

Safe Work Permit Practice

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Table of Contents

1.0 Purpose4
 1.1 Safe Work Permit Objectives4

2.0 Scope/Application4

3.0 Safe Work Permit Definition4

4.0 Safe Work Permit Requirements.....5

5.0 Hazard Communication6
 5.1 Hazard Assessment6

6.0 Work Scope Changes6
 6.1 Adding a Company to a Safe Work Permit.....7
 6.2 Permit Issuer and Receiver Transfers7

7.0 Multi-Area Safe Work Permit7
 7.1 Multi-Area Safe Work Permit Conditions8

8.0 Multi-Day Safe Work Permit8
 8.1 Multi-Day Safe Work Permit Conditions8

9.0 Safe Work Permit Additional Documentation Types.....9

10.0 Operational Facility Access.....9
 10.1 Access Permit System10
 10.2 Worksite Entry/Exit Log System.....10

11.0 Hot Shift Change11

12.0 Safe Work Permit Extension11

13.0 Safe Work Permit Suspension.....11

14.0 Electronic Safe Work Permit.....12

15.0 Safe Work Permit Closeout Requirements12

16.0 Roles and Responsibilities13

17.0 Training.....18

18.0 Quality Assurance18
 18.1 Performance Measurement.....18
 18.2 Management of Change.....18

18.3 Practice Verification18

19.0 Glossary19

20.0 References20

 20.1 External Documents.....20

 20.2 Internal Documents20

Appendix A: Completing a Safe Work Permit.....21

Appendix B: Completing a Record of Safety Meeting and Hazard Assessment.....25

Appendix C: Safe Work Permit Process26

List of Tables

Table 1: Roles and Responsibilities.....13

Table 2: Terms and Definitions.....19

Table 3: External Document References.....20

Table 4: Internal Document References20

1.0 Purpose

The Safe Work Permit is an administrative control that, if correctly completed, will effectively communicate the known hazards, conditions and hazard controls of the outlined work area. It is used to document 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 are as follows:

- Ensure workers have the proper authorization to carry out work in a specified area
- Communicate to the workers the exact identity, nature, extent of the work scope and site hazards in the area involved with the intended work
- Specify the precautions that have been and are to be taken by the site owner to mitigate potential risk to the workers on the worksite
- Provide a process for work scope change

2.0 Scope/Application

The Safe Work Permit Practice applies to all Cenovus functions. The Safe Work Permit Practice is implemented by the Permit Authority, the individual(s) who have been assigned the responsibility for Safe Work Permitting within the function. The following are identified areas or activities that are exempt from the scope of the Safe Work Permit Practice:

1. Work activities in non-process areas specified by the Permit Authority
2. Field accommodations, kitchen and housekeeping areas/activities
3. Routine operational activities performed by qualified Cenovus Operations personnel in process facilities
4. Emergency services emergency response activities (excludes training, etc.)
5. As requested and approved by the Incident Commander in an emergency response situation

Note: With the exception of the above, all work scopes require a Safe Work Permit before the work can commence.

3.0 Safe Work Permit Definition

A Safe Work Permit is a mandatory and binding document with the following conditions:

1. It is a written record that authorizes the following:
 - Specific work scope
 - At a specific location within a defined boundary
 - For a specific time period

2. It is a written agreement between the Permit Issuer and the Permit Receiver that clearly documents, at a minimum, these elements:
 - The specific scope of work
 - All known worksite conditions
 - Any necessary preparations
 - All foreseeable worksite hazards, precautions and controls relating to the work scope
 - Equipment, systems, buildings and work areas required for the work scope
 - Requirements for special personal protective equipment to be used to safely complete the work scope
3. It is used for controlling and coordinating work to establish and maintain safe working conditions.
4. It ensures all foreseeable site hazards have been considered, and the appropriate mitigation efforts are defined and carried out prior to work commencing.
5. It provides limitations on the work by outlining specific work scopes and areas.

4.0 Safe Work Permit Requirements

1. A Permit Issuer cannot issue a permit to themselves.
2. The Permit Issuer and Permit Receiver must discuss the work scope to clarify work description, requirements, limitations, worksite conditions, hazards, associated documents and other Safe Work Permit contents.
3. A hazard assessment is required for all Safe Work Permits. Additional documentation applicable to the work scope may also be required. All associated documents that are indicated as required on the Safe Work Permit must be attached to the field copy of the Safe Work Permit. For Multi-Day Safe Work Permits, all required documentation must be attached to the Safe Work Permit and submitted to the issuing Permit Authority upon closure, no later than one week from the Safe Work Permit expiration.
4. All authorizations and required documentation must be in place and attached prior to a Safe Work Permit being issued to the Permit Receiver, with the exception of the hazard assessment which must be completed at the worksite.
5. An expiry date must be clearly identified on the Safe Work Permit.
6. Multiple companies may execute work under a single Safe Work Permit as long as they are engaged in the same work scope. All companies must be listed on the Safe Work Permit and a representative from each company must sign the Safe Work Permit as a Permit Receiver. A collective hazard assessment must be completed by all companies included in the specific work scope. Alternately, the individual companies may complete individual hazard assessments, followed by a work group review and sign off of all applicable hazard assessments.

