


<b>Petroleum</b>	<b>Health, Safety &amp; Environment Management System</b>  <b>Safe Travel</b>	
------------------	---	---

# PETROLEUM CSG


## HSE MANAGEMENT SYSTEM PROCEDURE

<b>SAFE TRAVEL</b>
--------------------

<b>Petroleum HSEC Procedure No:</b> PHSE-PR-PRO.006-01-PET	
<b>Reference:</b> BHP Billiton PRO.006 – Safe Travel Procedure	
<b>Date:</b> December 17, 2008	<b>Revision:</b> 2
<b>Originator:</b> Garry Evans, Petroleum Security Manager	
<b>Approver:</b> Dave Banks, Vice President HSE	Signature On File

## TABLE OF CONTENTS

<b>1.0 PURPOSE</b> .....	3
<b>2.0 SCOPE</b> .....	3
<b>3.0 REFERENCES</b> .....	3
<b>4.0 DEFINITIONS</b> .....	4
<b>5.0 PROCEDURE</b> .....	5
<b>5.1 Business Case</b> .....	5
<b>5.2 Reserve Travel</b> .....	5
<b>5.3 Risk Assessment</b> .....	6
<b>5.4 Travel Health &amp; Safety Planning</b> .....	6
<b>5.4.1 Safe Travel Checklist</b> .....	6
<b>5.4.2 Operation Site Requirements</b> .....	6
<b>5.4.3 Helicopter Underwater Escape Training</b> .....	7
<b>5.4.4 Team Travel</b> .....	7
<b>5.4.5 Executive Travel</b> .....	7
<b>5.4.6 Escorts</b> .....	7
<b>5.4.7 Health and Medical Preparations</b> .....	8
<b>5.5 Travel Security Planning</b> .....	9
<b>5.5.1 Safe Travel Management System</b> .....	9
<b>5.5.2 Preparation of Personal Safe Travel Plans (Insert Link)</b> .....	10
<b>5.6 Travel Authorization</b> .....	10
<b>5.7 Confirm Travel Booking</b> .....	11
<b>5.8 Undertake Travel</b> .....	11
<b>5.9 Post Travel</b> .....	11
<b>6.0 RESPONSIBILITIES</b> .....	12
<b>7.0 RECORDS</b> .....	12
<b>8.0 UPDATES TO THIS DOCUMENT</b> .....	12
<b>9.0 SOURCES OF ADDITIONAL INFORMATION</b> .....	13

<b>Petroleum</b>	<b>Health, Safety &amp; Environment Management System</b>  <b>Safe Travel</b>	
------------------	---	---

## 1.0 PURPOSE

The purpose of this document is to define the procedure for Safe Travel Management in BHP Billiton Petroleum. The intent is to ensure that adequate personal preparations are undertaken in advance of travel in order to reduce and mitigate associated risks.

## 2.0 SCOPE

This procedure applies to all BHP Billiton Petroleum personnel, directly engaged contractors, and any accompanying family members, undertaking international travel or domestic travel on BHP Billiton Petroleum business.

This procedure does not apply to routine shift changes and personnel movements being undertaken for established operations or projects under the control of local journey management plans.

## 3.0 REFERENCES

[BHP Billiton Aviation Policy](#)

[BHP Billiton Global Travel, Entertainment, and Expense Management Policy](#)

[BHP Billiton Risk Management Standard](#)

[BHP Billiton Risk Management Procedure](#)

[BHP Billiton Safe Travel Procedure](#)

[BHP Billiton HSEC Management Standard](#)

[BHP Billiton HSEC Procedure – Aircraft Travel for Teams](#)

[BHP Billiton Petroleum Aviation Standard](#)

[BHP Billiton Petroleum Marine Audit Protocol](#)

[BHP Billiton Petroleum HSE Procedure – Medical Assessment Procedure](#)


[BHP Billiton Petroleum HSE Procedure – Ground Transportation Services](#)

[BHP Billiton Petroleum HSE Procedure – Job Risk Assessment](#)

[Petroleum Travel Authorization Form](#)

[Personal Safe Travel Plan Template](#)

PHSE-PR-PRO.006-01-PET	<b>CONTROLLED DOCUMENT</b> Page 3 of 13 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at <a href="#">HSE Portal</a></small>	Rev. 2
------------------------	--	--------

<p><b>Petroleum</b></p>	<p><b>Health, Safety &amp; Environment Management System</b></p> <p><b>Safe Travel</b></p>	
-------------------------	--	---

#### 4.0 DEFINITIONS

**Company Medical Professional** – can mean Company Occupational Health Nurse, Company Doctor, Company Medic.

**Controlled Activities** – These are work-related activities where BHP Billiton can set HSEC standards and directly supervise and enforce their application.

