

Safe Work Permit Code of Practice**Table of Contents**

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1.0 Purpose

The Safe Work Permit is an administrative control that clearly communicates the worksite conditions (hazards) and their controls between working parties before work can begin. The Safe Work Permit is intended to provide assistance in the control and coordination of work at a Cenovus worksite while generating discussion on hazard and risk mitigation techniques with the workers. This practice outlines the requirements of the Safe Work Permit system.

1.1 Safe Work Permit Objectives

The objectives of a Safe Work Permit system include:

- Ensuring that all staff have the proper authorization for the work type that will be carried out within a designated area
- Clearly communicating to the workers the exact identity, nature, extent of the work scope and site hazards in the area involved with the intended work
- Specifying the precautions that are to be taken by the site owner to mitigate potential risk to the workers on the worksite
- Providing a process for work scope change

2.0 Scope/Application

This practice applies to all Cenovus assets and encompasses all work activities within the various assets where a Safe Work Permit is needed.

3.0 Safe Work Permit

A Safe Work Permit is a document that:

- 1) Is a written record which authorizes:
 - a. Specific work
 - b. At a specific location within a defined boundary
 - c. For a specific time period
- 2) Is used for controlling and coordinating work to establish and maintain safe working conditions
- 3) Ensures that all foreseeable site hazards have been considered and that the appropriate mitigation efforts are defined and carried out prior to work commencing
- 4) Is an written agreement between the Permit Issuer and the Permit Receiver that clearly documents:
 - a. The scope of the job task
 - b. The worksite conditions
 - c. Any necessary preparations
 - d. All foreseeable worksite hazards, precautions, and controls relating to the job scope
 - e. Limitations on the work, such as entering a restricted area or undertaking further work that wasn't a part of the original job scope
 - f. Specifies the equipment, system, building, and work area for the job
 - g. Specifies the need of special personal protective equipment to be used for the job task
 - h. All other observations as required to support the Safe Work Permit
- 5) Is issued by a Permit Issuer to someone other than themselves
- 6) Is only issued for a single activity and single work crew
- 7) Requires any alteration or transfer to be documented within the Safe Work Permit
- 8) Must have an expiry date clearly identified on the Safe Work Permit

- 9) May require additional documentation (e.g. fall protection plan, ground disturbance checklist, etc). All associated documents that are required to complete the job as indicated on the permit are to be attached to the Safe Work Permit.

4.0 Safe Work Permit Requirements

A Safe Work Permit is required for all work conducted on all Cenovus worksites, with the exception of the following types of work:

- 1) Routine non-hazardous work in non-classified operating areas such as:
 - a. Maintenance shop activities
 - b. Laboratories
- 2) Normal operational activities performed by Cenovus personnel
- 3) Emergency services response activities
- 4) Other activities as approved by the asset after completing a risk assessment of the job function

4.1 Hazard Communication

The Safe Work Permit is not intended to be used as a hazard assessment for the work scope outlined within the permit. As defined within section 3.0, the Safe Work Permit only communicates the worksite hazards and the hazard controls that have been implemented to protect the workers health and safety from the identified site hazards.

The Permit Issuer is required to communicate any additional work activities that may impact or be in the vicinity of the work scope defined within the Safe Work Permit. The hazards (e.g. welding sparks gas testing, etc) resulting from that work must be communicated to the Permit Receiver.

4.1.1 Hazard Assessment

Prior to the commencement of any work, a Field Level Hazard Assessment (FLHA), or equivalent document, must be completed at the worksite with all workers involved in the permitted work. A completed copy of the FLHA is required to be attached to the Safe Work Permit for record keeping.

In situations where there is other work being performed in the vicinity of the Permit Receiver, the intended work scope must be communicated to the adjacent workers and the potential hazards and hazard controls discussed.

If a job task poses a hazard with a high potential for injury (e.g. over-head lifting) all other work in the immediate area must be stopped. All non-required workers must be removed from the work area until the job task has been successfully completed and the workers are authorized to return to their original work activities.

