



**THINK  
SAFETY**

**bp<sup>x</sup> energy**

## ***Contractor Expectations Manual***

*Health, Safety, & Environmental  
Version: 1*

*Valid Until April 1, 2023*



## Purpose of the Contractor Expectations Manual

The purpose of this Contractor Expectations Manual (the “Manual”) is to provide a single location where Contract Companies and their employees can go to find the primary policies, procedures, and standards that are applicable to their work. Similarly, the Manual outlines expectations and provides guidance for all Contract Companies and individuals working on bpx energy worksites.

The overriding principle for all work Contract Companies and individuals perform for bp is that Safety is our number one priority. The nature of work in the Energy Industry has the potential to expose personnel to many hazards. It is important to understand the tasks, site-specific hazards, and how to eliminate or mitigate hazards prior to starting work.

At bpx energy, our HSE goals are simple: **No Accidents, No Harm to People, and No Damage to the Environment.**

This Manual is a summary of pertinent provisions of the Master Service Agreement between bpx energy and your company, as well as bp policies and procedures. This Manual does not supersede, modify, or replace the terms of any Master Service Agreement or bp policy or procedure. Rather, this Manual is solely to be used as a quick reference guide for your company.



*HSE Requirements encompass compliance with all applicable federal, state, provincial, and local statutes, regulations, enforceable agreements, agency orders, permits, and contract documents. HSE Requirements also include specific bpx energy requirements as disclosed below and any site-specific requirements not specified below.*

## 'Who We Are' at bp

bp has set a new purpose and ambition – to reimagine energy for people and planet and to become a net zero company by 2050, or sooner, and help the world get to net zero.

To achieve those goals and drive value through the energy transition, we've defined a new strategy and reorganized the company. Now we are introducing 'Who we are' – which we believe will help us create an environment that encourages and supports everyone to perform at their best.

'Who we are' defines what we stand for at bp. It builds on our best qualities and those things that are most important to us – our commitment to safety, to speaking up if something doesn't seem right, compliance, care for others and working together as one integrated bp team – while putting an even greater focus on how we can take bp to the next level.

It comprises three simple beliefs that can inspire each of us at bp to be our best every day. We believe that bringing to life all three of these beliefs will give us the energy and drive to deliver our purpose and ambition.

The introduction of the new culture frame is subject to local law, including works council consultation, where applicable.

We have included this synopsis of bp's purpose as we expect each of our stakeholders, including your company, to share in this purpose and culture. As well, we expect our stakeholders to follow our Values and Behaviors. The key bp Values & Behaviors are listed below:

### bp's Purpose

#### **Safety comes first**

*Look after each other – in the real world and online*

#### **Make a positive impact**

*Everywhere we work – and with everyone we work with*

#### **Do the right thing**

*Always follow bp's [Code of Conduct](#)*

### Care for Others

#### **Be kind**

*Get to know those you work with, show real interest, be supportive*

#### **Prioritize the team**

*Leave your ego at the door, be inclusive, collaborative and open to honest feedback*

#### **Put yourself in other people's shoes**

*Especially our partners, suppliers and customers – ask how we can help them*

### Play to Win

#### **Know the competition**

*There is always someone better – we seek out different views and learn from them*

#### **Keep improving**

*Become more agile, more digital and more efficient with the money we spend*

#### **Be accountable**

*We follow through on our promises – when we can't – or make mistakes – we own it*

## **Contractor Expectations Manual**

Uncontrolled when printed or stored locally. Access current version through ISN or bpx energy Navigator.



## bp's Safety Leadership Principles

bp's Safety Leadership Principles apply to everyone working on a bp location.

### *Why It Matters:*

- *The principles define what a healthy safety culture looks like.*
- *At the heart is 'we genuinely care for each other'.*
- *Care builds trust, and trust drives a speak up culture, giving us a chance to better learn how work really happens and proactively address issues.*

### *Together bp and its contract partners...*

#### **1. Genuinely care about each other**

- > *We care about everybody's safety as if they are our own family*
- > *We show we care by looking out for each other*
- > *We help others to see unsafe situations when they may not*

#### **2. Will not compromise our focus on safety**

- > *We put safety above any other business objective*
- > *When things don't feel right, we pause to understand why*
- > *We discuss conflicting priorities and escalate when needed*

#### **3. Encourage and recognize speak up**

- > *We are open, approachable, and thank those who speak up*
- > *We listen actively to understand issues*
- > *We act on concerns and follow-up*

#### **4. Understand how work actually happens**

- > *We support people to solve problems*
- > *We spend time with the front line*
- > *We check if work can be done safely and reliably*

#### **5. Learn why mistakes occur and respond supportively**

- > *We explore why mistakes happen so that we can prevent or correct them*
- > *We deeply understand why things go well or go wrong*
- > *We respond to issues in a constructive way*

## bp's Code of Conduct

bp's Code of Conduct is bp's guide to doing the right thing. All contractors are expected to abide by the bp Code of Conduct and ensure that their employees do the same. The bp Code of Conduct (the "Code") is founded on bp's values and clarifies the ethics and compliance expectations for everyone who works at bp or with bp as a contract company. The Code reflects a principles-based approach, where rules are not stated explicitly and everyday business decisions will be guided by bp's values, with reference to other resources where relevant.

The main structure of the Code remains the same, with sections covering health, safety, and the environment; our people, our partners and suppliers, governments, and communities; and protecting our assets. Each section contains key principles and expectations, and advice on where to find further information.

Having one set of values and behaviors and clear ethical expectations in bp's Code helps us make choices in a consistent way, around the globe, in many different contexts. Each section of the Code is clear for everyone – wherever they work.



## Speaking Up

bpx energy is committed to a Speak Up Culture to report and address any unethical, illegal, or inappropriate behavior. If you are unable to resolve reported behaviors with a bpx energy representative, one of your options for speaking up is OpenTalk.

