# PLAN

| Title: | Safety Management Plan (DMSB) |
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| DOCUMENT CONTROL | | | |
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| **Doc. Reference** | PL-AUS-DAR-026 | **Function** | HSSEQ |
| **Revision Date** | 22/11/2023 | **Group Owner** | Managing Director Australia |
| **Rev. Number** | 12 | **Group Approver** | Group Head of HSSEQ |

**APPROVED VARIANCE**

There are currently no approved variances for this plan and is to comply with Australian rules and regulations.

**DOCUMENT REFERENCES**

| | |
|---|---|
| Internal References | **ASCO Global Operating Procedures (GOP)**<br>• GOP-HSSEQ-002 - AIMS - Control of Work at ASCO *Inc. listed GOPs within, as referenced throughout this Plan* |
| External References | • Northern Territory of Australia - Workplace Health and Safety Act<br>• Northern Territory of Australia - Workplace Health and Safety Regulations<br>• Ports Management Act<br>• Ports Management Regulations<br>• Marine Act<br>• Marine Pollution Act<br>• Marine Pollution Regulations |

**DOCUMENT SCOPE / PURPOSE**

ASCO Australia provides Integrated Supply Logistics services located at our Darwin base for our various clients, ASCO Australia understands the duty to co-operate and assist in fulfilling the requirements of all relevant occupational health and safety regulations, ASCO Australia hold 9001, 14001 & 45001 ISO accreditations for its Darwin Operations including the Darwin Marine Supply Base.

**REVISION HISTORY**

| Rev | Date | Comment |
|---|---|---|
| 0 | 27/05/2013 | Creation of procedure and DP Input |
| 1 | 16/04/2014 | General Review |
| 2 | 06/06/2014 | Review section 5 and 7 |
| 3 | 18/12/2015 | All sections reviewed |
| 4 | 09/02/2016 | Inclusion of toolbox talks and site pre-task commencement |
| 5 | 04/12/2017 | New document template and general review |
| 6 | 15/08/2018 | General Review |
| 7 | 06/12/2019 | General review and update, inclusion of ASCO Life Saving Rules and updated Values. |
| 8 | 28/05/2020 | General Review |
| 9 | 29/05/2021 | General Review |
| 10 | 22/10/2021 | General Review |
| 11 | 20/12/2022 | General Review |
| 12 | 22/11/2023 | General Review |

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## 1.0 Purpose

The purpose is to ensure that all.

- Risk associated with the scope are identified and controlled.
- Interfaces are clearly described.

## 2.0 Responsibility Summary

This document is relevant to the following roles:

**Marine Supply Base Manager**

- Safety critical role; has overall responsibility and accountability for overseeing the delivery of safe and efficient operations at the MSB
- To monitor the activities of Facilities Users to ensure compliance with this plan.

**MSB Coordinator & Facility Coordinator**

- Ensure competent advice and support is provided to Facility Users in meeting the requirements of this plan.
- To monitor controls in relation to this plan ensuring all Facility Users are compliant.
- To promptly report all non-conformances to BU Manager and HSSEQ Department.

**HSSEQ**

- Review HSSEQ trends and analysis and develop risk mitigation strategies.
- Support Supply Base Manager and Supervisors to conduct work in a safe and efficient manner.
- Approve TBRAs within level of authority.
- Ensure compliance with this HSEMP.
- Provide technical HSSEQ support to DMSB.

**All Personnel**

- All ASCO and sub-contractor personnel must ensure that they understand and strictly adhere to all ASCO regulations, standards and guidelines.
- All individuals operating under ASCO management are to challenge and STOP any activity or condition, which they believe may have a negative effect on their welfare or that of others.
- To not undertake work for which they are not trained, competent or inducted.

## 3.0 Abbreviations & Definitions

| Terms | Meaning |
|---|---|
| **AIMS** | The AIMS (ASCO Integrated Management Systems) Manual is the top-level document for all ASCO Group companies. It shall set the minimum standards, which shall provide ASCO personnel with guidance in meeting the principles of good business management. |
| **ALARP** | As Low as Reasonably Practical |
| **Business Unit Manager** | Marine Supply Base Manager |
| **Business Units** | Darwin Marine Supply Base |
| **Company** | ASCO |
| **Contractor** | A Contractor who is executing part or all their Work on Site |
| **DMSB** | Darwin Marine Supply Base |
| **DP** | Darwin Port |

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|---|---|
| **Facility Users** | A third-party company working within the DMSB under access/Licence agreement with ASCO |
| **Hazard** | A situation with potential for human injury, damage to property or the environment, discharge of potential pollutants into the environment or some combination of the three |
| **Hazard Identification** | Hazard identification is the process used to identify all the possible situations in the workplace where people may be exposed to injury, illness or disease |
| **Hierarchy of Control** | A formal process of applying risk controls to achieve the most effective control of risks. The controls within the hierarchy must be applied in order, and as far as is reasonably practicable at each level of the hierarchy. |
| **Injury** | Means damage or harm done to or suffered by a person or thing |
| **Investigation** | A systematic examination of an event and its cause / contributing factor to person, plant, materials of the environment |
| **Management Team** | DMSB Manager and Supervisors |
| **Risk** | The effect of uncertainty on objectives. For Safety, this is often measured by likelihood and consequence as explained in AS/NZS 31000:2009 |
| **Risk Control** | Risk control is the process used to identify all practicable measures for eliminating or reducing the likelihood of4 njury, illness or disease in the workplace, to implement the measures and to continually review the measures in order to ensure their effectiveness |
| **Safety** | Safety with a capital S includes Occupational Health |
| **Senior Management Team** | Consists of RMT and BMs |
| **Supplier** | Supplier, Sub Supplier, Contractor, Sub Contractor, Site Contractor, Vendor, Seller; Tenderer, Bidder |
| **Task Based Risk Assessment (TBRA)** | the process used to determine the likelihood that people may be exposed to injury, illness or disease in the workplace arising from any situation identified during the hazard identification process. |
| **Work** | The Supplier/Contractor Scope of Work and Services defined in the Contract, Supplier Work, Work |
| **Workforce** | All personnel working at a facility or work site |

