



M&C-M Guide



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M&C-M NZ HSSE Guide - Small Projects & Works

Document Owner:	Ian Heath	HSE Specialist - CoW & Contractor Management
Approved By:	Scott Purdue	Senior Project Manager
Prepared By:	Ian Heath	HSE Specialist - CoW & Contractor Management
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Purpose

Provide guidance regarding the minimum HSSE expectations for contractors executing work on behalf of bp Oil New Zealand ("bp"), or on a bp facility. This document applies to minor work and maintenance activities, where the majority of the site remains open to the public.

Relevant OMS element(s)

OMS Element 2.5.3

Define contractually and inform contractors of the entity's HSSE requirements for the services and equipment to be provided, the scope of work of the contract and the identified boundary conditions.

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To review changes, refer to the '**VERSION SUMMARY**' at the end of this document.

1. SCOPE

The requirement specified in this Guide applies equally to BP employees and Contractors engaged in the ANZ M&C-M businesses.

This document is a guide only and is not a comprehensive list of all the contractor's obligations in relation to activities conducted on site.

1.1. Legislation, Codes of Practice (CoP), Industry Guidelines & AS/NZ Standards

This document summarises some of the common requirements set out in Health and Safety related Acts, Regulations, Codes of Practice, Guidance and accepted Industry Standards. The total of all these documents would be several thousand pages and ultimately in distilling all that information into a short, practical and useful document for personnel to reference, some information is going to be left out.

It is essential that personnel are aware of this limitation and that the definitive source is the relevant Legislation, Code of Practice, Guideline and/or AS/NZ Standards. The contractor must ensure they understand all of its obligation under those documents.

1.2. Major Works

This document does not cover major projects such as new site builds, re-tanks, demolition works, decommissioning, and site closures (i.e. site ceasing trading).

2. METHODOLOGY

2.1. General Rules

You must not carry out any work for bp while under the influence of alcohol, narcotic drugs or prescription medicines which impair performance.

Most bp sites are deemed a hazardous / explosive environment. This brings with it specific controls that must be adhered to, particularly around sources of ignition. There is no smoking at any time on bp sites and cell phone use is only permitted whilst inside the store, or clear of the site boundary.

All vehicles must be roadworthy, with a current warrant of fitness. Vehicles must be parked so that emergency service and public access disruption is minimised and they can be driven off the site quickly in an emergency.

The worksite must be cordoned with cones, tape or barriers (supplied by the contractor) as appropriate to keep members of the public safe and separated from contractor work areas.

All tasks are required to be risk assessed by providing a Job Safety Analysis / SWMS.

If a sub-contractor is engaged, you must ensure that they also comply with bp's HSSE Guidelines and the Health & Safety at Work Act 2015. bp's HSSE Guidelines apply to all contractors, sub-contractors and people working on behalf of bp.

Please remember the work you do for bp may be routine to you, however when on bp sites, it may not be routine.

bp may undertake spot checks to ensure compliance with bp and legal requirements.

2.2. Contractor & Subcontractor Management

The contractor and bp will, as far as reasonably practicable, consult, co-operate and coordinate activities where they have over-lapping duties. It is at the contractor's responsibility to ensure the requirements of this guide are adhered to by their subcontractors. Sub-contractor performance will directly represent the principal contractor performance, and as such, actions taken against one party will apply to all parties.

2.3. Arrival at a bp Site

Before work can commence on-site, the bp Work Clearance Checklist (WCC) must be completed for work that could impact on the site's normal activities. The safety information requested of you in this document, e.g. JSA / SWMS, will also be viewed at the sign-in stage and a site representative will discuss any site hazards. If you are going to be working outside of the store, the sites hazardous area plan must be used to locate your work area and to identify any site-specific flammable atmosphere hazardous zones.

The Work Clearance Checklist must be signed off by the CSR and the contractor on completion of work or at the end of the day. The work clearance checklist is only valid for the day of issue.

If you need to leave the site before the job is completed, the WCC is to be signed off, you must then advise the site representative upon your return to complete the work you must check that work conditions have not changed or that there are uncontrolled hazards before a new WCC will be issued.

Any bp employee or agent of bp has the right to stop unsafe work at any time. If you are asked to stop for safety reasons you must do so immediately.

