
	Title: <b>Site Working Conditions for Contractors</b>			Working: Site Policies
	Owner: <b>HSEQ MANAGER</b>			Doc No: <b>2770</b>
	Rev No: <b>51.1</b>	Next Periodic Review Date: <b>03/04/28</b>	Rev Period: <b>3 Years</b>	DRM Code: <b>CG01 – E +7Y</b>

# **2770 SITE WORKING CONDITIONS FOR CONTRACTORS**

## Life Saving Rules




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### **IMPORTANT NOTICE TO ALL RECIPIENTS OF THIS DOCUMENT**


The Management of Contractors engaged by ConocoPhillips (U.K.) Teesside Operator Limited to carry out work on the Company's Main Site, Jetty Area or at Greatham Tank Farm are to take every measure necessary to ensure that the relevant sections of this document, specific to the work in hand, are imparted to all those who are to be employed by them to work on Site.

L Murray  
Manager – Teesside Operations

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## 1.0 INTRODUCTION

Contractors engaged to carry out work at ConocoPhillips (U.K.) Teesside Operator Limited shall establish, execute, and complete the work scope in the safest and most efficient manner with a minimum of disruption to the operations of ConocoPhillips (U.K.) Teesside Operator Limited (“Company”).

These guidelines indicate the basic requirements for Contractor to achieve this objective within the existing operational framework.


The term “Contractor” shall include all employees, subcontractors, and subsequent derivatives. It is Contractor's responsibility to ensure that such comply fully with all requirements detailed herein. The cost of meeting such requirements shall be met by Contractor within the agreed contract price.

This documentation must be read and understood by all Contractors carrying out work on the Site. If you have any queries about the contents of this document, contact the Procurement Team Leader.

### 1.1 Legislation

Whilst engaged by Company, Contractor personnel shall fully comply with legislation, regulations, directives, and standards, codes of practice, and any Company procedures and directions. All Contractors working on ConocoPhillips (U.K.) Teesside Operator Limited (“Site”) shall be familiar with these Site Terms and Conditions.

*The procedures detailed within this document e.g. PP-HS-04 are held within the Teesside Operations Management system. Any further information/guidance regarding any other working condition which may affect your working on Teesside can be requested prior to arriving on site or you maybe be given access to the Teesside Operations Management system*

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## 1.2 Bridging (HSE) Document (BD)

**A Bridging (HSE) Document (BD)** is a formal HSE document, and if requested by ConocoPhillips will be prepared by Contractor Management, reviewed, and approved by both ConocoPhillips and Contractor management.

The BD will describe how the Contractors' and ConocoPhillips HSE Management systems will interface and, how HSE Requirements will be managed in circumstance where the Contractor HSE Management system may be used to control work being conducted for ConocoPhillips Teesside.

The BD:

1. Will be prepared by the Contractor by using their own Bridging Template.
2. Shall address & adopt (where applicable) the current compulsory Processes and Procedures as detailed in section [3.2 Occupational Safety and Health - HSEMSS](#)
3. Shall determine primacy between Contractor and ConocoPhillips in terms of who's policy, standard, Training, or procedure will be followed as applicable.

## 1.3 Personal Protective Equipment (PPE)

Company specifies a minimum list of PPE which must be worn when working in Operating Plant Areas as defined by a red line marked across each of the three sites.

The three sites are

- Main Site,
- S&T Jetty Area
- S&T Greatham.


The minimum site PPE is as follows:

- Safety Helmet
- New Inductees to ConocoPhillips must be provided with a Green Safety Helmet to wear for the first 3 months in accordance with

For further Guidance refer to [PP-HS-42 Green Hat Policy](#)

- Light Eye Protection (LEP)
- Safety Boots
- Fire Retardant Coveralls
- Gloves suitable to the task

For further Guidance refer to [PP-HS-04 Personal Protective Equipment](#)

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#### 1.4 Substance Abuse

Contractor must familiarise itself with the Company policy on substance abuse

For further Guidance refer to [HR-GEN-20 – UK Drug & Alcohol Policy](#)

To support this policy, and to demonstrate that the Company is serious about protecting its workforce and the public, the Company reserves the right to implement a drugs and alcohol testing programme that applies to both Staff and contractor personnel which will cover:

- Pre-employment
- Site Induction
- Random testing
- For cause
- Post-Accident / Incident

The Company will take specialist advice from an independent testing company on the appropriate drug types and testing mediums appropriate to the situation.