7. The Permit Issuer and Permit Receiver's written signatures are required to validate the authorization of the Safe Work Permit prior to commencing work. If the Permit Writer is also the Permit Issuer, signatures for both roles are required on the Safe Work Permit.
8. The Permit Receiver must always be provided with a copy of the Safe Work Permit and any additional documentation that was identified through the issuance of the Safe Work Permit.
9. Any alteration to the work scope must be conducted as per Section 6.0 Work Scope Changes.
10. The Permit Receiver is responsible for the safe execution of the work documented on the Safe Work Permit.

5.0 Hazard Communication

The Safe Work Permit is not intended to be used as a hazard assessment for the work scope outlined within the Safe Work Permit. 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 worksite hazards.

The Permit Issuer is required to communicate any additional known work activities, as well as any other reasonably foreseeable impacts that may affect execution of the outlined work scope, to the Permit Receiver and all workers who may be affected.

5.1 Hazard Assessment

Prior to the commencement of any work, a hazard assessment must be completed at the worksite for the work scope outlined in the Safe Work Permit with all workers involved in the work. The Cenovus hazard assessment form on the back of the Safe Work Permit should be used if issued to Cenovus staff. Contractors are required to provide an equivalent hazard assessment and attach a copy to the Safe Work Permit for Cenovus recordkeeping requirements.

The hazard assessment must be reviewed regularly during work execution, and it must be updated if new hazards arise, especially in the case of concurrent work activities. All changes must be reviewed, time-stamped and initialed by all workers.

In situations where there is other work being performed in the vicinity of the permitted work scope, the intended work scope must be communicated to the adjacent workers and the potential hazards and hazard controls discussed. Those workers must review and sign each other's hazard assessments once this review is completed.

Note: When multiple work groups (i.e. drilling and completions) must work concurrently, the requirements of the Concurrent Work Practice apply.

6.0 Work Scope Changes

Any and all changes to the initial signed Safe Work Permit must be reviewed and approved by the Permit Issuer before the change can take place. The Safe Work Permit must either be updated to reflect the change(s) or closed out and replaced with a new Safe Work Permit.

For any Safe Work Permit change(s), the associated hazard assessment must be updated to reflect any new work site hazards associated with the change(s). Any updates must be communicated to and acknowledged by all workers executing work under the Safe Work Permit.

6.1 Adding a Company to a Safe Work Permit

A new company may be included on a Safe Work Permit, provided that company is engaged in the same work scope as the existing Safe Work Permit. To join a work scope after a Safe Work Permit has been issued:

1. The new company's work scope must be added to the Safe Work Permit by the Permit Issuer, with the hazards and mitigations reviewed and updated.
2. The Safe Work Permit must then be revalidated with all changes initialled by the Permit Issuer.
3. A representative of the new company must sign the Safe Work Permit as an additional Permit Receiver.
4. All workers joining the work scope must review the Safe Work Permit and sign the associated hazard assessment(s).
5. The new company must complete a company specific hazard assessment for the work scope and have all other persons engaged in the work scope sign it.

6.2 Permit Issuer and Receiver Transfers

If a Permit Issuer must leave unexpectedly during the work shift, he/she may transfer the responsibilities to another Permit Issuer. In this situation, work is not required to stop. The outgoing Permit Issuer must provide a thorough handover communication to the replacement for all active Safe Work Permits he/she is responsible for. The incoming Permit Issuer is responsible for reviewing all active Safe Work Permit(s) in the area of accountability as soon as possible after area handover. The incoming Permit Issuer must sign the Safe Work Permit on the designated line marked Permit Transfers and indicate he/she is the Issuer. The incoming Permit Issuer assumes all responsibilities of the outgoing Permit Issuer.

If a Permit Receiver must leave unexpectedly during the work shift, he/she may transfer their responsibilities to another Permit Receiver. In this situation work is not required to stop. The outgoing Permit Receiver must provide a thorough handover communication to the replacement prior to leaving the work location. The incoming Permit Receiver must sign the Safe Work Permit on the designated line marked Permit Transfers and indicate he/she is the Receiver.

Note: In lieu of a Safe Work Permit transfer, the Safe Work Permit may be closed out and a new Safe Work Permit issued. However, if this occurs, the work associated to the Safe Work Permit must stop until a new Safe Work Permit is issued.

7.0 Multi-Area Safe Work Permit

A Multi-Area Safe Work Permit encompasses low-risk, repetitive work occurring in more than one area, and is authorized at the discretion of the Permit Authority. A risk assessment

must be used to validate that the work is low risk. The risk assessment must be approved by the function's Permit Authority and requires revalidation at a maximum of 30 days or as dictated by the risk assessment (the assessment may indicate a shorter period is required).

To avoid having to revalidate the risk assessment associated with this type of permitting, a task-specific procedure may be created based on the risk assessment to formalize the hazard mitigation. The procedure must be revalidated according to function procedure review requirements. In the absence of a procedure, copies of the risk assessment shall be attached to both the Permit Issuer's and Permit Receiver's copy of the Safe Work Permit.

