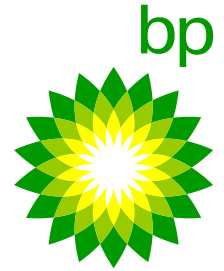


BP Refinery (Kwinana) Pty Ltd



SITE CONDITIONS FOR CONTRACTORS STANDARD

SITE CONDITIONS FOR CONTRACTORS

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1.	PURPOSE	3
2.	SCOPE	3
3.	REFERENCES	3
3.1	LEGISLATIVE COMPLIANCE.....	3
3.2	CORPORATE COMPLIANCE.....	3
3.3	ADDITIONAL REFERENCES.....	4
4.	DEFINITIONS	4
5.	ACTIVITIES.....	4
5.1	Compliance with Legislation, Site Standards and Procedures & Code of Conduct.....	4
5.2	Pre-Site Medical Requirements	4
5.3	Refinery Zones	5
5.4	Access.....	5
5.5	Drugs and Alcohol.....	6
5.6	Ignition Source	6
5.7	Personal Protective Clothing and Equipment	7
5.8	Training and Competency	7
5.9	Incident Reporting.....	7
5.10	First Aid	7
5.11	Control of Work.....	7
5.12	Smoking	8
5.13	Hygiene Monitoring	8
5.14	Audits	8
5.15	Media Representation.....	8
5.16	Substances / Hazardous Substances / Dangerous Goods	8
5.17	Emergency.....	8
5.18	Facilities	8
6.	RESPONSIBILITIES.....	9
	APPENDIX 1: REFINERY ZONE MAP	10
	APPENDIX 2: ADMINISTRATION OF THIS DOCUMENT	11

SITE CONDITIONS FOR CONTRACTORS

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1. PURPOSE

To define the required standards, procedures, and behaviours that all Contractors and Sub-contractors shall adhere to whilst performing work or service activities on behalf of BP Refinery (Kwinana) Pty Ltd.

2. SCOPE

These Site Conditions for Contractors (as amended from time to time) apply to all Contractors and Sub-Contractors and their respective personnel while they are on the BP Refinery Site or working on behalf of BP outside the Refinery Site.

The intention of this document is to communicate intent and should be read in conjunction with specific detail on requirements contained within the procedures referenced and must be understood by the Contractor and Sub-Contractors personnel prior to the performance of work. This document does not stand alone – nor should it be interpreted as the exclusive requirements for Contractors. Specific procedures made reference to in this Standard will be made available via request through the nominated BP Representative.

3. REFERENCES

3.1 LEGISLATIVE COMPLIANCE

Dangerous Goods Safety Act 2004 - (Storage and Land Transport within Australia)
Dangerous Goods Safety (General) Regulations 2007
Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007
Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007
Dangerous Goods Safety (Goods in Ports) Regulations 2007
Dangerous Goods Safety (Major Hazard Facility) Regulations 2007
Occupational Safety & Health Act 1984 (WA)
Occupational Safety & Health Regulations 1996 (WA)

3.2 CORPORATE COMPLIANCE

[Compliance Policy](#)
[Dangerous Goods Management Policy](#)
[Emergency and Crisis Management Policy](#)
[Environmental Management Policy](#)
[Health, Safety and Security Policy](#)
[Information Management Policy](#)
[Product Quality Policy](#)
[Control of Work Standard and associated procedures](#)
[Isolations Standard and associated procedures](#)
[HSSE Standards](#)
[HSSE Procedures](#)
Environmental Procedures
[BP GIS 42-103 Fabrication, Assembly, Erection and Inspection of Pipework](#)
[BP GIS 42-102 Fabrication, Assembly, Erection and Inspection of Austenitic and Duplex Stainless Steel](#)

SITE CONDITIONS FOR CONTRACTORS

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3.3 ADDITIONAL REFERENCES

AS/NZS 1270 - 2002 Acoustic Hearing Protection
AS/NZS 1800 - 1998 Occupational Protective Helmets
AS/NZS 1337 - 2010 Personal Eye Protection
AS/NZS 2210 - 2010 Safety Protective and Occupational Footwear
AS/NSZ 1216 - 2007 Class Labels for Dangerous Goods
AS1885-1 - 1990 Workplace Injury and Disease Recording
AS2865 - 2009 Working in Confined Spaces
AS3000 - Wiring Rules
AS3012 - 2010 Electrical installations - Construction and demolition sites
Australian Code for the Transport of Dangerous Goods by Road and Rail - 7th Edition (ADG-7)