4.2 Work Scope Change

Any and all deviations from the initial work scope documented within the Safe Work Permit **must result in a stoppage of work**. Once work has stopped, the initial work scope must be reviewed with the Permit Issuer to determine if the deviation is apart of the intended work activity. If the deviation is intended to be included in the work scope, the Safe Work Permit is required to be either updated to encompass this additional work or it can be cancelled and replaced with a new Safe Work Permit.

For all work scope changes, the Permit Receiver is required to update their original FLHA to identify any new worksites hazards associated with the work scope change.

5.0 Blanket Safe Work Permit

A Blanket Safe Work Permit is used in situations where:

- 1) The Safe Work Permit is issued to a Permit Receiver to identify the terms and conditions of low-risk routine work where the hazards are the same across the various jobsites and the risk to worker safety is considered **low risk**
- 2) There is a defined time period that does not exceed 30 days, unless authorized through the risk assessment process, and that the activity for which the permit was issued is revalidated or assessed at regular intervals determined through the risk assessment process
- 3) The Safe Work Permit clearly outlines the scope of work that is required and the applicable worksites that the Safe Work Permit covers
- 4) A detailed hazard assessment is completed and copies attached to both the Permit Issuer and Permit Receivers copy of the Safe Work Permit
- 5) All limitations of the job task be clearly specified on the Safe Work Permit
- 6) There is no work involving leak sealing, confined space entry, fall protection, hot taps, ground disturbance, hot work, and other higher risk activities

Examples of work activities where a blanket Safe Work Permit could be suitable include:

- Trucking product to and from a production facility
- Waste removal
- Seasonal road/lease maintenance activities
- Lease vegetation management activities
- Any other low risk work approved by the asset with agreed-to conditions and restrictions

6.0 Safe Work Permit Types

6.1 Cold Work Safe Work Permit

A Cold Safe Work Permit is used for work that does not create a source of ignition or generate sufficient heat to ignite flammable or explosive mixtures and/or substances.

Atmospheric testing may be required to measure for hazardous atmospheres such as oxygen deficiency, toxic or asphyxiate gases, and flammable or explosive mixtures prior to work commencing.

6.2 Hot Work Safe Work Permit

A Hot Work Safe Work Permit is required when the work scope includes activities or equipment that has the potential to ignite flammable and/or explosive vapours or materials that may be present or introduced into the work area. Some examples of hot work include:

- Cutting, welding, burning, air gouging, riveting, drilling, grinding, and chipping
- Using electrical equipment not classified for use in a hazardous location
- Introducing a combustion engine into work a process

All hot work environments must:

- 1) Have atmospheric testing conducted and recorded on the Safe Work Permit prior to work commencing
- 2) Have continuous atmospheric monitoring. Depending upon the work scope and FLHA, a 4-head personal monitor (passive monitor) may be deemed acceptable for continuous monitoring, or an active monitor may be required. All monitors must be placed between the hot work and the potential fuel sources and set to alarm at 10% LEL or less

For more information on hot work please reference CEN-EHS095 Hot Work Practice

For hot work being conducted within a confined space, a personal gas monitor is not considered adequate for continuous monitoring.

6.3 Energized Electrical Work Permit

All work that is to be conducted on energized electrical equipment must be done in compliance with the electrical safety program specifications. The Energized Electrical Work Permit (CEN548) must be used in conjunction with the Safe Work Permit referenced within this document. **A Safe Work Permit for energized electrical work is not valid until an energized electrical work permit is completed and attached to the Permit Receivers copy of the Safe Work Permit.**

For more information on permitting requirements for energized electrical equipment, please reference the Electrical Safety Program.