7.1 Multi-Area Safe Work Permit Conditions

1. The Multi-Area Safe Work Permit is issued to a Permit Receiver to identify the terms and conditions of low-risk repetitive work where the hazards are similar across the various worksites and the risk to worker safety is considered low.
2. The Multi-Area Safe Work Permit clearly outlines the applicable areas and scope of work that is authorized.
3. All affected Permit Issuers must authorize the Multi-Area Safe Work Permit prior to work starting in their respective areas. At a minimum, verbal authorization is required. The Permit Receiver shall communicate when he/she is leaving one area and entering another to the Permit Issuer.

8.0 Multi-Day Safe Work Permit

A Multi-Day Safe Work Permit authorizes low-risk, repetitive work to occur for more than one 12-hour shift and up to a maximum of 30 days, and is authorized at the discretion of the Permit Authority.

A risk assessment must be used to validate that the work is low risk. The risk assessment must be approved by the function's Permit Authority and requires revalidation at a maximum of 30 days or as dictated by the risk assessment (the assessment may indicate a shorter period is required).

To avoid having to revalidate the risk assessment associated with this type of permitting, a task-specific procedure may be created based on the risk assessment to formalize the hazard mitigation. The procedure must be revalidated according to function procedure review requirements. In the absence of a procedure, copies of the risk assessment shall be attached to both the Permit Issuer's and Permit Receiver's copy of the Safe Work Permit.

8.1 Multi-Day Safe Work Permit Conditions

1. The Multi-Day Safe Work Permit is issued to a Permit Receiver to identify the terms and conditions of low-risk repetitive work where the hazards are the same day-to-day and the risk to worker safety is considered low.
2. There is a defined time period that does not exceed 30 days and the activity for which the Multi-Day Safe Work Permit was issued is revalidated or assessed at regular intervals as stipulated through the risk assessment process (not to exceed 30 days).

3. The Multi-Day Safe Work Permit clearly outlines the scope of work that is required.
4. Daily hazard assessments must be completed by the worker for the duration of the Multi-Day Safe Work Permit, for the work scope outlined in the Multi-Day Safe Work Permit with all workers involved in the work. It shall be reviewed throughout the duration of the permitted work and updated as required. All changes must be reviewed, time-stamped and initialled by all workers.
5. All required documentation must be attached to the permit and submitted to Cenovus within a week of the permit expiry.
6. All affected Permit Issuers must authorize the Multi-Day Safe Work Permit prior to work starting for each shift.

9.0 Safe Work Permit Additional Documentation Types

The Safe Work Permit alone does not sufficiently mitigate risk. Depending on the type of work, additional documentation may be required, such as the following:

- Confined Space Entry Permit (CEN256)
- Ground Disturbance Checklist (CEN019)
- Hot Work Worksite Preparation Checklist (CEN-EHS095)
- Energized Electrical Work Permit (CEN548)
- Concurrent Work Agreement (CEN020)
- Overhead Power Line Encroachment Permit (CEN751)
- Fall Protection Plan (CEN487)
- LOTO Log (CEN376)
- Safety Data Sheet
- Risk Assessment

The additional documentation required must be indicated on the Safe Work Permit. If the additional documentation type is denoted with an asterisk (*), it is required to be attached to the Safe Work Permit.

For Multi-Day Safe Work Permits, all required documentation must be attached to the Safe Work Permit and submitted to the issuing Permit Authority upon closure, no later than one week from the Safe Work Permit expiration.

Note: Refer to the applicable safe work practice(s) (such as those listed above) prior to commencing work.

10.0 Operational Facility Access

Facility access may be granted for non-operating personnel requiring access to non-hazardous areas of the operational facility to plan work, check on work crews, participate in

tours, perform audits, etc. Either an Access Permit or the Entry/Exit Log system may be used, at the discretion of the Permit Authority, for the following:

- Visitor access
- Visual inspections
- Engineering field drawings/sketches
- Measuring that does not involve hazardous activities
- Safety inspections

10.1 Access Permit System

Access Permits are only to be issued for the conditions listed in Section 10.0. All non-operating personnel requiring access to the operational facility must receive a Safe Work Permit prior to entering an area. For the purposes of an Access Permit, work is defined as any activity requiring the use of tools. Permit Writers will be the Permit Issuer for Access Permits.

- Radio notice must be given to the operations personnel in charge of the area the personnel is attempting to enter, providing details of the visit prior to entering the operational area.
- As with any permit, a hazard assessment must be completed and attached to the Access Permit when returning.

10.2 Worksite Entry/Exit Log System

Alternately, functions may choose to use the Worksite Entry/Exit Log. All personnel entering an operating area via the sign-in process must first contact the Permit Authority for documented authorization prior to entering the area.