4. DEFINITIONS

'BP' shall mean BP Refinery (Kwinana) Pty Ltd
'BP Representative' – shall mean the Contractors single point of Contact for BP activities.
CoW Procedure – means the Control of Work process for the safe execution of work.
CSAT Card – shall mean the Western Australia Construction Safety Awareness Training (White Card)
HSE – means Health, Safety and Environment
'Shall' is used for requirements.
'Should' is used for recommendations.
'May' is used where alternatives are equally acceptable.
PPE – means Personnel Protective Equipment
'Restricted Area' – means zones or locations within the BP Site that require specific Induction, permits, approvals, PPE etc that the Contractor will need to be aware of before entering the Restricted Area

5. ACTIVITIES

5.1 Compliance with Legislation, Site Standards and Procedures & Code of Conduct

All work carried out by or on behalf of the Contractor shall as a minimum be in accordance with relevant legislation and standards. In addition to legislative requirements and specific details outlined in this document, Contractors working at or on behalf of BP are required to adhere to the requirements of the Code of Conduct available at www.bp.com and search for **Code of Conduct**.

5.2 Pre-Site Medical Requirements

- 5.2.1 As a minimum all contractor personnel must have completed a full medical examination within the previous 24 months of onboarding date to BP. A medical conducted for another site, unrelated to BP may be acceptable if the following requirements are met.
- I. The medical meets the specified requirements of the BP Medical Requirements Procedure including:
 - Full Medical Assessment;
 - Audio;
 - Spirometry;
 - ECG; and
 - Drug and Alcohol test- Note: this test must be valid within 14days of onboarding date to BP.

SITE CONDITIONS FOR CONTRACTORS

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- II. Independent review and acceptance by the BP Occupational Health Representative of the Contractor personnel fitness to perform the/any specific job task activity.
- III. This Medical will be valid for work at BP for a maximum of 24 months dependent on age and job task at the discretion of BP.
- IV. For an employee aged 44 yrs and under with no medical co-morbidities the medical will be valid for 24 months .
- V. For an employee aged 45yrs and over the medical will be valid for 12 months.

A completed and signed **BP Kwinana Refinery Contractor Pre-Employment Medical Assessment Form** shall be sent to the BP Occupational Health Centre (+61 8 61135963 or +61 8 61135967) for each employee after the medical and within 72 hours of onboarding date. The completed medical assessment form and original copies of investigations must be maintained by or on behalf of the Contractor for a period of no less than 30 years and accessible to BP on request.

5.3 Refinery Zones

The BP Refinery is divided into a number of zones for different purposes. A map is provided in Appendix 1. Green, Red, White and Restricted Zone as-marked on the BP Refinery map (Muster Point Locations & PPE Zones). More information on Refinery Zones and PPE requirements will be covered at Induction where specific Induction, PPE and any other requirements will be identified for the specific zones. Entry to Refinery Zones shall not be granted without the completion of the required induction training or for Red Zone only an authorized red zone induction deviation.

For Control of Work purposes, the BP Refinery is separated into hazardous and non-hazardous zones. Permits required will be specific to the zone where work is being carried out.

Requirements on areas external to the BP Refinery boundaries, where work is the full responsibility of BP (e.g. pipelines, switching stations) shall be discussed with the BP Representative.

5.4 Access

5.4.1 Age Restrictions

Only personnel aged 18 years and over are permitted to access red zone and restricted zones including access to and from ships moored at the BP Refinery jetties. BP Refinery Security personnel will refuse entry if proof of age cannot be provided.

Discrete exceptions for Apprentices and Work Experience students may be permitted where this minimum age will not be applied on authorization by the BP Representative.

5.4.2 Vehicles

Contractors shall at all times minimize the number of vehicles required for use on site.

Vehicles will only be permitted on site when the Vehicle Access Request Form has been completed and approved. The approvals process includes security access check and passing garage inspection requirements.

Valid third party insurance is essential and all vehicles must be maintained roadworthy and licensed.

All vehicles and drivers shall comply with the **Vehicle Safety Standard** and its associated procedures.

Contractor employee's vehicles shall be parked safely in designated locations, outside the restricted zones.

5.4.3 Induction/Training Requirements

For full details and conditions refer to **Entry into BP Refinery Kwinana**.

SITE CONDITIONS FOR CONTRACTORS

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BP Refinery Kwinana has been deemed as a Construction Site by Worksafe WA. All persons requiring a RED Zone induction or RED Zone induction deviation are also required to maintain a valid CSAT Card (White/Blue Card).

All contractor personnel (including sub-contractors) shall have undertaken the applicable BP induction before being granted access to the zone they will be working in. All Red Zone personnel presenting for induction are required to bring with them compliant safety boots and helmet.

