



ConocoPhillips Australia Business Unit - West

Contractor HSE Management Process – Attachment A2 Health, Safety and Environmental Requirements for Contracts (Drill Rigs & Accommodation Support Vessels)

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1 OVERVIEW

1.1 PURPOSE

One of ConocoPhillips Australia Pty Ltd (The Company) core values 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. The Company requires its Contractors to adopt, implement and enforce rules and practices necessary for the safe and environmentally responsible performance of the Contract workscope. This document sets out the health, safety and environmental (HSE) requirements that must be met by the Contractor.

1.2 SCOPE

This document is applicable to all contract worksopes and contractor personnel performing work for the Company involving offshore Drill Rigs and Accommodation Support Vessels (ASVs) where Contractor HSE Management systems primarily apply.

1.3 ISNETWORLD

The Company is using ISNetworld (www.isnetworld.com.au) as the primary contractor information management system for HSE preferred contractors. ISNetworld is used to facilitate the reporting and sharing of key HSE information. For offshore drill rigs and accommodation support vessels, ISNetworld subscription is encouraged to facilitate the capture of contractor exposure hours, receive Company HSE procedures, bulletins and other relevant information.

2 DEFINITIONS

The terms and phrases defined in the General Terms and Conditions of the Contract apply to this ATTACHMENT A2 – Health, Safety & Environmental Requirements for Contracts.

“The Company” shall mean ConocoPhillips Australia Pty Ltd

“Vessel” shall mean an Offshore Drilling Rig, Mobile Offshore Drilling Unit or Accommodation Support Vessel (ASV), as appropriate to the contract scope

In the case of contracts relating to Accommodation Support Vessels, “The Company”, shall mean ConocoPhillips Australia Pty Ltd as “The Charterer” as used in contract documentation. In this same context, “The Contractor” shall be taken to mean “The Owner”.

3 HSE REQUIREMENTS

3.1 POLICY AND LEADERSHIP

The Contractor shall maintain and implement a HSE policy that is aligned with the Company HSE policy and demonstrates commitment to the protection of people, the environment and operating assets. Contractor management shall demonstrate commitment to 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 the Environment (HSE).
- The Contractor has the responsibility determine what health, safety and environmental hazards and risks it may encounter in the performance of the Work and implement the appropriate controls.

- The Contractor must provide copies of its HSE policy and procedures to the Company upon request.

3.1.1 Unsafe Operations and the Right to Stop Unsafe Work

The Contractor and Contractor personnel shall 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 operations cannot be safely undertaken or that continuance of operations may result in any hazardous conditions, it must immediately notify the Company. The Contractor shall use its best efforts at all times to control or overcome the cause 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 safety concern), the Supervisor responsible for the work must be notified immediately.

3.1.2 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, and any breach or violation thereof shall be considered to be a material and substantial breach of the Contract, including without limitation, a breach of the following:

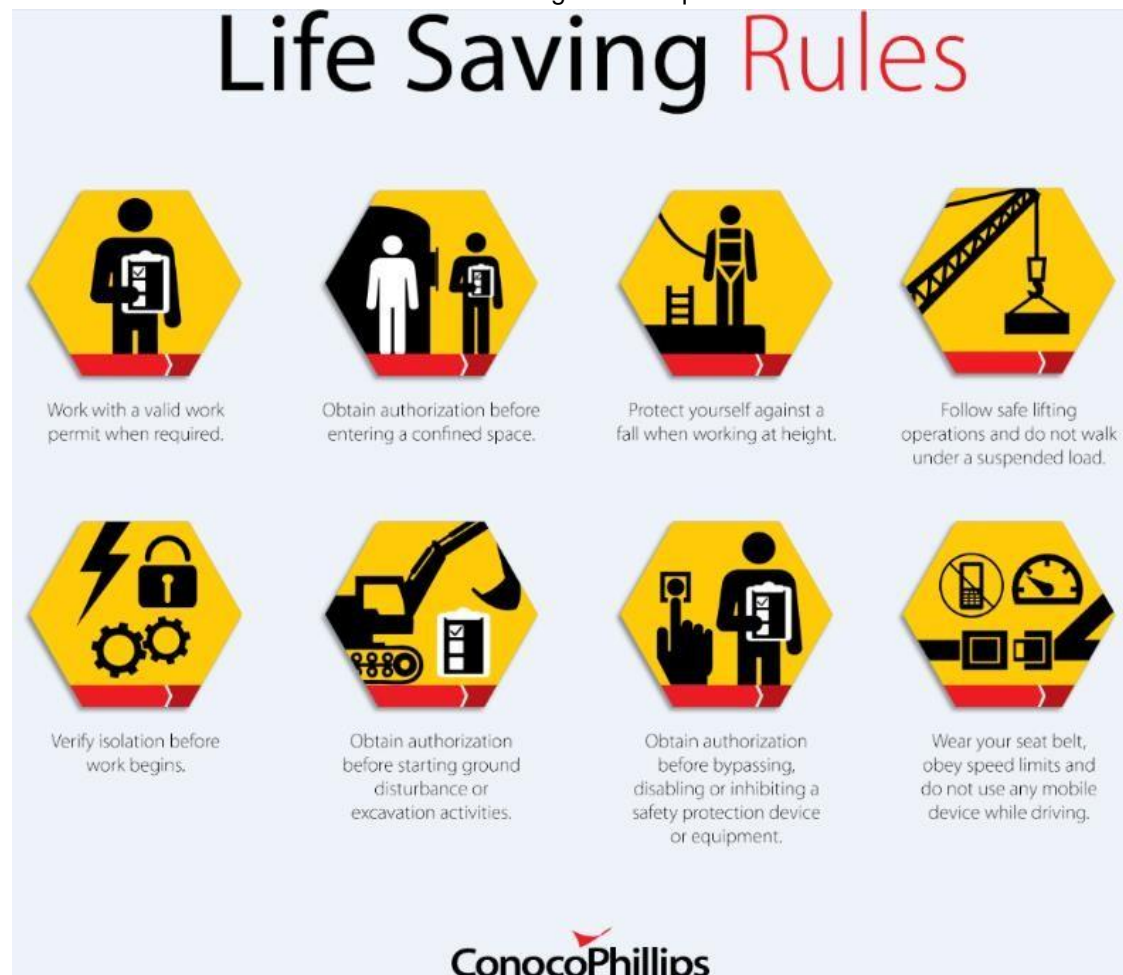
- The Contractor must not cause, permit, or tolerate a hazardous, unsafe, unhealthy or environmentally unsound condition or activity over which it has control at the work site.
- If the Contractor becomes aware of any hazardous, unsafe, unhealthy or environmentally unsound condition, including without limitation a violation of any of the health, environment and safety standards with which the Contractor must comply in accordance with the Contract, it shall immediately notify the Company. The Contractor must 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 or arising out of 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 shall, 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.

