HSSE Minimum Requirements for NZ High/Medium Risk Contracts

- Supports GST-0221 Contractor HSSE Management

NZ202006023

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Rev	Issued Date	Updated by	Section	Description	Approved By
1.0	11/06/2020	K Faint	All	Revision to existing document from Sharepoint to ODIE	M Pickles
2.0	19/08/2024	Louisa Webber	All	Reviewers Richie Matheson, Damien Phillis Louisa Webber Holly Atrill to align with Annex 4 of GST-0221	Margaret Bertrand

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Reference

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IMPORTANT NOTICE

LEGAL APPLICATION OF HSSE REQUIREMENTS TO ENSURE BEST SAFETY PRACTICES AT ALL TIMES

IF YOU SUPPLY SERVICES TO OMV NZ COMPANY (WHICH INCLUDES ANY OF ITS SUBSIDIARY COMPANIES) THESE HSSE REQUIREMENTS FORM PART OF YOUR CONTRACT WITH THE RELEVANT OMV ENTITY. YOU WILL HAVE BEEN PROVIDED WITH A COPY OF THESE HSSE REQUIREMENTS ON ISSUE OF CONTRACT AND THESE HSSE REQUIREMENTS FORM PART OF YOUR CONTRACT EVEN IF A SERVICES CONTRACT DOES NOT MENTION THEM, AND YOU MAY NOT SAY THAT THESE REQUIREMENTS ARE NOT PART OF YOUR CONTRACT.

THESE REQUIREMENTS APPLY TO EVERY **CONTRACTOR** SUPPLYING SERVICES TO **OMV NZ** UNLESS **OMV NZ** HAS EXPRESSLY AGREED, IN WRITING, AS PART OF A CONTRACT THAT A DIFFERENT SET OF REQUIREMENTS APPLIES TO THAT CONTRACT.

THE VERSION OF THESE REQUIREMENTS THAT APPLIES TO YOUR CONTRACT IS ALWAYS THE MOST UP TO DATE VERSION ISSUED BY **OMV NZ** FROM TIME TO TIME. **OMV NZ** WILL NOTIFY UPDATED REQUIREMENTS TO ITS **CONTRACTORS**, BUT IT IS ALSO **YOUR RESPONSIBILITY TO MAINTAIN REGULAR COMMUNICATIONS AND SERVICE QUALITY MEETINGS WITH THE OMV CONTRACT HOLDER.**

OMV NZ RELIES ON YOUR ACCEPTANCE OF THE MOST UP-TO-DATE VERSION OF THESE REQUIREMENTS TO ENSURE CONTINUING SAFE WORK PLACES AND PRACTICES.

IF ANY PART OF THIS NOTICE IS NOT CLEAR TO YOU OR IF YOU HAVE ANY CONCERNS ABOUT THESE HSSE REQUIREMENTS THEN PLEASE CONTACT OMV NZ IMMEDIATELY. Highlighted terms are explained in section 15 “DEFINITIONS” in this document.

1 Introduction

1.1 Purpose

The purpose of this document is to describe the performance and behavior expectations of OMV NZ from all Contractors and Sub-contractors working for OMV NZ (The Company or OMV NZ LTD) on **High or Medium Risk Contracts** . The overall aim is to ensure that our Contractors provide a safe working environment: at all times protecting the environment and the health, safety and security of all personnel on sites and associated workplaces; as well as the communities in which these activities take place.

All activities must be assessed such that potentially harmful consequences to health, safety and the environment are identified and managed so as to be eliminated or reduced to acceptable levels.

In the event that after all steps have been taken and there still remains some risk, then that risk shall be managed by an effective, adequate and suitable emergency response system.

1.2 Scope

This document:

- provides guidance on how to plan so as:
  - (a) to safely execute contracted work; as well as
  - (b) emphasis compulsory processes or procedures;
- defines the minimum Health, Safety, Security and Environment (HSSE) requirements that the Contractor shall fulfill upon award of the contract; and
- describes the standards and performance level against which the Contractor shall be held accountable; but
- does not:
  - (c) replace any legal and regulatory requirements on OMV NZ or on the Contractor; nor
  - (d) prescribe how the Contractor shall manage their business.

1.3 Application of this document

This document applies to all HSSE aspects of the Contractor's scope of work.

OMV Group has no contractual relationship with any Sub-contractor, but holds duties as a PCBU under health and safety legislation in relation to work performed by its Contractors or on its sites. Therefore, the Contractor shall ensure that subcontractors are held accountable to the HSSE performance and behavioral expectations of the Contractor and OMV NZ.

Contractors are required to prepare their own HSSE plan or HSSE Management Plan, or Contractor Management Plan or bridging document (Synonyms) for their scope of work for OMV NZ. These requirements outline the requirements and expectations for the content of HSSE plans prepared by Contractors for work for OMV NZ. Plans shall be submitted to OMV NZ for approval in accordance with the applicable project execution plan or contractual requirements. Contractors' plans shall include processes for the robust management of any Sub-contractors including that:

- Only reputable and legitimate Sub-contractors are used.
- Cascades the OMV NZ HSSE requirements to be imposed in identical terms on their direct or indirect Sub-con.tractors.
- Demonstrate the mechanisms either by way of HSSE Plan or Bridging documentation) that are in place to ensure that all Sub-contractors shall execute work to the standard expected by OMV NZ.

1.4 OMV NZ Expectations as defined in OMV NZ HSSE Policy

During the performance of the contract, Contractors shall observe the any HSSE Plans in place related to the scope of work, approved by OMV NZ, which shall meet or exceed the HSSE performance. Requirements of the latest valid version of OMV NZ HSSE Policy statement and supporting documentation as provided by OMV NZ.

