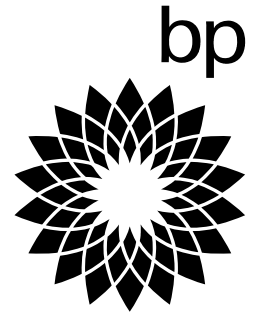


M,S&L Site Technical Practice



STP ANZ 01-09

Principal Contractor Obligations When Undertaking Work on BP Facilities



Amendment Record

Issue	Prepared By	Date	Approved	Date
1	Malcolm Reid	October 2011		3 November 2011
2				
3				
4				
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This Site Technical Practice was prepared by Safety and Operational Risk Engineering and peer reviewed as per STP ANZ 01-01.

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1. Scope

This Site Technical Practice (STP) provides guidance for those undertaking construction works on a BP Facility, where under legislative requirement those activities must be completed by an appointed Principal Contractor.

This STP covers the appointment and the obligations of a Principal Contractor, and applies to BP Marketing, Sales and Logistics (M,S&L), Air BP and BP Remediation Management within Australia.

2. Introduction

It is a legal requirement in most Australian States, to have a Principal Contractor on a construction site. A Principal Contractor is a company or person who is responsible for ensuring that health, safety and environmental practices are created, communicated, used and managed on work sites across all parties within a project.

There is no requirement to assign a Principal Contractor in the ACT and NT. Any construction work must adhere to the specific acts and regulations for that Territory.

3. References

The following Acts, Regulations and Standards have been referred to in this document:

Work Safety Code of Practice 2010	National Standard for Construction Work
Work Safety Code of Practice 2010	ACT Code of Practice for Construction Industry Amenities
National Code of Practice 2010	Prevention of Falls in General Construction

Work Health and Safety Act (NT)

Workplace Health and Safety Regulations 1992 (NT)

Workplace Health and Safety Act 1995 (QLD)

Workplace Health and Safety Regulations 2008 (QLD)

Occupational Health and Safety Act 2000 (NSW)

Occupational Health and Safety Regulations 2001 (NSW)

Work Safety Act 2008 (ACT)

Work Safety Regulations 2009 (ACT)

Occupational Health and Safety Act 2004 (VIC)

Occupational Health and Safety Regulations 2007 (VIC)

Workplace Health and Safety Act 1995 (TAS)

Workplace Health and Safety Regulations 1998 (TAS)

Occupational Health, Safety and Welfare Act 1986 (SA)

Occupational Health, Safety and Welfare Regulations 2010 (SA)

Occupational Safety and Health Act 1984 (WA)

Occupational Safety and Health Regulations 1996 (WA)

BP Golden Rules of Safety

STP ANZ 01-02 Permit to Work

STP ANZ 01-03 Safe Work Conditions

TN ANZ 01-09 01 BP Australia National Construction Safety Related General Duties
Connected With the Appointment of Principal Contractors
(November 2010)



FRM ANZ 01-09 01	Project Health Safety and Environment Management Plan
FRM ANZ 01-09 02	New South Wales Principal Contractor Engagement
FRM ANZ 01-09 03	Queensland Principal Contractor Engagement
FRM ANZ 01-09 04	South Australia Principal Contractor Engagement
FRM ANZ 01-09 05	Tasmania Principal Contractor Engagement
FRM ANZ 01-09 06	Victoria Principal Contractor Engagement
FRM ANZ 01-09 07	Western Australia Principal Contractor Engagement
FRM ANZ 01-09 08	Principal Contractor Third Party Engagement Checklist
FRM ANZ 01-09-09	Notice of Appointment of a Principal Contractor

4. Terms and Definitions

Accredited Contractors	Contractors formally approved under the BP Accredited Contractor System as having training in the hazards and procedures associated with the oil industry and with experience in the field of their own particular expertise.
BP	BP Australasian business - All non Upstream or non Refining businesses located in Australia and New Zealand.
BP Project Manager	The person within BP who is responsible for the undertaking and completion of a specific BP Project and who has commissioned documentation for it. Project Manager can include Terminal Managers, Site Managers or those persons who order works to be undertaken.
Can	Capability, having the ability to. Shall not be used in place of "May".
Checklist	A written instruction of the conditions which must be observed during routine design, construction or maintenance works for which the user has been trained.
Competent	Describes an individual with knowledge and skills deemed by the Engineering Authority to perform a task.
Construction Work	Work on or in the vicinity of a construction site carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, de-commissioning, demolition or dismantling of any structure, and includes: a) the demolition or dismantling of a structure, or part of a structure, and the removal from the construction site of any product or waste resulting from the demolition or dismantling; and b) the assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements, which, immediately before such disassembly, formed a structure.
Contractor	Person or organization defined in a contract to perform works as specified within a contract on behalf of BP. Includes their employees and sub-contractors.
CVP	BP's stage gated process that provides a common language and process to manage and give assurance on projects throughout the group.
High Risk	The definition of High Risk Work is defined by OH&S regulations as work that requires a "High Risk License".
May	Is used where alternatives are equally acceptable. Shall not be used in place of "Can".
Must	Required. Used if a provision is mandatory. Same as "shall".



