

Schedule 4 - HSE Requirements for Contracts – Mode 1

1. HSE Requirements

1.1 Leadership and Planning

HSE Policy	Contractor must maintain and implement a HSE policy that is aligned with Santos HSE policy and demonstrates commitment to the protection of people, the environment and operating assets.
HSE Planning	<p>Contractor must demonstrate its commitment through scope specific HSE plans as required by Santos to describe how it will meet the requirements of the specific SOW</p> <p>Contractor must be responsible to plan, execute, and monitor the progress of SOW during regular interface meetings.</p> <ul style="list-style-type: none">+ Where work must be conducted under a Contractor HSE system or procedure, this must be documented in a bridging document prior to the commencement of work.
Standards of Operation	The Contractor must comply with all agreed guidelines, operating standards and policies.

1.2 People

Overview	Contractor must ensure that all personnel including subcontractors, are skilled and qualified to perform the SOW and that they are properly managed.
Roles and Responsibilities	All personnel are responsible for ensuring that they, and the persons performing work for them, adhere to the HSE requirements within their area of responsibility. The Contractor must have systems in place which define roles and responsibilities.
Documentation for Training and Competency	Prior to the commencement of the Work and when requested by Santos, Contractor must provide documentation regarding the competency of each member of Contractor Group that will be working on a Santos Site. Documentation must include details of how Contractor Group are competent and have the appropriate qualifications, job skills, and training as required by the Contract. For selected contractors' evidence of workforce training and competency must be submitted through ISN.
Verification of Competency	Before starting work, Contractor must have in place a verification of competency (VOC) process for any personnel conducting High Risk Work License activities on a Santos Site. Contractor must demonstrate records of completed VOCs when requested by Santos. VOC certification should be conducted at appropriate intervals, to ensure personnel are up to date with new industry regulations, workplace safety standards, and any new technology or policies related to the industry and job role. Note: Santos may also require VOC for other activities as required, e.g., painting & blasting, mobile plant operation.

Authority to Operate (ATO)	<p>The Authority to Operate (ATO) process is the program applied for any Contractor personnel using applicable Santos-owned powered mobile equipment or other designated equipment (e.g., overhead cranes, forklifts, elevated work platforms, trucks etc.).</p> <p>The ATO is a formal verification and approval that an individual can operate site specific equipment or undertake specific tasks according to requirements of the work site, relevant procedures, and equipment operating guidelines.</p>
Inexperienced Personnel, New to Site Personnel, and Temporary Labour	<p>Contractor must ensure that risks associated with inexperienced personnel, temporary labour, or new to site personnel are identified and controlled. As a minimum, these individuals must be appropriately supervised and monitored by the Contractor and are fully aware of the hazards and required controls associated with their assigned work.</p> <p>Contractors performing work on a Santos Site offshore must comply to the Santos Offshore Short Service Employee Procedure [SO-91-IO-20003]</p>
Inductions	<p>Santos Site HSE inductions must be completed by all Contractor personnel. Contractor is responsible for identifying necessary training (including common industry inductions) and verifying that all members of Contractor Group are properly prepared to perform the work. On vessel/s contractor is also responsible for providing inductions to Contractor personnel for the SOW being performed.</p>
Personnel Search	<p>Travelling to a Santos Site, Contractor's personnel consent to security searches, by Santos, of Contractor's personnel and items or equipment in their possession.</p> <p>Any of Contractor's personnel refusing to submit to such searches or found to be in possession of a prohibited item or substance must not be permitted to proceed and will be replaced.</p>
Managing Subcontractors	<p>Contractor must have in place appropriate formal systems, procedures and safe practices for the management and control of subcontractors.</p>

1.3 Workforce Involvement and Communication

Workforce Empowerment and Involvement	<p>Contractor will be required to communicate and consult with its workforce on a regular basis on HSE matters.</p>
HSE Communication & Sharing	<p>Contractor must ensure that a structured method is implemented to communicate safety alerts, incident lessons learned, and best practices in HSE to Contractor's Personnel in a timely manner.</p> <p>Santos will use ISN portal to communicate HSE alerts and other relevant HSE information. For non-subscribed ISN contractors the Santos Supply Chain Portal and other agreed methods (weekly meetings, pre-start meetings, emails etc.) will be utilised.</p>
Interface Management Requirements	<p>Contractor must adhere to the interface requirements and frequency as agreed.</p> <p>The interface requirements include but are not limited to:</p> <ul style="list-style-type: none"> + Kick-off / Pre-mobilisation alignment meetings + HSE Reporting and Review meetings + Regular management interface meetings and + Close-out meetings

1.4 Hazard Identification, Risk Assessment and Control

Pre-Mobilisation Risk Assessment

Prior to the commencement of the Work, the Contractor must demonstrate that they have performed a detailed HSE hazard and risk assessment of the Work to be undertaken.

