



Australia Business Unit

HSE Requirements for Contracts

ABUE-450-HS-N05-C-00121

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Revision Detail

Rev Number	Date	MOC Number	Author	Approver
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Operated by



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1. Purpose

ConocoPhillips Australia Pty Ltd.'s core value is the Health and Safety of our people and the protection of the environment and its assets. The Company requires Contractors to adopt, implement and maintain standards and practices 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

In scope: applicable to all contract work scopes and contractor personnel performing work for the Australia Business Unit (ABU). This includes work conducted under a formal contract or purchase order.

Out of scope: A review of the Contractor's HSE Management System (HSEMS) is required to conduct business with the Company, as per the ABU Contractor HSE Management Process (ABUE-450-HS-N05-C-00053).

2.1. Contractor HSE Requirements

The Contractor must ensure all workers (including Contractor employees, sub-contractors etc.) are skilled, qualified and properly managed in the execution 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:

- Sub-contractor HSE qualification process, HSE performance and HSEMS suitability and compliance.
- Hazards and risks associated with the Sub-contractor's work are identified and controlled so far as is reasonably practicable (SFARP), and verify sub-contractors employ the required safe systems of work.
- 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 managers and supervisors are advised in writing via the contract documentation, that they are responsible for ensuring work is performed in accordance with all applicable HSE regulatory requirements, 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 responsibilities of Contractor management representatives.

The Contractor's Management representatives must:

- Demonstrate safety leadership that promotes a positive work culture and is consistent with ConocoPhillips SPIRIT Values, Learning Organisation Fundamentals, Life Saving Rules and HSE Culture.
- Ensure compliance with HSE management system and processes.
- Ensure all personnel understand and are aware of their individual HSE responsibilities.
- Identify hazards and risks associated with the contract scope of work.
- Ensure HSE management plans/bridging documents are developed to manage risks associated with the scope of work.
- Ensure resources and strategies are in place to deliver corrective action plans based on continuous improvement identified through audits, inspections and performance evaluations.

3. Procedure

3.1. Policy and Leadership

The contractor is expected to demonstrate commitment to the protection of people, the environment and operating assets in accordance with all applicable laws, regulations and Company requirements. Key expectations include are included in the following sections.

3.1.1. Unsafe Operations and the Right to Stop Unsafe Work

It is imperative that all Contractor personnel understand they have the authority to stop unsafe work from commencing or continuing. This authority must be communicated and understood by all personnel performing work at our facilities

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

3.1.2. Termination and Suspension for Breach of HSE Requirements

Any breach or violation to contractor HSE requirements set out in this document, is a 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 condition mentioned above, including 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 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
- The Contractor must take all necessary safety precautions related to the performance of the contract 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 own cost, modify the method of work to work safely

If the Contractor fails to take the necessary steps to eliminate, control any such breach or violation promptly or to otherwise comply with HSE requirements, the Company may terminate the contract immediately.

3.1.3. ConocoPhillips SPIRIT Values

The Company's global SPIRIT set the standard for how we behave and drive our business culture. All personnel are expected to align to these values when performing work at the Company's sites.

Figure 3.1: ConocoPhillips SPIRIT Values



3.1.4. Life Saving Rules

The Life Saving Rules have been established to support the COPOP HSEMS and drive appropriate safety critical behaviours and practices. The Life Saving Rules provide a specific ruleset for each of the high-risk work activity processes.

Figure 3.2: Life Saving Rules



3.1.5. Our HSE Culture Framework

Building on the foundation of ConocoPhillips SPIRIT Values and Life Saving Rules, Our HSE Culture describes the way we should collectively think and behave in relation to health, safety and the environment. This description was developed from safety research and lesson from industry events, in addition to collecting the views of many of our people. With this information, we have defined:

- Positive behaviours that support a strong HSE culture
- Negative behaviours that should be avoided.

HSE Culture sessions are mandated for all personnel that work in ABU owned or operated facilities and will provide personnel with the information and understanding to comply with and promote the framework within the teams in which you work.

Figure 3.3: ConocoPhillips HSE Culture Expectations



3.1.6. Learning Organisation Fundamentals

COPOP Australia strives to be an organisation that continually learns from itself, build a no-blame culture which focuses on system improvements and where every person feels empowered to speak up. A set of Learning Organisation Fundamentals has been implemented within the BU to communicate expectations that enable cultural growth and create the capacity for learning within. Our contractor partners are expected to adhere to these fundamentals while working under the COPOP HSEMS and appropriate measures set to track performance.

