



Australia Business Unit East

HSE Requirements for Contractors

ABUE-450-HS-N05-C-00121

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Revision Detail

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1. Purpose

ConocoPhillips Australia Pty Ltd core value is the safety and health of its contractors and employees and the protection of its property and the environment. The Company expects the same dedication to the safety and health of personnel and property and the protection of the environment from its contractors and subcontractors. The Company requires its Contractors to adopt, implement and maintain standards and practices necessary for the safe and environmentally responsible performance of the Contract work scope. This document sets out the health, safety and environmental (HSE) requirements that must be met by the Contractor.

2. Scope

This document is applicable to all contract work scopes and contractor personnel performing work for the Company.

A review of the Contractor's HSE Management System is required in order to conduct business with the Company. This review may be conducted by the Company, or a third party authorised by the Company, and will be determined by the HSE categorisation assigned to the contract as per the ABUE Contractor HSE Management Process (ABUE-450-HS-N05-C-00053).

3. Responsibilities

3.1. Contractor HSE Requirements

The Contractor must ensure that all members of the Contractor Group (including employees, sub-contractors etc.) are skilled and qualified to perform the work and that they are properly managed in the performance of the work.

The Contractor must have in place appropriate formal systems, procedures and safe practices for the management and control of the members of the Contractor Group, including without limitation:

- Sub-contractor HSE prequalification and qualification which is based on demonstrated capability, HSE performance and HSE management system suitability and compliance
- Hazards and risks associated with the subcontractor's work are identified and controlled So Far As Reasonably Practicable (SFARP) levels and that subcontractors employ the required safe systems of work
- Sub-contractor HSE management system to be integrated into the Contractor's HSE management system
- Sub-contractor's work is supervised and monitored by the Contractor to ensure that safe practices are employed and work is conducted in strict compliance with relevant Contractor and Company HSE requirements.

The Contractor represents and warrants that its management and supervisors are responsible, and have been advised in writing that they are responsible, for ensuring that the work is performed in accordance with all applicable health, safety and environmental regulatory requirements, best working practices, and any additional guidelines and/or operating standards provided to the Contractor by the Company.

The Contractor must, at the Company's request, provide the Company with organisation charts, specifying any dedicated HSE resources and the areas of HSE responsibility of Line Management.

3.2. Responsibilities of Contractor Management Representatives

The Contractor's Management Representatives must:

- Cooperate with Company personnel to ensure compliance with the Company HSE Management Process
- Ensure that work related hazards and risks associated with the work are proactively identified and managed
- Ensure that resources and HSE responsibilities are allocated and that effective contractor HSE plans are developed and implemented to manage identified risks
- Comply with the HSE requirements stipulated in the Contract and the Company's HSE Management System (HSEMS) requirements
- Develop plans and allocate resources to ensure that non-compliance issues identified in HSE audits, inspections and performance evaluations are understood and that corrective action plans are put in place and tracked to completion.

4. Procedure

4.1. Policy and Leadership

The Contractor must maintain and implement an HSE policy that is aligned with the ABUE Health, Safety, Environment Policy (ABUE-450-HS-N09-C-00001) and demonstrates commitment to the protection of people, the environment and operating assets. Contractor management must demonstrate commitment to HSE policy implementation and abide by all applicable laws, regulations and Company requirements. Some key expectations include:

- The Contractor acknowledges the Company's strong commitment to Health, Safety and Environment (HSE)
- The Contractor has the responsibility to determine what hazards may be encountered in the performance of the work, undertake detailed risk assessment, implement the appropriate controls based on the hierarchy of control and monitor and review the controls to ensure effective implementation
- The Contractor must provide copies of its HSE policy and procedures to the Company upon request.
- The Contractor must undertake all activities and align with the ABUE HSE Culture Framework and 'One Team' approach.

4.1.1. Unsafe Operations and the Right to Stop Unsafe Work

The Contractor and their personnel must understand that they have the right to stop work when they consider it unsafe to continue. All employees and contractors have the right to refuse to do unsafe work. This right must be communicated and understood by all personnel performing work.

If the Contractor believes that the work cannot be safely undertaken or that continuance of operations may result in any hazardous conditions, it must immediately notify the Company. The Contractor must use its best efforts at all times to prevent or minimise the effect of any hazardous condition.

In the event of either scenario (i.e. stopping a job or refusing to do a task based on a HSE concern), the Supervisor responsible for the work must be notified immediately.

4.1.2. Termination and Suspension for Breach of HSE Requirements

The Company and the Contractor agree that all provisions of the Company's HSE Requirements for Contracts are of the utmost importance. Any breach or violation thereof must be considered to be a material and substantial breach of the Contract, including without limitation, a breach of the following:

- The Contractor must not cause, permit, or tolerate a hazardous, unsafe, unhealthy or environmentally unsound condition or activity over which it has control at the work site
- If the Contractor becomes aware of any hazardous, unsafe, unhealthy or environmentally unsound condition, including without limitation a violation of any of the health, safety and environmental standards with which the Contractor must comply in accordance with the Contract, it must immediately notify the Company and take whatever steps are necessary and as will be agreed between the Company and the Contractor to eliminate, terminate, abate, and rectify the condition
- If remedial action is not implemented within the agreed timeframe, the Company or the Contractor has the right to stop work forthwith
- The Contractor must take all necessary safety precautions related to the performance of the Contract in order to protect the work site, including all personnel and property of the Company, the Contractor and all third parties.
- Should the Company observe an unsafe act or condition or become aware of a planned act or condition which may be unsafe, the Company may direct the Contractor to cease, or not to proceed with, the unsafe work. The Contractor must, at the Contractor's own cost, modify the Contractor's method of work in order to work safely
- If the Contractor fails to take the necessary steps to eliminate or control any such breach or violation promptly or to otherwise comply with the Company's HSE requirements, the Company may terminate the Contract immediately.