## 4.0 ASCO Safety Management

ASCO has established this Safety Management plan to show our commitment to all safety and health matters within the scope of all Darwin Marine Supply Base operational requirements and to communicate safety management for the protection of employees, others involved in its operations, the public, and the balanced environmental and economic needs of the communities in which the Company operates. The plan sets out the aims of ASCO Australia in key areas of safety Management and highlights the Company's commitment to continue to identify and manage and communicate safety and health risks, performance, and review.

## 4.1 HSSEQ Policy

ASCO has an established HSSEQ Policy communicating management commitment to the protection of employees, others involved in its operations, the public, and the balanced environmental and economic needs of the communities in which the ASCO operates.

The Policy sets out the aims of ASCO in key areas of HSSEQ Management and highlights the ASCO's commitment to continual efforts to identify and manage safety and health risks and to improve environmental performance. The ASCO HSSEQ Policy is at Appendix 1.

ASCO will ensure that the HSSEQ Policy Statement is available at all times on-site, is communicated to all new personnel and sub-contractors and is displayed on notice boards within the DMSB.

## 4.2 ASCO Integrated Management System (AIMS) and Control of Work

Wherever ASCO conducts operations, there is potential for harm to people, the environment and or damage to property and equipment. To control and mitigate against these risks being realised, ASCO has developed its Health and Safety, Environmental, and Quality Management Systems within ASCO's Integrated Management System (AIMS). AIMS is triple certified with ISO9001:2015, ISO14001:2015, and OHSAS 45001:2018.

AIMS establishes a management framework with necessary governance regimes to deliver an integrated suite of policies, plans, procedures, work aids, forms and supporting documentation to control operations and support service areas globally. AIMS incorporates all business functions, including Health and Safety, Quality Assurance and Environmental Protection.

Group Operating Procedures provide ASCO personnel with guidance to meet the principles of good Health, Safety, Environment and Quality management. Additional supporting documentation is then developed to support local legislative and Company requirements, aligned to AIMS requirements. All documentation is controlled in accordance with Document Management procedures by ASCO Group HSSEQ, who approve and publish all documents in AIMS.

ASCO aspires to the highest standards of practice through continual improvement and the adoption of international codes and standards. ASCO will implement its Control of Work (CoW) framework to establish a work environment that allows tasks to be completed safely and without unplanned loss of productivity or the potential to cause environmental damage or to damage a plant or equipment.

The CoW framework is shown below:

ASCO's CoW framework outlines how ASCO's Values and Behaviours, AIMS documents and LiveSafe Controls combine to create a safe working environment at each ASCO controlled operational location. GOP-HSSEQ-002 AIMS - Control of Work at ASCO outlines key responsibilities, overview of AIMS and how work documents and subcontractors are to be controlled and how Client, Contractor and 3rd Party interfacing is to occur, AIMS assurance and commitment to Stopping the Job.

## 4.3 Safety Management Objectives

The ASCO safety Management System AIMS, and this document is intended to result in meeting the following objectives:

- Requirements from relevant Health, Safety Regulations and Approved Codes of Practice are met.
- Provisions are made for employee involvement through Safety Representatives and Safety consultation.
- Health and Safety activities are documented, and they address all phases of the activity.
- Task Based Risk Assessments are systematically planned and carried out, reviewed, and approved by competent people, and appropriate follow-up action is completed addressing the findings and recommendations.
- Hazards and associated control measures are communicated prior to conducting work and when changes occur.
- All work activities are controlled, where required, through a Permit to Work (PTW) and are planned with due consideration to complexity, risk, physical at ASCO Australia Facilities
- Standards for safe and environmentally sound designs and performance of work are established and followed. Deviations from or changes to standards are controlled.
- Work is performed and supervised by fit and competent personnel.
- Subcontractors manage HSSEQ systematically and meet or exceed standards of performance and competence set by ASCO and stakeholders.
- Adequate emergency response arrangements are in place, co-ordinated between ASCO and adjoining facilities and stakeholders, communicated and supported by a system of drills and exercises.
- Performance of the work is actively monitored and audited, and action is taken as needed to correct shortfalls and/or make improvements.
- Incidents are reported, investigated, and analysed and action is taken as needed to prevent recurrence. Appropriate follow-up will be provided to injured personnel to affect successful and rapid recovery. And all investigation details and analysis will be supplied to stakeholders on request.
- Ensure all unique environmental conditions are monitored and are reflected in ASCO Darwin Marine Supply Base emergency plans and working procedures (tidal surges, monsoonal conditions, extreme working temperatures etc.)
- ASCO control of work procedure and 9 x Life Saving Rules. ASCO Life Saving Rules are the key actions to be taken, to prevent fatal injuries during higher risk activities.

