

## **Pandemic Planning Practice**

### **Table of Contents**

	<b>page</b>
<b>1.0 Purpose .....</b>	<b>2</b>
<b>2.0 Scope/Application .....</b>	<b>2</b>
<b>3.0 Confidentiality .....</b>	<b>2</b>
<b>4.0 Pandemic Planning .....</b>	<b>2</b>
<b>4.1 Assessment/ Requirements .....</b>	<b>2</b>
4.1.1 Exposure Monitoring.....	2
4.1.2 Exposure Control .....	2
4.1.3 Documentation .....	3
<b>5.0 Training .....</b>	<b>3</b>
<b>6.0 Roles and Responsibilities .....</b>	<b>3</b>
<b>6.1 Cenovus Leaders (EH&amp;S/ Health and Wellness).....</b>	<b>3</b>
6.1.1 Cenovus Health and Safety Coordinators .....	4
<b>6.2 Cenovus Work Site Supervisor .....</b>	<b>4</b>
<b>6.3 Workers .....</b>	<b>4</b>
<b>6.4 Contractors .....</b>	<b>4</b>
<b>6.5 Visitors.....</b>	<b>4</b>
<b>7.0 Principles.....</b>	<b>5</b>
<b>8.0 References.....</b>	<b>5</b>
<b>8.1 Internal References .....</b>	<b>5</b>
<b>9.0 Change Management.....</b>	<b>5</b>
<b>10.0 Definitions and Acronyms .....</b>	<b>5</b>

## 1.0 Purpose

The purpose of the practice is to describe a standard for assessing and controlling risk associated with a pandemic influenza. This document addresses workplace options and strategies for preparation and response during pandemic influenza to preserve health and safety in all Cenovus workplaces.

## 2.0 Scope/Application

The Cenovus practice applies to all Canadian Cenovus operations when a pandemic influenza is identified by the World Health Organization (WHO) and the [Alberta Pandemic Influenza Plan \(APIP\)](#) is activated.

## 3.0 Confidentiality

All specific health-related information is protected by the Alberta [Personal Information Protection Act](#). Any information provided by the worker about possible health effects will be treated as confidential and not divulged without the worker's prior consent.

## 4.0 Pandemic Planning

### 4.1 Assessment/ Requirements

Pandemic influenza must be included in occupational risk assessments as it presents two distinct challenges to the workplace:

- It is a biological hazard.
- Resulting absenteeism may present shortages in operational and safety-critical functions.
- Assessing hazards means taking a careful look at what could harm workers at the workplace.

The purpose of including pandemic influenza in the hazard assessment is to address:

- the biological exposure risk and control as appropriate, and
- the increased absenteeism from pandemic influenza and any resulting hazards or operational changes.

#### 4.1.1 Exposure Monitoring

In some instances, quantitative exposure monitoring may be required to properly assess health risk. It is important that exposure monitoring results are:

- Representative of exposures to workers, and sufficiently consistent.

Where a qualitative Exposure Risk Assessment has identified that there is high or extreme risk of exposure, then an exposure monitoring schedule should be implemented to more accurately determine exposures. The interval between monitoring investigations can be increased as more consistent data is collected and those data indicate lower potential for exposure exceeding the applicable OEL. Additional guidance regarding exposure monitoring is located in the Cenovus Health Risk Assessment Procedure and Industrial Hygiene Sampling/ Measurement Procedure.

#### 4.1.2 Exposure Control

Unacceptable levels of health risk can be identified as:

- Unprotected exposure of workers above 50% of the legislated occupational exposure limit;

- Potential exposures of personnel not directly involved with a task generating a hazard;
- Exposures of members of the public above legislated environmental limits; or
- Situations that are known to cause adverse health effects.
- Where health risk is determined to be unacceptable, exposure controls will be implemented and verified to confirm that health risk after control implementation is acceptable.

#### **4.1.3 Documentation**

Health risk assessments should be documented to provide evidence that health hazards have been identified and evaluated. Refer to the Health Risk Assessment form included in the Cenovus Health Risk Assessment procedure for an example of how to record health risk assessments.

Cenovus Industrial Hygiene (IH) investigation reports will be posted on the appropriate divisional IH webpage. All third party IH investigation reports should be forwarded to the division IH representative for review and posting.

### **5.0 Training**

This practice and the related procedures are posted on the Cenovus Safety, Environment and Regulatory Websites and the Learning Management System (LMS). All workers will be required to read the practice and indicate understanding of pandemic influenza risks and controls as presented.

