


Petroleum	Health, Safety & Environment Management System Safe Travel	 bhpbilliton resourcing the future
------------------	---	---

PETROLEUM CSG


HSE MANAGEMENT SYSTEM PROCEDURE

SAFE TRAVEL

Petroleum HSE Procedure No: PHSE-03-P08	
Date: January 21, 2011	Revision: 3
Owner: Garry Evans, Asset Protection Manager	
Approver: Matthew Ridolfi, Vice President HSE	Signature On File

TABLE OF CONTENTS

1.0 PURPOSE.....	3
2.0 SCOPE	3
3.0 REFERENCES.....	3
4.0 DEFINITIONS	4
5.0 PROCEDURE	5
5.1 Business Case.....	5
5.2 Reserve Travel.....	5
5.3 Risk Assessment.....	6
5.4 Travel Health & Safety Planning.....	6
5.4.1 Safe Travel Checklist.....	6
5.4.2 Operation Site Requirements	6
5.4.3 Helicopter Underwater Escape Training	7
5.4.4 Team Travel	7
5.4.5 Executive Travel	7
5.4.6 Escorts	8
5.4.7 Health and Medical Preparations	8
5.5 Travel Security Planning.....	8
5.5.1 Safe Travel Management System	9
5.5.2 Preparation of Personal Safe Travel Plans (Insert Link).....	9
5.6 Travel Authorization.....	10
5.7 Confirm Travel Booking.....	10
5.8 Undertake Travel	10
5.9 Post Travel.....	11
6.0 RESPONSIBILITIES	11
7.0 RECORDS	11
8.0 UPDATES TO THIS DOCUMENT.....	12
9.0 SOURCES OF ADDITIONAL INFORMATION.....	12

<p>Petroleum</p>	<p>Health, Safety & Environment Management System</p> <p>Safe Travel</p>	
-------------------------	--	--

1.0 PURPOSE

The purpose of this document is to define the procedure for Safe Travel Management in BHP Billiton Petroleum. The intent is to ensure that adequate personal preparations are undertaken in advance of travel in order to reduce and mitigate associated risks.

2.0 SCOPE

This procedure applies to all BHP Billiton Petroleum personnel, directly engaged contractors, and any accompanying family members, undertaking international travel or domestic travel on BHP Billiton Petroleum business.

3.0 REFERENCES

[BHP Billiton Petroleum HSE Management System Element 3](#)

[BHP Billiton Petroleum Aviation Operations Controls](#)

[BHP Billiton Petroleum Marine Audit Procedure](#)

[BHP Billiton Petroleum HSE Procedure – Medical Assessment Procedure](#)


[BHP Billiton Petroleum HSE Procedure – Ground Transportation Services](#)

[BHP Billiton Petroleum HSE Procedure – Job Risk Assessment](#)

[Petroleum Travel Authorization Form](#)

[Personal Safe Travel Plan Template](#)

<p>PHSE-03-P08</p>	<p>CONTROLLED DOCUMENT</p> <p>Page 3 of 12</p> <p>Printed copies of this document are not controlled. To verify this copy is current, check the Petroleum Portal.</p>	<p>Rev. 3</p>
--------------------	--	---------------

<p>Petroleum</p>	<p>Health, Safety & Environment Management System</p> <p>Safe Travel</p>	
-------------------------	--	--

4.0 DEFINITIONS

Company Medical Professional – can mean Company Occupational Health Nurse, Company Doctor, Company Medic.

Controlled Activities – These are work-related activities where BHP Billiton can set HSEC standards and directly supervise and enforce their application.

Country Host – This may be a BHP Billiton employee within an established office or an external agency who have accepted responsibility for hosting arrangements.

Monitored Activities – These are activities where BHP Billiton can influence but cannot set HSEC standards and/or cannot directly supervise and enforce their application.

Operational Site – In countries where production has been established, the Operational Site is the Production Unit. In all other cases, it is the Operational Unit (Exploration, Project, Drilling etc) responsible for the operations.

Personal Safe Travel Plan – An individual safety plan based on specific travel risks associated with locations and activities.

Remote Area – A location that is distant from emergency support or where local infrastructure is poor. Further guidance is available from HSE.

Safe Travel Management System (STMS) – STMS is a Web based system which has been designed in line with the BHP Billiton Safe Travel Procedure. Its function is to help the ECC support travelers across the globe.

