

Safety Orientation Standard

1.0 Purpose

The purpose of the EH&S Orientation Standard is to set the framework for orientating workers to Cenovus EH&S expectations with the objective to enable Cenovus to meet it's employer and prime contractor obligations and to facilitate a safe and healthy work environment.

2.0 Scope/Application

This standard applies to all Cenovus employees, contractors, suppliers, vendors and visitors working or attending Cenovus worksites.

Note: Exemptions to this standard must be justified by local Cenovus site Leaders and local Cenovus EH&S.

Note: Authorized personnel responding to an emergency, Government Officials and RCMP are exempt from taking the Cenovus General EH&S Orientation and where applicable the Site Specific EH&S Orientation.

The Cenovus EH&S Orientation is made up of general level criteria, General EH&S Orientation and site specific level criteria referred to as Site Specific EH&S Orientation.

For Cenovus head office and field office staff it is recognized that the General EH&S Orientation criteria may be covered off as part of the new employee Human Resource (HR) orientations.

This standard does not include requirements or processes to determine work site access including required certifications, training and personal protective equipment applicable to the nature of the work. For further information see the site specific requirements.

3.0 Minimum Requirements

3.1 General EH&S Orientation

The frequency of the General EH&S orientation shall be determined by site specific requirements, nature of the work and rate of change. Re-orientation is recommended annually for employees or frequent contractors or prior to starting work for new employees, new or infrequent contractors.

The content of the General EH&S Orientation shall describe/ outline/ present the following subject matter as applicable to the nature of the work and as a minimum include those items with an asterisk:

- Cenovus's Safe Work Permit*
- Drug and Alcohol Policy*
- Worker Responsibilities*
- Safe Work Permits and Hazard Assessments
- Incident Reporting and Analysis
- Cenovus Operations Management System (COMS)*
- Cenovus Responsibilities*
- OH&S Act, Regulations & Code*
- Personal Protective Equipment
- Applicability of WHMIS and TDG

- Spill and Waste Management
- Safe Driving Practices
- Housekeeping
- Training and Competency
- Working Alone
- Life-saving Rules

3.2 Site Specific EH&S Orientation

The frequency of the Site Specific EH&S orientation shall be determined by the site requirements, nature of the work and rate of change and should not exceed annual re-orientation.

Work site access requirements including required certifications, training and personal protective equipment applicable to the nature of the work must be verified prior to accessing a Cenovus work site.

Individuals that do not meet the work site access requirements are not eligible to take the Site Specific EH&S Orientation (i.e. not clean shaven, inadequate personal protective equipment, outdated or absence of certifications or training).

The site specific orientation shall describe/ outline/ present the subject matter identified in Appendix 2, Site Specific EH&S Orientation Checklist and as a minimum include the following:

- Process and or work description
- Emergency procedures
- Hazardous materials and location of MSDS
- Site specific work hazards and controls
- Personal protective equipment
- Site specific rules, procedures and practices

Additional worksite specific subject matter can be included as part of the Safe Work Permit and Hazard Assessment, project kick off meetings, pre-work safety meetings, safety stand down meetings.

Site Specific EH&S Orientation may cover a group of work sites where the requirements are the same.

4.0 Record Keeping

1. The content of the General and Site Specific EH&S Orientations shall be reviewed and updated annually.
2. A multiple choice proficiency test and notarized orientation agreement are recommended consistent with local and site requirements.
3. Justification of orientation exemptions must be documented. Appendix 1 is an example of a Cenovus Orientation Exemption Form. It is recommended that the form be filled out, signed, dated and is only valid for one visit.
4. A Cenovus Orientation Card (or other suitable indicators such as hardhat stickers) will be issued upon successful completion of the Cenovus General EH&S Orientation and will be valid for one (1) year from the date of issue. The card or other suitable indicator serves as a visible record to enable the movement of workers between Cenovus worksites having completed a General EH&S Orientation.
5. General EH&S Orientation and Site Specific EH&S Orientation records shall be maintained for a minimum of five (5) years up-to-date in a system that can be audited.

Note: It is recognized that Cenovus may impose the use of a technology solution to standardize the tracking and record keeping of general and site specific EH&S orientations.

5.0 Roles and Responsibilities

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

Cenovus CEN_EHS234, Roles and Responsibility

6.0 Governing and Reference Documents

6.1 Governance Documents

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

6.2 Internal Reference Documents

Document Ref. #	Internal Reference Documents
CEN-EHS022	Risk, Risk Assessment and Risk Management
CEN-EHS114	Safe Work Permit Standard
CEN-EHS233	Visitor Guidelines
CEN-EHS139	New/Young Worker Program
CEN713	Worker Orientation Checklist (Form)
CEN714	New Worker Young Worker Orientation Checklist (Form)
CEN721	Site Specific EHS Orientation Checklist (Form)
CENP030	Site Specific Orientation Card (Form)

7.0 Change Management

Proposed changes to this practice can be directed to H&S Programs & Projects team.

Change Table

Version 1.2		
Section 6.3	Removed General Safety Orientation Booklet from references – no longer used.	Gail Boldt, H&S Advisor Programs & Projects
Section 7.0	Changed EHS Doc. Mgmt to H&S Programs & Projects	Gail Boldt, H&S Advisor Programs & Projects
Section 2.0	Removed Cenovus Field Employee Safety Handbook, Cenovus Contractor General Safety Handbooks are no longer available	Gail Boldt, H&S Advisor Programs & Projects
Section 3.1	Added in Life-saving Rules	Gail Boldt, H&S Advisor Programs & Projects

Appendix A – Cenovus Exemption Form

Cenovus

I, _____ Name _____, Senior Management Representative for the Cenovus,
in _____ Area _____, confirmed that _____ Person Name _____, does not
require General or Site Specific Cenovus Orientation and therefore approve an exemption.

Person

I, _____ Name _____, representative for _____ (contractor/vendor) _____,
understand that while on a Cenovus site all requirements will be adhered as set forth by the local Cenovus site
representative or local Cenovus site EHS.

Senior Management Signature: _____ Date: _____

Contractor Representative Signature: _____ Date: _____

Appendix B – Site Specific Orientation Checklist

Topic	Description
Site Processes	
• Live Facility	
• Construction	
Emergency Procedures	
• Alarms	
• Muster Points	
• First Aid Attendant	
• Medical Provider	
• Rescue	
• Emergency Contacts	
Hazardous Materials	
• Process	
• Non-Process	
• Location of MSDS	
Hazards – Existing/Potential	
• Chemical	
• Physical	
• Biological	
• Environmental	
PPE Requirements	
• Eyes, Head, Ears, Feet	
• Clothing	
• Personal Monitors	
• Other	
Site Specific Rules	
• Camp	
• Driving	
• Vehicle Entry	
• Smoking	
• Electronic devices	
• Landowners	
• Wildlife	
• Other	