6.4 Ground Disturbance Safe Work Permit

A Ground Disturbance Safe Work Permit is required for all work scopes that are considered to be ground disturbance. In addition to the Safe Work Permit, all ground disturbance work planning and execution requirements must be conducted in accordance with the ground disturbance practice. Prior to work commencing, a Ground Disturbance Checklist CEN019 must be completed and attached to the Safe Work Permit. **A Safe Work Permit for ground disturbance is not valid until a ground disturbance checklist has been completed and attached to the Permit Receivers copy of the Safe Work Permit.**

For more information on ground disturbance, please reference CEN-EHS185 Ground Disturbance Practice.

6.5 Confined Space Entry Safe Work Permit

A Confined Space Entry Safe Work Permit is required for all work scopes that is completed within a confined space. In addition to the Safe Work Permit, all confined space work is required to have Confined Space Entry Checklist (CEN256) completed. Prior to work commencing, the checklist must be completed and attached to the Safe Work Permit. **A Safe Work Permit for confined space entry is not valid until a confined space entry checklist has been completed and attached to the Permit Receivers copy of the Safe Work Permit.**

For more information on confined space, please reference CEN-EHS034 Confined Space Entry Code of Practice.

6.6 Concurrent Operations Permit

The purpose of Concurrent Operations permit is to clearly identify who is responsible for overall site safety when two or more work activities will or may interact with each other on a worksite. The intention of this permit is to jointly document the identification of work activities and hazards that will or may impact the adjacent workers.

The Concurrent Operations Permit (CEN020) is intended to complement the Safe Work Permit as each work activity being conducted on the worksite is required to have its own Safe Work Permit.

The Permit Receiver for each work activity is also required to conduct their own FLHA's where they can include the hazards identified within the concurrent operations permit.

It is recommended that during the completion of the concurrent operations permit, a safety meeting, which includes all work activities involved in the concurrent work, to be documented to clearly communicate work scopes, hazards, and mitigation efforts to all work activity staff.

The safety meeting minutes and a copy of the concurrent permit should be posted at the worksite and a copy provided to all permit receivers who are affected by the concurrent operation.

For more information on concurrent operations, please reference CEN-EHS033 Concurrent Operations User Guide.

6.7 Overhead Power Line Encroachment Permit

A Safe Work Permit that is issued for a work activity that will potentially come within 7 metres of an overhead power line or involves a vehicle moving a load with a combined height of 4.15 metres under an overhead power line requires an Overhead Power Line Encroachment Permit (CEN751).

For more information on overhead power line encroachment, please reference CEN-EHS2837 Overhead Power Line Encroachment Practice .

7.0 Safe Work Permit Extension

With the exception of Section 5.0, a Safe Work Permit needs to be limited to a 12-hour shift. In the event that a time extension is needed, the following conditions apply:

- The Safe Work Permit must be extended by the Permit Issuer
- The maximum duration for a Safe Work Permit is 24 hours from the initial time of issue
- Job and worksite conditions have not changed and they continue to meet the requirements of the Safe Work Permit

8.0 Safe Work Permit Suspension

A Safe Work Permit is automatically suspended:

- If an emergency alarm is activated at the worksite (excepting when testing alarm systems), all work must cease, equipment must be shut down, all personnel must evacuate the work area, until the cause of the alarm has been corrected
- By the safety watch/atmospheric tester if there is an unsafe act or the conditions on the Safe Work Permit are not being followed
- Work scope change as outlined in section 4.2
- A worker is injured in the course of the doing the job
- The Permit Issuer, Permit Receiver or area Cenovus representative determine that the conditions of the Safe Work Permit are not being met and stops the work

Before any work activity can resume, the Permit Receiver is required to review and update their FLHA to verify that no new hazards were introduced into the worksite as a result of the work stoppage. The Safe Work Permit is required to be re-validated by the Permit Issuer.