2 OMV NZ HSSE Management System

Outline of OMV NZ HSSE Management System

Management System Element		Description
1	LEADERSHIP & COMMITMENT	Management will provide visible and active leadership in developing and maintaining a culture supportive of HSSE matters.
2	ORGANISATION	The organisation and responsibilities for the management of HSSE shall be defined and documented.
3	PEOPLE, COMPETENCY & BEHAVIOUR	All personnel shall be selected, trained and developed to carry out their duties competently.
4	RISK MANAGEMENT	Hazards along with their effects will be identified, risks assessed and appropriate controls implemented.
5	ENGINEERING & PROJECT MANAGEMENT	Facilities will be engineered to meet relevant codes of practice and specifications, operational requirements and statutory requirements.
6	OPERATIONS & PERFORMANCE MANAGEMENT	All activities involving the exploration, development, production, processing, transportation and distribution of hydrocarbons will have relevant safe, secure and precautionary systems of work defined and performance indicators established.
7	CONTRACTED SERVICES	Suppliers and contracted services will be controlled to ensure they comply with OMV NZ's HSSE requirements.
8	PLANNING & COST MANAGEMENT	Objectives, targets and financial resources will be planned to integrate HSSE in all business activities and avoid losses.
9	INCIDENTS & ACCIDENTS	Incidents and accidents will be analysed to establish root cause and prevent recurrence.
10	EMERGENCY & CRISIS CONTROL	Organisational arrangements, facilities, training shall be provided to control emergencies and crisis situations.
11	STAKEHOLDER DIALOGUE & INFORMATION MANAGEMENT	Active dialogue with stakeholders to ensure confidence in the integrity of our activities. Accurate and relevant documentation will be ready for safe working and to minimize undesirable effects.
12	AUDIT & REVIEW	An independent audit and review system will be established to assess the effectiveness of the HSSE Management and identify areas for improvement.

3 Planning and Performance Monitoring

HSSE performance indicators shall be developed and continued to be developed over time to provide a simple method to measure performance.

3.1 Predetermined HSSE Key Performance Indicators (HSSE KPIs)

Predetermined HSSE Key Performance Indicators (HSSE KPIs) will be used to monitor and measure the Contractor's performance.

Industry norms for HSSE KPIs as well as additional HSSE KPI targets will be agreed between the Company and the Contractor prior to the commencement of the services.

Please see Annexe A in this document for minimum HSSE KPI reporting.

In the event that a performance bonus system is included in the contract, these HSSE KPIs shall represent part of the criteria by which the bonus performance assessment shall be made.

The Contractor has the responsibility to:

- present their suggestions for HSSE KPIs to the OMV NZ Contract Holder, for consideration and joint agreement;
- develop their own HSSE KPIs;
- monitor their performance against the agreed HSSE KPIs;
- provide regular monthly HSSE performance reports to the OMV NZ Contract Holder;
- present the HSSE KPIs and performance to its own personnel
- prepare a HSSE performance summary report upon completion of the work under the contract, to be part of the contractor's final report.

The process of planning, monitoring and measurement of KPIs is to be described in the Bridging Document (as applicable).

3.2 Key Contractor HSSE Documents

The Contractor shall prepare key HSSE documents in accordance with the contract requirements and its scope of work, including as a minimum:

- HSSE plan – based on OMV NZ HSSE Management System as outlined above **OR** described in a bridging document to link Contractor HSSE and OMV NZ HSSE management systems, as aligned with contract holder.
- Emergency Response Plan linked to OMV NZ Emergency Management Plan (where applicable)
- HSSE hazard register and associated risk assessments and risk reduction plan.
- Certifications and authorisations of the people and equipment used during the contract.

Contractor shall observe all OMV NZ HSSE Management System and Operations Management System documents provided by OMV NZ and shall be expected to fully understand and implement the necessary controls to ensure compliance.

3.3 Contractor HSSE Plan

The Contractor shall develop a plan to ensure the health, safety and security of their personnel, and third parties, and to minimise their impact on the environment and local communities. This HSSE plan shall be **EITHER** – an HSSE Management System Bridging document **OR** a standalone HSSE Plan based on the OMV NZ HSSE Management System structure.

3.3.1 HSSE Management System Bridging Document

If Contractor already has a robust HSSE Management System in place and demonstrably implemented in all Contractors' work, then they may present a Bridging Document that shall address all activities for which Contractor is responsible and accountable. The bridging document is to be developed jointly between the contractor and OMV NZ (as per GST-0221 HSSE Contractor Management).

The Bridging Document shall include as a minimum:

- Alignment of Contractor with OMV NZ HSSE Policy
- Shall be structured according to the 12 elements defined in GDI-0045 HSSE Directive, with the headings and subheadings given in the table of content of GST-0221 HSSE Contractor Management Annex 5 Bridging Document). The structure of the table of content of Annex 5 is mandatory. Document intentions, expectations, objectives and metrics.
- Contractor HSSE system to support OMV NZ HSSE objectives and management system.
- Clear identification of roles and responsibilities in Contractor system for HSSE and their interfaces with OMV NZ HSSE personnel.
- Clear definition of relevant PCBU roles and responsibilities and points of control.
- Alignment of hazard identification and assessment with corresponding suitable and appropriate preventive and mitigation actions with full accountability.
- Clearly identify the health, safety, security, environmental and Community Relations procedures and actions that Contractor shall maintain.
- Identify any deviations from aspects of the OMV NZ HSSE Management System that the Contractor may consider appropriate to ensure that requirements of the 12 elements of the OMV NZ HSSE Management System are met in full, either for the particular work being contracted for or generally.
- Applicable HSSE KPIs.
- Inspection and audit processes to ensure fit for purpose management of HSSE by Contractor and its personnel using the 12 elements of the OMV NZ HSSE Management system with suitable and appropriate metrics to measure compliance.
- Clarify that work packs for offshore execution shall:
  - Provide function for verification that HAZID / Hazard Register Controls have been incorporated into the Project Work Pack
  - Include relevant Hazard Register as an appendix

3.3.2 Standalone HSSE Plan

A standalone HSSE Plan shall be developed by Contractor for ALL their contracted activities, including sub-contracted activities. It shall be aligned with the OMV NZ HSSE Management System, the Operations Management System and the OMV NZ expectations regarding Contractors listed in section 2. Being the specialists in their field of activities, the Contractor shall add further detail, including appropriate HSSE KPIs, to demonstrate competent management of all activities for which the Contractor is responsible and accountable.