Access to the Alkylation unit is restricted to those who have been successfully trained at a unit specific Alkylation/HF Induction. **Refer to Alky A and B Class Inductions' and 'Alkylation Maintenance and C Suit Induction Procedure.**

To access the BP Refinery Jetties, personnel are required to hold a current/valid Marine Security Identification Card (MSIC) or be escorted by a holder of a MSIC.

BP Refinery Induction training can be booked via the BP Learning & Development Team..

5.4.4 Sub-Contractor Employees

Contractors shall ensure their sub-contractors and their sub-contractor's officers, employees and agents performing work activities in the Restricted area first attend and pass the appropriate BP Induction. All contractors are fully accountable for the total performance of their sub-contractors and for ensuring that their sub-contractor personnel are, and remain, fully trained and capable to perform their intended work.

5.4.5 Denying Access

BP reserves the right to restrict Contractors access to the Restricted Area as a result of Audits, performance reviews, incident investigations, breach of CoW or HSE Procedures or Policies, poor behaviour or use of a Non BP Approved Sub-Contractor

BP reserves the right to deny access to the Restricted Zones to any individual at any time or to revoke previously issued authority to enter the Restricted Zone without showing cause or giving any reason.

BP reserves the right to inspect and search all personnel, their possessions and any vehicle entering or leaving the BP Site.

5.4.6 Termination or Removal of Personnel

The Contractor must inform the BP Representative on a weekly basis of its personnel who no longer require access to the BP site, and to return security access cards and any other BP property.

Where an employee is terminated, such advice must occur immediately in order for BP Security to action by blocking the access card.

5.5 Drugs and Alcohol

It is prohibited by law to enter a Major Hazard Facility or Licensed Dangerous Goods Storage facility whilst under the influence of drugs or alcohol. BP reserves the right to deny entry to anyone where reasonable suspicion exists that that person is under the influence of drugs or alcohol, in line with the **BP Drug and Alcohol Procedure.**

5.6 Ignition Source

Sources of ignition have to be rigorously controlled within BP. Sources of ignition specifically include any item of equipment containing a battery. This includes mobile phones, iPods, laptops, cameras,

SITE CONDITIONS FOR CONTRACTORS

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radios, torches etc. Such items are not allowed into the BP Refinery without authorisation.

The only exceptions are ordinary wristwatches, pace makers and hearing aids. For more detailed information see **Ignition Sources Procedure**.

Carrying matches and lighters is strictly forbidden.

Controls for vehicles as an ignition source, are covered in the **Vehicle Safety Standard**.

5.7 Personal Protective Clothing and Equipment

The Contractor shall be responsible for the supply and use of:

- Safety footwear - AS/NZS 2210 Safety Protective and Occupational Footwear
- Hearing protection - AS/NZS 1270 Acoustics - Hearing Protection
- Eye protection - glasses, goggles and face shields as required. - AS/NZS 1337 Personal Eye Protection
- Safety helmets - AS/NZS 1800 Occupational Protective Helmets
- Rigger's gloves
- Any specialised protective clothing which is standard work practice as referred to in their Contract.

It is mandatory that contractors follow the requirements as detailed in **Personal Protective Equipment PPE Programme Procedure**.

5.8 Training and Competency

The Contractor shall supply labour appropriately qualified to safely and competently complete the tasks within their Contract work scope.

The Contractor is required to have a defined competency assurance process. A competency assurance program is required for tasks including (but not limited to) welding, scaffolding, high pressure water blasting, bundle extracting and vacuum truck operations.

5.9 Incident Reporting

The Contractor's safety performance is of paramount importance to BP. In order to measure and evaluate safety performance, all Contractors are required to report incidents, accidents, injuries [all categories of injury: Day Away from Work (DAFW), Medical Treatment Injury (MTI), Restricted Work Injury (RWI) and First Aid (FA)] and near misses immediately in accordance with the **Incident Reporting, Classification and Notification Procedure**

The Contractor shall co-operate fully with any requests from BP for information or access. At its discretion, BP will initiate a formal investigation using Incident Investigation Procedure and the Contractor shall, provide a representative for the Investigating Team.

5.10 First Aid

Contractor employees and sub-contractors are permitted to utilise the BP Refinery Occupational Health Centre for immediate initial treatment of industrial injuries occurring during normal working hours for the period of the contract. This facility is not to be used for non-work related injuries. After initial treatment onsite, it is the responsibility of the contractor or sub-contractor to supply any additional care or transport to any outside providers or medical facilities as required.

5.11 Control of Work

All work undertaken at BP shall be conducted in accordance with the sites Control of Work (CoW) processes. BP operates a permitting system and contractors shall not commence work until the appropriate permit(s) have been issued. Detailed information on CoW is available in the **Control of Work Manual**.

SITE CONDITIONS FOR CONTRACTORS

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5.12 Smoking

Smoking is prohibited on site except for in designated smoking areas. Matches are provided for use at these locations only.

