

# Fatigue Management Procedure

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**1.0 Purpose**

The purpose of this Procedure is to outline Cenovus’s expectations regarding fatigue management, and to help prevent and manage risk associated with fatigue.

**2.0 Scope**

The Procedure applies to all staff in safety and non-safety sensitive positions, when they are engaged in Company business, working on Company premises, when on call or when driving Company vehicles, whether owned or rented.

Service providers are required to develop and implement their own fatigue management program that meets or exceeds this Procedure.

**3.0 Roles and Responsibilities**

**Table 1: Roles and Responsibilities**

Role	Description
Senior Leaders	<ul style="list-style-type: none"> <li>• Ensure staff are educated about the impacts of fatigue</li> <li>• Ensure all staff for which they are responsible are familiar with the Fit for Duty and Work Health policies, standards, and associated procedures and understand Cenovus’s expectations</li> <li>• Ensure staff feel comfortable disclosing fatigue without fear of repercussion</li> <li>• Include consideration of worker fatigue as part of the work planning process</li> </ul>
Frontline Supervisors	<ul style="list-style-type: none"> <li>• Recognize fatigue as a workplace hazard and utilize this procedure in identifying possible signs of fatigue and taking steps to reduce risk</li> <li>• Ensure all staff for which they are responsible are familiar with the Fit for Duty Policy, Work Health Standard, associated procedures, and understand Cenovus’s expectations</li> <li>• Consider fatigue issues when scheduling shifts and/or assigning work</li> <li>• Guide direct reports on hazards associated with fatigue and ways of reducing fatigue</li> <li>• Encourage staff to report any concerns they may have about work-related fatigue</li> <li>• Monitor worker fitness for duty</li> <li>• Utilize Individual Fatigue Likelihood Assessments as required</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Arrive at work fit for duty, and remain fit for duty</li> <li>• Advise their supervisor if they are unfit for duty</li> <li>• Comply with the Fit for Duty Policy, Work Health Standard, and associated procedures</li> <li>• Take accountability for their own health and safety, as well as the health and safety of others in the workplace as it relates to fatigue, including without limitation to stop work/intervene if a co-worker is displaying signs or symptoms of fatigue.</li> <li>• Report to their supervisor any concerns related to their own or a co-worker’s fatigue, as well as all fatigue-related incidents</li> </ul>

Role	Description
	<ul style="list-style-type: none"> <li>Cooperate fully with actions taken to ensure compliance with this Procedure.</li> </ul>
Occupational Health & Wellness (OH&W)	<ul style="list-style-type: none"> <li>Assist with the implementation of this Procedure</li> <li>Provide guidance in fatigue identification and mitigation</li> <li>Respond to questions or concerns relating to the interpretation of this Procedure</li> <li>Request annual Learning Management System (LMS) compliance report</li> </ul>
Health & Safety (H&S)	<ul style="list-style-type: none"> <li>Assist with the implementation of this Procedure</li> <li>Respond to questions or concerns regarding the interpretation of this Procedure</li> <li>Ensure that investigations of incidents consider whether fatigue may have been a factor</li> <li>Audit service providers on Cenovus’s behalf with respect to practices and/or procedures in place to manage fatigue.</li> <li>Review and modify this Procedure as necessary to respond to current circumstances and evolving needs</li> </ul>
Human Resources (HR)	<ul style="list-style-type: none"> <li>Assist supervisors as needed in implementing this Procedure</li> </ul>

**4.0 Fatigue Management**

**4.1 Fatigue Signs and Symptoms**

**Table 2: Signs and Symptoms Associated with Fatigue**

<p><b>Staff who present three or more signs and symptoms of fatigue (which may include but are not limited to those listed below) may be experiencing fatigue-related impairment</b></p>
<p><b>Physical signs of fatigue may include:</b>          Excessive yawning, lack of energy, heavy eyelids, eye-rubbing, head drooping, micro sleeps, reduced hand-eye coordination.          A fatigued worker may also experience symptoms not obvious to others including, but not limited to, drowsiness, headaches, dizziness, blurred visions or impaired visual perception.</p>
<p><b>Mental signs of fatigue may include:</b>          Difficulty concentrating on tasks, lapses in attention, difficulty remembering, failure to communicate important information, failure to anticipate events or actions, making accidental errors or omissions.</p>
<p><b>Emotional signs of fatigue may include:</b>          Quiet or withdrawn, lacking in motivation to do the task well, irritable or grumpy with colleagues, family or friends, emotional outburst, aggression/rage, repeatedly arriving late for work, frequent unexplained absences.</p>

## 4.2 Fatigue Assessment

### 4.2.1 Self-Assessment

A self-assessment can be conducted independently, in consultation with a colleague or with a supervisor using the Individual Fatigue Likelihood Assessment (IFLA). The score is an aid in determining existence of fatigue and appropriate controls but is not determinative. Staff should report potential fatigue to their supervisors, as they would with any workplace hazard, regardless of the score.