Principal Contractor	<p>Each state has different terms and statutory requirements for the principal contractor or main contractor in control of the works. For the purpose of this practice, the term 'principal contractor' as designated in Victoria, New South Wales and Queensland, is essentially the same as the following:</p> <ul style="list-style-type: none">• Main Contractor (WA);• Safety Supervisor (SA); and• Responsible Officer (TAS)
Project Health, Safety and Environment Management Plan (PHSEMP)	<p>A written document that details the health, safety and security responsibilities, guidelines and requirements of the relevant staff relating to field activities to be undertaken at a particular work site. It shall be site-specific.</p> <p>The fundamentals of a PHSEMP are required in most current Australian OH&S legislation but are referred to differently across the various jurisdictions. i.e: OH&S Management Plans (NSW & WA); Construction Management Plan (QLD); and Health & Safety Co-ordination Plan (Vic).</p>
Shall	Required. Used if a provision is mandatory. Same as "must".
Should	Preference. Used if a provision is preferred.
Simultaneous Operations	<p>Also known as SIMOPs. One or more activities (e.g., tasks, jobs, projects) or work taking place at the same time, with the potential to affect one another. Specifically, SIMOPs is multiple BP operations or BP operations and non-BP operations occurring concurrently in sufficient proximity that one operation creates a hazard for another, or new hazards are created.</p>
Site	<p>The land and other places to be made available to the Contractor for the purpose of undertaking work described in a Contract or Purchase Order. It may be fenced or un-fenced and may or may not be owned by BP.</p>
Supervision	<p>The type and degree of supervision required will depend on the nature and extent of the OH&S risk involved in the work being undertaken by a contractor.</p> <p>Supervision of a task can be delegated to any competent person. That means someone who understands the nature of the task in the context of the project.</p>
Will	Informative. Used normally to indicate provision of future information or the supply of future action by BP or a third party.

5. BP Project Manager Appointment

A BP Project Manager shall be appointed for all construction works prior to the end of the Select Stage of CVP. The Project Manager shall be responsible for the appointment of a Principal Contractor.

The Project Manager shall review the scope of works for the respective State where the construction works are to be undertaken. The following Forms provide guidance to specific State requirements.

- FRM ANZ 01-09 02 New South Wales Principal Contractor Engagement
- FRM ANZ 01-09 03 Queensland Principal Contractor Engagement
- FRM ANZ 01-09 04 South Australia Principal Contractor Engagement
- FRM ANZ 01-09 05 Tasmania Principal Contractor Engagement
- FRM ANZ 01-09 06 Victoria Principal Contractor Engagement



- FRM ANZ 01-09 07 Western Australia Principal Contractor Engagement

The Project Manager shall decide whether BP or an approved Third Party shall be appointed as a Principal Contractor. The Third Party Principal Contractor should be an Accredited Principal Contractor. The Third Party Principal Contractor shall only be appointed where the contractor has clear access and delineation over that work area, and no other contractor not under their control can impact or impede their works.

The Project Manager shall obtain a Livelink number from Engineering Document Control (EDC).

Upon execution of the construction works contract, the Project Manager shall formally appoint the Third Party Principal Contractor using FRM ANZ 01-09 09.

Where BP has elected to become the Principal Contractor, this Form is not required.

6. BP as the Principal Contractor

Where the Project Manager has determined that BP is to be the Principal Contractor, the Project Manager shall complete a Project Health, Safety Environment Management Plan (PHSEMP) as described in FRM ANZ 01-09 01.

During construction, the Project Manager will ensure the following is undertaken:

- The PHSEMP is stored on site in an accessible location and kept current;
- The PHSEMP requirements are adhered to throughout the lifecycle of the project;
- Roles and responsibilities of the nominated project personnel are being adequately fulfilled; and
- Documentation, as a result of PHSEMP activities, are updated and included in the PHSEMP.

Upon completion of the project, the completed PHSEMP shall be filed in EDC.

7. Third Party Contractor as the Principal Contractor

The Third Party Contractor shall meet the applicable legislative requirements.

The Project Manager shall review the Principal Contractor's PHSEMP documentation as fit for purpose by completing FRM ANZ 01-09 08.

The Project Manager shall ensure that all Principal Contractor obligations are fulfilled from the point at which the first person connected with the execution of the construction activity arrives on site and until the construction personnel and equipment has been removed from the site.

During construction, the Project Manager will ensure the following is undertaken:

- The PHSEMP is stored on site in an accessible location and kept current;
- The PHSEMP requirements are adhered to throughout the lifecycle of the project;
- Roles and responsibilities of the nominated project personnel are being adequately fulfilled; and
- Documentation as a result of PHSEMP activities are updated and included in the PHSEMP.

Upon completion of the project, the completed PHSEMP shall be filed in EDC.



8. Auditing

The Control of Work Manager shall review the effectiveness of the application of the PHSEMP system as part of an Annual Review for compliance with this STP. The outcomes of the review shall be communicated to the business.

The review shall examine as a minimum, but not limited to the following:

- The quality of the PHSEMPs;
- Compliance to and correct application of the PHSEMPs;
- Use of Accredited Contractors; and
- Lessons Learned.