3.1.3 Life Saving Rules

The Company has established a set of Life Saving Rules 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.

Note: The Contractor must meet all Life Saving Rules requirements.



3.1.4 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. The figure below provides a summary of the Company's HSE CLEAR expectations.



ABU West's HSE Expectations

HSE Vision: Be the safety leader and deliver best in class HSE performance in Australia.

*Each employee and contractor shall take responsibility and accountability for their own safety and the safety of others through visible demonstration of **CLEAR** behaviours.*

Demonstration of **CLEAR** behaviours means...

EVERYONE will...	SUPERVISORS and MANAGERS (will also)...	EXECUTIVE MANAGEMENT (will also)...
C ommunication <ul style="list-style-type: none"> Willingly approach others Offer and accept best practices Report all incidents and near misses 	C ommunication <ul style="list-style-type: none"> Be visible in the workplace Foster two-way HSE discussions Recognize positive HSE achievements 	C ommunication <ul style="list-style-type: none"> Encourage open dialogue Tell a compelling case for HSE Incorporate HSE into communications
L eadership <ul style="list-style-type: none"> Lead by example Expect others to work safely Ensure a safe and secure workplace 	L eadership <ul style="list-style-type: none"> Demonstrate safety as a core value Provide necessary tools and resources Never compromise on HSE issues 	L eadership <ul style="list-style-type: none"> Demonstrate safety commitment Align business strategy and HSE goals Consider HSE impacts in all decisions
E ngagement <ul style="list-style-type: none"> Actively participate in HSE activities Participate in environmental programs Mentor each other on HSE expectations 	E ngagement <ul style="list-style-type: none"> Conduct HSE performance reviews Frequently interact with all stakeholders Actively manage contractor performance 	E ngagement <ul style="list-style-type: none"> Drive HSE Excellence Promote Sustainable Development Actively measure HSE effectiveness
A ccountability <ul style="list-style-type: none"> Stop any unsafe act or situation Comply with procedures and rules Use correct PPE, tools and procedures 	A ccountability <ul style="list-style-type: none"> Verify the workforce's HSE competency Clarify all HSE roles and responsibilities Own the HSE excellence process 	A ccountability <ul style="list-style-type: none"> Set HSE strategic direction Create focused HSE goals Monitor and audit HSE performance
R isk <ul style="list-style-type: none"> Never walk past a hazard Reassess job risk if scope changes Understand and use risk assessment tools 	R isk <ul style="list-style-type: none"> Understand the risk exposure Audit risk mitigation effectiveness Provide risk tools and training 	R isk <ul style="list-style-type: none"> Consider HSE impact of all decisions Define the acceptable risk profile Support corporate risk processes

The Company has set several Values that also align with the Company's HSE Culture program. Contractors must align to these values when performing work at the Company's sites as per below.



3.2 RISK MANAGEMENT

Prior to the commencement of the Work, the Contractor shall 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:

- Shall maintain and implement risk assessment processes as defined in the vessel Safety Case
- Must ensure the assessment evaluates all work site specific risks and risks associated with the 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 hazard register that is relevant to the contracted work scope. The hazard register shall identify hazards, preventative controls, mitigation controls, HSE management system interfaces and any additional controls in place to manage residual risk to as low as reasonably practicable (ALARP) levels.
- Must monitor HSE risks and update risk assessments and hazard 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 or conduct additional risk assessments in relation to planned work activities in which they will be involved under the Contract.

3.3 LEGAL REQUIREMENTS AND STANDARDS OF OPERATION

The Contractor must comply with all applicable health, environment and safety laws and regulations, and any agreed 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 shall 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 and local area statutory requirements.

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 shall be corrected promptly, steps shall be taken to avoid recurrence, and any person or persons responsible for the violation shall be removed from the site of the Work upon the Company's request.

3.4 STRATEGIC PLANNING, GOALS AND OBJECTIVES

The Contractor shall set a goal of zero incidents and injuries, illnesses and environmental harm for the Work. These goals shall be incorporated into Contractor's site specific HSE Management Plans along with other HSE related key performance indicators and cascaded to sub-contractors.

Drilling Contract Management Plans shall include an agreed set of HSE key performance indicators.

3.5 STRUCTURE AND RESPONSIBILITY

3.5.1 Sub Contractor HSE Requirements

The Contractor must ensure that all members of the Contractor Group (including employees, subcontractors 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 pre-qualification and qualification which is based on demonstrated capability, HSE performance and HSE management system suitability and compliance
- Risks and hazards associated with the subcontractor's work are identified and controlled to As Low As Reasonably Practicable (ALARP) levels and that subcontractors employ the required safe systems of work
- Sub contractor safety management system (SMS) to be integrated into the Contractor's SMS
- 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, environment and safety 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.

3.5.2 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 risks and hazards 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 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

3.6 PROGRAMS AND PROCEDURES

3.6.1 Safety Cases

The Contractor shall develop and implement a vessel Safety Case which has been accepted by the relevant Regulatory Authority and meets the requirements of the applicable legislation.

The Safety Case shall outline the programs and procedures contained within the Contractor's Safety Management System.

3.6.2 Bridging Documents

The Contractor is responsible for developing a bridging document or Safety Case Revision for the contracted vessel. The contractor must ensure that the required document is developed and approved by the relevant regulator prior to the start of operations.

The Contractor shall provide the necessary information to the Company required to prepare Environment Plan updates/addendums and environmental approval documentation.

3.6.3 Contractor's HSE Manual

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

3.6.4 Biofouling Management

If bringing marine vessels into Australian waters from an international location, the Contractor shall 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.

3.6.5 Fitness for Work & Substance Abuse

The Company aspires to provide a safe 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. Specific requirements include:

- 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 shall certify the same to the Company if so requested.
- A medical examination will be required prior to undertaking HUET.

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:

- Contractors shall retain on-board capability to carry out post incident and "for cause" alcohol and drug testing.
- Contractors and Sub-Contractors are required to implement a Fitness for Work and Substance Abuse policy, which is at least equivalent to the Company Substance Abuse policy. (Appendix 1)

- All personnel boarding company provided means of transportation will be subject to drug and alcohol screening.

3.6.6 Environment

here applicable to the Scope of Work, specific Environmental requirements include:

Environment Plan

The contractor shall be responsible for adherence to the site Environment Plan and all statutory requirements and Company HSE management system requirements.