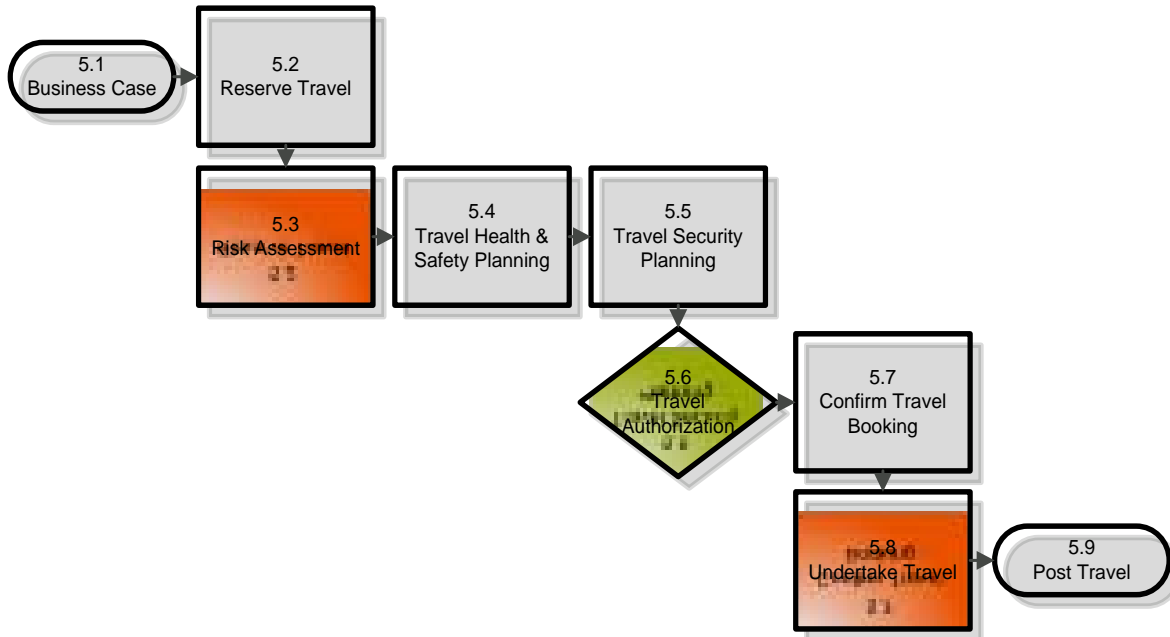
Senior Manager – Production Unit Manager, Worldwide Drilling Manager, Project Director, Exploration Manager or Functional Manager (JMY+2)

Shall or Must – Means a mandatory requirement.

Should – Means a guideline which is strongly recommended.

<p>PHSE-03-P08</p>	<p>CONTROLLED DOCUMENT</p> <p>Page 4 of 12</p> <p>Printed copies of this document are not controlled. To verify this copy is current, check the Petroleum Portal.</p>	<p>Rev. 3</p>
--------------------	--	---------------

5.0 PROCEDURE



5.1 Business Case


The need to travel shall be driven by a business case or request. All travel must comply with BHP Billiton Travel policies and references listed under Section [3.0](#).

5.2 Reserve Travel

The traveler is responsible for developing an itinerary and making a reservation.

Reservation requests shall be routed through authorized Travel Co-coordinators. All travel bookings must be made through BHP Billiton's contracted travel agent Carlson Wagonlit Travel (CWT). Where it is not possible to use CWT, use of an alternative booking agent may be authorized by the relevant Senior Manager.

Confirmation of the booking and the issuance of tickets must not take place until appropriate approvals have been granted.

Petroleum	Health, Safety & Environment Management System Safe Travel	 bhpbilliton resourcing the future
------------------	---	---

5.3 Risk Assessment

A risk assessment must be conducted by the traveler in order to identify potential hazards for the journey. An outline of the risk assessment process that should be followed is provided below:

Set Context	Break the trip into logical steps, by destination and/or activity.
Hazard Identification	Identify the hazards for each leg of the journey and activity: <ul style="list-style-type: none"> Consult the Control Risks Travel Security website to identify destination risks associated with specific locations. Use the BHP Billiton Petroleum JRA Procedure for activity related risks.
Risk Assessment	Determine the travel risk rating for the journey and highest potential HSE consequence for the activity.
Risk Treatment	Develop risk elimination or reduction measures and record appropriate information and controls in Personal Safe Travel Plan and/or JRA as appropriate.

5.4 Travel Health & Safety Planning

5.4.1 Safe Travel Checklist


Travelers must ensure that relevant preparations are made prior to travel consistent with the [Asset Protection Generic Travel Checklist](#).

5.4.2 Operational Site Requirements

Each operational site must have appropriate controls in place for any travel relating to shift rotations and, other routine local or national journeys commonly undertaken on behalf of the Company, documented within a journey management procedure. Journey management procedures should contain:

- Detailed scope of journeys and locations to which the procedure applies.
- Overview of local approvals required and approval process.
- Overview of any identified hazards or risks.
- Any specific journey management controls or monitoring requirements to be followed before, during and post travel.
- Details of relevant emergency contacts or response actions.