The Contractor:

- + Must ensure the assessment evaluates all work site specific hazards and risks associated with the SOW
- + Must maintain a detailed hazard register that is relevant to the contracted work scope.
- + Must monitor HSE hazards and update risk assessments and hazard registers as necessary during the term of the Contract.
- + May be required to attend or conduct additional Santos risk assessments in relation to planned work activities in which they will be involved under the Contract.

Refer to Risk Management Procedure (General) for further details

Contractor HSE Plans

When requested the Contractor shall submit relevant HSE plans to Santos for review and acceptance (where required approval). These may include HSE Management Plans; Contract HSE Risk Register; Bridging Document (if required); Work Party Interaction Tool (if required); and 'Go/No Go' Checklist (if required)

Safety Fundamentals

Contractors are to ensure all work activities are only undertaken when every person who is directly involved in that work activity is confident that all seven (7) elements of the Santos Safety Fundamentals are in place and effective:



Santos Life Saving Rules

The Santos Life Saving Rules (LSRs) set out Santos's expectations for identified high risk work activities at Santos Sites. Compliance by all personnel includes when travelling to and from such worksites/offices, or to and from any other location while on Santos business.



Daily Work Activity Risk Management

On a daily basis Contractor Group personnel will be involved in processes to ensure all work activities are in accordance with the Work Activity Risk Management, including:

- + Planning work by providing sufficient SoW documentation
- + Structured risk assessment for new, complex or unique situations or where there is uncertainty how hazards may result in injury/illness and how to manage the risk. e.g. HAZID, HAZOP etc.
- + Permit to Work requirements, including for HRCW
- + Conducting daily Pre-Start Meeting(s)
- + Safe Work Method Statements for HRCW
- + SOW reviews at the end of each working shift/day

Refer to Work Activity Risk Management Procedure

Lifting Equipment

All Contractor lifting equipment to be used on Santos's Sites shall conform to Santos's Lifting procedure. Contractor must provide current certification of inspection for all Lifting Equipment prior to the work being conducted.

Refer to Lifting Operations procedure or further details

Tools and Equipment

Contractor must ensure plant, tools and equipment to be used on a Santos Site are serviceable and maintained in operable, safe condition and that users are trained, experienced, and – where required – licensed and certified.

Santos has a list of banned tools not permitted to be used on Santos Sites

Refer to Plant Safety Procedure for further details

Temporary Equipment

All temporary equipment for use on Santos Sites must meet the requirements of the Santos 'Plant Safety Procedure' prior to mobilisation.

Land Transportation

Contractor's Personnel who are required to drive in the field will be trained in accordance with Land Transportation procedure. The requirements are provided under three pillars comprising a Safe System approach to Road Safety:

Elements	Summary of Requirements
Safe Driver	<ul style="list-style-type: none">- Approved drivers must have their own IVMS key.- Drivers need to be licensed for the type of vehicle they are required to drive.- Drivers of heavy vehicle/s must have pre-employment traffic

	history check undertaken
Safe Journey	<ul style="list-style-type: none"> - All journeys must be planned for safe arrival - Speed is limited to 60Km/h on unsealed roads - Overtaking another vehicle is prohibited when driving in dust or other situations of reduced visibility like flooded areas
Safe Vehicle	<ul style="list-style-type: none"> - Vehicles must be maintained and inspected regularly - Must not exceed their safe load limits - Light vehicles and Heavy vehicles must comply with the Safer Together Vehicle Specifications