The Contractor shall provide the necessary information to the Company required to prepare Environment Plan updates/environmental approval documentation and statutory environment reports

Environment Project Induction

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 environment requirements in accordance with the Contract. The kick-off meeting shall be held as soon as practical after contract award and before the performance of any Work

Environment Audits

The Company shall have the right to conduct environment audits/inspections of the Contractor's operations, equipment and emergency procedure at any time. Prior notice shall be given in advance of these audits. The Contractor shall fully cooperate with the Company during such audits/inspections. This requirement shall 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 Environmental obligations.

Waste Management

The Contractor shall be responsible for ensuring that handling, storage, treatment, transportation and disposal of waste is conducted in accordance with all statutory requirements, all applicable Laws and Company HSE management system requirements.

Implementation of site specific waste procedures covering waste infrastructure, relevant site procedures, operational roles and accountabilities, storage and handling of waste streams, disposal by licenced contractors and guidance on inspection of waste facilities.

- Minimization of resource usage and waste generation during the Contract. All packaging and waste products shall be kept to a safe minimum, and where practicable shall be reusable, recyclable or suitable for environmentally safe disposal at a licensed waste handling facility.
- Use of loose polystyrene beads as a packaging medium is prohibited for materials that are to be dispatched to or from Company's offshore 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 Contractor. All permits and manifests must meet with Company's approval.

- Prevention of environmental contamination from Work activities.

Chemical Management

All chemicals (hazardous and non-hazardous) that are to be used or transported to any ConocoPhillips Australian Business Unit West (ABU-W) operated facility must receive Health Safety and Environment approval prior to project commencement. The HSE approval is to ensure health and environmental risks are identified and controlled during transport, use and storage of the chemical product/s.

Chemical products that are to be discharged to the marine environment shall meet at least one of the following environmental criteria:

- ☐ Rated as Gold or Silver under OCNS CHARM model.
- ☐ If not rated under the CHARM model, has an OCNS group rating of D or E.

Chemical products that do not meet the above criteria shall only be used when all the following are completed;

- ☐ The risks and impacts of using them can be demonstrated to be As Low as Reasonably Practicable (ALARP) and acceptable levels,
- ☐ Approval from the relevant ConocoPhillips Manager / Engineer and the ABUW Environmental Supervisor, and
- ☐ After the completion of an environmental risk assessment(see *ABUW Risk Management Procedure (ALL/HSE/PRO/040)*)

For further details on chemical management see *ABU-W Chemical Management ALL/HSE/PRO/04*

Heavy Fuel Oil Systems

Support Vessels (does not mean commercial trading vessels e.g. Offtake Tankers LPG, Condensate & LNG gas carriers) with dual fuel systems must ensure that the Heavy Fuel Oil system e.g. tanks, lines, pumps etc are isolated prior to commencement of the relevant project within the Bayu-Undan Contract Area.

Procedures shall be in place to manage any spills or release of hydrocarbons to the environment in alignment with the ship board pollution emergency response plan (SOPEP). Drills shall be conducted on managing spills or unwanted releases to the environment.

3.6.7 Cultural Heritage Impact Management

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

3.6.8 Hand & Finger Injury Prevention

Drilling Contractors shall have a proactive documented program in place to eliminate or minimise hand and finger injury hazards and injuries. The program must include, as a minimum:

- A systematic hand and finger injury hazard inspection program, with an emphasis on engineering solutions
- Hand and finger safety, injury prevention and hazard awareness training for all personnel
- Documented discussions of hand and finger safety and injury prevention issues associated with each task on job safety or hazard analysis
- Requirements for glove and tool selection, based on task, proper hand placement and tool use and maintenance
- Audits to check for compliance with the hand and finger hazard and injury prevention program

Innovative programs which focus on behaviour based training, as well as engineered solutions to reduce exposure and risk are preferred. Programs shall include a process where leading and trailing metrics/KPIs, as approved by the Company, are reported monthly. The overall program shall be auditable.

3.6.9 Dropped Object Prevention

Drilling Contractors shall have a proactive documented dropped object prevention scheme in place, including, as a minimum:

- A systematic potential dropped object inspection program
- Worksite management of dropped object hazards, including buffer zones
- Audits to check for compliance with the dropped object prevention scheme
- Dropped object prevention and hazard awareness training for all personnel

Innovative programs which focus on behaviour based training, as well as engineered solutions to reduce exposure and risk are preferred. Programs shall include a process where leading and trailing metrics/KPIs, as approved by the Company, are reported monthly. The overall program shall be auditable.

3.7 ASSET AND OPERATIONS INTEGRITY

3.7.1 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 and, where required, certified in the use of such HSE equipment. Such equipment must comply with all statutory requirements, recommended manufacturers guidelines and relevant industry standards.

3.7.2 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.

3.7.3 Management of Change

The Contractor shall apply a 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 As Low as Reasonably Practicable (ALARP).

3.8 EMERGENCY PREPAREDNESS

3.8.1 Emergency Arrangements

Contractor emergency arrangements shall include as a minimum:

- Emergency response procedures
- Emergency drills
- Fire fighting procedures
- First aid provision

3.8.2 Security

The Contractor is 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 shall 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, including processes to ensure sub-contractor security, where applicable.

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

All luggage is subject to security screening prior to boarding Company provided means of transportation.

3.9 AWARENESS, TRAINING AND COMPETENCY

Prior to the commencement of the Work the Contractor must provide documentation, on request, regarding the competency of each member of the Contractor Group to the satisfaction of the Company. This documentation must include details that show that the members of the Contractor Group are competent and have the appropriate qualifications, job skills and training as required by the Contract and Statutory Requirements.

3.9.1 Inexperienced Personnel, New to Site Personnel & 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 shall 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.

3.9.2 HSE Training

The Contractor is responsible for identifying necessary training (including common industry inductions) and verifying that all members of the Contractor Group are properly prepared to perform the work as contracted.

Personnel travelling offshore by helicopter must hold current TBOSIET (Tropical Basic Offshore Safety Induction and Emergency Training); BOSIET (Basic Offshore Safety Induction and Emergency Training); or FOET (Further Offshore Emergency Training) refresher for TBOSIET or BOSIET) certification from an OPITO training provider recognised by the Company. A copy of the certification is to be provided to COP by request. A list of the Company's approved TBOSIET Training Providers is available upon request.

3.9.3 Verification of Competency (VOC)

Assessing for Verification of Competency (VOC) is used by many industries as part of the pre-mobilisation checks and or prior to contractual employment. The purpose of a VOC assessment is to provide a method of verifying the skills, abilities; knowledge and attitude of personnel to not only undertake high risk work activities or operate plant or equipment, but do so in a safe manner.

