



Contract Addendum

HSSE Requirements for Contractors

Document Owner:	Bill Kruesi	Asset HSSE Manager
Approved By:	Bill Kruesi	Asset HSSE Manager
Prepared By:	Wayne Johnson	OMS Specialist
Document Status:	Approved	
Version Number:	2	
Approved Date:	15-Apr-2019	
Next Review Due By:	15-Apr-2024	

To review changes, refer to the [‘Version Summary’](#) at the end of this document.

Copyright © 2019 BP p.l.c. All rights reserved.

This document and any data or information generated from its use, are classified, as a minimum, BP Internal. Distribution is intended for BP authorized recipients only. The information contained in this document is subject to the terms and conditions of the agreement or contract under which this document was supplied to the recipient's organisation. None of the information contained in this document shall be disclosed outside the recipient's own organisation, unless the terms of such agreement or contract expressly allow, or unless disclosure is required by law.

Contents

1. Purpose	4
2. Scope.....	4
3. General HSSE Requirements	4
3.1. Stopping Work	5
3.2. Statutory Requirements.....	5
3.3. General site requirements	5
3.3.1. BP Point of Contact	5
3.3.2. Hours of Work	6
3.3.3. Personal Protective Equipment (PPE)	6
3.3.4. Smoking	7
3.3.5. Bullying and Harassment	7
3.3.6. Alcohol and Drugs	7
3.3.7. Worksite Cleanliness	7
3.3.8. WPCG Training and Accreditation	7
3.3.9. Work Exempt from a WPCG certificate or Permit.	7
3.3.10. Emergency Response	8
3.3.11. Making Safe and Near Miss / Incident Notification	8
3.3.12. Incident Investigation	9
3.3.13. Co-operation with other Contractors	9
3.4. Health.....	9
3.4.1. Asbestos	10
3.4.2. Hazardous Chemicals	10
3.4.3. Lead contamination	10
3.4.4. Fatigue Management	10
3.5. Safety.....	11
3.5.1. BP Golden Rules	11
3.5.1.1. Permit to Work	11
3.5.1.2. Ground Disturbance	12
3.5.1.3. Confined Spaces	12
3.5.1.4. Working at Heights	13
3.5.1.5. Energy Isolation	13
3.5.1.6. Lifting Operations	14
3.5.1.7. Driving Safety	14
3.5.1.8. Hot Work	15
3.5.2. Gas Test	15
3.5.3. Electrical Equipment	16
3.5.4. Live Electrical Works	16
3.5.5. Work area barricading / warning tape	16
3.6. Security.....	16

3.7. Environment.....	17
3.8. Other requirements.....	17
3.8.1. Motor Vehicles, Plant and Equipment	17
3.8.1.1. Forklifts	18
3.8.2. Traffic Management	18
4. Associated Documents.....	18
5. External References.....	19
6. Version Summary.....	19

List of Tables, Diagrams and Figures

Table 1: Required References.....	18
Table 2: Document Version Summary.....	19

1. Purpose

The purpose of this document is to specify the Health, Safety, Security and Environment (HSSE) requirements for Contractors engaged to perform works for BP under any form of contract for services.

It is agreed that this document forms part of any contract between BP and a Contractor for work that is to be performed at any BP site or location, or for works under BP's control. "BP" shall mean BP Australia Pty Ltd or any of its affiliated or associated companies. Contractor shall mean any contractor or contractual counterparty (including, where relevant, a Principal Contractor) and its employees, workers, representatives and subcontractors.

The safety and wellbeing of workers and customers is our top priority. BP want Contractors to make the safety and wellbeing of themselves, co-workers, other workers and our customers their top priority as well.

2. Scope

The requirements specified in this document apply to Contractors engaged by BP. These HSSE requirements apply while the Contractor is engaged in agreed works on site or within any BP site or working in BP facilities, plant or fixtures and in all cases whether or not within the strict boundaries of a BP site or location.

Specific BP sites may have more detailed HSSE requirements and where these exist the requirements will be specified in local procedures, safe work instructions, manuals, handbooks or specific standards.

Where the Contractor has been engaged to be the 'Principal Contractor', it is BP's expectation that the Contractor's Safety Management System shall manage HSSE risks in accordance with all applicable statutory requirements and as effectively as the HSSE requirements detailed in this document.