Refer to Land Transport Procedure

Dropped Objects	The Contractor will develop, implement and maintain a dropped objects prevention system and awareness program. Refer to Falls and Falling Objects Procedure
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Radiation	<p>The Contractor will maintain a program to control the risks associated with radioactive sources, at all Santos Sites which includes but is not limited to the assessment of plant, tasks and the risk of radiation exposure.</p> <p>Refer to Occupational Exposure Management Procedure</p>
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Pressure Systems	The Contractor will maintain a program to control the risks associated with pressure systems, which will as a minimum ensure an assessment of plant, equipment and tasks and that pressurised equipment is operated within safe operating limits.
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Manual Handling and Ergonomics	The Contractor will maintain a program to control the risks of manual handling and ergonomics injuries, which includes but is not limited to the assessment of tasks and plant interactions.
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Personal Protective Equipment	<p>Contractor must supply all members of Contractor Group with PPE, at its own expense. PPE must be maintained in good condition or replaced if worn or damaged. Must be worn on all relevant occasions as indicated by notices, instructions, and good practice.</p> <p>The minimum PPE requirements for Santos Sites must include:</p> <ul style="list-style-type: none"> + Wrist to ankle, antistatic Cotton or Flame Resistant (FR) clothing + Medium impact safety glasses or goggles in designated areas + Head protection in designated areas + Steel toe capped foot protection with ankle support + Appropriate gloves for the job (gloves on person in plant areas) + Hearing protection where specified <p>Additional/ specialist PPE equipment must be provided by Contractor depending on work-related hazards.</p> <p>Refer to Personal Protective Equipment procedure for further details</p>
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Security	<p>The Contractor must abide by all measures and procedures as stipulated in each Santos Facility Security Management Plan.</p> <p>If required contractors must have in place systems to manage the necessary security requirements to ensure the safety of their personnel.</p> <p>Santos's security focus is described below:</p>
	<ol style="list-style-type: none"> a. People: Contractor Must ensure security of people is a priority b. Assets: Contractor protects Santos's assets by incorporating security into design and operations c. Information: Contractor protects Santos's information by implementing procedures that ensure information security.

Where warranted Santos may require a documented Security Plan.

Mobilisation / Demobilisation Plan	<p>When requested by Santos, the Contractor must develop and implement a mobilisation and demobilisation plan. The plan must include but not be limited to:</p>
	<ul style="list-style-type: none"> + A description of roles and responsibilities of personnel + Hazards associated with demobilisation + Waste management and disposal; and + Site restoration and reinstatement.



NOTE: HSE requirements listed may not be relevant to all scopes of work, if unsure please discuss with Santos HSE or Contract Reps

1.5 Environment

Environmental Approvals	<p>Contractor must be responsible for adherence to the site Environment Approvals including applicable Environment Plans and all statutory requirements and the Santos Management System requirements.</p>
	<p>Contractor must provide the necessary information to Santos to prepare Environment Plan updates/ environmental approval documentation and statutory environment reports.</p>
	<p>Refer to Environmental Hazard Controls Procedure for further details</p>
Environment Audits	<p>Santos must have the right to conduct environment audits/ inspections of Contractor's operations, equipment, and emergency procedure at any time. This requirement must not relieve the Contractor of its own obligations to conduct audits and reviews of its own HSE performance or expose Santos to any liabilities which may arise from the Contractor's failure to satisfy its Environmental obligations.</p>
	<p>Refer to Environmental Hazard Controls Procedure for further details</p>
Cultural Heritage Impact Management	<p>Contractor must ensure that appropriate measures are taken to identify and protect cultural heritage sites in accordance with Statutory and Santos requirements. Contractor must also ensure that its activities do not negatively impact on the customs and cultural traditions of local peoples.</p>
	<p>Refer Cultural Heritage Hazards Control Procedure for further details</p>
Waste Management	<p>The Contractor must comply with Santos Waste Management requirements. The contractor must also be responsible for conducting environmentally acceptable handling, storage, treatment, transportation, and disposal of all waste generated by Contractor whilst performing the scope of works, in accordance with all federal and state regulations and any additional Santos requirements.</p>
	<p>Refer to Environmental Hazard Controls Procedure for further details</p>

Quarantine	The Contractor must guarantee all goods, machinery, plant and equipment including transit packaging and shipping containers, supplied from overseas comply with regulatory requirements including the Biosecurity Act 2015 and relevant Australian Quarantine regulations.
Invasive Marine Species Management	The Contractor must ensure all vessels and immersible equipment comply with Santos and applicable state and commonwealth regulatory requirements for the management of invasive marine species.