OpenTalk, bp's global helpline, is a confidential way to get answers to your questions and to raise concerns. It is administered by an independent company, is available every day of the week at any time, day or night, and can accommodate calls in more than 75 languages. You can contact OpenTalk anonymously from most locations.

Any report you make will be kept confidential to the fullest extent possible consistent with law and good business practices.



**Contact a bpx  
Field Team Leader**

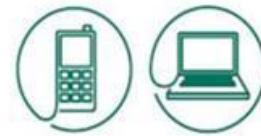


**Contact a bpx  
Manager**



**Contact a bpx  
supporting function**

(HSE, E&C, People &  
Culture, Legal, etc.)



**Contact OpenTalk**

You can contact OpenTalk anonymously from most locations. More information (including local phone numbers) is available at [www.opentalkweb.com](http://www.opentalkweb.com)

**US: 800-225-6141**  
**Collect: 1-704-540-2242**  
**UK: 0800 917 3605**

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## General Requirements

### Life Saving Rules

All individuals working on bpx energy locations must complete IOGP's Life Saving Rules training prior to arriving on site. Training should be conducted by the Contract Company or assigned by the Contract Company in ISN.

Please reach out to any local bpx energy HSE representative to obtain a hard hat sticker, indicating completion of training.

### Mobile Phones & Non-Intrinsically Safe Equipment

Mobile phones and other non-intrinsically safe equipment (ex. tools, computers, etc.) should only be used on bpx energy locations, when necessary, for the scope of work being performed.

Continuous four gas monitoring must be worn in the breathing zone when using mobile phones and other non-intrinsically safe equipment within 15' of above ground process equipment, 25' of wellheads, or 75' of flares. Please reach out to any local bpx energy HSE or Engineering representative for additional guidance on API RP 500.

### Oil & Gas Industry Orientation

All individuals working on bpx energy locations must complete SafeLandUSA™ Orientation, or an equivalent program, prior to arriving on site. Contract Companies are responsible for administering this training to their employees and confirming to their bpx energy representative that each of their employees has completed this training.

### Social Media

bpx energy strictly prohibits taking photos, recordings, or videos, without written permission, of bpx energy locations, incidents, or personnel, for the purpose of posting such information on social media or otherwise.

## Health & Safety Requirements

### Aerial Work Platforms

Only trained persons shall operate an aerial lift device. Lift controls must be tested each day by the operator, prior to use, and manufacturer requirements must be followed. Daily inspections must be documented and available at the work site, upon request from bpx energy.

Fall protection must be worn properly when working from an aerial lift device. When the aerial lift device basket is in an elevated position, occupants must remain in the basket.



## Bypassing Safety Controls

Safety systems and devices are put in place to protect people and facilities from process hazards (ex. pressure relief valves, emergency shut down devices, lifting equipment, and advanced control systems). Temporary bypassing of safety systems or devices must be carefully managed and must only be done with proper authorization and under approved procedures such as the bpx energy override management policy for operations activities. Contact the Field Team Leader/Well Site Leader or the local HSE representative for the relevant policy and procedure for bypassing a safety system or device (ex. Control of Work, Safety Override Risk Assessment (SORA), etc.). Prior written approval for temporarily bypassing safety controls must be approved by your bpx energy representative.

## Communication

Contract Companies shall ensure they communicate bpx energy HSE requirements to all of their employees and subcontractors prior to commencement of the work.

Contract Companies shall ensure all of their employees and subcontractors are aware of the process that enables them to report, in confidence and without any fear of retaliation or reprisals, any HSE concerns in relation to Legal and Regulatory Requirements, compliance or conformance, with bpx energy's HSE requirements to the Contract Company or bpx energy.

As a minimum requirement, all individuals working on a bpx energy location have the right to:

- Stop any work deemed unsafe or where unforeseen circumstances arise that require a change to the work plan on any worksite. Contract Companies shall ensure this requirement is clearly communicated to all of their employees and subcontractors.
- Report unsafe conditions or unsafe behavior to Contract Company and bpx energy.

Contract Companies shall confirm its employees and subcontractors have received and accept their obligations to bpx energy's HSE requirements to bpx energy, as requested.

Contract Companies shall conduct and document regularly scheduled HSE Meetings for all of their employees and subcontractors performing work under the terms of the relevant Master Service Agreement between bpx energy and the Contract Company.

## Competence

Contract Companies shall have the following obligations in maintaining verification of competence of personnel:

- Contract Companies shall define competencies and training for their employees, including any legal and regulatory training requirements for the work that the Contract Company's employees are performing.
- Contract Companies shall maintain documentation that their employees have completed all required training and have the necessary qualifications to perform the tasks they are assigned. Contract Companies shall confirm that their employees are competent to perform the assigned work to bpx energy, as requested.

Apprenticeship and Short Service personnel are allowed on the worksite under the supervision of competent trainers and mentors (see MSA requirements for details).

## Confined Space *(See Approval Requirements in TRAT)*

For any potential confined space entry, bpx energy HSE representatives must be notified by the Contract Company representative prior to beginning the work. When performing any confined space entry, Contract Companies must consult with the bpx energy Field Team Leader/Well Site Leader to determine if the activity needs to be approved from the Task Risk Assessment Table (TRAT). See TRAT section for additional details. All confined space work must be approved by bpx energy HSE, in writing, prior to beginning the work.

Entry into any confined space is a potential hazard and shall be properly planned and managed by authorized personnel. Many workplaces contain areas that are considered "confined spaces" because while they are not necessarily designed for people, they are large enough for workers to enter and perform certain jobs. A confined space also has limited or restricted means for entry or exit and is not designed for continuous occupancy. Confined spaces include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, wellhead cellar, excavations that are 5 feet or greater in depth, etc.

## Control of Work

Contract Companies shall follow bpx energy's Control of Work (COW) process or, as approved by bpx energy, the Contract Company shall implement and maintain a COW process that meets bpx energy COW requirements.