**Country Host** – This may be a BHP Billiton employee within an established office or an external agency who have accepted responsibility for hosting arrangements.

**Monitored Activities** – These are activities where BHP Billiton can influence but cannot set HSEC standards and/or cannot directly supervise and enforce their application.

**Operational Site** – In countries where production has been established, the Operational Site is the Production Unit. In all other cases, it is the Operational Unit (Exploration, Project, Drilling etc) responsible for the operations.

**Personal Safe Travel Plan** – An individual safety plan based on specific travel risks associated with locations and activities.

**Remote Area** – A location that is distant from emergency support or where local infrastructure is poor. Further guidance is available from HSE.

**Safe Travel Management System (STMS)** – STMS is a Web based system which has been designed in line with the BHP Billiton Safe Travel Procedure. Its function is to help the ECC support travelers across the globe.

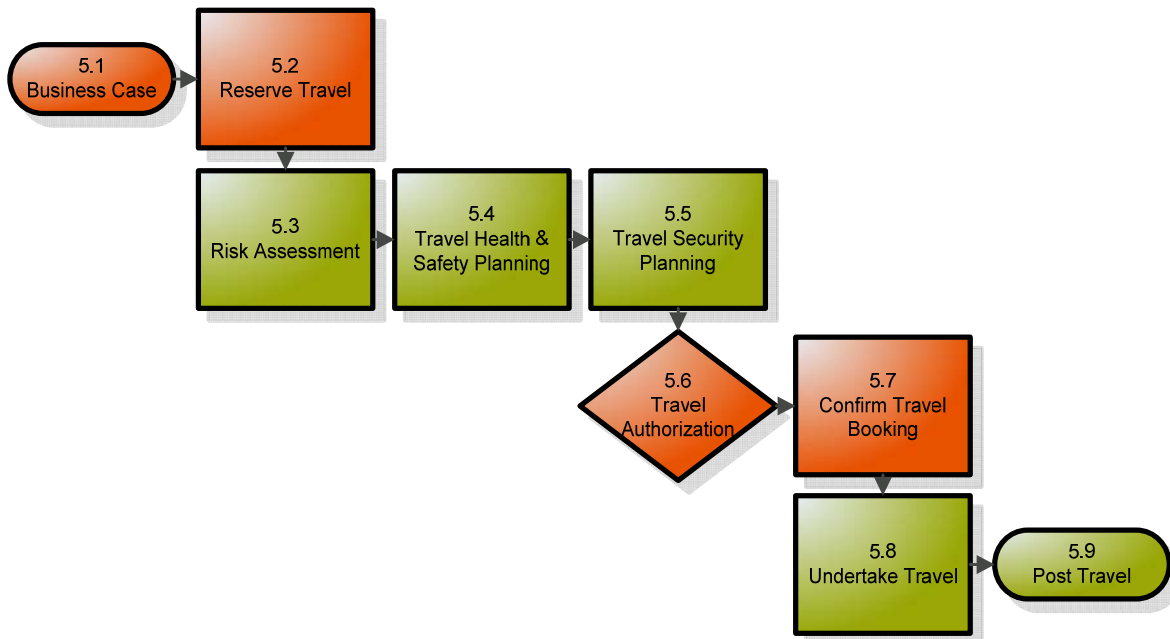
**Senior Manager** – Production Unit Manager, Worldwide Drilling Manager, Project Director, Exploration Manager or Functional Manager (JMY+2)

**Shall or Must** – Means a mandatory requirement.

**Should** – Means a guideline which is strongly recommended.

<p>PHSE-PR-PRO.006-01-PET</p>	<p><b>CONTROLLED DOCUMENT</b></p> <p>Page 4 of 13</p> <p>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at <a href="#">HSE Portal</a></p>	<p>Rev. 2</p>
-------------------------------	--	---------------

## 5.0 PROCEDURE



### 5.1 Business Case


The need to travel shall be driven by a business case or request. All travel must comply with BHP Billiton Travel policies and references listed under Section 3.0.

### 5.2 Reserve Travel

The traveler is responsible for developing an itinerary and making a reservation.

Reservation requests shall be routed through authorized Travel Co-coordinators. All travel bookings must be made through BHP Billiton's contracted travel agent Carlson Wagonlit Travel (CWT). Where it is not possible to use CWT, use of an alternative booking agent may be authorized by the relevant Senior Manager.