1.6 Material Management

Chemical Management	<p>If utilised during the execution of the Contract, the Contractor must provide its policy for the use, transportation, handling and storage of fuel and hazardous materials to Santos.</p> <p>The Contractor must:</p> <ul style="list-style-type: none"> + Complete assessments on all chemicals required for the work scope in accordance with Chemical Management Procedure (and for offshore requirements also see EA-91-II-10001 Offshore Division Operations Chemical Approval Procedure); + Provide full chemical disclosure and chemical product/component ecotoxicity data so that Santos can determine if the product or components are hazardous, toxic, biodegradable, bio-accumulative, carcinogenic and mutagenic. <p>Santos retains the right to reject any chemical due to harmfulness to personnel or the environment and the Contractor must immediately source for alternatives at its own cost.</p>
Heavy Fuel Oil Systems	<p>Support Vessels (does not mean commercial trading vessels, e.g., Offtake Tankers, LPG, Condensate, & LNG gas carriers) with dual fuel systems must ensure that the Heavy Fuel Oil system, e.g., tanks, lines, pumps, etc., is isolated prior to commencement of work.</p> <p>Procedures must be in place to manage any spills or releases of hydrocarbons to the environment in alignment with the shipboard pollution emergency response plan. Drills must be conducted on managing spills or unwanted releases.</p>
Oil Spill and Pollution	<p>The Contractor must comply with Santos and regulatory oil spill and pollution reporting requirements. Immediately report to Santos and be responsible for the containment and clean-up of any oils or chemicals spills. Comply with other additional requirements as detailed in the relevant environmental plan, oil pollution emergency/contingency plan or legislative requirement</p>

1.7 Fitness for Work and Injury Management

Fitness for Work	<p>Contractor personnel working on Santos Sites are expected to behave in a responsible manner and present themselves for work in a fit and healthy state. Specific requirements include:</p> <p>Contractor must ensure that all members of Contractor Group are fully qualified, physically and mentally healthy and medically fit for their respective assignments</p>
Drug and Alcohol Testing	<p>All contractor personnel will be subject to Santos fitness for work requirements and any drug and alcohol testing. This may include random and causal testing.</p> <p>Refer to Drug and Alcohol Procedure for further details</p>

Medical Examinations	<ul style="list-style-type: none"> + For Offshore travel personnel employed by Contractor must have passed the relevant pre-employment medical/s + Where required evidence of fitness for work approvals to be submitted via an approved Santos system (ISN, Mobilise-Me etc.) + If restrictions are identified in the pre-employment medical the contractor must advise Santos prior to mobilisation. + In the Onshore Industry Safer Together Fitness to Work Medical Assessment Guidelines provide recommendations for personnel, working in Remote or Isolated Locations and/or personnel working in Other Specialised Positions, + Routine Health Surveillance must be conducted as per legislative requirements e.g., Audiometric testing, Schedule 14 WHS Requirements
Hygiene	<p>The Contractor is responsible for the Contractor's personal compliance with Santos Operational Standard for occupational hygiene and exposure control. This includes workplace exposure to noise, vibration, dust and radiation.</p>
Fatigue Management	<p>Contractor must be responsible for the administration of the working hours and roster schedule for the members of Contractor Group.</p> <p>Refer to Fitness for Work and Fatigue Management for further details</p>
Injury Management	<p>The Contractor must comply to Santos's expectations on injury management which includes providing prompt medical care to its injured personnel and conducting a return-to-work assessment before allowing personnel to return to normal duty.</p> <p>Medical Certificates and a return-to-work plan will be required to be submitted to Santos prior to the individual returning to site.</p>

1.8 Asset and Operations Integrity

Design, Construction, Installation, Commissioning	The Contractor must ensure their activities comply with: Santos's design, construction, installation, commissioning and decommissioning requirements as applicable to the SOW.
Management of Change	For SOW conducted at a Santos site, Contractor must comply with Santos's Management of Change procedure
Safety Critical Equipment	Contractor must ensure that all safety-critical equipment as defined by the asset/activity Safety Case is regularly maintained, tested, and recorded on a register and always stored in a serviceable condition for immediate use. Members of Contractor Group must be instructed, trained and, where required, certified in the use of such HSE equipment.