3. General HSSE Requirements

BP require that Contractors have documented and legally compliant practices that they follow to protect the health, safety and security of their workers, BP employees, other workers and members of the public potentially impacted by their work. BP also require Contractors to have documented practices that they follow to protect the environment.

The Contractor's practices shall achieve the following:

1. Identify the relevant site specific and job specific hazards and environmental receptors.
2. Identify the controls needed to protect themselves, other workers, other people and the environment.

3. Share the hazards and controls with the whole work group to achieve common understanding.
4. Implement the controls specified by the process to protect themselves, other workers, other people and the environment.

A documented risk assessment and management process shall be used. For example, common practices such as Safe Work Method Statements (SWMS), Job Safety Analysis (JSA) and Job Hazard Analysis (JHA) may be used. In all cases, documentation used shall comply with all relevant work, health and safety (WH&S) obligations.

3.1. Stopping Work

Contractors and BP personnel have the obligation to stop work immediately if they are uncertain that a work activity can be carried out safely.

Contractors shall stop work if they discover they are breaching these requirements or other WH&S obligations.

In all cases, Contractors shall report and document any unscheduled work stoppages to their nominated BP Representative immediately.

3.2. Statutory Requirements

The Contractor shall comply with all applicable State and Federal Acts, Regulations and Compliance Codes. Where there are State or Federal Guidelines or Standards that apply to the work, the Contractor shall be guided by these documents.

3.3. General site requirements

3.3.1. BP Point of Contact

For each contract, BP will nominate a Contract Owner who is accountable within BP for acceptance of goods and services. The Contract Owner is the Contractor's principal point of contact with BP. The Contract Owner may nominate a BP Contract Job Representative to manage the day to day activity and oversight responsibilities for a contract and to take over as the principal point of contact with the Contractor.

At most sites, there will be a BP Representative, that will be the site point of contact for the Contractor. For example, at retail sites (petrol stations), the BP Representative will be the Site Manager, Assistant Site Manager or a Customer Service Representative. At BP office buildings, the BP Representative will be an Office Facilities Management representative. At BP Depots, the BP Representative will be the Distributor's Depot Manager.

For work at an unmanned site, such as an Outdoor Payment Terminal (OPT), the BP Representative will be the Contract Job Representative who will provide direction on the work to be done.

Contractors shall follow directions given to them and prepare any necessary documentation requested by the BP representative. For example, in an emergency, the Contractors shall follow directions given by the site BP representative to evacuate the site to a muster point.

Contractors are only allowed to proceed with work with the approval of the nominated BP Representative. This includes signing into the site and conversing with the BP Representative about the work to be done and precautions to be taken.

Contractors shall only enter a site through dedicated entry points. At sites where there may not be defined entrances to a work area; the Contractor is to report to the BP Representative before commencing work or placing equipment on site.

At an unmanned site, where there is no BP Representative, the Contractor shall consult with the Contract Job Representative before commencing work and placing equipment at the site.

3.3.2. Hours of Work

The Contractor will observe the normal working hours of the site concerned. Contractors must obtain approval from the BP Representative to work outside normal working hours.

3.3.3. Personal Protective Equipment (PPE)

Contractors shall wear the protective clothing and use the protective equipment required to safely carry out the work as per their site risk assessment minimum requirements. All persons using PPE shall be trained in its use.

The minimum PPE requirements that Contractors and their employees, workers, representatives and subcontractors shall wear include:

- Head Protection to Australian Standard AS 1801, for all construction work or when overhead work has the risk of dropped and falling objects.
- Eye protection, as specified in the risk assessment for the job, are safety glasses with side protection compliant to Australian Standard AS 1337.
- Additional eye protection shall be worn as applicable to the task being undertaken and ambient light conditions.
- Neck to Toe clothing (long trousers, and long-sleeved shirt).
- Note: For work with the potential to be exposed to a flammable atmosphere or flammable liquids, cotton or fire-resistant clothing shall be worn. Synthetic and synthetic blend clothing should not be worn as it can generate static electricity and may pose an ignition source.
- High visibility safety vests or clothing (in accordance with AS / NZ 4602.1:2011) shall be worn for all work areas.
- Note: High-visibility clothing is preferred as vests have the potential to be caught in rotating equipment.
- Safety footwear compliant to Australian Standard AS 2210.

