

Santos

ABN 80 007 550 923

BRIDGING DOCUMENT

for

THE 2003 SOUTHERN MARGINS SEISMIC SURVEYS OPERATED BY SANTOS

with

R/V Polar Duke

Controlled Copy No. _____

DOCUMENT NO.:	
TITLE:	BRIDGING DOCUMENT FOR SEISMIC OPERATIONS WITH R/V POLAR DUKE

REVISION BOX					
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RELIANCE NOTICE

This document has been prepared by Santos Group Safety Department with input from other internal and external parties as necessary for Santos Exploration Group.

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008	Tasmanian DPI
009	South Australian PIRSA
010	Emergency Response Team – Rick Wilkinson
011	Emergency Response Team – Thom Jewell
012	Emergency Response Team – John Hudson

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Abbreviations

ALARP	As Low As Is Reasonably Practicable.
AMSA	Australian Maritime Safety Authority
CASA	Civil Aviation Safety Authority.
DNRE	Department of Natural Resources and Environment.
ERP	Emergency Response Plan.
ERR	Emergency Response Room
EHS	Environment, Health & Safety
EHSMS	Environment, Health & Safety Management System
EMT	Emergency Management Team
IRG	Incident Response Group
JSA	Job Safety Analysis.
MSDS	Material Safety Data Sheets.
OBR	On Board Representative
OHS	Occupational Health and Safety.
POB	Persons on Board
SAR	Search and Rescue
SITREP	Situation Report

1. PREFACE

This document makes up the Santos Ltd contribution to the seismic operations submission. Fugro Geoteam AS (Fugro) contribution to the seismic operations submission will be the Project and HSE Plans.

These documents demonstrate the safety and environmental management for Santos seismic operations. These documents must be read together to fully demonstrate that the hazards associated with the seismic operations have been identified and that management systems are in place to reduce the risk to as low as reasonably practicable.

The Bridging Document creates a bridge between Fugro's Project and HSE Plans and the Santos Environment, Health & Safety Management System (EHSMS).

Fugro is responsible for operating the vessel while carrying out the seismic operation and for interfacing with the service contractors at the operations level on the vessel to ensure the safety of all personnel on board and to ensure that the seismic operations are conducted in a safe manner.

Santos has the responsibility of ensuring that the procedures proposed by Fugro for seismic operations are adequate to ensure seismic operations are conducted in a safe manner.

This document demonstrates that adequate arrangements have been made to coordinate safety management systems between Fugro and Santos.

The bridging document contains the following sections:

- Site Description;
- Safety Management System - integrated and linked between the Operator and Vessel Operator;
- Hazard Assessment - for the campaign.

2. INTRODUCTION

2.1 Objective

This document demonstrates that

Santos can conduct a safe seismic operation with Fugro;

- The Safety Management System covering all seismic operations has been defined and is clearly stated; and
- Where components of Santos and Fugro may be jointly used, the interfaces are clearly defined and operable.

2.2 Scope

This document will encompass work in Australian waters carried out by Santos using Fugro's 'Polar Duke' during 2003 Southern Margins 2D Seismic Surveys.

Fugro's Project Manual and HSE Plan have been reviewed as described in Section 2.3 below and are accepted by Santos as being suitable for the seismic operation.

2.3 Methodology

The process for developing the bridging document involved the following steps:

- Review of the Santos Environment, Health & Safety Management System;
- Review of Fugro Project Manual;
- Review of Fugro HSE Plan;
- Review of the identified vessel hazards; and
- Identification of Safety Management System responsibilities and interfaces between Santos and Fugro.

2.4 Primary Reference Documents

A number of documents are produced specifically to enable safe seismic operations and referred to frequently in the course of this document. These are the:

- Santos Environment, Health & Safety Management System (EHSMS);
- Santos - Emergency Response Manual;
- Santos - Environmental Management Plan for Permit Vic/P44 & Vic/P51;
- Fugro's Project Manual;
- Fugro's HSE Plan.

3. DESCRIPTION OF OPERATIONS

3.1 General

The work involves the acquisition of approximately 2705 kilometres of 2D seismic data by Santos within petroleum exploration Permits located in the Otway, Sorrell, and Duntroon Basins as detailed in the table below.

Basin Location	Permit	Proposed Acquisition (Surface Km)	Shot Interval (Metres)	Streamer Length (Metres)	Water Depth Range (Metres)
Otway	VIC/P44	492	25	5000	25 - 200
Otway	VIC/P51	506	25	5000	25 - 200
Sorell	T/35P	1315	25	7000	500 - 3000
Duntroon	EPP/32	392	25	7000	500 - 2500

The survey will commence early November 2002, and last approximately 7 weeks. Mobilization will take place from Singapore. A crew change will be necessary in Portland, Victoria towards the end of November and the vessel will ultimately demobilise to its next survey which is not currently identified. The R/V Polar Duke is expected to tow one streamer of a length indicated in the table above, at a depth of approximately 7 metres and energy source of 3500 cu.in. capacity towed at a depth of 6 m. The operating pressure of the airguns will be maintained at 2000 psi.

3.2 Metocean Conditions

A chart review has been completed which showed that the survey area is free of shoals and fixed obstructions.

By necessity, the survey will be conducted when storms can develop. The vessel is fitted with weather monitoring equipment. The vessel also has access to several sources of weather information including weather fax data and Coastal Radio Station broadcasts for weather prognosis/warnings. The decision to recover equipment and proceed to shelter in the event of adverse weather ultimately lies with the Master of the 'Polar Duke'.

3.3 Site

The proposed seismic surveys are detailed in the table above. The surveys are situated around the south coast of Victoria, the North Western coast of Tasmania and in the Great Australian Bight west of Kangaroo Island.

The survey areas are within known shipping lanes.

Location maps are shown in Appendix 1.

3.4 Vessels

3.4.1 Seismic Vessel – R/V Polar Duke

The worksite is the R/V Polar Duke that is designed and built for worldwide seismic investigation and exploration. The R/V Polar Duke has a purpose built back deck, where all work involved in the deployment and retrieval of streamers and energy sources is carried out, a dedicated instrument room, where all instrumentation required for survey is housed, and living accommodation to house the normal complement of approximately 40 persons at any one time during the survey.

The vessel is not equipped with a helideck. Helicopters will only be used for medevac purposes.

The vessel is equipped with a workboat.

At the end of the towed streamer there will be a tail-buoy which is a pvc mini-pontoon structure, painted yellow and equipped with a radar reflector and at night, a quick flashing white light. DGPS navigation receivers will be installed on board the tail-buoys to provide streamer positioning details.

3.4.2 Scout Vessel

For operations prior to the commencement of the Southern Rock Lobster fishing season on November 15th no scout vessel is envisaged. Also, for operations in deep water off the edge of the continental shelf (T/35P and EPP32) no scout vessel will be required. Should operations in VIC/P44 and VIC/P51 extend beyond 14th November, a scout vessel will be contracted from the local fishing fleet to coordinate with local fishing vessels and retrieve/deploy lobster pots that may be in the vessels path.