If a standalone HSSE Plan is required, a sample template will be provided.

4 ELEMENT 1 - Leadership & Commitment

As set out in the OMV NZ HSSE Policy, visible leadership, teamwork, accountability and the active involvement of all Contractor organisations and personnel are essential in delivering the excellence in HSSE management and compliance that OMV NZ requires from Contractors.

Visible and active leadership on HSSE shall be demonstrated within and by Contractors throughout the period of work, including:

- Management involvement in HSSE issues
- Setting and monitoring of HSSE goals and targets
- Compliance with applicable legislation
- STOP WORK policy understood by all Contractor personnel
- Lifesaving rules understood by all Contractor personnel.

For all HSSE purposes the Contractor will act as if they are the person conducting a business or undertaking (PCBU) for all of the contracted work in terms of the New Zealand Health and Safety at Work Act 2015, Part 2, Subpart 2.

All persons conducting a business or undertaking (PCBU) are required to ensure the health and safety of those carrying out work and other persons who could be put at risk from the work carried out. This duty applies to all work and all workplaces. A PCBU, or combination of PCBUs, must ensure that a primary duty of care is met to:

- Manage risk in the workplace.
- Provide and maintain a safe workplace.
- Provide and maintain safe systems of work.
- Ensure safe use and storage of substances.
- Provide and maintain facilities for the welfare of workers.
- Provide any information, training, instruction or supervision that is necessary to keep people safe in the workplace; and
- Ensure the conditions arising from work are monitored to prevent illness or injury of workers.

A PCBU has a duty to manage risk so far is reasonably practicable, for its workforce, Sub-contractors and visitors etc., and for planning, managing and carrying out work without risk to health and safety of any person. This includes any activity workers undertake under the influence or direction of the PCBU.

5 ELEMENT 2 - Organisation

The Contractor's team shall be staffed with competent and effectively motivated HSSE personnel working towards well defined HSSE objectives, such as:

- Organisation has clearly defined HSSE accountability
- Organisation has clearly defined HSSE roles for all personnel involved with work
- Organisation is adequately resourced to meet the HSSE requirements and objectives of the work
- HSSE documentation is sufficient and appropriate for work
- HSSE standards, specifications and procedures, work instructions as well as recommendations are fully documented in controlled documents and known by workforce and third parties as necessary

The Contractor is solely responsible for its personnel selection, including the HSSE personnel. Also the Contractor shall be responsible to ensure that its personnel are properly trained and competent with respect to HSSE requirements and participate in training organised by OMV NZ, if required by OMV NZ.

6 ELEMENT 3 - People, Competency & Behavior

The Contractor shall recruit and develop competent and motivated personnel to execute the work:
Training & Competency –

- All Contractors shall immediately report to the site management on arrival to ensure that they receive the necessary induction and that the site management is aware of what Contractor is going to do. Failure to report to the site management immediately and before starting work are grounds for Stop Work and refusal to be allowed to continue work.
- Competencies required for work are defined and the competencies of the personnel assigned are aligned and complementary to the designated role and responsibility.
- HSSE personnel have competencies for their scope of work.
- Safety critical activities are identified and personnel executing these activities are trained and competent to do so with current and valid documentation.
- There is a process in place to measure gaps between expected and actual competencies with appropriate training programs to close these gaps.
- Audit & review function shall be in place to ensure ongoing compliance.
- Legislative and regulatory training programs are integrated into work schedule and budget as directed by the appropriate authority.

Compliance –

- Contractors are expected to cooperate with the Company and any New Zealand authorities during site inspections or other activities.

Health –

- Contractor shall comply with industry best practices, ensuring all personnel are certified fit for the work. Contractor shall ensure personnel are trained to maintain their health as appropriate for the conditions in which they work. For offshore work a current OGUK medical is required.

- In the event of significant health issues identified due to the nature, location or environment of work, the Contractor shall develop a Health Plan for their personnel. This Health Plan describes how the Contractor needs to manage the health of their personnel in this environment.

Environment –

- Contractors are expected to ensure their personnel, as well as the personnel of its Sub-contractors, are trained to a high level regarding environmental awareness.

Behaviour –

- Contractor personnel while on OMV NZ facilities are expected to participate in the observation card process and attend relevant HSSE meetings.
- The Contractor shall adopt a zero-tolerance policy towards drugs and alcohol to ensure no impingement on a person's ability to work effectively and safely (refer to OMV NZ's Drug and Alcohol Policy).

7 ELEMENT 4 Risk Management

Risk Assessment

A facility safety case will be in place for OMV worksites subject to either: -

- The Health and Safety at Work (Petroleum Exploration and Extraction) Regulations 2016 (HSWPEE Regs); or
- The Health and Safety at Work (Major Hazard Facilities) Regulations 2016 (MHF Regs)

Contractors must adhere to the boundaries of the relevant safety case(s) and ensure they understand the major accident / major incident hazards present at the applicable worksite and the associated control measures.

For Contractors performing drilling operations from a non-production installation, the drilling contractor is responsible for meeting all duties outlined in the HSWPEE Regs, including development of a Safety Case, which must be submitted to WorkSafe New Zealand and accepted prior to commencing drilling operations.

A PCBU (including all OMV NZ Contractors) must eliminate risks to health and safety, so far as is reasonably practicable, and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable (SFAIRP). Ref: s.30 Health and Safety at Work Act. Note; OMV NZ may use the terms SFAIRP and ALARP interchangeably, but take them to have the same meaning.

