

# Fitness for Work Practice

Human Resources

March 15, 2010

Fitness for work requires that staff<sup>1</sup> be in a condition to carry out their day-to-day job duties safely and effectively without putting at risk their own health and safety or the health and safety of other staff members, customers, the public or the environment. Cenovus considers staff unfit for work if injury, illness, physical or psychological health issues, fatigue or the use of alcohol or drugs results in or could result in a reduced ability to perform work safely or effectively.

This Cenovus practice applies to all employees when they are engaged in Company business, working on or off Company premises and when driving Company vehicles. Cenovus's contractors are expected to develop and enforce Fitness for Work practices that are consistent with this practice and its associated requirements.

## Roles and Responsibilities

### Employees:

- Be fit for work and remain so:
  - throughout the workday or shift
  - when on scheduled call
  - whenever representing Cenovus on or off Company sites
- Seek assistance from a medical professional, Cenovus's Employee and Family Assistance Program, or Health and Wellness if concerned for any reason about their ability to perform their job (e.g. if health issues are interfering, if uncertain about the impact of prescribed medications)
- Successfully complete a Pre-assignment Assessment on initial employment or change of assignment to safety-sensitive positions
- Complete a medical questionnaire if you are entering a position that is not safety sensitive or does not otherwise require a medical assessment but for which changes in responsibilities or workplace may be necessary to accommodate fitness for work challenges. The completion of these questionnaires is recommended but entirely voluntary.
- Participate when required in:
  - Periodic Health Assessments
  - Fitness for work Assessments
  - Return-to-work Assessments
  - other job-specific medical assessments
- Follow through with recommendations arising from assessments



## Supervisor:

- Understand and apply this Fitness for Work Practice
- Manage employee performance issues in a timely manner using resources available through Human Resources, Health and Wellness and the Employee and Family Assistance Program Supervisor Hotline
- Consult with a Human Resources Business Partner and Health and Wellness when considering a referral for a Fitness for Work Assessment
- Make a formal referral to Health and Wellness for a Fitness for Work Assessment when appropriate
- Reasonably accommodate changes in responsibilities or workplaces in response to the results of assessments and questionnaires
- Monitor development and enforcement of fitness for work practices of contractors and consultants for consistency with this practice

## Health and Wellness:

- Develop standards for assessments that ensure regulatory compliance and consistency with industry practices
- Designate medical service providers to conduct some or all assessments
- Receive and retain assessment reports
- Advise Supervisors and Human Resources Business Partners of an employee's fitness for work status and accommodations if required
- Refer employees to additional resources when appropriate (e.g. Employee and Family Assistance Program, ergonomic assessment)
- Consult with Human Resources Business Partners and Supervisors to apply this Fitness-for-work Practice
- Maintain confidentiality of personal information in accordance with privacy legislation and professional standards by complying with Cenovus's Privacy Policy
- Provide information on request to contractors and consultants to facilitate their compliance with this practice (e.g. descriptions of required medical assessments)

## Human Resources Business Partners:

- Assist Supervisors in determining when assessments are required in consultation with Health & Wellness
- Include a requirement for a Pre-assignment Assessment in offers of employment and include Job Analysis/Medical Assessment forms for safety-sensitive positions
- Assist Supervisors when accommodation is required and if reasonable to provide

## Contractors and consultants:

- Develop and enforce fitness for work practices that are consistent with this practice and its associated requirements and engage resources to facilitate fitness for work as appropriate
- Ensure contract and consulting staff are fit for work and remain so:
  - throughout the workday or shift
  - when on scheduled call
  - when providing services to Cenovus
  - whenever representing Cenovus on or off Cenovus sites
- Ensure assessments consistent with this practice are conducted by appropriate health service providers in applicable circumstances
- Provide verification of assessment completion to Cenovus
  - Pre-assignment Assessment

# Assessments

Assessments to ensure fitness for work may include:

