SITE CONDITIONS FOR CONTRACTORS

1. PURPOSE
To define the required behaviour of all Contractors and Sub-Contractors performing work or service activities on behalf of BPRK, either on Site or on BPRK equipment outside the Site.

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

The intention of this document is to communicate intent – much detail lives within the references and they must be consulted for complete understanding. This document does not stand alone – nor should it be interpreted as the exclusive requirements for Contractors.

3. REFERENCES
Policies
- 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 (CoW)
- COW - Cold Work Permit Process and Procedure
- COW – Ground Disturbance and Concrete Cutting and Drilling
- COW - Confined Space Entry Permit Process and Procedure
- COW - Decontamination Tag System
- COW - Grid Mesh Removal Process and Procedure
- COW - HF Alkylation Permit Process and Procedure
- COW - Hot Work Permit Process and Procedure
- COW - Hot Work Spark Potential Permit Process and Procedure
- COW - Isolation of Electrical Equipment Supplied from MCCs
- COW - Relief Valve Removal Permit Process and Procedure
- COW - Road Closure Permitting Procedure
- COW - Vehicle and Lifting Permit Process and Procedure
Refinery HSSE Standards:

- Application of the Refinery HSE Standards and Procedures
- Confined Space Standard
- Control of Work Standard
- Dangerous Goods Management Standard
- Falls Prevention Standard
- Personal Safety Standard
- Hazardous Substances Standard
- BPRK Crisis and Continuity Management Standard
- Incident Reporting, Classification, Notification and Investigation Standard
- Isolation Standard
- Lessons Learned Standard
- Lifting Operations Standard
- Management of Change Standard
- Plant and Machinery Safety Standard
- Vehicle Safety Standard

Refinery HSSE Procedures:

- Amendments and Deviations from Refinery HSE Documents Procedure
- Asbestos Removal Procedure
- Benzene and Other Volatile Organic Compound (VOC) Procedure
- BPRK Drug and Alcohol Procedure
- Burn, Weld, Grind Procedure
- Confined Space Procedure
- Entry to BP Refinery Kwinana
- Falls Prevention Procedure
- Heat and Hydration Management Procedure
- Ignition Sources Procedure
- Inappropriate Driving Discipline Procedure
- Incident Investigation Procedure
- Incident Reporting, Classification and Notification Procedure
- Inert Entry Requirements Including Safe Use of Nitrogen
- Inorganic Lead Management Procedure
- Job Hazard Analysis
- Knife Control Procedure
- Legionella Management
- Lifting Operations Procedure
Mercury Management Procedure
Noise Management
Organic Lead (TEL) Management Procedure
Personal Protective Equipment (PPE) Programme Procedure
Refinery Occupational Safety and Health Council Terms of Reference
Removal of Asbestos Tray Tape from Towers Procedure
Respiratory Protective Equipment Programme Procedure
Safety and Health Committees and Councils Procedure
Safety and Health Representatives Procedure
Safety Eye Protection Procedure
Scooter Use Procedure
Substance Approval Procedure
Vehicle Maintenance and Inspection Procedure

Environmental Procedures:

Bin and Drum Management Procedure
Breaking Odorous Lines Procedure
Managing Water from Hydrotests and Flushing
Solid Waste Disposal Procedure
Used Drum and Container Procedure
Waste Permit Procedure

Note: Approved versions of the above list of procedures can be obtained electronically with a BP computer logon from - H&S Webpage, ourDocuments, Documentum or ourPlant.

Refinery Procedures:

Alky A and B Class Inductions
Alkylation Maintenance and C Suit Induction Procedure
BP Hot Tap & Welding to Live Equipment Procedure
Electrical Safety Rules
Crisis and Continuity Management Plan
GEN - Refinery Pipework - Safety Aspects
Injury Management Procedure
Refinery Portable Occupied Building Register
OMS Training Matrix
Site Specific First Aid – HF, As0, Bitumen, Hydrogen Sulphide
TANKFARM - Fixed Roof Tanks - Decommissioning
TANKFARM - Floating Roof Tanks - Decommissioning

Other References:
SITE CONDITIONS FOR CONTRACTORS

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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)

Western Australian Legislation
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)

4. DEFINITIONS

“Admin Zone” is the area within the Administration Building and Canteen. Areas requiring turnstile access are considered to be green and red zone.

Age of “Majority” - the age of majority is 18 years in WA

“BP Supervisor” means the BPRK employee or designated person responsible for the safe execution of the Contractor’s work or service.

“BPRK” means BP Refinery (Kwinana) Pty Ltd, ABN 54 008 689 763 of Mason Road, Kwinana, Western Australia 6167, its appointed representatives, agents, successors or assigns.

“Casual visitors” means persons visiting the Restricted area who are not performing work activities.

“Contract Owner” means the BP Staff designated relationship owner, not necessarily the BP Supervisor.

“Contract” means a contract for the provision of works or services by a contractor required to comply with these Site Conditions.

“Contractor” means all persons who have entered into a contract with BPRK to perform work on or off the Site, their appointed representatives, agents, successors or assigns.

“CSAT” means Construction Safety Awareness Training (White Card)

“DAFW” means Days Away From Work as defined by OSHA III Guidelines.

“DGMS” means the collection of policies, standards and procedures followed at BP Kwinana to ensure the safe and compliant management of dangerous goods.

“FA” means First Aid as defined by OSHA III Guidelines.

“Green Zone” is the areas designated on the current refinery map where clothing as described in the Personal Protective Equipment Programme shall be worn. The Green Zone area generally consists of office buildings and general facilities.

“Hazardous Areas” means those areas identified in accordance with AS 2430 Classification of Hazardous Areas: BPRK Drawing No 35-N05-100 “Overall Refinery Hazardous Plot Plan” and detailed in “Hazardous Zones (Explosive Atmospheres)”.

“JHA” means Job Hazard Analysis, a basic hazard identification process undertaken before all work to
identify and review workplace hazards and determine how these can be managed safely.

