



BP AzSPU

Driver Fatigue & Tiredness Management Procedure

AZSPU-HSSE-DOC-00003-2

Authority:	AzSPU Midstream H&S Manager	Custodian:	Driving Safety Compliance Technical Authority
Scope:	AzSPU	Document Administrator:	AzSPU Document Management Coordinator
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Section 1.

SCOPE AND PURPOSE

Fatigue has been shown to be a root cause in as many as 41% of all accidental injuries and deaths caused by human error, including high-profile tragedies such as Three Mile Island, the Challenger space shuttle and Exxon Valdez.

It's estimated that 20-30% all road traffic incidents related to driver fatigue and tiredness.

Sleep related accidents tend to be more serious than other road accidents. Sleepy drivers kill more people than drink drivers.

Fatigue is a general term used to describe the feeling of being tired, drained or exhausted. Fatigue is accompanied by poor judgment, slower reactions to event, and decreased skills, such as in vehicle control.

Importantly, fatigue impairs driver's judgment of his / her own state of fatigue. This means the effective management of fatigue should not be a responsibility of the driver alone. Both employers and employees have a role to play in making sure any risks associated with fatigue are minimized. Fatigue can accumulate over period of time and can result from long or arduous work, poor sleep, health or emotional issues. The body's natural rhythms (body clock) also have an impact, particularly for those who work at night or for extended periods. Night workers are six times more likely to have a crash than day workers. The risk of an accident increases with the number of nights worked, with a 45% increase by the fourth night and 90% by the seventh night. Controlling fatigue requires cooperation between employers and employees.

Driving remains one of the biggest risks for BP AzSPU, as for the rest of BP. Complexity of driving operation within BP AzSPU presents driving fatigue, if inappropriately managed.

The risk of falling asleep at the wheel increases when drivers are driving at times when they would normally be asleep, particularly in the pre-dawn hours. There is also an increased risk during the mid-afternoon "siesta hours".

This document outlines guidelines of eliminating driver fatigue and tiredness risk. To eliminate driver fatigue and tiredness risk within BP AzSPU, company implemented "Fatigue Management Plan", which includes but not limited to:

- Drivers and Transport Supervisors mandatory "Fatigue and Tiredness Management" (F&TM) training with three yearly refreshment for drivers.
- Maximum working hour's plan, which meets the OMS AzSPU Procedure for Driving Safety Standards, BP Group Recommended Practice GRP 3.4-0001 on Fatigue Management and in-line with local legal requirements and work specifics (see appendix 1).
- Advanced scheduling of professional drivers' roster / working schedule (see example appendix 2).
- Safety Instruction for Azerbaijan Pipelines Self-Driving Personnel
- Safety Instruction for Georgian Pipelines Self-Driving Personnel

A responsible person must ensure that there is a record for each vehicle driver at the workplace. The responsible person must be a person in control of workplace.

This procedure contributes to compliance with the OMS Part 2 - Elements of Operating Including Group essentials, 3 - OMS Performance Improvement Cycle and 4 - Governance and Implementation.

The procedure supports delivery of the following OMS Group Essentials.

Sub-element	Group Essentials
2.2 People and Competence	2.2.3, 2.2.5
3.2 Personal Safety	3.2.1
3.4 Health and Industrial Hygiene	3.4.4, 3.4.5
3.7 Transportation	3.7.1, 3.7.2, 3.7.3, 3.7.4, 3.7.5, 3.7.6
5.3 Asset Operation	5.3.1
5.4 Inspection and Maintenance	5.4.2, 5.4.3, 5.4.4

All guidelines contained in this procedure shall be regarded as the minimum requirements for BP owned or managed project, operation, sites, structure and other asset in Azerbaijan SPU.

Section 2.

DEFINITIONS

Fatigue – deterioration in mental or physical performance due to prolonged physical or mental work and in general term used to describe feeling of being tired, drained or exhausted, is accompanied by poor judgment, slower reactions to events, and decreased skills, such as vehicle control.

Tiredness - (or sleepiness) relates to the likelihood of falling asleep and is primarily related to how long you have been awake and how much sleep you have had.

AzSPU – Azerbaijan Strategic Performance Unit

Working hours – All paid hours on BP business, inclusive of work breaks.

BP RTDB – BP Road To Better Driving Road Safety Handbook edition 2002

Driving Time – The time a driver spends driving a vehicle on BP business whether the vehicle is in motion or not. This excludes any time spent operating other functions of the vehicle e.g. loading, unloading and work breaks.

