

Work Health Standard

Owner: Manager, Health, Safety, Environment & Regulatory

Effective date: March 15, 2010

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Purpose

Cenovus is committed to providing a healthy and safe work place, and to keeping our staff safe. This Standard, along with the Alcohol & Drug Standard, provides a framework for the management of fitness for duty risks and outlines our fitness for duty requirements that support our commitment to safe operations.

It outlines Cenovus's expectations of staff and service providers to enable them to carry out their day-to-day job duties safely and effectively without putting at risk their own health and safety, or the health and safety of other staff, the public, or the environment.

Scope

This Standard applies to all staff when engaged in Company business, working on or off Company premises, and when driving Company vehicles.

Cenovus's suppliers and service providers are expected to develop and enforce fitness for duty standards that are consistent with this Standard and its associated procedures.

Roles and Responsibilities

Employees

Employees are expected to arrive fit for duty, and remain so throughout the workday or shift, when on scheduled call, or whenever representing Cenovus on or off Company premises. Employees must be familiar with the details of this Standard, and notify their supervisor, Occupational Health & Wellness (OH&W) or their Human Resources Business Partner (HRBP) of any concerns relating to their fitness for duty.

Supervisors

Supervisors are responsible for the health & safety of their staff, including:

- ensuring that their staff understand and comply with the requirements of this Standard,
- determining whether their staff are fit for duty at the start of and throughout their shift, and
- recognizing impairment of staff that may impact fitness for duty.

If a supervisor becomes concerned about a staff member's ability to safely perform their work, they must take prompt action, in consultation with OH&W, their HRBP and Legal.

Supervisors are also expected to monitor the fitness for duty of service provider/supplier personnel, and report any concerns in accordance with the Field Supervisors' Fit for Duty Guide.

Occupational Health & Wellness (OH&W)

OH&W works closely with employees and supervisors regarding concerns with respect to the physical and mental health of employees, and supports the application of this Standard by addressing fitness for duty and impairment concerns. OH&W is responsible for advising supervisors and HRBPs of an employee's fitness for duty status and workplace accommodations when required. Employee health information is confidential and is only shared by OH&S on a need to know basis, in accordance with applicable privacy legislation and Cenovus's Privacy Policy. OH&W will make referrals to employees for additional resources when appropriate.

Requirements for assessments are developed by OH&W to ensure regulatory compliance and consistency with industry standards.

Suppliers and Service Providers

Suppliers and Service Providers must develop and enforce fitness for duty standards that meet or exceed the requirements of this Standard and its associated procedures. Supplier and service provider personnel must arrive and remain fit for duty throughout the workday or shift, when providing services to Cenovus or whenever representing Cenovus on or off Company premises.

Legal

Consult with and provide guidance to Human Resources and supervisors on the selection and application of disciplinary actions.

Standard Statements

Cenovus is concerned about the health and well-being of employees and provides resources to promote ongoing physical, mental and emotional health.

Disclosure and reporting

Workers may be unfit for duty for a variety of reasons, including without limitation due to injury, illness, fatigue, alcohol, drug or medication usage, other health concerns, or other reasons which affect an employee's ability to perform their work safely. All staff must immediately notify their supervisor, OH&W or their HRBP if they are not fit for duty, or where there are reasonable grounds for believing another worker is not fit for duty. This includes immediately informing supervisors of all fit for duty concerns related to near misses and incidents.

Staff with concerns about their fitness for duty may also seek support through a medical professional, or in the case of employees, through the EFAP, however any concerns regarding their ability to safely perform their work must be promptly reported to a supervisor, OH&W or their HRBP, regardless of what other supports are accessed.

Injury & illness

Occupational injury & illness

An injury or illness is occupational if an incident or exposure in the work environment either caused or contributed to physical or psychological harm, or significantly aggravated a pre-existing condition.

All occupational injuries or illnesses must be reported immediately to H&S, as well as to OH&W; OH&W will facilitate the reporting of these incidents to the WCB in accordance with the Workers Compensation Act, and will assist if any accommodation of an employee is required.

Non-occupational injury & illness

Non-occupational injuries or illnesses, including medical conditions of a physical or psychological nature, result from an incident or disease not related to the work environment.

In the event that a non-occupational injury or illness, or other medical condition, causes a worker to be unfit to perform their regular job functions, staff should promptly inform their supervisor, OH&W or their HRBP. OH&W and an HRBP will assist in determining fitness for duty issues, as well as any accommodation that may be required.

For any injuries or illnesses requiring time off work or accommodation, see the Disability Management Practice.

Reporting Communicable Diseases

Workers or their supervisors must immediately report communicable illnesses to OH&W or an onsite Health Centre, to minimize health risks.

Fatigue management

Fatigue can impair fitness for duty and may have negative impacts in the areas of health, safety, security and the environment. Cenovus requires that all employees recognize the impacts of fatigue and take steps to minimize the associated risks. Staff are expected to follow the requirements of the Fatigue Management Procedure in order to reduce the risk of incidents, injuries and damage where fatigue is may be a factor. For more details, refer to the Fatigue Management Procedure.

Alcohol & drugs

In compliance with the Alcohol & Drug Standard, all staff and service providers are expected to report and remain fit for duty and perform their assigned duties safely without any limitations due to the use or effects of alcohol, drugs, medications, or non-prescription medications. See the Alcohol & Drug Standard for more details.