2.3.1. Site specific hazardous zone map

Any work being conducted within a hazardous area will have increased risk associated. Each operational service station will have a site-specific hazardous area / zone map in the office. When you are completing the Work Clearance Checklist / Sign in, ask the CSR for a copy and if your work will be within these areas, adjust your Risk Assessment to consider this risk.

2.3.2. Banned tools & equipment

The following is not to be used on bp sites:

- Portable power boards (junction boxes) rated lower than IP33.

- Handheld grinder larger than 5"/180mm.

- Knife discs (<1.6mm).

- Handheld tools with a lockable trigger (i.e. trigger can be locked in the [on] position).

- Neon or LED test 'pencil' devices for testing electricity circuits.

- Stepladders, including two / three step, step ladders.

No combustion engines, petrol or diesel, are permitted to be used indoors on bp retail sites. This includes, but not limited to petrol generators, petrol water blasters.

2.4. Personal protective equipment (PPE)

JSAs / SWMS should detail required PPE for the type of work being undertaken. The minimum PPE requirements are listed below, however contractors are encouraged to identify PPE over and above the minimum requirements. For example: Glaziers – leg and arm chaps/guards.

PPE – Inside the store (minimum):

- Ankle to elbow body coverage; and

- Safety boots; and

- High visibility top (preferably Orange (day/night)

- A high visibility vest is also acceptable.

PPE – Outside the store (minimum):

- Neck-to-toe clothing; and

- Safety boots; and

- High visibility top (preferably Orange (day/night)); and

- A high visibility vest is also acceptable.

Additional PPE (shall have available):

Additional PPE are items likely to be required and should have with them if needed:

- Gloves appropriate to the manual handling risk; and

- Eye protection - minimum of medium impact certified

- Hearing protection

- Hard hat mandatory where there are overhead hazards (scaffold construction / dismantling, crane work, etc).

- Sun hats / caps (if hard hats are not being worn and work is outdoors).

- Chin straps for hard hats.

2.5. Risk Assessments

Task Risk Assessments and / or Job Safety Analysis / SWMS are designed around 4 main principles:

1. Break task into main steps
2. Identify the hazards
3. Assess the risk (consequences Vs likelihood)
4. Identify control measures

bp expects these four steps to be followed for all physical works being carried out on site.

2.6. Incident Reporting

You must report any incidents, including fuel spills, damage to property and near misses (where an incident was narrowly avoided).

You are also encouraged to report hazards you observe as this provides an opportunity to correct a situation before an incident occurs.

All incidents must be reported to the bp site representative in first instance.

A full incident report is not required in the first instance, however it is important that the relevant bp employee is contacted in first instance and made aware of the near miss or incident.

2.6.1. Serious Incident

Serious incidents or high potential incidents (near misses) must be reported to bp as soon as possible and no later than 24 hours.

A serious incident is an incident (or near miss) that did – or could have resulted in:

- a) A Notifiable incident (WorkSafe); or
- b) Medical treatment incident (or anything more severe).

2.6.2. Notifiable Incidents (WorkSafe)

Notification to WorkSafe should be co-ordinated with bp and any other applicable PCBU's collaborated with during the notification process, to ensure this occurs as soon as possible. If bp personnel are not contactable then proceed with the notification to WorkSafe but at the earliest possible opportunity bp must be notified and a copy of the notification made to WorkSafe forwarded.

2.6.3. Incidents that do not need to be reported to bp

Incidents which occur outside of bp owned / operated facilities do not need to be reported to bp. This includes travel to and from site.

2.7. Permit Works

bp has a set of Life Saving Rules for those activities which have the greatest risk and which in bp's experience are the greatest cause of workplace injuries or fatalities. Any work that fits the description of these 'Life Saving Rules' must have an associated work permit / work authorisation with appropriate documentation specific to the task, prior to commencing the task.

2.7.1. Electrical Safety (Life Saving Rule)


Electrical work and safety requirements apply to any work on bp installations, where deliberate, accidental or inadvertent contact with electrical equipment is possible, either direct or indirect through tools, long objects, drills, cutting blades, etc.

Additional for the purposes of this practice 'close proximity' is taken to be 500mm.

