



BP PIPELINES N.A., INC. & US FUELS

**Conditions Governing Contractor’s Activities in
BP Marketing Terminals and Pipeline Facilities**

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PURPOSE AND SCOPE

This specification covers the conditions governing contractor field construction, maintenance, and monitoring activities in BP Pipeline stations, US Fuels Marketing Terminals, and along the pipeline right-of-way. BP is committed to achieving an injury and incident-free workplace. Therefore, every task will be performed with concern for the safety and health of our employees, our contractors, our visitors and the communities in which we operate.

This specification will introduce you to BP’s safety, health and environmental procedures and rules designed to ensure your safety and the protection of the environment. This specification does not replace the safety, health and environmental training you have received from your employer, nor can it cover in detail all the Health, Safety and Environmental Procedures in place at BP Pipelines or within our Marketing Terminals. For additional and more specific guidance regarding any task, procedure, or perceived hazard, see your supervisor or BP Job Representative.

This specification has been developed to ensure that contractor employees working for BP understand our HSSE policies and procedures applicable to construction and maintenance activities. This specification outlines the expectations concerning the standards of behavior and safe work requirements of all contractors working for BP Pipelines and within BP’s Marketing Terminals. It is based on the firm belief of BP that a safe workplace is essential to the operation of an efficient and well run organization and directly contributes to our “license to operate” in the marketplace.

These rules, safe work practices and procedures are not intended to provide complete and detailed instructions for specific work activities. The contractor is expected to follow generally accepted good industry practices and to develop and follow their own safe work practices. It is the responsibility of the contractor employer to disseminate the information in this specification to their employees and to ensure enforcement of their employees and sub-contractors.



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1.0 GENERAL

- 1.1 BP has a policy to expect and require contractors who work on BP-owned or leased premises or facilities or third party property to conduct their activities in a safe, environmentally responsive and healthful manner. To promote this policy, the following requirements have been developed for improving Contractor safety, health and environmental performance.
- 1.2 The term “Contractor” refers to the Contractor itself and the Contractor’s Subcontractors and vendors, and the phrase “Contractor’s Employees” refers to Contractor’s employees and those of its Subcontractors and vendors. The term “BP” refers to either BP or BP’s officially designated Job Representative.
- 1.3 Contractor is responsible for conducting its work in a safe, secure, healthful, and environmentally conscience manner. Contractor is responsible for complying with all of BP’s site HSSE policies and procedures. It should be emphasized that these requirements are in no way meant to alter the independent Contractor status of Contractors and Subcontractors working at BP facilities or job sites. Contractor is responsible for determining the manner by which its work is performed.
- 1.4 Contractor shall adhere to all federal, state, and local laws, regulations, and orders relevant to its work. Contractor shall comply with all regulations and reasonable recommendations which OSHA, EPA, DOT and any other agencies of the United States Government and State Governments have made or may hereafter make affecting the behavior, movements, and identification of Contractor’s employees while on BP’s premises or ROW.
- 1.5 At the direction of BP’s job representative, a pre-job conference shall be required at the location to cover the contents of these conditions and any special local facility conditions. Prior to the start of any WORK, Contractor supervision, as well as any Subcontractor supervision, shall attend a mandatory Contractor safety and environmental orientation and pre-construction meeting conducted by BP for work performed on BP property or on BP job sites. Contractor held safety meetings will be conducted prior to and throughout the project at regular intervals. BP personnel may attend any or all of Contractor’s safety meetings.
- 1.6 BP reserves the right to stop or terminate any Contractor activity that BP considers unsafe or poses a risk to the environment. In addition, BP reserves the right to immediately terminate the contract without liability, except to pay for work already performed, should Contractor fail to comply with the provisions set forth in this document.

BP

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- 1.7 The BP Job Rep or Project Manager will require that all work on the site STOP or STAND DOWN when:
- A. an inspection or audit has revealed a significant non-compliance on the part of the contractor, or
 - B. a condition exists that could result in a significant injury, environmental event or significant property damage, or
 - C. a contractor experiences a significant incident (including a near miss with potentially severe consequences)

Depending on severity of the event, there may be times that **all** work across the BP Pipelines' Business Unit involving a particular contractor will be suspended or on stand down. In addition, suspension of work activities or stand down across the Business Unit could be necessary among multiple contractors performing the same task or job in which the significant event occurred. The decision regarding suspension of work activities or stand downs in these cases will be at the discretion of the Manager, Engineering & Maintenance, with input from the Manager, HSE and Integrity.

In all cases, where work has been suspended for an HSSE related concern, it shall not proceed until the identified risks are mitigated or controlled. This decision will be made by BP with input from the contractor(s) working at the respective sites.

- 1.8 The performance gates for both contractors and subcontractors include (but are not limited to): a corporate OSHA TRIR of less than or equal to 3.0, a BP OSHA TRIR of less than or equal to 2.0, an EMR of 1.0 or less, a good environmental program, and compliance with OQ requirements if required.
- 1.9 Contractors based in California shall have an Injury and Illness Prevention Program (IIPP) in compliance with the California Code of Regulations, Title 8, Section 3203.
- 1.10 Contractors based in Washington shall have an Accident Prevention Program (APP) in compliance with Washington State WAC 296-24-025 requirements.
- 1.11 BP reserves the right to approve Contractors' Job Superintendent and / or Foremen, and all Subcontractors. The contractor is responsible to ensure all subcontractors comply with all applicable BP HSSE requirements. The contractor shall provide the Job Representative with a written list of all subcontractors to be used on each job. Subcontractor's qualification requirements shall meet BP performance gates. Notify BP's Job Representative if the Subcontractor does not meet the performance gates and the action plans to manage the Subcontractors performance.
- 1.12 Each of BP's active facilities is engaged in the handling, dispensing, and storage of petroleum products or petrochemicals, and it should be assumed that flammable vapors and liquids may be present in the vicinity of its loading racks, vapor recovery units, storage tanks, meter stations, pumps, and associated piping. It should also be assumed that damage to existing equipment may disrupt operations, cause fires, initiate environmental problems, and endanger lives.
- 1.13 If working on a BP closed facility it may be in various states of closure. It should be assumed that flammable vapors and liquids might be present in remaining idle equipment such as piping, vessels, pumps, and storage tanks. Some closed facilities may have some operating equipment and may also be adjacent to other BP operations. It should be assumed that damage to idle or operating equipment may cause fires, initiate environmental problems, endanger lives and disrupt remaining operations.



- 1.14 Contractor shall furnish and place proper guards and lights, provide and maintain temporary sidewalks, fences, barricades, etc. for site entry control for the safety of the public and employees.