“L&D” Learning and Development
“MSDS” means “Material Safety Data Sheet”.
“MSIC” is Maritime Security Identification Card required by the Fremantle Ports to access the Jetties.
“MTI” means Medical Treatment Injury as defined by OSHA III Guidelines.
“Occupational Health and Safety Specialist” means the safety professional who provides occupational safety and health advice to the Refinery.
“PAC” means “Power and Control” (interchangeable with PCM) - the Refinery’s Instrument Electrical Maintenance Section.
“PCC” means Protective Clothing Centre.
“PCMT Leader” means Power Control & Measurement Team Leader - BPRK Maintenance.
“Permit to Work” means the process by which work is permitted and controlled within the red and green zones of the Refinery. A permit is issued by an issuing authority with relevant site experience and knowledge.
“Red Zone” means all process units, storage and jetties areas as designated in Appendix 1.
“Refinery HSE Regulations” means the Refinery Health Safety and Environment Regulations as amended from time to time.
“Refinery” means the BPRK Refinery Mason Road, Kwinana.
“Restricted area” means the total area within the Site perimeter fence together with those areas outside the Site where work undertaken is the full responsibility of BPRK personnel, (for example, the private section of Mason Road, North Fremantle Switching Station, Oil Pipelines including Miguel Road Booster pumping station), or Contractors or Sub-Contractors who are required to perform work activities on behalf of BPRK on BPRK plant, equipment or assets.
“RWI” means Restricted Work Injury as defined by OSHA III Guidelines.
“Site” means the BPRK Refinery located at Mason Road, Kwinana, Western Australia.
“SM” means Shift Manager - BPRK operations.
“SPC” Security Proximity Card
“STL” means Shift Team Leader - BPRK operations.
“Sub-Contractor” means all persons who have entered into a contract with a Contractor to perform work activities in the Restricted area.
“TRACTION” BP incident reporting system.
“Work” – activity which ultimately BP will pay for, either directly or indirectly (compare with visitors whose activities will not be paid for by BP).

5. ACTIVITIES – BP’S COMMITMENT TO HSE

5.1 BP’s COMMITMENT TO INTEGRITY – BP CODE OF CONDUCT

Republished in 2011, this document builds on the contents of section 5. The extensive 112 page document is available on request (2MB) or available at www.bp.web and search for Code of Conduct.

5.2 POLICIES AND STRATEGIES

Following is a selection of key policies and strategies that are used by BPRK, to manage the facility safely.
Drugs & Alcohol Policy

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. BPRK 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 ‘BPRK Drug and Alcohol Procedure’.

Environmental Management

Refer to the sites ‘Environmental Management Policy’. Note, the Refinery is Licensed to Operate in accordance with part V of the Department of Environmental Protection Act 1986 and the Refinery maintains an ISO 14001 accredited Environmental Management System.

Dangerous Goods Management System (DGMS)

The Refinery is licensed to store specified Dangerous Goods and is a declared Major Hazard Facility – both are regulated by Department of Mines and Petroleum - Resources Safety Division. Under such regulation, the Refinery maintains a Safety Report, of which the Safety Management System is an integral part. Refer to the ‘Dangerous Goods Management Standard’ for further details.

Emergency Management Plan

Refer to ‘Incident Management Standard’ which provides an overview of BPRK’s emergency response strategy and capability.

Ignition Sources

Ignition sources are rigorously controlled within the Refinery in accordance with ‘Ignition Sources Procedure’, ‘Personal safety Standard’ and ‘Vehicle Maintenance and Inspection Procedure’.

Ignition Sources specifically include any item of equipment containing a battery. This includes mobile phones, iPods, Laptops, cameras, radios, torches etc. Such items are generally not allowed into the Refinery without authorisation. The only exceptions are ordinary wristwatches, pace makers and hearing aids. See ‘Ignition Sources Procedure’.

Items with the potential to be an ignition source (some of which are mentioned above) must not be used in the restricted area. Authorization must be given as per the COW process and procedure. This may require permits to be obtained.

Equipment certified for use in hazardous areas must be inspected and authorised for use by PCM prior to use.

Smoking

Smoking is discouraged on the basis of its potential to damage health. The individual’s right to smoke is tolerated and permitted only in certain defined areas during scheduled breaks within the Refinery which are detailed in ‘Personal Safety Standard’. All smoking must cease when an emergency is declared.

Eye Protection

The Refinery is a “total eye care site”. Approved safety eye protection shall be worn by all personnel in the Restricted area and also in the Administration building during particular tasks such as maintenance, lawn mowing, gardening, window cleaning etc.

Eye protection is required on entry to the site and for all areas external to buildings (excluding Administration Zone). Where additional eye protection is specified, as defined in the ‘Refinery HSE Procedures’, e.g. chemical goggles, welding goggles, face shields, etc, it must be worn. Eye protection is not mandated within vehicles but is encouraged to be worn. Prescription spectacles are accepted within the “green zone”. Refer to ‘Safety Eye Protection Procedure’.
Permit to Work System

Refer to ‘Control of Work Standard’. This document provides an overview of the systematic control of work standards, systems, processes and procedures. Refer to referenced CoW Procedures for permit and isolation requirements for different work types.

All permits become invalid when the emergency siren sounds.

Energy Isolutions

Refer to ‘Isolation Standard’. This document provides minimum standards for isolation of process equipment and the system of logs and tags used to secure isolations.

Refer to ‘COW - Isolation of Hazard Entry Procedure’ that covers procedures for isolation of electrical equipment.

Refer to ‘GEN - Refinery Pipework - Safety Aspects’ which covers operational safety aspects for work involving pipelines.

Refer to ‘Plant and Machinery Safety Standard’ which covers all operational safety aspects for operating and working on Refinery Machinery.

Refer to ‘Tankfarm - Fixed Roof Tanks - Decommissioning’ and ‘Tankfarm – Floating Roof Tanks - Decommissioning’ which covers all operational safety aspects and emptying, gas freeing, cleaning and repairs.

Ground Disturbarance

Refer to ‘COW Ground Disturbance and Concrete Cutting Process and Procedure’ which covers any digging, surface cutting, driving of stakes or other activity that disturbs or penetrates the original grade surface.