The Contractor shall demonstrate a robust risk management process in an effort to identify and assess all work hazards whereby: -

- the hierarchy of controls are implemented to ensure a safe work environment as well as the safe execution of work:
- the risk management process is appropriate for the risks in the execution of work
- if necessary, risk registers are prepared and updated to record the risk management process.
- appropriate risk management tools are applied for the level of risk of Contractor work.
- risk assessments are completed in a timely and competent manner including the execution of appropriate studies (i.e. HAZID, HAZOP, FMECA, dispersion modeling, QRA, etc.).
- application of the OMV Life Saving Rules (LSR)

- task specific Job Hazard Analysis (JHA) are completed by the workforce and discussed at the pre-job safety meeting and the toolbox talk.
- plans are in place to address and manage high risk activities. The Contractor shall identify such high risk activities on a risk register and prepare the appropriate controls to prevent and mitigate these risks.

Where the Contractors' Permit to Work System (PTW) is utilized, this must be compliant with the OMV Group Standards for Permit to Work.

Security Management

Contractor shall at all times have implemented security measures which protect the company against relevant threats related to the work. The level of security shall be flexible and adapted to the relationship between the threat and activities ongoing at any given time. A system shall be in place for handling of classified documents and electronic data.

Contractor shall be able to verify the identity of personal who are to do work for the company at bases, on installations, on vessels and land based plants, and in premises employed by the company. When the contractor uses hired personnel, references from earlier employment shall be verified.

Occupational Health

Where work is performed using a substance hazardous to health, the Contractor accepts the responsibility to ensure an appropriate health monitoring program is in place.

In the event of significant health issues identified due to the nature, location or environment of work, Contractor shall develop a Health Plan. Health Plan shall describe the process to be followed to manage the health of their personnel in this environment and shall include provisions for the safeguarding of the mental health of their personnel.

The Contractor ensures a return to work policy / rehabilitation programme is in place to provide a safe and supportive environment for any injured worker returning to work. The Contractor may use third party involvement such as ACC or manage in-house.

Workplace Risk Assessment

Contractor shall have a system which ensures and documents the identification and following up of all physical, chemical, ergonomic and psychological/organizational factors which could be potentially detrimental to health., safety and performance. This system shall be linked to continuous systematice monitoring of the exposure of its own and subcontractor employees to these factors and to a programme of reducing exposure which could be harmful to health and safety,

Environmental Impact Assessment, Solutions and Monitoring

Contractor shall have a system in place which ensures and documents the evaluation process;

Environmental impact - . The follow-up of the works environmental impact shall include environmental monitoring where required, Results of monitoring used to minimize the environmental impact.

Selection of Environmentally Optimal Solutions – Include environmental aspect in all technical evaluations which involve discharges. Evaluation results are to be documented and used to select solutions based on a cost/benefit analysis.

Selection of Energy Efficient and climate mitigation/adaption solutions - Evaluation results are to be documented and used to select solutions based on a cost/benefit analysis

Reduction in use of environmentally harmful chemicals – Measures to reduce discharge to air, soil or water. Emphasis on reduction of chemical use or replacement with alternate environmentally safe chemicals. These measures are to be captured in the Bridging Document or Environmental Action Plan or HSSE Plan.

8 ELEMENT 5 - Engineering & Project Management

Contractors involved in design, engineering or project management activities shall demonstrate that their activities are in accordance with international, country, industry, and OMV NZ standards as well as in compliance with all legal requirements, including those in Part 2 of the Health and Safety at Work Act 2015 that might apply directly to their particular work:

- Design codes and standards are identified and complied with to meet current regulatory requirements.
- Designs are rigorously assessed using applicable industry practices (HAZID, HAZOP, QRA, FERA, engineering studies, etc.).
- Appropriate studies to assure the technical integrity of the equipment assessed against industry best practices, such as Reliability, Availability, and Maintainability (RAM) study to identify Safety Critical Equipment (SCE) and to assign appropriate Safety Integrity Level (SIL). This process shall be documented and approved by OMV NZ.
- Quality assurance program is in place including robust verification process.
- Certification process is documented for preparation of technical dossiers.
- Material selection shall be in accordance with the design specifications.
- Constructability, operability, modification and decommissioning planned and documented in design.
- Designs shall include and describe the emergency response.
- Engineering studies to integrate Safety and Security in design while minimising environmental impacts. Human machine interface (HMI) issues shall be included in these designs to ensure the health and safety of personnel during operations and maintenance
- Interfaces with other activities, both internal to the Contractor and external with other Contractors or third parties, are clearly identified
- Clearly defined roles and responsibilities between Contractor and OMV NZ for applicable project phase (engineering, fabrication, construction, commissioning, testing and start-up).

9 ELEMENT 6 -Operations & Performance Management

The Contractor shall ensure that a safe, secure and precautionary system of work is in place and maintained throughout the execution of their work:

Road Safety

- The Contractor shall ensure that a robust and efficient system is in place to manage their vehicle fleet. This shall include all Contractor owned vehicles used in the execution of the work for OMV NZ, such as forklifts, cranes, transport vehicles for personnel as well as equipment and specialized vehicles. Please see EPR- 1750 Operations Procedure Manual - Land transport for further detail. Personal vehicles shall not be allowed onto OMV NZ sites. Contractor shall observe OMV NZ Land Transport Manual provided by OMV NZ.