These Life Saving Rules are non-negotiable and are embedded to protect your life.

Work does not start until we are all aware of the LSR's that relate to the task and can confirm that we can follow them throughout.

## 4.4 ASCO Values

ASCO delivers unrivalled standards of service reliability, transparency and safety that eliminate the risks associated with managing, controlling and transporting oil and gas materials and equipment across the globe.

At the core of our business, is the ASCO Values. Our values define who we are, what we stand for and what we offer our clients. They are the DNA of our business. Together they shape our company and the behaviours we aspire to.

## 5.0 Management Structure and Responsibilities

ASCO Australia maintains authority and responsibility for the conduct of all activities within the Darwin Marine Supply Base.

ASCO Australia Management has responsibility to ensure the safety Management Systems between ASCO Australia and other parties are integrated based on the needs of the activities being conducted within the Darwin Marine Supply Base.

ASCO Australia shall have primacy to establish interface procedures as may be needed to address the hazards involved in Darwin Marine Supply Base activities.

ASCO Australia understands the duty to co-operate with Stakeholders and will assist in fulfilling the requirements of applicable regulations and in meeting agreed objectives. ASCO Australia as an employer has a Duty of Care to all its employees, stakeholders and others working within the Darwin Marine Supply Base.

## 6.0 Contract Organisation

Key safety management responsibilities shall be assigned and defined for ASCO Australia personnel and documented in Responsibility Statements within job description. Such statements will be reviewed and signed by the individual's assigned with safety management responsibilities.

## 7.0 Communication of Interface Arrangements

ASCO Australia and key stakeholders shall work out mutually agreeable means to communicate interface arrangements. As a minimum, the arrangements are to be communicated by Managers from all parties lead by supervisory personnel and key supporting function managers.

## 8.0 Operational Support

ASCO Australia confirm that in carrying out the scope of work within the Darwin Marine Supply Base, adequate support is available to safely perform these services and ensuring suitable protection, as documented within the safety Management System.

## 9.0 Legal Requirements and Regulations for Safety

As required by law, ASCO Policies and Procedures shall comply with all legally applicable Safety laws and regulations together with any additional and relevant guidelines, standards and codes.

ASCO Management, Supervisors and Personnel shall take all necessary precautions related to or arising out of the performance of the Services in order to protect themselves and property of ASCO, Stakeholders and third parties. ASCO shall ensure that its personnel, facility users and sub-contractors are fully informed of and comply with all such laws or regulations, statutory requirements and any additional guidelines, operating standards or codes including those of Stakeholder (Port Management Act and Regulations).

If any of ASCO's personnel, facility users or sub-contractors violates any such rule, regulations, or other such requirement, ASCO shall as soon as reasonably practical correct and implement preventative measures to avoid recurrence. ASCO shall also immediately report (verbally and in writing) of any such violations DP Representative.

In the event of a conflict between this SMP and applicable legal and regulatory requirements, the applicable legal and regulatory requirements shall be followed. If this SMP creates a higher obligation, it shall be followed as long as full compliance with applicable legal and regulatory requirements is also achieved.

The following AIMS procedures are to be utilised:

- GOP-HSSEQ-045 - Health Safety and environment legislative compliance, GOP-HSSEQ-033 Verification.

## 10.0 Management of Change

ASCO utilises the Management of Change (MoC) procedure for significant task changes and plant and equipment changes. The procedure includes guidance on identification of changes that needs to be managed following an initial or formal review. This is followed by an approval stage, commissioning and implementation and a 3-month follow up.

ASCO acknowledges that only authorised, competent personnel can approve changes, either permanently or for a defined period and only after risks have been demonstrated to be ALARP using approved risk management techniques.

All management of change activities will be fully controlled utilising the ASCO risk management and hazard analysis process. All change managing outcomes will be fully communicated utilising safety communication process. This SMP adheres to ASCO procedure GOP-HSSEQ-036 - Management of Change.

## 11.0 Contractor Assessment and Risk Evaluation (CARE)

ASCO adheres to the ASCO Contractor Assessment and Risk Evaluation (CARE) initiative, which we use to gauge the level of HSSEQ management within its various contractors. The CARE initiative builds upon that through five key stages.

In the first instance, all contractors are required to complete a thorough questionnaire that looks at how HSSEQ is managed within their organisation. Based upon the risk imported into ASCO Australia, the contractor is then likely to receive a CARE Audit, conducted by ASCO HSSEQ. The audit looks deeper into the management of health and safety within the ASCO and will also focus upon quality management specific to the work they do for ASCO for key areas.

The third key stage is the approval process. If the questionnaire and audit are satisfactory, the contractor will become CARE Approved, and where appropriate added to the ASCO CARE Audit schedule. If areas for improvement are identified during the first two stages, these will be fed back to the Sub contractor management, who will then be given the opportunity to address these areas, and if required, guidance on how to address them.

The following stage relates largely to those service provides that regularly conduct operational activity on an ASCO facility – the contractor induction. This will ensure that all contractor personnel have been introduced to the ASCO area site rules, policies, and procedures, and are fully aware of the high standards required.