Cutting and Drilling of Walls

Refer to ‘COW - Ground Disturbance and Concrete Cutting Process and Procedure’ which applies to any cutting or drilling task on a wall of any site building.

Confined Space Entry

Refer to ‘Confined Space Procedure’ which covers all aspects of the Confined Space Entry Permit process, from the initial risk assessment through to isolation, purging, gas testing and control and monitoring of the activity within the confined space.

The procedure applies to all confined space entry within Kwinana Refinery and at such locations as Kewdale Pipeline and various offsite valve pits. Whether for maintenance work, inspection, cleaning or any other activity. It applies during major turnarounds, routine maintenance and normal operations.

Working at Heights

Refer to ‘Falls Prevention Standard’ and ‘Falls Prevention Procedure’ which covers all personnel required to Work at Height within any Area/Unit/Building of the Refinery, and MUST be adhered to at all times. Accessing, egressing, ascending, descending, or working in any position where a person can fall from, into, or through anything that exceeds 2 metres from one level to another. This includes, but is not limited to, the ground, water, oil, fuel, machinery, plant, valves, scaffolding, walkways or catwalks.

Lifting Operations

Refer to ‘Lifting Operations Standard’ and ‘Lifting Operations Procedure’ which covers all lifts by
SITE CONDITIONS FOR CONTRACTORS

mobile cranes on and off site. This procedure has a threefold purpose: To provide assurance that all lifting operations have been adequately assessed with regards to their risk; to provide assurance that the craneage and lifting equipment utilised on a lift is fit for its intended purpose; and to provide assurance that those involved in the lift have the necessary skills and experience.

Driving Safely

Refer to ‘Vehicle Safety Standard’ and ‘Vehicle Maintenance and Inspection Procedure’. Note that under BP corporate policy, use of a mobile phone whilst driving is prohibited. This extends to all BP employees and all BP contractors.

Refer to ‘Inappropriate Driving Discipline Procedure’ which defines the protocols for dealing with all aspects of driving on Refinery roads, both internal and external. It includes withdrawal of access privileges for continued repeat offenders.

The BP global Driving Safety Standard has been implemented, which formalises all vehicle, driver and passenger requirements. These are implemented locally on site.

Management of Change (MOC) Procedure

Refer to ‘Management of Change Standard’ which defines the processes to ensure changes are thoroughly engineered, assessed and approved before implementation and commissioning occurs such that continuous, safe and efficient operation of the business is preserved.

Hazards and Risk Register

Kwinana Refinery maintains a Hazard and Risk Register which is a register of the major risks existing on this site and the barriers that exist to control and moderate these risks to tolerable levels. An awareness of what these hazards and risks are and how they are managed will encourage appropriate behaviour through knowledge and understanding. For further information on the content of the Register, contact should be made with the Risk Management SPA.

Rehabilitation Policy

Refer to ‘Injury Management Procedure’. The Refinery actively promotes case management and workplace rehabilitation following injury or illness, believing it to be in the best interests of individual.

6. WORK ACTIVITIES - CONDITIONS OF WORK

6.1 PRE-EMPLOYMENT REQUIREMENTS

The Contractor’s Employee Relations Management Plan shall provide details and policies covering the extent of medical testing, and other tests, of pre-employment reviews and of subsequent monitoring. As a minimum all employees:

Must have completed a full medical examination within the previous 12 months.

This Medical will be valid for work at BP for 2 years provided that there has been no more than 3 months absence from BP during this time.

A full medical examination includes (as a minimum)

- A review of medical history including the BP Kwinana Refinery Pre-Employment Medical Assessment Form (including respiratory and ECG: cardiovascular assessment)
- BAC and Urine drug screening (collected and analysed to AS/NZS 4308)
• Spirometry
• Audiometry test

This information will be used to determine suitability for Respiratory Protective Equipment (RPE) and Alkylation Unit Access. Note: Any change to medical status must be reported to BP Occupational Health Centre to ensure continued fitness for work.

The pre-employment D&A test must be conducted within 4 weeks of entry to site. After which, any person who has been offsite for a minimum of a 6 week period (including leave) may need to provide a D&A test before returning to site.

The Contractor shall ensure all their personnel conduct a hearing baseline test prior to commencement of work on site.

A completed and signed BP Kwinana Refinery Pre-Employment Medical Assessment Form shall be sent to the BP Occupational Health Centre (08 94199591) for each employee after each medical.

The completed medical assessment 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.

6.2 SUPERVISION

By BPRK

BPRK will nominate a BPRK Supervisor for the duration of the work to support site HSE performance, review progress and assist the contractor where necessary.

When the Contractor works, or is required to work, outside the BPRK Supervisor’s normal hours, the BPRK Supervisor will nominate and arrange a suitably experienced deputy to act on his behalf. If this is not possible then the Contractor shall not work these hours. The Contractor shall at all times be aware of the name and location of the nominated supervisor. The Contractor shall not work on site outside the hours agreed with the BPRK Supervisor or in the absence of an agreed BPRK nominated supervisor.

By The Contractor

The Contractor shall provide continuous, competent and adequate supervision acceptable to BPRK, from the commencement of the work until the satisfactory conclusion. The Contractor shall, before commencing the works, provide the BPRK Supervisor with the names of the supervising staff that the Contractor proposes to employ, and shall notify the BPRK Supervisor one week in advance of any proposed changes. The Contractor’s representative shall attend meetings called by BPRK prior to the start of the work and to assess progress throughout the duration of the work.

The Contractor’s supervisors must be conversant with the ‘Control of Work Processes, Refinery HSE Standards & Procedures’, the statutory requirements and in particular those specific aspects relevant to their work type. All work shall be carried out in accordance with these Refinery processes and statutory requirements.

The work shall be carried out by fully competent tradespersons and, in the case of electricians, by licensed tradespersons as required under the Electricity Act Regulations. Crane driving, rigging, scaffolding, plumbing and gas fitting works shall be carried out by licensed personnel only. The Contractor shall ensure that all personnel are trained in the use of plant and personnel protective equipment to be used for the task.

