

STA.009

Health, Safety, Environment and Community (HSEC) Management Standard

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Brief Description:	This standard describes the mandatory Health, Safety, Environment and Community (HSEC) performance requirements.

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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 1.0*).

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 **employees** 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 Health, 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:
 - project approval;
 - constructability, operability and maintainability of plant, equipment, and **systems**;
 - 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.