Confirmation of the booking and the issuance of tickets must not take place until appropriate approvals have been granted.

<b>Petroleum</b>	<b>Health, Safety &amp; Environment Management System</b>  <b>Safe Travel</b>	
------------------	---	---

### 5.3 Risk Assessment

A risk assessment must be conducted by the traveler in order to identify potential hazards for the journey. An outline of the risk assessment process that should be followed is provided below:

<b>Set Context</b>	Break the trip into logical steps, by destination and/or activity.
<b>Hazard Identification</b>	Identify the hazards for each leg of the journey and activity: <ul style="list-style-type: none"> <li>• Consult the Control Risks <a href="#">Travel Security website</a> to identify destination risks associated with specific locations.</li> <li>• Use the <a href="#">BHP Billiton Petroleum JRA Procedure</a> for activity related risks.</li> </ul>
<b>Risk Assessment</b>	Determine the travel risk rating for the journey and highest potential HSE consequence for the activity.
<b>Risk Treatment</b>	Develop risk elimination or reduction measures and record appropriate information and controls in Personal Safe Travel Plan and/or JRA as appropriate.

*Additional detail on destination specific planning requirements is provided in sections 5.4 and 5.5 respectively and further assistance is available from HSE and the Petroleum Security Manager.*

### 5.4 Travel Health & Safety Planning

#### 5.4.1 Safe Travel Checklist

Travelers must ensure that relevant preparations are made prior to travel consistent with the [Asset Protection Generic Travel Checklist](#).


#### 5.4.2 Operational Site Requirements

All travelers must comply with local operational site health and safety requirements.

Each operational site must develop and maintain an emergency response plan and local journey management system to cover routine logistics and shift rotations.

Each operational site must develop and maintain an up to date travel guide for international visitors including specific protocols for both arrival and departure.

PHSE-PR-PRO.006-01-PET	<b>CONTROLLED DOCUMENT</b> Page 6 of 13 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at <a href="#">HSE Portal</a></small>	Rev. 2
------------------------	--	--------

<b>Petroleum</b>	<b>Health, Safety &amp; Environment Management System</b>  <b>Safe Travel</b>	
------------------	---	---

**5.4.3 Helicopter Underwater Escape Training**

For helicopter travel offshore all travelers must complete a BHP Billiton Petroleum approved Helicopter Underwater Escape Training (HUET) course. A list of Approved HSE Training Providers can be found on the portal under [HSE Training](#).

**5.4.4 Team Travel**

Each site, critical work group and project team shall identify those personnel that should not travel together in order to reduce the business exposure to travel risks. Senior Managers should not travel with their nominated authority delegate.

**5.4.5 Executive Travel**

The Chief Executive Petroleum and Chief Financial Officer Petroleum shall not travel together on the same aircraft.

A maximum of three PLT members may travel on a single aircraft.

**5.4.6 Escorts**

BHP Billiton escorts and local drivers shall be used in preference to other modes of transport in established locations where there are safety or security risks associated with other forms of transport.

Where there is no established BHP Billiton presence, suitable escorts and local drivers shall be identified in consultation with HSE and the Petroleum Security Manager prior to travel.

PHSE-PR-PRO.006-01-PET	<b>CONTROLLED DOCUMENT</b> Page 7 of 13 Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at <a href="#">HSE Portal</a>	Rev. 2
------------------------	--	--------

### 5.4.7 Health and Medical Preparations

In accordance with the BHP Billiton Petroleum [Medical Assessment Procedure](#) all travelers must undertake a medical assessment with a preferred provider clinic and obtain a certificate of medical fitness prior to:

- International Travel
- Travel to a location designated high risk or remote
- Travel to an operational site.

For all international travel, personnel must contact the designated Company Medical Professional and arrange for a travel health consultation, which shall include country-specific advice, vaccinations and travel kits if appropriate. Travelers must carry appropriate vaccination certificates, preventative medication, prescribed medication and travel first aid kits relevant to the journey. Additional health advice and information regarding health alerts is available from the [International SOS website](#).

For travel to a remote location, or area with poor medical infrastructure, medical support must be included as part of the Personal Safe Travel Plan and consideration should be given to the inclusion of medical support within the travel party. As a minimum, the location and contact details of the nearest medical facilities, and route to those facilities must be identified within the safe travel plan.

All travelers are to carry a copy of the [Global Health Assist Card](#).