The final stage, once CARE Approval has been granted and work has commenced, are Review Meetings. These will take place between the contractor and key users of the service, with a view to address any service issues as promptly as possible. Refer to Appendix 2 - ASCO Australian Industry Participation Policy.

## 11.1 Arrangements for Interfacing with Safety Management Systems of Third-Party Contractors

ASCO Australia is responsible for communicating these interface arrangements to their third-party contractors and others. ASCO is also responsible for developing and communicating its own interface arrangements with third party contractors and others GOP-HSSEQ-029 - HSSEQMS Interfacing Procedure.

## 11.2 Third Party Monitoring

ASCO Australia shall identify a primary responsible manager/supervisor for others employed to conduct works within the Darwin Marine Supply Base. This person shall be responsible to ensure arrangements are in place to provide ongoing monitoring of third-party progress and performance and to act as the principal interface with third party contractors.

## 12.0 Hazard Identification

### 12.1 Hazard Identification and Risk Assessments and Controls

Prior to the commencement of any work ASCO shall conduct the necessary safety hazard identification and risk assessment(s) for the work involved.

The hazard identification and risk assessment process must identify and evaluate the hazards and risks associated with the expected scope of work and must include an agreement of the necessary control measures to eliminate or reduce the identified risks to an ALARP level. The risk assessment process must involve suitable personnel of sufficient experience to ensure the integrity in the risk assessment process. All actions arising from the risk assessment shall be implemented within the time periods agreed by the risk assessment attendees.

Changes to Site configuration, procedure, or process as an outcome from hazard identification will be controlled by ASCO utilising ASCO Management of Change process to ensure that hazards are correctly identified and assessed, and any consequent change is appropriately engineered, executed and documented.

ASCO Australia shall implement its system for HAZID and Task Based Risk Assessment. ASCO shall ensure that this system meets the requirements of all stakeholders. Competent personnel shall conduct planned assessments. GOP-HSSEQ-019 Hazard Identification and Control procedure & GOP-HSSEQ-047 Task Based Risk Assessment Procedure.

Findings from assessments shall be documented and actions recorded in the ASCO HSSEQ database and tracked to completion. Results of hazard identification shall be incorporated into site improvement plans and shared with stakeholders.

ASCO Australia risk assessments conducted in relation to Darwin Marine Supply Base operations are available to third party operators on request.

### 12.2 Sub-Contractor Hazard Identification and Risk Assessment and Controls

Prior to the commencement of any work's subcontractors/facility users shall demonstrate to the satisfaction of ASCO that they have conducted the necessary safety hazard identification and risk assessment(s) of the work involved, to meet the requirements of ASCO standards.

Sub-contractor/facility user's hazard identification and risk assessment process must identify and evaluate the hazards and risks associated with DMSB activities and must include an agreement of the necessary control measures to eliminate or reduce the identified risks to an ALARP level. The risk assessment process must involve suitable personnel of sufficient experience to ensure the integrity in the risk assessment process.

The sub-contractor will use their own risk assessment matrix to assess the hazards identified provided the assessment process is on par or exceeds ASCO Standards and has been accepted by ASCO.

### 12.3 Pre-Start Toolbox Talks

Facility Users within the Darwin Marine Supply Base are required to conduct a pre-task toolbox before commencement of operational activities. ASCO DMSB management will monitor toolbox activity on site utilising the GOP-HSSEQ-035 - LiveSafe Intervention programme, further review of toolbox meeting will be undertaken during Sub Contractor Audit programme as per GOP-HSSEQ-030 - Contractor Assessment and Risk Evaluation procedure.

## 12.4 Risk / Impact Register

ASCO has developed a Risk/Impact register for the DMSB. The DMSB Risk/Impact register will be reviewed by ASCO as a minimum annually. All ASCO Risk registers follow the hazard identification and risk assessment process and will be maintained and updated during contract durations.

## 12.5 Task Based Risk Assessments (TBRA)

Task Based Risk Assessments are an ASCO requirement to ensure that risks have been assessed arising from any of its activities to ensure necessary control measures have been adopted.

Task risk assessments are conducted to identify potential hazards associated with the work, including those identified for tasks that are related to GOP-HSSEQ-036 Management of Change.

Task based risk assessments defines and records risk control and mitigation actions to reduce the risk. Task based risk assessments must consider the hierarchy of controls in the following order:

- Elimination
- Substitution
- Engineering Controls
- Isolation
- Administrative Controls
- Personal Protection Equipment (PPE)

## 12.6 Safe Work Procedures

Where work is conducted within the Darwin Marine Supply Base, safe work procedures shall be implemented. Where the safe execution of the work requires co-ordination ASCO Australia can in consolation with third parties develop a coordinated plan.

Safe work procedures shall include but are not limited to:

- Working at heights
- Control of hot work and ignition sources
- Entry and work in confined spaces
- Lifting operations
- Substances hazardous to health
- Control of noise
- Control of vibration
- Adverse weather
- Fire risk assessment
- Task Based Risk Assessment Procedure
- Emergency plans and procedures
- Manual Handling
- Personnel Safety equipment
- Dangerous Goods.

## 12.7 Permit to Work

A permit is a formal authorisation to carry out a specified work scope and defines responsibilities and Hazard control measures.