#### 1.5 De-Matching

No matches, lighters, battery-operated equipment (particularly mobile phones), laptop computers, sparking devices, or other means of ignition shall be carried or used on the Site.

Smoking is strictly forbidden except in dedicated areas.

**Persons found in violation of this rule will be removed from Site and not allowed to return.**


Mobile phones, Laptops, Tablets, & Cameras are not allowed anywhere on Site without prior permission e.g. [PP-HS-01 Control of Electronic Cameras in Operational Areas](#)  
For further Guidance refer to [PP-HS-46 Access Control](#)

#### 1.6 Contractor Parking

All private vehicles shall be parked in the relevant areas designated as Company car parks. Company will not accept any responsibility whatsoever for the loss of or damage to Contractors' cars or vehicles parked within or outside the Site, no matter how caused. Contractor's personnel and vehicles may be subjected to random searches at the discretion of Company's management.

#### 1.7 Capability to Carry Out Work

Before any work on Site commences, Contractor shall ensure that all personnel employed (directly or indirectly) by Contractor are suitable and fully competent, certified, experienced, qualified, and trained (including safety training and training according to applicable Regulations, industry guidelines and norms), reliably in good physical and mental health, are in possession of all valid health certificates according to applicable regulations and industry guidelines and norms, and are capable of carrying out the Work.

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**NOTE: Company requires Contractors Personnel working on Site to hold the Client-Contractor National Safety Group, Safety Passport, unless otherwise agreed.**

For further Guidance refer to [PP-HS-05 Safety Passport Procedure](#)

Company reserves the right to audit the training records of all Contractors. As a top tier COMAH rated facility ConocoPhillips reserves the right to restrict or deny an individual's access to the Teesside Terminal, including Main Site, Jetties and Greatham Tank Farm. Contractors who wish to bring trainees or apprentices to work on Site must, regardless of position, comply with the following requirements:

#### **Individuals under 16 years old:**

No access to any of the Teesside facilities (Main Site, Jetties, Greatham) will be permitted.

#### **Apprentices or Trainees 16 to 18 years old:**

Access to the Site by anyone under 18 is by exception subject to written permission (E-mail, etc.) from the CoP HR department. They must be chaperoned/ mentored.

The chaperone must ensure the Apprentice/ Trainee only carries out work independently that they are competent to do, or where not competent they are under the direct supervision of a competent person who will inspect and verify the work has been completed to the required standard.

Employers are reminded of their responsibilities under the Management of Health and Safety at Work Regulations 1999, that they have a responsibility to ensure that young people employed by them are not exposed to risk owing to lack of experience, being unaware of existing or potential risks, and/or lack of maturity.

#### **For Apprentices or Trainees over 18:**


Written permission (E-mail etc.) must be sought from Company Contract Manager. The chaperone must ensure the Apprentice/ Trainee only does work independently that they are competent to do, or where not competent they are under the direct supervision of a competent person who will inspect and verify the work has been completed to the required standard.

For further Guidance refer to [PP-HR-16 Trainee Apprentice Process](#)

### **1.8 Access to Site**

Company requires prior notice of any person requiring access to Site. All Contractors required to work on Site must attend the appropriate Safety Induction prior to commencing any work.

For further Guidance refer to [PP-HS-46 Access Control](#)

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## 1.9 Method Statements, Procedures and Risk Assessments

Method Statements for all phases of work shall be produced by the Contractor. Method Statements should include a detailed sequential description of the work that is to be carried out. Reference should be given to specific Company procedures associated with the work; tools used for the work; plant and equipment to be utilised. Suitable and sufficient risk assessments shall be carried out by Contractor for all the hazardous activities that are to be carried out on site. The risk assessments shall be structured to document all significant hazards and control measures associated with the work.

For further Guidance refer to [PP-HS-29b Occupational Risk Assessments](#)

## 2.0 WORKING ON SITE

### 2.1 Accidents and Incidents

All accidents and incidents, however minor, must be reported to ConocoPhillips on the day they occur on the relevant Company reporting system.

For further Guidance refer to [PP-HS-06 Investigation Accidents Incidents](#)

### 2.2 Housekeeping

ConocoPhillips maintains a high standard of housekeeping and expects all Contractors working on Site to do the same.