4. SAFETY MANAGEMENT SYSTEM

The Safety Management System interfaces on the 'Polar Duke' are managed by the Fugro Master and Santos Onboard Representative. The safety critical systems of safety management are the Manual of Permitted Operations and Offshore Emergency Response. In all these areas, Fugro Safety Management System prevails.

4.1 Policy and Objectives

Santos implements the Health, Safety and Welfare policy as described in the Santos Environment, Health & Safety Management System (EHSMS).

Fugro's Safety Policy statement is located in their HSE Manual as well as being posted on the 'Polar Duke'.

Santos and Fugro safety policies, goals and objectives were reviewed prior to the start of operations and are compatible.

Personnel health and safety obligations, for both companies, are detailed in company safety policies and job descriptions. Performance reviews and safety award programs provide a means to check the achievement of company objectives.

Communication of campaign objectives is through posted policies and project documentation.

Personnel involvement is a requirement as stated in the policy and cascades down through both company management systems through participation in safety programs and safe work procedures.

4.2 Organisation and Responsibilities

The reporting structure between Santos and Fugro personnel is shown on Appendix 4.

Personnel roles and responsibilities for Santos are found in the Santos "EHSMS05: Organisation and Responsibility". Fugro personnel roles and responsibilities are located in their HSE Manual.

Communication of information is the responsibility of the line supervisor as shown on the Fugro organisation chart. The 'Polar Duke' Master communicates directly to any personnel on board with respect to vessel management or safety.

The Santos EHSMS describes the meetings that are used to inform personnel of work programme information and safety information.

Fugro has regular meetings to discuss current and planned activities. Third party supervisors attend these meetings.

Fugro has the lead role to communicate to new personnel their responsibility for safety on the 'Polar Duke'.

The 'Polar Duke' Master is responsible for the safe operation of the vessel on a daily basis and has overall responsibility for the operations on board and vessel safety system integrity.

4.3 Personnel Involvement and Communication

Involvement of personnel in the safety management process is achieved through the following:

Fugro

- Safety Meetings;
- Toolbox Meetings

Santos

- Project planning and meetings;
- Hazard reviews;
- Operation meetings

(refer to Santos “ EHSMS07: Consultation & Communication”)

Occupational risk, day-to-day risk management and communication occur through safety alerts, Operator work instructions and meetings as detailed above.

4.4 Hazard Identification and Risk Management

Fugro has a hazard register incorporated into the HSE Plan.

4.5 Objectives, Plans and Performance Standards

Santos and Fugro detail health and safety objectives and standards in annual HSE Plans. These are evaluated at the end of the appropriate time period.

Santos include performance standards in their EHS Management System components. (eg. Objectives, Plans and Performance Review)

HSE Plan objectives and outcomes are communicated via reports, safety meetings and management reviews.

4.6 Management of Change

The Santos Senior Acquisition Supervisor and Fugro Project Manager will continually monitor operational progress to determine if any proposed changes may invalidate the Bridging Document. If this occurs, they will convene a team to assess the change and determine the impact on the Bridging Document.

If a hazard that may occur is identified, the barriers to minimise the hazard are identified and the line management communicates this information to personnel.

Communication of change is carried out as part of the common communication process outlined in Section 4.3 of this document.

4.7 Safe Operational Procedures

Safe operational procedures have been developed for each activity in the seismic process. The majority of safety critical procedures followed are Fugro procedures and all procedures undertaken are managed by Fugro. The following is a list of existing procedures that will be followed for the campaign:

Fugro existing procedures:

- Offshore Emergency Procedures;
- Technical Procedures;
- HSE Procedures

Where any doubt or clash may exist, Fugro procedures will be followed. If procedures do not exist (e.g. for a new or uncommon activity), Fugro will create a new procedure.

Training of personnel in the use of the procedures is undertaken by Fugro.

4.8 Employee Selection, Competency and Training

Fugro is responsible for training and ensuring all personnel at site are competent to participate in the Manual of Permitted Operations process and all relevant personnel are trained to their Emergency Response requirements.

Santos is responsible for ensuring the 'Polar Duke' Master is familiar with Santos Emergency Response systems.

4.9 Emergency Response

The Emergency response plans for Santos and Fugro have been reviewed

Responses to emergencies on or near the Polar Duke will be governed by Fugro's Offshore Emergency Procedure and the Contingency Plan for Management Emergency Team. There may however be situations where the emergency will require, or could potentially require, assistance beyond the resources of Fugro. Should such an incident occur the Santos Emergency Response plan will be implemented. (see Appendix 5)

In such situations the Santos On Board Representative (SOBR) will be informed at the earliest opportunity that the incident requires, or has the potential to require, Santos assistance.

At this stage, the SOBR will notify the Santos Incident Response Group (SIRG) and will subsequently act as the prime communication link between SIRG, the Polar Duke Master and the Polar Duke Party Manager.

Once the SIRG become involved, it is crucial that communication is concise and both Santos and Fugro understand precisely what responsibilities each has. Both organisations may use any onshore resources listed in both the Santos and Fugro emergency response plans and it is crucial that no duplication of effort occurs.

The appendix 2 and 3.2 organisation charts clarify both the line management and response routes.

The emergency contact numbers (appendix 2) will facilitate communication during the period of the emergency.

For more significant incidents affecting Santos business activities the IRG Leader shall notify the Santos Emergency Management Team Leader, who is responsible for activating the Santos Emergency Management Plan

4.10 Incident Reporting and Investigation

Incident investigation, reporting, and follow-up are carried out in accordance with Fugro Incident Investigation and Reporting procedures that are detailed in the HSE Manual. Fugro investigation, reporting and follow-up systems will be used. The investigation team will be made up of Fugro and Santos on board personnel as required. The Santos Senior Acquisition Supervisor will be responsible for reviewing the investigation report.

Investigation outcomes are reported within both organisations and are included in safety meetings as and when required on the vessel.

Responsibility for reporting any incidents to the relevant statutory authorities lies with Santos.

5. HAZARD ASSESSMENT

Hazard review has taken place and hazards have been assessed. Control and mitigation factors have been introduced to reduce the risk to personnel.

The assessment of the hazards of this campaign, incorporating the controlling and mitigating factors is considered to be ALARP.

Reassessment will occur if risk factors change significantly during the planned operations.