Before starting work, the contractor shall have in place a verification of competency (VOC) process for any personnel conducting High Risk Work License activities on COP facilities. The contractor shall demonstrate records of completed VOCs when requested by COP. These processes will be subject to audit and approval by the ConocoPhillips Competency Assurance and the HSE team. Note: The Company may also require VOC for other activities as required e.g. painting & blasting.

The Contractor's verification processes must provide a sound level of assurance that individuals possess the necessary practical skills, knowledge, experience, and ability to perform their work without risk to themselves, others, the facility, plant and equipment or the environment. All personnel are required to undertake VOC certification at least every 3 years, to ensure they are up to date with new industry regulations, workplace safety standards and any new technology or policies related to the industry and job role.

The VOC is to be facilitated by either an RTO or the contractors internal VOC system using a subject matter expert and shall include the following:

- Validation of experience through documentary evidence

E.g. High Risk Work licence or equivalent prior to the VOC being conducted

- Challenge testing of underpinning knowledge

A written theory assessment completed that determines the level of underpinning knowledge related to the work activity

- Observation of practical performance of work

Each assessment should take a minimum of 1-2½ hours (however will depend on type of plant and/or requirement)

- The level of proficiency is documented.

The outcomes of the VOC process shall be recorded and tracked against targeted competencies (i.e. through a competency matrix or similar). Some Contractors (as determined by the COP Contract Sponsor / Contract Owner) will be required to register with ISNetworld and upload / maintain all relevant HSE training and competency records.

3.10 NON-CONFORMANCE, INVESTIGATION AND CORRECTIVE ACTION

The Contractor shall have a formal process, or processes, for hazard reporting, incident investigation and corrective action close-out. Root cause analysis shall be included in the incident investigation process.

Incident/injury reports shall be provided to the Company.

3.11 COMMUNICATIONS

The Contractor shall set out a communications scheme showing lines of reporting and methods of reporting, at all levels within the Contractor organization, 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.

3.11.1 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 shall be held as soon as practical after contract award and before the performance of any Work.

3.11.2 Contract 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. Contractor must comply with the Company's request.

3.12 DOCUMENT CONTROL AND RECORDS

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

3.13 MEASURING AND MONITORING

The Contractor shall submit a monthly HSE performance report to the Company. This monthly report shall specifically report on HSE performance for the Contract only (not the contractor's company wide performance). The Company will monitor the Contractor's HSE performance against agreed HSE KPI's, requirements and expectations to identify trends, areas of strong performance and areas of concern requiring corrective action. At a minimum the Monthly Reports shall 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 Recordable Incident Rate (No. of TRI's divided by total exposure hours, multiplied by 200,000)

- Number of first aid cases
- Number of environmental incidents (spills, releases from primary containment, non compliances with legal and management system requirements).
- Number of Property Damage Loss Incidents
- Additional lead KPI's and HSE reporting requirements shall be specified in the HSE plan as required by the Company. These lead KPI's 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
- Contractors may be required to monitor and report additional environmental KPI's (e.g. the use of resources such as fuels and other consumables during the period of the Contract and the volume and type of waste generated).
- Monthly site exposure hours and incident information shall also be entered into ISNetwork "Site Tracker" by the 7th day of each subsequent month

3.14 AUDITS

The Company shall have the right to conduct audits/inspections of the Contractor's operations, equipment and emergency procedures at any time. Prior notice shall be given in advance of these audits. The Contractor shall fully cooperate with the Company during such audits/inspections. This requirement shall 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.

3.15 REVIEW

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

4 APPENDIX 1: ABU-W COMPANY SUBSTANCE ABUSE POLICY

4.1 DRUG & ALCOHOL FREE WORKPLACE OBLIGATIONS

Employees and any other person performing Company Work, on Company assignment or on Company Premises are prohibited from engaging in any activity that would contravene this Policy.

Employees and any other person performing Company Work, on Company assignment or on Company Premises are expected to be fit for duty and in a condition to carry out their assignments and responsibilities. It is therefore a violation of this Policy for such persons to work or to be on Company assignment or Company Premises with any Controlled Substance (as prescribed in this Policy) present in their system above the Cut off Levels.

Employees must cooperate fully with the Controlled Substance Testing programs specified in this Policy. Refusal to cooperate with such testing, searches or investigations or tampering with any Controlled Substance Test sample will result in termination of employment

The consumption, use, manufacture, dispensing, possession, distribution, promotion, provision, purchase, sale, transportation, concealment, transfer or storage of Controlled Substances and/or Controlled Substance-related Paraphernalia while performing Company Work, on Company assignment or on Company Premises is strictly prohibited and will result in termination of employment.

In addition to the Company conducting Controlled Substance Testing, with the Company's agreement, contractors, consultants and vendors may also conduct Controlled Substance searches and/or testing of their personnel, according to their company guidelines for Controlled Substance Testing in effect at the time.

While the Company has no direct interest in the personal actions or discipline of any contractor, consultant or vendor personnel, these persons can affect safe Company operations. Any Employee or contractor, consultant or vendor personnel found or reasonably suspected to be in violation of this Policy will be denied access to the job site or work assignment by the Company. Visitors found or reasonably suspected to be in violation of this Policy will also be denied access to Company Premises.

4.2 CONTROLLED SUBSTANCE ABUSE TESTING

It is a condition of employment for Employees and any other persons, including joint venture partners, contractors, subcontractors and visitors performing Company Work, on Company assignment or on Company Premises to submit to Controlled Substance Testing. The Company will test for Controlled Substances (other than Alcohol) in accordance with the Cut off Levels prescribed in the attached Schedule 1. Alcohol will be tested per the limits described in Clause 4.

It is a violation of this Policy to not submit for any Controlled Substance Testing when requested.

4.3 PRE-EMPLOYMENT MEDICAL SCREENING

All potential Employees will be subject to Controlled Substance Testing, as part of pre-employment medical screening.

4.4 RANDOM TESTING

Random Testing will be determined by a random selection process, administered by a Company representative and conducted by an accredited tester. Random Testing may be conducted at any time or on any day.

4.5 FOR CAUSE/REASONABLE SUSPICION AND POST ACCIDENT/INCIDENT TESTING

Controlled Substance Testing may be requested by the Company representative in the event of:

- an accident, incident or safety violation which results in a work-related injury, damage or loss of Company property;
- a near miss accident, incident or safety violation where a Supervisor has reasonable grounds to believe that an individual may not be fit for work;
- where an individual's erratic, unusual or dangerous behaviour raises concern that the individual may not be fit for work;
- another Employee raising reasonable concerns about an individual or group of individuals; or
- in the event that evidence is found which indicates the consumption, use, manufacture, dispensation, possession, distribution, promotion, provision, purchase, sale, transportation, concealment, transfer or storage of a Controlled Substance and/or Controlled Substance-related Paraphernalia while performing Company Work, on Company assignment or on Company Premises and the Company has Reasonable Suspicion of those who may have been involved.