AS/NZS 4836:2011-Safe working on or near Low Voltage Electrical installations and equipment outlines the principles and procedures of safe work, organisation and performance on or near low-voltage electrical installations and equipment.

It provides a minimum set of procedures, safety requirements and recommendations to manage the hazards associated with electricity, specifically arc blast, arc flash, electric shock and electrocution. Adopting these will provide a safe working environment for work on or near low-voltage electrical installations and equipment.

Figure 1: Electrical Safety-Energy Isolation (Life Saving Rule)

Energy Isolation	Controls
<div style="border: 1px solid blue; padding: 10px;"> <p>Energy Isolation</p> <p>Verify isolation and zero energy before work begins</p> <ul style="list-style-type: none"> • 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  </div>	<ul style="list-style-type: none"> ✓ Before work can commence systems must be isolated and stored energy discharged by a responsible person ✓ Energy systems must be tested to ensure they are de-energised, tagged out and locked out ✓ Only the person responsible for placing the tag/lock may remove his/her tags and locks ✓ Positive isolation is regarded as the most secure method and shall be considered in the development of all LOTO plans ✓ The equipment to be worked on and all isolation points shall be clearly identified ✓ Identify, isolate, secure, discharge and test

2.7.1.1 Requirements for extensions leads are:

- Shall be 3 core (Active, Neutral and Earth).
- Should be elevated off the floor/ground on insulated/non-conductive hooks, except where elevating creates a greater risk or is not practicable.
- Shall be heavy duty / double sheathed.
- Sheathing shall not be green or contain the colour green.
- Extension leads should not be hung from the basket of a EWP to the ground. An EWP with an integrated power supply is required.
- Extension leads run through scaffolding or other metal structures shall be hung on insulated hooks or otherwise protected from mechanical damage.

2.7.2. Ground Disturbance (Work Authorisation, Life Saving Rule

When used at bp, the term "Ground Disturbance" means:

"Work that involves a man-made cut, cavity, trench or depression in the earth's surface formed by earth removal."

There are two different forms to distinguish:

Ground disturbance (GD) checklist (not a permit and is used to assess low risk work only, also to determine if a ground disturbance certificate is required, before work commences).


Ground disturbance (GD) certificate (used for higher risk GD activities).

There is also a retail work instruction — for some routine ground disturbance work.

Table 1: Ground Disturbance work authorization / Permits

Work Method	Paperwork Requirement			
	JSA & WCC	Ground Disturbance Checklist	Ground Disturbance Certificate	Work instruction (WI-A-4.5.1-03)
Hand tools / battery operated drill to depth of 100mm not in a hazardous area	✓			✓
Hand tools to 100mm - 600mm	✓	✓		
Hand tools to a depth > 600mm	✓		✓	
Mechanical means (concrete or bitumen cutting, excavators, etc)	✓		✓	

Figure 2: Ground Disturbance (Work Authorisation / Permit)

Ground Disturbance	Controls
<div style="border: 1px solid blue; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">Work Authorisation</div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div> <p>Work with a valid permit when required</p> <ul style="list-style-type: none"> • 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 </div> <div style="text-align: center;">  </div> </div> </div>	<ul style="list-style-type: none"> ✓ Work cannot commence until underground hazards (e.g. pipelines, cables) are identified, located and if required isolated ✓ For mechanical means (concrete or bitumen cutting, excavators, etc.) or hand tools, a ground disturbance certificate is required ✓ Ground movement and potential collapse must be controlled by shoring, benching or sloping ✓ Access to the work area must be controlled and no person shall enter an excavation unless controls are in place, including a confined space entry permit if the excavation meets the definition of a confined space


2.7.3. Confined space (Life Saving Rule)

Prior to arriving onsite, the need to undertake confined space entry work shall already have been identified and communicated to contractor personnel (or subcontractors).

If you have any doubts or concerns as to whether the area work needs to be conducted is a confined space or not, then stop work.

A confined space entry permit shall be required for any confined space work.