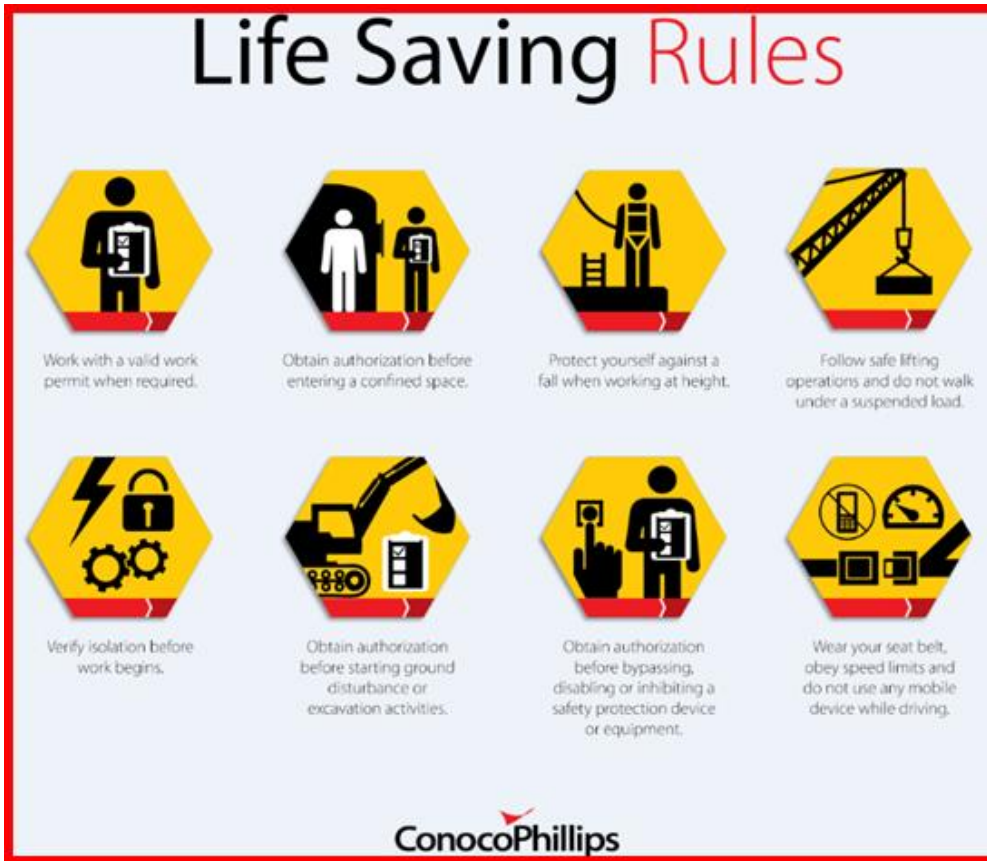
4.1.3. Life Saving Rules

The Company has established a set of Life Saving Rules (Figure 6.1) to help strengthen the existing COP HSE Management System and drive appropriate safety critical behaviours and practices. The Life Saving Rules provide a specific rule-set for each of the following high-risk work activity processes:

- Permit To Work
- Confined Space Entry
- Work At Heights
- Lifting Operations
- Process/Mechanical/Electrical Isolations
- Ground Disturbance/Excavation Work
- Bypassing/Inhibiting/Defeating Safety Devices or Equipment
- Driving Safely.

The Contractor must meet all Life Saving Rules requirements.

Figure 4.1: Life Saving Rules



4.1.4. HSE Culture

The Company has implemented a number of HSE initiatives to improve the HSE culture of the Company. Contractors are a critical part of the HSE culture for the company and it is expected that all Contractors will participate in HSE Cultural Alignment Workshops and Initiatives as required. Figure 6.2 provides a summary of the Company’s HSE Cultural expectations. The Company has set several Values. (Figure 3), which also align with the Company’s HSE Culture program. Contractors must align to these values when performing work at the Company’s sites.

Figure 4.2: ConocoPhillips HSE Culture Expectations



4.1.5. ConocoPhillips SPIRIT Values

The values of Safety, People, Integrity, Responsibility, Innovation and Teamwork, known as SPIRIT Values, set the tone for how we behave. The words are not proprietary to our company but the combination and the acronym are pure ConocoPhillips. Contractors must align to these values when performing work at the Company's sites.

The SPIRIT Values are shown in Figure 6.3.

Figure 4.3: ConocoPhillips SPIRIT Values



4.2. Risk Management

4.2.1. Hazard and Risk Assessment

Prior to the commencement of the work, the Contractor must demonstrate to the satisfaction of the Company that the Contractor has performed a detailed HSE hazard and risk assessment of the work to be undertaken.

The Contractor:

- Must ensure the assessment evaluates all risks specific to the work site and nature of work to be conducted under the Contract (e.g. equipment, facilities, personnel competency, complexity of the work and activities associated with the contractual requirements)
- Must maintain a detailed HSE register that is relevant to the contracted work scope. The risk register must identify hazards, preventative controls, mitigation controls, HSE management system interfaces and any additional controls in place to reduce residual risk SFARP
- Must monitor HSE risks and update risk assessments and registers as necessary during the term of the Contract
- Is responsible and accountable for ensuring effective procedures and safe systems of work are in place in respect of meeting all Statutory Requirements and Company HSE management requirements under the Contract
- May be required to attend risk management engagement workshops
- May be required to attend or conduct additional risk assessments in relation to planned work activities in which they will be involved under the Contract.

Refer to the ABUE Risk Management Overview Procedure (ABUE-000-SF-N05-C-00007).

4.2.2. Team Job Safety Analysis (TJSA)

Effective application of the TJSA process at all Company operational locations is a critical daily HSE management tool. The Contractor must conduct quality TJSAs for all tasks that are non-routine or where there is a risk to personnel or damage to property or the environment. In some circumstances, the Company may ask the Contractor to develop and submit completed TJSAs prior to undertaking work at ABUE Facilities.

The use of TJSAs must comply with the ABUE TJSA and StepBack 5x5 Procedure (ABUE-450-HS-N05-C-00007).

For higher risk activities such as a confined space entry or a complex work at height task, a more comprehensive risk assessment may be required. Contact the Company H&S Lead or delegate for guidance.

There is a clear requirement and expectation that Contractor's supervisors or leading hands will actively involve relevant work crews in the development and review of TJSAs. This practice will help build a clearer understanding of task specific hazards and controls.

4.2.3. StepBack 5x5

StepBack 5X5 is a simple and less formal process than TJSA. It is designed to engage the mind before the hands and requires a simple process to be followed using the StepBack 5X5 form/card (ABUE-450-HS-N08-C-00087).

The StepBack 5X5 process can be conducted by individuals or collectively as a work crew (even if a TJSA has been done) prior to the commencement of a job.

Alternative contractor personal risk assessment tools (e.g. Take 5, STOP, etc.) may be used at ABUE facilities provided they comply with COP's minimum requirements. Approval to use alternative personal risk assessment methods must be obtained from the HSE Advisors.

4.2.4. Personal Safety Involvement Program

The Company has implemented a Behavioural Based Safety Program called Personal Safety Involvement (PSI). Contractor supervisors and personnel may be required to participate in the PSI program.

Data from PSI observations will be inputted into the Company's PSI database; this data will be routinely analysed to identify trends and system weaknesses/strengths. This information will be reported to Company Management on a monthly basis. The Company PSI Program will also provide a valuable framework and lead indicator for demonstrating visible leadership and commitment to HSE requirements.

4.3. Legal Requirements and Standards of Operation

The Contractor must comply with all applicable health, safety and environmental laws and regulations, and any additional guidelines, operating standards and policies provided to the Contractor by the Company.

The Contractor must be aware of all HSE statutory requirements in the country or area of operation and must comply with these requirements fully. Should the statutory requirements be of a higher standard or quality than those existing in Australia, then the Contractor must comply with both the Australian statutory requirements and the higher standards.

The Contractor must ensure that each member of the Contractor Group and all visitors comply fully with all such laws, regulations, guidelines, operating standards and policies. The Contractor further agrees that in the event that any member of the Contractor Group or any of their visitors violates any such laws, regulations, operating standards and policies such violation must be corrected promptly, steps must be taken to avoid recurrence, and any person or persons responsible for the violation must be removed from the site of the work upon the Company's request.

4.4. Strategic Planning, Goals and Objectives

The Contractor must set a goal of zero incidents, injuries, illnesses and environmental harm for the work. These goals must be incorporated into Contractor's site specific HSE Management Plans and cascaded to sub-contractors. Other specific performance indicators may be set for specific contractors as determined by the company.