4.6 NON-COMPANY PREMISES

Where Employees are performing Company Work on Non-Company Premises they shall be subject to this Policy and to the Non-Company Substance Abuse Policy in place at that work location. In the event of any conflict or inconsistency between this Policy and the Non-Company Substance Abuse Policy, the provisions of this Policy shall prevail.

Notwithstanding the above, should Employees breach the Non-Company Premises Policy in place at that particular work location, they shall be subject to the consequences of the Non-Company Substance Abuse Policy insofar as it relates to the withdrawal of access to the Non-Company Premises.

A non-compliance or breach of Non-Company Substance Abuse Policy while performing Company Work at the Non-Company Premises may result in disciplinary action under the Company Disciplinary Policy up to and including termination of employment if such non-compliance or breach is also a non-compliance or breach of this Policy or prevents the Employee from carrying out the duties and responsibilities of their role.

4.7 PRESCRIPTION AND OVER-THE-COUNTER DRUGS

The use of Prescription Medication or over-the-counter drugs may impair a person's ability to perform work safely. There are various types of drugs which may impair performance including, but not limited to:

- Hypnotics and sedatives;
- Anti-depressants;
- Antihistamines;
- Stimulants and appetite suppressants; and
- Analgesics/Codeine.

Many medications that are available by prescription or purchased over-the-counter have side effects that may alter an Employee's ability to perform work safely.

Subject to the requirement below, it is not a violation of this Policy if an Employee uses over the counter medication or medication prescribed to them by a licensed medical practitioner for current use (i.e. within the prescribed dose and period of use). If an Employee uses over-the-counter medication, he or she must do so in accordance with the instructions given by the pharmacist to the Employee or to the person provided with the medication.

Employees are responsible for obtaining the information necessary to determine whether the use of any such medication may negatively affect their ability to perform their work safely. Accordingly, Employees must discuss their work responsibilities with their physician and/or pharmacist to determine what the medication contains and how it could affect the application of this Policy in their particular circumstances.

If the prescription or over-the-counter medication the Employee is taking could impact on his or her ability to work safely, the Employee must notify one of the Company's health professionals or their Supervisor before commencing work. The Supervisor should liaise with a Company health professional to determine if the medication may impact the Employee's fitness for work. A fitness for work assessment may be required or a request for supporting evidence may need to be procured by the Employee from their treating physician. The Company may direct the Employee to undertake an independent medical assessment to confirm the medical condition and treatment.

At the time of testing, Employees must declare any Prescription Medication or over-the-counter medication they are taking. This includes all medications, vitamins or over the counter medications taken in the last 14 days. This shall be recorded on the Chain of Custody form.

If a Non-negative Result occurs during testing, the Employee will be required to produce a valid prescription for the medication, labelled packaging where scripts are no longer available (non-repeat scripts), or original packaging for over the counter medication. This should be provided as soon as possible pending Laboratory analysis of the sample. Failure to provide proof may result in disciplinary action up to and including termination.

Due to changes implemented by the Australian Therapeutic Goods Administration, any medication containing Codeine purchased on or after 1st February 2018 will now require a prescription. During the time period up to and including 31 December 2018, for the purposes of this Policy, the Company will treat codeine based medications purchased before 1st February 2018 that did not require a prescription at the time of purchase as over the counter medication.

Non-declaration of medication may result in the Employee being removed from the workplace and placed on leave without pay pending the results of the Confirmation Test.

It is a violation of this Policy to use another individual's prescribed medication or provide your medication for use by another Employee.

5 TESTING PROCEDURES & CUT-OFF LEVELS

5.1 ALCOHOL TESTING

Any Employee who reports for duty and is tested for alcohol and has a confirmed BAC reading of:

- BAC 0.050% or above; or
- less than 0.050% where, pursuant to any applicable Federal, State or local jurisdiction law, that confirmed BAC reading would result in the relevant Employee committing an offence under that law,

is in breach of this policy and will have their employment terminated.

Subject to the above, if the confirmed BAC reading is 0.020% or above, but less than BAC 0.050%, the Employee's direct supervisor will be informed and the employee will be removed from performing safety sensitive duties. This may also result in disciplinary action.

In the case of testing for alcohol by way of breath sample, such testing will comply with applicable laws and regulations. Breath alcohol testing instruments such as a breathalyser may be used. If the Initial alcohol screening test is positive, the result will be confirmed using a second breath sample.

5.2 CONTROLLED SUBSTANCE TESTING

Controlled Substance Testing other than alcohol testing will be conducted by a Certified Tester and subsequent analysis confirmed by a National Association of Testing Authorities, or successor organisation, accredited Laboratory. Testing is to be conducted in accordance with Australian Standards (AS), or in the absence of available AS testing methods, a recognised laboratory testing method.

An Initial Test will be performed and any subsequent Non-negative Results for an Initial Test are to be validated by Laboratory analysis prior to confirmation of a positive result. This will be performed using a portion of the same specimen or other specimen authorised by the Company's designated medical provider for Confirmation Testing.

The Company may test for Controlled Substances by means of specimens other than urine (such as by taking oral fluid or hair samples). Such testing will comply with any applicable laws, AS and regulations.

New testing methods may be adopted over time at the discretion of the Company to reflect developments/advancements in technology.

5.3 ACCEPTABLE SPECIMEN

If an Employee fails to attend for testing and/or fails to provide an acceptable specimen, for example, in circumstances such as an inability to produce a specimen, refusal to take a test or provision of a diluted, adulterated or substituted specimen, the Company will take the following steps as applicable:

- Request the Employee to remain at the designated Collection Site in the presence of the collector until an acceptable specimen can be collected;
- Reschedule the test due to exceptional circumstances, as determined by the Company representative;
- Terminate the Employee's employment for refusing to provide an acceptable specimen within a reasonable time-period;
- Terminate the Employee's employment for failing to report to the designated Collection Site at the specified time or refusing to submit for a Controlled Substance Test;
- Terminate the Employee's employment where an Employee attempts to dilute, adulterate or substitute a Controlled Substance Test.

5.4 PROCESS FOR NON-NEGATIVE RESULT ON INITIAL TEST

Upon the recording of a Non-negative Result on an Initial Test, the Company may allow the Employee to remain in the workplace pending Confirmation Testing. This will be dependent on the Initial Test result and alignment to declared medication. This decision will be made in consultation with the Company health professional.

The Company may however remove the Employee from the workplace and place the Employee on leave without pay pending the results of the Confirmation Test.