- Pre-assignment Assessment – successful completion of a medical assessment of fitness for work is required for safety-sensitive positions. Assessment includes:
  - health history
  - medical examinations
  - audiometric testing (to meet regulatory requirements)
  - vision (for driving)
  - pulmonary function testing (to allow respirator use)
  - alcohol and drug testing as required and as outlined in the Alcohol and Drug Policy
- Periodic Health Assessment – occurs every two years for safety-sensitive positions or as determined by regulatory requirement. Assessment includes:
  - health history
  - audiometric testing (to meet regulatory requirements)
  - vision (for driving)
  - pulmonary function testing (to allow respirator use)
- Fitness-for-work Assessment – occurs
  - when health issues may be seen as contributing factors to changes in job performance
  - when an employee makes a declaration of use of medications that may impact safety
  - in situations of significant work accidents, incidents or near misses
- Return-to-Work Assessment – occurs upon a return to work after an absence resulting from short-term or long-term disability, as outlined in Cenovus's Disability Management Practice.
- Other Job-specific Medical Assessment - occurs when a newly diagnosed or existing health issue could prevent an individual from fulfilling current job duties safely or to determine if changes to responsibilities or workplace need to be accommodated.

Cenovus is concerned about the health and well-being of employees and provides resources to promote ongoing physical, mental and emotional health. Employees are ultimately responsible for their personal health and safety and are expected to take ownership in maintaining their health.

## Glossary

<sup>1</sup> Staff – Individuals who conduct work and/or provide services for the benefit of Cenovus, including employees<sup>2</sup> and contractors<sup>3</sup>, but excluding service providers<sup>4</sup>.

<sup>2</sup> Employee – Individuals employed by Cenovus and on Cenovus's payroll.

<sup>3</sup> Contractor – Individuals who are engaged through an external company to provide services related to day to day business, operations, or on a specific project of Cenovus. Individuals are screened and selected based on their particular knowledge, skills and capabilities, and typically have an expected start and end date. The company pays the individuals through the company's payroll, provides workers' compensation coverage and specified levels of insurance, and makes statutory remittances for the individuals.

Contractor types include:

- Agency contractors:
  - individuals who are engaged through an agency, such as Bowen or Diversified; may include potential candidates that the agency may identify for consideration to Cenovus

- sample job title: Contract Accountant, Contract Drilling Supervisor etc.
- Students:
  - individuals who are agency contractors who are coordinated by Cenovus's campus recruitment team
  - sample job title: Student Engineer, Student Geologist, etc.
- Independent contractors:
  - individuals who are engaged through a personal services or numbered company who provide services to Cenovus through a service agreement (e.g. MSSA, MESA, MSA, CSA, etc.)
  - sample job title: Contract Electrician, Contract Health & Safety Advisor, etc.

<sup>4</sup> Service providers – Individuals who provide services through a services company (e.g. HP, Accenture, Benchmark Engineering, Sure Flow, etc.), under a service agreement (e.g. MSSA, MESA, MSA, CSA, etc.). Individuals are not screened and selected by Cenovus, but the services company ensures they have the competency or safety related training as required to provide services on Cenovus sites. Services can be cyclical, seasonal, short or long-term. The services company pays the individuals through the services company's payroll, provides workers' compensation coverage and specified levels of insurance, and makes statutory remittances for the individuals.

Service provider types include:

- On-site service provider:
  - individuals who provide services on Cenovus premises and that require some Cenovus infrastructure
    - sample job title: Service Provider Camp Manager, Service Provider Completions Supervisor etc.
- Off-site service provider:
  - individuals who provide services off Cenovus premises and that typically require no Cenovus infrastructure
    - sample job title: Service Provider Thermal Assistant, Service Provider Instrumentation Technician etc.
- Access only:
  - individuals who require building access only and require no other Cenovus infrastructure
    - sample job title: Service Provider IT Client Services, Service Provider IT Developer etc.