Mental health

Cenovus recognizes that mental health is a concern that may affect fitness for duty. Cenovus is supportive of workers' psychological health concerns. Staff are encouraged to seek support when necessary, including the support programs and initiatives available through Cenovus, such as EFAP for employees, and the resilience & stress management resources offered on Inc.

Removal from work and return to work

Where an employee has disclosed that they are not fit for duty, or in the opinion of OH&W or a qualified medical professional, there is a risk that an employee is not able to do their job safely, the employee will be removed from duty or placed in a modified non-safety sensitive position, at Cenovus's sole discretion, until Cenovus has received a fit for duty clearance from OH&W.

Before returning to work the employee must have a fit for duty clearance from OH&W.

Medical assessments

OH&W determines what assessments may be required to ensure fitness for duty. Employees are expected to participate when required in medical assessments to determine and ensure fitness for duty. Assessments include:

Pre-assignment Assessment – successful completion of a medical assessment of fitness for duty is required as a condition of employment for safety sensitive positions and includes:

- health history and medical examination
- audiometric testing (to meet regulatory requirements)
- vision (for driving)
- pulmonary function testing (to allow respirator use)
- alcohol and drug testing

Additional testing requirements may apply to certain roles, such as emergency responders.

Periodic Health Assessment – period health assessments, which occur every two years for safety sensitive positions (or as determined by regulatory requirements), are also a condition of employment for safety sensitive positions.

Fitness for duty Assessment – these assessments may occur

- when health issues may be a contributing factor to changes in job performance
- when an employee makes a declaration of use of medications or other substances that may impact safety, or
- in situations of workplace accidents, incidents or near misses

Return to Work Assessment – occurs upon a return to work after an absence resulting from short-term or long-term disability, as outlined in Cenovus’s Disability Management Practice.

Post-incident Assessment – The investigation of workplace incidents or near misses will include consideration of fitness for duty issues, including without limitation alcohol and drug testing.

Assessments for supplier/service provider personnel – For all service provider personnel, including contractors, assessments must be consistent with this Standard and must be conducted by appropriate health service providers. Suppliers must be able to provide Cenovus with verification of the completion of Pre-assignment Assessments for all personnel they intend to send to a Cenovus worksite.

Workplace Accommodations

OH&W, in consultation with HR and Legal, will determine if workplace accommodations are necessary based upon the appropriate medical assessment. Supervisors will be involved in workplace accommodation of employees should changes be required to address an employee’s fitness to perform designated job duties.

Employee & family assistance

Employees are encouraged to access the EFAP, a proactive option for helping employees manage personal health and well-being. It provides resources and professional counselling, on a confidential basis, on a broad range of personal, work and family issues, including coping strategies for stress and managing change.

Privacy & confidentiality

Workers experiencing physical or psychological health concerns, or other concerns related to fitness for duty will be treated confidentially and respectfully. Confidentiality of personal information will be maintained in accordance with privacy legislation and Cenovus’s Privacy Policy.

External reporting

Cenovus reports total recordable injury frequency (TRIF) externally, and benchmarks ourselves against peer companies. Cenovus also complies with applicable health and safety and other regulatory reporting requirements on injuries, illnesses, and other incidents.

In addition, Cenovus, through OH&W, must report occupational injuries and illnesses to the WCB within 72 hours.

Disability Management

Cenovus has a formal approach to disability management involving a detailed and integrated plan of action where an employee requires time off work or accommodation due to a disability. For details see Cenovus's Disability Management Practice.

Compliance and Enforcement

Monitoring

Staff are required to immediately report concerns about their fitness for duty to their supervisor, OH&W or their HRBP, and are encouraged to seek assistance when health issues are impacting their job performance.

Supervisors must oversee the fitness for duty of their staff and consult with their HRBP and/or OH&W promptly in the event of suspicion of non-compliance with this Standard or other related policies and standards.

Contractors and service providers are subject to reasonable verification or audit.

OH&W is responsible for the application of this Standard to facilitate compliance through the development and communication of training, awareness, and wellness initiatives. OH&W will monitor compliance with this Standard through periodic review and compliance reporting.

Consequences of Non-compliance

Violations of this Standard may lead to disciplinary action, up to and including termination of employment or service arrangements.

Support

Contact Occupational Health & Wellness for questions about this Standard and related programs.

Related Documents

- Fit for Duty Policy
- Alcohol & Drug Standard
 - Alcohol & Drug Testing Procedure
 - Search Procedure
 - Life Saving Rules
- Disability Management Practice
- Fatigue Management Procedure
- Safety Sensitive Position Standard
- Field Supervisors' Fit for Duty Guide
- Privacy Policy

External References

- National Standard for Psychological Health in the Workplace

Glossary

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 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.

EFAP – The Cenovus Employee & Family Assistance Program.

Employee – Individuals employed by Cenovus or its subsidiaries (collectively "Cenovus") and on Cenovus's payroll.

Fitness 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 – Staff who have been designated as being on-call in accordance with a communicated schedule.

Safety Sensitive Position – As set out in the Safety Sensitive Position Standard

Safety Sensitive Workers – Personnel who work in safety sensitive positions.

Staff – Individuals who conduct work for the benefit of Cenovus, including employees and contractors, but excluding service providers.

Supplier (or Service Provider) – Entity or party that agrees to furnish Cenovus with a certain number or quantity of goods, material, personnel and/or services. The word “vendor” has also been used.

Worker – All working personnel on a Cenovus site, including employees, contractors, and supplier/service provider personnel.