## Driving, Spotting, & Transportation

Contract Companies shall have a Safe Driving Program in place for all of their employees and subcontractors. The Program shall be in compliance with the Department of Transportation (DOT) Requirements, if applicable.

At a minimum, Contract Companies' policies shall have the following requirements for all of their employees and subcontractors performing work on bpx energy worksites:

### **Vehicle Requirements:**

- The vehicle shall be fit to perform the work and has been maintained in safe working order, with seatbelts installed and functional.
- The number of passengers shall not exceed manufacturer's specification for the vehicle.

### **Driver Requirements on bpx worksites or while performing services for bpx:**

- Drivers shall possess a valid driver's license, issued from their state of residence, for the class of vehicle operated and be appropriately assessed, trained, and medically fit to operate the vehicle.
- Drivers shall be appropriately rested and alert.
- Inspect the vehicle before each use by doing a "360" walk around to confirm it is in proper working condition and the direction of travel is clear of obstacles.
- Drivers shall not exceed the posted speed limit or drive at an unsafe speed for the prevailing road conditions.
- Drivers shall not use mobile phones, any two-way communication devices or program navigational aids (GPS) while the vehicle is in motion on bpx lease roads and locations.
  - *The vehicle shall be legally parked for the driver to program the GPS or use a two-way communication device. (The devices cannot be used while stopped in traffic. This includes hands-free devices.)*
- Wear seatbelts whenever a vehicle is in motion and confirm that seatbelts are worn by all vehicle occupants.

- Secure loads both inside the cab and in the bed or storage area of the vehicle and shall not exceed the manufacturer's specification and legal limits for the vehicle.
- Park in a manner that supports a 1<sup>st</sup> Move Forward and avoids backing upon exit of parking space unless prohibited.
- Use a spotter or cones to assist drivers during backing operations of vehicles with trailers. Consider the use of a spotter or cones for light vehicles. Spotters are also recommended to be used when vehicle drivers determine they need additional help to assure safe movement of the vehicle.
- Unless authorized by a bpx representative, avoid positioning vehicles within 35 feet of hydrocarbon containing process equipment and piping. This requirement does not include refueling operations or buried equipment.
  - *Prior to driving a vehicle within 15' of above ground process equipment, 25' of wellheads, or 75' of flares the Area shall be surveyed with a gas detection monitor.*
  - *Vehicles shall not be left running within 15' of above ground process equipment, 25' of wellheads, or 75' of flares, without continuous monitoring left at the vehicle.*
- Anytime vehicles are left idling unattended:
  1. Engage the parking brake or utilize wheel chocks, and
  2. If automatic transmission vehicle, place in park

*Note: When loading/unloading from a vehicle, it is recommended to turn the vehicle off, when possible*

## Drugs, Alcohol, & Weapons

This section is a summary of the bp U.S. Drug & Alcohol Misuse Policy. This section does not modify or replace the bp U.S. Drug & Alcohol Misuse Policy or the MSA between bpx energy and your Contract Company. Per the MSA and the bp U.S. Drug & Alcohol Misuse Policy, please note that:

The use, selling, purchasing, transferring, concealment, transportation, or possession of prohibited substances while on bpx energy property, is strictly prohibited. bpx energy will utilize every reasonable measure to maintain a drug and alcohol-free work environment and expects all Contract Companies to ensure their personnel abide by all applicable governmental regulations on this subject.

bpx energy strictly prohibits any person located on bpx energy premises from possessing weapons of any kind. The prohibition explicitly includes firearms of any type, unless otherwise prohibited by law, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to, large knives (>5"), bows and arrows and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.

Entry onto any bpx energy property or facility, including parking areas, is deemed consent to an inspection that may include, but is not limited to, person, vehicle, and personal effects at any time while entering on, or leaving the property or facility, as well as off bpx energy premises while engaged in bpx energy business. Inspections will be conducted without any prior announcement and may be conducted outside the presence of the employee or contingent worker. Inspections may include the use of law enforcement personnel and drug sniffing canines. Inspections of an individual's personal effects will be conducted in the presence of the individual when possible.

## Electrical Safety *(See Approval Requirements in TRAT)*

Contract Companies performing electrical work on bpx energy owned equipment and processes must be authorized and assessed by an authorized bpx energy employee before performing electrical work on a bpx energy worksite. Consult bpx representative for additional guidance.

When performing any energized electrical work, Contract Companies must consult with the bpx energy Field Team Leader/Well Site Leader to determine if the activity needs to be approved according to the TRAT.

For work not being directly managed by bpx energy the Contract Company is accountable for certifying and supplying qualified persons. If the Contract Company has not approved their employee is a qualified person, that individual may not do any work on energized electrical equipment rated greater than 50 volts.

bpx energy categorizes people who work with electrical equipment into three categories:

- Qualified Persons
- Unqualified Persons
- Approved Low Voltage Electrical Switcher

Qualified persons have the demonstrated skills and knowledge related to the construction and operation of electrical equipment and installations. Qualified persons will have received extensive training in electrical energy and typically will be a certified electrician.

### **ARC Flash PPE & Requirements**

In the absence of a sticker indicating Arc Flash Hazard Rating, the Contract Company shall require its employees to consider the equipment to have the most hazardous rating in the **Arc Flash PPE & Requirements Table**.

Prior to opening any live electrical panels, within 15' of above ground process equipment, 25' of wellheads, or 75' of flares, regardless of voltage, initial and continuous atmospheric monitoring must be conducted. The Contract Company shall ensure that all its personnel follow this requirement.