1.15 Contractor's written Site-specific Safety, Health and Environmental Plan (SSHEP)

The Contractor shall **develop and submit** to BP a written Site-specific Safety, Health and Environmental Plan (SSHEP) to address specific site and project HSSE requirements. **Prior to the contractor deploying people or resources to the job site, BP's Project Manager and the HSSE District Coordinator will review the SSHEP to verify the document contains the appropriate information, as outlined below. The contractor will be provided written confirmation as to when BP, in its discretion, will allow the Contractor to proceed. Note: Verbal approval may be given initially, followed by the written confirmation (e-mail, etc.) prior to any field work commencing. Written confirmation should state the following, "BP has reviewed the SSHEP and you are authorized to proceed with the work".** The SSHEP shall address:

- 1.15.1 Assurance method the contractor will use on the project/job to ensure their new-hire training and employee identification policy is being followed.
- 1.15.2 Assurance method the contractor will use on the project/job to ensure their policy/procedure for stopping unsafe acts is being followed.
- 1.15.3 Project Health, Safety, and Environmental Organizational structure listing each individual's roles and responsibilities.
- 1.15.4 List of Subcontractors to be employed on the project, their HSSE Organizational structure, including roles and responsibilities, as well as EMR of respective subs.
- 1.15.5 General Contractor's method for monitoring & managing the Subcontractor's HSSE performance.
- 1.15.6 Description of HSSE activities the Contractor will execute during the project, their frequency and the party responsible for performing the activity:
- Observations / audits
 - Safety meetings
 - Prejob hazard reviews (ATW, etc.)
 - Equipment inspections
 - Reward & Recognition practices: individual and team
 - Contractor incident investigation policy
- 1.15.7 Description of the anticipated project hazards with associated work scope and the proposed methods of mitigating the hazards.
- 1.15.8 Environmental Waste Management plan (handling and disposal)
- 1.15.9 Environmental spill prevention plan
- 1.15.10 Site exposure - mitigation, personal protection equipment plan
- 1.15.11 Special HSSE project employee orientation, training and safeguards
- 1.15.12 Identify site specific vehicle safety precautions that will be implemented to minimize vehicle related hazards related to the project / job and that are consistent with contractor's and BP's Driving Safety Program. If you have any questions regarding BP's Driving Standard, please contact your BP Sponsor, Project Manager, Job Rep or HSSE Coordinator.



1.15.13 Environmental permit requirements

1.15.14 Environmental sensitive area protection.

1.15.15 Project security measures including controlling site access and security from unwanted personnel

1.15.16 Medical case management and incident reporting

1.16 Contractor shall maintain appropriate security precautions on the job site and their operations and comply with all BP security instructions.

1.17 Code of Conduct

It is important that our contractors and suppliers be aware of BP's *Code of Conduct*. The code stands for a fundamental BP commitment – to comply with all applicable legal requirements and the high ethical standards set out in this code – wherever we operate. To help us meet this commitment, the code defines what BP expects of its businesses and people regardless of location or background. It provides both guidance in key areas and references to more detailed standards, instructions and processes for further direction.

At BP, we believe that business relationships founded on trust and mutual advantage – where both sides benefit – are vital to our success. We will strive to create mutual advantage by understanding the needs of our customers, contractors, suppliers and joint ventures and conducting ourselves honestly, responsibly and fairly. Our continued success globally depends on competing aggressively, but we will do so fairly and in full compliance with the law.

BP's contractors and suppliers play a critically important role in our ability to operate and provide products and services to our customers. That is why we must choose contractors and suppliers carefully, based on merit, and with the expectation that they will act consistently with our compliance and ethics requirements.

1.18 Ethical Conduct – Policy Commitment

BP pursues our business with integrity, respecting the different cultures and the dignity and rights of individuals in all the countries where we operate. We will expect the same commitments from third parties (including contractors) directly acting on BP's behalf.

In our actions and our dealings with others, we:

- A. Respect the rule of law.
- B. Promise only what we expect to deliver, make only commitments we intend to keep, not knowingly mislead others and not participate in or condone corrupt or unacceptable business practices.
- C. Fulfill our obligations and commitments, treat people according to merit and contribution, refrain from coercion and never deliberately do harm to anyone.
- D. Act in good faith, use company assets only for furthering company business and not seek personal gain through abuse of position in the company.

1.19 BP encourages anyone (including contractors) who has a concern about BP's working environment or its operations to raise their concern. This could include (for example) concerns about possible:

- A. Breaches of BP policy or BP standards
- B. Unethical conduct
- C. HSSE concerns (i.e., damage to the environment, risks to health or the safety of people)
- D. Criminal acts
- E. Improper conduct



F. Violations of laws and/or regulations

Contractors or their employees who have concerns should notify their BP Job Representative or anonymously by calling “Open Talk” at 1-800-225-6141.

1.20 Gifts and Entertainment – Policy Commitment

It is important for our contracting community to know that BP has a Group Gifts and Entertainment Policy. The BP ethics expectation on gifts and entertainment is:

BP will only give or accept gifts and entertainment that are for business purposes and are not material or frequent. Any questions regarding this policy should be directed to your BP representative.

The following risks exist if gifts and entertainment are abused:

- A. **Conflicts of interest** - the abuse of gifts or entertainment to obtain a personal benefit while on company business
- B. **Bribery** - the offer or receipt of excessive gifts or entertainment in return for a favorable business decision
- C. **Distrust of BP staff** - even the perception that staff are receiving or giving excessive gifts or entertainment undermines trust in the organization.
- D. **Unfairness** - BP should not treat suppliers and customers inequitably with respect to gifts and entertainment.

2.0 EMPLOYEES

2.1 General

2.1.1 Contractor shall employ only orderly and competent people and upon notice from BP that any of Contractor's employees are, in BP's opinion objectionable or disorderly, such employees shall be dismissed from BP property or the BP job site. Contractor shall use employees only in areas where they have the appropriate levels of training and experience.

2.1.2 On BP facilities regulated by the United States Department of Transportation (DOT) Parts 192 and 195, the contractor must provide appropriate qualified employees when performing specific Covered Tasks under the U.S. DOT Operator Qualification regulations. Refer to BP Pipelines, N.A. Operator Qualification Plan (available to Contractors at www.bppipelines.com) for additional information and details.

2.1.3 Contractor shall consult with BP regarding the regular facility work hours. If Contractor's employees are to remain in the facility past these hours, the Contractor shall obtain permission from BP's Job Representative, and follow his instructions in this matter on all such occasions.

2.1.4 Contractor shall confine his personnel and work to the designated job site areas, facilities and work hours.

2.2 Identification

2.2.1 Contractor shall issue some form of company identification (i.e., company logo on hard hats, badges etc.) to each of its employees to be worn in full view while on the job.

2.2.2 Contractor shall make special arrangements with BP for the entrance of representatives of labor unions or vendors, including their automobiles, into the facility.



2.2.3 It is the Contractor's responsibility to have a means of identifying short service employees. Short Service Employees are defined as those with < 6 months experience with the Contractor and/or those with <6 months experience working pipeline or marketing/terminal projects. This can be accomplished with a unique colored hard hat or have a readily distinctive and easily visible marker on their hard hat while on the job sites.

2.3 Conduct

2.3.1 Smoking is not permitted inside the confines of BP's property or job site. Contractor shall post "No Smoking" signs as deemed necessary or as BP may require in the Contractor's work area. The BP Job Representative shall designate areas where smoking is permitted.

2.3.2 The use of or under the influence of intoxicating liquor, narcotics, or any non-prescribed controlled substance while on the job or reporting for duty is not permitted. Employees violating this condition shall be immediately and permanently dismissed from BP's property or job site. The Contractors are required to maintain an alcohol and drug free work environment. Contractors are required to take whatever action is deemed necessary, including drug and alcohol screening, to ensure that employees are drug and alcohol free.