- Hearing protection compliant with Australian Standard AS 1270 as required by risk assessment.
- Respiratory protective equipment as required to be worn by risk assessment.
- Task specific PPE requirements for the work being conducted shall be stated in the SWMS submitted prior to the work commencing.

3.3.4. Smoking

Smoking is prohibited in all areas outside Authorised Safe Smoking Zones. Consult the BP Representative if uncertain about where smoking is allowed.

Where there is no BP Representative on the site, smoking is prohibited in all areas of the site.

3.3.5. Bullying and Harassment

Contractors shall have policies or practices that prohibits Bullying and Harassment by their employees, workers, representatives and subcontractors. BP does not tolerate Bullying and Harassment, as more fully described in BP's Code of Conduct. BP encourages reporting of any behaviour suspected of being Bullying or Harassment to the BP Representative or Contract Job Representative or their supervisor.

3.3.6. Alcohol and Drugs

Contractors shall have and follow their own Drug and Alcohol Policy that requires employees, workers, representatives and subcontractors to be free from alcohol (i.e. BAC = 0) and drug impairment whilst performing work for BP either at a BP site or external site. No intoxicating liquor or drugs shall be brought onto a BP site or other BP facilities. Any persons reporting for duty in an intoxicated condition and/or with intoxicating liquor or drugs will not be permitted on the site.

For an understanding see BP Australia Pty Ltd Drug and Alcohol Policy (PO-PD-008).

3.3.7. Worksite Cleanliness

Contractors shall maintain the relevant work site in a neat and tidy condition during the progress of the agreed works and to the satisfaction of the BP Representative. Upon completion of the works and prior to vacating the site, the Contractor will ensure that the site is left in a neat and tidy condition. The Contractor shall remove from the site any waste or excess material resulting from their work.

3.3.8. WPCG Training and Accreditation

For work being undertaken under a Work Place Clearance Group (WPCG) minimum controls checklist, the Contractor is required to have at least one of its personnel attending the site to be WPCG Accredited.

3.3.9. Work Exempt from a WPCG certificate or Permit.

Most work at BP's sites requires a WPCG certificate to proceed. Certain higher risk work requires a Work Permit to proceed. Some types of low risk work are exempt from WPCG or the requirement for a Work Permit. A list of work types that are exempt from the WPCG

requirement is provided below. If uncertain about whether WPCG or a permit is required, then the Contractor should contact the relevant Contract Owner or Contract Job Representative.

Maintenance activities that are exempt from WPCG are:

- a) Pest Control services
- b) Hygiene / Sanitary services
- c) General interior cleaning
- d) Specialist interior cleaning (e.g. flooring strip and seal, biohazard, etc)
- e) Simple, low risk activity which is entirely undertaken within the shop building
- f) Testing and inspection activity which is entirely undertaken within the shop building (e.g. electrical test and tag, emergency lighting, exit lighting, CO2 monitoring etc)
- g) Low risk forecourt testing and inspection activity (e.g. fire extinguishers, hose reels, etc)
- h) Waste Collection (garbage, paper and plastic recyclables)
- i) Cash-In-Transit and safes maintenance

The conditions for the above listed exemptions are as follows:

- No power tools are required to undertake the work; or
- All work is undertaken within the shop building and does not involve drilling/cutting into walls or the floor.
- All work is carried out from inside a vehicle (waste collection)

If the work being undertaken does not meet these conditions, the Contractor is to complete a WPCG Work Clearance and/or contact the Contract Job Representative.

3.3.10. Emergency Response

All Contractors working on BP sites shall make themselves aware of BP's site emergency response procedure, including muster point locations. In the event of an emergency, Contractors shall follow the protocols and adhere to any directions provided by the BP Representative.

Where work is being undertaken at a site with no BP Representative, the Contractor is to follow directions from Emergency Services personnel.

3.3.11. Making Safe and Near Miss / Incident Notification

Contractors who encounter hazards at BP sites/locations that represent an immediate threat to safety or the environment shall stop work, make safe and notify the BP Representative. By making safe, BP means doing what can be done to prevent harm to others without putting yourself at risk of harm. Contractors who experience a near miss or an incident shall stop work and notify the BP Representative. This includes uncontrolled events without consequence, injuries, spills and damage to equipment and site, either to the Contractor, a third party or to BP property located on a BP site. The BP Representative may administer First Aid or call for emergency services if needed. The Contractor shall escalate the incident to the Contract Job Representative or Contract Owner by direct voice to voice contact (a recorded message or voice mail is not sufficient).