Arc Flash Hazard Rating	Competency Requirements	Incident Energy Range	PPE Description
Category Lo	Authorized (Unqualified) Person	0—1.2 Cal/cm <sup>2</sup>	Low arc flash estimated. Standard bpx PPE including: fire protective clothing, hard hat, safety glasses, leather steel toed shoes, and rubber with leather gloves.
Category A	Authorized (Unqualified) Person	1.2—12 Cal/cm <sup>2</sup>	Arc-rated (AR) clothing greater than or equal to the estimated incident energy including: fire protective clothing >1.2 Cal/cm <sup>2</sup> , AR face shield, AR balaclava or AR suit hood, AR outerwear (as needed), rubber and leather gloves, hard hat, safety glasses, hearing protection and leather steel toed shoes.
Category B	Qualified Person	12—40 Cal/cm <sup>2</sup>	Arc-rated (AR) clothing greater than or equal to the estimated incident energy including: fire protective clothing >12 Cal/cm <sup>2</sup> , AR arc flash suit hood, AR outerwear (as needed), rubber and leather gloves, hard hat, safety glasses, hearing protection, and leather steel toed shoes.
Danger	Seek Guidance from bpx Energy Electrical SME	>40 Cal/cm <sup>2</sup>	DANGER. NO LIVE WORK ALLOWED. CONTACT ENGINEERING

## Emergency Response Plans

Contract Companies shall have documented Emergency Response Plans and shall be prepared for and have the capability and resources to respond promptly to emergency events threatening harm to bpx energy and/or bpx energy business operations, contractor personnel, assets, and the environment.

Contract Companies shall ensure that all its employees and subcontractors are familiar with the Contract Company's and bpx energy's Emergency Response Plans as applicable to the work.



## Energy Isolation - Lock Out/Tag Out

Contract Companies performing energy isolation on bpx energy owned equipment and processes must be authorized and assessed by an authorized bpx energy employee before performing energy isolation on a bpx energy worksite.

## Exclusion Zones

Many work activities require the establishment of an exclusion zone to verify that nonessential personnel (ex. people not absolutely required to safely conduct an activity) are kept out of an area and that access by essential personnel is properly controlled. A risk assessment must be performed by personnel performing work to establish the boundaries for an exclusion zone.

Contract Companies are required to provide physical barriers (cones, chains, flagging, etc.) to identify exclusion zones around lifting activities, pressure/pumping operations, etc., based on the risk assessment, policy, or procedure for the activity.

Contract Companies shall ensure that their employees and subcontractors are aware that they are never to enter an exclusion zone without authorization.

Certain equipment and installations require a permanent exclusion zone to keep people and equipment away from an area due to a potential or ongoing hazard, such as flares, classified areas (ex. Class 1, Division 1&2), and occupied buildings/structures.

## Fall Protection *(See Approval Requirements in TRAT)*

Contract Companies shall ensure that all their employees and subcontractors working where a fall hazard of 4 feet or more exists shall take necessary precautions to prevent the fall or prevent injury should a fall occur.

Contract Companies shall ensure that the following methods of fall protection shall be used, in order of preference:

- Hazard elimination: Bringing the work to the ground or performing the work from the ground
- Use permanent fixed access with passive systems such as stairs and guardrails
- Erect temporary working platforms. This includes scaffolding (which has its own risk implications in the construction phase), cradles, aerial lifts, and self-powered work platforms or mobile platforms
- Personal fall protection systems (PFPSs)
- During activity planning and risk assessment, consideration for prompt rescue shall be addressed. If a fall hazard is identified, that could not reasonably be mitigated by self-rescue the buddy system or other appropriate safe work policy shall be used.

## Forklifts

Contract Companies shall ensure that all of their employees and subcontractors who are operators of specialty vehicles (ex. forklifts, powered industrial trucks etc.) possess the appropriate regulatory required certifications/qualification and are trained according to OSHA 1910.178 Powered Industrial Trucks. Daily inspections must be documented at the work site and available when requested.

## Ground Disturbance *(See Approval Requirements in TRAT)*

Contract Companies shall ensure that their employees and subcontractors explore and utilize all options to avoid ground disturbance, if possible, before digging begins. If there is no alternative to conducting a ground disturbance, then the Contract Company shall be responsible to ensure that its employees and subcontractors follow these minimum safety requirements:

- Notification of excavation activities and a request for line locates shall be made prior to commencement of an excavation activity to a state authorized one call notification center (811) in accordance with state and federal notification requirements
- A pre-job safety meeting, including review of a task risk assessment, all associated documentation, and the Emergency Response Plan, shall be conducted by the personnel performing work at the work site
- A pre-job inspection shall be conducted by personnel performing work to verify that the line locate request has been completed, the area has been marked and the presence of buried facilities has been identified
- Excavations that are 5 feet or greater in depth shall be barricaded to warn of the potential hazard and confined space mitigations may need to be assessed
- Prior written authorization from a bpx energy representative must be granted before entering any excavation

## Hazard Communication

Contract Companies are required to provide Safety Data Sheets to bpx energy for any chemicals that are brought to bpx energy worksites, upon request. Contract Companies are responsible for complying with all requirements outlined in the SDS including but not limited to safety showers, eye wash, PPE, labeling, etc.

## Heat Stress Prevention

Contract Companies must have a Heat Stress Prevention Program that addresses environmental conditions and mitigations for heat related illness.

Contract Companies must ensure that their employees and subcontractors are trained to understand the causes, signs, and symptoms associated with heat stress illnesses and follow protective measures and procedures (e.g., work/rest schedules, fluid replacement) used to prevent and/or respond to heat stress illnesses. The applicable Contract company representative shall immediately notify a bpx energy representative if heat stress illnesses are observed.

## Hot Work *(See Approval Requirements in TRAT)*

When performing any open flame hot work (welding, cutting, grinding, etc.), Contract Companies must consult with the bpx energy Field Team Leader/Well Site Leader to determine if activity needs to be approved from the TRAT.

Contract Companies are required to complete a Hot Work Permit and utilize a fire watch when performing open flame hot work withing 35' of any flammable or combustible materials.