2.3.3 The carrying of weapons on BP property or job sites is not permitted. Unless hired for security duties with appropriate credentials, any Contractor's employees violating this condition shall be dismissed from BP's property or job site.

2.3.4 Gambling, fighting or conduct that may be termed as horseplay is not permitted on BP's property or job sites.

2.3.5 Contractor shall determine from BP the entrance gate or gates assigned to Contractor, and all of its employees shall enter and leave through such gate or gates, using the established roadways and walkways. Taking shortcuts through operating facilities, buildings, tank fields, and crawling over or under fences or railroad tracks, etc., will not be permitted. Contractor employees will not be permitted to loiter around any building or operating facilities and shall confine themselves to their assigned work area.

2.3.6 Proper toilet facilities for use by Contractor's employees shall be constructed in such a manner and at such points as approved by BP.

2.3.7 Trespassing onto private property shall be prohibited. Employees shall be instructed to remain within the confines of the job site, pipeline Rights-of-Way, and not to enter private property.

3.0 AUTOMOTIVE VEHICLES AND MOBILE COMMUNICATIONS POLICY

3.1 Driving Safety Program

3.1.1 Contractors (including subcontractors) shall operate and maintain vehicles and equipment in a safe manner – in accordance with federal, state and local traffic laws and regulations, applicable vehicle related sections of this document (including BP's Driving Standard) and those of any facility in which they enter. The safe operation and maintenance of vehicles shall be incorporated into the contractors' HSE training programs.



BP’s Driving Standard (10 Elements):

(Applies to employees who drives any vehicle in the conduct of company business - **excluding commutes**)

1. **The vehicle is fit for purpose, and has been maintained in safe working order, with seatbelts installed and functional.**
 - All vehicles operated on company business will be maintained in accordance with manufacturers’ specifications and local legal requirements, and only be operated if the vehicle is in safe working order.

2. **The number of passengers does not exceed manufacturer’s specification for the vehicle.**

3. **Loads are secure and do not exceed manufacturer’s specifications or legal limits for the vehicle**

4. **Drivers are appropriately assessed, licensed, trained, and medically fit to operate the vehicle**
 - Every employee who drives any vehicle in the conduct of company business will be trained, assessed, and qualified to operate that class of vehicle. (See **3.1.3 for training content guidelines**).

5. **Drivers are appropriately rested and alert.**
 - Every employee whenever operating a vehicle on company business must be rested and alert and must not operate any vehicle when fatigued or tired.

 - The following minimum requirements for working and driving hours will apply to all contractors and their subs when working for BP

Requirement	Rule
Maximum <u>working hours</u> within a rolling 24 hour period	16 hours total including commuting to and from work
Maximum <u>driving time</u> within a rolling 24 hour period	10 hours total including commuting driving time
Work breaks (including meals) during a working shift	Minimum of 30 min break after every 5 hrs

- Although BP will be responsible for scheduling work which adheres to the above work/rest requirements, the contractor and their subcontractors are expected to be aware of these requirements and adhere to them.
6. **Drivers must not use a mobile phone or two-way radio while operating the vehicle** (See 3.2 Mobile Communications Policy).

 7. **Risks of the journey have been assessed**
 - Contractor shall consider route planning for all trips to minimize the risk of vehicle accidents.

 8. **Seatbelts are worn by all occupants at all times a vehicle is in motion.**



9. **Drivers are not under the influence of alcohol or drugs, or any other substance or medication that could impair their ability to drive.** (See section 2.3.2).
10. **Safety helmets are worn by rider and passengers of quads, snow-mobles and similar type vehicles.**
 - Motorcycle use is not permitted while working for BP Pipelines, however this restriction does not apply to contractors working for US Fuels)

3.1.2 It is required that **contractors who have Master Service Agreements** with BP Pipelines and US Fuels Marketing Terminals implement a defensive driving safety training program for their employees. This applies to contractor employees when they are performing work (driving) on BP Pipelines or US Fuels business (excluding “commutes”).

In the context of the BP Driving Standard, a “commute” is defined as travel to the initial BP work location, and back to the contractor’s home or place of business. This type of travel is NOT considered as driving on BP business.

The Driver Training requirements would be applicable to all employees driving on BP business.

Note: This training requirement does not apply to “one-time” contractors and subcontractors though prime contractors are responsible for the activities of their subs.

3.1.3 The defensive driver training shall (at a minimum) include the following requirements.

1. Two or more classroom hours in duration to include:
 - a. Vehicle incident statistics (as applicable in your company)
 - b. Causes of collisions (in general)
 - c. Safe Following distance
 - d. Recognition and response to road hazards
 - e. Vehicle condition checks / inspections
 - f. Use of mirrors and head checks
 - g. Fatigue management

2. On-road documented competency assessment (behind the wheel)

Each contractor is responsible for determining how to best meet the above training program requirements through in-house developed programs or 3rd party hosted training.

It is also required that contractors who have Master Service Agreements with BP Pipelines and US Fuels Marketing Terminals have a process to reinforce the driver training, including an annual refresher training and “ride-alongs” or “commentary drives” on an annual basis.

- 3.1.4 Contractor shall operate and maintain vehicles and equipment in a safe and proper manner on the job site, ROW, and on BP premises and shall not impede ongoing facility operations.
- 3.1.5 All vehicle incidents shall be reported immediately to BP’s Job Representative.
- 3.1.6 Contractor shall operate vehicles and equipment in strict accordance with facility traffic regulations, speed limits and restrictive signs.



- 3.1.7 The Contractor shall use only the entrance gate(s) designated by BP for making deliveries and for employees driving into and out of the facility.
- 3.1.8 Heavy vehicles (>26,001 lbs) and trucks with trailers may have the need to backup up in some locations. In order to accommodate safe backing and prevent incidents, the following precautions shall be taken:
- A. Sound the horn before backing.
 - B. Any available person shall direct the driver of the backing vehicle, whether or not he or she is a passenger. When using another person to back a vehicle, the driver shall immediately stop if he or she loses sight of the guiding person (spotter) and shall exit the vehicle to establish the spotter's location.
 - C. If another person is not available, the driver shall exit the vehicle before backing to check for clearance, perhaps more than once; and may have to walk completely around the vehicle to do so.
 - D. Be alert for all overhead lines and guy wires if the truck is equipped with booms or other equipment that might come into contact with overhead hazards.
- 3.1.9 Drivers of automobiles and light trucks working for BP Pipelines shall adhere to the following precautions: (US Fuels does not have a “First Move Forward” policy, therefore the following is only required for Contractors working for Pipelines, North America)
- A. First and foremost, try to find a space that does not require backing into or out of the space. This can be accomplished by pulling through the space. This may require you to park further away from your destination.
 - B. Where legal, back into parking spaces. By backing in, it causes you to drive past the intended parking space to look for hazards prior to backing. This maneuver will allow the driver a better view of cross traffic and changing conditions when exiting the space. Note: Diagonal parking spaces are not designed to be backed into.
 - C. In some instances, parking lots have one-way roads, with head-in; angled parking that makes pull-through or back-in parking impractical. In these instances, park away from the other vehicles in the lot where possible, avoiding busy traffic areas before backing out, walk completely around the vehicle to ensure there are no obstructions.
 - D. Assess if there are other vehicles also in the area that may move, and make sure that they see you and know you are moving if another person is with you in the vehicle, have that person guide you out of the space. Back-out cautiously.