Figure 3: Confined Space (Life Saving Rule)

Confined Space Entry	Controls
<div style="border: 1px solid blue; padding: 10px;"> <p style="background-color: #0056b3; color: white; padding: 5px;">Confined Space</p> <p style="color: #0056b3;">Obtain authorisation before entering a confined space</p> <ul style="list-style-type: none"> I confirm energy sources are isolated I confirm the atmosphere has been tested and is monitored 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  </div>	<p>No one can enter a confined space unless:</p> <ul style="list-style-type: none"> ✓ It is the only way to carry out work ✓ A confined space entry permit is completed ✓ All energy sources have been isolated and removed ✓ The atmosphere is tested by a competent person to ensure there is adequate oxygen (20.9%) and no toxic substances present ✓ There is a safe means of entry and exit which is monitored at all times by a stand-by person in constant communication with the person in the confined space ✓ There is a proven and effective means of emergency rescue

2.7.4. Working at Height (Life Saving Rule)


Working at height is:

- a) All tasks performed when there is a risk of falling 2.0 metres or more.
- b) When working within 2.0 metres of an open edge and point (a) above is also true.
- c) Where the work environment poses an unacceptably high risk, irrespective of height. (E.g. working above exposed reinforcing bar, above other sharp protrusions or above a body of water).
- d) Any other situation requiring the use of a harness to be worn.

Working at height activities shall have a JSA / SWMS for the work.

- e) Where personnel are working at height, an physical exclusion zone should be established to:
 1. Minimise interactions at ground level, with personnel working at height.
 2. Minimise risk of dropped objects for personnel at ground level.
- ✓ Ladders and platform stepladders should be of trade / industrial standard and be rated at not less than 120kg, minimum 900mm handrail and compliant with the AS/NZS 1892 standard.

Figure 4: Working at Height (Life Saving Rule)

Work at Heights	Controls
<div data-bbox="204 338 707 920"> <p>Working at Height</p> <p>Protect yourself against a fall when working at height</p> <ul style="list-style-type: none"> • 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  </div>	<p>The following fall protection should be considered:</p> <ul style="list-style-type: none"> ✓ A permanent walkway or gantry is in place ✓ A temporary work platform with edge protection such as scaffolding ✓ A fall prevention tethering system (static lines) ✓ Fall restraint systems shall conform to AS/NZS 1891 Industrial fall-arrest systems and devices ✓ Restraint anchorage shall be designed for fall arrest loading ✓ Systems used must be designed, verified and tested by a competent person ✓ The work must have an approved procedure or JSA / SWMS ✓ Structures should be structurally capable of supporting workers, material and other loads applied to it

2.7.5. Hot Works (Life Saving Rule)


Work likely to involve the introduction of an ignition source (naked flames, sparks or heat) where hydrocarbons may be present is considered to be 'Hot Work' and a hot work permit is required.

NOTE: Hot work permits always require a Gas Test Certificate.

Permit to Work (PTW) shall be issued for:


- Non-routine hot work in a hazardous zone 2 (see image below).
- NOTE: Hot work in a hazardous area 2, which is classified as "routine" may not require a PTW and is covered in more detail in 5.7.5.1 below.
- Hot work in a hazardous area 1, will always require a PTW.
- Work on equipment which has (at any point in its life cycle) been in service with hydrocarbon products.

Figure 5: Hot Works (Life Saving Rule)

Hot work	Controls
<div style="border: 1px solid blue; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">Hot Work</div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div> <p style="color: #0056b3; margin: 0;">Control flammables and ignition sources</p> <ul style="list-style-type: none"> I identify and control ignition sources Before starting any hot work: <ul style="list-style-type: none"> - I confirm flammable material has been removed or isolated - I obtain authorisation Before starting hot work in a hazardous area I confirm: <ul style="list-style-type: none"> - a gas test has been completed - gas will be monitored continually </div> <div style="text-align: center;">  </div> </div> </div>	<ul style="list-style-type: none"> ✓ Hot works completed in the hazardous area can only be completed under a bp hot work permit, work is authorised by the completion of a hot work permit, refer to local bp work instructions ✓ A site and task specific risk assessment has been conducted ✓ Work is required to cease during tanker deliveries or in the event of a spill and work is not to recommence until 30 minutes after delivery ✓ For any hot work tasks, emergency response procedures shall be in place. ✓ Fire extinguishers are to be test and tagged and available for use. ✓ Dry chemical powder fire extinguishers are to be available for all hot work that involves the creation of sparks and flames. ✓ First aid kits deemed necessary for the task are required to be current and in the vicinity of the work area