1. The Entry/Exit Log must contain, at a minimum:
 - Data entered on the form heading
 - Date and area
2. The following minimum data must be entered by the registrant accessing the area:
 - The printed name, company name, site access card number, radio contact channel and phone number of the registrant
 - The location being accessed
 - Purpose of the visit
 - The time entering the area (after authorization)
 - Radio channel to be used

- The time exiting the area
 - Signature of individual leaving
3. Verbal conversation with the Permit Authority must occur to discuss the following:
- Any hazards and abnormal operating conditions
 - Any limitations, precautions, or controls required
 - Emergency muster area

The Entry/Exit Log carries the same importance as a Safe Work Permit to ensure the safety of those requesting access to the area, but not requiring a Safe Work Permit. Duration of permission for Entry/Exits should be restricted to four (4) hours or less as required by the Permit Authority.

11.0 Hot Shift Change

In the event that a job extends past shift change and a new crew will be taking over, a "hot" shift change may occur. In this case, the incoming crew obtains a new Safe Work Permit and changes shift with the outgoing crew at the worksite. This allows work to continue with minimal disruption during Safe Work Permit handover. All persons/groups involved in the permitting process for the work scope must be present at the worksite to complete the hot shift change. If any one person or group is not in attendance when required, the hot shift change cannot take place, and work must stop until the old permit is turned in and a new one issued.

12.0 Safe Work Permit Extension

With the exceptions of Multi-Day Safe Work Permits, a standard Safe Work Permit is required to be limited to a 12-hour shift. However, in the event that a time extension is required, the following conditions apply:

- The Safe Work Permit must be extended by the outgoing Permit Issuer.
- The maximum duration a Safe Work Permit may be extended is four (4) hours, equating to a total shift time of 16 hours.
- Job and worksite conditions have not changed and they continue to meet the requirements of the Safe Work Permit.

13.0 Safe Work Permit Suspension

A Safe Work Permit is automatically suspended and all work must cease if any of the following occurs:

- An emergency alarm is activated at the worksite (except when testing alarm systems) or an emergency all-call is issued by Operations
- A hazardous change in atmospheric conditions is identified

- The conditions of the Safe Work Permit are not being followed
- The work scope changes
- Weather conditions fall outside the low temperature limits of respiratory protection equipment (if applicable to work scope)
- Adequate rescue resources are no longer available for restricted/confined space entry or any other work scopes requiring a fall protection or other rescue plan
- If severe weather conditions occur, all outside work and all Confined Space Work Permits are suspended. At the discretion of the Permit Authority, Safe Work Permit revalidation may be required.
- In the event an incident occurs, the Cenovus Incident Management Practice shall be followed.

Prior to any work activity resuming, the Permit Receiver is required to review and update the hazard assessment 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 revalidated by the Permit Issuer. The exception is severe weather permit suspensions, per above.

14.0 Electronic Safe Work Permit

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 function, 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, the function Permit Authority
- A paper copy of the Safe Work Permit is to be supplied to the Permit Receiver
- A process for thorough review and conversation between the Permit Writer and Permit Receiver and the Permit Issuer and Permit Receiver to ensure the Permit Writer/Permit 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

All documentation for permitting, including all supporting documentation, falls under critical records management for the life of the documents (initiation to record destruction), per Cenovus’s Record Management Practice.

15.0 Safe Work Permit Closeout Requirements

All Safe Work Permits are required to have a formal close out prior to the expiration indicated on the Safe Work Permit. The following minimum requirements must be met when Safe Work Permits are closed out:

- 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

- Work scope – The work scope is complete or an update has been provided to the Permit Issuer, and equipment is left in a safe state
- Safety Devices – All safety devices have been returned to service (e.g. fire eyes, DCS bypasses)
- Lockout – When work scope is complete, all personal locks have been removed from the worksite and the crew has signed off of the LOTO (where applicable)
- Sign-off - The Permit Receiver must sign off the Safe Work Permit to indicate the above items are complete
- Critical records - All documentation required is attached and returned with the Safe Work Permit (the field copy), including a copy of the hazard assessment and all other identified attachments of the Safe Work Permit. Critical records shall be returned to the Permit Authority.

Both the Permit Receiver and Permit Issuer (or delegate) are required to review the worksite and acknowledge that it has been returned to a satisfactory condition. The Permit Issuer (or delegate) is required to review the worksite once the work scope is completed to ensure that the area / equipment is safe to be put back into service prior to the Safe Work Permit closeout.

*Note: Functional groups are expected to establish approaches that allow them to operationalize the Safe Work Permit Closeout Requirements, if not able to simply execute as stated in this practice. For example, OSPO FCCL has established the following approach: Operator will verify site housekeeping during normal rounds following work execution and notify SWT of any issues. At the end of the SWT operator shift, the SWT operator will close out the compliant permits by signing (Issuer Acknowledgement) and flag the non-compliant permits to the SWT dayshift Coordinator. From this point the non-compliant permits will be closed out by the work execution lead once verification of housekeeping has been completed. Non-compliances will be flagged to supervisors for appropriate follow up.

