



## USEFUL TELEPHONE NUMBERS

- **Report Emergencies:** Lync: 5555 or **S Nap Emergency;** +1 630 420 5555 by cell phone
- **Emergency Info** (for site closure information): +1 800 452 6626
- **BP Incident Notification Center:** + 1 800 321 8642
- **Security - North Gate:** +1 630 420 4430 by cell phone
- **Security - East Gate:** +1 630 420 4460 by cell phone
- **Security - 601 Lower Level:** +1 630 420 4431 by cell phone *(for HSSE orientations & issuance of badges)*
- **HSSE (Health, Safety, Security, Environment):** +1 832 619 2186

## THINGS TO DO

- My roll checker's name is: \_\_\_\_\_
- My roll checker told me that our muster point is: \_\_\_\_\_
- Find and review the evacuation route map in my work area.
- My severe weather shelter is located: \_\_\_\_\_
- Supply your supervisor with a name/phone# to contact if you become ill/injured.
- Register with BP Alert: Call +1 630 420 4357.
- Obtain a password for Tr@ction system. See supervisor (BP Employees only).
- Obtain a VTA password. See link below (BP Employees only).
- Enroll in the Ergonomics Assessment Program.

## USEFUL WEBSITES AND LINKS FOR BP EMPLOYEES & CONTRACTORS

- Make Facility Requests:  
<https://www.mainstreamsasp.com/PRD00215CRS/LogOn.aspx?ReturnUrl=Logon.aspx>
- Chicago Suburbs (Naperville) website:  
[https://intranet.bp.com/en\\_us/countries/us/major-hubs/chicago-suburbs.html](https://intranet.bp.com/en_us/countries/us/major-hubs/chicago-suburbs.html)
- Enroll visitors at: <http://easylobby.bpweb.bp.com/>
- HSSE website: <http://chicagohsse.bpglobal.com>
- EMS website: <http://chicagohsse.bpglobal.com/environment/>
- Occupational Health website: [https://intranet.bp.com/en\\_us/countries/us/major-hubs/chicago-suburbs/occupational-health-services.html](https://intranet.bp.com/en_us/countries/us/major-hubs/chicago-suburbs/occupational-health-services.html)
- Ergonomics Website: [https://intranet.bp.com/en\\_us/countries/us/major-hubs/chicago-suburbs/occupational-health-services/ergonomics.html](https://intranet.bp.com/en_us/countries/us/major-hubs/chicago-suburbs/occupational-health-services/ergonomics.html)
- Security website: <http://chicagohsse.bpglobal.com/security>
- Traction website link: [https://intranet.bp.com/en\\_gb/functions/safety-operational-risk/function-expertise/performance/traction.html](https://intranet.bp.com/en_gb/functions/safety-operational-risk/function-expertise/performance/traction.html)
- BP Global Products TSCA website: [https://intranet.bp.com/en\\_gb/segments/downstream/our-businesses/technology/formulated-products-technology/global-product-stewardship/regulatory.html](https://intranet.bp.com/en_gb/segments/downstream/our-businesses/technology/formulated-products-technology/global-product-stewardship/regulatory.html)
- Toxic Substances Control Act (TSCA) Reporting Form 48-600: [https://intranet.bp.com/content/dam/intra-segments/en\\_gb/downstream/documents/downstream\\_technology/FPT/GPS-Health-Effects-Allegation-Form.docx](https://intranet.bp.com/content/dam/intra-segments/en_gb/downstream/documents/downstream_technology/FPT/GPS-Health-Effects-Allegation-Form.docx)
- Policies (Driving, Smoking): <http://chicagohsse.bpglobal.com/safety/siteandgroup/sitepolicyandprocedures>
- VTA link: <https://www2.virtualtrainingassistant.com/BPGlobal/LearnerConnection/Security/Logon.aspx?>
- My Talent & Learning (MT&L):  
[https://bp.csod.com/LMS/catalog/Welcomes.aspx?tab\\_page\\_id=-67&tab\\_id=-1](https://bp.csod.com/LMS/catalog/Welcomes.aspx?tab_page_id=-67&tab_id=-1)

## LABORATORY & PILOT PLANT WORKERS ONLY

- Review Supervisor Orientation Checklist: <http://chicagohsse.bpglobal.com/abouthsse/forms>
- Identify additional training requirements on VTA or My Talent & Learning. Confirm with supervisor. Examples include: Hazard Communication and Hazardous Waste Disposal.