STA.009 Health, Safety, Environment and Community (HSEC) Management Standard

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Related Documents:	POL.004 Sustainable Development Policy
	POL.001 Risk Management Policy
	STA.004 Risk Management Standard
	STA.xxx Records Management Standard
	PRO.xxx Risk Management Procedure
	PRO.xxx Catastrophic Risk Procedure
	PRO.xxx HSEC Self Assessment and Assurance Procedure
	BHP Billiton Charter
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Change Requests:	Ian Wood, Vice President Sustainability and Community Relations
Brief Description:	This **standard** describes the mandatory **Health**, **Safety**, **Environment** and **Community** (HSEC) performance requirements.

Table of Contents

1.0 Intent

This **standard** prescribes the mandatory **Health**, **Safety**, **Environment and Community** (HSEC) performance requirements for the establishment of HSEC **management systems** that support implementation of the *BHP Billiton Charter*, the *POL.004 Sustainable Development Policy* and the aspiration of **Zero Harm** across BHP Billiton. This **standard** is consistent with ISO 14001, OHSAS 18001, SA 8000, and the International Council on Mining and Metals (ICMM) **Sustainable Development** Framework. It supports the achievement of leading industry performance and adopts the *Plan-Do-Check-Act* (PDCA) methodology (see *Appendix I.0)*.

2.0 Application – Who this applies to

This **standard** applies to all sites and facilities that are owned or operated by BHP Billiton, and to all BHP Billiton **employee**s and **contractors** performing **controlled activities**.

Where BHP Billiton has an equity stake but does not have operational responsibility, this **standard** must be made available to the operator, so comparable **standards** can be applied.

Unless otherwise stated, **managers** responsible for **controlled activities** are accountable for the implementation of the performance requirements contained in this **standard**.

Auditability measures for this **standard** are defined in the *PRO.XXX Heath, Safety, Environment and Community Self Assessment and Assurance Procedure*.

3.0 Performance Requirements

3.1 Leadership and *accountability*

- All BHP Billiton **employees** and **contractors** must demonstrate visible leadership, be responsible for effective HSEC management and consistently deliver on their HSEC accountabilities. Effective HSEC leadership is a prerequisite for promotion.

- **Managers** must recognise, reinforce and reward HSEC initiatives, desired behaviours and outcomes.

- HSEC **management systems** must be established for all **controlled activities**; and **controlled sites** must maintain **certification** of this **management system** to ISO 14001 (except exploration, development projects, divestment, closed sites and offices).

- **Managers** must identify and provide sufficient **resources** to manage HSEC **risks** and opportunities.

- **Managers** must document and communicate HSEC responsibilities and accountabilities for **employee** and **contractor** roles.

- **Managers, employees** and **contractors** must be empowered to stop work or refuse to work in situations where there is potential for an **uncontrolled hazard**.

3.2   *Legal and other requirements*

- A HSEC **Compliance and Commitments Register** must be maintained.

- Applicable HSEC **legal and other requirements** must be communicated, accessible and complied with.

- Periodic evaluations of compliance with **legal and other requirements** must be conducted, at least annually.

3.3   HSEC *hazards* and *risk*

- HSEC **hazards** and associated **risks** must be managed in accordance with the *STA.004 Risk Management Standard* and *PRO.XXX Risk Management Procedure*.

- Structured and systematic **hazard** identification, **risk assessment** and **risk** recording processes must be implemented.

- **Employees** and/or **contractors** who undertake **hazard** identification and **risk assessments** must be competent and experienced or supervised.

- **Hierarchy of controls** must be used in the development and application of controls.

- The designated level of management must **approve** controls for HSEC **risks**. The control effectiveness must be verified at a frequency based on the level of **risk**.

3.4   Planning, *goals* and *targets*

- HSEC **goals** and **targets** must be established in accordance with the Corporate Alignment Process (CAP) (see *STA.xxx Corporation Alignment Planning Standard*) to drive **continual improvement**.

- HSEC **targets** must be documented, communicated and monitored to be consistent with BHP Billiton HSEC **targets**, HSEC **risks**, the interests of **stakeholders** and **legal and other requirements**.

- HSEC performance must be analysed and used to refine plans and **targets** to improve and reduce the overall **risk** profile.

3.5   *Awareness*, *competence* and behaviour

- HSEC **awareness** and **competence** must be demonstrated by all **employees** and **contractors**.

- Induction programs for **employees**, **contractors** and **visitors** that address relevant HSEC objectives, **hazards**, **risks**, controls, behaviours and **consequences** of inappropriate behaviour must be conducted and **participation** recorded.

- HSEC *competencies* and training needs must be identified and documented. *Employees* and *contractors* must be trained in, and assessed against their defined *competencies*.

- A *behavioural based program* that reinforces desired HSEC behaviour and reduces *at risk behaviour* must be implemented.

3.6 Communication and consultation

- *Stakeholder's* information needs must be identified and documented.

- Affected *stakeholders* must be consulted regarding HSEC issues. A *record* of this consultation, who *participated* and the issues discussed must be recorded.

- Accurate HSEC information, including learnings, that affects activities of *employees*, *contractors* and other affected *stakeholders*, must be communicated.

- *Procedures* for receiving, documenting and responding to communications, including complaints, from *stakeholders* must be implemented.

3.7 Design, construction and commissioning

- HSEC requirements for design, approval, procurement, construction and commissioning activities must be identified, assessed and implemented.