2.7.6. Bypassing Safety Controls (Life Saving Rule)

Figure 6: Bypassing Safety Controls (Life Saving Rule)

Bypassing Safety Controls	Controls
<div style="border: 1px solid blue; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">Bypassing Safety Controls</div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div> <p style="color: #0056b3; margin: 0;">Obtain authorisation before overriding or disabling safety controls</p> <ul style="list-style-type: none"> I understand and use safety-critical equipment and procedures which apply to my task I obtain authorisation before: <ul style="list-style-type: none"> - disabling or overriding safety equipment - deviating from procedures - crossing a barrier </div> <div style="text-align: center;">  </div> </div> </div>	<ul style="list-style-type: none"> ✓ Ensure safety critical procedures are followed ✓ The required training and knowledge to safely perform work is applied ✓ Do not cross physical barriers or exclusion zones ✓ Stop work and notify your supervisor a procedural deviation is required ✓ Review authorization from your supervisor or the person in charge if required to override or disable a safety critical control ✓ Know your role and responsibilities in relation to the bypassing Safety controls requirements ✓ Notify your supervisor immediately if you are unsure about how to comply with this rule in your work environment


2.7.7. Cranes & lifting-Safe mechanical lifting (Life Saving Rule)

A lift plan shall be approved by a bp representative for any lifts involving loads >4500kg or where more than 1 crane is used (tandem lift).

Equipment and load have been inspected and are fit for purpose.

Lift plans are also required for a number of other lifting operations which are uncommon, however, may occur from time to time. bp procedure: **PRO-4 5-0001-1-06 Lifting operations** should be referenced for additional lifting operation requirements.

Figure 7: Cranes and Lifting (Life Saving Rule)

Lifting Operations	Controls
<div style="border: 1px solid blue; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">Safe Mechanical Lifting</div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="color: #0056b3; font-weight: bold;">Plan lifting operations and control the area</div>  </div> <ul style="list-style-type: none"> 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 </div>	<ul style="list-style-type: none"> ✓ A risk assessment shall be completed for a task that involves lifting operations, in addition to any requirements for a lift plan / lift study ✓ The requirement for a lift plan is defined within the bp NZ Task Risk Assessment Table ✓ Personnel involved in lifting operations shall be trained and certified in accordance with local regulations and NZ standards as applicable to the lift and its location ✓ A competent person must supervise rigging/lifting operations ✓ All lifting equipment must have a current certificate of fitness and be visually inspected before use ✓ Lifts must not exceed dynamic and static capacity of the equipment ✓ All safety devices must be working properly ✓ People not essential for the tasks are clear of the lift area and not place themselves in the line of fire of fire, including under a suspended load

2.7.8. Routine Work – Summary of retail work instructions

Some routine work that is undertaken for bp are detailed in what bp call “**retail work instruction**”. The retail work instruction’s cover some frequent tasks which would normally require a permit, allowing them to be carried out without one.

These work instructions outline standard controls and conditions that if implemented correctly, negate the need to have a bp permit issued for the task.

There are bp work instructions for the following:

- ✓ WI-A-4.5.1-02 Use of battery-operated hand tools in a hazardous area 2.
- ✓ WI-A-4.5.1-03 Drilling into or breaking concrete with hand-held tools to a depth of 100mm not in a hazardous area.

Below are images of the generic hazardous zones map at service stations



All material removed from the site which is contaminated with fuel or oil must be disposed of in an approved manner. This could include soil, water or spill containment products. A waste manifest must

be obtained from any waste disposal facility to clearly demonstrate proof of disposal at an appropriate location.

If you are unsure about waste disposal or our requirements, please inform bp and request further clarification.

2.9. Minimum Level of Training/Competency

All personnel completing work on site – including labour hire personnel - must have a basic level of construction industry HSE awareness:

- SiteSafe foundation passport training, certificate in construction, (building construction or civil, or maintenance).
- Individual has an industry recognised trade qualification – registration for electrician & plumber and has been working consistently for at least 9mths of the past 12mths.

The Contractor shall ensure that copies – hard copy and / or electronic – are available on request.