4.5. Programs and Procedures

4.5.1. Contractor HSE Management Plans and Objectives

The Company may require the Contractor to prepare an HSE Management Plan for the work. This Plan must be developed by the Contractor to meet all Statutory and Company requirements, including:

- The HSE Plan must be in a format that permits cross-referencing between the Contractor and Company's HSE management systems
- The HSE Plan must also include a description of the Contractor's organisation, procedures and methods of communication to and from all appropriate personnel
- Contractor's management systems are to include reference to documented processes and procedures to identify, assess and manage HSE and other hazards and risks that may affect their own personnel and assets as well as those of Company and third parties
- The HSE Plan will define how the Contractor is to meet their objectives and targets for the work
- Where required, based on risk assessment, the Contractor will assist the Company to prepare Bridging Documents to interface their management system to applicable Company Safety Cases, Environmental Management Plans and Emergency Response Plans
- The Contractor's HSE Management Plan must be jointly used by the Company and the Contractor in the execution of the contract. Performance against agreed HSE objectives and Key Performance Indicators (KPIs) will be monitored and reviewed, and HSE Plans must be updated when required to ensure continuous improvement is achieved.

4.5.2. Mandatory Company HSE Procedures

Compliance with Company HSE systems and procedures is mandatory for all members of the Contractor Group when working at Company facilities. Contractors must ensure that work instructions and HSE related plans comply with these HSE Requirements for Contracts.

Where it has been identified by the Company that work must be conducted under a Contractor HSE system or procedure then this must be documented in a Company approved Bridging Document prior to the commencement of work.

The Contractor must participate in the continuous improvement of Company procedures to ensure that all work can be carried out safely.

The Contractor must give prompt, written notice to the Company of any objection of the Contractor to the use of Company procedures, including the reasons for objection.

Company rights under this section are not intended and must not be construed to relieve the Contractor from any obligations to ensure compliance with all provisions of this document and the Contract and relevant State and National Legislation.

If requested, the Contractor must provide a copy of its HSE manual, policies and procedures to the Company for review.

4.5.3. Working at Height



**Life Saving Rule:
Protect yourself against a fall when working at height.**

Any work performed at a level from which it is possible to sustain an injury from a fall must require fall protection. The Contractor must ensure that the members of the Contractor Group required to work at height are trained in safe work at height practices. The Contractor must ensure that all fall restraint and fall protection equipment provided for work at heights is certified and in a safe condition as per the ABUE Working at Height and Scaffolding Procedure (ABUE-450-HS-N05-C-00028).

Before working at height proceeds, the Contractor must ensure the following minimum requirements are met:

- Hazards and risks associated with work at height must be identified and controlled via a TJSA prior to the commencement of any work at height
- Options to eliminate the need to work at height have been assessed
- Where practical, a fixed or mobile work platform with handrails, mid-rails, and toe boards is used. A competent person must approve these platforms
- If fall arrest equipment and system is used, it must meet the following requirements:
- A responsible person has identified and provided sufficiently rated anchor point(s) for continuous tie off, preferably above the worker's head
- A full body harness with a D-ring attachment point is used
- Synthetic lanyards with shock absorbers or fall limiter devices, all equipped with dual action self-locking snap hooks at each connection, are used
- Visual inspection of the fall arrest equipment and system, including verifying the inspection tag is current, is completed before each use, and any equipment that is found to be damaged or has been activated is taken out of service.
- A rescue plan and appropriate equipment are in place to minimise suspension trauma in the event of a fall
- Personnel working at height, including their supervisors, are trained to recognise hazards and to use applicable fall protection equipment
- Only trained personnel erect, modify, and dismantle scaffolding
- Only competent person(s) inspect scaffolding
- Work surfaces, including wall and deck openings on work platforms, are properly protected to prevent falls
- Tools and equipment used while working at height are properly secured from falling
- Where work at height could interact with persons working or passing below, suitable barriers and signage are in place to prevent injury from falling objects and walking into potential Line of Fire hazards.

4.5.4. Confined Space



**Life Saving Rule:
Obtain authorisation before entering a confined space.**

All confined space entry requires authorisation and must be completed in line with relevant Legislative and Company requirements. Additionally, before authorisation to enter a confined space is given, the following minimum requirements must be met:

- The permit has been issued and authorised with all responsible persons' signatures and has been posted at the confined space entrance
- A documented TJSA has been conducted to verify that all hazards associated with the entry have been recognised and mitigated, and that these requirements have been communicated to all persons associated with the confined space work
- Only persons that have successfully completed confined space training and have been deemed competent are allowed to enter and work in the confined space
- Changing hazards have been considered, and workers have been trained to recognise changes
- Permit conditions and risk assessment have been communicated to all affected personnel
- Pre-entry preparation and inspection have been completed to verify that all appropriate controls and isolations are in place and verified
- Required atmospheric testing has been completed; results have been evaluated and documented; and testing is repeated as described by the permit conditions
- Emergency rescue procedures and resources have been put in place and tested
- An attendant is present whose sole responsibility is to maintain communication with entrants and to raise an alarm in the event of an emergency. The attendant understands the assigned duties and knows not to enter the confined space for any reason
- Controls to prevent unauthorised access are in place at all times.

Refer to the ABUE Confined Space Entry Procedure (ABUE-450-HS-N05-C-00023) for more information.

4.5.5. Excavation and Penetration



**Life Saving Rule:
Obtain authorisation before starting ground disturbance or excavation activities.**

The Contractor must comply with all Legislative and Company requirements if conducting any excavation or penetration work on site. Refer to the Permit to Work Excavation and Penetration Procedure (ABUE-450-HS-N05-C-00024) for more information. Specifically, before Ground Disturbance/Excavation work proceeds, the following minimum requirements must be met:

- Competent person(s) have conducted a worksite risk assessment and have communicated the assessment to all affected persons
- Markings have been made visible and are maintained for use during work
- Responsible persons have authorised the excavation to begin
- All underground services have been identified, located, and if required isolated before the start of work
- Personnel entry into an excavation may only proceed provided that:
 - Excavation has been assessed to determine whether a confined space entry permit is required, and if applicable, a permit has been issued
 - Ground movement has been controlled and potential collapse has been prevented by effective shoring, sloping, benching, soil placement, or other appropriate means
 - A competent person has inspected the excavation before entry of personnel

- Ground movement and environmental conditions have been and continue to be regularly monitored and inspected for change by a competent person
- Access to the work area remains controlled
- Where required, a rescue plan and emergency egress arrangements have been put in place and tested
- If required, an attendant is present at the excavation site for the sole purposes of maintaining communication with entrants and raising an alarm in the event of an emergency.

4.5.6. Hazardous Chemicals

The Contractor must, if requested, supply to the Company a copy of the Contractor's rules for the use, transportation, handling, storage, decanting and disposal of fuel and hazardous chemicals.