If unable to make voice contact with any person within BP, contact **1800 18 27 27** and escalate the incident through the Emergency response process.

3.3.12. Incident Investigation

Contractors shall investigate incidents in accordance with best practice principles and, where applicable, shall follow their company process for investigating incidents. Incident investigation reports/information will always be shared with BP through the Contract Owner or Contract Job Representative. Contractors will provide BP with any necessary background into any investigated incident and also indicate what actions the Contractor will take, when they will complete the actions and who is responsible for completing the actions. BP may reasonably request the Contractor to investigate elements of an existing investigation or undertake an incident investigation where it reasonably considers one is required. Where appropriate, the Contractor may also request BP to take actions as a consequence of their investigation. When requested to take action, BP will respond in writing how and when it will respond.

In addition to the Contractor investigation, BP may conduct an investigation. Contractors shall cooperate with BP investigations.

3.3.13. Co-operation with other Contractors

The Contractor shall liaise and cooperate with other Contractors either on site or offsite that they may impact or be impacted by to manage risks and simultaneous work activities. Where simultaneous operations are not able to be performed safely the Contractor shall stop work and advise the BP Representative immediately.

3.4. Health

The Contractor shall assess the potential health impacts of exposure at the workplace and shall implement controls to maintain exposures to acceptable levels for personnel at site. As a minimum, potential health impacts from exposure to the following shall be assessed where applicable:

- Hazardous chemicals
- Noise
- Dust
- Biological contaminants
- Asbestos
- Lead
- Heat
- Snakes, spiders and insects

Identified health exposure hazards and the required controls shall be documented on JSAs, JHAs and / or SWMS.

Some specific health hazard requirements and associated reference documents are described in the following sections.

3.4.1. Asbestos

BP sites built before 2004 shall have an asbestos register. Contractors shall review asbestos registers before starting work to determine if asbestos may be present in or near the work area. All work that may disturb asbestos (including asbestos removal) requires a risk assessment. If suspected asbestos is identified during works, then the work shall immediately cease, and the asbestos shall be reported to the BP Representative. Where a Contractor's work has resulted in a change to asbestos on site, the Contractor shall provide BP with copies of all relevant documents to enable revision of the site asbestos register. Refer to BP procedure PRO-3.4-0000-0-02 – Asbestos management procedure for additional requirements.

3.4.2. Hazardous Chemicals

BP sites may store hazardous chemicals. Contractors may also need to bring hazardous chemicals on site as part of their work. In all cases Contractors shall refer to the Safety Data Sheet before the chemical is handled or used. The Safety Data Sheet shall be readily accessible to any person likely to be exposed to the hazardous chemical and be kept in a location near where the chemical is used (electronic or hard copy). Hazardous chemicals brought on site by a Contractor shall be included in their risk assessment.

All hazardous chemicals, the containers of hazardous chemicals or hazardous chemicals in pipe work on site must be labelled in English, be legible and contain risk and safety phrases. Substances transferred into a second container, where the contents are not used immediately, must be labelled and the container made of an appropriate material.

Substances of uncertain identity must be removed from site and disposed of in accordance with relevant waste management requirements.

Refer to BP Procedure PRO-3.4-0000-0-01 Hazardous Chemicals Procedure for additional requirements.

3.4.3. Lead contamination

BP sites may have lead contamination present. Lead contamination may be in the form of tetra-ethyl lead in residual aviation gasoline (avgas) or petrol containment systems, or in paint containing lead oxide pigment.

For work on petrol containment systems with potential residual tetra-ethyl lead contamination, contractors shall refer to the site tank history when creating JSA/JHA and SWMS.

Paint containing lead pigment **shall not** be removed using any method that can generate fumes or dust without undergoing a Lead paint risk assessment.

Contractors shall assess the health hazards of lead contamination and follow their procedures to control exposure.

3.4.4. Fatigue Management

The Contractor shall have working hours and fatigue management procedures in place to provide adequate opportunity for rest, recovery and the avoidance of fatigue impacts from work related and outside of work activities.

3.5. Safety

The safety of contract workers, BP employees and customers is BP's top priority.

3.5.1. BP Golden Rules

BP created its Golden Rules to emphasise the importance of controlling the higher risk types of work that have most frequently led to fatalities at work sites. All work undertaken on a BP site shall comply with the BP Golden Rules of Safety. The Golden Rules are stated in sections 3.5.1.1 – 3.5.1.8.