This permit is used where the risk potential is increased. (e.g. hot works, third party contractor, electrical works, working at height, electrical isolation, entry permit, or abnormal lifts, dual forklift operation, single crane operation, dual crane operation).

All Permits must have a risk assessment attached to them which identify specific control measures that are required for the type of task being undertaking, e.g. Fire watch must be in place for all hot work. Any hot work operations the contractor must request a 'Hot Work Permit' from Darwin Port, no operations can start until ASCO has received an approved PTW from DP.

Where SIMOPs are occurring all facilities users that involved with the operations are required to sign onto the PTW prior to operations starting.

The following AIMS procedure is to be utilised within the DMSB GOP-HSSEQ-041 - Permit to Work.

### 12.8 Provision and Use of Work Equipment Regulations

Managing Health and safety risks 2011, National standard for plant 1994, national code of practice for the control of workplace hazardous substances 2007, Manual handling code of practice 2005 etc.

All equipment and materials must be suitable for the work to be performed and the area in which the work will occur, and execution of these responsibilities must meet the requirements of the appropriate regulations.

### 12.9 Safety Representatives and Safety Consultation

Where work is conducted at ASCO Australia locations, ASCO systems for employee involvement shall be implemented. ASCO, Subcontractor and Third-Party Employees will be informed of the relevant Darwin Marine Supply Base Safety Representatives and will be included in the appropriate site Safety Meeting and safety information processes.

### 12.10 New Start Employees

Where work is conducted at ASCO Australia locations, ASCO systems for induction of new-start ASCO employees shall be implemented. ASCO and third-party contractor's employees will be included in induction program.

### 12.11 Right to Refuse Unsafe Work

ASCO acknowledge the right of each employee and other personnel operating under ASCO Australia management to challenge and STOP any activity or condition, which they believe may have a negative effect on their welfare or that of others. This includes activities which may have a detrimental effect on the integrity of plant, equipment and facilities. We will commend employees who justifiably exercise this right and undertake positive actions to make the job safe, WA-GOP-HSSEQ-028.01 - Recognition and Reward Procedure **Think Safe - WorkSafe - LiveSafe**.

## 13.0 Communications

### 13.1 Routine and Technical Communications

Routine and technical communications will be handled as per scope of operations and Darwin Marine Supply Base Communications Plan.

## 13.2 Safety Management Communications

ASCO Australia utilise Regional and Local Health and Safety meeting forums to review safety management issues and performance. The meeting shall follow a pre-planned agenda and allow for additional subjects to be added as may be needed depending on operational developments. ASCO will conduct a monthly regional HSSEQ meeting that DMSB will attend. In addition an ASCO representative will also attend the quarterly Darwin Port HSSEQ meetings.

## 13.3 Emergency Communication

ASCO Australia, as Darwin Marine Supply Base operators will implement their emergency response procedures for emergency situations and consultation will take place with all adjoining operators and Darwin Port (DP).

## 13.4 Emergency Plans and Procedures

ASCO Australia will ensure suitable and sufficient systems for emergency response will be implemented within the Darwin Marine Supply Base.

ASCO Australia, third party contractors, and adjoining sites will be informed of relevant procedures, responsibilities and required actions as part of the site-specific induction and include Emergency Response Team training. Twice yearly as minimum an emergency evacuation drill will be carried out to comply with the site Fire Risk Assessments and Emergency Response and fire safety management plans.

ASCO Australia is committed to continual review the ERP-AUS-HSSEQ-001 - Emergency Response Plan DMSB and implements training to ensure compliance. Our emergency provisions will be audited monthly as part of the ASCO planned inspections. Within the planned inspection all first aid provisions, eye wash facilities firefighting equipment, welfare facilities, Dangerous goods/Hazardous Waste storage area and operational areas, are inspected and all failures in facilities or equipment are recorded and an action plan is devised to ensure all failures are resolved in a timely manner. If requested by stakeholders or other bodies a representative can accompany ASCO representative on planned inspections.

ASCO will carry out spill response exercises, following guidelines within PL-AUS-DAR-004- Spill Response Plan DMSB. The results from these exercises will be recorded by ASCO Australia to be available for review by management team, stakeholders and external parties.

Incidents involving spills are to be recorded using the ASCO HSSEQ Database. Additionally, all incidents will be investigated, and results will be circulated between all ASCO operations and stakeholders for lateral learning.

## 13.5 Incident Reporting, Investigation and Distribution

For work conducted at ASCO facilities, ASCO shall, as soon as reasonably possible, report internally any incident if the incident has resulted in but is not limited to:

- Fatality
- Injury or occupational illness that may result in a medically treated and above Incident ('Medically treatment Case' defined as any work-related injury or illness which results in any treatment that can only be performed by a medical professional)
- Medical evacuation
- Chemical spills reaching water or unlined/unprotected earth
- Any HSE incident or high potential incident with potential for significant adverse reaction from Stakeholders, government authorities, media or the general public.

Stakeholders and Clients will be notified verbally or via email within 4 hrs of the incident with the initial incident report provided to them within 24 hours.

The following incidents are to be reported by the next business day:

- Injury or occupational illness requiring first aid
- Near misses
- Accidental damage or loss of material or equipment.