Personnel who are not working on site should be classified as visitors. Visitors should always be escorted at all times and do not require training listed in [2.9](#).

The site sign in log shall record visitor details.

NOTE: Sign in log for visitors may be the same one as for workers, but visitor details must be distinguishable.

2.9.1. Scaffold Competence

Scaffold shall only be constructed, altered, inspected, and dismantled by trained and competent personnel. As a minimum, personnel must hold a current Certificate of Competence (CoC) issued by Scaffolding, Access & Rigging New Zealand (SARNZ).

Table 2: Scaffolding Training Competence

Scaffold type and height permitted to construct				
	Quick lock / prefab		Tube and coupler	
SARNZ Certificate level	≤5m	>5m <33m	≤5m	>5m <33m
Basic	✓			
Intermediate	✓	✓	✓	
Advanced	✓	✓	✓	✓

2.9.2. EWP operator training and competence

EWP operators must have the appropriate NZQA training and be authorised to operate each EWP type.

Table 3: Elevated Working Platform Training Competence

	NZQA Unit Standard				
EWP Type	23960	23961	23962	23964	23966
Scissor	✓				✓
Truck Mount		✓			✓
Boom			✓		✓
Trailer mounted	Not to be used on bp projects				
Vertical lift				✓	✓

2.9.3. Electrical safety

Any personnel working on electrical systems, equipment, repairs and electrical isolations shall be a licenced electrician in New Zealand.

2.9.4. Commercial heating, ventilation and air conditioning (HVAC) work

Personnel involved in HVAC work shall hold a current registration as an electrical service technician with Electrical Workers Registration Board.

2.10. Hazardous Substances

All chemicals taken to a bp site must be assessed, approved for use, and recorded in contractor chemical register / Inventory.

bp document REG-A-3.4.1-01 - Chemical risk register is available as a guide to assist contractors in developing their own registers. If you require a copy please contact your bp point of contact.

2.10.1. Safety Data Sheets (SDS)

A file containing Safety Data Sheets (SDS) shall be easily accessible to personnel where the chemicals are stored and / or used. The SDS's will have issued date within 5 years of the current date.

For chemicals already onsite – as part of operational service station (petrol, diesel, LPG, etc) the SDS are available on request from bp representative onsite.

3. ROLES AND RESPONSIBILITIES

Table 4: Roles and Responsibilities

Senior Project Manager NZ	<ul style="list-style-type: none"> • Authorise the issue of this procedure. • Authorise deviations to this procedure.
bp HSE	<p>The bp HSE representative is responsible to:</p> <ul style="list-style-type: none"> • Communicating any changes/updates to HSSE processes and procedures. • Support the development and implementation of contractor Self Verification and bp Oversight Plans. • Maintain and update supporting documents (such as bp's SSSP guidance plans) which outline Key Performance Indicators (KPIs) and HSSE reporting expectations. • Verify conformance to bp requirements for incident reporting and investigation, supporting contractor incident investigation review where appropriate. • Ensures oversight activities are scheduled. • Maintain and update oversight templates. • Assist contractors with self-verification templates (if required). • Evaluate effectiveness of bp oversight activity. • Undertake oversight audits (as necessary).
OMS Specialist	<ul style="list-style-type: none"> • Content owner of this procedure. • Ensure the contents of this procedure are current. • Communicate any changes or additions to this procedure.
Contractor Contract Representative (CCR)	<p>CCR is accountable, on the contractor's behalf, for the overall performance of a contractor and to ensure that the contractor meets their obligations as stipulated in the relevant contract/s in a safe, productive, economical and collaborative manner.</p>
Contract job representative (CJR)	<p>CJR manage the day-to-day activity and oversight responsibilities of a project.</p> <p>The CJR for a project may change, depending on the geographical location and nature of the work being undertaken.</p> <p>Any day-to-day or contract issues will come through the CJR as the first point of contact.</p> <p>The CJR will communicate to and seek direction from the CO for higher level issues.</p> <p>CJR shall also:</p> <ul style="list-style-type: none"> – Ensure any variation/amendment to the contract is agreed, documented and signed prior to proceeding. – Facilitate contractor engagements and participate in performance review meetings (where relevant).
Store Manager	<p>Store manager (SM) is the person in control of a place of work. They can stop work on site if they believe that the safety of the site, staff, or customers is being put at risk.</p>