The controls in the WPCG Permit to Work and High Risk Certificates should enable the Contractor to meet BP's Golden Rules.

3.5.1.1. Permit to Work

BP's Golden Rule on permit to work states that before conducting work that involves confined space entry, work on energy systems, ground disturbance, hot work, or other potentially hazardous tasks, a permit must be obtained that:

- Defines the scope of the work, its location, and when the permit expires.
- Identifies the hazards and risk associated with the work.
- Establishes control measures to eliminate or reduce the risk.
- Identifies energy sources that need to be isolated.
- Requires that isolations are not removed before all related permits have been signed off as complete.
- Links the work to other associated work permits or simultaneous operations (SIMOPS).
- Only authorizes work that is defined in the task description.
- Describes adequate control for the return to normal operations.
- Communicates the above information to all involved in the work.
- Is issued following a pre-job worksite inspection to confirm the required control measures are in place, that site conditions have not changed, and any new potential hazards have been risk assessed and managed.
- Is authorized, monitored, and re-validated by a responsible person.

The WPCG Work Authorisation Procedure shall be followed at sites where the WPCG process applies.

For any BP facilities where WPCG process does not apply, BP's Control of Work procedures shall be followed including PRO-4.5-0001-1-01 Permit to Work

BP's Control of Work procedures are listed in Section [4 -Associated Documents](#) of this document and are available from our website at https://www.bp.com/en_au/australia/about-us/what-we-do/control-work.html

Contractors required to undertake 'high risk work' shall hold the appropriate and current WH&S high risk work licence and be capable of providing this qualification upon request.

3.5.1.2. Ground Disturbance

BP's Golden rule on ground disturbance states that work that involves a man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal must not proceed unless:

- A hazard assessment of the work site is completed by the competent person(s).
- All underground hazards, i.e., pipelines, electric cables, etc., have been identified, located and, if necessary, isolated.
- A confined space entry permit is issued when the ground disturbance meets the definition of a confined space.
- Ground movement is controlled, and collapse prevented by shoring, sloping, benching, etc., as appropriate.
- A plan is in place to control access to the worksite.
- There is a plan for timely extraction & rescue of personnel.
- Inspections are completed after man-made or natural events, such as heavy rainfall.
- Ground and environmental conditions are continuously monitored for change.

Contractors shall locate, identify and isolate underground services before digging around those services. If isolation is not practicable, then additional controls shall be applied to prevent striking the services (for example, non-destructive digging).

Refer to WPCG-PRO-01 Work Authorisation Procedure or BP procedure PRO-4.5-0001-1-03 Ground Disturbance for additional requirements including authorisations prior to commencing work.

3.5.1.3. Confined Spaces

BP's Golden Rule on confined spaces states that entry in any confined space must not proceed unless:

- There are no practicable alternatives to entry.
- All sources of energy affecting the space are isolated.
- The confined space atmosphere is tested, verified safe for occupancy, and repeated as often as defined by the permit.
- The hazards, risks and controls in the confined space entry permit are communicated to all affected personnel.
- A stand-by person is stationed at the entry point and maintains communication with entrants during the time the occupants are inside the confined space.
- A plan for timely rescue of workers is in place.
- A confined space entry permit is issued.
- Unauthorized entry is prevented.

When entry into a confined space is required to perform work, the work shall be permitted using the WPCG permit and work clearance certificate or a BP permit. Contractors shall identify and apply controls to isolate all sources of energy affecting the confined space, test the

atmosphere is suitable for occupancy and prevent unintended entry into confined spaces. A rescue plan shall be prepared and ready to implement.

Refer to WPCG-PRO-01 Work Authorisation Procedure or PRO-4.5-0001-1-04 Confined Space Entry for additional requirements.

3.5.1.4. Working at Heights

BP's Golden Rule on working at heights states that working at heights of 2 metres (6 feet) or higher above the ground without a fixed platform that has guard rails or handrails must not proceed unless:

- A properly anchored fall arrest system is used.
- The fall arrest system ensures 100% tie-off is achieved at all times.
- A plan is in place for the timely rescue of personnel performing work at height while using fall arrest equipment.
- Fall arrest equipment is inspected prior to each use.
- The risk of dropped objects on personnel and equipment below has been assessed and plans to manage the risks established.