- The design and selection of new plant, equipment and processes must incorporate relevant technical codes and *standards* inclusive of HSEC *risk* considerations and life of *asset* (LOA) requirements (see *PRO.xxx Life of Asset Procedure*).

- HSEC learnings from previous activities, *significant incidents* and other relevant sources must be considered during project development.

- Reviews to assess the quality and completeness of HSEC requirements must be conducted for:

  o project approval;

  o constructability, operability and maintainability of plant, equipment, and *systems*;

  o pre and post start up for newly installed and modified *plant and equipment*.

- Identification and documentation of HSEC *critical equipment, systems, procedures* and activities must be completed prior to commissioning.

- A documented and *approved* commissioning plan that incorporates HSEC *risk management* and defines responsibilities and *competencies* must be implemented.

3.8 Operations and maintenance

- All *plant and equipment* must have documented *operating procedures* and be operated, maintained, inspected and tested to manage HSEC *risks*.

- *Systems*, *procedures* or practices that manage HSEC *risks* in operations and maintenance activities must be implemented and maintained.

- Documented *design data* and *operating limits*, including safe *operating envelopes*, must be understood, available and reviewed at a frequency based on *risk*.

- Performance against *operating parameters* must be monitored at a frequency based on *risk*.

- Maintenance, inspection, testing, calibration and certification of plant and equipment must be conducted at frequencies based on *risk* associated with the equipment, legal and manufacturers' requirements. *Records* of these activities must be kept.

- Identification, documentation and compliance monitoring of *critical equipment, systems, procedures* and activities must be conducted.

- *Risks* introduced by *simultaneous operations* must be identified, assessed and managed.

3.9 *Documents* and *records*

- HSEC *documents* must be *controlled*, available and understandable and relevant external *documents* must be registered and current.

- HSEC *records* must be accurate, legible, identifiable, confidential (where required), securely stored, readily retrievable, have retention times, assigned custodians and managed in accordance with the *STA.XXX Records Management Standard*.

- Documentation that describes the HSEC *management system*, including references and/or links to related *documents*, must be developed and maintained.

3.10 *Suppliers, contractors* and *partners*

- HSEC *risks* associated with *suppliers*, *contractors* and *partners* must be identified, assessed and managed.

- Based on the *products*, activities or services, and previous HSEC performance, an HSEC evaluation of *suppliers*, *contractors* and *partners* must be completed prior to engagement.

- *Contracts* must include relevant HSEC obligations and requirements for *disclosure* of information on *hazards*, previous *incidents*, and learnings.

- Single point *accountability* for external relationships must be defined and maintained.

- Documentation that describes the interfaces between *contractors* and HSEC *management systems* for *controlled activities* must be developed and implemented.

- Purchased or leased equipment or materials that have potential HSEC *impacts* must be reviewed, documented and assessed by a competent person as satisfactory.

- The sourcing of local *suppliers* and *contractors* must be considered as part of the selection and evaluation process.

3.11 *Incidents* and *emergencies*

- *Procedures* and *resources* must be in place to respond to, report and investigate HSEC *incidents* and *emergencies*.

- Information gathered from *incidents* and *emergencies* investigations must be analysed to monitor trends, identify lessons and communicated to affected *stakeholders*.

- *Corrective and preventive actions* arising from investigations and *emergency* response activities must be implemented, and their effectiveness assessed.

- Documented plans that define accountabilities, *resources* and responses, including the mitigation of HSEC *impacts*, for foreseeable *emergency* scenarios must be implemented, regularly tested and maintained at least annually.

- If a *significant incident* or *emergency* occurs, associated work must not resume until authorised by the accountable *manager*.

3.12 *Management of change*

- *Changes* to plant, equipment, processes, activities, *products*, services, the physical environment and *employees* and *contractors* with a potential HSEC *impact* must be identified, managed and appropriately communicated to affected *stakeholders*.

- *Employees* or *contractors* that have been authorised by the accountable *manager*, must only *approve changes*, including duration of *change*, if the level of *risk* is acceptable.

- The duration of a temporary *change* must not be exceeded without review and approval by the accountable *manager*.

- Authority levels for *change* approval must be consistent with potential *consequences*.

- *Systems* must be established, implemented, documented and maintained to manage permanent, temporary or incremental *change*.

- *Documents*, plans and *records* must be updated to be consistent with the *change*.

3.13 Monitoring, *audit* and review

- HSEC performance measures and reporting requirements including those required by *legal and other requirements*, must be defined and implemented.

- HSEC performance and *systems* must be monitored, *audited* and reviewed to identify trends, measure and report progress, assess compliance and drive *continual improvement*.

- HSEC inspections and *audits* of activities and *systems* must be conducted at frequencies determined by the level of HSEC *risk*.

- To assess compliance with the HSEC *Group Level Documents (GLDs), self assessments* must be conducted annually.

- *Non-compliances* and *improvement opportunities* identified in HSEC inspections, *self assessments* and *audits* must be reported, improvement plans prepared and executed and the effectiveness of *corrective and preventive actions* assessed.

- To determine the continuing suitability, adequacy and effectiveness of HSEC *management systems* annual management reviews must be conducted.

Appendices

Appendix 1.0 Plan-Do-Check-Act Framework

This standard is consistent with ISO 14001, OHSAS 18001, SA 8000, and the ICMM *Sustainable Development* Framework. It supports the achievement of leading industry HSEC performance and adopts the *Plan-Do-Check-Act* (PDCA) methodology

The figure below illustrates how the performance requirements of this *standard* fit into the PDCA model.