident Investigation:

As with any major incident on a Woodside site, an investigation into the cause of the incident will be conducted and a final report with findings and recommendations will be written.

Non-adherence by individuals to Woodside policies and procedures that may have contributed to the cause of the incident are handled in accordance with Woodside's Counselling and Disciplinary Guideline.