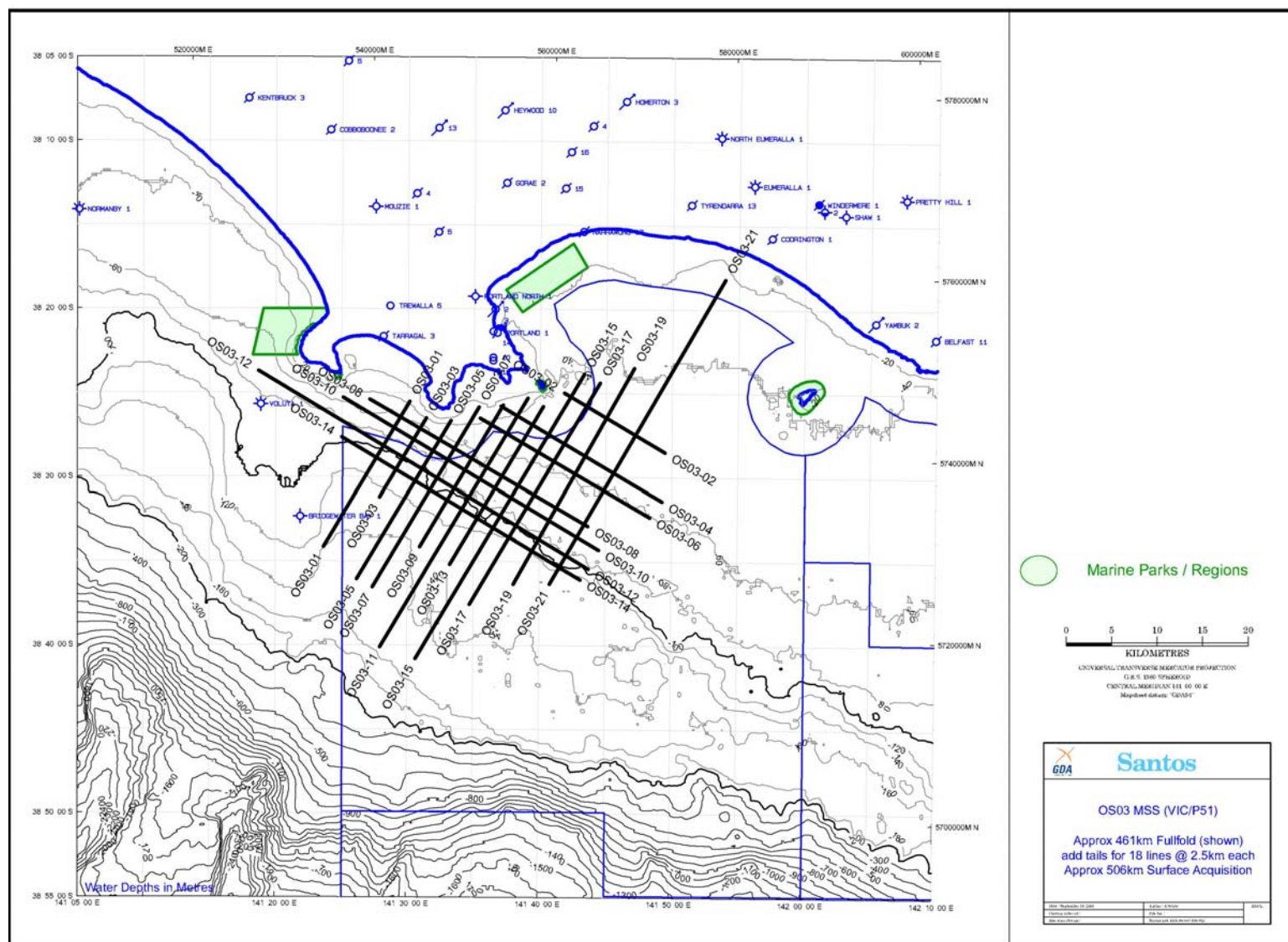
5.1 Hazard Register

Fugro will perform a final assessment of hazards when on site and if any additional hazards or obstructions are identified, then documentation on managing these risks shall be prepared accordingly. However, Fugro has a Hazard Register containing all the anticipated hazards for the forthcoming campaign.

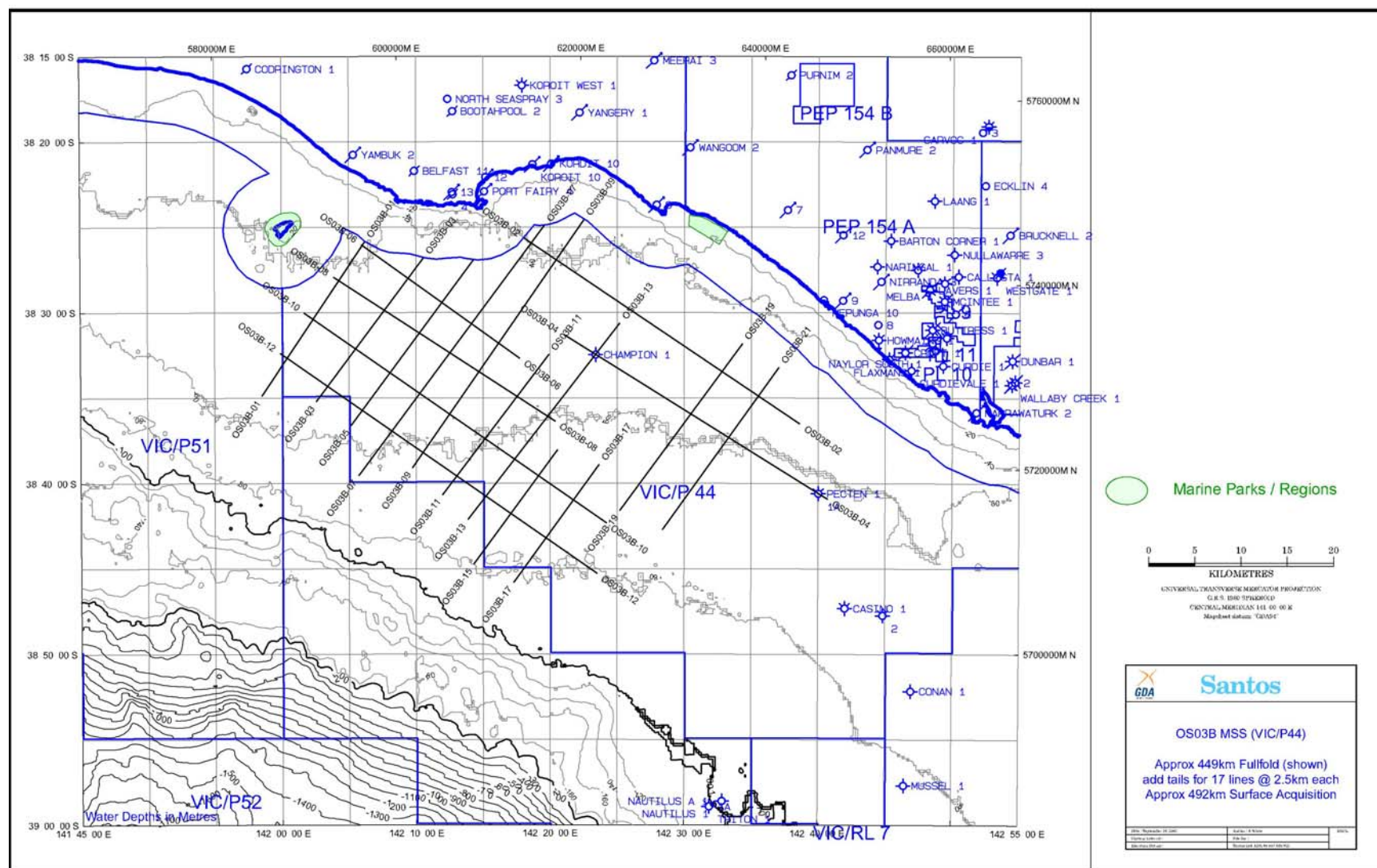
Any new hazards identified in the planned hazard identification workshops will be carried forward onto the Hazard Register, and appropriately assessed.

