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Contract Addendum: HSSE Requirements for Contractors

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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.

Relevant OMS element(s)

OMS 2.5 (Working with Contractors)

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1. 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.

2. 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. Identity 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.

2.1. 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.

2.2. 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 should be guided by these documents.

2.3. General site requirements

2.3.1. 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.

2.3.2. 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.

2.3.3. 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:

a) 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 that may pose an ignition source. The wearing of synthetic materials may also result in greater harm to workers in the event of exposure to a fire.

b) 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.

c) Safety footwear compliant to Australian Standard AS 2210.

d) Additional task specific PPE requirements for the work being conducted, as documented in the risk assessment for the task (e.g., contractor's JSA, SWMS).

2.3.4. 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.

2.3.5. 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.

2.3.6. 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).

2.3.7. 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.

2.3.8. WPCG Training and Accreditation

For work being undertaken under a Work Place Clearance Group (WPCG) Work Clearance Form, the Contractor is required to have at least one of its personnel attending the site to be WPCG accredited Work Clearance Issuer to issue this work authorisation form.

All contractor workers on a Retail site must have completed the WPCG Retail Induction, as a minimum, or WPCG Work Clearance Issuer training.

2.3.9. Work Exempt from a WPCG certificate or Permit.

Most work performed by contractors at BP's sites requires a WPCG Work Clearance Form, as a minimum, to authorise the work to proceed. Certain higher risk work requires a WPCG Work Permit to proceed. However, some types of low risk work are exempt from WPCG Work Clearance and WPCG Work Permit requirements on bp sites. A list of work types that are exempt from these requirements is provided below. If uncertain of the exemption status, the Contractor should contact the relevant Contract Owner or Contract Job Representative for clarification.

The following maintenance activities are exempt from WPCG on bp sites:

a) Simple, low risk activities which are entirely undertaken within the shop building that **do not** involve the use of power tools, drilling/cutting into walls or floor, or work above ground level (e.g. use of ladders). Examples of these exempt activities include:
   - Hygiene / Sanitary services
   - General interior cleaning
   - Cash-In-Transit and safes maintenance

b) Specialist interior cleaning (e.g. flooring strip and seal, biohazard, etc).

c) Pest control services inside or around the immediate perimeter of the store building.

d) Waste collection (e.g. paper, recyclables, general rubbish bins)

WPCG **exempt work must still have a risk assessment for the task**. All exempt work other than waste collection must be completed by a WPCG Retail Site Inducted person.

If the work being undertaken does not meet the conditions for an exemption, the Contractor must complete a WPCG Work Clearance.

2.3.10. 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.

2.3.11. 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.

2.3.12. 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.

2.3.13. 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.

2.4. 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 should 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.

2.4.1. 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.

2.4.2. 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.

2.4.3. 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, including any relevant regulatory requirements.

2.4.4. 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.

2.5. Safety

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

2.5.1. bp endorsed IOGP Life Saving Rules

bp has adopted the Life Saving Rules developed by the International Association of Oil and Gas Producers (IOGP) to help our contractors instantly recognise and understand the rules that keep us safe.

Around 80% of industry incidents resulting in fatalities involve activities covered by the Life Saving Rules. The Rules will apply to everyone carrying out the high hazard activities - nothing is more important than everybody returning home safely.

All work undertaken on behalf of BP shall comply with the IOGP Life Saving Rules which are detailed in 2.5.1.1 to 2.5.1.9.

The controls in the WPCG Work Authorisation for the task should enable the Contractor to meet the IOGP Life Saving Rules.

2.5.1.1. Bypassing Safety Controls

Obtain authorisation before overriding or disabling safety controls:

- I understand and use safety-critical equipment and procedures which apply to my task.
- I obtain authorisation before:
    - disabling or overriding safety equipment
    - deviating from procedures
    - crossing a barrier.

2.5.1.2. Confined Space Entry

Obtain authorisation before entering a confined space:

- I confirm energy sources are isolated.
- I confirm the atmosphere has been tested and is nitored.
- I check and use my breathing apparatus when required.
- I confirm there is an attendant standing by
- I confirm a rescue plan is in place.
- I obtain authorisation to enter.

2.5.1.3. Driving

Follow safe driving rules:

- I always wear a seatbelt.
- I do not exceed the speed limit and reduce my speed for road conditions.
- I do not use phones or operate devices while driving.
- I am fit, rested and fully alert while driving.
- I follow journey management requirements.

2.5.1.4. Energy Isolation

Verify isolation and zero energy before work begins:

- I have identified all energy sources.
- I confirm that hazardous energy sources have been isolated, locked and tagged.
- I have checked there is zero energy and tested for residual or stored energy.