## Housekeeping

Good housekeeping is an important aspect of safety. Contract Companies shall ensure that all their employees and subcontractors take the necessary action to keep storage and work areas orderly. Contract Companies should consider the following issues as their applicable representative reviews the work area:

- Identify and remove potential hazards that cause slips, trips, and falls
- Do not block doorways, safety exits, passageways, or firefighting equipment
- Materials and tools shall be stored in an orderly manner
- Grease and oil spills shall be cleaned up immediately
- Do not use absorbent pads as a permanent solution to a leak
- We are all responsible for keeping our work clean
- Leave your work area for the next person as you would have them to leave it for you

## HSE Management System

Contract Companies shall have a formal and documented HSE Management System in place which allows compliance with at least each of the following:

- Standards appropriate for the Contract Company's business activities and that covers all aspects of their operations and activities performed by the Contract Company, its employees, and its subcontractors, for bpx energy;
- The Contract Company shall regularly review the HSE Management System and monitor any changes to Legal and/or Regulatory Requirements in order to make necessary changes and/or updates to the Contract Company's HSE Management System.

The Contract Company HSE Management System shall include, and shall not be limited, to the following minimum elements:

- HSE Policy Statement;
- Clearly defined roles and accountabilities related to the delivery of HSE;
- HSE Standards, Processes and Procedures; and
- Processes and objectives to enable effective Risk Assessment

## HSE Metrics & Reporting

Contract Companies shall provide bpx energy HSE information it may require for internal or external purposes and reports shall include subcontractor data related to the execution of the work performed under the applicable master service agreement between the Contract Company and bpx energy.

The metrics the Contract Company is required to report to bpx energy shall include, but not be exclusively limited to the following, for all work performed under the applicable master service agreement between bpx energy and the Contract Company:

- Without providing any medical information concerning their employees, all Occupational Safety and Health Administration ('OSHA') injuries; including fatalities, Days Away from Work Cases ('DAFWC'), Total Recordable Incident Rate ('TRIR'), recordable illnesses, medical and first aid treatments in ISNetworld on a quarterly basis; and
- Total work hours and miles driven for all personnel on a monthly basis for work performed for bpx energy.

## Hydrogen Sulfide (H<sub>2</sub>S)

Contract Companies shall ensure that all their employees and subcontractors who work at bpx energy locations where hydrogen sulfide (H<sub>2</sub>S) is present shall be familiar with hydrogen sulfide hazards and must receive special training in atmospheric monitoring, respiratory protection, and emergency response.

Contract Companies shall ensure their employees and subcontractors are trained to recognize that if a personal or fixed monitor goes into alarm, their employees and subcontractors are to vacate the area, upwind and crosswind of any release, and immediately notify a bpx energy Field Team Leader or HSE Representative. Additionally, Contract Companies shall ensure their employees and subcontractors are trained not to re-enter the location until the area has been assessed by a bpx energy representative and verified that conditions are safe to re-enter.

## Incident Reporting & Management

Contract Companies shall ensure that all incidents shall be reported to bpx energy within 30 minutes of occurrence or as soon as safe to report, including but not limited to:

- Any fatality occurring during the performance of the work;
- Any work-related occupational injury or illness, and near misses;
- Any Regulatory violations, inspections or notice of inspections of the work or any worksite by any authority;
- All spill quantities (regardless of size or constituents) via phone call to the Contract Company's bpx energy representative

## Inspection & Maintenance

Contract Companies shall have a preventative maintenance program for prioritizing and scheduling required inspection and maintenance for all equipment, tools, etc. as required by the manufacturer, used to perform work under the contract.

Contract Companies shall implement and maintain an inspection program to determine the condition of materials, equipment, and systems.

Contract Companies shall ensure that all their employees and subcontractors verify equipment is fit for service prior to use.

Contract Companies must ensure that all preventative maintenance activities take place off a bpx energy worksite, unless given prior written permission by a bpx energy representative.



## Ladders

Contract Companies shall ensure that all ladders and their components are inspected by their employees before use to determine if they are in a safe and operational condition. As well, Contract Companies shall ensure that they have a policy for ladder use that contains at least the following minimum requirements:

### **General Requirements:**

- All ladders used near exposed or energized electrical equipment shall have fiberglass or wooden side rails.
- Metal ladders shall not be used near exposed electrical equipment.
- Ladders must be on stable and level surfaces, secured, or stabilized to prevent accidental displacement. Ladders shall not be placed in front of doors opening toward the ladder, unless the door has been blocked, locked, or guarded.
- Steps that place the climbers' knee above the top step of the ladder shall not be used as a step for climbing.
- All section ladders shall extend a minimum of 36 inches (three rungs) above the roof or platform level if the user will be transferring from ladder to roof or roof to ladder.

### **Portable Ladders:**

- Step ladders shall have a spreader bar or locking device to securely hold the front and back parts of the stepladder open.
- All ladders and their components shall be re-inspected before continued use in the event of the ladder tipping over.
- Any work that is performed from a portable ladder without a personal fall protection system (PFAS), must be appropriately risk assessed by the Contract Company and authorized in writing by the Contract Company prior to work being performed, including but not limited to:
  1. Short duration tasks (inspecting/assessing conditions, taking a measurement, installing/removing a small, lightweight piece of equipment, etc.) where the climber can utilize safe work policies such as maintaining 3 points of contact with the ladder, or 2 points of contact and a body positioning system to safely perform the work may be appropriate.
  2. Longer duration, more strenuous or complex tasks will require working with a PFAS, from a scaffold, or mobile work platform due to greater risk.
- A single section ladder shall not be longer than 30 feet in length.
- A two section, or extension ladder, shall not be longer than 48 feet. The inner section shall raise and lower within the bed section of the ladder on multi section ladders. Shorter ladder sections shall not be spliced or tied together to make longer ladders.
- Section ladders should be placed at a pitch of 1:4 (one foot out at the bottom for every 4 feet in height) to the point of support the ladder is resting against.
- All portable ladders shall be constructed according to OSHA 1910.25 for wood ladders and 1910.26 for metal ladders.