Where the Contractor proposes to take any hazardous chemicals onto Company facilities, the Contractor must comply with the Company policies and procedures for the selection, purchase and control of hazardous chemicals. Additional requirements include:

- No hazardous chemical may be taken onto Company facilities without the prior written approval of the Company. Application forms are available from the Company upon request
- Wherever practicable, use of hazardous chemicals with a flashpoint of less than 38 degrees Celsius are to be avoided, and substituted with an alternative, less flammable substance
- The Contractor must ensure that, as a minimum, all hazardous chemicals are packaged and clearly labelled in accordance with the transportation requirements defined in the Australian Dangerous Goods Code
- Where hazardous chemicals are to be transported to or from Company premises by sea or air, the product must also satisfy the transportation requirements defined in the International Maritime Dangerous Goods Code and/or the International Air Transport Association's Dangerous Goods Regulations, as applicable
- Disposal of any hazardous chemical must be undertaken in accordance with the Company HSE management system requirements.

The Contractor must comply with the requirements outlined in the ABUE Chemical Management Procedure (ABUE-450-HS-N05-C-00003).

4.5.7. Personal Protective Equipment

The Contractor must, at its own expense unless stipulated in the contract, supply all members of the Contractor Group, where required in connection with the safe performance of the work, with adequate personal protective equipment (PPE) and protective clothing. The Contractor must follow the requirements of the ABUE Personal Protective Equipment Procedure (ABUE-450-HS-N05-C-00026). PPE must be maintained in good condition or replaced, and must be worn on all relevant occasions as indicated by notices, instructions and good practice. The Contractor must ensure that all members of the Contractor Group (including senior personnel and visitors to the work location), wear protective garments and equipment in the appropriate circumstances, even if not actively engaged upon the work.

The minimum PPE requirements are detailed in the ABUE Personal Protective Equipment Procedure (ABUE-450-HS-N05-C-00026) Section 6.4 PPE Requirements

4.5.8. Transportation Offshore

The Contractor must acknowledge and comply with the following requirements in relation to transportation of personnel and equipment to the Company's facilities (Refer to the Transfer of Personnel Procedure (ABUE-450-HS-N05-C-00056)):

- The Company must, at its own cost, procure transportation of the Contractor's personnel, equipment and supplies to and from the Company's designated embarkation point and any offshore location at which all or part of the work will be performed

- The Contractor must at its own cost deliver its equipment to the Company's designated embarkation point in due time and properly packed and marked for transportation
- Personnel using helicopter and fixed wing aircraft services provided by the Company must comply with all aviation operational requirements.

4.5.9. Facility and Vehicle Access

The Contractor must obtain written approval for individuals and plant/equipment that will be required on site. The Contractor must meet all requirements set out in the ABUE Facility Access Procedure (ABUE-450-HS-N05-C-00011) and the ABUE Vehicle Access Control Procedure (ABUE-450-HS-N05-C-00012). This may include, but is not limited to:

- Individuals completing site inductions
- Individuals completing specific area training/pass requirements
- Individuals obtaining authorisation for specific areas within the site
- Vehicles/mobile equipment completing a mechanical inspection, fire ant inspection, Weed and Seed inspection etc. prior to coming and/or leaving site.

The following items are prohibited in Operational Areas and must not be brought to site unless the Company has authorised these as per the ABUE Facility Access Procedure (ABUE-450-HS-N05-C-00011):

- Weapons/firearms/ammunition
- Fireworks
- Alcohol and non-prescription drugs
- Lighters and matches
- Mobile/cell phones
- Walkman's, MP3 players, IPODS, AM/FM radios, palm computers, non-intrinsically safe torches
- Any other non-intrinsically safe electronic battery operated device.

Additionally, the following restricted items is strictly forbidden within the Operational Area without prior approval and permit:

- Knives
- Portable Electrical Equipment and Hand Tools
- Non intrinsically safe cameras and video equipment
- Any other non-intrinsically safe electronic battery operated device.

4.5.10. Biofouling Management

If bringing marine vessels or equipment into Australian waters from an international location, the Contractor must comply with:

- Australian Quarantine and Inspection Services (AQIS) requirements and guidelines, including the National Biofouling Management Guidance for the Petroleum Production and Exploration Industry (Commonwealth of Australia, 2009), the Operator Guidelines for Vessels 25m and Greater Arriving in Australia (AQIS, 2010) and the Australian Ballast Water Management Requirements (AQIS, 2008)
- All other related requirements as stipulated by the relevant regulatory authority.

4.5.11. Fitness for Work and Substance Abuse

The Company aspires to provide a safe and healthy working environment. To assist the Company with achieving this policy objective, all personnel working in the Company's premises are expected to behave in a responsible manner and present themselves for work in a fit and healthy state.

The Contractor must ensure that all members of the Contractor Group are fully qualified, physically and mentally healthy and medically fit for their respective assignments and must certify the same to the Company if so requested.

The Contractor must ensure that the Contractor Group does not at any time take or work under the influence of any alcohol, narcotic or other intoxicating substance, other than for bona fide medical reasons or other proper reasons which have been approved in advance by the Contractor's or the Company's medical practitioner. The following specific requirements apply:

- Vessel Contractors must retain on-board capability to carry out post incident and 'for cause' alcohol and drug testing
- All Contract personnel must, as a minimum, abide by the Company Substance Abuse Policy (HR-WL-007).

4.5.12. Medical Welfare

The Contractor must be responsible for the medical welfare of all members of the Contractor Group, including providing adequate rehabilitation and return to work programs as required.

4.5.13. Hygiene

The Contractor must ensure that the Contractor Group maintains high standards of hygiene in connection with the performance of the Work and where required carry out any such training to provide awareness.

4.5.14. Smoking

The Contractor must not permit smoking at the worksite except within designated smoking areas selected in accordance with the Statutory Requirements and the Company's policies. Refer to the Company Smoke-Free Workplace Policy (HR-WL-008) for more information.

4.5.15. Heat Stress

In order to control the risk of heat stress, the Contractor must comply with the ABUE Heat Stress Management Guideline (ABUE-450-HS-N05-C-00041).

4.5.16. Fatigue - Working Hours

The Contractor must be responsible for the administration of the working hours of the members of the Contractor Group. In order to control the risk of fatigue, the contractor must comply with the ABUE Fatigue Management Guideline (ABUE-450-HS-N05-C-00037) when working at Company facilities. Fatigue management principles should be considered for contractors mobilising directly from other worksites.

4.5.17. Sustainability and Environment

The Contractor must comply with the ABUE Environmental Management System (including the Operational Environmental Management Plan (ABUE-450-EN-N05-C-00001), Licences/Permits and any other relevant documentation). The contractor should be aware of and establish agreed cost effective measures aligned with the ABUE Health, Safety Environment and Sustainable Development Policy (ABUE-450-HS-N09-C-00009).

Where applicable, the Contractor's HSE Plan or Bridging document should address the following, and the contractor should be able to demonstrate implementation of:

- Management of the environmental aspects and impacts identified by ABUE for the facility, as well as those identified by the contractor for the work to be completed, including mobilisation and demobilisation
- Clearly defined responsibilities for environmental and sustainability requirements.
- Effective sustainability measures and programs to reduce environmental impact for all stages of the work to be undertaken

- Planning of activities in a manner that will not create unnecessary danger, disturbance or effects on the environment or to other users, including nuisance, disturbance or interference to the community or their activities
- A commitment to use best-available technology to eliminate or reduce impacts from activities
- Effective management of hazardous substances, including training and supply of spill response equipment.