“Non-work time” – means time off at home, away from vehicle or, if on a trip in the vehicle, includes sleep in an appropriate sleeper berth. It doesn’t include driving and work incidental to driving. It includes commuting.

Commuting - is the process of traveling between a place of residence and a normal place of work.

Self Driver - “A Self-driver” is defined as a person provided with company vehicle for business purposes and driving activity is listed in his / her formal Roles and Responsibilities

Section 3.

DENERAL REQUIREMENTS

1. Drivers’ working hours are to be strictly controlled and comply with BP requirements. Working hours must be closely monitored and recorded, which should including time off work, rest breaks and any occasions of deviation from BP requirements, see (BP RTBD Part 1)

Rest:

- Half an hour after each 3 hrs of driving
- A minimum of 12 hrs after a full 12 hrs shift. If you feel tired at any time, always take a break

Welfare:

Drivers must be able to:

- Lodge in adequate accommodation, which has been approved by BP, if they are required to stay overnight. If tired, Drivers should never be ordered to drive or continue driving
- Receive adequate meals – or have expenses to purchase such meals
- Phone home
- Find out their duty in reasonable time in order to make necessary preparations

Driver Hours of Work

The following hours of work comply with the OMS AzSPU Procedure for Driving Safety Standards and BP Group Recommended Practice on Fatigue Management. It is recognised however, that it may be impractical to strictly follow these standards in all cases and as such deviations may be authorised. Drivers who operate in excess of their maximum daily hours are only to do so to complete essential work and these occurrences are to be kept to an extreme minimum. All deviations must be reported to BP Driving Compliance Technical Authority and Drivers carefully monitored and controlled.

Requirements	Rules
Maximum working hours within a rolling 24 hour period	12 hours total
Rest after full 12 hours shift	Minimum 12 hours unbroken

Maximum working hours	60 hours over continues 7-day period or 120 hours over 14 days (no more than 80 hours over 7 days with an average of 60 hours a week over an extended period)
Maximum driving time within a rolling 24 hour period	10 hours total (not including the time spent driving to and from work)
Minimum unbroken rest during 24 hours period	6 hours
Work breaks (including meals) during a working shift	Minimum of 30 min break after every 5 hrs
Maximum continuous driving time	3 hours, with minimum 30 min break after. Additional breaks should be taken as felt necessary
Maximum continues driving time at the wheel on night time or for off-road driving	2 hours, with minimum 30 min break after
Off-duty period for every continuous 7 days	Minimum of a continuous 24 hour break
Off duty period for every continuous 14-day period	At least one continuous 48-hour break

Off duty rest must not be taken in the cab of a vehicle, unless the vehicle is fitted with a proper cab bunk. When driving in severe weather or over difficult terrain, the working hours should be shortened.

Night-work will always cause more fatigue than day-work due to the poor quality of sleep during the day and the feeling of social isolation. Night shifts must therefore be followed by a rest period – never another working shift.

2. A system must be in place, which reduces the chance of drivers falling asleep at the wheel, through driver education, regular communication, control of the vehicle internal environment and support from passengers. The system should also include:

- Dispatchers / Transportation qualified personnel who must control daily drivers work-hours, particularly for long journeys and those conducted during the hours of darkness
- Passengers responsibilities which play a significant role in driver fatigue management; see 'Safe Passenger Code' (BP RTBD Part 2)
- Journey Management Procedures (BP RTBD Part 3)
- For Pipelines Self- Driving personnel
 - a. Maximum daily journey is limited in **km** driven per working day (270 km for Azerbaijan Pipelines and 320 km for Georgian Pipelines)
 - b. Total working hours per day (including commuting time) shall not exceed 12 hours in order to maintain proper Work/Rest balance.

Section 4. **KEY ROLES & RESPONSIBILITIES**

Site Manager

- Ensure overall operation of the Fatigue & Tiredness Management (F&TM) procedure on their site and ensuring that the elements described in this document are consistently followed.
- Ensuring that the F&TM process is subject to regular monitoring and auditing, acting upon the results of these audits to maintain the integrity of the system and proposing any recommendations for system improvement.
- Ensuring that the training and competency standards, as defined in this document, are followed.