**LOCAL CONTACT DETAILS**

Business President \_\_\_\_\_

Country Manager \_\_\_\_\_

Local Clinic \_\_\_\_\_

Local Doctor \_\_\_\_\_

Other Contacts \_\_\_\_\_

**EMERGENCY AND CRISIS CENTRE (24HRS/365DAYS)**

**CENTRO DE EMERGENCIAS Y CRISIS (24HORAS/365DÍAS)**

**紧急危机联络中心 (24小时/365天)**

+44 (0) 207 630 1001

**GLOBAL HEALTH ASSIST**

International SOS (ISOS) is contracted to provide 24 hour medical advice to all employees, dependants and contractors to company businesses and visitors to company sites as part of the Global Health Assist Program.

In medical emergencies, call the Emergency and Crisis Centre. ISOS will be mobilised as required.

For non urgent issues or enquires ISOS may be contacted on:

**AFRICA (Johannesburg)**  
Tel: +27 11 541 1000 Fax: +27 11 541 1000

**AFRICA (MIDDLE EAST/RUSSIA) (London)**  
Tel: +44 208 762 8008 Fax: +44 208 748 7744

**AMERICAS (Philadelphia)**  
Tel: +1 215 942 8226 Fax: +1 215 354 2338  
Tel: +1 800 523 6586 toll free in USA

**ASIA (Singapore)**  
Tel: +65 6338 7800 Fax: +65 6338 7611

**AUSTRALIA (Sydney)**  
Tel: +61 2 9372 2468; +61 2 9372 2444  
Fax: +61 2 9372 2455

**PERSONAL INFORMATION**

In case of an emergency my personal contact details are:

En caso de emergencia mis detalles de contacto son:

En cas d'urgence, mes coordonnées personnelles sont les suivantes:

如遇紧急情况我的个人联系方式如下:

Alle \_\_\_\_\_

Medications \_\_\_\_\_

## 5.5 Travel Security Planning

All travel carries a residual level of security risk due to the nature of movement through busy travel hubs, airports and unfamiliar cities but additional risks may be associated with specific destinations.

All travelers must check the travel security risk rating on the [Asset Protection website](#) and comply with any existing travel advisories. The travel security risk rating determines additional security preparations that must be completed prior to authorization and commencement of the journey.

Travelers to destinations classified as High, Remote, or Extreme risk must travel with another BHP Billiton approved traveler and must prepare a detailed personal safety plan prior to travel.


A summary of mandatory actions according to risk rating is provided below. The Traveler is responsible for ensuring all of these actions are completed prior to travel.

Preparatory requirements according to risk:	Low	Medium	High or Remote	Extreme
Review and comply with existing travel advisories	√	√	√	√
Notify Country Host	√	√	√	√
Enter Journey in Safe Travel Management System	√	√	√	√
If No Country Host, Prepare Personal Safe Travel Plan		√		
Prepare Personal Safe Travel Plan			√	√
Review Plans with Petroleum Security Manager			√	√

### 5.5.1 Safe Travel Management System

All travelers must register with the [Safe Travel Management System](#) (STMS).

All journeys must be entered into STMS prior to journey commencement. Where a personal safe travel plan or check calls are required this information should be attached to the journey entry within STMS.

<b>Petroleum</b>	<b>Health, Safety &amp; Environment Management System</b>  <b>Safe Travel</b>	
------------------	---	---

### **5.5.2 Preparation of Personal Safe Travel Plans**

Personal Safe Travel Plans must be completed when:

- The destination is classified as remote.
- The journey has a risk classification of High or Extreme.
- The journey has a risk classification of Medium and there is no established host.

Personnel conducting routine shift changes for established activities within High risk countries do not need to complete a personal safe travel plan provided there is a local journey management system and emergency response plan in place.

The Personal Safe Travel Plan [template](#) shall be used and must contain the following information as a minimum:

- Contact Details for Traveler (including alternative means if necessary)
- Detailed Itinerary including locations, activities, modes of transport to be used etc.
- Primary Risks & Control Measures (safety, health, security)
- Location of IMT assistance in the event of an emergency.
- Location of nearest emergency assistance (hospitals, embassies etc)
- Communications Plan including ECC Check calls and GPS monitoring if appropriate.
- Relevant maps and routes.


*Further assistance on the completion of Personal Safe Travel Plans is available from HSE or the Petroleum Security Manager.*

### **5.6 Travel Authorization**

Travelers must use the Petroleum Travel Authorization Form to establish basic journey planning and obtain appropriate approval prior to confirming a travel booking and commencing a journey.