2.5.1.5. Hot Work

Control flammables and ignition sources:

- I identify and control ignition sources.
- Before starting any hot work:
    - I confirm flammable material has been removed or isolated.
    - I obtain authorisation.
- Before starting hot work in a hazardous area, I confirm:
    - a gas test has been completed.
    - gas will be monitored continually.

2.5.1.6. Line of Fire

Keep yourself and others out of the line of fire:

- I position myself to avoid:
    - moving objects
    - vehicles
    - pressure releases
    - dropped objects.
- I establish and obey barriers and exclusion zones.
- I take action to secure loose objects and report potential dropped objects.

2.5.1.7. Safe Mechanical Lifting

Plan lifting operations and control the area:

- I confirm that the equipment and load have been inspected and are fit for purpose.
- I only operate equipment that I am qualified to use.
- I establish and obey barriers and exclusion zones.

- I never walk under a suspended load.

2.5.1.8. Work Authorisation

Work with a valid permit when required:

- I have confirmed if a permit is required.
- I am authorised to perform the work.
- I understand the permit.
- I have confirmed that hazards are controlled, and it is safe to start.
- I stop and reassess if conditions change.

2.5.1.9. Working at Height

Protect yourself against a fall when working at height:

- I inspect my fall protection equipment before use.
- I secure tools and work materials to prevent dropped objects.
- I tie off 100% to approved anchor points while outside a protected area.

2.5.2. High Risk Work requirements

In addition to regulatory requirements and the IOGP Life Saving rules, there are specific bp Australia requirements for maintenance, construction, and other similar work. These are detailed in the following procedures that must be followed:

WPCG-PRO-01 Work Authorisation

PRO4.5-0001-0-01 Control of Work

PRO4.5-0001-1-02 Energy Isolation

PRO4.5-0001-1-03 Ground Disturbance

PRO4.5-0001-1-04 Confined Space Entry

PRO4.5-0001-1-05 Working at Height

PRO4.5-0001-1-06 Lifting Operations

PRO4.5-0001-1-07 Hot Work

PRO4.5-0001-1-08 Traffic Management

2.5.3. 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.

2.5.4. Work area barricading

The Contractor is 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 accidently entering the work site. Barricading around open 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.

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

The following DO'S & DON'TS provide guidance on how to reduce the risk of personal injury from a violent or aggressive customer.

DO;

- Make use of the safe haven if safe to do so
- Keep the door between the shop and back of house area securely closed.
- Try to keep a barrier between youreself and an aggressive customer or shoplifter (i.e. move away and advise the bp site staff).
- Try to stay calm.

DON'T;

- Confront a threatening customer, shoplifter, beggar or homeless person inside or outside of the store.
- Physically touch or apprehend a threatening customer, shoplifter, beggar or homeless person.
- Stand between a shoplifter and the exit if you are on the shop floor (i.e. move away and advise the team).
- Lock customers or shoplifters inside the store.
- Prop open the door from the shop to the back of house are.
- Take customers' comments personally.

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, obtain authorisation from BP to do so and inform the BP Representative so that BP can take mitigative actions (for example, arrange for a security guard).

2.7. Environment

Potential for spills should be identified in the risk assessment for the task (e.g., 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 should 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 should 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.

2.8. Other requirements

2.8.1. 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. Only equipment authorised on the WPCG Work Permit or Work Clearance, as appliable, 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 must not be used on site.

The Contractor's equipment within a BP site or on work sites should 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 emergency response equipment or exits.

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

3. 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	Control of work | Who we are | Home
Asbestos management procedure	PRO-3.4-0000-0-02	
Driving Safety procedure	PRO-3.7-0002-0-01	
Control of Work	PRO-4.5-0001-0-01	
Energy Isolation	PRO-4.5-0001-1-02	
Ground Disturbance	PRO-4.5-0001-1-03	
Confined Space Entry	PRO-4.5-0001-1-04	
Working at Heights	PRO-4.5-0001-1-05	
Lifting Operations	PRO-4.5-0001-1-06	
Hot Work	PRO-4.5-0001-1-07	
Traffic Management	PRO-4.5-0001-1-08	
Drug & Alcohol Policy	PO-PD-008	
WPCG Work Authorisation	WPCG-PRO-01	https://wpcg.com.au

4. 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.

5. 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

Version	Prepared by	Description of Change	Date	MoC
2	Bill Kruesi	Revised as a contract addendum rather than a procedure	15 Apr 19	11444
3	Adrian Connolly	Update to implement the change to IOGP Life Saving Rules, plus other minor changes to avoid duplication and clarify.	19 Oct 23	11836
4	Adrian Connolly	More details on the non-confrontation policy, as the request of bp Ops Safety team. Restore procedure number removed in version 2 update	10 May 24	28

6. Disclaimer

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