PHSE-03-P08	CONTROLLED DOCUMENT Page 6 of 12 <small>Printed copies of this document are not controlled. To verify this copy is current, check the Petroleum Portal.</small>	Rev. 3
-------------	--	--------

<p>Petroleum</p>	<p align="center">Health, Safety & Environment Management System</p> <p align="center">Safe Travel</p>	
-------------------------	--	--

Each Country Office or Production Unit must develop and maintain an up to date savvy travel guide for international visitors that should be submitted to Petroleum Asset Protection and posted on the Safe Travel Management System (STMS) portal site. Savvy travel guides should contain the following information:

- Maps of relevant locations.
- Overview of any particular hazards or risks with corresponding advice to reduce exposure.
- Details on arrivals and departure protocols including recommendations on transportation and accommodation.
- Point of contact in the local office and any specific arrival instructions.
- Emergency contact numbers (private security, police, fire, ambulance) and any specific instructions or recommendations for contact.
- General travel information relating to visas, currency, electrical supply and socket type, local etiquette, climate, communications and dialing codes etc.

5.4.3 Helicopter Underwater Escape Training

For helicopter travel offshore all travelers must complete a BHP Billiton Petroleum approved Helicopter Underwater Escape Training (HUET) course.

5.4.4 Team Travel


Each site, critical work group and project team shall identify those personnel that should not travel together in order to reduce the business exposure to travel risks. Senior Managers should not travel with their nominated authority delegate.

5.4.5 Executive Travel

The Chief Executive Petroleum and Chief Financial Officer Petroleum shall not travel together on the same aircraft.

A maximum of three PLT members may travel on a single mode of transport.

<p>PHSE-03-P08</p>	<p align="center">CONTROLLED DOCUMENT</p> <p align="center">Page 7 of 12</p> <p align="center"><small>Printed copies of this document are not controlled. To verify this copy is current, check the Petroleum Portal.</small></p>	<p align="center">Rev. 3</p>
--------------------	--	------------------------------

<p>Petroleum</p>	<p>Health, Safety & Environment Management System</p> <p>Safe Travel</p>	
-------------------------	--	--

5.4.6 Escorts

BHP Billiton escorts and local drivers shall be used in preference to other modes of transport in established locations where there are safety or security risks associated with other forms of transport.

Where there is no established BHP Billiton presence, suitable escorts and local drivers shall be identified in consultation with HSE and Petroleum Asset Protection prior to travel.

5.4.7 Health and Medical Preparations

All travelers must undertake a medical assessment with a preferred provider clinic in accordance with the BHP Billiton Petroleum [Medical Assessment Procedure](#)

For all international travel, personnel must contact the designated Company Medical Professional and arrange for a travel health consultation, which shall include country-specific advice, vaccinations and travel kits if appropriate. Travelers must carry appropriate vaccination certificates, preventative medication, prescribed medication and travel first aid kits relevant to the journey. Additional health advice and information regarding health alerts is available from the [International SOS website](#).

For travel to a remote location, or area with poor medical infrastructure, medical support must be included as part of the Personal Safe Travel Plan and consideration should be given to the inclusion of medical support within the travel party. As a minimum, the location and contact details of the nearest medical facilities, and route to those facilities must be identified within the safe travel plan.

All travelers are to carry a copy of the [Global Health Assist Card](#).

5.5 Travel Security Planning

All travel carries a residual level of security risk due to the nature of movement through busy travel hubs, airports and unfamiliar cities but additional risks may be associated with specific destinations.

All travelers must check the travel security risk rating on the Safe Travel Management System portal site and comply with any existing travel advisories. The travel security risk rating shall be used to determine additional security preparations that must be

<p>PHSE-03-P08</p>	<p>CONTROLLED DOCUMENT</p> <p>Page 8 of 12</p> <p>Printed copies of this document are not controlled. To verify this copy is current, check the Petroleum Portal.</p>	<p>Rev. 3</p>
--------------------	--	---------------

completed prior to authorization and commencement of the journey as outlined in the table below:

Preparatory requirements according to risk:	Low	Medium	High or Remote	Extreme
Review and comply with existing travel advisories	√	√	√	√
Notify Country Host	√	√	√	√
Enter Journey in Safe Travel Management System	√	√	√	√
If No Country Host, Prepare Personal Safe Travel Plan		√		
Prepare Personal Safe Travel Plan			√	√
Travel to be undertaken with another approved traveler.			√	√
Review Plans with Petroleum Asset Protection			√	√

Personal safe travel plans are **not** required if the journey is covered by an existing Journey Management Procedure and Emergency Response Plan under the control of an established production unit, project or country office.

5.5.1 Safe Travel Management System

All travelers must register with the [Safe Travel Management System](#) (STMS).


International journeys must be entered into STMS prior to journey commencement. National or interstate travel should also be entered into STMS prior to journey commencement. Where a personal safe travel plan or check calls are required this information should be attached to the journey entry within STMS.