4.5.18. Waste Management

The Contractor must be responsible for ensuring that handling, storage, treatment, transportation and disposal of waste is conducted in accordance with all Statutory Requirements, and any additional Company requirements. Specific requirements include:

- Adherence to the ABUE Operational Environmental Management Plan (ABUE-450-EN-N05-C-00001) and the ABUE Resource Use and Waste Management Plan (ABUE-450-EN-N05-C-00007)
- Minimisation of resource usage and waste generation during the Contract. All packaging and waste products must be kept to a minimum, and where practicable must be reusable, recyclable or suitable for disposal at a licensed waste handling facility
- Prohibition of the use of loose polystyrene beads as a packaging medium is prohibited for materials that are to be dispatched to or from the Company's facilities
- Use of waste segregation receptacles, as provided on Company facilities, and compliance with site waste segregation, handling and labelling requirements
- Obtaining, preparing and maintaining waste permits and manifests for transporting and disposing of wastes generated by the Contractor. All permits and manifests must meet with the Company's approval
- Prevention of environmental contamination from work activities
- Implementation of written response procedures for spills and accidental releases where relevant.

4.5.19. Cultural Heritage Impact Management

The Contractor must ensure that appropriate measures are taken to protect cultural heritage sites in accordance with statutory and Company requirements. The Contractor must also ensure that its activities do not negatively impact on the customs and cultural traditions of local peoples.

4.6. Asset and Operations Integrity

4.6.1. HSE Critical Equipment

The Contractor must ensure that all HSE critical equipment is regularly maintained, tested and recorded on a register and always stored in a serviceable condition for immediate use.

The members of Contractor Group must be instructed/trained, competent, and, where required, certified in the use of such HSE equipment. Such equipment must comply with all Statutory Requirements.

4.6.2. Tools and Equipment

The Contractor must comply with the following requirements with regard to the safe use and maintenance of plant, tools and equipment (Refer to the ABUE Portable Electrical Equipment and Hand Tools Procedure (ABUE-450-HS-N05-C-00008)):

- Ensure that all plant, tools and equipment are serviceable and maintained in operable, safe condition
- Ensure that users of plant, tools and equipment are trained, experienced, competent and where required, licensed and certified
- Ensure that all electrical plant and equipment is regularly inspected and records maintained to show compliance with all regulations

- Ensure that Residual Current Devices/ground fault circuit interrupters are used when operating electrical power tools and extension cords; one RCD must be used every 25 metres
- All hand tools and radio frequency emitting devices to be used on Company facilities must be presented to the Company for inspection prior to use
- Ensure that inspection and maintenance of safety critical items is undertaken in compliance with manufacturer requirements
- Ensure that routine inspections and daily pre-start checks are carried out on plant and equipment prior to operating. Any identified defects must be rectified prior to use. The Contractor must ensure that inspection records are maintained in a central location and handed over to Company representatives when requested
- Ensure that all rotating or moving parts of all tools and equipment are adequately guarded to prevent accidental contact by personnel
- All power-driven machinery should be equipped with an appropriate means of shutting down the equipment quickly, and preventing it being started again. This mechanism must be clearly identifiable and accessible to the operator. In the case of outboard motors, and hand-held power tools, this must be of an automatic or emergency shutdown 'deadman-switch' type.

4.6.3. Lifting Equipment and Safe Lifting Practices



**Life Saving Rule:
Follow safe lifting operations and do not walk under a
suspended load.**

The Contractor must comply with all relevant Legislative requirements and the ABUE Lifting Equipment Operations Procedure (ABUE-450-HS-N05-C-00027).

Contractors must maintain a register of all lifting and rigging equipment. The register will include such details as Safe Working Load (SWL), identification number and precise location of any equipment recorded. Contractor must ensure all equipment is tested, inspected and certified in accordance with all Statutory and Company Requirements. This includes ensuring that all lifting and rigging equipment is inspected and tagged in accordance with the Company's annual inspection compliance program. Non-compliant equipment must not be used until deemed compliant.

Contractors must develop and implement relevant work instructions to manage safe lifting, loading, unloading, securing and handling operations. Contractors must ensure the work instructions are reviewed on a daily basis and monitor compliance. The Contractor must ensure full compliance with the following requirements:

- Hazards and risks associated with lifting activities must be identified and controlled via a TJSA prior to the commencement of any lifts. This includes the effective communication of requirements to personnel involved in the work
- All lifting/rigging equipment must be inspected for wear and damage and have a current inspection tag from an authorised inspector prior to each use.
- A trained, qualified and competent rigger must be present where rigging equipment is used to secure and lift the load
- Tag lines must be used when there is a possibility of the load swinging
- The person(s) guiding the load into place understand Line of Fire hazards and have an identified means of escape, should the load move

- A load must not be left suspended when a crane or lifting apparatus is shut down or unattended other than during an emergency
- All unnecessary personnel must be prevented from entering the lifting area
- No personnel shall place themselves under a suspended load
- Operators of powered lifting equipment and lifting devices are trained and certified for that equipment
- Lifting devices and equipment have been certified for use within the last 12 months (at a minimum) or per local regulatory requirements, whichever is more strict
- Load limits are clearly and legibly marked on all lifting devices and equipment
- The load weight has been verified to not exceed dynamic and/or static capacities of the lifting equipment
- Prior to lifting, the operator has confirmed that safety devices installed on lifting equipment are operational
- Clear communication (including hand signals) is established and can be maintained by all involved parties during the lifting operations
- For blind lifts, a competent spotter/signalman uses radio communication and direct visual contact with the lift operator
- For Lifting Operations to commence, barriers have been put in place, including preventing anyone from walking under suspended loads or into the Line of Fire
- Changing conditions (e.g., weather, winds) have been discussed and prepared for.

4.6.4. Equipment and Facility Maintenance

All equipment and structures, both fixed and temporary, are to receive regular routine maintenance under a planned maintenance system to ensure the safety of personnel who are responsible for operating the equipment. Particular attention should be paid to mobile equipment, handrails, access ladders and raised platforms.

The Contractor must maintain copies of all test and maintenance certificates relating to cranes, derricks, lifting beams, pulley blocks, lifting gear and slings, and must make them available to the Company upon request.

4.6.5. Management of Change

For work conducted at a Company site, the Contractor must comply with the Company's Management of Change procedure to ensure that risks associated with changes to the Contractor's organisation, engineering (design and implementation) and documentation, have been assessed and controlled to SFARP. A Copy of the procedure is available on request.

For offsite work conducted under a Company contract, the Contractor is responsible for ensuring that risks associated with technical and non-technical changes have been assessed and controlled to SFARP.

4.7. Emergency Preparedness

The Contractor must ensure that all members of the Contractor Group working onshore or offshore at the site or facility, including visitors, are properly instructed in the Company emergency response procedures and HSE rules and such training is recorded and available for inspection.

Members of the Contractor Group working on Company facilities will be instructed in the emergency response procedures and HSE rules as part of the facility induction.

4.7.1. Emergency Response

The Contractor must, where required, comply with the APLNG Facility Emergency Response Plan (ABUE-450-HS-N05-C-00120) and relevant procedures whilst working on Company facilities. Any conflicts with the Plan must be addressed and resolved prior to commencing the work.

For certain worksites or tasks (based on risk assessment) the Contractor will be required to provide a written emergency response plan that is established prior to initiating work at the site (e.g. confined space entry).

