

## EH&S Orientation Standard

Custodian	<a href="#">H&amp;S Programs &amp; Projects</a>		
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COMS	<a href="#">5.4 Training and Competency Management COMS Standard</a>		
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**Table of Contents**

- 1.0 Purpose .....3**
- 2.0 Scope .....3**
- 3.0 Minimum Requirements.....3**
  - 3.1 EH&S Orientation .....3
    - 3.1.1 EH&S Orientation Learning Objectives .....3
  - 3.2 EH&S Site General Orientation .....4
    - 3.2.1 EH&S Site General Orientation Learning Objectives .....4
  - 3.3 Site Specific EH&S Orientations .....4
    - 3.3.1 Site Specific EH&S Orientations Learning Objectives .....4
  - 3.4 Cold Lake Air Weapons Range (CLAWR) Orientation .....5
    - 3.4.1 Cold Lake Air Weapons Range (CLAWR) Orientation Learning Objectives ..5
- 4.0 Record Management.....5**
- 5.0 Quality Assurance .....6**
  - 5.1 Management of Change.....6
  - 5.2 Standard Verification .....6

## 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 its employer and prime contractor obligations and to facilitate a safe and healthy work environment.

## 2.0 Scope

This standard applies to all Cenovus employees, contractors, and service providers, as well as visitors attending Cenovus worksites.

**NOTE:** Authorized personnel responding to an emergency, government officials and RCMP are exempt from this standard. However, orientation to the hazards and mitigations that apply to their work is still recommended.

## 3.0 Minimum Requirements

### 3.1 EH&S Orientation

This is a mandatory course for all Cenovus employees, contractors, and service providers. Whether you work at a desk in Calgary or with heavy equipment at a field operations site, working at Cenovus means working safely. The purpose of this eLearning is to introduce Cenovus's safety culture and provide information to demonstrate Cenovus's expectations in supporting a safe and healthy worksite.

#### 3.1.1 EH&S Orientation Learning Objectives

These are learning objections for the EH&S Orientation:

- Recall Cenovus's safety and environmental commitments
- Recall Cenovus's eight life-saving rules
- List safety responsibilities of all workers at Cenovus
- Describe the general process for managing hazards
- Differentiate among event types
- Identify and report event types
- Identify information required to respond to an emergency

This eLearning can be taken via Cenovus's Learning Management System (LMS) or the Contractor Portal. Contact Learning Solutions for more information.

## **3.2 EH&S Site General Orientation**

This is a mandatory course for all Cenovus employees, contractors, and service providers who will conduct work at a Cenovus field-based worksite(s). The purpose of this eLearning is to communicate common hazards to field-based workers and additional information that apply to the majority of Cenovus field-based worksites.

### **3.2.1 EH&S Site General Orientation Learning Objectives**

These are learning objections for the EH&S Site General Orientation:

- Identify common site hazards and controls
- Identify hazards assessment responsibilities and tools
- Identify mandatory and specialized PPE, and personal clothing requirements
- Describe site alcohol and drug practices
- Identify rules for working and living on site

This eLearning can be taken via Cenovus's Learning Management System (LMS) or the Contractor Portal. Contact Learning Solutions for more information.

## **3.3 Site Specific EH&S Orientations**

Site specific EH&S orientations are mandatory for all Cenovus employees, contractors, or service providers who work or visit Cenovus field-based worksites. All Cenovus assets are required to have site specific orientations in-place that communicate to field-based workers and visitors the site specific hazards and additional specific information to the worksite.

### **3.3.1 Site Specific EH&S Orientations Learning Objectives**

Due to the diverse nature of Cenovus worksites, the site specific EH&S orientation learning objectives may vary slightly. However, the following core learning objectives are required:

- List the requirements for entering and working at the specific worksite
- List a few actions that prevent wildfires
- Explain when and how to evacuate
- Describe site-safety contacts and safety equipment
- Identify common site-specific hazards
- List the site-visitor PPE and clothing requirements
- Identify rules for visiting the site

The major Cenovus worksites have eLearnings in-place that can be taken via Cenovus's Learning Management System (LMS) or the Contractor Portal. However, some of the Deep Basin or smaller Cenovus worksites may provide in-person

orientations that meet the intent of Section 3.3 and Section 3.3.1. Contact Learning Solutions for more information.

### **3.4 Cold Lake Air Weapons Range (CLAWR) Orientation**

The Cold Lake Air Weapons Range (CLAWR) Orientation is a mandatory course for entrance requirements onto the range as prescribed by Wing Commander of 4 Wing Canadian Forces Base Cold Lake.

#### **3.4.1 Cold Lake Air Weapons Range (CLAWR) Orientation Learning Objectives**

After completing this course, learners will be familiar with:

- The history of the Cold Lake Air Weapons Range (CLAWR) and 4 Wing Cold Lake
- Entrance for the CLAWR
- CLAWR Policies and Procedures
- The potential hazards that you may encounter on an active Military bombing range (weapons, Target sets and aircraft)

This eLearning can be taken via Cenovus's Learning Management System (LMS) or the Contractor Portal. Contact Learning Solutions for more information.

## **4.0 Record Management**

The following is required for management of training records:

- The EH&S Orientation, Site General EH&S Orientation, and Site Specific EH&S Orientation are valid for a period of 3 years, at which time the orientee is required to renew the applicable orientations
- The Cold Lake Air Weapons Range (CLAWR) Orientation is valid for a period of 2 years, at which time the orientee is required to renew the orientation
- A Cenovus Orientation Card (or other suitable indicators such as hardhat stickers) will be issued upon successful completion of the applicable orientation
- Proof of orientation, as it relates to the specific individual must be readily available upon request
- Orientation records shall be maintained for a minimum of five (5) years up-to-date in a system that can be audited. Service providers are required to maintain records in accordance with the five (5) year records retention standard and the records must be readily available to be provided to Cenovus upon request

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

## 5.0 Quality Assurance

### 5.1 Management of Change

Proposed changes to this standard can be directed to [H&S Document and MOC Process](#).

### 5.2 Standard Verification

The document owner will complete and document reviews of this standard, 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 standard

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 standard.

If submitted MOC requests indicate gaps or significant improvement opportunities, the document owner will determine if there is a business need to update the standard.