All incidents with the potential to harm/including Near Miss are fully investigated and will be led by HSSEQ department utilising ASCO procedures including but not limited to incident reporting and investigation and HSSEQ incident report approval and distribution. All Stakeholders, Client and Third parties will be invited to contribute where necessary to investigation process and all outcomes are shared for lateral learning in the form of lessons learned and safety alerts communications through the ASCO group utilising the LiveSafe communications process.

As part of the DMSB HSSEQ Scorecard all investigations and any corrective actions from investigations are closed in line with allocated timelines (30 days). For ASCO controlled facilities the companies Hazard, and Incident Reporting and Investigation procedure takes precedence, and all hazards and incidents shall be reported using the ASCO LiveSafe Database.

Any incident requiring notification to 3rd parties, Government Departments or Regulators will be immediately reported to the Managing Director and or HSSEQ Department. These persons will immediately notify the designated Stakeholder representative (DP Emergency Control Room and or Harbour Control, verbally and in writing with copies of relevant incident reports as soon as practicable). The Managing Director and or HSSEQ Department will provide verbal notification to these agencies within the required reporting timeframes.

For work conducted at the Darwin Marine Supply Base, ASCO Australia, Subcontractors and Stakeholder personnel are required to immediately inform their assigned ASCO supervisor/Manager of all:

- Injuries and illnesses
- Chemical spills and releases to water or atmosphere
- Accidental damage or loss of material or equipment
- Near miss incidents
- High Potential incidents.

## 13.6 Ongoing Safety and Health Monitoring

ASCO Australia shall monitor ongoing safety performance of the work through its supervisors and managers, as part of our staff appraisal process. All key staff must show their commitment to safety by completing an ASCO Australia personnel safety contract outlining their continual commitment to safety and health these safety contractors are reviewed on a quarterly basic by HSSEQ Department and Director of Safety and Operations Australasia to ensure compliance.

## 14.0 Dangerous Goods

Dangerous goods are chemicals which have the potential to present an immediate threat to people, property or the environment if not properly controlled. They are divided into nine classes, some of which are divided into sub-classes according to the nature of the hazard. For further information, consult the Australian Dangerous Goods Code.

For the purposes of this document the term ‘dangerous goods’ also includes ‘goods too dangerous to be transported’ under the ADG Code. Handling storage and control of Dangerous goods within the DMSB will be monitored in accordance with the PL-AUS-DAR-023- Dangerous Goods Plan DMSB.

## 14.1 Specific Requirements

The DGSM Regulation sets out specific requirements for occupiers of minor storage workplaces. ASCO Australia will obtain a current SDS for all stated dangerous goods stored or handled at the workplace and make them readily available to persons at the workplace and to the emergency services. ASCO Australia will review hazard information (such Material Safety Data Sheets) for the dangerous goods and combustible liquids at the DMSB. If a hazard is identified, ASCO Australia will review the way hazardous materials are stored and handled at the DMSB, and if necessary, take action to eliminate unsafe practices and achieve an acceptable level of risk.

In addition, ASCO Australia will provide; induction, information, education, training, and supervision for all persons involved in the storage or handling of dangerous goods:

- Ensure that packages of dangerous goods are properly labelled.
- Keep a register which contains a list of the dangerous goods and a MSDS for each and make the register readily available to all persons at the DMSB.
- Provide and maintain suitable personal protective equipment and other safety equipment for workers.
- Prevent interaction of dangerous goods with incompatible goods.
- Prevent contamination of food or personal products.
- Eliminate ignition sources, where there is a risk of ignition arising from dangerous goods.
- Contain spills or leaks and clean them up immediately.
- Prevent access by unauthorised persons.

## 15.0 Hazardous Goods

ASCO recognises the importance of managing the risks associated with Workplace Hazardous Substances and has established procedures and framework to protect people against health risks arising from Hazardous Substances, used or encountered within ASCO work locations. ASCO procedures details ASCO Australia's approach in meeting its legal and moral obligations relating to hazardous substances.

ASCO Control of Workplace Hazardous Substances procedure and associated documentation provided guidelines detail to ASCO personnel regarding the control of workplace hazardous substances, requirements within ASCO controlled sites.

ASCO shall ensure that all hazardous materials and waste materials are clearly marked, manifested, segregated, handled, and stored in accordance with applicable Australian and International regulations and codes of practice. Safety Data Sheets (SDS's) for all hazardous materials supplied or used by the ASCO or Facility users will be readily available to all persons coming in contact with hazardous materials, gazetted dangerous goods or chemicals. And will meet the requirements of the Australian National Code of Practice.

## 16.0 Training and Competency Assurance

## 16.1 Personnel Selection and Competency

ASCO Australia and third-party contractors are responsible to provide competent personnel to perform all Darwin Marine Supply Base work, implementing their own systems for personnel selection and competency assessment. ASCO manages training and competency in accordance with the ASCO PL-AUS-HSSEQ-005- Training Management Plan and GOP-TDC-001- Training Competency Assurance System.

These procedures detail the requirements to ensure that employees and Subcontractors are:

- Trained and competent in the tasks they are performing.
- Able to meet the competency requirements for their assigned roles.

## 16.2 Safety Induction Training

Where work is conducted at ASCO Darwin Marine Supply Base, ASCO systems for induction of new-start personnel shall be implemented (after DP induction has been undertaken). All personnel working within the Darwin Marine Supply Base will undertake the ASCO induction process.

