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SCOPE OF WORK

ENQUIRY NO: CTT26062

DESCRIPTION: OCCUPATIONAL MEDICAL PRACTITIONER SERVICES.

1. SERVICE

INTRODUCTION

PetroSA wishes to appoint an Occupational Medical Practitioner (OMP) in accordance with section 13(3) of the Mine and Health Safety Act No 29 of 1996 on part time basis who will work jointly with PetroSA medical staff in Mossel Bay. The OMP will take responsibility for all activities as prescribed by Mine Health and Safety Act (MHSA No 29 of 1996), Compensation for occupational health diseases (COID Act No 130 of 1993), Occupational Health and Safety (OHS Act No 85 of 1993 and other relevant legislations in line with HPCSA National department of health and SASOM statutory bodies' requirements.

It is critical for an Occupational Medicine Applicant to reside within the vicinity of Mossel Bay since section 13(3) legal appointment for GTLR and FA Platform mines. However, OMP applicants who do not reside within the vicinity of Mossel Bay will be considered provided

- They submit the plan on how they will manage ad hoc and urgent requests which fall outside OMP's normal schedule e.g. return to work medical examination for an offshore employee.
- Submit assurance plan which he/she will be held accountable for on how she/he is planning to render services to PetroSA without incurring transportation and accommodation costs.
- Submit a plan to accommodate PetroSA during peak seasons i.e. turnaround and/or shutdown project when required to do so by the business.

The Petroleum Oil and Gas Corporation of South Africa (SOC) Limited (PetroSA) is the country's National Oil Company. PetroSA is a subsidiary of the CEF (central Energy Fund). OMP will be responsible for Medical Incapacity management for employees based at other PetroSA's business units i.e.

- Cape Town
- Tzaneen
- Bloemfontein
- Johannesburg
- George
- East London

This will be done on as and when required basis. Based on PetroSA discretion the OMP may be required to process medical test results and assist with fitness to work for employees who are not Mossel Bay based.

Furthermore, the OMP will be required to arrange a stand-in who holds same qualifications to act in his/her stead when he/she is going on leave.

2. SCOPE OF SERVICE

The scope of service shall be as follows:

2.1. Medical Surveillance

Medical surveillance tests are conducted by PetroSA internal occupational health nursing practitioners (OHNPs) and OMP must ensure that all PetroSA employees are medically fit to safely perform their duties in line with PetroSA code of practice – Minimum standards of fitness. These include:

- a) Pre-placement/initial medical examination,
- b) Periodic/annual medical examination,
- c) Transfer Medical examination,
- d) Return to work medical examination in line with PetroSA code of practice.
- e) Exit Medical Examination
- f) Special or situational medical examinations as required by PetroSA.
- g) Emergency medical as stipulated on COP – minimum standards of fitness to work offshore.

2.2. Incapacity Management due to ill-health and injury – Occupational Medical Practitioner must ensure adherence to PetroSA and its insurer's requirements i.e. refrain from changing employees' job description without adhering to PetroSA process.

Assess any employee who is potentially unfit to perform work and if declared unfit for own occupation, notify the employer and make recommendations for suitable alternative placement. OMP must specify employee limitations/restrictions so that HC may consider reasonable accommodation.

Ensure compliance with Compensation for Occupational Health Injuries and Diseases Act No 130 of 1993.

2.3. Management of substance abuse and ensure safe working environment

2.4. General Organisation

- a) The OMP shall render services to PetroSA medical centre twice a week (Tuesday – 3 hours and Thursday – 3 hours) for eight (6) hours a week. This includes (Logistics Base in Voorbaai and Centre of Excellence (COE) in Heiderand).
- b) Service shall be rendered at the FA Platform on as and when required basis, ordinarily 4 trips per annum are done. Daily OMP rates will apply.
- c) OMP will be required to attend to PetroSA special cases for employees based in Cape Town, Bloemfontein, Tzaneen, Johannesburg and other business units.
- d) The OMP must be available (on call) for emergencies, 7 days a week or appoint a stand-in who holds the same qualifications. For IOD any GP can be arranged to stand-in
- e) OMP will be required to render their services at Cape Town head office quarterly basis or on as and when required basis.

The Occupational Medical Practitioner may appoint a locum in his/her stead; and who must be in a possession of an Occupational Medical Diploma.

2.5. The Occupational Medical Practitioner shall be responsible for:-

- a) Establishing and maintaining an appropriate system for medical surveillance, considering the health hazards to which employees are or may be exposed to, providing information to the employer can use in determining measures to
 - i. Eliminate, control and minimize the health risks and hazards to which employees may be exposed or
 - ii. Prevent, detect and treat occupational health diseases and
 - iii. Ensure that records are kept as stipulated in section 15 of MHSA No 29 of 1996 for each employee exposed to health hazards.
- b) Ensuring that occupational health services are well equipped, take measures that reasonable to:
 - i. Promote health and safety of employees at the mine/PetroSA and
 - ii. Assist employees in matters relating to occupational health medicine
- c) Ensure that appropriate professional assessment, investigation and diagnosis of employees undergoing medical surveillance takes place.
- d) Ensure that occupational health management systems, including referral systems are in place and functional
- e) If employee is declared unfit as a result of occupational health disease, notify employer and ensure that investigation is carried as stipulated in section 11(5) of MHSA No 29 of 1996.
- f) Where applicable , assist workplace evaluations in conjunction with PetroSA Occupational Health Nurse Practitioners and Occupational Hygienist section 12.1 appointee
- g) Advise the employer on legal and regulatory compliance for all occupational health and medicine issues.

- h) Ensure legal and regulatory compliance for occupational health and medicine related issues that OMP is directly responsible for
- i) Ensure compliance with section 15 of MHSA, responsible for record keeping of all occupational health matters and securing confidentiality.
- j) Ensure compliance with Medicine and Related Substances Act No 101 of 1965.
- k) Allow time for onsite plant inspections and familiarization with production activities.
- l) Have meetings with PetroSA management as and when required.
- m) OMP must keep himself updated with all changes in regulation by attending trainings as recommended by South African Society of Occupational Health Medical Practitioners.

2.6. SHUTDOWN/TURNAROUND MEDICAL SURVEILLANCE

Turnaround Project and Shutdown Medical Surveillance – OMP working hours maybe extended during shutdown/turnaround periods. OMP flexibility to accommodate PetroSA needs during peak seasons remain critical. PetroSA reserves its right to appoint another OMP for big projects such as shutdown. However, should existing OMP contract be used for such projects flexibility is required.

NB : All the legal responsibilities of the Occupational Medical Practitioner will be covered in their appointment letter. These legal responsibilities are entrenched in normal OMP legal functions stipulated in both Occupational Health and Safety Act No 85 of 1993, Mine Health and Safety Act No 29 of 1996, COIDA Act No 130 of 1993, Basic Conditions of employment Act. Strict adherence on PetroSA Health and safety codes of practices, policies and procedures is mandatory.

Willingness to go for 4 days Offshore survival training within 6 months of his/her appointment, PetroSA will fund tuition, transport and accommodation fee. No financial compensation for time spent on training.