16.0 Roles and Responsibilities

The following responsibilities apply to this practice:

Table 1: Roles and Responsibilities

Role	Description
Permit Authority (As assigned by the Field Manager or through the Site Release process)	<p>The individual(s) who has been assigned the responsibility for Safe Work Permitting within the function. It encompasses the roles of Permit Writer and Permit Issuer. The Permit Authority may also be assigned (transferred) through the Site Release process.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Write and/or issue Safe Work Permits for the function • Authorize work activities in non-process areas that do not require permitting, as per Section 2.0 and for operational facility access, as per Section 10.0 • For Multi-Day and Multi-Area Safe Work Permits: <ol style="list-style-type: none"> 1. Provide permitting authorization

Role	Description
	<ol style="list-style-type: none"> 2. Sign off on risk assessments 3. Validate that permits do not extend beyond 30 days of risk assessment review 4. Request new risk assessments if required 5. Provide oversight that any task-specific procedures that are developed based on the original risk assessments cover the appropriate hazards and mitigations <ul style="list-style-type: none"> • Communicate with the SIMOPS Coordinator • Attend SIMOPS planning meetings and ensure all SIMOPS hazards are addressed • Ensure all the workers within their area of responsibility comply with SIMOPS mitigations • Inform the SIMOPS Coordinator regarding all Health and Safety and/or Environmental incidents or other situations affecting other Permit Authorities' work activities • Collaborate with the SIMOPS Coordinator for using shared work space when it affects other Permit Authorities' work activities • Ensure workers follow safe work practices and procedures relevant to the scope of work identified on the Safe Work Permit.
Permit Writer	<p>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.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Determine the type of Safe Work Permit and specific attachments (e.g. Ground Disturbance Checklist) required for the scope of work defined within the permit write the Safe Work Permit, ensuring it contains a clear description of the work to be done, its location, start time and duration, and all site hazards and site hazard controls; it also must indicate any additional documentation requirements. • Discuss the scope of work to be performed with the Permit Receiver, including, but not limited to the following: <ul style="list-style-type: none"> • Describe any interactions between process systems • Identify any conflicting work and the hazards created by the conflicting work scopes • Inform of any other hazards associated with working in the area where the work is being conducted • Request the Permit Receiver co-sign on the other crew's hazard assessment when concurrent work is involved • Inform the Permit Receiver of applicable site practices, procedures and other supporting documentation, and provide if

Role	Description
	<p>requested</p> <ul style="list-style-type: none"> • Sign off on the Safe Work Permit • Ensure the Permit Receiver clearly printed his/her full name and signed the permit acknowledging acceptance of the conditions outlined within the safe work permit • Notify the applicable Permit Issuer(s), prior to commencing work, of permitted activities that are adjacent to, infringe upon, or affect other process units or areas • Inform the Permit Issuer of any changing process, site conditions or emergency conditions that will affect the work scope • Retain an active copy of the Safe Work Permit while the work is underway • Ensure all original copies of Safe Work Permits are closed out and filed when the work is complete. Confirm that all supporting documentation has been completed and attached to the Safe Work Permit. • Ensure workers follow safe work practices and procedures relevant to the scope of work identified on the Safe Work Permit.
Permit Issuer	<p>A Cenovus employee or a contractor whom the asset has 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.</p> <p>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.</p> <p>If performing the role of Writer and Issuer, signatures for both roles are required.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Verify the scope of work to be performed with the Permit Writer (if other than himself/herself) and the Permit Receiver, including the following: <ul style="list-style-type: none"> • Any interactions between process systems • Conflicting work and the hazards created by the conflicting work scopes • Hazards associated with working in the area where the work is being conducted • Request the Permit Receiver co-sign on the other crew’s hazard assessment when concurrent work is involved • Ensure the Safe Work Permit contains a clear description of the work to be done, its location, start time and duration, and all site hazards and site hazard controls; it must also indicate any additional documentation requirements • Ensure work area and/or equipment has been appropriately isolated to a zero-energy state

Role	Description
	<ul style="list-style-type: none"> • Ensure the Permit Receiver is familiar with the area, equipment, work scope, requirements, hazards and other work activities, and limitations • Verify the Safe Work Permit is complete, all required signatures have been obtained and all required documentation is attached • Sign the Safe Work Permit when satisfied the work can proceed safely, and ensure the Permit Receiver clearly prints his/her full name and signs the permit, acknowledging acceptance of the conditions outlined within the Safe Work Permit • Conduct with or ensure the Permit Receiver conducts a pre-job hazard assessment to identify the hazards, potential hazards and mitigation strategies for the work activities to be completed at the worksite • Notify the applicable Permit Receiver(s), prior to the start of the new work, of new permitted activities that are adjacent to, infringe upon, or affect existing Safe Work Permits • Evaluate the need for a Concurrent Work Agreement if there is other work being conducted within the intended work area that could have an impact on the Permit Receiver • Review and initial any accepted changes to the Safe Work Permit as work progresses. Examples of changes allowed to the Safe Work Permit by the Permit Issuer are as follows: <ul style="list-style-type: none"> • Correcting a spelling mistake • If different tools/equipment are required to complete the task (provided the Safe Work Permit classification does not change) • Same work scope on identical equipment in same area Examples of changes not allowed to Safe Work Permit by the Permit Issuer: <ul style="list-style-type: none"> • Same work scope but in a different area • Changing the work scope to include multiple pieces of non-identical equipment • Adding new work scopes in different areas • Adding a work scope where an additional LOTO is required • Conversion of a Cold Work scope to a Hot Work scope • Conversion of the permit to a Confined/Restricted Space • Inform Permit Receiver and Permit Writer of any changing process, site conditions or emergency conditions that will affect their work scope • If a Permit Issuer must leave during a shift, inform the relieving Permit Issuer of all active Safe Work Permits in the area. The relieving Permit Issuer must sign the Safe Work Permits and assume all existing Permit Issuer accountabilities. • Ensure workers follow safe work practices and procedures relevant to the scope of work identified on the Safe Work Permit.