## Lifting *(See Approval Requirements in TRAT)*

When performing any lifting activities, Contract Companies must consult with the bpx energy Field Team Leader/Well Site Leader to determine if lifting activity needs to be approved from the TRAT.

Contract Companies performing lifts utilizing cranes, hoists or other mechanical lifting devices must confirm the following to bpx energy prior to performing such work:

- An assessment of the lift has been completed and the lift method and equipment has been determined by a competent person(s)
- Operators of powered lifting devices are trained and certified for that equipment
- Lifting devices, rigging and hardware have been visually inspected prior to the lift by a competent person(s)
- Lifting devices, rigging, and hardware have been certified for use within the last 12 months (at a minimum), with documentation available at the job site
- Rigging of the load is carried out by a competent person(s)
- Load does not exceed dynamic and/or static capacities of all lifting equipment
- External conditions impacting the lift are evaluated, including wind and power lines
- Any safety devices installed on lifting equipment are operational and tested immediately prior to use
- Personnel are never positioned under a suspended load
- Exclusion zones are established and communicated

## Medical Case Management

Contract Companies shall have a documented Medical Case Management procedure that, at a minimum, defines the process to manage potential non-life-threatening injuries and the medical care provided to their employees.

Contract Companies shall train their employees to report any injury to bpx energy representatives.

Contract Companies shall identify local medical service providers for the treatment of non-life-threatening injuries and illnesses.

## Personal Gas Monitors

Contract Companies performing work on bpx energy locations shall ensure that their employees and subcontractors wear a 4-gas monitor (O<sub>2</sub>, H<sub>2</sub>S, LEL, CO), unless specified otherwise (consult HSE Representative for visitor requirement). For Development and rig-related activities, a combination of fixed and personal gas detection may be used. If fixed monitoring is used, please contact a bpx representative for further information on the requirements.

## Personal Protective Equipment

The bpx energy standard Personal Protective Equipment (PPE) minimum requirements to visit any field work site are:

- Hard hat (*ANSI Z89.1 Type 1, Class G or E*)
- Safety glasses with side shields (*ANSI Z87.1*)
- Leather safety-toed boots, above the ankle (*ANSI Z41.1-1991 or ASTM F2413-05*)
- Long sleeve and long pant Flame Resistant Clothing (FRC) as outer layer of clothing (*NFPA 2112*)
  - Consult with bpx representative for greenfield FRC requirements

Shorts, vests (sleeveless shirts), and opened toed sandals are not allowed.

Contract Companies shall ensure that their employees and subcontractors inspect their own PPE prior to use every day. A PPE Hazard Assessment may identify additional PPE requirements based on the job task (ex. impact gloves, chemical apron, goggles, hearing protection, etc.).

## Process Safety *(See Approval Requirements in TRAT)*

Contract Companies must mitigate identified process safety hazards to prevent fires, explosions, or material releases from process piping, vessels, and processes.

If temporary process equipment is brought on site, the Contract Company must coordinate with a bpx energy representative to address any process safety related risks (ex. risk assessment which is mapped to bpx energy 8X8 risk matrix).

## Respiratory Protection

Contract Companies shall have a respiratory protection and training program that meets OSHA requirements. Contract companies must ensure that their respiratory protecting and training program meets at least the following minimum requirements:

- Respirators shall be selected for the hazards to which personnel may be exposed.
- Exposure assessments shall be performed to determine the need for and the type of respirator to be used.
- Consult a health and industrial hygiene professional for exposure assessment requests and any questions related to proper respirator selection.
- Atmospheres are assumed to be immediately dangerous to life and health if no exposure assessment has been conducted or a reasonable estimate of employee exposure cannot be made.
- If a job is determined to be a respiratory protection required job, through a risk assessment, Contract Companies shall ensure that all their employees and subcontractors the job shall be included in a Respiratory Protection Program (RPP).
- Contract Companies shall ensure that all their employees and subcontractors who are required to wear a respirator are medically cleared, trained, and respirator fit tested prior to using a respirator.

## Risk Assessment/Job Safety Analysis (JSA)

Contract Companies shall ensure that an HSE Risk Assessment and safety discussion appropriate to the level of risk are completed prior to physically commencing the related work or prior to any material changes to the scope of work.

Contract Companies shall ensure that their employees and subcontractors who are involved in preparing the HSE Risk Assessment sign the document as first issued to show that they understood, agreed with, and endorsed the Hazard Identifications, Risk Assessments, and Risk Mitigation Measures.

Contract Companies shall have in place and promote a behavior-based employee safety observation program to continually improve personnel behavior through observation, documentation, and trending results.

## Security

Contract Companies shall systematically assess security-related risks to its personnel, worksites, facilities, equipment and information prior to performing the work.

Contract Companies shall comply with relevant bpx energy security management policies and procedures, including policies and restrictions on drugs, alcohol, and weapons.

## Short Service Employees

Contract Companies must have a Short Service Employee (SSE) program. The SSE must be assigned a supervisor or mentor by the Contract Company to teach and coach the SSE in their roles, responsibilities, and safe work policies for all assigned duties.

## Site Control

Contract Companies should ensure that their employees are aware that when the employees arrive at an occupied bpx energy location, where cones or any other impediment to entry (gate guard, etc.) are at the entrance, their employees shall:

- (1) Stop and wait to be greeted by the person who has site control,
- (2) Stay at the cones and be patient as the person currently working completes their task,
- (3) Discuss the current state of the facility with the individual in charge of site control, any hazards that are present, and any isolations that are in place. At this point you may be granted access to the facility.

*Note: Before bringing in a vehicle to an unoccupied bpx facility, Contractors should verify that sites are safe and free of potential leaking hydrocarbons.*



## Smoking

Smoking (cigarettes, e-cigarettes, pipes, cigars, etc.) is only allowed within designated smoking areas on bpx energy worksites.