Falls can cause serious injury from any height. Contractors shall identify fall hazards and apply the hierarchy of controls to reduce the risk of falls. No work shall be performed from a ladder where the person's feet are over 2.0 meters from the ground. Ladders may be used for access to areas that are protected by a fall arrest system. Fall arrest equipment shall be inspected as per AS/NZS1891, prior to and after each use and every 6 months by a competent person.

Scaffolding may be used for works or for access to areas that are protected by a fall arrest system. Scaffolding shall be erected by competent persons in accordance with relevant regulatory requirements.

Elevating Work Platforms and Scissor Lifts may be used for works. Only persons that are competent are permitted to operate them. For work over 11m, a licensed operator is required. Refer to WPCG-PRO-01 Work Authorisation Procedure or PRO-4.5-0001-1-05 Working at Heights for additional requirements.

3.5.1.5. Energy Isolation

BP's Golden Rule on energy isolations states that any isolation of energy systems; mechanical, electrical, process, hydraulic and others, must ensure that:

- There is an approved method to:
 - isolate equipment
 - discharge stored energy
 - reinstate equipment
- Isolation points are locked and tagged.
- A test is conducted before any related work begins to confirm the isolation is effective.
- There is a process to communicate the status of isolations between:
 - shifts
 - different workgroups

- The isolation is periodically monitored for effectiveness.

Contractors shall isolate energised systems before commencing work on them and test that the system has been isolated. This includes: electrical, mechanical, process (e.g. fuels), pneumatic and hydraulic systems. The isolation points shall be locked and tagged. The tagging system will communicate the status of isolations to others.

Refer to WPCG-PRO-01 Work Authorisation Procedure or PRO-4.5-0001-1-02 Energy Isolation for additional requirements.

3.5.1.6. Lifting Operations

BP's Golden Rule on lifting operations states that lifts utilizing cranes, hoists, or other mechanical lifting devices must not proceed unless:

- A competent person(s) has completed an assessment of the lift and determined the appropriate lift method and equipment.
- Anyone involved in a lifting operation, including for rigging, is competent for the specific job and/or equipment on which they are working.
- Lifting devices and equipment have been certified for use to local legal or regulatory requirements.
- The load is less than the dynamic and/or static capacities of the lifting equipment.
- All safety devices installed on lifting equipment are operational.
- All lifting devices and equipment have been visually examined before each lift by a competent person(s).
- Clear lines of communication during a lift have been established.
- An exclusion zone has been established to limit access to all workers except essential personnel.
- External conditions which could affect the lift are monitored (e.g., ground condition, wind, etc.).

Contractors conducting lifting operations with cranes, hoists or other mechanical lifting devices shall have a certified / licensed person to assess the lift and determine the appropriate method and equipment. All the people involved in the lift, including the rigger, shall be certified / licensed for the specific job they are performing. Lifting devices and equipment shall be certified for use. All devices and equipment shall be inspected and compliant to AS/NZS4991 prior to the lift. Clear communication protocols shall be established and used during the lift.

Refer to WPCG-PRO-01 Work Authorisation Procedure or PRO-4.5-0001-1-06 Lifting Operations for additional requirements.

3.5.1.7. Driving Safety

BP's Golden Rule on driving safety states that all categories of vehicle, including self-propelled mobile plant, must not be operated unless:

- The vehicle is equipped with the required safety features and is maintained in safe working order.
- The number of passengers does not exceed manufacturer's specification and legal limits for the vehicle.
- Loads are secure and do not exceed manufacturer's specification and legal limits for the vehicle.

- A documented risk assessment is completed before motorcycles are allowed for use on BP business.
- The driver and all occupants wear seat belts whenever the vehicle is moving.
- The driver has a valid driving license for the class of vehicle being operated and to drive in that country, have been appropriately trained and assessed, and are medically fit to operate the vehicle.
- The driver is rested and alert and does not operate any vehicle when fatigued.
- The driver is not under the influence of alcohol or drugs, or their fitness to drive impaired by medication or other substance.
- They do not use a mobile phone or other two-way communication device while operating the vehicle.
- The risks of the journey have been assessed and a journey management plan is in place when driving in higher risk countries.

While driving/operating on BP sites, Contractor's vehicles and mobile plant safety features shall be operational.

Refer to PRO-3.7-0002-0-01 Driving Safety Procedure for additional requirements.