3.2 Mobile Communications Policy

BP employees or any Contractors working on BP business will be prohibited from using mobile or cell phones and radio calls as follows:

- 3.2.1 Operators of all vehicles driven on company related business, or heavy equipment are **prohibited from using a** cell phone, private channel trunk radio, telephone, and 2-way radio calls while the vehicle is in motion. Use of these devices within a vehicle is only permitted when the vehicle is parked in a legal parking spot.
- 3.2.2 A review of mobile phone use will be included in the investigation process for all incidents involving vehicles and heavy equipment.
- 3.2.3 Remember when operating a vehicle, the driver's primary responsibility is safe vehicle operation.



3.3 Construction Equipment

- 3.3.1 Contractor shall not allow any heavily loaded equipment or equipment of unusual length, width, and height or with "Caterpillar" type treads/cleats to be moved over BP's roadways without prior approval.
- 3.3.2 In an operating facility, no loads are to be driven over any pipeline without the line being protected with a firm bed of sand, slag, clay, or crushed stone. The BP Job Rep or Project Manager (working with the contractor) shall determine the acceptable amount of material necessary to protect the pipeline. BP Pipelines' *Site Preparation and Earthwork Standard (SP-003)* can be referenced for more detailed information on site prep and backfilling. Damage to existing pipelines may upset operations and may be potentially hazardous. If an existing pipeline is damaged, Contractor shall immediately notify BP and take steps to prevent further damage or fire.
- 3.3.3 Where mobile equipment must enter tank dike/firewall areas, the dike/firewall may be ramped with BP's permission, but 100 percent height must be maintained at all times except with express permission of the BP Job Representative.
- 3.3.4 Contractor shall provide a central location for fuel storage and from which equipment can be serviced. This location shall not be closer than 25 feet (7.6m) from inhabited buildings. Fuel storage tanks shall be properly grounded.
- 3.3.5 Contractor's portable gasoline tanks shall be UL approved metal safety cans with self-closing lids and flame arrestors. Flammables shall be stored in approved safety cabinets when quantities dictate. Above ground portable storage tanks used for refueling equipment shall be equipped with safety vents and shall be in secondary containment.
- 3.3.6 Cranes shall not be moved with the boom in a raised position. Whenever possible, the boom shall be lowered at the end of a workday.
- 3.3.7 Prior to bringing boomed equipment onto the job site, the contractor shall complete a walkthrough of the work site to identify any hazards that might affect the operation of the equipment. This may include overhead power lines (or other overhead hazards), loose soil, rocky terrain, slopes, etc. Overhead obstructions shall be reviewed for interferences before using a crane, sideboom, excavator or drilling rig. Contractor shall not work one of these rigs within 10 feet of electrical lines energized up to 50kv. If the lines are above 50kv, additional distances must be maintained per OSHA 1910.333. When working a rig in close proximity to such electrical lines, Contractor shall take every necessary precaution to ensure the safety of the work, making due allowance for such swing or rotating loads. This shall include the use of a spotter(s) to assist the operator while moving and operating the equipment. Until proven otherwise, it should always be assumed that all electric power lines are energized.
- 3.3.8 The use, inspection, operation, and maintenance of cranes shall be in accordance with 29 CFR 1910.179 and 180 as applicable. Operators of this equipment shall be trained in accordance with ANSI B30. Cranes operated offshore shall follow the requirements of API RP 2D for the use, inspection, operation, and maintenance of that equipment.
- 3.3.9 The use, inspection, operation, and maintenance of industrial equipment such as backhoes, trackhoes, bulldozers, forklifts, etc., shall be in accordance with 29 CFR 1926 Subpart O, 1910.178(L), 1910.179, and 180 as applicable. Industrial equipment operators shall be trained in accordance with ANSI B56.



4.0 FACILITY OPERATIONS AND PERMITS

- 4.1 Prior to the start of any task for BP Pipelines at a facility, or along the ROW, an Authorization to Work (ATW) form must be completed, approved and signed by all crew members. The ATW has imbedded permits – Hot Work, LOTO, Confined Space, etc. These forms will be completed at a minimum once per shift and whenever a permit is required. Personnel reporting to the worksite, or participating in the tasks identified on the ATW must review the safeguards and procedures or permits required to perform the work prior to entering the worksite, or participating in the work activities.
- 4.2 Contractor shall not impede facility operations without prior approval.
- 4.3 Contractor shall not block off or otherwise make any portion of the facility impassable or hazardous without prior approval. Contractor shall provide barricades, traffic cones, red or yellow lights etc. to render the site safe and secure.
- 4.4 Contractor shall not cut, dig, or alter in any way, any existing facilities, pipes, etc., without prior authorization from BP or BP's Job Representative.
- Where tank dikes/firewalls must be cut for pipelines etc., and must remain open overnight, a 50 percent height dike/firewall must be maintained during non-working hours unless approval is obtained from BP to leave it open.
- 4.5 Any damage caused by Contractor shall be reported immediately and repaired to the satisfaction of and at no cost to BP.
- 4.6 All references to operations management in this specification shall also be construed to mean BP's representative.

5.0. FIRE FIGHTING EQUIPMENT AND PREVENTION

- 5.1. Free access to all fire fighting equipment must be maintained at all times.
- 5.2. Contractor shall not remove fire hose or other fire fighting equipment from its assigned location except for the purpose of fighting a fire. Anytime fire fighting equipment is used by a contractor, it is contractor's responsibility to notify their BP representative of such use.
- 5.3. Except in the case of fighting a fire, Contractor shall obtain BP's (or proper authority) prior approval to use firewater in its operations and such use must be discontinued immediately if a fire occurs anywhere in the facility.
- 5.4. Where a pressurized fire hose is used as standby protection for hot work, the hose shall be depressured and drained during non-working hours. Hydrants may also need to be blocked and drained.
- 5.5. Contractor shall provide fire-fighting equipment for all its temporary buildings, stored materials and construction supplies, and for the work being performed. Contractor shall obtain BP approval as to the amount and the type of fire fighting equipment required. Contractor's personnel shall be trained in the use of such fire equipment and the equipment shall be readily accessible.
- 5.6. Contractor shall maintain its temporary buildings and the construction and storage areas free of fire hazards and shall take every reasonable precaution in its operation to prevent a fire from occurring (e.g., covering manholes, checking for oil and gas leaks, etc.).



- 5.7. In the event a fire occurs in the construction area, Contractor shall immediately notify BP and the proper authority, if applicable, and, if it can be accomplished in a safe manner, attempt to control the fire.