If the Confirmation Test result is negative, the Employee will be returned to work duties, and salary and benefits reimbursed if applicable.

A Negative Test Result shall not preclude the Company from taking appropriate corrective or disciplinary action up to and including termination after an evaluation of all the relevant facts and circumstances.

All urine/oral fluid Non-negative screening specimens are split into a minimum of two containers by the tester in the presence of the Employee. All specimens are then sent to the testing Laboratory. The primary sample will be processed for testing and the secondary sample will be stored as a Referee Specimen. This is documented on the Chain of Custody form.

5.5 PROCESS FOR POSITIVE TEST RESULTS

The Company will terminate an Employee's employment if the Employee returns a Positive Test Result for a non-declared or Controlled substance.

6 PRESCRIPTION DRUGS - APPEAL PROCEDURE

If an Employee wishes to dispute termination of employment as a consequence of a Positive Test Result following the use of Prescription Medication or over-the-counter medication then, within 5 days of the termination of the Employee's employment, the Employee may appeal the Positive Test Result.

The appeal must be in writing and include a summary of the circumstances involving the use of the Prescription Medication and any other relevant documents or information. This appeal will be reviewed by the ABU Vice President Human Resources (**VP HR**) and the ABU President.

There is no appeal process with respect to a termination of employment for Positive Test Results for Alcohol or other Controlled Substances.

6.1 INDEPENDENT TESTING OF SAMPLES

If an Employee disputes the results of the Confirmation Test, with respect to substances other than Alcohol, they can make a request to the Laboratory in writing requesting the Referee Specimen be forwarded to another Laboratory for independent testing. The request must include which independent Laboratory will conduct the testing. All costs associated with additional testing remains the responsibility of the Employee and will not be paid by the Company.

Referee Specimens of confirmed positive cases are held for 3 months from the date of initial testing.

If the independent test conflicts with the initial pathology result, then the Company may refer the matter to the Company Regional Medical Director, or a senior practitioner in the field of Controlled Substance Testing. Where there is confirmation of a Positive Test Result, the Company will follow the procedure as per this Policy.

6.2 COUNSELLING AND REHABILITATION

An Employee may voluntarily seek assistance for Substance Abuse problems, outside of the Controlled Substance Testing process. In this instance, the Company will assist the Employee, without subjecting them to discipline, by providing appropriate opportunities for rehabilitation through an approved ConocoPhillips Employee Assistance Program.

This assistance is available provided the Employee requests help prior to being subject to testing or being notified to report for testing and no other circumstances warrant disciplinary action.

Any additional external referral by the EAP Provider, for example, admission to a private rehabilitation clinic, will be at the Employee's own expense.

Any Employee having completed a Company Approved Rehabilitation Program must be substance-free; have approval from the ABU VP HR to return to work; and agree to and sign a Return to Work agreement. Employees who have participated in an Approved Rehabilitation Program must test negative before returning to work and will be subject to regular and random post-rehabilitation testing without prior notice for a 12-month period.

6.3 CONFIDENTIALITY

Information about Employee Controlled Substance Testing or participation in rehabilitation programs will be held confidential, and such information will not be disclosed to any other persons without the consent of the Employee, except as to actions involving the Company, contracting company (where applicable) and the Employee tested (including civil or administrative proceedings), Company's professional advisors and Employees with a need to know and as required by this Policy, court order, statute, regulation or other applicable law.

7 EXCEPTIONS TO THE BAN ON ALCOHOL ON COMPANY PREMISES AND WHILST ON WORK RELATED TRAVEL

Employees have a responsibility to exercise moderation and judgment and to maintain control over their actions and behaviour so as not to be a hazard or danger to themselves, other Employees, or the general public, and so as not to harm the Company's reputation. A breach of this may result in disciplinary action up to and including termination of employment.

7.1 ALCOHOL ON COMPANY PREMISES

Under certain circumstances, the storage of beverages containing Alcohol on Company Premises may be authorised by a member of the ABU Leadership Team. Alcohol must not be consumed on Company premises.

7.2 COMPANY SPONSORED EVENTS

The fact that Alcohol may be served at a Company Sponsored Event does not relieve Employees of their responsibility to exercise moderation and judgment in accordance with Clause 9.0 above. This includes Employees attending a Company Sponsored Event outside of their normal work hours (e.g. evenings or weekends) or operational Employees on their rostered days off.

7.3 ALCOHOL CONSUMPTION WHILST ON COMPANY TRAVEL

No Alcohol may be consumed by Employees whilst travelling by aircraft leased or chartered by the Company.

Alcohol may be consumed by an Employee on a commercial flight paid for by the Company provided the Employee is not returning to the workplace or conducting Company Work during or on the arrival of the flight, and provided further that the Employee exercises moderation and judgment and maintains control over his or her actions and behaviours in accordance with Clause 9.0. An Employee returning to a workplace or conducting Company Work during or on the arrival of the flight must comply with this Policy including Clause 4.0 above.

8 TRAINING AND AWARENESS

Employees are to undertake Substance Abuse awareness training as part of the induction process and subsequent refresher training at intervals determined by the company.

9 FURTHER INFORMATION

It is important that each Employee understands this Policy and the Company's intent to have a safe workplace and workforce free from Alcohol and Controlled Substance Abuse. Employees are encouraged to contact their immediate Supervisor or Human Resources representative if they have any questions regarding this Policy.

10 DEFINITIONS

The following definitions apply to the terms used in this Policy.

ABU Leadership Team means the leadership team of an ABU.

Abuse means the use of any Controlled Substance in a manner that may tend to incapacitate, impair or influence an individual, or the use of any Controlled Substance in a manner that

deviates from the medical or legal norms or from Company rules, policies or expectations. This includes recreational use of a Controlled Substance, as well as dependence on or addiction to a Controlled Substance. It also includes the use of any prohibited, illegal, or Controlled Substance and may include misuse of substances that are permitted, legal, authorised or uncontrolled.

Alcohol means any fermented or distilled spirits containing ethyl alcohol, such as beer, wine, wine coolers, blended or distilled spirits, fermented ales, etc. Alcohol is generally included in the term "substance".

Approved Rehabilitation Program means a substance rehabilitation and maintenance program that is recognized by and meets the criteria established by the Company's medical division.

Australia Business Unit or **ABU** means the Australia Business Unit East and/or the Australia Business Unit West, as the context requires.

Australia Business Unit East means the Australian Business Unit East, with its head office in Brisbane, Queensland.

Australia Business Unit West means the Australian Business Unit West, with its head office in Perth, Western Australia.