4. TERMS, DEFINITIONS AND ABBREVIATIONS

Table 5: Terms, Definitions and Abbreviations

ANZ M&C-M	Australia and New Zealand (ANZ) Mobility & Convenience, and Midstream
Contract Job Representative (CJR)	Typically, the bp Project Manager, maintenance manager. Appointment of CJR is recorded in ISN. Any changes need to be updated in ISN. NOTE: CJR is bp Global terminology from OMS, and needs to be used.
Contract Owner (CO)	Typically, the line manager, e.g. Asset manager) Appointment of CO is made in ISN. Any changes need to be recorded in ISN. Each contract shall have only one CO and shall also be a bp employee. CO may appoint a CJR. If no CJR is appointed, the CO shall also act as the CJR. NOTE: bp Global terminology for OMS, which needs to be used.
Competent (person)	Has acquired through training, qualification or experience (or combination of these) the knowledge and skills to carry out the task. NOTE: Training matrix shall capture details of competency.
IRIS	bp's online, incident and safety observation database.
ISN	3 rd party company which provides online HSSE and compliance called "ISNworld", www.isn.com
Offsite	Any areas not covered as "onsite" (see below). Offsite includes driving to and from an "onsite" area.
Onsite	Within the physical boundary of: - bp owned and operated sites (bp Connect), or - Dealer sites (bp2Go) where work is specifically on bp owned assets
Oversight	An assessment by bp (or bp approved 3 rd party) of the Contractor's compliance to their contractual requirements and HSSE plans.
Self-verification (SV)	An assessment by an appropriately trained and competent contractor employee (or a 3 rd party) of their compliance to contractual requirements and HSSE plans. NOTE: Self-verification is a like-on-like process and may be used interchangeably, where it is bp checking on bp's own processes as a part OMS compliance audits.
SOC	Safety Observation and Safety Leadership Conversation - SOC is bp tool that forms part of bp's Behavioural Based Safety Program. - SOC may for part of the oversight/SV process, but in itself, <u>is not</u> oversight or SV.
WCC	Work Clearance Checklist is required for any works being undertaken on bp sites. The WCC requires a Job Safety Analysis / SWMS to be undertaken for any physical works.
Work - Low Risk	Those activities that pose little or no health, safety, security or environmental risk that is within bp operational control.
Work – Medium Risk	Those activities which present a health, safety, security or environmental risk that is within bp operational control.
Work – High Risk	Those activities which, if not managed correctly, could lead to a major health, safety or environmental event (i.e. a Major, severe or catastrophic consequence) that is with bp operation control.

5. VERIFICATION PROCESSES ASSOCIATE WITH THIS GUIDE

5.1. Contractor Self-Verification (SV)

Contractors shall undertake SV's to demonstrate the contractual HSSE requirements are being followed and should form an integral part of the contractor's safety management system.

5.2. Control of Work (CoW) audits

bp HSSE audits small projects and maintenance work. Other competent bp personnel should be encouraged to also conduct CoW oversight audits. Audits / SV's are located in i Auditor.

There is no specific KPI requirement within the scope of this document, however may be captured in individual performance plans or project scope.

5.3. Remote oversight (CCTV checks)

Where work is undertaken on operational sites that are remote or it is not practicable to attend in person, remote oversight via site CCTV may be undertaken.

6. ASSOCIATED DOCUMENTS

Table 6: Required References - Associated HSSE documents from bp

Document Name	Document No	Document Location
Task Risk Assessment Table (TRAT)	WI-NZ-A-4.5.1-01	Assets Division NZ
Use of battery-operated hand tools in a hazardous area 2	WI-A-4.5.1-02	Assets Division NZ
Drilling into or breaking concrete with hand-held tools to a depth of 100mm not in a hazardous area	WI-A-4.5.1-03	Assets Division NZ
Entry of mobile plant into a hazardous area 2	WI-A-4.5.1-04	Assets Division NZ
Working Inside a Live bp Shop	AM-P-007	Assets Division NZ
Work Clearance Checklist (WCC)	CHK-A-4.5.1-01	Assets Division NZ
Construction Risk Register	REG-A-3.1.6-01	Assets Division NZ
Traffic Management Procedure	PRO-4.5-0001-1-08	Assets Division NZ
Training Matrix (template)	MTX-A-2.5.5-01	Assets Division NZ
Chemical Register (template)	REG-A-3.4.1-01	Assets Division NZ
Environmental Management Procedure	PRO-A-3.6.2-01	Assets Division NZ

7. EXTERNAL REFERENCES

This guide was prepared with reference to relevant legislation/regulations including but not limited to, relevant Acts, Regulations, Australian/New Zealand Standards and industry codes and best practices.