5.5.2 Preparation of Personal Safe Travel Plans

Personal Safe Travel Plans must be completed when:

- The destination is classified as remote.
- The journey has a risk classification of High or Extreme.
- The journey has a risk classification of Medium and there is no established host.

Personnel conducting routine shift changes or visits to operational sites within High risk countries do not need to complete a personal safe travel plan provided there is a local journey management system and emergency response plan in place.

Petroleum	Health, Safety & Environment Management System Safe Travel	 bhpbilliton <small>resourcing the future</small>
------------------	---	--

The [Personal Safe Travel Plan Template](#) shall be used and must contain the following information as a minimum:

- Contact Details for Traveler (including alternative means if necessary)
- Detailed Itinerary including locations, activities, modes of transport to be used etc.
- Primary Risks & Control Measures (safety, health, security)
- Location of IMT assistance in the event of an emergency.
- Location of nearest emergency assistance (hospitals, embassies etc)
- Communications Plan including ECC Check calls and GPS monitoring if appropriate.
- Relevant maps and routes.

Further assistance on the completion of Personal Safe Travel Plans is available from HSE or Petroleum Asset Protection.

5.6 Travel Authorization

Travelers must use the [Petroleum Travel Authorization Form](#) to establish basic journey planning and obtain appropriate approval prior to confirming a travel booking and commencing a journey in accordance with the Petroleum Approvals Framework and any standing travel advisories. In addition, any intended travel to a country rates as Extreme risk must be approved by the Chief Executive Petroleum.

5.7 Confirm Travel Booking


Once appropriate approvals have been granted travelers may confirm the initial travel reservation and allow tickets to be issued.

5.8 Undertake Travel

Travelers must comply with local journey management procedures and make check calls as specified in the personal safe travel plan.

Travelers must notify their supervisor and the ECC of any significant changes to their travel itinerary.

PHSE-03-P08	CONTROLLED DOCUMENT Page 10 of 12 <small>Printed copies of this document are not controlled. To verify this copy is current, check the Petroleum Portal.</small>	Rev. 3
-------------	---	--------

Petroleum	Health, Safety & Environment Management System Safe Travel	 bhpbilliton resourcing the future
------------------	---	---

Travelers must notify the ECC immediately in the event of any safety, medical or security incident or emergency. The ECC shall notify relevant crisis and emergency management teams and provide further support as appropriate.

5.9 Post Travel


Travelers must report to their supervisor and the ECC (if specified in the personal safe travel plan) upon completion of the journey.

Travelers must report any incidents to their immediate line manager and HSE.

6.0 RESPONSIBILITIES

Chief Executive Petroleum	Approval for PLT travel. Approval for travel to destinations rated as EXTREME risk.
PLT Members	Approval for international travel. Verification of appropriate travel preparations.
Senior Managers	Approval for domestic travel. Verification of appropriate travel preparations.
Country Managers	Approval of inbound travel for countries and sites with standing travel advisories.
Petroleum Asset Protection	Assistance in development of Personal Travel Safety Plans for High and Extreme Risk destinations. Provision of advice regarding travel and security risks.
HSE	Provision of assistance for risk assessments and development of Personal Safe Travel Plans.
Supervisors	Verification of compliance with Safe Travel Procedure.
Travelers	Seek Authorization Notify country hosts in advance of travel and request permission where appropriate. Undertake appropriate journey preparations, including: <ul style="list-style-type: none"> • Ensure familiarity with country specific risks. • Ensure visa requirements are understood and met. • Undertake medical consultation and ensure vaccinations are up to date. Enter trip in STMS including a Personal Safe Travel Plan where appropriate.

PHSE-03-P08	CONTROLLED DOCUMENT Page 11 of 12 <small>Printed copies of this document are not controlled. To verify this copy is current, check the Petroleum Portal.</small>	Rev. 3
-------------	---	--------

<p>Petroleum</p>	<p>Health, Safety & Environment Management System</p> <p>Safe Travel</p>	
-------------------------	--	--

7.0 RECORDS

Travel authorization forms and safe travel management records will be archived and used to show objective evidence of compliance with this procedure.

8.0 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 Proposal Form](#) and sent to the [Petroleum HSE Systems Support](#) email in the GAL.

9.0 SOURCES OF ADDITIONAL INFORMATION

[BHP Billiton Petroleum Safe Travel Portal Page](#)

[Safe Travel Management Website](#)

[International SOS website](#)

[Controls Risks Group Country Profile](#)

<p>PHSE-03-P08</p>	<p>CONTROLLED DOCUMENT</p> <p>Page 12 of 12</p> <p>Printed copies of this document are not controlled. To verify this copy is current, check the Petroleum Portal.</p>	<p>Rev. 3</p>
--------------------	---	---------------