In the event of impending adverse weather or other conditions, the Contractor must have a procedure in place to implement, in consultation with the Company, the appropriate precautionary measures to safeguard personnel, property and environment.

4.7.2. Emergency Drills

On request, the Contractor must conduct or participate in emergency response drills (i.e. fire, spill, evacuation and boat drills, man overboard, injured person recovery etc.) to test the effectiveness of its emergency procedures and equipment and the knowledge and proficiency of all response personnel.

The Contractor will record and report the emergency drill results to the Company if requested, and to any regulatory agency as required.

4.7.3. Fire Fighting

Any work primarily under the control of the Contractor must prominently display the procedures to be carried out in the event of fire and ensure all members of the Contractor Group at site receive regular instruction in basic firefighting techniques. The Contractor must ensure that adequate approved firefighting equipment is available at its work sites. The Contractor must comply with additional requirements for Hot Work which are described in the ABUE Permit to Work Hot Work Process (ABUE-450-HS-N05-C-00014).

4.7.4. First Aid

Depending on the facility or location of work, the Contractor may be required to provide its own first aid equipment, supplies and trained personnel. The trained personnel must be familiar with the Company's most recent guidance on injury classifications and the Company's approach to Injury Management. Refer to the ABUE First Aid Procedure (ABUE-450-HS-N05-C-00042) for more information.

4.7.5. Security

The Contractor may be required to have in place effective security arrangements for the duration of the Contract. Where warranted, the Company may require a documented Security Plan. The Company's security focus is described below:

- People: The Contractor must ensure security of people is a priority
- Assets: The Contractor protects the Company's assets by incorporating security into design and operations
- Information: The Contractor protects the Company's information by implementing procedures that ensure information security.

The Contractor will periodically review and update the Security arrangements to ensure its ongoing relevance to the Scope of Work. Any updates to the Security arrangements will be submitted in writing to the Company's Contract Sponsor.

The Security Plan/arrangements will nominate all Contractor Personnel responsible for Security.

Upon receipt of a request from the Company to do so, the Contractor will provide the Company with its security manuals and plans relevant to the scope of the contract, including processes to ensure sub-contractor security, where applicable.

The Contractor will advise the Company Security Manager and HSE Team Lead of any security incidents and provide the associated investigation report along with any identified corrective action for implementation.

At the request of the Company, the Contractor will provide a criminal history check of all employees who require access to sensitive areas and information as determined by the Company.

4.7.6. Personnel Security Search

One of the conditions of entry to the Company's work site or facility is the consent to searches by the Company of the Contractor Group and items or equipment in their possession.

Personnel searches may be performed by way of a physical 'pat down' or such other method as the Company may require from time to time. Specific requirements include:

- The Contractor must obtain written consent forms executed by each member of the Contractor Group acknowledging and consenting to the conduct by the Company of the searches set out in and in accordance with the terms of the Contract
- Any person who refuses to be searched or is found to be in possession of a prohibited item or substance may be directed to leave the premises.

4.7.7. HSE Related Rules and Restrictions

- The Contractor must enforce the prohibition of cameras, weapons or explosives on work sites unless the Company expressly waives such obligation in writing.
- The Contractor must confine their personnel to their assigned areas and prohibit loitering or wandering into areas beyond the boundary of their work assignment.
- The Contractor must ensure that all members of the Contractor Group comply with all rules and regulations in place at Company facilities.

4.8. Awareness, training and competency

Prior to the commencement of the work, the Contractor must provide assurance regarding the competency of each member of the Contractor Group to the satisfaction of the Company. The requirement for competency is determined by the Contract Owner and shall be managed in ISNetworld, unless otherwise specified by the the Company General Manager HSE. Competency assurance will demonstrate that the members of the Contractor Group are competent and have the appropriate qualifications, job skills and training as defined in the Contractor competency matrix for each role as determined by d by the Contract Owner and Statutory Requirements.

4.8.1. Inexperienced Personnel, New to Site Personnel and Temporary Labour

The Contractor must ensure that risks associated with inexperienced personnel, temporary labour or new to site personnel are identified and controlled. As a minimum, these individuals must be appropriately supervised and monitored until they are deemed to be competent by the Contractor and are fully aware of the hazards and required controls associated with their assigned work.

4.8.2. HSE Training and Competency

The Contractor is responsible for identifying all training and competency requirements and verifying that all members of the Contractor Group are properly prepared to perform the work as contracted. In some cases the Company may provide this training.

The Contractor must use the ISetworld HSE and Training and Competency Verification Program for the Contractor Group to meet the Legislative and Company requirements relevant to the scope of work. This program must also address requirements for basic HSE training, specialist HSE training, HSE refresher training and Verification of Competency for existing personnel. Additional requirements include:

- The Contractor must maintain a training record-keeping system in order to demonstrate that training needs have been met. At a minimum this system should contain: course title, date of training, course organizer, name of participant, and result of any testing to verify understanding and date of required recertification training. Contractors categorised as Integrated or Controlled, as determined by the COP Contract Sponsor/Contract Owner, (see ABUE Contractor HSE Management Process (ABUE-450-HS-N05-C-00053)) will be required to register with ISNetworld and upload/maintain all relevant HSE training and competency records
- Before starting work under the Contract, the Contractor must ensure that the Contractor Group has been given the necessary basic HSE training including, but not limited to:
 - Introductory briefing explaining the nature of the work
 - Overview of the general hazards that may be encountered during the operation and the particular hazards attached to their own function
 - Contractor's own HSE policy and procedures which must satisfy all guidelines and/or operating standards provided by the Contractor to the Company

Contractor and the Contractor Group must implement at their own expense (unless otherwise formally agreed by the Company), prior to the commencement of works, any specialist HSE related training programs, applicable to their work scope (including supervisory personnel). Such training programs must be run by recognised training organisations, or by Contractor's own field supervisory staff having experience and expertise in the relevant area of training.

Wherever possible, all of the necessary training must be completed at least one week prior to scheduled offshore travel or commencement of work. Certificates of the training must be provided to the Company upon request.

Unless the Company makes special provisions to ensure the immediate availability of bilingual supervision at the job site, all members of the Contractor Group are required to be able to speak, read and write in English. All members of the Contractor Group who perform process work, maintenance and other HSE critical work must be able to speak, read and comprehend technical English.

Upon arrival at Company facilities, members of the Contractor Group must attend a facility specific HSE orientation course before being permitted to undertake any work activity.

The Contractor must, if requested, provide the Company with details of ongoing training programs and must provide the Company with all related revisions during the term of the Contract.

4.9. Non-conformance, Investigation and Corrective Action

Incident reporting must be actively promoted and encouraged at all Company controlled work locations. All hazards and incidents (including near miss incidents) must be reported in accordance with relevant Company procedures. Specific requirements include:

- If the Contractor believes that the operations cannot be safely undertaken or that continuance of operations may result in any hazardous conditions, it must immediately stop work and notify the Company
- The Contractor must use its best endeavours at all times to control or overcome the cause or minimise the effect of any hazardous condition
- The Contractor must comply with all statutory requirements for hazard and incident reporting. When working on Company facilities the ABUE Incident Reporting and Investigation Procedure (ABUE-450-HS-N05-C-00009) will also apply. A copy of this procedure will be provided upon request
- Any hazard or incident (including near miss) involving Company, Contractor or any third party personnel, property, plant or equipment with respect to this Contract, must be reported immediately to the

Company, irrespective of whether injury to personnel, damage to property or equipment or environmental damage has resulted

- Particular regard is to be given to Company thresholds for reporting incidents. Injury classification must be in accordance with the Company's injury and illness reporting guidelines, available upon request from the Company
- All unplanned or unauthorised spills and releases are to be reported, regardless of volume
- Where requested by the Company, the Company and the Contractor (jointly) must investigate the causes of all work hazards and incidents using the Company's investigation system. The investigation must provide both Company and Contractor management with corrective actions to prevent recurrence.