Australian Standard or AS means the Australian/New Zealand Standard for AS/NZS 4308:2008 "Procedures for the collection, detection and quantification of drugs of abuse in urine", AS 4760 "Procedures for the collection, detection and quantification of drugs in oral fluid" and AS 3547 "Breath alcohol testing devices for personal use".

BAC means Blood and/or Breath Alcohol Content (BrAC) in this document.

Breath Alcohol Testing Device means an instrument which analyses and quantifies the chemical presence of Alcohol in a breath sample.

Certified Tester/Collector is a person who has successfully completed a course of instruction for specimen collection, handling, storage and dispatch of specimens and who has received a statement of attainment in accordance with the Australian Quality Training Framework.

Chain of Custody means a procedure to account for the integrity of each test specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. A chain of custody form is utilized to document this process.

Collection Site means a place designated by the Company where individuals present themselves for the purpose of providing a specimen/sample for testing purposes.

Company means ConocoPhillips Australia Pty Ltd (ACN 092 288 376) and/or ConocoPhillips (03-12) Pty Ltd, as the context requires.

Company's health professionals are Company appointed health professionals who work for the Company in the following capacities; Occupational Health Coordinator, Site Nurse, Paramedic, Offshore Medic or Company appointed Doctor.

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, controlled by the Company or any related body

corporate. It also includes all modes of transportation whether owned, leased, provided by or rented by Company or any related body corporate or Employee performing Company Work or a Company assignment.

Company Sponsored Event includes any function or event that the Company has endorsed, sponsored and/or invited Employees to attend.

Company Work includes all authorised work, job assignments, or job-related activities performed for, or on behalf of, Company or any related body corporate.

Confirmation Test means, in the case of urine/oral fluid Controlled Substance Testing, an analytical testing procedure conducted at a Laboratory and uses mass spectrometry to identify the presence of a specific drug or metabolite. This test is secondary to the initial test. Breath Alcohol Content testing is confirmed by a second repeat test conducted within 20 minutes of the initial test.

ConocoPhillips means the global company, and includes the Company.

Controlled Substance(s) means:

- a) all substances, the possession of which is illegal or unlawful pursuant to the laws of any Federal, State or local jurisdiction, including but not limited to those listed in Schedule 1;
- b) Prescription Medication and over-the-counter drugs used in a manner inconsistent with the prescription or recommended usage;
- c) Alcohol or drugs as specified in the Australian Standard;
- d) any substance which has a pharmacological effect and which is not classified by the Therapeutic Goods Administration as a registered (i.e., it has an 'AUST R' number) or listed (i.e., it has an 'AUST L' number) medicine; and
- e) any other substance in any form, which either temporarily or permanently, alters mood, perception, co-ordination, response, performance or judgment or otherwise deprives a person of their normal mental or physical functions, including but not limited to cannabinomimetic drugs (aka synthetic cannabis) and substituted or synthetic cathinone products (aka "bath salts").

Controlled Substance Test or Testing means a test or testing for Controlled Substances.

Cut off Levels – as Indicated in Schedule 1 of this document and per AS. Any measurement detected at or above these levels indicates a positive or Non-negative Result.

Employee means a person on the payroll of the Company, including regular, temporary, intermittent, hourly, salaried, supervisory, management and executive classifications, subject to the scope of this Policy. References to Employees in this Policy shall, where applicable include any other persons, including joint venture partners, contractors, subcontractors and visitors performing Company Work, on Company assignment or on Company Premises.

Employee Assistance Program or EAP means a Company sponsored program providing assistance to Employees to address any behaviour, stress, or mental health related problems or illnesses, which are or have the potential to affect workplace productivity or individual Employee health.

EAP Provider means the provider of the Company's Employee Assistance Program.

Fitness for Work as described in the ABU Fitness for Work Policy, is the overarching philosophy which encompasses a range of initiatives designed to enhance safety in the workplace. Employees and contractors are required to present themselves for work in a fit and healthy state; this ensures they are capable of performing their duties and assigned tasks in accordance with their job description, contract of employment or instructions received from their Supervisor.

Human Resources means the Human Resources (HR) or Business Services department of the Company and Employees working in Human Resources.

Initial Test means, in the case of drug testing, a preliminary immunoassay test to eliminate negative urine/oral fluid specimens from further consideration. In the case of testing for other substances, Initial Test means a reliable preliminary test to determine the absence or presence of one or more of those substances in the system of a person.

Laboratory means a testing facility accredited for AS at which the analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or metabolite.

Negative Test Result means the result of a Controlled Substance Test that indicate the absence of a drug or other substance (as the case may be) in the system of a person.

Non-Company Premises means a workplace in which Company Work is performed by Employees which is not Company Premises (e.g. Warehouse).

Non-Company Substance Abuse Policy means the policy or regime in place at the Non-Company Premises with respect to Controlled Substance abuse.

Non-negative Result means any test result that indicates exposure to a substance but is not considered an official positive confirmation.

Paraphernalia means equipment, apparatus or other devices used in conjunction or associated with Controlled Substances.

Policy means this ABU East and ABU West Substance Abuse Policy Document No. HR-WL-007, as amended from time to time.

Positive Test Result means individual drugs and/or metabolites confirmed as detected. A positive result would be measured at or over the Cut off Levels in Schedule 1 or the detection of any other substance which is a Controlled Substance.

Prescription Medication means a licensed medicine that requires a medical prescription before it can be obtained. The term is used to distinguish it from over-the-counter drugs which can be obtained without a prescription.

Presence (Or Present) in the System of a Person: means a Positive Test Result for Controlled Substances(s) in the system of a person.

Random Testing means testing based on a mechanism for selecting Employees for drug or Alcohol testing that:

- a) results in an equal probability that any Employee from the group of Employees subject to the selection mechanism will be selected, and

- b) does not give the Company discretion to waive the testing of any Employee selected under the mechanism.

Reasonable Suspicion means the Company believes or suspects that an Employee:

- a) has a Controlled Substance present in the system;
- b) is under the influence of a Controlled Substance;
- c) appears affected, impaired or influenced by a Controlled Substance; or
- d) is using or has used drugs or Alcohol in violation of this Policy because of information received or discovered by the Company.

Referee Specimen means a secondary specimen, taken at the time of testing, which has undertaken the same chain of custody requirements as the initial specimen, which is kept frozen and unadulterated at the laboratory for 3 months after the Initial Test, in the event that the Employee may request independent analysis.

Synthetic drugs are products containing chemical substances artificially developed to mimic the effects of illegal **drugs** such as cannabis, cocaine and methamphetamine.

The following terms may be used interchangeably in this Policy or in any communications relating to this Policy:

- a) substance;
- b) substances;
- c) substances of abuse;
- d) alcohol;
- e) drug(s);
- f) chemical(s); and
- g) other substance(s).