Role	Description
Permit Receiver	<p>A Cenovus employee or a contractor whom the asset has deemed competent to receive Safe Work Permits in their area of responsibility. This person must also be competent in the understanding of their scope of work.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • No more than one Safe Work Permit from a Permit Authority shall be issued to a single Permit Receiver at one time. • Review the requirements of the Safe Work Permit and evaluate all documented work scope instructions prior to accepting the permit • Discuss the scope of work to be performed with the Permit Writer and Permit Issuer • Review and accept the Safe Work Permit by signing the Safe Work Permit • Communicate the requirements of the Safe Work Permit to all workers involved, ensure a hazard assessment and tail gate meeting are completed for the job, and ensure the job is executed as per the Safe Work Permit • Ensure all workers engaged in the execution of the permitted work understand and comply with the requirements outlined in the Safe Work Permit and all supporting documentation • Ensure a copy of the Safe Work Permit and all associated documentation (i.e. checklists, practices, procedures) is posted and available for review by all workers who are engaged in the work scope • If the work scope requires it, designate a safety watch, atmospheric tester or other necessary support • Follow the instructions of the Permit Issuer and the safety watch/atmospheric tester • Stop work and notifying the Permit Issuer if any of the following occurs: <ul style="list-style-type: none"> • The conditions of the job site have changed to the extent that it has impacted the scope of work (e.g. heavy rains while working in a trench) • There is any form of deviation (scope creep) from the initial work scope documented within the original Safe Work Permit • There are any spills, incidents, unsafe acts or unusual conditions that have occurred • An emergency alarm has been activated • An adjacent work activity is having a direct impact on the Permit Receiver’s scope of a work (e.g. a Concurrent Work Agreement may be required) <p>Note: Prior to the commencement of any work after a stoppage, all workers engaged in the work scope are required to re-</p>

Role	Description
	<p>evaluate the FLHA and address any new hazards that may have been introduced into the work site.</p> <ul style="list-style-type: none"> • Inform the Safe Work Permit Issuer of any changing conditions or incidents and stop work until the change or incident has been evaluated. • If a Permit Receiver must leave the worksite for the remainder of the Safe Work Permit duration, the relieving person must inform the Permit Issuer, review the Safe Work Permit and hazard assessment, sign the Safe Work Permit as the new Permit Receiver on the designated line marked Permit Transfers, and assume all the Receiver's accountabilities. The change must be initialed by the Permit Issuer. • Ensure the work area has been cleaned up and left in a safe condition at the conclusion of the work, and ensure any other Permit closure items are complete • Ensure workers follow safe work practices and procedures relevant to the scope of work identified on the Safe Work Permit.
All Other Workers	<ul style="list-style-type: none"> • Review the Safe Work Permit with the Permit Receiver, participate in and sign the hazard assessment • Execute work within the scope of the Safe Work Permit. • Bring any unidentified hazards to the attention of all parties • Follow all safe work practices and procedures relevant to the scope of work identified on the Safe Work Permit.

17.0 Training

It is expected that all personnel involved in this process will have training and the appropriate competency to perform their roles. Cenovus expectations related to this process are outlined in the Safe Work Permit Management 101 internal training course in the Cenovus Learning Management System.

18.0 Quality Assurance

18.1 Performance Measurement

Compliance with this practice and program effectiveness shall be assessed through program assessments and internal audits. The Safe Work Permit Audit Checklist can be used to measure performance against the requirements of this practice.

18.2 Management of Change

Proposed changes to this practice can be directed to [H&S Solutions](#).

18.3 Practice Verification

The document subject matter expert (SME) will complete and document reviews of this practice, as follows:

- At minimum once every three years
- If there is a significant regulation or industry best practice change that indicates the need for review
- If an incident investigation indicates the causes were related to unclear or inadequate written instructions described within this practice

If frequent and multiple variances are required due to operational needs, the reason(s) will be investigated and the document owner will determine if there is a business need to update the practice.

If submitted management of change (MOC) requests indicate gaps or significant improvement opportunities, the document owner will determine if there is a business need to update the practice.