4.10. Communications

The Contractor must co-operate and co-ordinate activities with the Company and other Contractors to ensure that risks have been reduced SFARP. Co-operation and co-ordination occurs at all stages of the work activity, including when planning, organising and executing the work. Contractors must align their processes with the ABUE HSE Consultation and Communication Procedure (ABUE-450-HS-N05-C-00040).

The Contractor must set out a communications scheme showing lines of reporting and methods of reporting, at all levels within the Contractor organisation, and to the Company.

The Contractor will be required to communicate and consult with its workforce on a regular basis on HSE matters. This is essential for ensuring that its personnel are informed and aware of relevant information, work hazards, safe practices and responsibilities. To enable effective communication, the Contractor must conduct or participate in the activities outline below.

4.10.1. Daily Pre-start Meetings

When performing work on-site, Contractors are required to conduct daily pre-start meetings. Daily pre-start meetings are held to discuss the planned work tasks, review job specific TJSAs and Permit to Work requirements, and communicate any relevant HSE matters.

4.10.2. HSE Meetings

Contractors are required to plan and conduct regular HSE meetings with the members of the Contractor Group to:

- Ensure that all members of the Contractor Group are informed of and aligned with the Company's values, HSE goals and requirements
- Ensure personnel are informed of hazards and required safe work practices and regulations associated with their work
- To communicate about past incidents, lessons learned and share relevant HSE information
- To provide an opportunity for personnel to raise HSE issues and concerns, and to provide a feedback forum
- Promote the ABUE HSE Culture Framework

The frequency of HSE meetings should be determined by the nature of the work and related level of risk. Typically, a minimum frequency of one (1) meeting per month is acceptable for normal activities however frequency should be increased for higher risk work activities. Contractors must also ensure that all their personnel attend daily pre-start meetings.

Contractors must ensure that their workforce are given time to attend HSE meetings. This includes compulsory attendance at routine toolbox, pre-start meetings and shift hand over meetings. Contractors are also responsible for inviting Company representatives to their HSE meetings and ensuring that meeting minutes and actions arising from HSE meetings are maintained and submitted to the Company. Contract

Sponsors/Contract Owners and the HSE Team Lead (or delegate) are responsible for ensuring that all contractors are conducting regular, quality HSE meetings. This can be achieved by attending contractor HSE meetings, talking to contractor representatives and reviewing HSE meeting documentation. Company representatives may, without prior notice, attend any such HSE meeting.

The Contractor must also provide the Company with a strategy on how it proposes to manage actions arising from shift handover meetings.

4.10.3. Pre-Commencement Kick-off Meetings

The Contractor is required to participate in a pre-commencement kick-off meeting with the Company to discuss HSE expectations, potential HSE management system interfaces and specific HSE issues and requirements in accordance with the Contract. The kick-off meeting must be held as soon as practical after contract award and before the performance of any Work.

This meeting must not be considered or treated as a substitute for HSE responsibilities of the Contractor under the Contract; nor shall the meeting or issues be construed or treated as an assumption of the Contractor's HSE obligations under the Contract.

Items to be discussed at the Pre-commencement kick off Meeting may include without limitation:

- Review of Company HSE policy, expectations, HSE Cultural Framework and COP SPIRIT values
- Review of HSE requirements for contracts and any additional specific HSE requirements identified in the Contract
- Review basic HSE rules and HSE Management System requirements
- Review and update the contract HSE Risk Assessment in the Company IRMS database
- Review of any agreed HSE key performance objectives, targets and indicators
- Review management of high risk activities and controls (including Permit to Work requirements and key procedures)
- Review Contractor HSE Management Plan and/or Bridging Document, Emergency Response Plans etc. (or if not complete, plans for completion)
- Review HSE roles and responsibilities
- Review HSE orientation processes to be implemented (e.g. Company requirements, subcontractor orientations and work site specific orientations for new personnel and visitors)
- Review of processes for hazard and incident reporting and behaviour based observation programs
- Review of HSE related issues and issue management process
- HSE reporting and communication requirements
- Review contractor HSE training and competency program
- Confirmation of Contractor's employee and subcontractor competence
- Confirmation of the scope and schedule of key HSE activities including: HSE orientation/induction, HSE meetings, HSE training, audits and reviews
- Interaction of Company and Contractor contingency plans and ensure that the Emergency Response Plan is fully understood by the Contractor and the Company
- Environmental management and impact mitigation requirements
- Communication plan for briefing of the members of the Contractor Group on key information and outcomes from the pre-commencement kick-off meeting.

4.10.4. HSE Review Meetings

The Company may request meetings with the Contractor to review the Contractor's HSE performance. These meetings will be formally requested and appropriate members notified. The Contractor must comply with the Company's request.

4.11. Document Control and Records

Contractor documents, including policies, procedures, plans, reports, inspection records, training records, meeting minutes and statistics applicable to the contract workscope must be maintained in accordance with a document control process which permits appropriate retention, access, review and update. Only the latest approved version of documents must be utilised in the execution of the work.

4.12. Measuring and Monitoring

The Contractor must submit a monthly HSE performance report to the Company. This monthly report must specifically report on HSE performance for the Contract only (not the contractor's companywide performance). The Company will monitor the Contractor's HSE performance against agreed HSE KPIs, requirements and expectations in accordance with the ABUE Measuring, Monitoring and Reporting of HSE Performance Procedure (ABUE-450-HS-N05-C-00047) to identify trends, areas of strong performance and areas of concern requiring corrective action.

At a minimum the Monthly Reports must include the following:

- Monthly man-hours worked on the Contract
- Monthly Company site exposure hours
- Number of near miss incidents reported
- Number of recordable incidents (fatalities, medical treatment cases, lost workday cases – including number of days lost and date of last lost workday case, restricted work cases – including number of days of normal duty lost for each case)
- Total Lost Time Incident Rate (No. of LTI's divided by total exposure hours, multiplied by 1,000,000)
- Total Recordable Incident Rate (No. of TRI's divided by total exposure hours, multiplied by 1,000,000)
- Number of first aid cases
- Number of Environmental Incidents (e.g. fauna strikes, spills, and releases from primary containment)
- Number of Property Damage Loss Incidents
- Additional lead KPIs and HSE reporting requirements must be specified in the HSE plan as required by the Company. These lead KPIs may include:
 - Number of hazards reported
 - Number of HSE audits and inspections conducted including results
 - Number of HSE meetings conducted
 - Number of emergency exercise/drills conducted for the month.
 - Other KPI's as agreed to between the Contractor and the Company.
- Contractors may be required to monitor and report additional environmental KPIs. These may include the following:
 - Use of resources such as fuels and other consumables during the period of the Contract
 - Volume and type of waste generated
 - Establishing and implementing sustained community benefit programs
 - Establishing new material reuse or recycling opportunities
 - Diversion of waste from landfill
 - Other energy saving or greenhouse gas reduction initiatives.
 - Third party auditing of the contractors environmental and sustainability performance
 - External reporting of the contractors environmental and sustainability performance.
 - Monthly site exposure hours and incident information must also be entered into ISNetwork 'Site Tracker' by the 7th day of each subsequent month.