- Domestic Air Travel requires the approval of the relevant Senior Line Manager.
- International Travel requires the approval of the relevant PLT Member.
- Travelers require the approval of relevant Production Unit or Country Managers for travel to countries with standing Travel Advisories.
- Travel to a country with an EXTREME risk rating requires the approval of the Petroleum Chief Executive.

PHSE-PR-PRO.006-01-PET	<b>CONTROLLED DOCUMENT</b> Page 10 of 13 Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at <a href="#">HSE Portal</a>	Rev. 2
------------------------	---	--------

<b>Petroleum</b>	<b>Health, Safety &amp; Environment Management System</b>  <b>Safe Travel</b>	
------------------	---	---

### 5.7 Confirm Travel Booking

Once appropriate approvals have been granted travelers may confirm the initial travel reservation and allow tickets to be issued.

### 5.8 Undertake Travel

Travelers must comply with local journey management procedures and make check calls as specified in the personal safe travel plan.

Travelers must notify their supervisor and the ECC of any significant changes to their travel itinerary.


Travelers must notify the ECC immediately in the event of any safety, medical or security incident or emergency. The ECC shall notify relevant crisis and emergency management teams and provide further support as appropriate.

### 5.9 Post Travel

Travelers must report to their supervisor and the ECC (if specified in the personal safe travel plan) upon completion of the journey.

Travelers must report any incidents to their immediate line manager and HSE.

PHSE-PR-PRO.006-01-PET	<b>CONTROLLED DOCUMENT</b> Page 11 of 13 Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at <a href="#">HSE Portal</a>	Rev. 2
------------------------	---	--------

<b>Petroleum</b>	<b>Health, Safety &amp; Environment Management System</b>  <b>Safe Travel</b>	
------------------	---	---

## 6.0 RESPONSIBILITIES

Chief Executive Petroleum	Approval for PLT travel. Approval for travel to destinations rated as EXTREME risk.
PLT Members	Approval for international travel. Verification of appropriate travel preparations.
Senior Managers	Approval for domestic travel. Verification of appropriate travel preparations.
Country Managers	Approval of inbound travel for countries and sites with standing travel advisories.
Petroleum Security Manager	Assistance in development of Personal Travel Safety Plans for High and Extreme Risk destinations. Provision of advice regarding travel and security risks.
HSE	Provision of assistance for risk assessments and development of Personal Safe Travel Plans.
Supervisors	Verification of compliance with Safe Travel Procedure.
Travelers	Seek Authorization Notify country hosts in advance of travel and request permission where appropriate. Undertake appropriate journey preparations, including: <ul style="list-style-type: none"> <li>• Ensure familiarity with country specific risks.</li> <li>• Ensure visa requirements are understood and met.</li> <li>• Undertake medical consultation and ensure vaccinations are up to date.</li> </ul> Enter trip in STMS including a Personal Safe Travel Plan where appropriate.


## 7.0 RECORDS

Travel authorization forms and safe travel management records will be archived and used to show objective evidence of compliance with this procedure.

## 8.0 UPDATES TO THIS DOCUMENT

This is a Petroleum HSE Controlled Document. Requests for updates to Petroleum HSE Controlled Documents shall be documented on the Petroleum HSE Document – Update Request Form and sent to the **Petroleum HSE Systems Support** email in the GAL.

PHSE-PR-PRO.006-01-PET	<b>CONTROLLED DOCUMENT</b> Page 12 of 13 <small>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at <a href="#">HSE Portal</a></small>	Rev. 2
------------------------	---	--------

<p><b>Petroleum</b></p>	<p><b>Health, Safety &amp; Environment Management System</b></p> <p><b>Safe Travel</b></p>	
-------------------------	--	---

**9.0 SOURCES OF ADDITIONAL INFORMATION**

- [BHP Billiton Petroleum Safe Travel Portal Page](#)
- [BHP Billiton Asset Protection – Safe Travel Management Website](#)
- [BHP Billiton Travel Health Website](#)
- [International SOS website](#)
- [BHP Billiton Global Travel Website - Savvy Travel Guides](#)
- [Controls Risks Group Country Profile](#)

<p>PHSE-PR-PRO.006-01-PET</p>	<p><b>CONTROLLED DOCUMENT</b></p> <p>Page 13 of 13</p> <p>Printed copies of this document are not controlled. To verify this copy is current, check on the intranet at <a href="#">HSE Portal</a></p>	<p>Rev. 2</p>
-------------------------------	---	---------------