3.5.1.8. Hot Work

BP's Golden Rule on hot work states that hot work must not proceed unless:

- All potential flammable and combustible materials have been isolated, removed and/or protected from the sources of ignition.
- An authorized person tests the atmosphere prior to the start of the work and during work as often as the permit requires.
- Levels of oxygen and flammable substances are kept within acceptable ranges or additional barriers applied.
- Emergency response plans are in place as appropriate given the job's risk assessment and any appropriate site requirements.

Contractors shall recognise the risk of release or leaks of flammable gases (LPG), liquids (motor spirit) and combustible liquids (diesel) where they are stored and handled and put controls in place to mitigate the risk of ignition. Contractors shall recognise, identify and control equipment capable of generating an ignition source to prevent fires. This includes application of hot work permits or the WPCG process.

Refer to WPCG-PRO-01Work Authorisation Procedure or PRO-4.5-0001-1-07 Hot Work for additional requirements.

3.5.2. Gas Test

Tanks, vessels, excavations, open drains and sumps, etc., may contain hydrocarbon liquids, vapours, other atmospheric contaminants or oxygen deficient atmospheres. Before undertaking work at risk from these conditions, Contractors shall obtain a Gas Test Certificate and apply specified controls.

The frequency of Gas Testing shall be defined relative to the work hazards and specified on the control document (e.g. work clearance certificate, permit).

3.5.3. Electrical Equipment

Earth leakage protection shall be used on all portable electric equipment and tools. All portable electrical equipment shall display a current electrical test tag by an authorised electrician and may be subject to inspection by a BP Representative.

3.5.4. Live Electrical Works

Opening of enclosures while circuits remain energised is sometimes required to facilitate inspections, troubleshooting and maintenance activities. Placing hands or any part of the body within 500mm of live and exposed conductors greater than 24 volts shall be considered "live work". Additional safeguards shall apply to protect the person from direct or indirect contact with energised conductors. "Live Work" should only be conducted when it is not practicable or no reasonable alternative exists to perform the electrical work de-energised.

Live work requires implementation of additional safety measures as detailed in WPCG-PRO-01 Work Authorisation Procedure or PRO 4.5-0001-1-02 Energy Isolation clause 5.5.

3.5.5. Work area barricading / warning tape

The Contractor shall be responsible for providing adequate visual warning and physical barricades to ensure that the work site is clearly defined and to prevent uninvolved personnel from unknowingly or accidentally entering the work site. Barricading around excavations or confined spaces shall be of a type as to prevent accidental falling into the excavation or entry into the confined space by the Contractor's workers, BP employees or members of the public. Refer to PRO-4.5-0001-1-08 Traffic Management Procedure.

3.6. Security

Retail sites are targeted by people who sometimes threaten to steal or to use violence. Such people behave aggressively towards our personnel and/or to customers.

Contractors shall not confront or challenge such people, even when their intent is to protect others. Contractors shall keep a safe distance from these people and contact the police when you or others need assistance.

BP retail sites have security measures that are designed to detect, delay, protect and deter to reduce the impact and frequency of robberies to our employees. The security measures may include:

- CCTV cameras.
- Locked doors.
- Bollards.
- Hardened doors and windows.
- Jump wires.
- Safe havens.

- Fog cannons / smokescreens.
- Cash safes.
- Hardened cigarette cabinets.

Contractors shall not interfere with or disable any security measures unless required to do so as part of their work scope. Any security measure that is interfered with or disabled shall be reported to the BP Representative and shall be reinstated before completion of the job. Where a security measure will be out of service overnight or longer, inform the BP Representative so that BP can take mitigative actions (for example, arrange for a security guard).

3.7. Environment

Potential for spills will be identified in SWMS/JSA/JHA and appropriate controls put in place to control the risk of occurrence and contain and clean up if a spill does occur. If works involve liquid materials a spill kit/s of appropriate size and materials will be maintained on site by the Contractor. Every effort shall be made to prevent off site release of any spill. Any spill which occurs as a result of Contractor's work shall be cleaned up by the Contractor, including removal and disposal or remediation of contaminated soil. The BP Representative shall be notified of any spill and if requested, they can access a BP Environmental Emergency Responder to assist.

Contractors shall not allow ozone depleting substance (ODS) or synthetic greenhouse gas (SGG) to be discharged to the atmosphere, except in the performance of a specifically exempt activity. Contractors shall not emit odours that unreasonably interfere with the amenity of neighbours or the general public.