6.0 HEALTH AND SAFETY

6.1 General

- 6.1.1 Contractor activities shall conform to the requirements of generally accepted good practice, the health and safety rules applicable for BP facilities and terminals and with applicable OSHA regulations.
- 6.1.2 Contractor shall comply with all permits including, but not limited to, ATW (including hot-work, confined space, and "Lock out/Tag out" (LOTO). LOTO is required before working on any energy source, such as hydraulic, electrical, pneumatic, chemical, mechanical, or thermal.
- 6.1.3 Contractor shall be familiar with the conditions existing on BP's premises or job site that might affect the health and safety of their employees and Subcontractors.
- 6.1.4 Contractor shall disseminate BP Health, Safety, Security, and Environmental rules to their employees and Subcontractors. Contractor shall document the distribution for BP's review upon request.
- 6.1.5 Contractor shall supervise their employees, and Subcontractors' work to verify adherence to Contractor's and BP Health, Safety, Security, and Environmental rules as well as government laws and regulations.
- 6.1.6 Contractor shall conduct and participate in periodic safety and health meetings with its employees. All meetings shall be documented for BP's review upon request.
- 6.1.7 Each Contractor must ensure that their own employees and any Subcontractor employees are trained in the general and job specific work practices, site hazards, safety and health rules, general and emergency procedures and practices pertaining to their work assignment and document that they have received and understood this training and information.
- 6.1.8 Unless otherwise agreed to by the parties in writing, Contractor shall provide all equipment, materials, tools, and safety/personal protection equipment necessary to perform the WORK in a safe, healthful, and workmanlike manner. Contractor shall ensure all equipment and tools are maintained and operated in accordance with the manufacturer's instructions and that all factory-provided safety devices, interlocks, and guards are in place. Any equipment or tools provided by BP to Contractor for the benefit of Contractor's employees or those of its Subcontractors shall be at the sole risk and liability of Contractor to make sure that such items are fit for the use intended and are in proper working order. Contractor agrees to indemnify and save harmless BP from any and all claims of Contractor, Subcontractors, and their employees arising out of the use of any equipment or tools furnished by BP or advice given by BP relating to such equipment or tools, it being understood that BP shall not be liable under law, contract, negligence, strict liability, or otherwise.
- 6.1.9 When requested, Contractor shall provide to BP records of all Contractor and Subcontractor training provided for the performance of this work. This record must include a description of the training, duration, instructor's name, and the identity of the



employee in attendance, the date of the training, and the means used to determine that the employee understood the training. (See 2.1.2 for U.S. DOT (Pipeline) Operator Qualification information.)

- 6.1.10 Contractor is responsible for assessing the hazards on the job. At the start of every job, each crew as a team shall perform a pre-task hazard review (ATW form). At a minimum these shall be performed once a day, or more if conditions (e.g. weather) or the task changes. BP's representative will participate upon occasion. Retain the forms for submittal to BP.
- 6.1.11 Contractor shall use appropriate **personal protective equipment** to protect their employees and Subcontractors from conditions associated with their work. The protective equipment shall include but shall not be limited to the following:
1. Hard hats with the Contractor's logo are to be worn on all construction sites. It is the Contractor's responsibility to have a means of identifying short service employees (those with <6 mo. experience). This can be accomplished with a unique colored hard hat or have a readily distinctive and easily visible marker on their hard hat while on the job sites.
 2. On maintenance, construction or project sites, ANSI Z87.1 1989 approved eye protection (safety glasses) with side shields shall be properly worn at all times. The wearing of tinted lenses is approved for use outdoors for glare protection only. Goggles that are chemical and impact resistant shall be worn when working around hazardous chemicals or where further protection is need against impact hazards or flying debris.
 3. Safety footwear is highly recommended to be worn at all times. No cloth shoes, sandals, moccasins, clogs, sneakers, or open-type shoes are allowed. For general construction and work that contains a danger to the feet from falling/rolling objects, piercing objects, chemical hazards, or electrical exposure hazards, footwear with a reinforced toe as per ANSI Z41-1991 are required.
 4. Hearing protection devices shall be properly worn by all employees whenever any of the following conditions exist:
 - A. In all areas where sound levels are 85 dBA or greater or in areas designated as "Hearing Protection Required", regardless of the amount of time an individual spends in that high noise area.
 - B. An employee is exposed to noise equal to or greater than 85 dBA TWA for an 8-hour shift or 82 dBA TWA for a 12-hour shift.
 5. Appropriate gloves shall be worn to protect the hands from cuts, burns, abrasions or chemical exposure.
 6. If the work involves possible respiratory hazards, Contractor shall furnish and maintain his own respiratory protection equipment. This program must meet the minimum requirements of OSHA 1910.134, 1926.103. Documentation of this program shall be available for review by BP.
 7. Protective clothing and shirts with long sleeves are recommended. Fire resistant clothing shall be required, under certain circumstance. The BP Job Representative



- shall determine when FRC is required. At a minimum (for BP Pipeline work activity), the following situations will require the wearing of FRC.
- A. Any pipeline system or equipment repairs that involve the opening of a system that could potentially involve exposure to hydrocarbon atmospheres with the potential to cause a flash fire
 - B. Emergency response to repair leaks or outages where hydrocarbons are likely to be present
 - C. Maintenance, repair or inspection of voltage systems over 480v, as well as the installation of new electrical services of any voltage
 - D. During fire training exercises
 - E. On offshore platforms
8. Only ANSI approved welding hoods (including pancake type) shall be used.
- 6.1.12 Contractor shall advise its employees to take appropriate steps to minimize skin contact with materials (including petroleum based products and hazardous chemicals).
- 6.1.13 Contractor shall follow good practices to reduce effects of cold and heat stress on their employees by implementing appropriate monitoring and control techniques.
- 6.1.14 Contractor shall erect and maintain barriers, warning signs, and lights near its operations and shall take other precautions as prudent and as required by this specification to prevent the occurrence of accidents.
- 6.1.15 Contractor shall not tie guy lines, hoist lines, etc. to stanchions, tank nozzles, power poles, etc., without BP's prior approval. Guy and hoist lines shall be properly marked for visibility near ground level.
- 6.1.16 Contractor's portable ladders must either be tied in place or laid down when not in use and require current safety inspection.
- 6.1.17 Planks placed by Contractor on overhead lines, or structural work, etc., must be tied down to prevent their being blown off and removed to grade when no longer required.
- 6.1.18 Hydrogen Sulfide, a poisonous gas, may be encountered at points in pipeline facilities especially in or near sewer opening, vent stacks, crude oil tanks, line leaks, and where marked with warning signs. This gas is easily distinguished by its disagreeable odor, which resembles rotten eggs. However, in high concentrations, the gas may paralyze the sense of smell and cannot be detected. When this gas is noticed, Contractor's employees should immediately be ordered out of the area affected and the condition reported to BP. Further, Contractor should not resume work in such area until BP has given its approval to do so.
- 6.1.19 Contractor is warned that process and/or firewater are unsuitable for drinking purposes. BP, if available for Contractors use, will designate drinking water taps.
- 6.1.20 Contractor shall furnish its own first aid, ambulance, and medical service.
- 6.1.21 Contractor shall provide adequate sanitation facilities, clean drinking water, and washing facilities for hygiene purposes; in accordance with the requirements of OSHA 1926.51 (e.g. work crews shall plan routes or provide sanitary facilities within 10 minutes of work site/route).



- 6.1.22 Contractor while engaged in any activity in or on BP's premises or job sites shall provide, actively promote and enforce a comprehensive substance abuse interdiction program for its employees that includes as a minimum the requirements set forth in this agreement, BP Contractor Substance Abuse Policy applicable to the BP's premises or job site upon which the work is being performed.