The Contractor shall ensure that it, its sub-contractors and all Contractor and sub-contractor personnel fully comply with the requirements of the Occupational Safety and Health Act 1984.
6.3 STOPPING WORK

All personnel on site have the authority to and are expected to exercise that authority to not commence work or to stop work if they believe conditions to have changed or to be unsafe, or an environmental hazard exists. Nothing is so important that it must be done “at all or any cost” or to “any schedule”. Frivolous or malicious use of such authority will attract attention; errors of judgment will not.

If work is stopped, the Contractor Supervisor shall notify the relevant Asset Maintenance Superintendent of their decision and inform them of the reasons for their action.

6.4 PROCESS AND OCCUPATIONAL SAFETY

**Job Hazard Analysis (JHA)**

A JHA shall be prepared for all work unless it is covered by a standard operating procedure which is accessible to those performing the work. Refer to [Job Hazard Analysis Procedure](#).

The JHA shall be to a standard acceptable to BPRK and shall be presented with the request for a Permit to Work. It will be included in the job pack, kept at the job site and must be read and understood by everyone undertaking work at the job site.

**Work in the Refinery**

The Contractor shall NOT commence any work in the Refinery unless the appropriate Permits, in accordance with the Control of Work System or Refinery HSE Procedures and Section 5.2 of this document, have been cleared for the day.

**Permit to Work**

A valid permit, in accordance with the Control of Work System or Refinery HSE Procedures - Section 3, is required prior to the commencement of any work in the Restricted Area or designed offsite area.

As a minimum, the following conditions shall be met:

i) Inspection of the worksite and discussion of the scope of work and its safe isolation.

ii) The appropriate permit has been acquired.

iii) The Operations Technician for the area concerned has issued initial clearance and has issued subsequent daily clearance, after confirming conditions are safe to proceed.

iv) Electrical Isolation where necessary, has been carried out by authorised BPRK personnel.

v) The Contractor understands the nature of the work, the associated hazards and the controls specified by the permit.

vi) Where Hot Work permits are required, the contractor shall give the BP supervisor at least two working days’ notice of his intention to start the work.

**Daily Checking by the Contractor**

The Contractor’s Site Supervisor shall check with the respective area Operations Technician daily, before commencing any on-site work, and confirm that the work place has been gas tested and is safe, and the permit has been signed for that day of work. NO work shall commence until the permit is cleared.

**Safety / Incident Reporting**

Site Safety performance targets include Contractors. The “One Workforce” concept is intended to bring focus to all personnel, irrespective of whom they work for.
The Contractor’s safety performance is of paramount importance to BPRK. 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 (FAI)] and near misses immediately in accordance with the ‘Incident Reporting, Classification and Notification Procedure’.

Accident/Incident Reports shall be completed and submitted to the relevant BPRK Supervisor, who will, in consultation with the Contractor, initiate appropriate follow-up action or investigation. This may require access to the Contractor’s personnel by BPRK representatives in order to ascertain firsthand the circumstances applying to an accident or incident. The Contractor shall co-operate fully with any requests from BPRK for information or access. At its discretion, BPRK will initiate a formal investigation using ‘Incident Investigation Procedure’ and the Contractor shall, provide a representative for the Investigating Team.

“Accident/Incident Report” forms are available from the Occupational Safety and Health Advisors on request. Alternatively, the report can be entered directly into Traction.

**DAFW / MTI / RWI Reporting**

The procedure for reporting DAFW / MTIs / RWIs is covered above, however, some additional requirements exist which apply specifically to DAFW / MTIs / RWIs.

Due to the seriousness of DAFW / MTIs / RWIs it is required that the Contractor advise the BPRK Supervisor immediately an injury occurs which either will or may result in Day Away from Work, Medical Treatment or Restrict Work. This is necessary since the BPRK Supervisor has a requirement to report these Injuries to His/Her superior immediately he/she becomes aware of the injury or incident.

The BPRK Supervisor will normally require an inspection of the work site where the injury occurred with the Contractor’s Supervisor immediately he/she is advised of the incident.

The Contractor will complete a full investigation report on the incident (this will involve BPRK representatives). An initial written report will be provided within two (2) working days of the incident. The final written report will be provided within five (5) working days of the incident.

**HSE Committee for Site Contractors**

Contractor organisations are expected to attend and participate in the monthly ‘HSE Committee for Site Contractors’. Meetings are scheduled for the second Tuesday of every month.

**Summary**

The above requirements are intended to allow BPRK to work constructively with the Contractor in an effort to provide a safe system of work and a safe working environment for all persons in the Restricted Area. As such, they are viewed as essential to the safe conduct of business between BPRK and the Contractor. A Contractor who neglects to report on safety issues is denying both itself and BPRK the opportunity to improve safety in the work place. Contractors who do not comply will not be permitted to work at BPRK.

6.5 **REFINERY CoW SYSTEM AND HSE PROCEDURES**

All work in the Restricted Area must be carried out in compliance with the Control of Work System or Refinery HSE Procedures, which provide detail to policies and strategies and other related health, safety and environmental critical activities. (Many, but not all, are described in this document.)

Where the Contractor needs to enter into the restricted area to perform work or services, the Contractor must at all times comply with these ‘Site Conditions’ and the Refinery HSE Procedures and related controls. All non-Operations personnel who require access to restricted areas are required to gain permission from Operations and to register access via the Swipe
board located in CCB. The Contractor must ensure that its officers, employees or agents and its Sub-Contractors and their officers, employees or agents are familiar with and at all times comply with these Site Conditions for Contractors and the Refinery HSE Regulations before work commences.

If the natures of the work or conditions change during the course of the Contract, the Contractor must inform himself as to the detailed requirements of any additional Control of Work Processes or Refinery HSE Procedures which may apply. For example, the addition of excavation work to the work scope would require compliance with ‘CoW Ground Disturbance and Concrete Cutting Process and Procedure’, ‘CoW Confined Space Entry Permit Process and Procedure’, ‘Personal Protective Equipment Programme’ and possibly ‘Solid Waste Disposal Procedure’.