Transport Manager

- Shall plan for, and ensure, the organization is in place for the effective implementation of this procedure
- Solicit feedback on the effectiveness of the plan and ensure that any concerns are identified and resolved.
- Provide advice to Transport Supervisors and relevant staff on implementation of this procedure.
- Monitor the overall implementation of the procedure

Transport Supervisor

- Ensure that there is a record for each vehicle driver at the workplace
- Coordinate drivers' "Fatigue & Tiredness" Management training attendance
- Develop and implement driver shift schedule that complies with the procedure expectations
- Advise all involved parties on implementation of the measures stated in this plan
- Organize a risk assessment workshop to review adequacy of measures
- Ensure all drivers are aware of their duty in respect of working hours, fatigue & tiredness management
- Monitor drivers' schedule and working hours
- Assure effective organization is in place to comply with this procedure

Vehicles assignees

- All self drive employees and senior management to whom vehicles assigned shall comply with this procedure
- Shall monitor their own and their drivers' working & rest hours not to exceed procedure expectations
- Shall attend "Fatigue & Tiredness Management" training
- Shall keep all records concerning daily & weekly working / rest hours.

Drivers

- Attend “Fatigue & Tiredness Management” Training
- Comply with working & rest hours expectations
- Keep daily / weekly working hours and kilometers driven records
- If feel tired / fatigued, park a vehicle in safe place, get rest and report to supervisor
- Comply and acknowledge with Journey Management Plan

Section 5.**PROCEDURE AND PROCESS****Drivers training**

All vehicle operators who drive in a conduct of BP business shall pass through comprehensive “Driver Fatigue & Tiredness Management” training arranged by BP:

- Professional drivers while recruitment process and before they start driving for BP as a scope of work
- Newly recruited technician / self drive employees, before they start driving for BP as a scope of work
- Currently employed vehicle operators while scheduled Defensive Driver Training

All driver categories – professional and self-drivers (who drives more than 16000 km annually or prorated) and non-professional drivers are to have refreshment training every 3 years as a mandatory training requirement.

No night driving!

All night driving is forbidden, apart from the following authorised exceptions:

- BP Drivers who are tasked for ‘Meet & Assist’ purposes
- Scheduled shift changes
- Responding to an Emergency as directed by the Incident Commander
- Between the work-site and BP or Contractor camps within the same locality

All other instances must receive prior authorisation from BP Senior line management.

For AzSPU Pipelines Self-Driving Personnel “Night Driving” is not permitted. For planned/routine activities driving hours limited **from 07:00 (starting point) through 19:00 (final destination) throughout the year (all seasons).**

The following speed restrictions are applicable for driving in dark hours:

Highway - 70 km/hr

Public settlements - 50km/hr

Off-road - 30 km/hr

Respective Team Leaders shall develop an adequate work schedule for self drivers to consider job and driving specifications during seasonal changes

Drivers Welfare

The Company must have a drivers' welfare program in place, which includes the provision of:

- Suitable field accommodation
- Drivers' rest rooms
- Regular good quality meals and beverages
- Provision for communications with family
- Time off work in the case of family bereavement or other emergency
- The company should cover all reasonable welfare expenses
- Drivers shall feel empowered to stop the job if feel tired and report to supervisor

If you are feeling tired suggest a 15-minute break. Remember, if you sleep, you cannot effectively support the Driver, relying entirely on his professionalism and that of other passengers! It is recommended that at least one passenger remains awake while the vehicle is in motion”

Section 5.

REFERENCES

BP Road to Better Driving –

<http://docs.bpweb.bp.com/dkAzSPU:/content/hse/spu/records/AZSPU-HSSE-REC-00592-2>

BP Group Recommended Practice GRP 3.4-0001 Fatigue Management

<http://omslibrary.bpweb.bp.com/Pages/GroupRecommendedPractices.aspx>

BP Group Recommended Practice GRP 3.7-0002 Driving Safety

<http://omslibrary.bpweb.bp.com/Pages/GroupRecommendedPractices.aspx>

Procedure for AzSPU Driving Safety Standards AZSPU-HSSE-DOC-00121-2

<http://docs.bpweb.bp.com/dkazspu/component/hssesms/>

Safety Instruction for Azerbaijan Pipelines Self-Drivers - See Appendix 3 on page 10