8. VERSION SUMMARY

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

Table 7: Document Version Summary

Version	Prepared by	Description of Change	Date	MoC
6	G Dopson	Updated to match content change in GUI-A-2.5.3-01 HSE Guide for construction projects	17/07/2017	
7	G Dopson	Formatting updated to match bp style Doc number changed to new bp style (previous doc ID AM-PR-002).	29/08/2017	
8	G Dopson	Addition of HVAC qualification for electrical work.	14/11/2017	
9	I Heath	Updated to be in alignment with GUI-A-2.5.3-01 HSSE Guide for construction projects. Change of generic hazardous zones at service stations. Addition of Annex A - Risk category of on-site works.	17/06/2019	
10	I Heath	Update to suit bp required new format. Update section 5.7.5.1 for routine works requiring work instructions.	31/01/2021	
11	I Heath	Remove Golden Rules reference and replace with Life Saving Rules.	13/03/2023	
12	I.Heath	Change of template & the addition to banned equipment section for the use of combustion engines indoors on retail sites.	24/11/2023	
13	I.Heath	7.2 - Minimum level of training – construction industry awareness section has been reviewed to confirm basic level entry requirements for site work. Addition for platform stepladders to have a minimum height 900mm handrail.	24-Nov-24	

9. DISCLAIMER

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Annex A - Risk Category of On-Site Works

Category 1 – Low Risk	Category 2 – Medium Risk	Category 3 – High Risk
Those activities that pose little or no health, safety, security or environmental risk that is within bp operational control.	Those activities which present a health, safety, security or environmental risk that is within bp operational control.	Those activities which, if not managed correctly, could lead to a major health, safety or environmental event (i.e. a Major, Severe or Catastrophic consequence) that is with bp operation control.
In Store (Only for tasks not listed as Cat 2 or 3)	High frequency / High risk manual handling conducted as core business	Any work under a Permit to Work (does not include service location as part of PTW)
Outside hazardous zones (Only for tasks not listed as Cat 2 or 3)		Electrical work (does not include test-n-tag or work which involves portable hand tool use)
Delivery of goods for re-sale or delivery of equipment		Scaffolding over 4m (erect, alter, dismantle)
Provision of technical reviews (for example audit services and risk assessments where no fieldwork is involved)	High frequency of accessing height (e.g. egressing ladders or permanent platforms)	Breaking containment
	Use of power tools outside hazardous areas	
Non-industrial cleaning	Work in high traffic areas (e.g. Retail forecourts)	Working at height
Permit Writing	Hot work outside of hazardous zone (e.g. welding, grinding, oxi-cutting)	Critical safety device (CSD) installation / maintenance A list of CSDs is provided in PRO-A-5.4-0-01
	Security patrols	Lifting operations
	Biological waste (e.g. septic)	Drilling (drill rig) (does not include hand-held or manual powered drilling)
	Environmental Waste treatment or disposal of controlled waste including contaminated soil and ground water	Carriers and distributors
Asbestos sampling /surveying for regulated substances. (Note: This applies where the potential for exposure is considered unlikely and low, and should not be confused with scenarios where there is actual potential for exposure which would be Cat 3 High Risk)	Soil and water sample testing in a laboratory (where the laboratory is responsible for collection of the samples in the field)	Potential exposure to regulated substances (e.g. Lead, asbestos)
		(Note: This applies where there is actual potential for exposure as oppose to sampling which would be a Cat 1 Low Risk)
		Demolition works
		Cash in transit
		Handling of Hazardous substances
Soil and water sample testing in a laboratory (where BP collects the samples on site and organises delivery to the laboratory)		High Risk Construction Work listed in NZ legislation

End of Document