### 4.2.2 Supervisor-Assessment

An assessment using the IFLA should be conducted by the worker’s supervisor if any of the following conditions apply:

- *Self-disclosure* - Worker self discloses that they are fatigued and are having difficulty performing work related activities, and/or fatigue score using the IFLA is a 5 or higher
- *Third Person Identification* - Supervisor suspects that worker is potentially fatigued based on signs/symptoms observed, and/or colleague suspects that worker is potentially fatigued and supervisor concurs

Note: This may be done in conjunction with the Reasonable Grounds Alcohol and Drug (A&D) Testing Rationale Form (CEN-784).

- *Post Incident* – Significant incident or near miss occurs in the workplace where a Supervisor or H&S Advisor suspects fatigue is a possible contributing factor

Note: This may be done in conjunction with the Post Incident A&D Testing Rationale Form (CEN-726).

The IFLA score is an aid in determining existence of fatigue and appropriate controls but is not determinative. A worker may still be fatigued, regardless of the score. If a supervisor needs further assistance in assessing worker fatigue, they can contact OH&W.

### 4.2.3 Individual Fatigue Likelihood Assessment

Individual Fatigue Likelihood Assessment					
<b>Step 1: Sleep in prior 24 hours</b>					
Sleep	≤2h	3h	4h	5+h	
Points	12	8	4	0	
<b>Step 2: Sleep in prior 48 hours</b>					
Sleep	≤8h	9h	10h	11h	12+h
Points	8	6	4	2	0
<b>Step 3: Hours awake since last sleep</b>					
Add one point per hour awake greater than sleep in Step 2.					
<b>Step 4: Add all points together to determine your score</b>					

Score	Control Strategies
<b>1-4</b>	Continue with normal work activities. Self-monitor and implement personal fatigue countermeasures if necessary.
<b>5-8</b>	Notify your supervisor. If your supervisor is unavailable, have a discussion with your colleagues and implement suitable Controls. If your conditions deteriorate, do not perform any medium or very high risk work until you have a meeting with your supervisor and have determined a path forward.
<b>9+</b>	Report to your supervisor. <b>Note:</b> Supervisor may engage OH&W for support.

### 4.3 Fatigue Control Strategies

Fatigue control is a shared responsibility. Where possible, fatigue control strategies should be employed by staff and supervisors to minimize risks associated with fatigue in the workplace. Proactive control strategies for staff and supervisors may include:

- Getting adequate sleep
- Staying hydrated
- Taking adequate breaks (and supervisors encouraging workers to do so)  
Effectively managing overtime, shift swapping and on call duties
- Consider adjusting a worker’s start and/or end time if they have previously worked an extended shift due to call-out, emergency etc.
- Scheduling complex tasks to be performed on day shifts, if possible
- Enforcing controls and procedures if performing moderate to very high risk work during periods of high fatigue
- Increasing supervision during periods of low alertness, especially when workers are completing moderate to very high risk work
- Considering job rotation strategies, and scheduling strategies (including time of day), for repetitive or monotonous work, or work that involves heavy physical exertion
- Stopping work when the activities are unsafe due to fatigue

### 5.0 Definitions and Acronyms

The following terms, definitions and acronyms are specific to this Procedure:

**Table 3: Terms and Definitions**

Term	Definition
Company or Cenovus	Means Cenovus Energy Inc. and its Affiliates. Affiliate includes any Company, person, partnership or other legal entity which controls or is controlled by Cenovus Energy Inc.
Company business	All business activities undertaken in the course of Cenovus’s operations, whether conducted on or off Company premises. It includes those situations when an employee is

Term	Definition
	representing, or could reasonably be perceived as representing Cenovus in the performance of their duties.
Company premises	Includes, but is not necessarily restricted to, all land, property, camps, structures, installations, vehicles, and equipment owned, leased, rented, operated or otherwise directly controlled by Cenovus for the purpose of conducting Company business
Contractor	An individual working indirectly for Cenovus through an approved supplier of individuals (such as Adecco) for a defined period of time
Employee	Individuals employed by Cenovus or its subsidiaries (collectively "Cenovus") and on Cenovus's payroll
Fit for duty	A state of physical and mental fitness to perform assigned duties with competence and in a safe manner, as compared to established performance standards.
On call	Employees who have been designated as being on-call in accordance with a communicated schedule
Staff	Individuals who conduct work for the benefit of Cenovus, including employees and contractors, but excluding suppliers/service providers
Workers	All working personnel on a Cenovus site, including employees, contractors, and supplier/service provider personnel

**5.1 Internal references**

This Procedure supports the Work Health Standard, which supports the Fit for Duty Policy. The following Cenovus references also support this Procedure:

**Table 5: Internal References**

Reference Type or File Number	Reference Title
Policy	Corporate Responsibility Policy
CEN-EHS243	H&S Definitions and Acronyms Standard
CEN-EHSReg787	Regulatory Definitions and Acronyms
CEN-EHS13040	H&S Document and Management of (MOC) Process