Products that use energy or affect the amount of energy used by another product are likely to be subject to a Determination under the Greenhouse and Energy Minimum Standards (GEMS) Act 2012. Products subject to a GEMS Determination must comply with the requirements of the Determination. Examples of these products include air conditioners and heat pumps, ballasts for fluorescent lamps, televisions, water heaters, computers and monitors, washing machines and power transformers amongst others.

Wastes that can be reused or recycled should be segregated and transported to a facility that provides for reuse or recycling. Controlled wastes must be stored, handled, transported and reused/recycled/disposed of in accordance with legislative requirements, including completion and retention of records.

3.8. Other requirements

3.8.1. Motor Vehicles, Plant and Equipment

All Motor Vehicles, Plant and Equipment shall comply with the manufacturer's requirements for maintenance and pre-start.

Vehicles, plant and equipment other than that which is required for the execution of the works are not permitted on the site or in work areas. Equipment to be used shall be specified in the SWMS, and on the work permit or WPCG clearance certificate. Only authorised equipment is to be used by the Contractor, their employees and sub-contractors. Vehicles, plant and

equipment may be required to undergo a safety check. Any equipment found to be unsafe will not be permitted to be used on site.

The Contractor's equipment within a BP site or on work sites shall not:

- Put members of the public at risk of being impacted by the vehicle or equipment.
- Block any entry, gateway or access so as to prevent the free access of other vehicles.
- Obstruct access to safety equipment.

If blocking access to others or to safety equipment is unavoidable, then this shall be reported to the BP Representative and appropriate mitigations implemented (for example move safety equipment or barricade and provide warning markers).

3.8.1.1. Forklifts

Forklift operators shall be licensed as per the requirements of the State in which they are operating and wear seat belts at all times.

Any sit-down, counterbalanced, high lift forklift trucks of a capacity up to 10 tonnes, present on BP controlled sites, shall comply with the technical requirements specified in RSG-5 2-5100-0-01 – Forklift Specification.

3.8.2. Traffic Management

Work at sites that impacts or has the potential to impact traffic flow on adjacent roads or within the site to an extent greater than blocking a single fuelling aisle or blocking the entrance/exit shall have a site-specific traffic management plan. The traffic management plan shall document the controls required to mitigate the risks of traffic impacting the worksite as well as the worksite impacting the public. Refer to PRO-4.5-0001-1-08 Traffic Management Procedure.

4. Associated Documents

The following associated documents

- have been referenced in this document, and
- should be considered in understanding and applying the instructions provided in this document.

Table 1: Required References

Document Name	Document No	Document Location
Hazardous Chemical procedure	PRO-3.4-0000-0-01	https://www.bp.com/en_au/australia/about-us/what-we-do/control-work.html
Asbestos management procedure	PRO-3.4-0000-0-02	
Driving Safety procedure	PRO-3.7-0002-0-01	
Permit to Work procedure	PRO-4.5-0001-1-01	
Energy Isolation procedure	PRO-4.5-0001-1-02	
Ground Disturbance procedure	PRO-4.5-0001-1-03	

Confined Space Entry procedure	PRO-4.5-0001-1-04	https://www.bp.com/en_au/australia/about-us/what-we-do/control-work.html	
Working at Heights procedure	PRO-4.5-0001-1-05		
Lifting Operations procedure	PRO-4.5-0001-1-06		
Hot Work procedure	PRO-4.5-0001-1-07		
Traffic Management procedure	PRO-4.5-0001-1-08		
Drug & Alcohol Policy	PO-PD-008		
WPCG Work Authorisation Procedure	WPCG-PRO-01		https://wpcg.com.au
Forklift Specification	RSG-5.2-5100-0-01		Available on request

5. External References

These HSSE Requirements were prepared with reference to relevant legislation/regulations including but not limited to, relevant Acts, Regulations, Australian Standards and industry codes and practices.

6. Version Summary

The table below provides a summary of version history of this document.

Table 2: Document Version Summary

Version	Prepared by	Description of Change	Date	MoC
1	Chris Burgess	Document created as a result of a review of STP 01-03 Safe Work conditions - Safety Regulations for use by Contractors)	31 Jul 15	11094
2	Bill Kruesi	Revised as a contract addendum rather than a procedure	15 Apr 19	11444

End of Document