Where HSE regulations cannot be complied with, a deviation process must be followed. Refer to ‘Amendments and Deviations from Refinery HSE Documents Procedure’.

6.6 AUDITS

BPRK 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 BPRK from time to time. BPRK may engage third parties to do this.

6.7 ACCESS RESTRICTIONS

BPRK reserves the right to restrict Contractors access to the Restricted Area by the use of Audits results, performance reviews, incident investigations, breach of CoW or HSE Procedures or Policies, poor behaviour or use of a Non Approved Contractor, (list maintained by the Procurement Function).

BPRK reserves the right to deny access to the Restricted area to any individual at any time or to revoke previously issued authority to enter the Restricted area without showing cause or giving any reason. BPRK reserves the right to inspect and search all personnel, their possessions and any vehicle entering or leaving the facility. Refer to ‘Entry into BP Refinery Kwinana’.

BP Refinery Kwinana has been deemed as a Construction Site by the Western Australian Government WorkSafe Regulatory Body. All persons requiring a RED Zone induction or RED Zone induction deviation are also required to maintain a valid CSAT Card (White Card). Refer to ‘Entry into BP Refinery Kwinana’ for further details.

No access outside the BP Supervisor’s normal hours will be allowed unless prior arrangements have been made.

No person under the age of 18 will be permitted to work with Dangerous Goods, consistent with Dangerous Goods Regulations requirements.

No person under the age of 15 will be permitted to work in the Restricted area, consistent with BP’s Child Labour policy requirements.

Contractor’s entry passes will only be issued to those personnel who have undergone the Refinery safety induction training. The Contractor shall ensure that its personnel are aware of the hazards specific to the work being undertaken.

The issue of a Contractor entry pass does not authorise bearers to enter process areas and tank bunds. Access to the ‘Red Zone’ requires communication with Operations and clearance by them, prior to entry.

Access to the Alkylation unit is restricted to those who have been successfully trained at a unit specific Alkylation/HF Induction. Induction training can be booked via L&D. Refer to ‘Alky A
Access to Jetties Onsite

To access the Refinery Jetties, personnel are required to hold a current/valid MSI Card or be escorted by a holder of a MSIC.

Normal unit access protocol should also be followed.

Contractor Employees

All Contractors shall ensure their officers; employees and agents performing work in the Restricted area shall first attend and pass the appropriate BP Induction.

The Contractor is responsible for all persons performing work in accordance with the Contract.

Sub-Contractor Employees

Subcontractors shall only be permitted to work after written agreement is provided by BP. All 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.

Visitors

Green and Red Zone Visitors

The requesting authority is required to register the visitor’s details in RAS (Refinery Access System), complete a deviation from Induction which can be signed by a BP HSE Advisor, SM/STL or the Security & Emergency Response Specialist. Permission from your contract owner is also necessary to bring visitors on site.

Contractors shall ensure Visitors entering the Restricted Zones are escorted at all times while on site. Refer to ‘Entry into BP Refinery Kwinana’ which details the notification and booking process required.

Admin Zone Visitors

Refer to ‘Entry into BP Refinery Kwinana’ which details the notification and booking process required.

Visitors to the Admin/Café buildings (outside the Restricted Zone) below the majority age must be accompanied at all times by BP Staff.

Age Restrictions for Refinery Access

The age of majority (18 years in WA) is the minimum age for entry into the Refinery Restricted Zones:

- past Security and into the Refinery
- from a ship across the jetty interface and exiting the refinery through security.

The age of majority applies to all visitors and supernumeraries (e.g. accompanying family) requesting permission to visit, join or leave a ship at Kwinana.

Discrete exceptions where this minimum age will not be applied:

- Crew members (non supernumerary 16-18yrs)
- Apprentices and Work Experience students
SITE CONDITIONS FOR CONTRACTORS

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- Authorized and accompanied bus tour groups

Supernumeraries requesting to disembark a ship at the refinery (outside the above criteria) MAY only be permitted to leave the ship after a Risk Assessment (subject to the availability of appropriate Refinery Personnel) determines it is safe to do so. The Risk Assessment MAY result in rejection of the request to leave the ship in Kwinana across the Refinery jetties.

6.8 VEHICLES

On-site

Contractors may only bring vehicles onto site with prior authorisation by all of the below parties:

- Security & Emergency Response Specialist
- BP Supervisor or BP Contract Owner
- BP Garage

Contractors shall at all times minimise the number of vehicles within the site. Refer to 'Vehicle Access Request Form'.

Valid third party insurance is essential and all vehicles must be roadworthy and licensed. Inspection and certification will occur at the BP Garage as part of the approval process.

Off-site

Contractor employee’s vehicles shall be parked safely in designated locations, outside the Restricted area.

6.9 CONTRACTOR’S AREA

If agreed by BPRK, an area will be made available to the Contractor on site for the erection of a temporary office, accommodation and storage of materials, which the Contractor shall provide, maintain and remove upon completion of the works. The Contractor’s operations shall be confined to the area agreed which shall be maintained in a neat and tidy condition in accordance with the Refinery HSE Regulations. These areas will be subject to regular checks by the BPRK Supervisor. If agreed by BPRK, potable water will be made available from a standpipe in the Contractor’s area, and 240V single phase power for offices and amenities use only - NOT for construction or fabrication work. Such facilities will be provided free of charge unless stated in the contract. It is the contractor’s responsibility to ensure the services are used effectively.

6.10 MEDIA REPRESENTATION

No person shall make comment, provide opinion or documentation or purport to represent BP within the 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 contract owner immediately. BP will respond appropriately to legitimate requests for information via its trained staff, including during any emergency situation.

6.11 ENVIRONMENTAL HAZARDS

Environmental hazards caused (or observed) by the Contractor shall be reported immediately in accordance with the ‘Incident Reporting, Classification and Notification Procedure’. The Contractor is responsible for the cleanup of any such environmental hazard that it has created, as directed by the Environmental Section and to the satisfaction of the BPRK Supervisor. The Contractor shall meet all reasonable costs incurred by BPRK in cleaning up an environmental hazard created by the Contractor.