APPENDIX 1 PROGRAM LOCATION MAPS

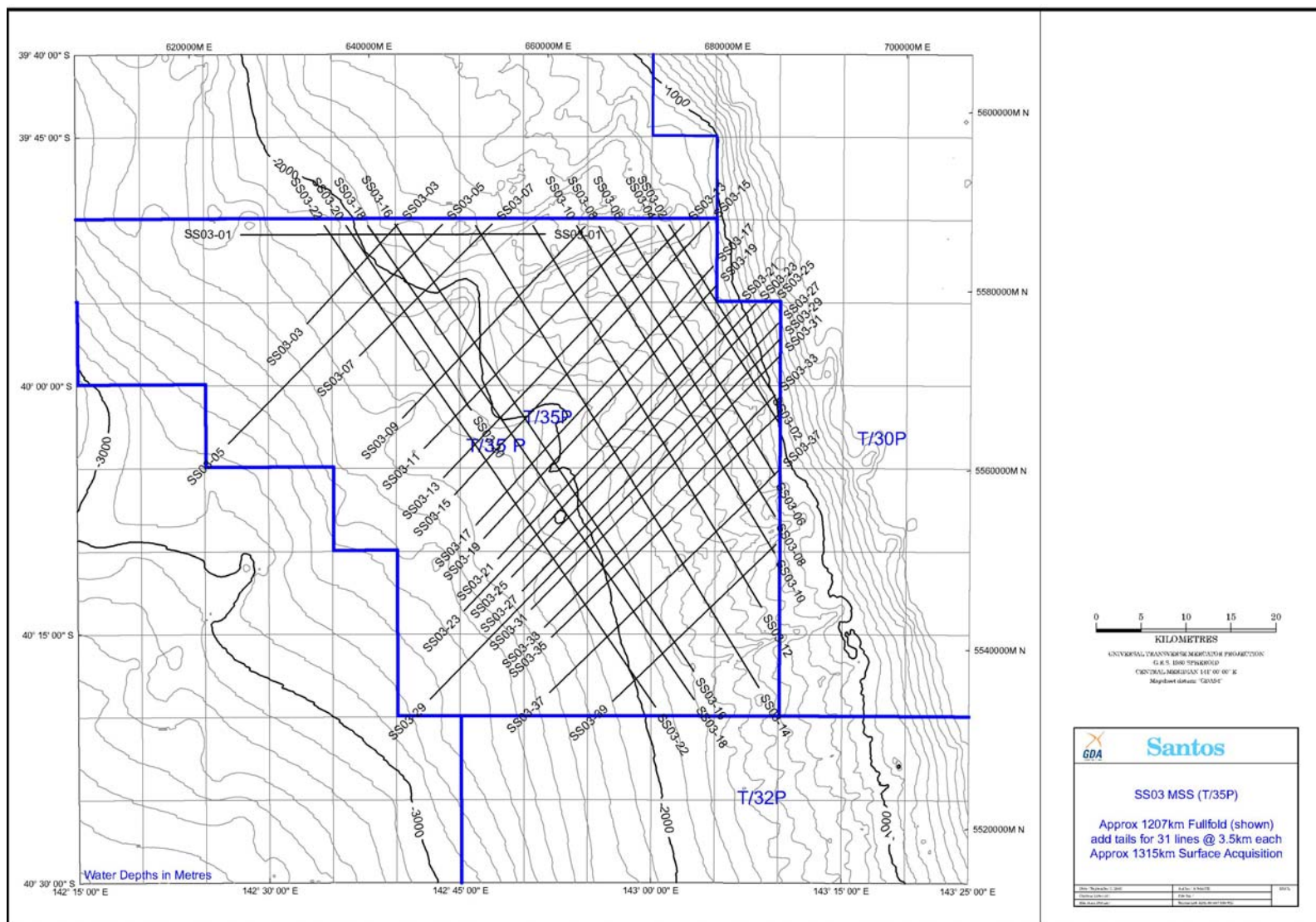
1.1 OTWAY BASIN (VIC/P51) OS03 2D MSS



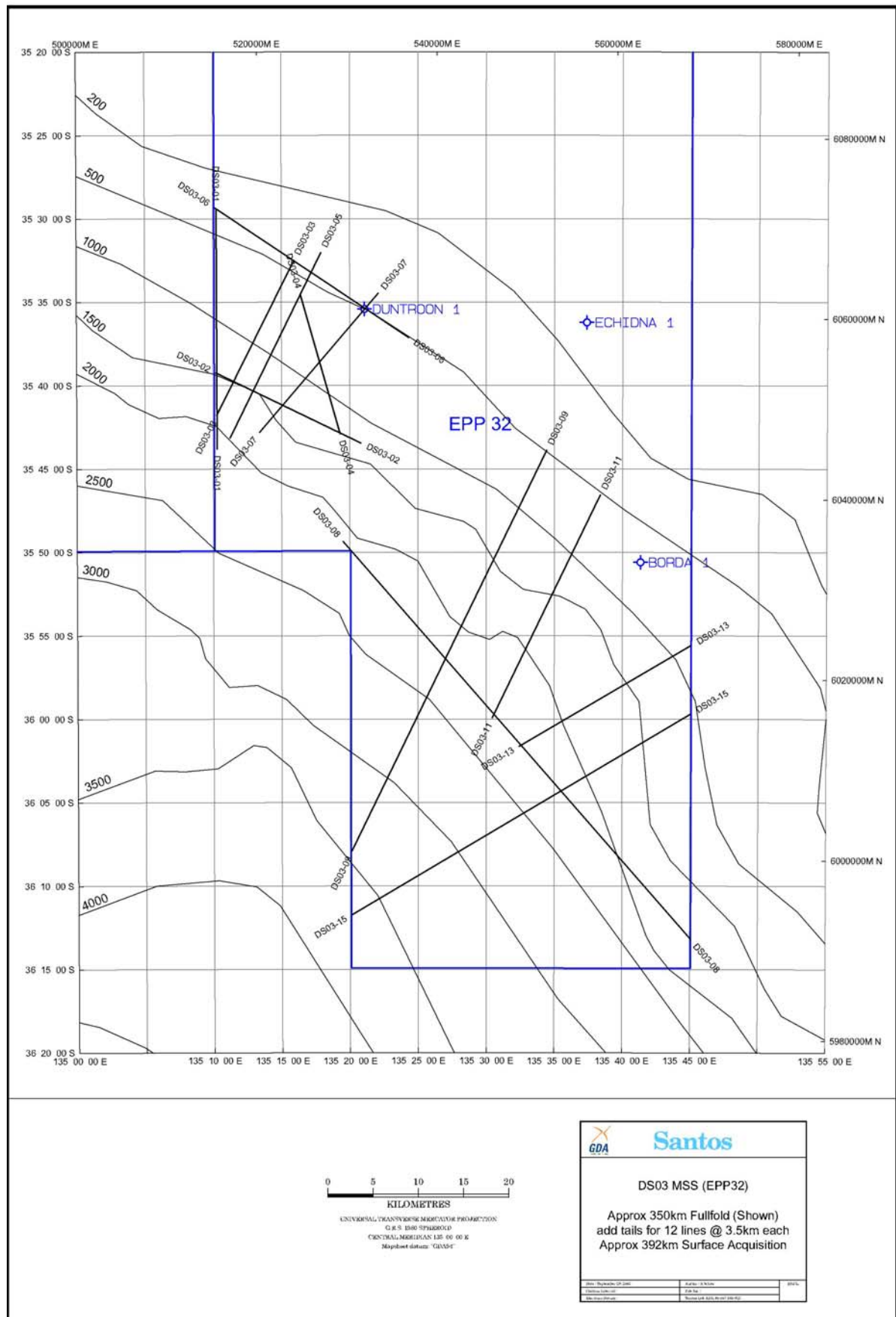
1.2 OTWAY BASIN (VIC/P44) OS03B 2D MSS



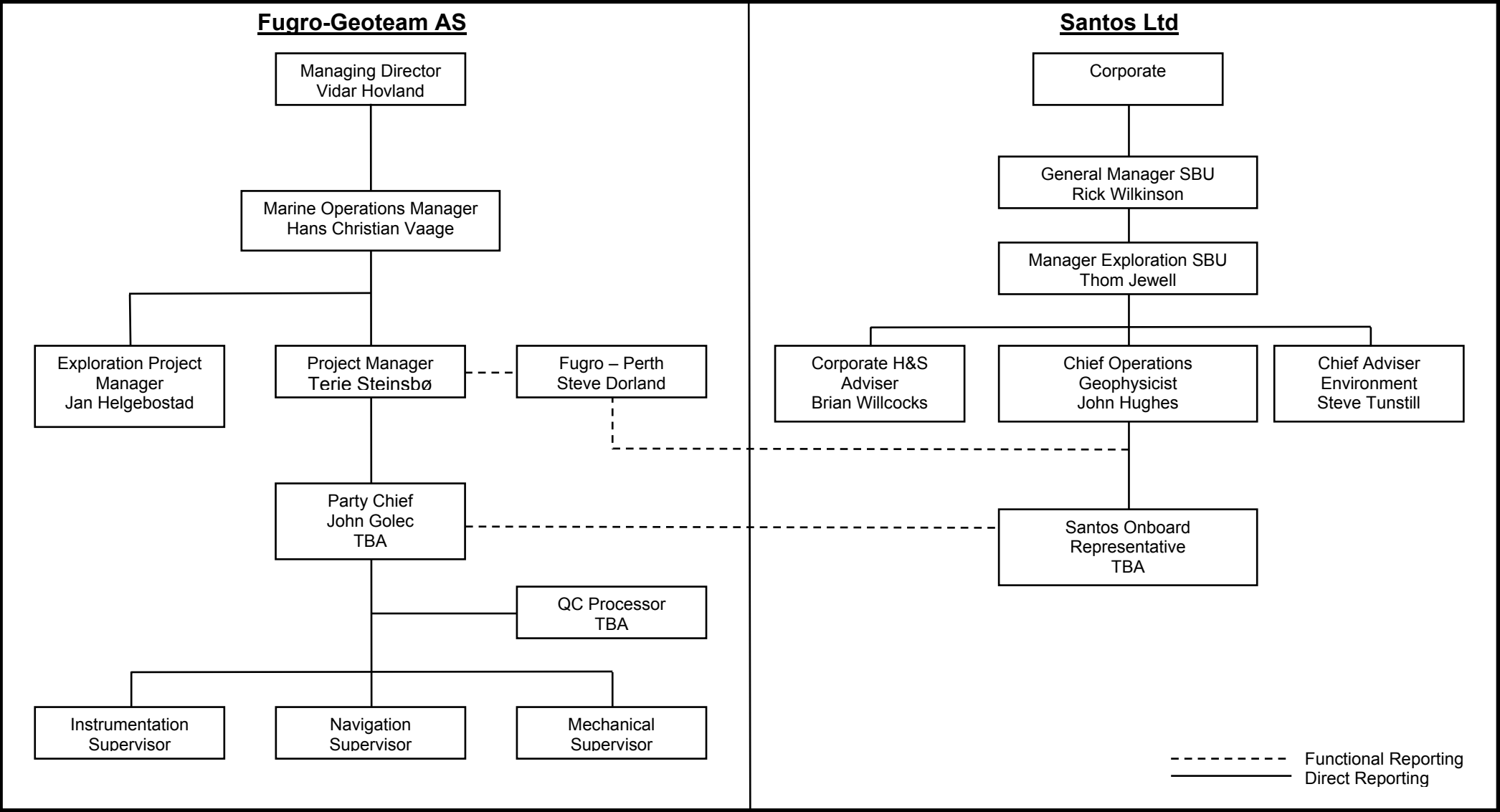
1.3 SORELL BASIN (T/35P) SS03 2D MSS



1.4 DUNTROON BASIN (EPP32) DS03 2D MSS



APPENDIX 2 PROJECT ORGANISATION STRUCTURE



APPENDIX 3 PROJECT INCIDENT RESPONSE DETAILS

3.1 Emergency Contact Numbers

1. Santos

Santos Incident Management Team (EMT) (Alternatives also listed)	Work	After Hours	Mobile	Fax
EMT Leader				
1. Rick Wilkinson	08 8224 7304	08 8338 7401	0417 852 779	08 8224 7520
2. Jon Young	08 8224 7505	0417 085 206	0417 085 206	08 8224 7520
3. Roger Kennett	08 8224 7846	08 8278 8089	0416 106 953	08 8224 7520
EMT Co-ordinator				
1. Thom Jewell	08 8224 7659	08 8339 7303	0408 315 612	08 8224 7578
2. Stephen Hoyle	08 8224 7643	08 8339 3238	0418 764 320	08 8224 7520
EMT Administration				