9.0 Electronic Safe Work Permits

A system or process may be used to issue electronic versions of a Safe Work Permit to a Permit Receiver. However, the permitting process must be clearly defined within the asset and it must include the following requirements:

- The Safe Work Permit is required to be authorized by written signature by the Permit Issuer, Permit Receiver and if required, area Cenovus representation to confirm acceptance
- A paper copy of the Safe Work Permit is to be supplied to the Permit Receiver
- A process to ensure the Permit Writer/Issuer is assessing each specific job and is not relying on the "cutting and pasting" of existing sections from other Safe Work Permits
- A unique document identifier is produced that will be assigned to that Safe Work Permit for the life of the document (initiation to record destruction)

10.0 Issue, Control and Sign Off

- 1) Prior to a Safe Work Permit being issued to the Permit Receiver, all authorizations and required documentation must be in place and documented/attached to the safe work permit

- 2) Prior to the Safe Work Permit being issued, the Permit Receiver and Permit Issuer must discuss the work scope to clarify work description, requirements, limitations, job site conditions, hazards, associated documents, and other permit contents
- 3) All required signatures will be on all copies of the Safe Work Permit
- 4) The Permit Receiver must always be provided with a copy of the Safe Work Permit and any additional documentation that was identified during the permitting process

10.1 Safe Work Permit Closure

To sign off and close a Safe Work Permit, the following two requirements need to be verified as being completed by a Cenovus representative.

1. **Housekeeping** – The Permit Receiver has left the work area in a clean state free of any debris or hazards that could affect other workers who may be in or enter the area.
2. **Equipment Run-in** – When possible, repaired equipment should be placed into service and pressured up before sign-off. This will ensure that the equipment is working normally and that all energy isolations have been removed correctly.

11.0 Monitoring/Auditing

On a frequency determined by the asset, the monitoring or auditing of the Safe Work Permit System and Safe Work Permits should be performed to ensure quality and compliance with this practice and site processes.

12.0 Document Retention

As per Cenovus's requirements, a Safe Work Permit and all associated documentation must be stored and maintained for two (2) years.

For further information on document retention, please reference EH&SR Record Retention Practice CEN-EHS037.

13.0 Responsibilities

13.1 Permit Writer Responsibilities

The Permit Writer is a Cenovus employee or a contractor whom the asset deemed competent to write a Safe Work Permit in their area of responsibility. This person must also be competent in the understanding of the scope of work and related impacts it has on Cenovus processes.

In some operating areas, the Permit Writer may also be the Permit Issuer. In these instances, there is no requirement for a separate Permit Writer and all responsibilities outlined below apply to the Permit Issuer.

Additional responsibilities include:

- a) Determining the type of Safe Work Permit and specific attachments (e.g. Ground Disturbance Checklist) that are required for the scope of work defined within the permit
- b) Ensuring that the Safe Work Permit contains a clear description of the work to be done, its location, start time and duration
- c) Ensuring that all site hazards and site hazard controls are clearly outlined within the Permit.
- d) Ensuring that the Permit Receiver clearly printed their full name and signed the permit acknowledging acceptance of the conditions outlined within the safe work permit.

13.2 Permit Issuer Responsibilities

The Permit Issuer is a Cenovus employee or a contractor whom the asset deemed competent to issue Safe Work Permits in their area of responsibility. This person must also be competent in the understanding of the scope of work and related impacts it has on Cenovus processes.

In some operating areas, the Permit Issuer may also be the Permit Writer. In these instances, there is no requirement for a separate Permit Writer and all responsibilities outlined below and within section 13.0 apply to the Permit Issuer.

Additional responsibilities include:

- a) Ensuring that the Safe Work Permit contains a clear description of the work to be done, its location, start time and duration
- b) Ensuring that work area and/or equipment has been appropriately isolated to a zero-energy state
- c) Conducting with or ensuring that the Permit Receiver is conducting a pre-job hazard assessment to identify the hazards, potential hazards and mitigation strategies for the work activities to be completed at the job site
- d) Evaluating the need for a concurrent operations permit if there is other work being conducted within the intended work area that could have an impact on the permit receiver
- e) Determining if a written Fire and Explosion Prevention Plan is necessary based on the fuel, oxygen, and ignition sources, or as required by the asset
Important Note: For most hot work, the Safe Work Permit by itself will be sufficient; in asset, the Permit Issuer is responsible for deciding if the level of risk associated with the fire and explosion hazards requires a separate written fire and explosion prevention plan. For more information, please reference CEN-EHS039 Fire and Explosion Hazard Management Practice
- f) Ensuring the Permit Receiver is familiar with the area, equipment, work scope, requirements, hazards and other work activities and limitations