1.9 Emergency Preparedness and Response

Emergency Response	<p>If requested, the Contractor must develop an ERP for the SOW which must include scenarios that are applicable to the Contract. The Contractor's ERP must interface with the relevant requirements of any relevant Santos ERPs.</p> <p>The Contractor must educate all employees on their duties and/or requirements under the approved ERP and maintain evidence of the education.</p>
Competency of Personnel to enact ERP	<p>Contractor must ensure that all members of Contractor Group working onshore or offshore including visitors, are instructed in Santo's emergency response procedures.</p> <p>On request, Contractor must conduct or participate in emergency response drills.</p>
Prevention of Fires	<p>The Contractor must:</p> <ul style="list-style-type: none">+ Not permit any open flame (other than welding and cutting torches)+ Confirm an approved permit before commencement of any hot work+ Confirm, where required, only IS equipment is available for use+ Confirm all motors and battery-operated equipment are Intrinsically Safe+ Confirm engine exhausts are equipped with spark arrestors if they are to be within an area with risk of ignition of process hydrocarbons.
Travel Offshore	<p>Santos Offshore has existing patient weight restrictions, relating to aircraft patient 'fit' and crew manual handling risks. Medical weight requirements state that personnel weighing 140.0 kg or more will not be permitted to be present on site unless a risk assessment has been conducted; or there is a Santos exemption in place.(Excludes Bayu-Undan)</p>
Adverse Weather	<p>Contractors conducting work on Santos Sites must ensure relevant plans and procedures are in place to address managing employees, site preparation and any other controls associated with potential exposure to severe or adverse weather conditions.</p>

1.10 Incident Reporting, Investigation and Follow-up

Incident Reporting	<p>On Santos Sites, the Santos Incident Reporting, Investigation and Learning Procedure takes precedence, and all hazards and incidents must be reported in the time frames detailed.</p> <p>Refer to Incident Reporting, Investigation and Learning Procedure</p>
Incident Investigation	<p>The Contractor must comply with the Santos incident investigation requirements. To assist compliance, the Contractor must:</p> <ul style="list-style-type: none">+ Invite Santos's representative to participate in the investigation process.+ The Santos's representative will assist Contractor in the investigation process where necessary.

1.11 Audit, Performance Review and Continuous Improvement

Audit

Santos must have the right, but not the obligation, to conduct audits / inspections of Contractor's operations, equipment, and procedures as they relate to the agreed scope of work only.
The Contractor must include in their HSE MP, at Santos's request, an audit and inspection schedule that is commensurate with Contractor's SOW.

Contractor HSE Performance Reporting

	Santos Expectations
Monthly Reporting	Contractors must submit a monthly summary report of its health safety and environmental performance (relating only to the scope of work(s) conducted for Santos) during that month in the agreed format. Report must be completed by the 7 th of every month in ISN or Attachment "Y" form (depending on contract requirements)
Ad-hoc Reporting	The Contractor must, on request, provide ad-hoc reports to Santos. This may include daily reports that include hazard observations, incidents and issues.
Report Maintenance	The Contractor must maintain a record of its reports and review the self-assessment findings with Santos during the regular interface meeting. Santos must conduct an assessment on Contractor's performance on a quarterly basis, unless otherwise advised by Santos.
Contractor Self-Monitoring	The Contractor must undertake self-monitoring to confirm and demonstrate to Santos that it is meeting HSE Plans and other business expectations and requirements e.g., Safety Cases, EPs etc. Evidence of the self- monitoring must be provided to Santos in the monthly reports. The frequency of the self-monitoring must be agreed with Santos representative during contract kick-off meeting.

Review

Contractor must have a formal process to regularly (at least annually) assess contract HSE performance against objectives. Where deficiencies are identified, corrective actions must be developed and implemented.

Contract Close-Out Meeting and Report

For contracts of significant value and / or risk, a formal contract close-out meeting is to be held with all parties represented to discuss the contractors overall HSE performance.

1.12 Information Management and Documents Control

HSE Documentation

The Contractor must have:

- + an effective document control system in place for the management of HSE documentation.
- + relevant HSE documents accessible to Contractor Group personnel, other workers and visitors to a Santos Site.
- + HSE documents kept for at least two years after the day that the document was created.