### **6.0 Roles and Responsibilities**

Roles and responsibilities for safety documents are described in the link below:

Cenovus CEN-EHS234, Roles and Responsibilities Standard

Roles and responsibilities specific to the CEN-EHS149 Pandemic Planning are described below:

#### **6.1 Cenovus Leaders (EH&S/ Health and Wellness)**

Cenovus Leadership must:

- Establish policies and procedures dealing with pandemic influenza exposure assessment and control.
- Establish policies and procedures for post-exposure management of workers exposed to pandemic influenza.
- Develop and implement a written practice to address pandemic influenza. The practice should be reviewed and updated approximately every two (2) years or when a pandemic influenza is identified by the World Health Organization (WHO) and the Alberta Pandemic Influenza Plan (APIP) is activated.
- Ensure relevant training has been provided to supervisors regarding the practice.
- Ensure workers understand potential health hazards in their workplaces.
- Provide assistance to workers to minimize exposure to pandemic influenza as much as reasonably possible.

### **6.1.1 Cenovus Health and Safety Coordinators**

The Cenovus Health and Safety Coordinator is responsible for:

- Working with Work Site Supervisors to assess risks associated with pandemic influenza.
- Assisting Work Site Supervisors to minimize pandemic influenza exposures.
- Ensuring that workers are informed of the health hazards associated with exposure to pandemic influenza.
- Engaging Health and Wellness and/or Industrial Hygiene, as required.

### **6.2 Cenovus Work Site Supervisor**

The Cenovus Work Site Supervisor is responsible for:

- Being familiar with this practice.
- Identifying potential pandemic influenza exposures in the workplace.
- Assisting workers to minimize work exposure to pandemic influenza.
- Engaging Health and Safety Coordinators, as required.

### **6.3 Workers**

Workers are responsible for:

- Being aware of all potential work site hazards, including pandemic influenza.
- Taking appropriate measures to minimize exposure to pandemic influenza, as applicable to their situation.
- Contacting Supervisor regarding pandemic influenza when they have any questions or concerns.

### **6.4 Contractors**

Contractors are responsible for:

- Developing their own policy and practices to identify and control exposure to pandemic influenza.
- Being aware of all potential work site hazards, including pandemic influenza.
- Taking appropriate measures to minimize exposure to pandemic influenza, as applicable to their situation.

### **6.5 Visitors**

Visitors, including members of employees' families, are not allowed in/on Cenovus restricted operating areas or premises except by special permission from authorized Cenovus personnel. Visitors are responsible for adhering to all safety rules while at any facility or on any work site owned by Cenovus. In addition:

- Visitors should be made aware of pandemic influenza hazards present at the worksite they are visiting.
- Workers supervising visitors should be aware of pandemic influenza hazards and ensure that visitors are adequately informed and protected.

## 7.0 Principles

This practice directly addresses two elements in the Cenovus EH&S Management System:

Element 2: Managing Risk and Change

Risks, including risks associated with change, are identified and managed to comply with Cenovus's Risk Management Policy.

Element 7: Health, Safety and Security

Health, safety and security practices are in place to ensure a safe, secure and hazard-free workplace, and the safety of our workforce, communities and assets is ensured.

## 8.0 References

**Mulhausen, J.R., Damiano, J., 1998.** *A Strategy for Assessing and Managing Occupational Exposures*, AIHA Press Fairfax, Virginia.

Alberta Human Resources and Employment, 2006. Occupational Health and Safety Code

B.C. Ministry of Labour and Citizens' Services. WorkSafe BC, 2009. Occupational Health and Safety Regulation

Saskatchewan Advanced Education, Employment and Labour, 2007. The Occupational Health and Safety Regulations

### 8.1 Internal References

Cenovus CEN\_EHS022, Risk, Risk Assessment and Risk Management Description

## 9.0 Management of Change

Proposed changes to this practice can be directed to EH&S Development and MOC; EH&S Document Management or the Division Industrial Hygienist.

## 10.0 Definitions and Acronyms

Definitions and acronyms for safety documents are described in the link below:

Cenovus CEN-EHS243, Definitions and Acronyms

The following definitions and acronyms are specific to the CEN-EHS149 Pandemic Planning Practice:

**Influenza** - is an infection of the lungs and airways caused by a virus.

**Pandemic influenza** - occurs when a new strain of influenza virus: spreads quickly among humans worldwide, has the potential to cause large numbers of human illnesses and death, and does not have a specific vaccine available.

**Health Hazard** – any situation, condition, process, or agent that may cause harm or an adverse health effect on human health, reproduction or well-being. Agents that are hazardous can be biological, chemical or physical in nature.

**Health Risk Assessment** – process of evaluating a potential hazard with consideration of the likelihood and magnitude of adverse effect(s) on health, reproduction or well-being.