- g) Ensuring that the Permit Receiver clearly printed their full name and signed the permit acknowledging acceptance of the conditions outlined within the safe work permit.

13.3 Permit Receiver Responsibilities

The Permit Receiver is responsible for:

- a) Immediately notifying the Permit Issuer/Writer if they lack the knowledge, experience, necessary training, or required permits and supporting safe work documentation that is required to execute the intended work scope
- b) Reviewing the requirements of the Safe Work Permit and evaluating all documented work scope instruction prior to accepting the permit
- c) Conducting a FLHA at the worksite prior to work commencing. The FLHA process should include a tail-gate safety meeting with all workers working under the Permit Receiver to ensure that work scope, limitations, and site hazards are properly addressed and communicated to all workers involved with the work scope outlined within the Safe Work Permit
- d) Must ensure that all workers engaged in the execution of the permitted work understand and comply with the requirements outlined within the Safe Work Permit and all supporting documentation
- e) If the work scope requires it, designating a safety watch, atmospheric tester, or other necessary support
- f) Following the instructions of the Permit Issuer, and the safety watch/atmospheric tester
- g) A copy of the Safe Work Permit and all associated documentation (i.e. checklists, practices, procedures) are posted and available for review by all workers who are engaged in the work scope.
- h) Stopping work and notifying the Permit Issuer if:
 - i. The conditions of the job site have changed to the extent that is has impacted the scope of work (e.g. heavy rains while working in a trench)
 - ii. There is any form of deviation (scope creep) from the initial work scope documented within the original Safe Work Permit
 - iii. There are any spills, incidents, unsafe acts or unusual conditions that have occurred
 - iv. An emergency alarm has been activated
 - v. An adjacent work activity is having a direct impact on the Permit Receivers scope of a work (e.g. a concurrent operations permit may be required)

Note: Prior to the commencement of any work after a stoppage, all workers engaged in the work scope are required to re-evaluate their FLHA and address any new hazards that may have been introduced into the work site
- i) Ensuring that the work area has been cleaned up and left in a safe condition at the conclusion of the work.

14.0 Governing and Reference Documents

14.1 Internal Governance

Document Type	Governance Documents
Policy	Corporate Responsibility Policy
Framework	Cenovus Operations Management System (COMS)
Policy	Enterprise Risk Management Policy
Regulatory	Alberta OHS Code (2009) – Part 2, Section 7, 8, 9 and 37
Regulatory	Saskatchewan OHS Regulation – Sections 12, 22 and 412

14.2 Internal References

Document Ref. #	Internal Reference Documents
CEN-EHS019	Hazard Assessment and Control Practice
CEN-EHS022	EH&S/Operations Risk Management Practice
CEN-EHS287	Concurrent Operations Permit Practice
CEN-EHS095	Hot Work Practice
CEN-EHS039	Fire Explosion Hazard Management Practice
CEN-EHS184	Ground Disturbance Practice
CEN-EHS034	Confined Space Code of Practice
CEN-EHS103	Energy Isolation Practice
CEN-EHS2837	Overhead Power Line Encroachment Practice
CENP-020	Electrical Safety Program
CEN753	Safe Work Permit (Form)
CEN-EHS116	Safe Work Permit User Guide
CEN548	Electrical Work Permit (Form)
CEN019	Ground Disturbance Checklist (Form)
CEN256	Confined Space Checklist (Form)
CEN020	Concurrent Operations Permit (Form)
CEN425	Fire Explosion Hazard Management Plan (Form)
CEN751	Overhead Power Line Encroachment Permit (Form)

14.3 External References

Document Origin	External Reference Documents
Work Safe Alberta	Safe Work Permits (2007)
Oil Sands Safety Association	Safe Work Permit Code of Practice (2008)
Health and Safety Executive	HSE – Guidance on permit-to-work systems (2005)

15.0 Change Management

Proposed changes to this code of practice can be directed to EH&S Document Management.