- Transport containers, tanks and vessels shall be certified and maintained as certified for use appropriate for the material being transported.
- Drivers shall be competent to drive and operate the assigned vehicle as per current regulatory requirements with full valid certification to document that competence including license classes are valid e.g Hazardous Goods transport, crane operations etc. Contractor should have a process to monitor drivers' performance and competencies.
- Equipment is certified, checked and fit for use prior to use and is suitably rated for the environment where the activity takes place.
- Mechanical lifting shall be managed by the Contractor, such that all hazards associated with this high risk activity are assessed and mitigated through a formal documented process. All lifts over 20 tons and non-routine lifts shall require a specific lift plan. Routine lifts shall be subject to risk assessment.
- A robust and effective Permit to Work (PTW) shall be in place for high risk activities and as legally required. If OMV NZ is not managing the PTW system, the Contractor shall implement their own system, which must comply with OMV Group Standards for Permit to Work. As a MINIMUM the following shall be covered by the Permit to Work system:
  - Hot work
  - Confined space
  - Excavation work and working in areas deeper than below 0.7m
  - Working at heights above 1.8 m
  - All work where a toxic or explosive material may be present in addition to hazardous areas
  - Electrical work
  - Work that requires the removal of guarding (i.e. handrails, covers, hatches)
  - High pressure testing operations
  - Activities involving explosives and radioactive materials
  - Activities within 40 m radius of EX. Zone (Instrinsically Safe Zone)
- **Personal Protective Equipment (PPE)**Personal Protective Equipment (PPE) shall be provided and maintained in good fit for purpose condition with appropriate testing and certification as required and comply with AS/NZ Standards. Contractor shall observe EPR-1733 OMV NZ HSSE Equipment Guide provided by OMV NZ.
- The Contractor shall ensure that all their personnel (including visitors) have the minimum PPE requirement –
  - Full sleeve coveralls with Hi-Vis,
  - Lace-up boots with oil resistant sole and impact protection toe cap,
  - Class 5 hearing protection,
  - Hard hat with chin strap and
  - Safety glasses.

Additional PPE shall be provided as necessary and shall be appropriate for the work being executed.

- Contractors shall have in place a process to identify and manage the hazards and risks associated with the execution of their work.
- Contractors shall use their expertise and knowledge to demonstrate to OMV NZ their professionalism and competence in the implementation of this safe system of work.
- The Contractor must plan all its actions, control and inspect the location and the personnel, as well as its Sub-contractors, for the entire duration of the contract in order to ensure the compliance with all and any HSSE requirements.

Below is a non-exhaustive list of examples of activities (or hazards associated with activities) that shall require the Contractor to demonstrate that they have controls in place so that work can be performed safely. The Contractor shall have a process in place where the hazards and risks for the activities to be undertaken are identified, assessed and controlled.

- Road Transport
- Manual handling, stepping and lifting
- Noise measurement and control
- Light intensity requirements and control
- Lasers
- Radiation (heat and ionizing)
- Explosives
- Pressure
- Excavation
- Security
- Working in hot/cold environments
- Animal and insect affect (wild and domestic animals, bees, wasps, mosquitoes, ticks, etc.)
- Storage facilities
- Hazardous materials
- Catering
- Housekeeping
- Waste management
- Scaffolding
- Working at height
- Electrical
- Lock Out Tag Out (LOTO)
- Fire fighting
- Warning barriers and signs,
- Colour coding of pipe lines

NOTE: This list is provided for guidance purposes only; the Contractor shall demonstrate their own awareness of all the hazards and risks facing their workforce and document the procedures and controls to reduce these to So Far as is Reasonably Practicable (SFAIRP).

Contractor shall have a robust management of change procedure in place to address changes – both planned and unplanned with appropriate levels of approval. Associated with each change is the

requirement for a risk assessment. Changes in operating methods, operating parameters, safety critical equipment, emergency response planning, and key personnel shall require OMV Group representative approval prior to change.

Waste Management

Contractor shall ensure that they have a documented process in place to minimise the generation of waste, the storage of waste with the correct and safe disposal of their waste.

Contractor shall have implemented a system for identifying, classifying and handling waste. Hazardous waste shall be handled according to Hazardous Substances and New Organisms Act. Consumer and production waste shall be separated.

Contractor shall ensure they maintain their worksite clear of waste.

Chemicals

Contractor shall ensure chemicals stored and used at OMV facilities have been approved for use OMV Product Stewardship and relevant focal points in accordance with the OMV NZ Chemical Management Procedure (NZ 201408012)

Information on chemicals, hazardous substances or oils being supplied shall be notified to the OMV NZ Focal Point at the earliest opportunity as some substances may require approval from Maritime New Zealand (MNZ) (oils) and / or the Environmental Protection Authority (EPA) (ecotoxic substances) prior to being shipped to offshore facilities. ***It should be noted that regulatory approvals may take 6-8 weeks to be granted.***

Contractor shall ensure they have spill prevention and spill control plan/procedure in place to address all potential spills on site (including leaks form mechanical equipment).

Contractor shall have in place a hazardous substances management plan/procedure to address the storage, transport and handling of their use on site.

During work execution all substances shall be supplied with a current New Zealand compliant SDS.

The Health and Safety at Work Act 2015 and supporting regulations will be adhered to at all times.

10 ELEMENT 7 - Contracted Services

The Contractor shall be able to demonstrate how they manage their Sub-contractors to meet the HSSE objectives during delivery of the work:

- Contracting and Sub-contracting processes are to be managed in accordance with OMV NZ requirements and NZ best practice for co-ordination of PCBUs with overlapping duties.
- Competency standards and induction processes shall be evidenced and auditable.
- Health - Contractor shall ensure that all their Sub-contractors have appropriate medical insurance. OMV NZ shall not bear any additional expense to cover any deficiency.
- Effective bridging arrangements are put in place, as necessary, to ensure that Sub-contractors understand and are able to comply with OMV NZ's HSSE Management system and project specific HSSE plans.
- Contractor to have a process is in place to monitor the HSSE performance of Sub-contractors.
- Contractor shall be held accountable for the performance of their own Sub-contractors including removal from site for non-compliance.
- In this section 10 unless otherwise stated **Sub-contractor** includes any Contractor working under the management of another Contractor.

11 ELEMENT 8 - Planning and Cost Management

Plans as well as objectives and targets (financial and personnel resources) shall be prepared, agreed and implemented to ensure that a safe system of work is in place throughout the execution of the work:

- The HSSE plan, as set out in section 3.3, shall be reviewed at regular intervals to ensure its currency, particularly at significant milestones of work.
- HSSE objectives and Key Performance Indicators (HSSE KPIs) necessary to track HSSE performance are identified in the contract and shall be documented and reported monthly to OMV NZ. Refer to Section 17 Annex A (Mandatory HSSE KPIS) and Section 19 KPI Definitions of this document
- A quality monitoring program shall be in place to demonstrate regulatory compliance as well as continuous improvement.
- Regular Service Quality meetings shall be held to review performance and incidents to ensure lessons are captured and corrective actions implemented to prevent re-occurrence.

