

Safety Sensitive Position Standard

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1.0 Purpose

This Standard outlines the requirements and process for identifying positions within Cenovus that are deemed to be safety sensitive.

2.0 Scope

This Standard applies to all positions within Cenovus. Staff in safety sensitive positions have specific requirements under the Alcohol & Drug Program and in the Work Health Standard. To ensure the proper application of this program, safety sensitive positions must be consistently identified.

3.0 Roles and Responsibilities

The following responsibilities apply to this Standard:

Table 1: Roles and Responsibilities

Role	Description
Supervisors	<ul style="list-style-type: none"> Supervisors, in consultation with Human Resources, are responsible for the designation of safety sensitive positions within their workforce
Human Resources (HR)	<ul style="list-style-type: none"> Human Resources is responsible for ensuring the consistent application of the safety sensitive designation across Cenovus’s workforce.
Health & Safety (H&S)	<ul style="list-style-type: none"> Health & Safety is responsible for the providing and assisting in application of the criteria for safety sensitive positions in accordance with the Alcohol & Drug Program, Work Health Standard and industry best practices.

4.0 Standard Requirements

4.1 Safety Sensitive Position Identification

A safety sensitive position (SSP) is a position in which an individual has a key and direct role in an activity where impaired performance could result in:

- a serious incident, or
- an improper or inadequate response to a potentially serious incident.

A key and direct role is defined as a primary job function, including non-routine or emergency duties, that involves actions or decisions which, if not performed correctly, could directly cause or contribute to an event.

In this context, a serious incident is an event that could have a major or catastrophic impact as defined in the Cenovus Risk Matrix Guidelines.

To identify safety sensitive positions, consider the plausible consequences of an error in judgement during conduct of work associated with the job responsibilities of the position.

Cenovus supervisors, H&S representatives, and HR will collaborate to identify and designate safety sensitive positions within Cenovus.

4.2 Exceptions

Exceptions shall be subject a separate evaluation by the hiring supervisor, H&S and HR prior to the posting job descriptions. All positions are to be classified as either non-safety sensitive or safety sensitive for the purpose of the Alcohol & Drug Program and Work Health Standard.

5.0 Program Compliance

5.1 Compliance measurement

Compliance with this Standard shall be assessed through program assessments and internal audits, or other measurement criteria as specified in the 7.2 Assurance COMS Standard.

6.0 References

6.1 Internal references

Table 2: Internal References

Reference Type or File Number	Reference Title
Policy	Corporate Responsibility Policy
Policy	Enterprise Risk Management Policy
Practice	Enterprise Risk Management Practice
Policy	Fit for Duty Policy
Standard	Alcohol & Drug Standard
Standard	Work Health Standard
CEN-EHS022	EH&S/Operations Risk Management Practice
CEN-EHS1194	Alcohol and Drug Testing Procedure
	Cenovus Risk Matrix Guidelines
CEN-EHS125	Cenovus Risk Matrix

6.2 External references

Table 3: External References

Reference Type/ Agency/ Association	Reference Title
AB OH&S	Alberta OHS Act, Regulation & Code
Energy Safety Canada	Energy Safety Canada
Enform	Canadian Model for Providing a Safe Workplace