The Contractor is responsible for all maintenance and cleaning of accommodation and messing facilities, including making safe of all facilities at the end of the working day. The Contractor shall ensure all work areas are maintained in a safe and tidy manner throughout the work programme.

The Contractor should note that the Site operates on a 24-hour basis and access to Contractor work areas out of hours may be required. As such particular attention must be paid to leaving the work area in a safe and tidy manner.

For further Guidance refer to [PP-ENGMT-20 Housekeeping Policy](#)


### 2.3 Plant Emergencies

In the event of a Plant emergency, Contractors are to muster in designated areas, registering their presence with their Site passes/card readers. Details on Alarms and Muster Points will be covered in the **Site Induction**.

### 2.4 Safety Meetings

The Contractor will be expected to hold Toolbox talks and regular Safety Meetings. (The meetings will be held in conjunction with the Company and all Contractors on Site will be expected to attend).



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## 2.5 Workplace Risk Assessments

In addition to the formal pre-work risk assessments, the Contractor will be expected to operate a system of work face checks e.g. Take 2, Take 5 etc.

For further Guidance refer to [PP-HS-29B Occupational Risk Assessments](#)

## 2.6 Control of Substances Hazardous to Health (COSHH)

All operations that involve, or may involve, exposure to substances hazardous to health must be assessed and appropriate control measures taken, where elimination or substitution of the hazardous substance is not possible.

For further Guidance refer to [PP-HS-19 - COSHH](#)

## 2.7 Waste Management

The control of waste to be removed from Site shall meet the CoP relevant Waste Management Standards which can be found in Quality Systems Plant Procedures and requirements of the Environmental Protection Act 1990. Records and copies of duty of care, hazardous waste consignment notes shall be passed to the Company's representative, particularly Contractor will consult the Company's Technical Services Department as required. Correct skips must be used when disposing of waste.

For further Guidance refer to [2703 Environmental Management System Manual](#)


## 2.8 Asbestos

Access to the **Asbestos Management System (AMS)** which includes the **Asbestos Management Plan, Plant and Equipment Asbestos Register (PEAR)** and the **Buildings Asbestos Register** will be given to any Term and Non-Term contractors upon request.

All gaskets, jointing materials, packers, flexible duct joints and other similar materials on the ConocoPhillips Teesside sites are presumed to contain Asbestos, unless they have been tagged/marked 'Asbestos Free' (AF) or can be confirmed Asbestos free by the Engineering and Maintenance Dept

Any suspect material which is thought to contain Asbestos is to be sampled and analysed.

For further guidance refer to [DP-HSH-14 Asbestos – Discovery of suspect Asbestos Containing Materials \(ACM's\)](#)

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## 2.9 Permits to Work

The Permit to Work (PtW) System – Integrated Safe System of Working (ISSoW) consists of: -

- i. Cold Work PtW
- ii. Spark Potential PTW
- iii. Hot Work PtW
- iv. Confined Space PtW
- v. Isolation / De-Isolation PTW
- vi. Excavation PtW
- vii. HV Electrical PTW

For further Guidance refer to [2714 ISSoW Permit to Work Procedure](#)

## 2.10 Vehicles on Site

The Company policy is to restrict the number of vehicles on Site to the absolute minimum.

The Contractor shall indicate when completing the Site Access Application Form, those personnel requiring drive access to Site.

If approved for Site use, an inspection tag will be attached to the vehicle and plant. Exceptions will be noted and, if necessary, access will be denied until faults are rectified.

Contractor shall give adequate notification to the Security Gatehouse of all deliveries. The Contractor, or the Contractor's authorised representative, shall always accompany delivery vehicles whilst on Site.

All deliveries of plant and materials shall be made during the period 08.00 to 16.00 hours, Monday to Friday unless previously arranged with the Company.

For further Guidance refer to [PP-HS-57 Vehicle Access](#)


## 2.11 Tools Plant and Equipment

Contractor shall ensure that tools, plant, and equipment supplied are fit for purpose and compliant with the relevant standards and are supplied and maintained in good working order. Maintenance records shall be made available for inspection at the request of the Company. A list of equipment to be used on Site shall be provided to the Company as part of the method statement

For further Guidance refer to [PP-ENGMT-53 Use of mobile plant and equipment](#)

## 2.12 Electrical Equipment

All electrical equipment brought onto Site will be subject to inspection by the Company electrical section before it is used; this will be a visual and earth continuity

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check. These checks will not in any way modify the Contractor's responsibility.

