



**AZERBAIJAN BUSINESS UNIT
(AzBU)**

**Procedure for:
Safety Meetings**

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1 Introduction

Scope

Regular safety meetings are held at all BP Azerbaijan / Georgia installations and work sites. This procedure encompasses the organisation of safety meetings at:

- all permanent installation, terminals, pump stations operated by BP Azerbaijan and Georgia including...
- platform-mounted drilling units, and all sites that are normally permanently manned by BP Azerbaijan / Georgia staff, or by contractors on permanent work assignments.

Who Should Attend the Safety Meetings?

All BP personnel, contractor personnel, and other third party personnel will attend safety meetings even if they are not part of the permanent complement at a site.

2 Roles and Responsibilities

Site Managers

The Site Managers are responsible for:

- defining safety meeting organisation at the workplaces under their responsibility
- regularly attending and taking part in safety meetings in all departments, to reinforce BP's culture, expectations and demands with respect to HSE and to safety leadership.

Operational Leadership

Operational leadership (discipline and departmental supervisors) are responsible for:

- the preparation and presentation of materials for each safety meeting
- presenting and reviewing the details of relevant new, and revised procedures
- going through relevant incidents, near-misses and hi-potential incidents since the last meeting
- reinforcing BP's culture, expectations and demands with respect to HSE and to safety leadership.

Safety Officers

Site safety officers will, as duties permit, take part in all site / installation safety meetings, and are responsible for presenting up-to-date accident and incident statistics, as well as general HSE departmental matters.

BP Job Officer

The Job Officer is responsible for arranging the BP / Contractor Safety Meeting described below in 3.2 *Contractors*. In addition, the Job Officer is required to record the meeting, distribute it to attendees, and keep on line with the Staff Safety Officer.

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Nurses and Company Medical Officers

Nurses and Company Medical Officers will, whenever possible, take part in site safety meetings, and take up specific and general health-related matters.

3 Meeting Types and Frequency

Onshore and Offshore Sites

Note: Safety meetings will be arranged so that **ALL** personnel, take part in one safety meeting every month.

At permanent sites, safety meetings will be arranged so that all personnel attend at least one safety meeting during their tour of duty.

Contractors

Regular meetings (every six months, at a mutually agreed location) will be held between BP operational leadership and contractor management for those contractors considered to have high risk activities in understanding their work for BP.

Representatives at the meeting shall include, but not be limited to:

- representatives of contractors' leadership
- representatives of BP HSE team
- contractors' employees representative
- a member of BP operational leadership.

4 Support Material

Every month, material will be distributed by the relevant site safety officers in support to the line leadership in their undertaking of the safety meetings.

Support material may include, but not be limited to:

- videos and films
- literature
- safety flashes
- major incident and hi-potential reports
- near miss reports
- STOP card analysis
- HSE campaign information.

5 Agenda and Actions

Agenda

Safety Meetings must give employees the opportunity to discuss matters of safety, health, environmental, and general matters pertaining to the working environment. Matters that have arisen previously, but have not been satisfactorily resolved, may also be discussed.

Meeting contents shall include, but not be limited to:

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- accident statistics, both contractors and BP
- illness and injuries - trends in the last 6 months
- incident and near miss reporting
- major incidents, locally and globally, in the last half year
- safety campaigns
- actions.

Note: Other safety related themes that may not be directly related to the work site such as safe driving outside work, and home / personal safety may also be covered.

Actions

Meeting Leader

The meeting leader (normally the departmental head, or if necessary, the Site Manager), will write a minute of the meeting. He will also be responsible for following up actions approved in safety meetings.

The actions will be entered into the Action Tracking Data Base by the meeting leader.

Safety Officer

The Safety Officer (and employee safety representative) will have the right and the obligation to ensure corrective actions are carried out.

Meeting Minutes

The Site Manager will sign all Safety Meeting minutes. A copy of the Safety Meeting minutes, complete with a list of attendees and their affiliations, will be retained at the local site.