


Petroleum	Health, Safety & Environment Management System Ground Transportation Services	
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PETROLEUM CSG


HSE MANAGEMENT SYSTEM PROCEDURE

GROUND TRANSPORTATION SERVICES

Petroleum HSE Procedure No: PHSE-PR-009-3.10-01-PET	
Reference: HSEC Management Standard 009-3.10 – Suppliers, Contractors and Partners	
Date: November 24, 2008	Revision: 0
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1.0 PURPOSE

Incidents involving light vehicles are a significant risk to BHP Billiton Petroleum employees and contractors.

The purpose of this procedure is to detail the use of Ground Transportation Services and the minimum required HSE standards.

2.0 SCOPE

This procedure applies to all BHP Billiton Petroleum employees and contractors when undertaking travel provided by BHP Billiton. It covers Ground Transportation Services for road going vehicles where a driver is provided as part of the service.

3.0 EXCLUSIONS

This procedure excludes self-drive rental cars and forms of public transport such as buses, trains and taxi cabs. To use these forms of transportation for business purposes the local country manager shall ensure that a risk assessment is conducted to determine if use is acceptable, and if so, that appropriate controls are identified prior to use.

4.0 HSE JURISDICTION

Ground transportation services provided by BHP Billiton may be classified as either Controlled or Monitored activities. Travel from a person's home to an office or airport (or return direction) is Monitored, as is travel to / from a hotel when it has been established the person's 'home away from home'. Travel from an office to an airport or between offices is work related and classified as Controlled. Other transportation scenarios should be assessed for jurisdiction using [PP13.02 HSE Jurisdiction](#).

5.0 REFERENCES


[HSEC Management Standard 009-3.10 – Suppliers, Contractors and Partners.](#)

[FRCP 1 – Light Vehicles](#)

[PHSE-FO-009-3.10-01-PET – Ground Transportation Service Provider Assessment Form](#)

[PP13.02 – HSE Jurisdiction](#)

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6.0 DEFINITIONS

Company - BHP Billiton Petroleum

“Shall” or **“Must”** - Means a mandatory requirement.

Should - Means a guideline which is strongly recommended.

7.0 PROCEDURE(S)

Limousines and other vehicles provided with a driver are third party owned and operated light vehicles used predominantly on sealed roads in urban areas. Typical uses might include transfer to/from airports and movement between office locations.

The use of limousines and other vehicles provided with a driver on unsealed roads, in areas of civil unrest or traveling to remote locations shall be subject to a risk assessment prior to use and additional risk controls to those in this procedure may be identified.

This procedure details the minimum requirements of Ground Transportation Service Providers.

These requirements shall be used in selecting and appraising suppliers of Ground Transportation services.

Action in the event of unacceptable behaviors is also specified.

7.1 Routine vs. Occasional Use

- Each operating site shall identify preferred service providers who supply ground transportation services that comply with the requirements of this procedure.
- This procedure does not require that service contracts are executed, but may form the basis for development if required. Attachment 1 shall be used as an initial information gathering tool to develop a short list of potential suppliers who meet the minimum requirements of this procedure.
- There will be occasions where Company personnel need to utilize ground transportation services from non-preferred or un-assessed service providers. In these cases, the Company personnel must exercise their personal judgment as to whether it is safe to use this service provider.

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7.2 Minimum Standard for Ground Transportation Services

- A formal inspection and preventative maintenance system shall be in place to ensure that vehicles are maintained in a safe and roadworthy condition, and as a minimum serviced in line with the vehicle manufacturer's service schedule.
- Inspection and maintenance shall be undertaken on the following critical items:
 - Wheels and tires (road and spare)
 - Steering, suspension and braking system
 - Seats and seat belts
 - Lamps, indicators and reflectors
 - Windscreen and windows including windscreen wipers and washers
 - The vehicle structure itself
 - Other safety related items on the body, chassis or engine, including instrumentation.
- Operational and effective seat belts for all occupants.
- Daylight running lights.
- A pre-operation vehicle safety check and familiarization system shall be in place and used by the driver.
- Passenger seats shall only be forward or rear facing. Side facing seats are not acceptable.
- A fire extinguisher shall be fitted, which has been certified within the prior 12 months, is fully charged and meets the requirements of the relevant national standard. It shall be securely mounted and not be a hazard or cause annoyance to the vehicle occupants. It must be easily accessible and must not be obscured.
- A First Aid Kit shall be carried. It shall be securely mounted and not be a hazard or cause annoyance to the vehicle occupants. It must be easily accessible and must not be obscured.
- Front and passenger airbag systems.
- Anti-lock brake system.
- Emergency roadside triangles or beacons (three of either).
- The interior and exterior of the vehicle shall be maintained to a high standard, with no signs of significant damage affecting the safety of the vehicle.
- The service provider shall have systems in place to ensure:
 - Drivers do not operate a vehicle without having a valid and appropriate level public road driver's license.

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- Driver fatigue is managed through appropriate controls.
- Drivers are not under the influence of drugs and/or alcohol whilst driving.
- That a travel management procedure is followed, including calls to the base/office to indicate when a passenger has been collected and dropped off at their destination.
- That background checks are conducted for driver's regarding driving records/violations.

7.3 Minimum Standard for Driver Behavior

- Mobile phones, whether hands free or not, shall only be used by the driver whilst the vehicle is stationary and in a safe location.
- The driver shall comply with all road regulations and speed limits, and drive at a speed and in a manner appropriate to the road conditions, making adjustments for night and wet weather conditions.
- Advanced driver training appropriate to the local environment. Examples may include:
 - Defensive driving techniques;
 - Evasive driving techniques; and
 - Advanced vehicle handling.

7.4 Unacceptable Performance

- In the event that unacceptable behavior or performance is observed, the Company traveler should endeavor to counsel the driver. In the event that the driver fails to positively respond, or is not amenable to counseling, the Company traveler should terminate the journey at the nearest safe location.
- The Company traveler should inform the local HSE Team and their supervisor to ensure that this experience is utilized in selecting suitable service providers.
- All incidents shall be reported using FPe.

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7.5 Assessment of Service

The assessment of ground transportation service shall be based on:

- Assessment of the service provider prior to selection as preferred supplier, supplemented by a site inspection (refer [PHSE-FO-009-3.10-01-PET Ground Transportation Service Provider Assessment Form](#)), and/or
- Non-routine assessments by Company personnel during journey. STOP cards should be used to record observations of driver behaviour and procedural non-compliances.

7.6 Use of Charter Buses

- When a significant number of Company personnel are to be transported locally, the use of charter buses shall be considered.
- A risk assessment shall be conducted for the use of charter buses and the [PHSE-FO-009-3.10-01-PET Ground Transportation Service Provider Assessment Form](#) can be used as a screening/selection tool to support the risk assessment process.

8.0 RESPONSIBILITIES

8.1 Country Manager

Responsible for ensuring risk assessments are conducted on a case by case basis of public transportation for use on Company business (controlled activities).

8.2 Senior Line Manager

Responsible for ensuring ground transportation service providers to be used by their personnel have been assessed against the requirements of this procedure.

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8.3 HSE Adviser

Responsible for arranging audit and inspection of ground transportation service providers as per the requirements of this procedure.

9.0 UPDATES TO THIS DOCUMENT

This is a Petroleum HSE Controlled Document. Requests for updates to Petroleum HSE Controlled Documents shall be documented on the Petroleum HSE Document – Update Request Form and sent to the **Petroleum HSE Systems Support** email in the GAL.

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