The use of electrical equipment in operational areas is controlled in accordance with the Permit to Work system and Procedures.

Work on or near the electrical systems shall be carried out in accordance with site procedures

For further Guidance refer to [PP-ENGMT-25 Electrical Safety Rules](#).

### 2.13 Work at Height

Work at height on Teesside is governed by the UK Work at Height Regulations and the ConocoPhillips Life Saving Rule "*Protect yourself from a fall when working at height*".

All work at height must be carried out in accordance with [DP-ENGMTH-75 Management of Work at Height Procedure](#). This document lays out the site arrangements that ensure all work at height is planned and executed in accordance with the UK Work at Height Regulations, and the COP Life Saving rules for work at height.


### 2.14 Radiation

The site has a very small number of fixed equipment items that contain radiation sources for level instrumentation. These are clearly identified by a radiation trefoil and pose no danger to personnel provided they are not tampered with or damaged. Additional sources of radiation shall not be brought onto site without the permission of the COP Radiation Protection Supervisor and/or Environmental Engineer to ensure compliance with Regulatory requirements. **UNDER NO CIRCUMSTANCES MAY CONOCOPHILLIPS EMPLOYEES ATTEMPT TO ACCESS OR HANDLE RADIOACTIVE SOURCES.**

## 3.0 Behavioural Safety

### 3.1 Life Saving rules

Guided by the company's SPIRIT Values, our standard always starts with Safety. Safety is more than ensuring we finish each day incident- and injury-free: It's "the way we work" here on Teesside. Our 9 Life Saving Rules put that commitment into action. These 9 rules are specifically targeted at reducing the risk of serious incidents while workers are performing critical activities. The rules apply to ConocoPhillips employees and contractors everywhere we operate around the globe.

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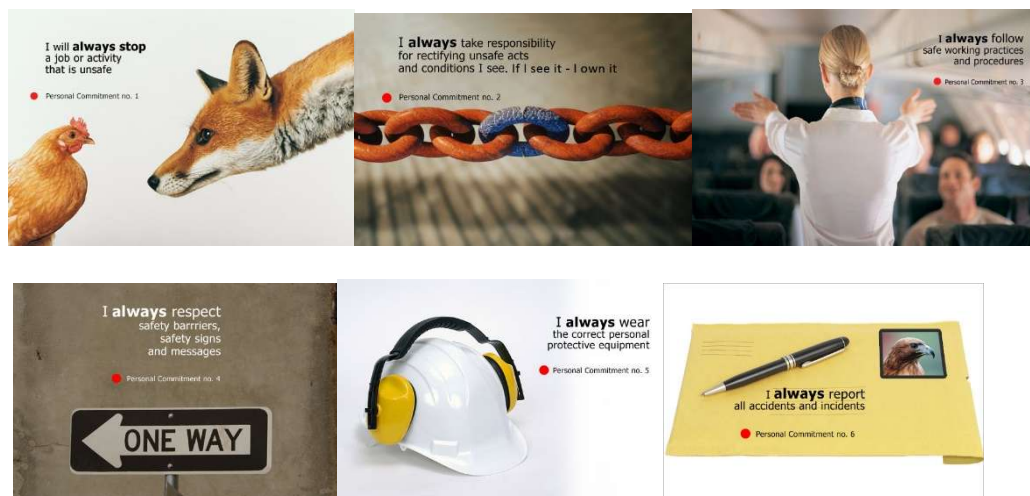
## Life Saving Rules



### 3.2 Personal Commitments


It is expected that all personnel follow the Personal Commitments:

The Personal Commitments are 6 codes of conduct that represent a minimum standard of expectation with regards to safety performance of all personnel



### 3.3 Personal Safety Involvement (PSI)

The purpose of conducting a PSI conversation with your colleagues and others is about hazards and risk that one can be exposed to in everyday working life. As part

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of the conversation, the involved are to discuss what they and others will have to do in order to avoid getting injured or prevent an undesired event to happen. This is accomplished by asking set questions about the way they work. Site awareness training will be given to Term contractors, non-term contractors will be aware of this initiative and during their stay at Teesside maybe part of these site conversations by others.