Access to the Darwin Marine Supply Base will be via the main entrance, personnel who have completed the induction successfully will have their port pass coded for entry and exit. ASCO is to be notified should an individual leave their employment.

Third party contractor and others are responsible for ensuring that only the authorised personnel that holds the port pass uses the card. All personnel are required to respond in a responsible manner to all reasonable requests relating to safety or security. All non-conformances relating to this matter must be reported directly to Darwin Marine Supply Base Management team and or Port Facility Security Officer (PFSO).

## 16.3 Sub-Contractor Inductions

All sub-contractor personnel undertake the ASCO Sub-Contractor Induction which provides HSSEQ information and specific site rules to ensure all sub-contractor activities are conducted safety and in accordance to ASCO HSSEQ standards.

## 16.4 Competency

ASCO will ensure all personnel and sub-contractors maintain the appropriate certificates, licences, qualifications and competency levels for the jobs they undertake in the performance of their duties.

Sub-contractors will be continually monitored for competency and skilled training utilising the GOP-HSSEQ-030 Contractor Assessment and Risk Evaluation (CARE) Process.

The ASCO Training Matrix details role specific training to ensure suitable and sufficient guidance has been received and understood to ensure task can be conducted safely following guidelines as per GOP-TDC-001- Training Competency Assurance System.

## 17.0 Communications

ASCO ensures all personnel are made fully aware of all known hazards and risks associated with their work and are aware that they have a duty and obligation to stop the job. ASCO utilises its Communication Plan to detail the respective meetings, responsibilities, objectives and frequency for workforce involvement and engagement.

The matters addressed are:

- Safety Meetings
- Daily Toolbox Talk
- Daily and Weekly operational meeting
- Monthly regional and quarterly Health and Safety Meeting
- Quarterly safety and environmental themes
- Health and Safety Representatives
- Safety Notice Boards
- Safety Communications
- Town Halls.

## 18.0 Behavioural Based Observation Program (LiveSafe Interventions)

The ASCO LiveSafe intervention programme is a behavioural based observation program. Its objective is to increase awareness and personnel responsibilities and obligations regarding workplace safety, it also praises safe behaviour and gives the opportunity to track performance and trend analysis utilising the LiveSafe Database.

The LiveSafe intervention programme provides the opportunity to raise actual or potential impacts to the environment and improve its safety culture. The LiveSafe intervention programme actively engages all personnel in focusing on safe behaviours and eliminating risk taking behaviours.

The following AIMS Procedures are to be utilised:

- GOP-HSSEQ-035 - LiveSafe Intervention.

## 19.0 Fitness for Work

All ASCO employees and Sub Contractor personnel shall comply with the ASCO WA-GOP-HR-014.01 Fitness for Work Policy. ASCO shall ensure that all personnel are physically and psychologically healthy and fit for their respective duties and areas of responsibility. This will be achieved by utilising various protocols including but not limited to pre-employment medicals and random and just cause testing.

If ASCO personnel or sub-contractor personnel is aware or becomes aware of any personnel suffering any medical, physical or psychological impairment, HSSEQ department and or direct line manager must be notified as soon as practical.

## 19.1 Medical Welfare

ASCO has a statutory responsibility to ensure a healthy and safe work environment. Part of that responsibility is to ensure the medical welfare of all employees as to safely perform the tasks he or she is required to undertake.

- Medical welfare will include but not limited to monitoring/assessment.
- The physical capacities of the employee are adequate for the work tasks.
- The intended work activities do not aggravate a pre-existing condition.
- Work will not precipitate an illness or injury in a susceptible person.

ASCO shall be responsible for the medical welfare of all employees and selected Sub-contractors directed by ASCO Australia.

## 20.0 Heat Stress

ASCO ensure that all personnel are educated in the risks of over exposure to strong sunlight and extreme weather conditions within its current operational locations, utilising various means including:

- Incorporating environmental conditions into Task Based Risk Assessment
- Posting of hydrations charts
- Utilising the daily LiveSafe communication process to discuss and assess daily site conditions
- Employees are instructed to wear and are provided with appropriate clothing and additional protection to ensure their health safety and continual wellbeing.

## 21.0 Audits / Assessments

As part of ASCO Australians commitment to Health and Safety, ASCO Australia shall conduct internal audits/assessments covering the work, including an annual review of this HSSEQ Interface Document for effectiveness. The audits shall include ASCO Australia Team as well as subcontractors and stakeholders providing critical services and equipment.

Audits shall be conducted according to the ASCO audit process. Stakeholders will be offered the opportunity to participate in ASCO GOP-HSSEQ-032 - Internal Audits.

Stakeholders have the right, but not the obligation, to audit any of the ASCO Australia Darwin Marine Supply Base activities. Partner audits will be performed according to its own audit system and plans. Assessments and reports will be provided to the appropriate ASCO Managers and Group HSSEQ.

ASCO Australia shall promptly respond to Stakeholders audit report (typically within ten working days) indicating what action is planned or being contemplated to address the findings and recommendations. The status of closing audit findings and recommendations shall be included in the monthly report.

## 22.0 Service Improvements Document (SID)

The GOP-HSSEQ-046- Service Improvement Document (SID) system is the foundation of the ASCO Australia process for addressing non-conforming product or service. Any issue that is raised internally or externally that has the potential to impact the Darwin Marine Supply Base activates, resulted in a service failure or complaint will be addressed through this system.