12 ELEMENT 9 - Incidents & Accidents

It is an OMV NZ requirement that all hazards and incidents causing, or with the 'potential to cause', harm to personnel or the environment or property damage shall be reported, without delay, investigated and have effective corrective actions implemented to prevent re-occurrence.

Contractors shall train their personnel, and have in place a mechanism, to report unsafe acts and conditions, hazardous situations and unplanned events which may have led to severe consequences.

Contractors must not use systems that penalise or otherwise disincentivise personnel from reporting HSSE hazards or incidents.

The Contractor shall report all HSSE hazards, findings, near miss and incidents to their OMV NZ Project Focal Point.

All incidents and near misses shall be notified to OMV NZ verbally as soon as possible after occurrence **(within 2 hours at most).**

All incidents and near misses shall be notified to OMV NZ within 24 hours in writing providing basic information of the incident or near miss:-

- Location of incident
- Time and date of incident
- Brief description of incident and action taken so far
- Basic information on consequences of the incident (injury, environmental impact or asset damage)
- Condition of injured party at time of report (if applicable)

Contractors shall have a formal procedure to investigate incidents, which captures actions to be implemented to prevent re-occurrence and ongoing monitoring of the effectiveness.

Information on reportable incidents shall be accurate documented and presented to OMV NZ so that the relevant authorities can be informed within the required regulatory timeframes.

A register of all incidents and near misses shall be maintained by the Contractor, including their Sub-contractors.

13 ELEMENT 10 - Emergency and Crisis Control

The Contractor shall, while on our facilities follow all OMV NZ directions related to emergency response. In addition, contractor shall have plans in place to address, and respond to, all foreseeable emergencies, including natural disasters, and ensure their personnel are adequately trained to respond to such emergencies:

- Emergency Response (ERP) Plan in place and drilled at appropriate frequency
- Integrated ERP Plan when other parties are on the same site with clear identification of person in charge either directly under OMV NZ or lead Contractor control.
- OMV and Contractor will consult and align ERP to ensure effective coordination of Emergency Response including Medical Evacuations and NoK (Next of Kin) processes. This will be documented in the Bridging documentation
- Required emergency response material and equipment will be available, suitable, in required quantities and fit for purpose
- Regulatory requirements will be known, complied with, and documented

14 ELEMENT 11 - Stakeholder Dialogue & Information Management

Regular formal documented HSSE meetings shall be held with the workforce with appropriate subjects and issues discussed.

HSSE specialists shall meet at regular intervals to report to OMV NZ on HSSE issues.

HSSE related permits and legal compliance register shall be prepared and maintained for the Contractor scope of work as part of the contract.

To the extent that the Contractor has been contracted with activities as regards Stakeholder Dialogue and Information Management, it shall have a clear and unambiguous communication process in place to distribute HSSE information to their workforce, third parties and appropriate authorities. This process should also ensure that only current valid documents are in use.

- An OMV NZ Stakeholder Engagement and Social Performance Plan shall be prepared by the OMV NZ Stakeholder Engagement and Communications team. The Plan when required, shall address the potential impact of Contractor activities and describe how this impact shall be prevented or reduced. The Plan, shall address the following:
  - Local Stakeholders engagement plan prior to beginning of the works (public meeting, information campaigns, consultations).
  - Social Performance and Mitigation Plan for potential social consequences on the communities of the contracted works.
  - An OMV NZ grievance mechanism set-up during the works period, visible and accessible to the members of the community.

The Contractor shall observe any OMV NZ Stakeholder Engagement and Social Performance Plan in effect for the area and activity in which they are involved.

15 ELEMENT 12 - Audit and Review

The Contractor shall have an independent audit program in place with:

Internal Audits

- an audit schedule prepared and integrated into work schedule to include relevant sub-contractor activities.
- regular inspections and audits documented with tracking of actions showing the responsible party and the expected closure date.

The audit program shall be designed to work effectively with any supervisory or other audit system that OMV NZ may be operating for the same work.

Company Audits

Contractor shall understand that OMV NZ reserves the right to conduct audits, inspections, walk arounds and other assessments on Contractor sites and to establish corrective measures for improving HSSE performance

Contractor shall have a system in place for registering and following up on non-conformities with procedures, specifications, standards and contract requirement relating to the work. Underlying causes shall be identified. Measures shall be taken to prevent recurrence, and the effectiveness of the measures shall be assessed.

16 Definitions

OMV NZ or **Company:** means OMV New Zealand Ltd, and includes each of its affiliated or subsidiary companies as the context requires it.

Contractor: means an individual or organisation performing work for OMV NZ, following verbal or written agreement. The term Sub-contractor is at times used synonymously with Contractor as any Contractor shall be held responsible and accountable for the performance of their own Sub-contractors up to and including removal from site and blacklisting for unacceptable HSSE performance.

Sub-contractor: means an individual or organisation performing work for a Contractor.

SFAIRP: Ref: s.30 Health and Safety at Work Act. A PCBU (including all OMV NZ Contractors) must eliminate risks to health and safety, so far as is reasonably practicable, and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable (SFAIRP).

ALARP: Ref: Health and Safety at Work (Petroleum Exploration and Extraction) Regulations As Low As Reasonably Practicable.

EX. Zone: Intrinsically Safe Zone

EPA: Environmental Protection Authority – New Zealand's environmental regulator.

ERP: Emergency Response Plan

FERA: Fire and Explosion Risk Analysis/Assessment

FMECA: failure mode effects and criticality analysis

Frequency: Number of occurrences of an event per unit time.

Hazard: Any unsafe act or unsafe conditions or object or physical effect with the potential to cause harm. There is no immediate incident, but under slightly different circumstances, or if several things were to happen at once, an incident could occur.