1. John Hudson	08 8224 7784	08 8272 5929	0419 803 093	
2. Steve Tomlin	08 8224 7862	08 8332 7438	0412 100 616	08 8224 7258
EMT Log Keeper				
1. Adam Rusinski	08 8224 7191	08 8376 0850	0402 255 532	08 8224 7520
2. John Wilson	08 8224 7670	08 8271 3231		08 8224 7520
3. Erebi Cocodia	08 8224 7348	08 8410 9514	0408 567 015	08 8224 7520
EMT Media Liaison				
1. Kathryn Mitchell	08 8218 5260	08 8132 1893	0407 979 982	08 8218 5285

Corporate Support to IMT	Work	After Hours	Mobile	Fax
Steve Tunstill (Env Adviser)	08 8224 7896	08 8271 4091	0438 835 912	08 8218 5256
Andrew Antony (H&S Advisor)				

Santos Incident Response Group	Work	After Hours	Mobile	Fax
John Hughes (IRG Leader)	08 8224 7952	08 8278 6781	0428 786 781	08 8224 7258
Alan Jones (Emergency Controller)	08 8224 7303	08 8357 6212	0427 520 773	08 8224 7258
Frank Renton (Support Coordinator)	0418 681 314	0418 681 314	0418 681 314	0418 689 866
Andrew White (Information Coordinator)	08 8224 7260	08 8337 6629	0417 086 407	08 8224 7258