Contractor's substance abuse interdiction program shall be subject to BP's review and right of rejection, if requested, prior to the start of any work on BP's premises and job sites.

Contractor shall disseminate the rules of such program to its employees and conduct and participate in periodic substance abuse interdiction program meetings.

6.2 Case Management, Incident Reporting, and Employee Health

- 6.2.1 Contractor shall have a case management program with project specific support set up prior to the start of a project. The purpose of the case management program is to ensure contract employees receive prompt and quality care as needed. This will ensure effective treatment so injuries do not become more serious. Case management also insures proper reporting and notification occurs promptly. Typically a case management program consists of: pre-screening Doctors for quality and understanding of occupational health and OSHA recordkeeping requirements; accompany injured employee to medical treatment facility; assist in the design of light duty or alternate work programs and communication of these alternatives to treating physician; monitor rehabilitation of injured contract employee to minimize lost time; assist with injury classification, and maintain a balance between Contractor and injured contract employees health care needs. Contractor is solely responsible for managing their employee's health care needs and classification of injuries.
- 6.2.2 Contractor is responsible for providing any required medical examinations and testing for its employees.
- 6.2.3 Contractor is responsible for providing industrial hygiene monitoring for its employees: when such medical surveillance is required by law; included in Contractor's health and safety plan; or is a generally accepted industry practice.
- 6.2.4 Contractor shall immediately verbally report to BP's Job Representative all accidents (personnel, vehicle, environmental), occupational injuries (including first aid cases), near misses, and illnesses involving its employees or those of its Subcontractors, relating to the work to be performed hereunder, or which causes damage to the property of BP or a third party. Contractors BP safety performance record will include incidents by subcontract employees.

Contractor shall instruct their employees, along with Subcontractor employees that all potential work-related injuries, including those that do not come to attention until after-hours, or on weekends away from the jobsite should be reported to Contractor management as soon as they are detected.

Contractor shall promptly furnish BP copies of the OSHA Form Number 301 "Injuries and Illnesses Incident Report" form or equivalent, and any work status report form to the BP Job Representative. All forms must be complete and submitted to BP's appointed Job Representative within 24 hours of the injury.



Contractor shall investigate all accidents, occupational injuries and illnesses involving their employees or those of their Subcontractors. Contractor will allow BP the opportunity to participate in any investigation and will report the results of all investigations to BP within 25 days of the incident.

Contractor also agrees to assist BP in incident investigations it may conduct of any such accidents, injuries, or illnesses by participating in all contractor-related incident investigations facilitated by BP. BP's HSSE District Coordinator (or designee) will facilitate the incident investigation using BP's RCA Process and Comprehensive List of Causes (CLC).

6.3 Gas Testing

- 6.3.1 Contractor shall not commence activities in the work area until it has been determined to be free of potentially dangerous flammable gases or vapors. Contractor is responsible for atmospheric testing of the work area unless designated otherwise by BP.
- 6.3.2 The Contractor shall provide portable combustible gas monitors as required. Contractors required to perform hot work on or near company facilities or job sites shall supply and maintain a calibrated, intrinsically safe, combustible gas indicator which carries a Factory Mutual and/or Underwriters Laboratories, approval for use in Class I atmospheres.
- 6.3.3 Contractor shall provide toxic gas monitors as required. Monitors shall be calibrated and field tested per the manufacturer's recommendations. All colorimetric tubes shall be used prior to the expirations date.
- 6.3.4 Atmospheric tests shall be in accordance with Contractor's health and safety plan.

6.4 Hot Work

- 6.4.1 Hot work is defined as any work, which involves sources of ignition or temperatures sufficiently high to cause the ignition of flammable gas mixtures. Examples of Hot Work include, but are not limited to, welding, use of a cutting torch, applying hot coatings, grinding and sandblasting.
- 6.4.2 Contractor shall obtain a Hot Work Permit (Part of ATW form for BP Pipelines) from Operations before commencing any welding or burning operations; before giving such approval BP shall determine whether proper safety precautions have been taken, such as covering manholes, having gas tests taken, "Lock out Tag out" permit issued, etc. Contractor shall comply with the provisions of the Hot Work Permit.
- 6.4.3 Contractor shall ensure that their employees required to perform atmospheric tests using combustible gas detectors are knowledgeable in the calibration and use of such detectors. It is recommended that instruments that continually monitor the atmosphere be used so that any change in conditions will be detected.
- 6.4.4 If an unexpected odor of gas (i.e., gasoline) is detected or if, at any time, a gas test reveals that a hazardous condition ($\geq 10\%$ LEL) exists, all work in the area shall cease until all potential sources of ignition have been eliminated. Contractor shall immediately advise BP of the suspected condition.
- 6.4.5 Atmospheric tests shall be performed to ensure that flammable vapors are not present before any hot work may be performed within the fenced area around the facilities, within 50 feet of a construction site, within the perimeter of tank dikes/firewalls or anywhere else where flammable gas mixtures may exist.



- 6.4.6 Vehicle or any other type of combustion engine (lawn mower, etc.) entry into tank dikes/firewalls or within 50 feet of pumps, valves or other terminal equipment which is subject to failure is considered hot work and shall be treated as such except where tanks have been cleaned, ventilated, and freed of vapors and where outside vapor sources have been eliminated.
- 6.4.7 Each of Contractor's welding machines must be equipped with two rubber coated cables, one leading to the electrode and the other to the object being welded. The frame of each motor driven welding machine must be grounded.

Contractor shall provide the necessary shields around welding arcs. Fire blankets (or similar means) shall be used to enclose all welding or cutting operations where slag or sparks are likely to create hazards to other workers or equipment. All compressed gas cylinders must be properly secured in an upright position.

6.5 Excavations

- 6.5.1 Contractor shall obtain BP's prior approval before making any excavations.
- 6.5.2 Contractor shall contact all utility companies to obtain clearances prior to any excavations. Proper care shall be taken when excavating utilities.
- 6.5.3 All excavations greater than four (4) feet shall be properly shored or sloped. All excavations shall be inspected and comply with OSHA regulations. Contractor is responsible for providing an excavation competent person.
- 6.5.4 After an excavation is made, no employee will be allowed into the excavation until it has been inspected by an excavation competent person and deemed to be safe for entry. Where work is deeper than four feet, all necessary gas tests shall be made and confined space entry requirements met prior to entry into the excavation.
- 6.5.5 BP must be notified whenever Contractor unexpectedly encounters a pipeline, tank or concrete in an excavation.
- 6.5.6 To prevent vehicles and personnel from falling into the excavation, Contractor shall adequately barricade and mark all excavations.
- 6.5.7 Unless otherwise specified, all excavations made by Contractor are to be backfilled, compacted, and leveled and restored to pre-existing conditions at the end of the job.

6.6 Electrical

- 6.6.1 Contractor installing, maintaining or repairing electrical equipment for BP facilities or job site shall perform all work in accordance with the requirements of the current National Electrical code and government laws and regulations.
- 6.6.2 Contractor shall develop and implement a step-by-step lock-out and tag-out (LOTO) procedure, which adequately protects personnel from accidental energizing of equipment or machinery in which work or maintenance is being performed. The lockout procedure shall incorporate the use of individual or group locks/tags. Implementation of this procedure must be coordinated with and approved by the BP Job Representative.