HAZID: A formal risk identification process, described in ISO 17776

HAZOP: Hazard and operability study. Formal documented team based process to identify hazards associated with operation of a module, unit or facility using a set of guidewords to direct the potential consequences. Engineering documents (i.e. P&ID, single line diagram, etc.) are required as input to the process

HiPo (High potential) Incident: A high potential incident (HiPo) is any incident with actual severity level 0 (near miss), 1, 2 or 3 that under slightly different circumstances could have become an incident level 4 or 5.

HSNO: Hazardous Substances and New Organisms Act 1996

HSSE: Health, Safety, Security and Environment

HSSE-MS: Health, Safety, Security and Environmental – Management System. A management system is a set of processes and practices that enable an organisation to control and manage its business activities. The HSSE MS is a process that applies a disciplined and systematic approach to managing health, safety, security and environmental activities in OMV NZ.

Incident: An unplanned event which is any deviation from the standard process that has or could have (a Near Miss) resulted in personal injuries/illness, damage to assets and equipment, adverse environmental impact or unfavorable impact on the public and company reputation.

Incidents do not include degradation or failure of plant or equipment resulting solely from normal wear and tear.

The term “Incident” includes:

- Vehicle incidents including all incidents to/from place of work, and all incidents during work hours, for both personal and company cars.
- Occupational health incidents that occur on work sites or are a direct result of work on OMV NZ directed worksites.
- Incidents that affect third parties due to work performed on OMV NZ worksites.

KPI: Key Performance Indicator

LOTO: Lock out tag out

Lost Time Injury (LTI): The sum of occupational injuries resulting in fatalities, permanent total disabilities and lost workday cases, but excluding restricted work cases and medical treatment cases.

Major incident: Incident with a severity of consequences that is equal or greater than level 3 using the OMV NZ Risk Matrix.

Near Miss: An incident which under slightly different circumstances could have had adverse consequences.

NOK: Next of Kin

IOGP: International Association of Oil and Gas Producers.

OGUK: Oil and Gas United Kingdom

PCBU: A ‘person conducting a business or undertaking’ in terms of section 17 of the New Zealand Health and Safety at Work Act 2015.

PPE: Personal Protective Equipment

PTW: Permit to Work

QRA: Quantitative Risk Assessment

RAM: Reliability Availability Maintainability Study

SCE: Safety Critical Element

SIL: Safety Integrity Level

HMI: Human Machine Interface

Risk: Combination of the frequency of occurrence of harm and the severity of that harm.

Restricted Work Injury (**RWI**): Any incident that results in an individual or individuals being unable to return to their normal work the following day of the incident but are able to perform alternative light duties. When the employee or Contractor can resume his or her work with restriction after an occupational injury, taking into consideration the legal framework.

Safety: Is a condition where hazards or unacceptable/intolerable risks to people, environment and/or assets are absent.

SDS: Safety Data Sheet provides comprehensive information about the properties of a hazardous substance, how it affects health and safety and how to manage the risks. The SDS must be HASNO compliant.

Third Party: Third Parties are persons or organisations that are not employed by or contracted to Company or Contractor.

Work-related activity: An activity related to the work of the relevant personnel, which is or ought to be subject to management controls for company personnel as well as for Contractors, including attendance at courses, conferences and company-organized events, business travel, field visits or any other activity or presence expected by the employer.

Workplace (or **Work Area** or **Site):** Facilities or the work environment (as physical place, processes and technology) where Contractors and Sub-contractors are directed to work through contract by OMV NZ.

17 ANNEXE A – Mandatory Monthly HSSE Reporting KPI's

OMV NZ HSSE KPI'S FOR CONTRACTORS	Current month	Year to Date (YTD	Comments
Organisation Information (associated with OMV NZ Activities):			
ONSHORE hours worked by Contractors & Sub-contractors			
No. of Contractors & Sub-contractors (Onshore)			
OFFSHORE hours worked by Contractors & Sub-contractors			
No. of Contractors & Sub-contractors (Offshore)			
HSE Trainings (associated with OMV NZ Activities):			
Hours of HSSE Training			
HSSE meetings (associated with OMV NZ Activities):			
HSSE Walks completed jointly with OMV NZ			
Number of HSSE meetings including Sub-contractors (SQM)			
Drug and Alcohol Testing			
Number of negative drug and / or alcohol tests carried out			
Number of non-negative drug and / or alcohol tests carried out			
Safety (associated with OMV NZ Activities):			
Fatality (FAT)			
Lost Workday Injury (LWDI)			
Lost Work Days			
Restricted Workday Injury (RWI)			
Restricted Work days			
Medical Treatment Injury (MTI)			
First Aid Injury (FAI)			
Motor Vehicle Crashes (MVC)			
Number of near miss			
Number of findings / hazards (Positive) (Observation Cards)			
Number of findings / hazards (Negative) (Observation Cards)			
Environment - Spills (associated with OMV NZ Activities):			
Number of Hydrocarbon Spills			
Volume of Hydrocarbon Spills (per month)			
Environment - Resource Use (associated with OMV NZ Activities):			
Volume of fuel used for mobile transportation (m3 or T)			
Volume of fuel used for energy generation (m3 or T) - including comment on type of fuel (gas, diesel, etc.)			

OMV NZ HSSE KPI'S FOR CONTRACTORS	Current month	Year to Date (YTD	Comments
Volume of hazardous waste disposed to landfills (m3 or T)			
Volume of hazardous waste recycled (m3 or T)			
Volume of non-hazardous waste disposed to landfills (m3 or T)			
Volume of non-hazardous waste disposed via incineration (m3 or T)			
Volume of non-hazardous waste recycled (m3 or T)			
Volume of water withdrawn (m3 or T) – including comment type of water (fresh/non-fresh), source (e.g. groundwater, seawater, public supply)			
Volume of waste water (m3 or T) – including comment on discharge (e.g. to offsite treatment, surface water, etc.)			
Environment - Marine mammal observations (associated with OMV NZ Activities):			
Whale and dolphin observations in transit or during fieldwork			

For definitions see Section 19 of this document

18 ANNEX B Menu of Suggested Smart Performance Indicators for Contractor to Report Against (Minimum of 3 to be agreed and reported).