6.12 EMERGENCY SIRENS

In the event of the emergency siren sounding, all permits become invalid and all work being carried out under them will cease. Personnel within permanently occupied buildings should seek direction from their building wardens. Contractor’s vehicles must be parked away from
access ways, ignition switched off with keys left in the ignition. The vehicle must remain stationary for the period of the emergency. Driver and passengers must exit the vehicle and proceed to the nearest safe muster point. Personnel within vessels and tanks will move outside the vessel or tank, climb to ground level and then proceed to the designated muster point and stay there until directed otherwise by BPRK personnel. Personnel smoking in smoking pens shall extinguish all cigarettes and move to muster points. Refer to ‘Emergency Management Plan’ for further details.

6.13 EQUIPMENT

The supply of all tools, plant and general materials necessary to carry out the work shall be the responsibility of the Contractor unless otherwise specified in the contract agreement.

Whenever practicable, internal combustion engine equipment used shall be of the compression ignition type and must be fitted with an approved spark arrester. The Contractor shall ensure that all equipment brought on site has been inspected and approved in accordance with ‘Entry to BP Refinery Kwinana’. All equipment shall comply with ‘Noise Management’ documentation. Before use, the Contractor shall check with the respective Unit Operator that the relevant permits have been cleared for the day.

6.14 SUBSTANCES / HAZARDOUS SUBSTANCES / DANGEROUS GOODS

Prior to bringing any substance required to carry out the work, the Contractor shall submit an Australian MSDS and label to the BPRK Occupational Hygienist or OHS Specialist in accordance with ‘Substance Approval Procedure’. Substances shall not be brought into the Refinery until authorization is given by the BPRK. The request shall be evaluated the BPRK Occupational Hygienist or OHS Specialist, Environmental & Emergency Response Superintendent and Dangerous Goods Officer.

Contractors are to ensure the need for RPE training is considered and arranged when requesting Substance approval, as some substances require the wearing of respirators and this requires medicals, training and face fits to be completed.

All hazardous substances and Dangerous Goods shall be stored in accordance with ‘Dangerous Goods and Safety Regulations’; ‘Hazardous Substance Regulations 1996’ and BPRK requirements. All labeling requirements must be complied with.

Any refueling requirements for any equipment onsite must have prior approval and be provided by the onsite BP vehicle garage.

6.15 SCAFFOLDING

The supply and erection of all scaffolding necessary to carry out all works set out in the specification shall be the responsibility of the Contractor. The Contractor shall be responsible for ensuring that all work complies with the requirements of the Occupational Safety & Health Act 1984 (WA), the Occupational Safety & Health Regulations 1996 (WA) and the Refinery HSE Regulations.

The Contractor shall obtain an approved Scaffolding Permit prior to any erection. No Contractor shall erect or work from a scaffold without a properly completed Scaff Tag attached.

Any scaffold work shall be undertaken only by scaffolders holding a certificate of competency.

6.16 WATER SUPPLY

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.
6.17 PROTECTIVE CLOTHING

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
- Full length work clothes, with approved flame retardant properties for red zone use
- Rigger’s gloves
- Any specialised protective clothing which is standard work practice as referred to in their Contract

All protective clothing supplied shall be approved and acceptable to BPRK. An approval process is required for some types of PPE not already approved for use onsite.

Specialty protective clothing for use on tasks unique to the Site will be supplied by BPRK from the tool store like respiratory protection equipment or HF Alky clothing and chemical exposure protective clothing from the Alky change rooms.

Non disposable protective clothing and equipment shall be returned to the collection points for cleaning as soon as practical after use.

Disposable protective clothing and equipment shall be handled in accordance with ‘Solid Waste Disposal Procedure’ and ‘Bin and Drum Management Procedure’.

6.18 HYGIENE MONITORING

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

6.19 DAMAGE TO ON-LOAN BPRK EQUIPMENT

The value of any damage to or loss of equipment on hire or loan from BPRK shall be recoverable by BPRK from the Contractor.

6.20 FUEL

The Contractor shall provide and pay for all fuel, lubricants, gas and other consumables required for the execution of the works unless agreed to by BPKR. The carriage of fuel into the restricted area shall be in accordance with the ‘Entry to BP Refinery Kwinana’.

6.21 WELDING

All welding shall be carried out in accordance with approved welding procedure specifications and the Refinery HSE Regulations.

**Qualified Welders**

All welding must be carried out by fully qualified welders and the necessary documentary evidence of valid qualifications will be required by the BPRK Engineer.

**Welder’s Qualification**

The Contractor shall carry out the welders’ qualification tests in accordance with BP GIS 42-101 and BP GIS 42-102 or produce documentary evidence to the BP Supervisor that welders have
current qualification for required procedures. All tests shall be carried out at the Contractor’s expense, which includes supply of certified pipe, machining of test coupons and the cost for the required tests by an approved independent Testing Authority, to the satisfaction of the BPRK Engineer.

**Qualification Tests**

Unless otherwise agreed with BPRK, welders’ qualification tests shall be carried out at the Contractor’s workshop, under the supervision of an Inspector nominated and engaged by BPRK. Welder’s equipment shall be supplied by the Contractor for the required tests.

**Earthing**

Each welding job must be earthed to comply with AS 1674 - Safety in Welding and Allied Processes.

**Applicable Standards**

Unless specified to the contrary in the Scope of Work Specification, all welding shall be carried out in accordance with BP GIS 42-101 and BP GIS 42-102. The Contractor shall submit weld procedures to BPRK for approval prior to the commencement of work.

**Welding Equipment**

The Contractor shall provide diesel powered welding machines for all on-site welding and other fabrication requirements, unless specific arrangements have been made and approved by BPRK.

**Radiography**

Radiography shall be carried out by qualified inspection authorities and in accordance with the ‘Refinery HSE Regulations’. The BPRK Supervisor will nominate the welds to be radiographed after welding has been completed, unless nominated otherwise.