- 6.6.3 Operations management or the designated BP representative for closed facilities shall be informed before the shutdown of any electrical systems or equipment. The proper utility company shall also be notified if applicable.
- 6.6.4 Contractor shall consult with BP and the proper utility company, if applicable, before increasing the size of any electrical fuse or performing any other work on or making any connections to BP's electrical circuits.
- 6.6.5 Contractor shall obtain BP's prior approval to perform work near overhead electrical lines where the possibility exists of employees or equipment coming into contact with such lines through accident or other circumstances.
- 6.6.6 Contractor shall obtain BP's approval on the installation of temporary lighting, and any such requests for approval will be considered on the basis of the potential fire hazard.
- 6.6.7 Temporary electric cables in use by Contractor must either be underground, protected from foot or vehicle traffic, or elevated at least seven feet (2.1m) above grade and insulated from the steel walkways, pipelines, etc. Under no circumstances may such cables be strung across existing roadways without BP's prior approval. Once such approval is obtained, Contractor shall secure BP's further approval of the final setup before commencing work. Contractor shall mark elevated temporary electrical cable for visibility. Temporary cables shall be immediately removed once the job is completed.
- 6.6.8 All electrical cord sets, portable electric hand tools, and any equipment connected by cord and plug, (except those that are permanently attached and not exposed,) shall be visually inspected before each day's use for external defects by the user. Ground-fault protection for personnel shall be provided on this equipment by using either ground-fault circuit interrupters or an assured equipment grounding conductor inspection program. (Double insulated tools are not required to be grounded or tested.)
- 6.6.9 Contractor shall not use portable floodlights or electrically driven hand tools without BP's prior approval.
- 6.6.10 Underground natural, red colored, or pea gravel concrete may signify buried electrical conduit. Whenever Contractor encounters these type materials in an excavation, work must stop immediately, and BP shall be advised.
- 6.7. Confined Spaces
- 6.7.1 A confined space is any enclosure, which is large enough to enter and perform work, not made for continuous human occupancy, and has limited access and egress. A permit required confined space has or has a possibility of developing a hazardous atmosphere (i.e., oxygen deficient, flammable or toxic) or any other hazard (engulfment, live electrical, moving parts, etc.)
- 6.7.2 Contractor shall follow all requirements of OSHA 29 CFR 1910.146. Contractor shall not enter any existing confined space until a Confined Space Entry Permit (part of the ATW form for BP Pipelines) has been issued and posted by BP. Contractor shall comply with the provisions of the confined space entry permit. The confined space entry permit shall not be taken as permission to perform hot work. Contractor shall develop and implement confined space entry procedures for their employees required to enter into confined spaces. Examples of typical confined spaces encountered include, but are not limited to entry:
1. Into tanks and vessels.



2. Onto the internal floating roof of covered floating roof tanks.
 3. Onto the roof of external floating roof tanks when the roof is 4 feet or below the rim of the tank.
 4. Into bell holes, sewers, or ditches (over 4 feet deep) where product outages, leaks, or oxygen deficiencies may create a hazardous atmosphere.
 5. Into manifold buildings or other buildings where a hazardous atmosphere may exist.
- 6.7.3 Contractor shall provide and maintain combustible gas monitors, oxygen analyzers, and toxic gas monitors if the work involved requires entry into confined spaces.
- 6.7.4 The confined space entry procedure shall require that atmospheric tests be performed to determine if the atmosphere within the space is immediately dangerous to life or health (IDLH) or above threshold limit values (TLV) established by American Conference of Governmental Industrial Hygienists (ACGIH) or permissible exposure limits (PEL) established by OSHA prior to anyone entering the space. These tests shall include but are not limited to measurement of the benzene concentration, oxygen content, and flammability of the environment within the space.
- 6.7.5 If the atmosphere is not IDLH, then entry into the space shall be permitted, and work may proceed, provided that TLV's or PEL's will not be exceeded. If there is a possibility that TLV's or PEL's will be exceeded, appropriate precautions must be taken. In any case, the atmospheric tests for oxygen content and flammability must be continuously monitored with an audible alarm throughout the duration of the job.
- 6.7.6 Entry into confined spaces with atmospheres which are unknown *or have been determined to be IDLH* is strictly prohibited unless prior approval is given by BP and the Contractor provides suitable fresh air breathing equipment for each person entering the space and has developed and implemented a written Respiratory Protection Program which complies with 29 CFR 1910.134.

7.0 ENVIRONMENTAL

- 7.1 All products furnished, work performed, or disposal of materials shall be in compliance with all applicable federal, state, and local laws and regulations for respecting the environment including but not limited to, the federal Clean Air Act, Clean Water Act, Resource Conservation and Recovery Act (RCRA), Toxic Substances Control Act, and Safe Drinking Water Act.
- 7.2 Contractor shall be constantly alert for unexpected hazards from leaks or spills and shall be prepared to stop work and evacuate the area. Any spill, leak, or unexpected hazard, no matter how small, shall be immediately brought to BP's attention.
- 7.3 Contractor shall provide BP a listing of any hazardous material or chemical he brings on site. Contractor shall maintain and make available upon request material safety data sheets (MSDS). Contractor shall be knowledgeable of HAZCOM regulations and all work shall be conducted in strict conformance to these requirements, including but not limited to drum and container labeling and storage procedures.
- 7.4 BP maintains material safety data sheets (MSDS) on all hazardous substances that it uses, processes, or stores in the work area and will furnish them upon request. Contractor shall make this information available to its employees.
- 7.5 Contractor shall use competent employees knowledgeable of environmental regulatory requirements and have available environmental training records upon request.



- 7.6 Contractor shall comply with BP local waste and trash disposal procedures and under no circumstances shall waste leave the job site without prior approval of BP. Consultation should be made with the BP HS&E District Coordinator by the project team.
- 7.7 Contractor shall be knowledgeable of all emissions control equipment that may be affected by the job and will communicate directly with the designated BP Representative when the work activities require temporary or permanent adjustments to this equipment.
- 7.8 Contractor shall be aware of ANY activity conducted in, over, or adjacent to any body of water and these activities shall require special precautions including but not limited to regulatory permitting and release prevention measures.

8.0 TEMPORARY BUILDINGS AND HOUSEKEEPING

- 8.1 The type of construction and location of temporary buildings, including those within the area assigned to the Contractor for its use, shall be approved by BP. A sign identifying the Contractor shall be affixed to each building.
- 8.2 Contractor shall observe good housekeeping practices. Buildings, materials, and properties of BP shall be kept clean and orderly. Contractor shall maintain work areas in a reasonably clean, safe and orderly condition. Contractor shall store material and equipment only in designated areas approved by BP.
- 8.3 Contractor shall properly dispose of all debris and domestic wastes from the work site on a daily basis to locations specified by BP. No construction debris shall be left at the site at the conclusion of the work.
- 8.4 BP shall specify the disposition of all soils resulting from excavations. Soils that are to be disposed of shall be taken to locations specified by BP.
- 8.5 Upon completion of Contractor's work, Contractor shall dismantle its buildings; remove its construction equipment and tools, surplus materials, and construction supplies; clean up the construction area and place the work area grounds in a fairly uniform level condition.