19.0 Glossary

The following definitions and acronyms are specific to this document and the Cenovus Safe Work Permit (CEN753):

Table 2: Terms and Definitions

Term	Definition
Function	A Cenovus work group that performs specific tasks, such as well delivery, construction, operations and maintenance, or service work.
Permit Authority	The individual(s) who has been assigned the responsibility for safe work permitting within the function. The Permit Authority is assigned by the Field Manager or equivalent, but may also be assigned (transferred) through the Site Release process.
Permit Agreement - Closure	<p>This section indicates whether or not the work scope outlined in the Safe Work Permit has been completed. If the defined work scope has not been completed, comments must be included to communicate the current status of the items involved in the work scope, and equipment must be left in a safe state.</p> <p>If the work scope is complete, the work area must be left in a clean state, free of any debris or hazards that could affect other workers who may be in or enter the area.</p> <ul style="list-style-type: none"> • All safety devices must be returned to service (e.g. fire eyes, DCS bypasses,) • All personal locks must be removed from the worksite and the LOTO signed-off (where applicable). <p>Finally, the Permit Receiver and Permit Issuer (or delegate) must sign the Safe Work Permit to acknowledge that the above items are complete.</p> <p>All documentation must be attached and returned with the field copy of the Safe Work Permit to the Permit Issuer.</p>

Term	Definition
	<ul style="list-style-type: none"> This includes a copy of the hazard assessment and all other identified documents that complete the Safe Work Permit.

20.0 References

20.1 External Documents

The following external documents support this practice:

Table 3: External Document References

Document Type or Number	Document Title
Regulatory	Alberta OHS Code (2014) – Part 2, Section 7, 8, 9 and 10
Regulatory	Saskatchewan OHS Regulation – Sections 12, 22 and 412
Regulatory	Work Safe Alberta Bulletin – Safe Work Permits

20.2 Internal Documents

The following Cenovus documents support this practice:

Table 4: Internal Document References

Document Type or Number	Document Title
Policy	Corporate Responsibility Policy
CEN753	Safe Work Permit
CEN-EHS187	Site Release Practice
CEN-EHS033	Concurrent Work Practice
CENP126	Electrical Work Practice
CEN-EHS034	Confined Space Entry Code of Practice
CEN-EHS9491	Crane Operations Practice
CEN-EHS038	Fall Protection Practice
CEN-EHS184	Ground Disturbance Practice
CEN-EHS095	Hot Work Practice
CEN-EHS103	Energy Isolation Practice

Appendix A: Completing a Safe Work Permit

Complete the sections of the Safe Work Permit as follows:

Safe Work Permit Section	Definition
Emergency Call #	The emergency number the Permit Receiver would be expected to contact in the event of an emergency at the worksite.
Muster Area(s)	All muster areas applicable to the worksite or work area where the work is being undertaken. These muster points should be thoroughly explained to the Permit Receiver and subsequently reviewed with the workers.
ERP Plan	The checkbox should be marked to indicate that a documented Emergency Response Plan (ERP) was referenced during the permitting process. Depending on the work area and/or work scope, the ERP referenced may be a regulated ERP, a general ERP or a task-specific ERP, such as a high angle rescue plan.
ERP Contact	The contact name or position that should be requested when calling the phone number noted in the Emergency Call # field. Depending on the location of the work scope, an example of "contact" may be Dispatch or the Incident Commander on call.
Worksite Location	Must identify the location of where the work is expected to take place. The location noted should be as specific as possible to ensure it is clear to the Permit Receiver where the work will be conducted. Depending on the work area, the worksite location could include a specific building or structure name or number that may be a part of a larger facility/area, a geographical coordinate, or a facility or plant number. If a Multi-Area Safe Work Permit is being issued, all of the affected worksites must be identified.
Company	Must identify the name of the company or companies whose workers will be performing the work outlined in the Safe Work Permit. The full company name should be used to ensure alignment with the naming convention used in the applicable Cenovus Service Agreements.
Cenovus Representative	The Cenovus designate who has a lead role and is knowledgeable in all aspects of the work scope outlined in the Safe Work Permit. This individual, in some cases, may also act as the Permit Issuer.
Radio with band	The radio channel for communication with the worksite Supervisor during the work scope.
Phone	The phone contact number for communication with the worksite Supervisor during the work scope.

Safe Work Permit Section	Definition
Work Order No.	The reference to the Work Order Number that was used for the work scope.
LOTO Ref. No.	The reference to the LOTO number for the work area isolation.
Lock Box No.	The reference to a specific isolation lock box.
12-hour	Check this box to indicate the Safe Work Permit is being issued for a standard 12-hour work shift.
Multi-day	Check this box to indicate the Safe Work Permit is being issued as a Multi-day Safe Work Permit.
Multi-area	Check this box to indicate the Safe Work Permit is being issued as a Multi-area Safe Work Permit.
Issued for	Enter the date and time the Safe Work Permit is issued. The date and time should accurately reflect the actual date and time the work scope is approved to start.
Expired	The date the Safe Work Permit is deemed expired. The expiry date for a Multi-day Safe Work Permit may not exceed 30 days from the date of issue. The Permit Writer should always reference the applicable risk assessment.
Permit Extension/Revalidation	In the event of a work stoppage due to worksite condition changes or the work task requires an extension over the original expired date/time, an extension or revalidation is required by the Permit Issuer. The work scope and work crew must remain the same for the extension or revalidation, and it must not exceed four (4) hours past the end of a 12-hour work shift.
Authorized by	The name of the Permit Issuer who authorized the extension or revalidation.
Work Scope & Description	Outline the scope of the work to be completed with a good description. Work done outside of what has been documented must be stopped, re-evaluated and re-issued. The Permit Authority may allow for a summarized work scope and description, providing the referenced information is detailed and clearly understood by the Issuer and Receiver.
Supporting Work Controls	Outline additional work controls that may be required depending on the scope of work. All Safe Work Permits require a hazard assessment to be completed prior to commencing any work. Work controls that are checked and denoted with an asterisk (*) must be attached to the Safe Work Permit during the work scope and returned to the Permit Writer or Permit Issuer once the work scope is complete. When a supporting work control is relevant to the work