### 6.22 ELECTRICAL ISOLATION

Electrical Isolation is required for work on all equipment. Electrical Isolations are carried out only by authorised BPRK personnel (or by BP’s approved electrical contractor for building and lighting isolations only). A register of isolations is maintained in the CCB. All personnel working on equipment that has been electrically isolated shall enter their details onto the register before commencing work, and shall sign off when their work is complete. Restoration of the electrical supply will only be carried out by authorised persons when all work is complete.

Refer to ‘COW - Isolation of Hazardous Energy Procedure’ and ‘Electrical Safety Rules’.

### 6.23 MOBILE OR PORTABLE GENERATORS AND ASSOCIATED ELECTRICAL EQUIPMENT

The Contractor shall provide diesel powered welding machines for all on-site welding and other fabrication requirements, unless specific arrangements have been made and approved by BPRK.

Electrode drying cabinets of an approved type may be used in conjunction with diesel powered welding generators provided that such cabinets are sited immediately adjacent to the welding generator and connected by 1.80 metre maximum length of heavy industrial flexible cable. Cabinets must be checked and tagged as per General Conditions – electrical.

Where required by the BPRK Instrument and Electrical Engineer or his nominee, mobile or portable generator sets must be earthed via 16 mm minimum size cable to either the nearest BPRK earthing point or to a temporary earth stake (e.g. a 25 mm diameter x 2 metre long galvanised pipe electrode driven into the ground to a minimum depth of 1.75 metre), subject to the granting of an excavation permit.
Excavation Permits for will be arranged by the BPRK Supervisor on request, and the exact locations where electrodes may be driven in the ground will be stipulated on this permit.

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. All earthing requirements shall be carried out by Contractors and then checked by the site Electrical Contractor prior to operating the equipment.

6.24 ELECTRICAL POWER TOOL & TEMPORARY ELECTRICAL INSTALLATIONS

No electric power will be provided unless previously agreed by BPRK. Refer to section regarding Contractors Area facilities and power.

See ‘Electrical Safety Rules’ for full information on temporary electrical installations including those for use inside vessels, tanks and equipment that has been proven to be gas free.

Temporary electrical installations connected to the Refinery electrical distribution system shall only be installed, modified and maintained by BPRK personnel or by BP’s approved electrical contractor.

The use of electrically powered portable equipment and every temporary electrical installation, other than in established workshops or buildings operating under valid annual permits, will be subject to the issue of a permit which will detail the conditions defined by the BPRK Operational Specialist’s or his/her nominee under which the installation or equipment is to be operated and will indicate the responsible BPRK Supervisor. The permit must be valid whenever the installation is energised and the installation shall meet the specific requirements of AS3000 - Wiring Rules, AS3012 Electrical Installations - Construction and Demolition Sites and the Occupational Safety & Health Regulations 1996 (WA) Division 6.

There will be times when the use of portable electric power tools is not appropriate and the work supervisor may require the use of air driven equivalent tools.

The Contractor shall maintain a power tool equipment register, which includes inspection dates, which shall be shown to the BPRK Supervisor on request. Portable electric power tools and leads must be checked and tagged with an indelible label every three months by a registered electrical person in compliance with current WorkSafe WA regulations. These shall be subject to spot checks by the BPRK Supervisor. Equipment not in compliance shall be removed immediately from site.

Every portable alternating current electric power tool or temporary electrical installation shall be fully protected by a suitable current operated core balance earth leakage circuit breaker as detailed in the Occupational Safety and Health Regulations, 1996 (WA). This device shall be checked using the built-in test button by the user at the start of every day that it is in use.

Contractors given approval to utilise BPRK Distribution System Power or acceptable portable generation machines will be responsible for ensuring that the temporary installation is not modified or damaged.

The Contractor’s supervisor responsible for the execution of the work, shall liaise with the BPRK PCM Leader or his/her nominee to ascertain the requirements of each temporary electrical installation or power tool usage and shall be accountable to ensure that permit conditions and electrical unit safety checks are fully maintained at all times that the equipment is energised.

No temporary electrical installation shall remain energised for more than three months without being re-inspected by a licensed Electrician.

The power leads for all portable electrical power tools or equipment shall be kept clear of the
6.25 NON-HAZARDOUS AREA CERTIFIED ELECTRICAL EQUIPMENT

The use of any temporary non-flameproof or non-intrinsically safe electrical equipment within the Hazardous Areas, (basically the Red Zone and including Steam Generation Area and Cooling Water Pump House) must be authorised by a permit. This will only be issued if it can be shown that use of the equipment is essential and there is no hazardous area-certified alternative.

Equipment certified for use in hazardous areas must be inspected and authorised for use by PCM prior to use.

6.26 GOOD ORDER

Operating Plant

The Contractor shall conduct his work at the site to avoid interference with the operations of BPRK and adjacent BPRK Plant that may be in service during the works.

Occupational Safety & Health Act

The Contractor shall, during the execution of the works, keep all plant and materials and all things connected with the construction of the works in good order and tidy to the satisfaction of the BPRK Supervisor, and to meet with the requirements of the Occupational Safety and Health Act 1984 (WA) and the Occupational Safety and Health Regulations 1996 (WA).

Road Access

The Contractor shall not obstruct roads in the restricted area with vehicles or equipment in such a way as to restrict the free passage of BPRK’s fire tenders or park plant or vehicles within 10 metres of a road junction, crossing or fire hydrant. Refer to ‘COW - Road Closure Certificate Process and Procedure’. Where it is necessary for equipment to be left parked on roads during hours of darkness, the Contractor shall supply red/orange flashing lights of an approved type, or alternatively, arrangements may be made by the BPRK Supervisor for BPRK equipment to be hired to the Contractor at its expense.

The Contractor shall take care to avoid the deposit of debris or rubbish on the in the Restricted area and shall immediately clean up any materials that may be deposited as a result of its operation.

Site Completion

Reasonable cleanliness must be maintained during the progress of the work in accordance with the Refinery HSE Regulations and to the satisfaction of the BPRK Supervisor. Any damaged surfaces or finishes must be made good as directed by the BPRK Supervisor and at the Contractor’s expense.