16.0 Definitions and Acronyms

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

Cenovus CEN-EHS243, Definitions and Acronyms

Active monitor means a gas detection monitor that uses mechanical action (via pumps or a fan) to draw air into the sensors.

Administrative control means a method of control (or work practice controls) that are used to manage worker exposure to hazards in the worksite.

Atmospheric testing means tests to determine whether the atmosphere contains a flammable substance in a quantity sufficient to create an explosive atmosphere.

Blanket Safe Work Permit means a work permit that is used for low-risk routine work that is carried out across various worksites with the same level of hazards.

Cold Safe Work Permit means a Safe Work Permit that is used for work that does not create a source of ignition or generate sufficient heat to ignite a flammable mixture or substance.

Competent means a person that is adequately qualified, suitably trained and with sufficient experience to safely perform the work without supervision or with only a minimal degree of supervision.

Concurrent operation means any field operation, surface or subsurface, where the tasks of two or more operations will or may indirectly impact each other.

Confined space entry means any enclosed or partially enclosed space having restricted access and egress, and which, due to its nature, may become a life-threatening or is an immediately dangerous to life and health environment.

Document identifier means a unique identifier for a record or document that does not exist on any other document or record.

Field level hazard assessment means a function of steps which identifies hazards related to specific task and provides measures to reduce the risk of exposure by eliminating or effectively controlling the hazard.

Fire watch means a dedicated person(s) whose sole responsibility is to look for, and respond to, any fires within an established area.

Ground disturbance means any work, operation, or activity that results in a disturbance of the earth; this includes, without limitation: surveying, excavating, digging, trenching, ploughing, rig anchor installation, drilling, tunnelling, auguring, backfilling, blasting, topsoil stripping, land levelling, peat removing, quarrying, clearing, grading, pounding a ground rod, fencing, and hydrovacating for the purpose of excavation.

Ground Disturbance Checklist means a Cenovus document utilized to help ensure correct ground disturbance procedures will be followed and provide written approval to conduct the ground disturbance. The Cenovus Ground Disturbance Checklist leads the user through a risk assessment of the planned disturbance, instigates required risk controls, and serves as a communication tool for all personnel involved in the ground disturbance activity.

Hazard means any existing or potential conditions in the workplace which, by itself or by interacting with other variables can result in a loss.

Hot Work Safe Work Permit means a Safe Work Permit that is used strictly for work that either involves equipment or activities that have the potential to ignite flammable or explosive vapours or material.

Oxygen deficient atmosphere means an atmosphere where the oxygen content is less than 18kPa (3 psi) partial pressure or less than 19.5% oxygen by volume.

Passive monitor means a gas monitor that relies on diffusion or air movement.

Permit Issuer means a person who has the understanding of the intended work scope and is authorized to permit work for their area of responsibility.

Permit Receiver means a person who receives the work Safe Work Permit and ensures the requirements of the permit are met.

Permit Writer means a person who prepares the Safe Work Permit and all associated documentation prior to the permit issuer authorizing the work.

Risk means the probability of activity that a hazard will result in an incident with definable consequences.

Record means a physical or electronic media which is created or received in the course of Cenovus operational activities and provides.

Work area means the physical surface location where the ground will be disturbed. The size and shape of the work area will be site and activity dependent.

Work scope means a description that defines the work activities needed to fulfil a desired deliverable.

Worksite means the general location where a ground disturbance activity is to occur. A worksite may be a facility, lease/well site, pipeline right-of-way (ROW) or a portion there of.