APPENDIX 1

REQUIREMENT	RULE
Maximum <u>working hours</u> within a rolling 24 hour period	12 hours total
<u>Rest</u> after full 12 hours shift	Minimum 12 hours unbroken
Maximum <u>working hours</u>	60 hours over continues 7-day period or 120 hours over 14 days (no more than 80 hours over 7 days with an average of 60 hours a week over an extended period)
Maximum <u>driving time</u> within a rolling 24 hour period	10 hours total (not including the time spent driving to and from work)
Minimum <u>unbroken rest</u> during 24 hours period	6 hours
<u>Work breaks</u> (including meals) during a working shift	Minimum of 30 min break after every 5 hrs
Maximum <u>continuous driving time</u>	3 hours, with minimum 30 min break after. Additional breaks should be taken as felt necessary
Maximum <u>continues driving time</u> at the wheel <u>on night time or for off-road driving</u>	2 hours, with minimum 30 min break after
<u>Off-duty period</u> for every continuous 7 days	Minimum of a continuous 24 hour break
<u>Off duty period</u> for every continuous 14-day period	At least one continuous 48-hour break

APPENDIX 2 (example)

Unit	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
82	22.00-8.00	22.00-8.00	D/O	D/O	7.00-18.00	14.00-01.00	14.00-01.00
16	14.00-01.00	14.00-01.00	22.00-8.00	22.00-8.00	D/O	D/O	7.00-18.00
178	7.00-18.00	7.00-18.00	14.00-01.00	14.00-01.00	22.00-8.00	22.00-8.00	D/O
221	15.00-22.30	6.00-15.00	15.00-22.30	6.00-15.00	15.00-22.30	DO	12hr
	6.00-15.00	15.00-22.30	6.00-15.00	15.00-22.30	6.00-15.00	12hr	DO
151	6.00-15.00	15.00-22.30	6.00-15.00	15.00-22.30	6.00-15.00	12hr	DO
	15.00-22.30	6.00-15.00	15.00-22.30	6.00-15.00	15.00-22.30	DO	12hr
154	15.00-22.30	6.00-15.00	15.00-22.30	6.00-15.00	15.00-22.30	DO	12hr
	6.00-15.00	15.00-22.30	6.00-15.00	15.00-22.30	6.00-15.00	12hr	DO
152	6.00-15.00	15.00-22.30	6.00-15.00	15.00-22.30	6.00-15.00	12hr	DO
	15.00-22.30	6.00-15.00	15.00-22.30	6.00-15.00	15.00-22.30	DO	12hr
60	6.00-15.00	15.00-22.30	6.00-15.00	15.00-22.30	6.00-15.00	12hr	DO
	15.00-22.30	6.00-15.00	15.00-22.30	6.00-15.00	15.00-22.30	DO	12hr

APPENDIX 3

Safety Instruction for Azerbaijan Pipelines Self-Drivers



Safety
Instruction.doc

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
07 June 2007	Alan McNulty	Tahir Aliyev	Initial Issue
20 June 2008	Alan McNulty CHSSE Manager	Teymuraz Babayev CHSSE Driving Compliance Technical Authority	Add word "Transport" on page 2 nd of the document Replace word "annual" with "three yearly" on 2 nd page of the document Remove word "professional" on 2 nd page Remove words "at the workplace" on 2 nd page of the document Add words "Road Safety Handbook edition 2002" after words "BP Road to Better Driving" on 3 rd page of the document Remove words "annually" and "if drive more than 16000 km annually" on page 4 th of the document Remove word "frequent" on page 6 th of the document
5 December, 2008	Yuliy Zaytsev, AzSPU Safety & Compliance Systems Manager	Teymuraz Babayev CHSSE Driving Compliance Technical Authority	Authority position/name has changed to reflect org changes in HSE&TD as of December 1st 2008
22 June 2009	Yuliy Zaytsev, AzSPU Safety & Compliance Systems Manager	Teymuraz Babayev Driving Safety Compliance Technical Authority	Annual Review
26 October 2010	Oleg Reschikov AzSPU Midstream H&S Manager	Teymuraz Babayev Driving Safety Compliance Technical Authority	Add the sentences of compliance with OMS on page 3 and 4. Adjust the working hours table with GRP Fatigue Management on page 5 and appendix 1 on page 10. Add sentences related to self drivers driving distance and working hours limitation on page 5 Add sentences related to self drivers "night driving" prohibition on page 7 Add to references the BP Group recommended practice 1. Driving Safety.

			2.Fatigue management on page 8 Insert on page 9 the Safety Instruction of Azerbaijan Pipelines Self driving personnel.
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