Subject	Leading indicators	Score
Permit to Work	Number of permits submitted before deadline Total number of permits	%
Logistics	Number of transports made each week Total number of planned transports	**%**
Logistics	Number of assigned drivers in the green zone (IVMS) Total number of assigned drivers (in IVMS)	**%**
Maintenance	Number of planned maintenance activities completed Total number of planned maintenance activities	**%**
General	Number of Action items closed out Total number of action items	**%**
General	Number of Risk assessments/JHA/work procedures reviewed on schedule Total number of Risk assessments/JHA/work procedures	**%**
General	Register of Risk assessments/JHA/work procedures listed for site	**Y/N**
General	Toolbox talk held each day – recorded & signed	**Y/N**
General	Housekeeping inspection at end of each shift	**%**
General	Number of Synergi reports closed out immediately Total number of Synergi reports	**%**
Vehicles	Number of correctly parked vehicles – (aligned, reverse parked in correct place) Total number of vehicles on site	**%**
General	Site returned to original condition as shown through pre start photographic inspection compared with finished site photographic inspection.	**Y/N**

19 KPI Definitions

KPI	Definition
Hours worked by Contractors monthly (and Sub-contractors)	The total number of hours performed on OMV NZ premises and all work related activities. Hours worked will depend upon the regional conditions of employment and on/off shift ration but can be calculated for example in the following manner: - Onshore: No. of Contractor employees * 7.5 hours / day * No. of weekdays / month - Offshore: No. of Contractor employees * 12 hours / day * No. of days/month
Contractor employees monthly (and Sub-contractors)	Total number of Contractor employees and Sub-contractors working on OMV NZ premises or on the respective project.
Hours of HSSE Training	Number of hours, in which an employee has attended an internal or external training on any health, safety, security or environmental topics. The training can be attended on job or off job in special trainings or relevant symposium or congresses. Scope: Include every HSE relevant training required by law and/or by company regulations and all other HSE trainings and HSE refreshers. Out of scope: HSE introductions and reminders shorter than one hour (e.g.: before starting a shift, etc.), exclude also number of training hours dedicated to quality management. Example: one training of 4 hours with 10 participants = 40 hours.
HSSE Walks	An assessment usually performed by a manager/supervisor with line responsibility for the purpose of observing the behaviour of staff and Contractors in the workplace, and to engage in a positive dialog regarding HSSE-issues.
Number of HSSE meetings held in the month	Regular meetings by Contractors, covering also HSSE topics. The number includes meetings between Contractors and Sub-contractors, on HSSE matters. May also include client participation.
Near Miss and Finding / Hazards	Near miss: An incident which under slightly different circumstances could have had adverse consequences. Finding / Hazards: Any unsafe act or conditions or object or physical effect with the potential to cause harm. There is no immediate incident, but under slightly different circumstances, or if several things were to happen at once, an incident could occur.
Fatality (FAT)	A death resulting from a work related injury, when the person concerned dies within 12 months as a result of the injury.
Lost Workday Injury (LWDI)	Any work related injury other than a fatality, which results in a person being unfit for work on any day during the reporting period. “Any day” includes weekend days, leave days, public holidays or days after ceasing employment.
Lost Workdays	Number of days in which the employed persons reported under LWDI (above) were unfit for work and did not work. The maximum LWDI days reportable for each lost workday case is 180.
Restricted Workday Injury (RWI)	Injuries that do not result in a fatality or a LWDI but do result in an employee being unfit for full performance of the regular job on any day after the occupational injury, taking into consideration the legal framework.
Restricted Workdays	Days counting as restricted work are defined as for a LWDI above.
Medical Treatment Injury (MTI)	A MTI is an occupation-related injury not severe enough to result in a fatality, loss of workdays or restriction in the ability to work but more severe than requiring simple first aid treatment. Emergency care should be carried out by a doctor or professional first-aid person (ambulance or emergency worker) or other persons who pursue an independent medical profession, or by medical assistants under the supervision of a doctor. Multiple medical treatments of one and the same injury are counted as one.
First Aid Injuries (FAI)	Injuries which, due to their minor nature, are not recorded as MTI, or those which only require first aid such as dressings, trivial injuries, etc., in accordance with OSHA criteria.

KPI	Definition
Motor Vehicle Crashes (MVC)	Work-related vehicle damage, personal injury or fatality due to a vehicle related event, e.g. collision or rollover. A Motor Vehicle is any mechanically or electrically powered device (excluding one moved by human power), upon which, or by which, any person or property may be transported upon a land roadway. This includes motorcycles. Specifically excluded from the definition of motor vehicle are vehicles operated on fixed rails and on-site vehicles that are not capable of more than 10 mph (16 kph).
Hydrocarbon Spills	Number and volume of liquid spills involving hydrocarbons that reach the environment. Spills retained within secondary or other confinement are not included. Hydrocarbon liquids include e.g. crude oil, condensate, and petroleum-related products.
Fresh water	Fresh water is defined for reporting purposes as non-brackish water and may include drinking water, potable water, water used in agriculture, etc. The total dissolved solids (TDS) concentration of this water type is up to 2000 mg/l.

20 REFERENCES

OMV Group Regulations

GDI-0045 HSSE Directive and Annexes (Annex 4: OMV Lifesaving Rules)

GST-0221 Contractor HSSE Management

OMV NZ Documents

OMV Operations Management System Documents

OMV NZ Risk Matrix

OMV Life Saving Rules

OMV HSSE Management System

OMV HSSE Policy

OMV Land Transport Manual

OMV NZ HSE Equipment Guide

Stopwork Policy

Work Pack

OMV Drug and Alcohol Policy

OMV NZ Chemical Management Procedure

OMV NZ Stakeholder Engagement and Social Performance Plan

Legislation

Health and Safety at Work Act 2015

Health and Safety at Work (Petroleum Exploration and Extraction) Regulations 2016

Health and Safety at Work (Major Hazard Facilities) Regulations 2016 (MHF)