2. Fugro

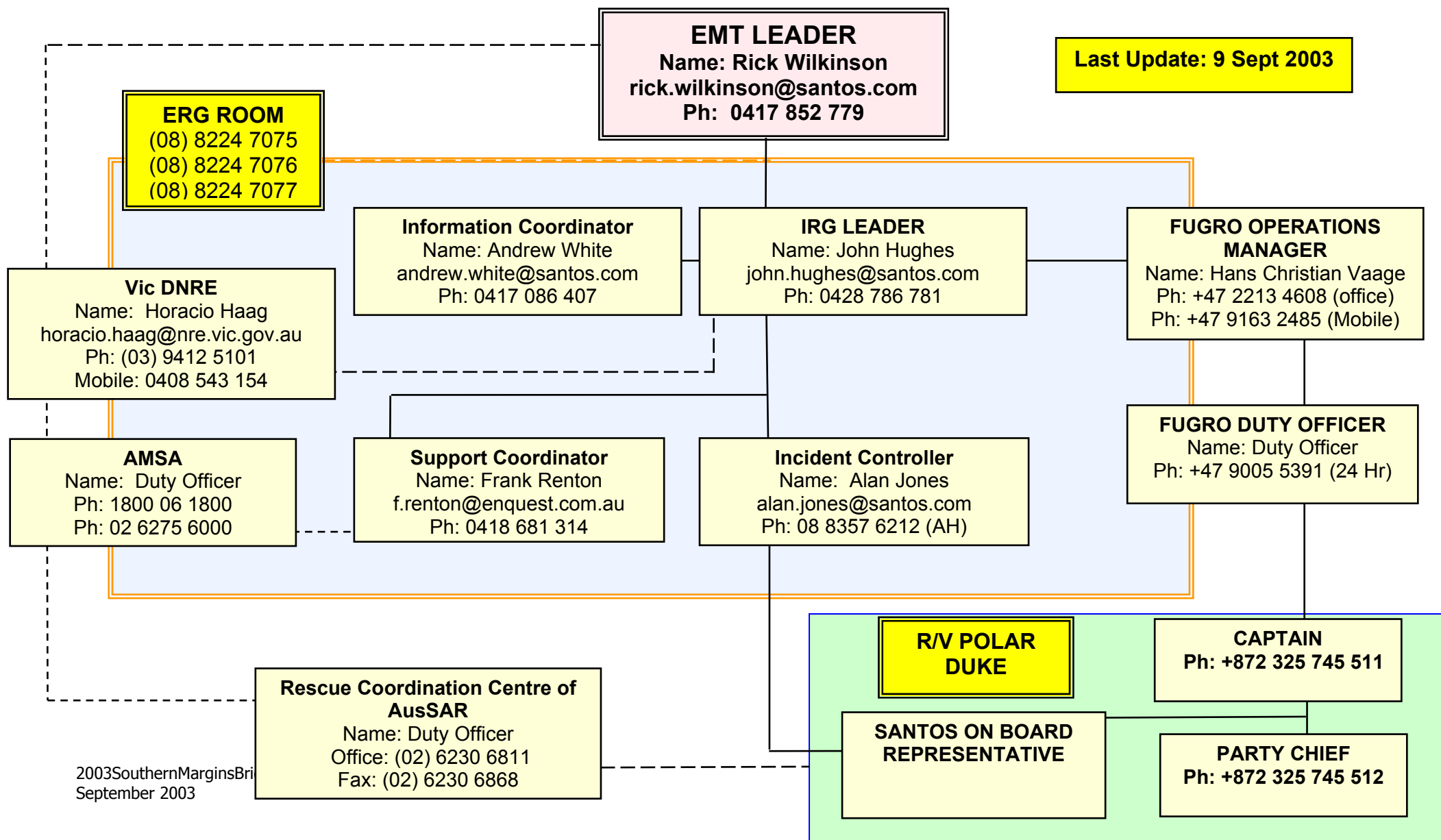
	Work	After Hours	Mobile	email
Hans Christian Vaage - Operations Manager	+47 2213 4608		+47 9163 2485	h.c.vaage@fugro.geoteam.no
Terje Steinsbø - Project Manager	+47 2213 4661		+47 9761 1887	t.steinsbo@fugro.geoteam.no
Duty officer (24 hour)			+47 9005 5391	

3 R/V Polar Duke

R/V Polar Duke	Work	Fax	Email
R/V Polar Duke (Bridge)	872 325 745 511	872 325 745 514	
Captain –	872 325 745 511		
Party Manager –	872 325 745 512		
Santos On Board Rep -			

4. Onshore

Police	Portland Warnambool	03 5523 1999 03 5562 1111	
Ambulance	Portland Warnambool	000 000	
Hospitals	Portland Warnambool Melbourne (Alfred)	03 5521 0333 Ph 03 5563 1666 Ph 03 9276 2000 Ph	
Medivac	CHC Helicopters (Sale)	03 51467600 Ph	61 428814779 (AH)
Search & Rescue	Canberra	02 62305711 Ph 02 62306811 Ph	
Air Ambulance	Melbourne	1300 883 100 Ph	



3.3 Roles & Responsibilities

Incident Response Group

EMERGENCY ROLE PROFILE

- Provides technical, logistics, support and assistance to the Polar Duke and associated response during an emergency
- Manages the wider external requirements and outcomes of the emergency
- Develops the tactical method for the Polar Duke to contain, mitigate and recover from an emergency

First IRG Person To Arrive At ERR

EMERGENCY ROLE PROFILE

- Reports to Santos Incident Controller
- Prepare the ERR for an emergency response by IRG Members
- Establish contact with the Santos On Board Representative on the Polar Duke

PRE-EMERGENCY

- 1 Maintain familiarisation with **Santos** and Fugro ERP's, key emergency respondents and the respective notification and callout requirements ☐

EMERGENCY ACTIONS

- 2 Open, clear and prepare the ERR for use ☐
- 3 Set up ERR equipment ☐
- 4 Connect phones to match the numbers on telephone sockets ☐
- 5 Clean and prepare whiteboards as information boards if required ☐
- 6 Locate a copy of any related Emergency Procedures ☐
- 7 Place in/out trays for IRG members with checklists, nameplates, etc ☐
- 8 Check there is an adequate supply of whiteboard pens, cleaners, fax paper, and stationary ☐
- 9 Ensure all positions are labeled with the correct phone number extensions ☐
- 10 Check all equipment is operational ☐
- 11 Photocopy log sheets and distribute ☐
- 12 Establish contact with the **Santos** On Board Rep. to advise the ERR is functional ☐
- 13 Provide the telephone and fax numbers (and e-mail address, if appropriate) for the IRG room and request call back (when appropriate) to test communications ☐
- 14 Assume your designated role in the IRG ☐

Santos IRG Leader

EMERGENCY ROLE PROFILE

- Reports to Santos Emergency Management Team Leader and ensures the EMT is kept aware of all emergency response activities
- Liaises directly with the Santos Incident Controller
- Lead the IRG in development and implementation of strategies and tactics that provide a safe, efficient and cost effective response to a Polar Duke emergency situation
- Provides tactical support to the Incident Controller and IRG

