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

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<td>STA.004 Risk Management Standard</td>
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<td><strong>Brief Description:</strong></td>
<td>This <em>standard</em> describes the mandatory <em>Health, Safety, Environment</em> and <em>Community</em> (HSEC) performance requirements.</td>
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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 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 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 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:
  - 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.