Figure 3.4: Learning Organisation Fundamentals



3.1.7. Safer Together

COPOP Australia have adopted Safer Together's Common Industry Competencies, Light and Heavy Vehicle Specifications and Industry Safety Induction requirements and it is an expectation that our Contractor Partners adhere to this guidance. Exceptions to these guidelines can be authorised after risk has been adequately assessed, is proven to be managed SFARP and evidence provided to COPOP for approval.

3.2. Risk Management

3.2.1. Hazard and Risk Assessment

Where directed, or when the scope of work is above and beyond ABU's Permit to work process, the Contractor must demonstrate to the satisfaction of the Company that an HSE hazard and risk assessment has been conducted for 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)
- At the request of the Company, maintain a detailed HSE register that is relevant to the contracted work scope. The risk register must identify hazards, mitigation controls, HSE management system interfaces 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 to meeting all Statutory and Company HSE Management requirements under the contract
- May be required to attend risk engagement and alignment workshops depending on the complexity of the work/project scope

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

3.2.2. 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. The Company requires the Contractor to develop and submit completed TJSAs prior to undertaking work at ABU Facilities as per our Permit to Work process.

The use of TJSAs must comply with the ABU TJSA and StepBack 5x5 Procedure (ABU-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 is required as per section 3.2.1. HSE and/or Process Safety will assist in this process as and when required.

3.2.3. 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 ABU facilities provided they comply with COPOP's minimum requirements. Approval to use alternative personal risk assessment methods must be obtained from the site HSE Supervisor.

3.2.4. Personal Safety Involvement Program

The Company has implemented a Behavioural Based Safety Program called Personal Safety Involvement (PSI). Site based Contractor supervisors and personnel will be required to participate in the PSI program and specific training will be scheduled after mobilisation.

Data from PSI observations will be entered 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 monthly. The Company PSI Program will also provide a valuable framework and lead indicator for demonstrating visible leadership and commitment to HSE.

3.3. 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 if 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.

3.4. Strategic Planning, Goals and Objectives

The Contractor must set proactive HSE measures in consultation with the Company contract owner and HSE Performance and Capability Lead. These goals must be incorporated into Contractor's site specific HSE Management Plan/Bridging document or within the agreed contract KPIs.

3.5. Programs and Procedures

3.5.1. Contractor HSE Management Plans and Objectives

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

- Be in a format that permits cross-referencing between the Contractor and Company's HSE management systems
- A description of the Contractor's organisation, procedures and methods of communication to and from all appropriate personnel
- When not managed under the Company's HSEMS, Contractor's plans are to include reference to documented processes and procedures to identify, assess and manage HSE and other hazards and risks
- The HSE Plan will define how the Contractor is to meet their objectives and targets for the work
- The Contractor's HSE Management Plan/Bridging Document must be jointly used by the Company and the Contractor in the execution of the contract. HSE Plans must be updated when required to ensure continual improvement.

3.5.2. 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 the 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.

3.5.3. 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 ABU Chemical Management Procedure (ABUE-450-HS-N05-C-00003).

3.5.4. 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 ABU 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 ABU Personal Protective Equipment Procedure (ABUE-450-HS-N05-C-00026).

3.5.5. 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 ABU Facility Access Procedure (ABUE-450-HS-N05-C-00011) and the ABU Traffic Management Plan (ABUE-450-HS-V01-C-00002). 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 Induction and 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.

3.5.6. 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.

3.5.7. 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).

3.5.8. 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.

3.5.9. 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.

3.5.10. 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.

3.5.11. Heat Stress

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

3.5.12. Fatigue - Working Hours

The Contractor must be responsible for the administration of the working hours of the members of the Contractor Group. To control the risk of fatigue, the contractor must comply with the ABU 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.

3.5.13. Sustainability and Environment

The Contractor must comply with the ABU Environmental Management System (including the Operational Environmental Management Plan (ABUE-450-EN-N05-C-00001), Licences/Permits and any other relevant documentation).

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 ABU 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.

3.5.14. 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 ABU Operational Environmental Management Plan (ABUE-450-EN-N05-C-00001) and the ABU 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.

3.5.15. 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.

3.6. Asset and Operations Integrity

3.6.1. 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.

3.6.2. Tools and Equipment

The Contractor must comply with the following requirements about the safe use and maintenance of plant, tools and equipment (Refer to the ABU 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.

3.6.3. 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. 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.

3.6.4. 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.

3.7. Emergency Preparedness

The Contractor must ensure that all members of the Contractor Group working at ABU owned or operated facilities, 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.

3.7.1. 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.

3.7.2. 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.