PRE-EMERGENCY

1. Responsible for overall management of **Santos** Offshore seismic operations ☐
2. Will be conversant with **Santos** and Fugro ERP's, key emergency respondents and the respective notification and callout requirements ☐

EMERGENCY ACTIONS

3. Confirm callout and ETA at Emergency Response Room (ERR) if after-hours ☐
4. **Alert** emergency contact(s), **Confirm** details, **Activate** resources ☐
5. Initiate IRG callout as per Contact Directory and ensure all roles are appointed ☐
6. Ensure Emergency Response Room (ERR) is activated as appropriate ☐
7. Have all Polar Duke communication channels and phone lines kept clear ☐
8. If Polar Duke communications fail, liaise with Support Vessel Master(s) for communications; ensure SAR organisations are notified of communications failure and updated contacts ☐
9. Ensure SITREP is completed by Santos On Board Rep. with as much detail as possible; request it be updated regularly ☐
10. Assess extent of emergency and classification; initiate response activities as appropriate ☐
11. Hold situation briefing with all IRG personnel at earliest opportunity; maintain regular briefings throughout response ☐
12. Ensure early notification to EMT as appropriate; maintain liaison ☐
13. Ensure weather charts are received regularly (every 3 hours or as required) and are transmitted to the Polar Duke if required ☐
14. Liaise with EMT in regard to nominating a **Santos** Remote Spokesperson role as appropriate ☐
15. Liaise with Third Party Contractor Management ☐
16. Create initial response strategy in conjunction with **Santos** On Board Rep. and Third Party Contractor Management ASAP, maintain liaison ☐
17. Ensure SITREP's are sent to EMT as appropriate ☐
18. Direct Shorebase emergency activities and ensure all personnel involved are familiar with their emergency roles and legal requirements to be followed ☐
19. Have current POB manifest and personnel details available ☐
20. Oversee management of activities between emergency site and support requested ☐
21. Allocate resources for mobilisation and coordination of all emergency support requested by Polar Duke and/or Support Vessel ☐

Santos ERG Leader (Cont.)

- | | |
|--|--------------------------|
| 22. Keep informed of developing emergency situation and relate data to other company/contractor interests and coordinate their requests | <input type="checkbox"/> |
| 23. Ensure early contact is made with local, state, federal, international regulatory authorities, Police and/or Coroner as appropriate, have contacts logged and liaison maintained | <input type="checkbox"/> |
| 24. Consider restricted airspace around incident site; Santos on Board Rep., IRG and Helicopter Management; initiate as appropriate | <input type="checkbox"/> |
| 25. Arrange additional support to staff IRG communications and administration activities; ensure a timed log is kept of all incident activities | <input type="checkbox"/> |
| 26. Ensure technical specialists likely to be required are put on standby early | <input type="checkbox"/> |
| 27. Consider aerial/site photography for complete pictorial record of incident | <input type="checkbox"/> |
| 28. Approve Santos external information releases in conjunction with EMT Leader and Third Party Contractor Management | <input type="checkbox"/> |
| 29. With EMT, assist with the development of an initial media release | <input type="checkbox"/> |
| 30. Consult EMT Legal Adviser if situation requires advice on any contractual provisions which may be contingent to the emergency or the response | <input type="checkbox"/> |
| 31. Consult with EMT and FUGRO regarding establishment of Relatives Response | <input type="checkbox"/> |
| 32. For an extended response, ensure a dedicated Relatives Response call line is established | <input type="checkbox"/> |
| 33. Confirm Santos personnel records prior to providing information to callers claiming to be relatives of personnel onboard the Polar Duke | <input type="checkbox"/> |
| 34. Have Santos "Next of Kin" information available to person taking/making calls, ensure phone is manned and personnel are briefed thoroughly | <input type="checkbox"/> |
| 35. Ensure all Relatives Response and Media calls are taken outside of the ERR room | <input type="checkbox"/> |
| 36. Consider having relative(s) of any injured personnel transported to the hospital where any injured have been repatriated | <input type="checkbox"/> |
| 37. Materials and Logistics to organise Evacuation/Medivac flights as required | <input type="checkbox"/> |
| 38. For Fatality, initiate incident investigation in preparation for Police/Coroner's investigation and ensure information requested in Fatality Checklist is recorded | <input type="checkbox"/> |
| 39. Ensure employers of 3 rd Party Contractors onboard advised of incident status; update regularly | <input type="checkbox"/> |
| 40. Ensure incident financial activities are recorded and maintained (charge account numbers etc.) associated to incident purchases | <input type="checkbox"/> |
| 41. Consider relief for your position and other IRG members if extended response | <input type="checkbox"/> |
| 42. Maintain personal log of incident events, actions, messages and decisions; provide to IRG Information Coordinator at the conclusion of any incident | <input type="checkbox"/> |

POST-EMERGENCY

- | | |
|---|--------------------------|
| 46. Chair debrief of key personnel involved in the incident response before standing them down | <input type="checkbox"/> |
| 47. Consider a debrief of key external response agency personnel involved, via tele-conference if necessary | <input type="checkbox"/> |
| 48. Initiate the development of a post emergency action and responsibility plan | <input type="checkbox"/> |
| 49. Review incident response; provide recommendations for improvements or IRP updates | <input type="checkbox"/> |
| 50. Ensure key respondents provide incident reports at the conclusion of any incident/emergency and provide to the EMT Leader | <input type="checkbox"/> |

Emergency Controller

EMERGENCY ROLE PROFILE

- **Reports to the Santos IRG Leader**
- **Liaises directly between the Santos On Board Rep and the IRG**
- **Establishes control of and oversees the Shorebase response to an emergency and ensures all appropriate support is provided to the Polar Duke response**

PRE-EMERGENCY

1. Maintain familiarisation with **Santos** and Fugro ERP's, key emergency respondents and the respective notification and callout requirements ☐
2. Ensure familiarity of all relevant response agencies, their key personnel and their respective notification and callout requirements ☐

EMERGENCY ACTIONS

3. Confirm callout and ETA if after hours ☐
4. Liaise with IRGL for incident briefing and likely requirements ☐
5. Assist with assessing extent of emergency and classification ☐
6. Assist with establishing initial response strategy in conjunction with IRGL, **Santos** On Board Rep and Third Party Contractor Management ASAP ☐
7. Assume role of IRGL if usual incumbent unavailable; refer to IRGL roles for direction ☐
8. Review SITREP and ensure it is forwarded to relevant response members ☐
9. Ensure Helicopter contractor is on standby for possible Evacuation/Medivac ☐
10. Keep informed of the developing emergency situation and ensure relevant information is passed to other company/contractor interests ☐
11. Provide integrated technical advice and assessment on response strategies ☐
14. Coordinate all engineering / technical resources and liaise with technical specialists ☐
15. Ensure adequate support is continually available for response effort ☐
16. Prepare and/or review technical information for ERGL prior to media releases ☐
17. Monitor and prepare ongoing assessment of technical response effectiveness and develop further strategies as required ☐
18. Ensure all SAR organisations are notified of status immediately ☐
19. Assist with assigning/requesting additional support for Shorebase communications and administrative activities; ensure log is kept of all incident actions ☐
20. Advise technical specialists likely to be required and put them on standby ☐
21. Assist with ensuring procurement of all needed equipment, supplies, specialist and technical support personnel and services are under way ☐
22. Assist with developing initial **Santos** media release with IRGL/EMT ☐
23. Ensure weather reports are regularly received and transmitted to the Polar Duke if required ☐
24. Consider relief for your position for an extended incident response ☐
25. Maintain personal log of incident events, actions, messages and decisions; provide to IRG Information Coordinator at the conclusion of any incident ☐