Supervisor means an Employee of the Company with one or more direct reports.

Schedule 1

AS4308 Table 1 - Immunoassay Urine Screening Test Cut off Levels

Class of drug	Cut-off level µg/L
Opiates	300
Amphetamine type substances	300
Cannabis metabolites	50
Cocaine metabolites	300
Benzodiazepines	200
NOTE: Where immunoassay is used as an Initial Test, then cross-reacting compounds should be included in the cut-off.	

AS4308 Table 2 - Confirmatory Urine Test Cut-off Levels

Compound	Cut-off level† µg/L
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxymethylamphetamine	150
Methylenedioxyamphetamine	150

Benzylpiperazine	500
Phentermine	500
Ephedrine	500
Pseudoephedrine	500
11-nor- Δ^9 -tetrahydrocannabinol-9-carboxylic acid	15
Benzoylecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
alpha-hydroxy-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

Schedule 1 Continued

AS4760 Table 1 - Immunoassay Oral Fluid Initial Test Cut off Levels

**LABORATORY IMMUNOASSAY INITIAL TEST
TARGET CONCENTRATIONS**

Class of drug	Target concentration ng/mL
Opiates	50
Amphetamine-type stimulants	50
Δ 9-tetrahydrocannabinol (THC)	25
Cocaine and metabolites	50

NOTE: These targets represent the undiluted oral fluid concentration.

AS4760 Table 2 – Non-Immunoassay Oral Fluid Initial Test Cut off Levels

**NON-IMMUNOASSAY INITIAL TEST AND
CONFIRMATORY TARGET CONCENTRATIONS**

Compound	Target concentration ng/mL
Morphine	25
Codeine	25
6-Acetyl morphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethylamphetamine	25
Methylenedioxyamphetamine	25
Δ 9-tetrahydrocannabinol	10
Cocaine	25
Benzoylcegonine	25
Ecgonine methyl ester	25

NOTES:

- 1 These targets represent the undiluted oral fluid concentration.
- 2 For analytes not included in this Table, the laboratory should select a target concentration as appropriate for oral fluid.

Testing may be conducted for Controlled Substances which are not listed in Schedule 1.

Benzodiazepines will be included in the COP oral fluid testing regime.

In such cases, the Company can, in its absolute discretion, obtain advice from one of the Company's health professionals, a certified or licensed laboratory, or another expert as to the testing procedures and Cut-off Levels applicable such a Controlled Substance, and whether such a Controlled Substance has been detected.

Schedule 1

Table 1 - Immunoassay Screening Test Cut-off Levels

Class of drug	Cut-off level µg/L
Opiates	300
Amphetamine type substances	300
Cannabis metabolites	50
Cocaine metabolites	300
Benzodiazepines	200

NOTE: Where immunoassay is used as an Initial Test, then cross-reacting compounds should be included in the cut-off.

Table 2 - Confirmatory Test Cut-off Levels


Compound	Cut-off level† µg/L
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxymethylamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine	500
Phentermine	500
Ephedrine	500
Pseudoephedrine	500
11-nor- Δ^9 -tetrahydrocannabinol-9-carboxylic acid	15
Benzoylecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
alpha-hydroxy-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100
Methadone	
Barbiturates	

* 6-acetylmorphine should be reported when detected at a cut-off level of 10 µg/L.

† All cut-off levels are expressed as total concentration of drug or metabolite after hydrolysis of conjugates if necessary.

Testing may be conducted for Controlled Substances which are not listed in Schedule 1. In such cases, the Company can, in its absolute discretion, obtain advice from one of the Company's health professionals, a certified or licensed laboratory, or another expert as to the testing procedures and cut-off levels applicable such a Controlled Substance, and whether such a Controlled Substance has been detected.

11 APPENDIX 2: CONOCOPHILLIPS' HEALTH, SAFETY, ENVIRONMENT & SUSTAINABLE DEVELOPMENT POLICY



AUSTRALIA BUSINESS UNIT - WEST

Health, Safety, Environment & Sustainable Development Policy



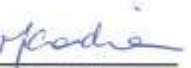






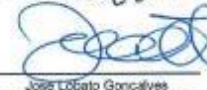


Our people are our most valuable asset and management is committed to providing a safe and secure workplace for them to work. We are collectively and individually responsible for maintaining a safe work environment.

We are committed to conducting our operations in an environmentally sound manner and in harmony with the surrounding community. We strive to be recognised as a valued and welcomed member of the community in which we operate.

To achieve these commitments, we support the following fundamental principles through our demonstrated actions:

- No work is so urgent or important that we cannot take the time to do it safely.
- Work in compliance with applicable regulations and laws to contribute to the prevention of injuries, releases, environmental impacts and property loss or damage.
- All employees and contractors have the authority and the responsibility to stop work, if concerns exist about safety, security, the environment or property loss, without regard to loss of production.
- Working safely and in a fit state, is a condition of employment and each employee and contractor is responsible for their own safety and the safety of those around them.
- All incidents are to be immediately reported. We will treat all incidents as opportunities to learn and prevent recurrence.
- We will safeguard our operations from process safety incidents by implementing systems to ensure the integrity and reliability of our equipment and operational capability.
- Managers and supervisors will demonstrate visible and active leadership that engages all employees and contractors to manage HSE performance with clear authorities, accountabilities and expectations.
- Provide employees with the capabilities, knowledge and resources necessary to instill personal ownership and motivation to achieve HSE excellence.
- Provide relevant safety and health information to contractors and require them to provide proper training for the safe and environmentally sound performance of their work.
- Employees and contractors are involved in comprehensive HSE audits and incident investigations to seek timely corrective action.
- Sustainability is a factor in our ongoing operations as well as in planning and execution of future projects.
- Business is conducted in a way that contributes to economic growth, a healthy environment and vibrant communities in the areas we operate.
- Employee participation and ownership in community activities is encouraged.

The success of the Australia Business Unit - West is dependent on fulfilling these commitments to our employees, our contractors and the communities in which we operate.

 Paul Dubuisson VP Operations, Drilling & Supply Chain	 Chris Wilson President	 Michael Gardiner VP Finance
 Simon Vindag VP HSE	 Frank Krieger VP Exploration & Development	 Alison Smith VP Human Resources
 Jack Quinn VP Legal & Corporate Affairs	 Anka Nazroo VP Commercial	 Steve Ovenden VP Growth
 Jodie Lago Goncalves Timor-Leste Country Manager	 Kayleen Ewin VP Sustainable Development, Communications & External Affairs	 Alice Barnett AP & ME Regional IT Lead

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