## Stop Work Authority

“Stop Work Authority and Obligation” is the authority given to and obligation of everyone to immediately stop work in progress or shut in a well or well pad when in their best judgment they consider this action necessary due to an observed at-risk behavior or unsafe condition that could cause injury, illness, damage to property or the environment. Contract companies shall ensure that their employees and subcontractors are aware of the key elements of this authority:

- All individuals on a bpx energy location have the authority to stop work when, in their best judgment, this action is necessary to prevent injury, illness, damage to property and/or harm to the environment.
- The Field Team Leader/Well Site Leader shall be notified immediately when work is stopped under the authority of this standard.
- bpx energy has a zero-tolerance policy with respect to any actions taken to discourage employees, contractors, and/or visitors from using their stop work authority and obligation. Contractors should be aware of this policy and that they may report any such situation to the Contract Company, bpx energy, or OpenTalk. Work will not resume until the Field Team Leader/Well Site Leader has determined why the work was stopped, corrective action(s) necessary to address/eliminate/prevent the unsafe condition(s) have been taken, and the Field Team Leader/Well Site Leader has given approval to resume work.

## Subcontractor Selection & Roles

Contract Companies shall inform their Subcontract Companies of bpx energy’s HSE requirements for the services, equipment, materials or any part of the work to be provided and/or performed and include those provisions in the contract between the Contract Company and its Subcontract Companies. Contractors shall systematically assure that all equipment, materials and services provided by subcontractors and any third parties meet such HSE requirements.

bpx energy shall hold the Contractor accountable for demonstrating a clear and consistent approach to the HSE management and performance of Subcontractors.

## Task Risk Assessment Table (TRAT)

bpx energy uses a Task Risk Assessment Table (TRAT) to define what approvals are required to conduct high risk activities. If an activity is defined as a TRAT activity, then the bpx energy Field Team Leader/Well Site Leader is accountable for obtaining the required approvals before work proceeds.

The identified TRAT Activities and approval levels can be found at the end of this document.

## Valve Management

bpx energy maintains critical valves that are car sealed or locked in the necessary operating position as a safeguard to prevent process safety events. Contract Companies, their employees, and their subcontractors must get authorization from a bpx energy representative before removing any car seals or locks from a valve.

When authorized to manipulate valves, Contract Companies, their employees, and their subcontractors must have a documented process in place to assure that valves are returned to their normal operating position following the completion of approved tasks (ex. flagging and tagging).

## Workplace Environment & Industrial Hygiene

Contract Companies shall implement an Industrial Hygiene program that will recognize, evaluate, and control or eliminate known health risks generated in the workplace environment.

Contract Companies, their employees, and their subcontractors shall comply with all relevant bpx energy Health and Industrial Hygiene procedures/standards and, as such, shall be subject to Health and Industrial Hygiene inspections by bpx energy.

## Environmental Requirements

### Environmental Impact & Risks

Contract Companies shall assess and systematically manage the impact of the work activities on the environment.

Contract Companies' Environmental Management Plans and procedures shall avoid, minimize, or mitigate those environmental impacts assessed as being relevant to the work.

Upon request by bpx energy, Contract Companies will communicate Environmental Risks identified by bpx energy's Environmental Management System to the Contract Companies' employees or subcontractors.

### Material Releases

All environmental material release must be reported by the Contract Company to a bpx energy representative within 30 minutes of occurrence or as soon as safe to report. Contract Companies shall ensure that their employees and subcontractors evacuate the area by moving upwind and crosswind of the material release, to a safe location. Contact a bpx representative and await further instructions.

### Naturally Occurring Radioactive Material (NORM)

Contract Companies shall ensure that their employees and subcontractors do not perform maintenance activities on NORM contaminated equipment unless there is a qualified and competent person that has received advanced training in overseeing NORM related maintenance activities is present to oversee the work. All equipment returned to storage having NORM contamination should be marked accordingly. bpx energy will notify the Contract Company when NORM is known to be present on bpx energy equipment.

### Waste Management

Wastes generated as part of a Contract Company's operating activities while at a bpx energy worksite are the responsibility of the Contract Company to properly manage according to all federal, state, and local regulations regarding disposal and transportation.

Any cleanup/remediation from Contract Company owned spills will be completed at the Contract Company's expense.

# bpx energy Contract Company Checklist

To be reviewed in collaboration with bpx energy & Contract Company representatives

















## Before Starting Work, The Contract Company Shall Ensure that they:

- ☐ Have a bpx energy Point of Contact, in case of an emergency
- ☐ If the Contract Company is performing High Consequence and/or TRAT Activities, verify that all applicable checklists/documentation are complete
  - *Examples: TRAT Approval, Rig Intake, HSE Walkthrough, SMS Audit, etc.*
- ☐ Verify that process equipment is fit for service and meets bpx energy requirements, prior to arriving on location
  - *Consult with Engineering Team to determine minimum requirements*
- ☐ Have available all applicable procedures for the Contract Company's scope of work
- ☐ Have available all applicable credentials for the Contract Company's scope of work
  - *Examples: Well Control Certifications, Welding Certifications, Electrical Licensing, Crane Certifications, etc.*
- ☐ Verify that personnel performing work have completed **Life Saving Rules Training**
  - *Personnel can take training through ISN once the company is connected to the Business Unit*
- ☐ Identify if the Contract Company has any Short Service Employees (SSE) and discuss expectations of SSE's, if applicable