POST-EMERGENCY

26. Contribute to incident debrief (tele-conference if necessary) ☐

Support Coordinator

<u>EMERGENCY ROLE PROFILE</u>	
<ul style="list-style-type: none"> • Reports to the Santos Incident Controller • Provides OHS&E advice for emergency response activities and work practices • Coordinates IRG support and technical resources to the emergency 	
<u>PRE-EMERGENCY</u>	
1. Maintain familiarisation with Santos and Fugro ERP's, key emergency respondents and the respective notification and callout requirements	<input type="checkbox"/>
<u>EMERGENCY ACTIONS</u>	
2. Confirm callout if afterhours	<input type="checkbox"/>
3. Liaise with IRGL for incident briefing and likely requirements	<input type="checkbox"/>
4. Initiate any relevant emergency support calls (Helicopter Contractor Management, Support Vessel Contractor Management, contracted Doctor, Trauma Centre etc.)	<input type="checkbox"/>
5. Make early contact with all local, state, federal, international regulatory authorities, Police and/or Coroner, ensure contacts are logged and liaison maintained	<input type="checkbox"/>
6. Provide OHS&E advice for emergency response activities and work practices	<input type="checkbox"/>
7. Assist with technical assessment and potential extent of the emergency	<input type="checkbox"/>
8. Coordinate all engineering and technical resources and liaise with technical specialists to ensure adequate support is continually available for response effort	<input type="checkbox"/>
9. Advise IRGL of technical specialists likely to be required and put them on standby	<input type="checkbox"/>
10. Assist with ensuring procurement of all needed equipment, supplies, specialist and technical support personnel and services are under way	<input type="checkbox"/>
11. Be pro-active in developing technical/engineering strategies; prepare advice on critical issues	<input type="checkbox"/>
12. Ensure all SAR and external response agencies are notified of any change in Polar Duke communications immediately	<input type="checkbox"/>
13. Notify Information Coordinator of results of all contacts made and log all calls and ring backs	<input type="checkbox"/>
14. Provide input into and develop incident safety plan	<input type="checkbox"/>
15. Consult with EMT Legal Adviser if situation requires advice on any duty of care, due diligence, safety or contractual provisions associated to the emergency	<input type="checkbox"/>
16. Confer with IRGL regarding restricted airspace at incident site; advise when in place	<input type="checkbox"/>
17. Maintain liaison with contracted Doctor, Hospital and Polar Duke Medic as required	<input type="checkbox"/>
18. Assist with providing SITREP details to relevant SAR services	<input type="checkbox"/>
19. Confer with FUGRO regarding Relatives Response, ensure efforts are made to avoid confusion or conflicting information being released to relatives	<input type="checkbox"/>
20. Reconcile casualty reports and arriving evacuees with Polar Duke POB manifests	<input type="checkbox"/>
21. Ensure relevant Proformas are filled in and transmitted (MEDIVAC REPORT etc.)	<input type="checkbox"/>
22. Do not talk to the Media at any time unless authorised by the IRGL	<input type="checkbox"/>
23. Consider relief for your position for an extended incident response	<input type="checkbox"/>
24. Maintain personal log of incident events, actions, messages and decisions; provide to IRG Information Coordinator at the conclusion of any incident	<input type="checkbox"/>
<u>POST-EMERGENCY</u>	
25. Contribute to incident debrief (phone conference if necessary)	<input type="checkbox"/>
26. At the conclusion of the incident, investigate and prepare full report for Santos Management, provide recommendations for response improvements or ERP updates	<input type="checkbox"/>

Information Coordinator

EMERGENCY ROLE PROFILE

- **Reports to the Santos Incident Controller**
- **Ensures a chronological summary of key events is maintained and coordinates the display of information on the IRG Room incident board**

PRE-EMERGENCY

1. Maintain familiarisation with **Santos** and Fugro ERP's, key emergency respondents and the respective notification/callout requirements ☐

EMERGENCY ACTIONS

2. Confirm callout and ETA if afterhours ☐
3. Proceed to Shorebase ERR until advised otherwise ☐
4. Set up ERR and ensure all likely operational, communication, administration requirements are available ☐
5. Arrange additional support staff for IRG Shorebase communications / administrative activities as required ☐
6. Liaise with IRGL for incident briefing and likely requirements ☐
7. Maintain chronological summary of key events; coordinate display of information on ECC Incident Board ☐
8. Filter incident events information to IRGL ☐
9. Utilise Emergency Response Logbooks ☐
10. Review SITREP's for update information ☐
11. Track regulatory authority notifications ☐
12. Ensure refreshment requirements are available ☐
13. Prepare supporting information for media releases ☐
14. Plot and update weather alert calculations and ensure weather reports are regularly transmitted to the Polar Duke ☐
15. Ensure down-manning strategies are on schedule ☐
16. Do not talk to the Media at any time unless authorised by the IRGL ☐
17. Consider relief for your position for an extended incident response ☐
18. Collect log sheets and records from other IRG members; provide to IRGL and compile ☐
19. Maintain personal log of incident events, actions, messages and decisions; provide to IRGL at the conclusion of any incident ☐

POST-EMERGENCY

20. Contribute to incident debrief (phone conference if necessary) ☐
21. Review incident response events; provide recommendations for response improvements or ERP updates ☐

3.4 Health and Safety Vision and Policy



Health and Safety Vision and Policy

Our Health and Safety Vision is
"We all go home from work without injury or illness".

We believe that:

- No business objective will take priority over health and safety.
- All injuries are preventable.
- No task is so important or urgent that it cannot be done safely.
- Without diminishing management's obligations, the responsibility and accountability for health and safety rests with every individual.

At Santos, we are committed to conducting our business in a manner that prevents injury or illness to employees, contractors, customers and the public who may be affected by our work activities. We will encourage best practice in health and safety management within this wider Santos community.

To achieve this we will:

- Proactively pursue the identification of all hazards and eliminate or, if not possible, manage the risk to as low as reasonably practicable.
- Consult with and promote active participation of employees in the management of their own and others' health and safety.
- Require that any company or supplier providing services to Santos manage their health and safety in line with this Policy.
- Provide resources to achieve a systematic approach to health and safety management to ensure continuous performance improvement.
- Identify performance measures, set improvement targets, measure and report performance at all levels.
- Comply with or exceed all relevant legislation and standards.
- Develop a culture where all employees and contractors are constantly aware of hazards around them and act accordingly at and away from work.
- Include health and safety performance in the appraisal of employees and contractors and recognise accordingly.

A handwritten signature in black ink, reading "John Ellice-Flint".

John Ellice-Flint
Managing Director

March 2002

Santos Ltd ABN 80 007 550 923

File No: POLICY P039