Through the SID system, issues are document and recorded formally and assigned to the relevant personnel for investigation. Subsequently corrective and preventative actions are implemented to eliminate reoccurrence. All SID raised are recorded on the SID database on the ASCO HSSEQ Database all SIDS will be categorized and will be used for trend analyses all analyses will be shared with ASCO locations worldwide to communicate Lessons Learned. The SID system is also the primary tool for promoting proactive suggestions for continual improvement and for formally recording any commendation for exceptional service provisions.

All Stakeholders requests, concerns or recommendations will be raised in the SID format, in order to fully investigate, resolve and record; stakeholders can request copies of current or previous SID's at any time.

## 23.0 Review

The Darwin Marine Supply Base Safety Management Plan will be reviewed annually; the plan may be reviewed sooner due to ASCO Australia or stakeholders request or concerns. ASCO Australia Management and stakeholders will be given the opportunity to input content during such reviews. All plans will be distributed in accordance with the ASCO Australia Document Control procedure, and all updated version of the plans will be located within ASCO Australia AIMS

This SMP is a live document available on the ASCO Intranet (http://intranet/AIMS) for ASCO direct Employees and available at for https://ascoworld.com/locations/darwin facility users.

## Appendix 1 ASCO HSSEQ Policy Statement

POLICY STATEMENT

# ASCO HSSEQ POLICY STATEMENT

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ASCO is committed to protecting the health and safety of everybody involved in our activities, the people affected by our operations and the sustainability of the environments in which we operate. We are driven to deliver high standards of practice through our fundamental obsessions of Safety Excellence, Service Excellence and Sustainability in the delivery of our moral and legal obligations including international codes and standards.

The ASCO Integrated Management System (AIMS) provides the framework to ensure that risks are identified, controlled and communicated in all areas of our operations. Our goal is to deliver a high quality service free from injuries and ill health, asset or environmental damage.

Specifically, we will strive to:

- Develop and implement a systematic approach to HSSEQ management in accordance with the applicable legislation and standards of the countries in which we operate
- Empower all our employees and contractors to stop any activity they consider a threat to health, safety, security or the environment
- Ensure that our safety goals, standards and rules are understood by everyone
- Engage, listen, and respond openly to our employees, contractors, clients, neighbours, regulators, public interest groups and other stakeholders on all HSSEQ matters
- Set clear and measurable targets to ensure continuous improvement
- Review and monitor our HSSEQ performance, recognising those who contribute positively to improving this and openly reporting upon our performance and providing full transparency to our stakeholders
- Provide appropriate training, equipment and facilities to enable our employees to carry out their work in a professional and safe manner
- Ensure that all major accident hazard operations we carry out are delivered in accordance with the legislative requirements set by the regulators and industry best practice
- Ensure adequate response plans and resources are in place to minimise the impact of any incident or emergency situation
- Empower our Managers to lead HSSEQ and authorise them to take necessary action
- Include HSSEQ competencies and performance in the appraisal of all employees and core contractors
- Regularly review the suitability and effectiveness of this policy, our management systems, targets and objectives

Responsibility for compliance with this policy lies with the Group Chief Executive Officer, the ASCO Management Board and the ASCO Executive Leadership Team.

It is also the responsibility of all individuals to make themselves aware of all HSSEQ risks and to act positively to remove or reduce these risks to themselves, to their colleagues and anyone else who may be affected.

Peter France
ASCO Group Chief Executive Officer

ASCO Group I ascoworld.com

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## Appendix 2 Australian Industry Participation Policy

POLICY STATEMENT

# AUSTRALIAN INDUSTRY PARTICIPATION POLICY

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ASCO Australia will proudly and actively support Australian industry as a core business policy by providing full and fair opportunities to supply goods and services in support of ASCO Australia projects.

### Introduction

ASCO Australia commitment and intentions are to ensure that local community and businesses benefit from the services provided from the Oil and Gas industry. We are committed to ensuring opportunities arising from our operations are made available to local business and communities.

All employees of ASCO Australia will also have access to group and external development and training programs ASCO Australia personnel are the foundation of our business and we are committed to ensuring every employee has the opportunity to develop to their fullest potential.

ASCO Australia are very proud to be a Signatory to the indigenous Employment Covenant; People of indigenous backgrounds are encouraged to apply for all positions within ASCO Australia. And we are committed to developing further our relationship with the aboriginal community through industry briefings and facilities tours.

ASCO Australia are also committed to ensuring that other business within our operational areas have the support and guidance to achieve the standards required within the oil and Gas industry through the ASCO Contractor Assessment and Risk Evaluation Process (CARE).

### Commitment

- ASCO Australia will utilize the recourses of the Industry Capability Network (ICN) and other sources as appropriate to identify those Australian companies able to supply goods or services commensurate with the quality, safety, environmental, reliability and delivery standards and objectives of the project.
- Provide information and facilitate briefings to Australian industry in order for local suppliers to have adequate time to identify potential opportunities.
- Ensure that all businesses within the local area have a fair and equitable opportunity to provide service or products.
- Increase indigenous involvement within the oil and gas industry.
- Assist local small business to be competitive in the tender process through the Contractor Assessment and Risk Evaluation Process (CARE).
- All employees of ASCO Australia will have access to group and external development and training programs.

**J.A. Stuart**
Chief Executive Officer Australasia

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