Safe Work Permit Section	Definition
	scope, reference the applicable safe work practice.
Specialty safety equipment/processes required	Based on the work scope and supporting work controls, appropriate specialty safety equipment and/or process(es) that may be needed to support the work should be identified here.
Site hazard controls	The Safe Work Permit is not intended to be used as a hazard assessment for the work scope outlined within the Safe Work Permit. The Safe Work Permit is only intended to communicate the worksite conditions (hazards) and the controls that have been implemented to mitigate the risk of those hazards. The Site Hazard Controls section is intended to cover only the worksite hazards that are present prior to engaging in the work scope. This section is intended to communicate what those hazards are and what Cenovus has done to mitigate/control those hazards.
Safety device bypass	If a safety device bypass is required, it must be bypassed as per function work procedures, and the device name and confirmation of the bypass is confirmed by the Permit Issuer's initials. Safety device bypass must be confirmed via a site walkthrough.
Confirmed control of hazardous energy	This section is intended for the Permit Receiver to confirm that the site hazards have in fact been properly isolated. The Permit Receiver confirms isolation and documents the confirmation by checking the boxes and initialing the Safe Work Permit in the space provided. Control of hazardous energy must be confirmed via site walkthrough.
Atmospheric Monitoring	This section is intended to identify activities where workers may be entering a confined space or conducting hot work. Additional monitoring records can be recorded on a separate sheet and attached to the Safe Work Permit.
Permit Agreement – Issuance	Signatures in this section of the Safe Work Permit demonstrate that all parties acknowledge the conditions of the Safe Work Permit, including the work scope and site hazards and controls. A hazard assessment must be completed by the Permit Receiver and associated workers for the work scope and must be attached to the Safe Work Permit prior to commencing any work. If any conditions change, the work will stop and the Permit Issuer is to be notified immediately. Prior to the Safe Work Permit being issued, it must be confirmed that the Permit Receiver has received a site-

Safe Work Permit Section	Definition
Permit Agreement - Closure	<p>specific orientation. This must be confirmed through visual verification of the site access card.</p> <p>This section indicates whether the work scope outlined in the Safe Work Permit has been completed. If the defined work scope has not been completed, comments must be included to communicate the current status of the items involved in the work scope, and equipment must be left in a safe state.</p> <p>If the work scope is complete, the work area must be left in a clean state, free of any debris or hazards that could affect other workers who may be in or enter the area. All safety devices must be returned to service (e.g. fire eyes, DCS bypasses), all personal locks must be removed from the worksite and the LOTO signed off (where applicable). Finally, the Permit Receiver must sign the Safe Work Permit to acknowledge that the above items are complete. All documentation must be attached and returned with the field copy of the Safe Work Permit to the Permit Issuer. This includes a copy of the hazard assessment and all other identified documents that complete the Safe Work Permit.</p> <p>This requirement may not be applicable in all areas, depending on geographical location; confirmation with the business function should be made.</p>

Appendix B: Completing a Record of Safety Meeting and Hazard Assessment

Complete the sections as follows:

FLHA Section	Description
Cenovus Representative	The person responsible for the crew and work scope, who completed the Record of Safety Meeting and Hazard Assessment.
Phone #	The phone number for the Cenovus Representative responsible for the crew and work scope.
Date	Shall be entered in a YY/MM/DD numerical format.
Asset	Identify the location of where the work is expected to take place (e.g. Christina Lake, Drumheller).
Site	As specific as possible. Site will typically be the facility name/number, or a specific building or structure that is part of a larger facility. If the Record of Safety Meeting and Hazard Assessment is for a blanket Safe Work Permit, all of the affected work sites must be identified.
NTS	The geographical location or coordinate.
LSD	The geographical location or coordinate.
Job Description	Outline of the detailed scope of work to be completed. Attach a second sheet if additional room is required.
Safety Meeting Discussion	Should include job scope, hazards, controls, and roles and responsibilities.
Emergency Response Plan	Include muster area(s), medical providers, emergency procedures and contact numbers, etc. It should also reference a specific ERP where applicable. Attach a second sheet if additional room is required.
Hazard Assessment	Include the worksite hazards that are inherent to, or created by, the work scope. This section is intended to communicate what those hazards are and what the workers must do to mitigate/control the hazards.
Safety Meeting Sign-off	All workers must review and sign off on the Record of Safety Meeting and Hazard Assessment. This section is also used for sign-off by adjacent work crews once they've reviewed the FLHA and discussed any concurrent work hazards.

Appendix C: Safe Work Permit Process