5.13 Hygiene Monitoring

Base Line and task hygiene monitoring programs are part of normal BP Refinery Operations. Contractors will be required to participate in these programs if requested to do so. This includes biological and air monitoring.

5.14 Audits

BP reserves the right to conduct Safety and any other Management Audits of the Contractor's systems, base facilities and on-site facilities, and to require changes should those not meet competent standards as reasonably determined by BP from time to time. BP may engage third parties to do this.

5.15 Media Representation

No person shall make comment, provide opinion or documentation or purport to represent BP within the media (including social media) or to other organizations, or use the BP logo, without BP approval. All requests for such input should be immediately referred to the line supervisor who shall inform the BP Representative immediately. BP will respond appropriately to legitimate requests for information via its trained staff, including during any emergency situation.

5.16 Substances / Hazardous Substances / Dangerous Goods

Prior to bringing any substance required to perform the work, the Contractor shall submit an Australian Material Safety Data Sheet (MSDS) and label to the BP Occupational Hygienist or Safety Specialist in accordance with **Substance Approval Procedure**. Substances shall not be brought into the BP Refinery until authorization is given by the BP-Representative.

All hazardous substances and Dangerous Goods shall be stored in accordance with the current standards of Western Australian Government Occupation Safety and Health (OSH) Regulations 1996 - and current BP requirements as determined with the BP Representative.

Contractor must comply with all labeling requirements.

5.17 Emergency

All contract personnel shall be made aware of the emergency response processes, signage and muster point locations at the site induction. In the event of the emergency siren sounding, all permits become invalid and all work being carried out under them will cease. All personnel must follow the directions of emergency personnel.

Refer to **Crisis and Continuity Management Standard** for further details.

5.18 Facilities

Canteen/Cafe facilities are available for the purchase of meals, drinks, snacks and newspapers from 06:30 to 13:30 Monday to Friday, excluding Western Australian public holidays.

Water for drinking and construction purposes will be provided free of charge to the Contractor from the nearest existing supply points unless specified in the contractors scope.

Specific details of buildings/crib rooms/offices etc. will be provided directly to the contractor as required.

SITE CONDITIONS FOR CONTRACTORS

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6. RESPONSIBILITIES

The BP Representative is responsible for:

- Ensuring that the contractor and their personnel complied with this standard and the associated standards and procedures listed within it.

The Contractor is responsible for:

- Ensuring personnel (direct employees and subcontractors) comply with this standard and the associated standards and procedures listed within it.
- Reporting to the BP Representative on compliance where required.

The BP HSSEQ Branch Administrator is responsible for:

- Ensuring listed policies, standards and procedures are maintained and up to date in the Contractors Sharepoint site.

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APPENDIX 2: ADMINISTRATION OF THIS DOCUMENT

HARDCOPY DISTRIBUTION RECORD

Postholder / Location of Controlled Hard Copy	Manual Title

Used by the Issuing Authority to track the distribution of hard copies of this document in Manuals.

NOTIFICATION LIST

Postholder	Postholder
G KRD HSSE all	BP Contract Representatives
G KRD Contracts & Procurement	
Site Contractor Supervisors	
G KRD KBU Safety Comms Network	

Used as a prompt by the Issuing Authority to ensure relevant information is communicated to those who need to know.

AMENDMENT SHEET RECORD

Version Date	Initiator	Reason	Section	Summary of Amendments
13/02/2012	N Lansdell, Steve Bentley, Broad Refinery Group	Major Update	All Sections	For information of previous changes please refer to version 5.0 Major review of all sections of the document. Remove KDocs reference numbers as they are no longer relevant. Add Standards, CoW, Regulations and Procedures links. Update legislative references.
07/03/2013	T Newton	Traction action: 1101456	6.23	All mobile electrical equipment fitted with RCD's are to be tagged in such a way that the position of the RCD's are highlighted and the pre-use test requirements (as per AS3012) are specified.
06/05/2013	T Cunningham	Update	6.1	Include Pre-Employment Medical Requirements as stated in TAR documentation, verified by Maintenance & Engineering Manager
27/6/13	R Lewis	Update	6.1	Name change of Medical Summary form and BP Heat Stress Assessment Form to BP Kwinana Refinery Pre-Employment Medical Assessment
			3	Update of referenced documents
6/8/13	S Woods	Update	3	Removed archived document link: COW - Confined Space Entry Permit Process and Procedure
13/08/15	A Tancredi	Review	All	Full review for simplification and updating to reflect current process. Changed from procedure to standard.
27/1/2016	J Ellis	Update	5.2.2.	Addition of age validation for medicals

Used by the Issuing Authority to track amendments to this document.