4.13. Audits

The Company must have the right to conduct audits/inspections of the Contractor's operations, equipment and emergency procedures at any time. Prior notice must be given in advance of these audits in line with the Company's Audit program. The Contractor must fully cooperate with the Company during such audits/inspections. This requirement does not relieve the Contractor of its own obligations to conduct audits and reviews of its own HSE performance or expose the Company to any liabilities which may arise from the Contractor's failure to satisfy its HSE obligations.

The Contractor must have an appropriate formalised process and program for undertaking its own formal and informal routine inspections, audits and reviews. Specific requirements include:

- Planned inspection/audits must ensure that all facilities and condition of work sites are well maintained, in good order, and that the Contractor's HSE Management System is working appropriately
- Contractor HSE Representative must be responsible for conducting and have an execution schedule of planned inspections/audits
- Records of such inspections, audits and reviews must be maintained. Corrective actions must be identified, implemented and tracked to completion
- A joint internal audit program may be carried out between the Company and Contractor.

4.14. Review

The Contractor must have a formal process to regularly (at least annually) assess contract HSE performance against objectives. Where deficiencies are identified, corrective actions must be developed and implemented.

5. Audit Requirements

Compliance with this procedure must be monitored and assessed on a periodic basis. This procedure must be reviewed on a three yearly basis or on significant change of Contractor HSE Management System Process arrangements.

6. Training Requirements

6.1. Contract Management Training

The COP HSE Department in consultation with the COP Contracts Team should conduct annual engagement and awareness programs with Contract Sponsors/Contract Owners and Contractor Management Representatives to ensure they are informed of their roles and responsibilities, and understand the HSE and general contract management processes and compliance requirements.

6.2. COP Contractor HSE Management Process Training

The HS Lead (or delegate) must be responsible for ensuring effective roll out and implementation of this procedure. Training material must be developed and made accessible to Contract Sponsors/Contract Owners, relevant Supervisors and Contractor Management Representatives.

7. Terms and Definitions

Table 7.1 below lists the terms throughout this procedure and their definitions.

Table 7.1. List of Abbreviations

Term	Definition
ABUE	Australia Business Unit East
Approved Rehabilitation Program	A substance rehabilitation and maintenance program that is recognised by, and meets the criteria established by, the Company's medical division.
Company	Refers to the companies comprising the ConocoPhillips Australia Business Unit, however, in the context of this document, specifically means ConocoPhillips Australian Business Unit East (ABUE).
Company Premises	Includes all property, offices, facilities, land, car parks, buildings, structures, fixtures, installations, areas, ships, boats, vessels, aircraft, automobiles, trucks and any other vehicles, equipment or property, whether owned, leased, used or controlled by the Company. It also includes all modes of transportation whether owned, leased, provided by or rented by any Company entity or employee performing Company work or Company assignment.
Company Work	Includes all authorized work, job assignments, or job-related activities performed for, or on behalf of, any Company entity.
Contractor	An individual or organisation performing work for COP under the terms of a formal written COP contract
Contractor Management Representative	The person(s) representing the Contractor that manages or supervises the implementation of the contracted work.
Contract Owner	THE ABUE person responsible for the day-to-day management of the contractor and ensuring that HSE requirements are met.
Contract Sponsor	The ABUE person nominated as the endorser of the Contract. This person is responsible for initiating the contract requisition preparing the scope and ensuring budget approval for any prepared Contract and Contract Management Plan. Once awarded, the Contract sponsor has overall accountability and responsibility for managing the contract in accordance with the Contract Management Plan.
COP	ConocoPhillips
Employee Assistance Program	Company sponsored program to provide assistance to employees for addressing any behaviour, stress, or mental health related problems or illnesses, which are or have the potential to effect workplace productivity or individual employee health.
HSEMS	Health, Safety and Environment Management System
IRMS	Integrated Risk Management System. A COP database used to identify, record and track hazards and risks.
ISNetworld	Web based HSE evaluation, competency assurance and information management system (www.isnetworld.com)
LSR	Life Saving Rules – 8 rules relatinf to high risk activities where standards are set and are adhered to without exception.
PPE	Personal Protective Equipment
PSI	Personal Safety Involvement
SFARP	So Far As Reasonably Practicable
Site	For the purposes of this procedure, the term 'Site' refers to a Contractor's work site or location. This equally applies to work locations at operational facilities or project related work sites

Term	Definition
SPIRIT Values	ConocoPhillips Corporate Values associated with Safety, People, Integrity, Responsibility, Innovation, and Teamwork.
TJSA	Team Job Safety Analysis

8. References

- Chemical Management Procedure (ABUE-450-HS-N05-C-00003)
- Confined Space Entry Procedure (ABUE-450-HS-N05-C-00023)
- Contractor HSE Management Process (ABUE-450-HS-N05-C-00053)
- Emergency Response Plan (ABUE-450-HS-N05-C-00120)
- Facility Access Procedure (ABUE-450-HS-N05-C-00011)
- Fatigue Management Guideline (ABUE-450-HS-N05-C-00037)
- First Aid Procedure (ABUE-450-HS-N05-C-00042)
- Health, Safety Environment and Sustainable Development Policy (ABUE-450-HS-N09-C-00009)
- Heat Stress Management Guideline (ABUE-450-HS-N05-C-00041)
- HSE Consultation and Communication Procedure (ABUE-450-HS-N05-C-00040)
- Incident Reporting and Investigation Procedure (ABUE-450-HS-N05-C-00009)
- Lifting Equipment Operations Procedure (ABUE-450-HS-N05-C-00027)
- Measuring, Monitoring and Reporting of HSE Performance Procedure (ABUE-450-HS-N05-C-00047)
- Operational Environmental Management Plan (ABUE-450-EN-N05-C-00001)
- Permit to Work Excavation and Penetration Procedure (ABUE-450-HS-N05-C-00024)
- Personal Protective Equipment Procedure (ABUE-450-HS-N05-C-00026)
- Portable Electrical Equipment and Hand Tools Procedure (ABUE-450-HS-N05-C-00008)
- Resource Use and Waste Management Plan (ABUE-450-EN-N05-C-00007)
- Risk Management Overview Procedure (ABUE-000-SF-N05-C-00007)
- Smoke-Free Workplace Policy – HR-WL-008
- StepBack 5X5 Form (ABUE-450-HS-N08-C-00087).
- Substance Abuse Policy – HR-WL-007
- TJSA and StepBack 5x5 Procedure (ABUE-450-HS-N05-C-00007)
- Transfer of Personnel Procedure (ABUE-450-HS-N05-C-00056)
- Vehicle Access Control Procedure (ABUE-450-HS-N05-C-00012)
- Working at Height and Scaffolding Procedure (ABUE-450-HS-N05-C-00028)