9.0 RADIATION MONITORING

- 9.1 Use of radioactive materials is governed by prevailing regulations of the Nuclear Regulatory Commission or an Agreement State Program.
- 9.2 When gamma ray or x-ray sources are used for radiographing tanks, vessels, piping, etc., the area around the source shall be roped off to a distance beyond which the total radiation dose shall not exceed 2 mrem in any one (1) hour or 100 mrem in any seven (7) consecutive days. This area shall be further identified with conspicuously posted radiation area signs that meet Nuclear Regulatory Commission or Agreement State regulations and are hung from the rope. During each radiographic exposure the radiation at the rope boundary shall be monitored. After each exposure, a radiation survey shall be made to confirm that the gamma ray source is in the shielded position or the x-ray machine is turned off.
- 9.3 Suitable survey meters, properly maintained and calibrated, shall be used for area monitoring. These survey meters shall have a full range of measurement of zero to 10 MR/hr, zero to 100 MR/hr, and zero to 1000 MR/hr where MR/hr indicates milliroentgens per hour. For practical purposes, the direct readings in milliroentgens per hour may be taken as equivalent to millirems, whether the source is x-ray, gamma ray, or beta radiation.



- 9.4 Radioactive material brought on BP property or on a BP job site shall be stored at a secure location approved by BP. Radioactive sources removed from the storage location for use shall not be left unattended at any time.

10.0 OFFSHORE HSSE REQUIREMENTS

Unique work environments and hazards confront employees and contractors who work in offshore locations. These areas include: helicopter safety, marine assurance, marine debris and diving safety

10.1 Helicopter Safety

- 10.1.1 Aircraft hazards include noise, engine exhaust and moving rotors. In the unlikely event of an aircraft going down over the water, hypothermia and drowning hazards exist.
- 10.1.2 If your job requires you to work in or around a helicopter, you will receive further instructions and safety briefings from the helicopter pilot and your BP Job Representative.

10.2 Marine Assurance

Contractor shall operate and maintain marine vessels and equipment in a safe and proper manner on the job site, ROW, and on BP premises and shall not impede ongoing facility operations. Any vessel incident shall be reported immediately to BP's Job Representative.

10.2.1 Audit and Inspection

- A. Pre-hire Inspection – Generally, every vessel on initial hire will undergo a pre-hire inspection. That inspection may be the BP vessel inspection performed by shore base personnel and/or a larger scope inspection performed by our contract marine surveyors pending vessel task parameters. The responsible parties are the marine coordinator for shallow water, the marine coordinator for deep water, the HSE consultant for Logistics, and the respective shore base supervisor.
- B. Vessel/Shore Base Orientation – Each initial hire vessel/crew will undergo an orientation process by respective BP shore base personnel explaining BP practice and policy. The responsible party is the respective shore base supervisor.
- C. Quarterly BP Vessel Inspection – On a quarterly basis, regular service vessel inspections will be performed utilizing the BP vessel inspection checklist, inspection performed by respective shore base personnel. The responsible party is the shore base supervisor.
- D. Ad Hoc Inspections – Targeted inspections and surveys will be performed at any time in response to industry trends or specific safety concerns as needed. The responsible parties are the marine coordinator for shallow water, the marine coordinator for deep water, the HSE consultant for Logistics, and the respective shore base supervisor.

10.2.2 Safety Meeting

- A. Periodic Vessel Safety Meetings – Approximately twice per month, safety meetings will be held by shore base personnel with selected vessel crews to discuss general and selected marine safety topics. The responsible party is the shore base supervisor.



- B. BP Marine Contractors Meeting – Twice per year, representatives of the marine contractors will attend a general marine safety meeting to discuss/resolve items of current interest and review the BP marine manual content with BP Logistics management. The responsible parties are the marine coordinator for shallow water, the marine coordinator for deep water, the HSE consultant for Logistics, the Logistics Manager, and the respective shore base supervisor.
- C. Annual BP HSE Contractor Safety Symposium – Annually representatives of all BP contractors attend a safety symposium hosted by BP HSE to review/discuss safety issues of common concern. The responsible party is the BP Contractor Safety department.

10.3 Marine Debris

- 10.3.1 While working at an offshore location, it's important to prevent marine debris. Marine debris is any object or fragment of wood, glass, rubber, plastic, cloth or man-made material that is left in a marine environment, whether it be accidentally dropped or intentionally dumped.
- 10.3.2 Also, the disposal or discharge of solid waste is strictly prohibited by the U.S. Coast Guard and the EPA. Discarding equipment, cables, chains, containers or other materials is prohibited by the Minerals Management Service
- 10.3.3 To prevent debris, secure all materials, equipment, trash receptacles and personal belongings. Also, make sure articles such as hardhats, life vests, sunglasses, cigarette lighters, parts bags, buckets, shrink wrap, strip lumber, and pipe thread so they do are properly secured and not become Marine debris.

10.4 Diving Operations

- 10.4.1 All commercial diving operations must conform to BP's Gulf of Mexico and Pipelines Diving Procedures. Any deviation from this procedure must be reviewed and approved by BP's leadership through a management of change process.
- 10.4.2 Every person involved in a diving process has the responsibility to: stop any diving or related surface support activity that they consider to be unsafe and, ensure that all diving operations are contracted and carried out in accordance with the Diving Procedure
- 10.4.3 Diving contractors must be in compliance with:
 - federal regulations and standards
 - BP's Gulf of Mexico Safe Practice Manual and Diving Procedure
 - and, their company policies, standards and procedures
- 10.4.4 A company-authorized representative, CAR, must be present at all dive operations conducted under contract to BP. The CAR can be a BP employee or a diving consultant.



11.0 MISCELLANEOUS

11.1 Right of Entry

11.1.1 BP, or its duly authorized agent(s), shall have the right at all reasonable times to inspect the work and/or observe any tests made in conjunction with the work.

11.1.2 BP reserves the right to enter the Contractor’s work area for the purpose of constructing, with its own forces or those of others, such collateral work for the job as BP may desire to perform. Such collateral work shall be carried on in such manner and constructed at such times that it will not unreasonably interfere with the work of Contractor. Subject to this provision, Contractor shall not interfere with or prevent the construction of such collateral work nor claim any extra compensation by reason of the construction of such collateral work.

11.2 Photographs

Contractor shall obtain BP’s approval before taking any photographs. Two copies of all photographs taken shall be turned over to BP. BP’s approval must be obtained prior to publication of any photographs and accompanying photographic description. This includes video tapes, digital motion pictures and camera / video phones.

11.3 US Fuels and Pipeline Facility Requirements

Each of BP’s US Fuels terminals, pipeline terminals, pipelines and closed facilities may have requirements that pertain to that operation only. These requirements and specifications will be provided to the Contractor.

Revision Log

Revision Date	Authority	Reviser	Revision Details
03/01/2005	Mike Schwerha	Larry Barnett	Changes instituted in the last revision
12/01/2005	Joe Naccache	Larry Barnett	Revisions highlighted in yellow on web version
10/02/2006	Joe Naccache	Katherine Hughes	Revisions highlighted in yellow on web version