The Contractor shall leave the site in a safe and tidy condition after completion of each day’s work. The Contractor shall inform the Environmental Section of any waste as per the ‘Waste Permit Procedure’ and be responsible for its disposal in accordance with the ‘Solid Waste Disposal Procedure’ and/or as directed by the Environmental Section or BPRK Supervisor. Scrap metal shall be taken to the Refinery Salvage Yard unless otherwise directed in the Scope of Work.

6.27 COMPLETION

Site Clearance

On completion of the works, or when directed by the BPRK Supervisor the Contractor shall remove from the site all plant, offices and stores, surplus material and temporary works of all kinds which are the property of the Contractor. The Contractor shall dispose of all rubbish
arising from the works as detailed in section 6.25 GOOD ORDER, Site Completion, and shall leave the site and works clean and in a safe condition, to the satisfaction of the BPRK Supervisor and the BPRK Infrastructure Coordinator.

6.28 WELFARE

Welfare Facilities
The Contractor shall provide, maintain and pay for all welfare facilities that may be required for his employees for the execution of the works. These facilities, when considered necessary or requested by the BPRK Supervisor shall include latrines, washing and changing shelters, etc. Temporary latrines may be erected adjacent to the work site subject to approval by the Refinery risk Engineer and the Health Authorities. As a minimum, the Contractor will be required to provide a crib room for use by his employees during lunch and rest breaks. Crib rooms shall be a blast resistant module rated to 200mbar. The Contractor shall ensure that crib facilities are maintained in a neat, clean and hygienic condition.

A location for the crib room shall be nominated by the BPRK Supervisor in consultation with the Refinery Risk Engineer and the Contractor. A PMR shall be raised to record the selected location. The BP Engineering Technical Practice GP 44-31 will be used to determine locations.

Refinery Portable Occupied Building Register

First Aid
Contractor’s employees and sub contractors are permitted to utilise the 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.

Reporting of all injuries is covered in section 5.4, PROCESS AND OCCUPATIONAL SAFETY.

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

Amenities Building
The Refinery gym facility is available for use 7 days a week, 24 hours a day for all personnel who have completed the mandatory training and signed the liability waiver. This may be subject to change by management if the facility is not used appropriately.

The gym will be open for use by all permanent refinery workers, both BP and contract. Permanent meaning; that the intention would be that the employee would be based here for more than a three month period on either a full time or part time basis. Intermittent service workers do not qualify as permanent.

Bookings for the gym information session can be made by contacting L&D.

Smoking Pens
Contractors shall ensure that their personnel do not occupy the area smoking pens other than in defined approved breaks, unless approval has been given by the BPRK Supervisor.

Refer to ‘Getting the Basics Right Standard’ for approved smoking facilities.

Big Sky Credit Union
Banking facilities are available to members at BPRK. Contractors may become members.
SITE CONDITIONS FOR CONTRACTORS

6.29 TERMINATION OR REMOVAL OF PERSONNEL

The Contractor must inform the BP contract owner/manager on a weekly basis of its personnel who no longer require access to the site, and to return security access cards and any other BP property. This also permits effective management of BP systems, including on-line access and authorisations.

Where an employee is terminated, such advice must occur immediately to ensure risk minimisation and security measures are implemented in a timely manner. Security are to be advised immediately and action by blocking the access card.

6.30 GENERAL

Deviations

Where any situation arises which may require possible deviation from these conditions (*) it shall be discussed with and approved, in writing, by the BPRK Supervisor prior to the commencement of the work.

(*) Where Refinery HSE Regulations can not be complied with, an ‘Amendments and Deviation from the HSE Documents Procedure’ will be requested. NB: three signatures of approval to proceed are required under this process.

Working In Hazardous Atmospheres

No person may enter toxic or oxygen deficient atmospheres unless they are trained and qualified to do so.

Only specialist Contractors shall be used to do this work unless authority is given via the procedure for ‘Amendments and Deviation from the HSE Documents Procedure’, or in emergency situations where there is a known life risk.

Confined Space Entry

Should work in confined spaces be required, all personnel required to enter the confined space or act as stand-by persons, shall have a current Refinery Confined Space Entry Training prior to entry. All work in confined spaces shall be conducted in accordance with ‘Confined Space Procedure’.

BPRK will provide training for Confined Space Entry. Contractors shall give the BPRK Supervisor such notice of training as is required, in order to book into a regular training session. Booking is done through the L&D Team.
APPENDIX 1 REFINERY CLOTHING ZONES AND MUSTER POINT LOCATIONS
APPENDIX 2 ADMINISTRATION OF THIS DOCUMENT
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NOTIFICATION LIST

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<td>Site Contractor Supervisors</td>
</tr>
<tr>
<td>G KRD Extended Leadership Team</td>
<td>G KRD KBU Safety Comms Network</td>
</tr>
<tr>
<td>G KRD HSSE all</td>
<td>Contract Supervisors (Not based onsite)</td>
</tr>
<tr>
<td>G KRD Contracts &amp; procurement</td>
<td>Site Contractor Managers</td>
</tr>
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</table>

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AMENDMENT SHEET RECORD

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<th>Initiator</th>
<th>Reason</th>
<th>Section</th>
<th>Summary of Amendments</th>
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<td>6.0</td>
<td>13/02/2012</td>
<td>N Lansdell, Steve Bentley, Broad Refinery Group</td>
<td>Major Update</td>
<td>All Sections</td>
<td>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.</td>
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<td>6.1</td>
<td>07/03/2013</td>
<td>T Newton</td>
<td>Traction action: 1101456</td>
<td>6.23</td>
<td>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.</td>
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<td>06/05/2013</td>
<td>T Cunningham</td>
<td>Update</td>
<td>6.1</td>
<td>Include Pre-Employment Medical Requirements as stated in TAR documentation, verified by Maintenance &amp; Engineering Manager</td>
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<td>6.3</td>
<td>27/6/13</td>
<td>R Lewis</td>
<td>Update</td>
<td>6.1</td>
<td>Name change of Medical Summary form and BP Heat Stress Assessment Form to BP Kwinana Refinery Pre-Employment Medical Assessment</td>
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<td>6/8/13</td>
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