3.7.3. 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 ABU Permit to Work Hot Work Process (ABUE-450-HS-N05-C-00014).

3.7.4. 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 ABU First Aid Procedure (ABUE-450-HS-N05-C-00042) for more information.

3.7.5. 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 Health and Safety 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.

3.7.6. 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 bag search 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.

3.8. Training and Competency

Prior to the commencement of any work, the Contractor must provide suitably trained and competent personnel. Training and competency requirements are determined by the Contract Owner, Training department and statutory requirements and must be managed via the Company's Contractor Competency Assurance (CCA) System. Competency assurance will demonstrate that Contractor personnel have the

appropriate qualifications, job skills and training as defined in the Contractor competency matrix and are deemed competent to perform the role.

At their cost, the Contractor must subscribe to and use the CCA System for the Contractor Group to meet the Legislative and Company requirements relevant to their 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 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, result of training and date of recertification if required.
- All site-based Contractors, as determined by the COP Contract Owner, (see ABU Contractor HSE Management Process ABUE-450-HS-N05-C-00053) will be required to register with the CCA system and upload/maintain all relevant HSE training and competency records.
- The contractor must always maintain compliance within the CCA system.

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 orientation with their Contract Owner or suitable delegate before being permitted to undertake any work activity.

3.8.1. 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. New site-based personnel are also required to participate in the Company's Safe Start Program.

At their cost, the contractor must ensure their personnel complete Safer Together Industry Safety Induction for workers who do not meet exemption criteria.

3.9. 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 always use its best endeavours to control 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 ABU Incident Reporting and Investigation Procedure (ABUE-450-HS-N05-C-00009) will 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

- Attention 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, 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 reoccurrence.

3.10. 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 occur at all stages of the work activity, including when planning, organising and executing the work. Contractors must align their processes with the ABU HSE Consultation, Communication and Special Recognition Procedure (ABUE-450-HS-N05-C-00040).

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 outlined below.

3.10.1. Daily Pre-start Meetings

When performing work on-site, Contractors are required to conduct or attend 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.

3.10.2. 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 ABU 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 may 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 handover 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 Performance and Capability Lead 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 Contract Owner with a strategy on how it proposes to manage actions arising from shift handover meetings.

3.10.3. 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 commencing 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, HSE Culture 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 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.

3.10.4. 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.

3.11. Document Control and Records

Contractor documents, including policies, procedures, plans, reports, inspection records, training records, meeting minutes and statistics applicable to the contract work scope 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.

3.12. Measuring and Monitoring

Periodically, the Contractor must submit an HSE performance report to the Company. This report (monthly or quarterly) 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 ABU 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 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 HSE audits and inspections conducted including results
 - Number of HSE meetings conducted
 - 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 the CCA system each quarter.

3.13. 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.

3.14. 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.

4. 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.

5. Training Requirements

5.1. Contract Management Training

The COPOP HSE Department in consultation with the 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.

5.2. COPOP Contractor HSE Management Process Training

The HSE Performance and Capability Lead (or delegate) is responsible for ensuring effective roll out and implementation of this procedure.

6. Terms and Definitions

Table 6.1 below lists the terms throughout this procedure and their definitions.

Table 6.1. List of Abbreviations

Term	Definition
ABU	Australia Business Unit
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 (ABU).
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 COPOP under the terms of a formal written contract
Contractor Management Representative	The person(s) representing the Contractor that manages or supervises the implementation of the contracted work.
Contract Owner	THE ABU person responsible for the day-to-day management of the contractor and ensuring that HSE requirements are met.
Contract Sponsor	The ABU 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.
COPOP	ConocoPhillips
Employee Assistance Program	Company sponsored program to aid 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 COPOP database used to identify, record and track hazards and risks.
LSR	Life Saving Rules – 8 rules relating to high risk activities where standards are set and are adhered to without exception.
May	Indicates a permitted course of action
Must	Indicates a mandatory course of action
PPE	Personal Protective Equipment
PSI	Personal Safety Involvement
SFARP	So Far As is Reasonably Practicable
Should	Indicates a preferred course of action

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

7. 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)
- 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, Communication and Special Recognition Procedure (ABUE-450-HS-N05-C-00040)
- Incident Reporting and Investigation Procedure (ABUE-450-HS-N05-C-00009)
- Induction and Facility Access Procedure (ABUE-450-HS-N05-C-00011)
- 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 (ABU-450-HS-N08-C-00087).
- Substance Abuse Policy – HR-WL-007
- TJSA and StepBack 5x5 Procedure (ABU-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)