## Additional Considerations

- ☐ Connect with bpx energy Business Unit Leaders to review Business Unit Specific Hazards
  - *Examples: Process Hazards, Driving, Weather, Landowner Requirements, Regional/Local Regulations, etc.*
- ☐ Energy Isolation Expectations
  - *Contract Company shall ensure that all its employees and subcontractors are trained, authorized, and assessed to perform Energy Isolation on bpx energy equipment*
- ☐ Electrical Safety Expectations
  - *Contract Company shall ensure that all its employees and subcontractors are only Qualified Personnel who are qualified to work on energized electrical equipment rated greater than 50 volts*
- ☐ Exclusion Zones & Line of Fire Expectations
  - *Contract Company shall ensure that all its employees and subcontractors keep themselves and others from exclusion zones & out of the line of fire*
  - *Examples: Lifting Operations, High Pressure Pumping, Bleeding Pressure, Arc Flash, etc.*
- ☐ Area Classification & Gas Monitors Expectations
  - *Four-gas monitors are required, unless specified otherwise*
  - *Classified Areas: within 15' of above ground process equipment, 25' of wellheads, or 75' of flares*
- ☐ Connect with bpx energy Business Unit Leaders on Verification Expectations
  - *Understand expectations for Contract Company Verifications & understand that bpx energy will be performing field verifications*
- ☐ Connect with bpx energy Business Unit Leaders on Check-In/Check Out Expectations
  - *Expectations for Lone Workers*
- ☐ Personal Protective Equipment Expectations
  - *Contract Company shall ensure that all its employees and subcontractors have:*
    - *Steel Toed Boots, Safety Glasses, Hard Hat, FRC's (including jackets)*
    - *Additional PPE may be necessary depending on the work activity*

## TRAT Activities & Approval

Life Saving Rules	<b>bpx Task Risk Assessment Table (TRAT)</b> All work performed by contractors will be executed using the Contractor's SMS unless otherwise explicitly stated by the contract. *bpx onsite supervision required for the duration of the task only. Task 17 does not require onsite supervision. ** Activity approval is based on bpx Risk Ranking determined via risk assessment.		bpx Risk Reviewer (Refer to the legend below)
	1	Breaking containment without a mechanical barrier	SM, CL, CS
	2	Pneumatic pressure testing for integrity above Maximum Allowable Working Pressure (MAWP). Stored energy to be calculated by Engineering.	HO, HFE
	3	Use of externally supplied fluids for purging, tightness testing, and pipeline pigging operations that can exceed the equipment MAWP	HWC
	4	Breaking containment on live flare systems	HO
	5	Abrasive grinding or blasting on energized equipment	SM, HDE, HCE, CL, CS
	6	Use of pipeline stopples, inflatable plugs, engineered plugs, bentonite, or freeze plugs as an isolation barrier during pipeline or wellhead repairs	HO, HDE, HCE
	7	Permit required confined space entry	SM, S(D&C), CL, CS.
	8	Hot bolting / odd bolting	SM, HCE, CL, CS
	9	Welding on pipeline/pipework where energy isolation does not eliminate vapors and lazy gas or residual gas is present while welding is conducted	AM, HDE, HCE, HFE, HWC
	10	Condensate offloading using vacuum transfer pumps	SM, CL, CS
	11	Open flame hot work within 35 feet of a hydrocarbon containing equipment or line	SM, HDE, HCE, CL, CS
	12	Hot oiling with hydrocarbon greater than 35' but less than 150' from any Hydrocarbon source (Hot oiling shall not be done within 75' of the wellbore)	SM, HO
	13	Cadwelding on live hydrocarbon lines	SM, CL, CS
	14	Hot tapping	HO
	15	<b>Category 2 Lifts:</b> 1) Lifting over live above ground process lines, 2) Power lines are within maximum boom radius plus the required approach boundary clearance, 3) Weight of the object to be lifted is greater than 80% of the mobile cranes lifting capacity, 4) Using a crane and personnel basket to lift people, 5) Lifting in which tandem overhead or mobile cranes are used (lift shall not exceed 75% of the capacity of the lowest-rated crane), 6) Lifting with less than 2 feet boom clearance other than required electrical clearance (auto cranes are exempt)	AM, HDE, HCE, HWC, HFE
	16	<b>Ground Disturbance:</b> 1) Backfilling on energized non-metallic lines in service, 2) Crossing of energized facilities (110 volts AC or greater), 3) Mechanical excavations within 2 feet of energized underground facilities, 4) Constructing a new facility that parallels within 10 feet of an existing energized facility.	AM, HWE, HFE



	17	Working at heights without the use of ladders, fixed access platforms, walkways, or installed approved scaffolding	AM, HWC, HFE
	18	Activities that occur behind a single block valve isolation where operating pressure can exceed 80% of the equipment MAWP	AM, HWC, HFE
	19	Leaving bleed valves open during energy isolation while the site is left unattended	SM
	20	Energized electrical work that requires Energized Electrical Work Permit (EEWP) or performing work (except testing, troubleshooting, and voltage measuring) within the restricted electrical approach boundary. Excludes the use of a hot stick and remote racking of a breaker outside the arc flash boundary.	HO, HCE
	21	Running wireline without lubricator/pressure control equipment (i.e. open-hole logging)	HDE
	22	Air Drilling operations	HDE
	23	Snubbing operations	HCE
	24	Well intervention on High Consequence (HCO) sites	HO, HCE
	25	Fracturing using energized (gaseous) fluids (N2, CO2)	HCE
	26	Using fluid in place of a mechanical barrier when breaking containment operations (Wells Policy Ref. 5.2.8.3.a)	SM, HDE, HCE
	27	Workover Operations with adjacent (within (<=) 20 feet) wells flowing	HO, HCE
	28	Well testing for measurement validation using a temporary separator	HO

TRAT Legend			
<b>SM</b>	Site Manager (O)	<b>HCE</b>	Head of Completions Execution (C)
<b>AM</b>	Area Manager (O)	<b>HWC</b>	Head of Wells Commissioning (F)
<b>HO</b>	Head of Operations (O)	<b>HFE</b>	Head of Facilities Eng & Construction (F)
<b>S(D&amp;C)</b>	Superintendent (D,C)	<b>CL</b>	Construction Lead (F)
<b>HDE</b>	Head of Drilling Execution (D)	<b>CS</b>	Commissioning Superintendent (F)
<i>O - Operation, D - Drilling, C - Completion, F - Flowback &amp; Facilities</i>			

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