

Off-Highway and All-Terrain Vehicle Safety Practice

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1.0 Purpose

The Off-Highway Vehicle (OHV) and All-Terrain Vehicle (ATV) Safety Practice has been developed to assist Cenovus employees and contractors in identifying and managing hazards associated with the use of OHV/ATV, and to provide familiarity with the regulatory requirements and safe practices necessary to safely operate those types of vehicles. This document also specifies the Cenovus's minimum expectations with respect to the inspection, operation and maintenance associated with OTV/ATV.

2.0 Scope

This OHV/ATV safety practice applies to all Cenovus worksites and encompasses all Cenovus work activities in Alberta and Saskatchewan. Contractors working at Cenovus worksites, where contractor personnel may be required to operate OHV/ATV, shall conform to this practice and are expected to develop their own OHV/ATV safe operating practices and procedures that govern the inspection, maintenance and operation of the specific OHV/ATV they own and use. All off-highway vehicle safety practices must meet all applicable Alberta or Saskatchewan provincial occupational health and safety regulatory requirements and industry best practice.

3.0 Process Requirements

The selection of the appropriate OHV/ATV is critical in planning safe work. There are many variations of this type of vehicle (e.g. wheels, treads, passenger-carrying, cargo-only, winch fitted, utility-hoist fitted). The project planner, work supervisor and workers must have a clear understanding of work requirements and conditions to select the appropriate OHV/ATV. Selection of vehicle type will be supported by an effective hazard or risk analysis.

3.1 Requirements for OHV/ATV Operators

Cenovus employees and contractors operating OHV/ATV must:

- Confirm that the appropriate vehicle registration certificate, proof of vehicle insurance coverage and an operator's manual are carried with the vehicle
- Verify that a license plate (as required) and validation tab are mounted on the OHV/ATV and are clearly visible
- Confirm that the OHV/ATV is properly equipped with a headlamp, tail lamp and muffler, all in appropriate working order. Signal lamps, horn and side mirrors are recommended additional equipment.
- Be in possession of a current and valid driver's license appropriate for the class of vehicle being operated, issued by the applicable provincial licensing authority
- Confirm that the number of persons transported does not exceed the manufacturer's design specifications nor the number of designated seats fitted with seat belts

- Confirm that all personnel riding an OHV/ATV use seatbelts in a properly adjusted and securely fastened manner, where seatbelts have been installed by the manufacturer. Where installed by the manufacturer, seatbelts are not to be removed from an OHV/ATV.
- Confirm that all personnel riding an OHV/ATV wear an approved safety helmet bearing the "DOT" mark, or a mark or label of a nationally accredited testing organization. The helmet must be approved to one of the following standards:
 - USA Federal Motor Vehicle Safety Standard FMVSS 218, Motorcycle Helmets 1993 OCT
 - BSI Standard BS 6658: 05, Specification for Protective Helmets for Vehicle Users
 - Snell Memorial Foundation Standard M2005, 2005 Helmet Standard for Use in Motorcycling
- Verify that all personnel riding an OHV/ATV wear Canadian Standards Association (CSA) approved protection for the eyes, a high-visibility vest, gloves, long pants, a long sleeved shirt and CSA-approved work boots that cover the ankle
- When crossing a highway (OHV/ATV may operate on a highway for the purpose of crossing):
 - stop the vehicle before crossing the highway
 - have all passengers leave the vehicle to cross the highway as pedestrians
 - yield the right-of-way to any vehicles or pedestrians lawfully using the highway
 - cross the highway by the shortest and most direct route of travel available
- Never operate an OHV/ATV when judgement may be affected by prescription or over-the-counter medicines
- Never operate the vehicle on a provincial highway, or on or along the shoulder of a provincial highway, except as specifically authorized by the provincial or municipal authority. An exception to this restriction is when crossing a highway bridge or weir. If doing so, operate the OHV/ATV as near as practicable to the right-hand side of the travelled portion of the highway.
- No employee or contractor personnel under the age of 18 is permitted to operate an OHV/ATV on Cenovus's worksites or in support of any Cenovus work-related activities

3.2 OHV/ATV Operating Practices

3.2.1 General

All workers operating, maintaining and refuelling an OHV/ATV, or working near an operational OHV/ATV, must complete and document a job-specific hazard and/or risk assessment.

3.2.2 OHV/ATV Equipment Requirements

All OHV/ATVs must have on-board all required equipment, tools or provisions required by the manufacturer and provincial regulations whereby the equipment is being used. Additional items shall be carried when operating in remote locations or when travelling off-road on public lands. This items include:

- sufficient emergency water/food supplies
- wilderness first aid/safety kit
- radio or other communication method
- heavy duty gloves
- shovel
- axe or Pulaski
- fire extinguisher
- five-litre water pail

In areas where OHV/ATV activity may pose a risk of igniting grass or forest fires engineered exhaust spark arresting systems should be considered a mandatory component of the vehicle.

3.2.3 Transporting an OHV/ATV

OHV/ATVs are transported in two methods: in the box-bed of a pickup truck, or (preferred) by the use of a vehicle trailer.

Box-bed transport of OHV/ATVs require:

- use of appropriately sized, fit-for-purpose vehicle ramps to get the vehicle into and out of the box-bed
- securing of the OHV/ATV during transportation using the hold-down points on the OHV/ATV as recommended by the manufacturer.

Where Cenovus or contractor personnel use vehicle trailers to transport OHV/ATVs, the trailer manufacturer's recommendations regarding loading, weight-balance, securing and unloading must be followed. Only trailers fitted with electronic brakes shall be used for the transportation of OHV/ATVs.

Before transporting OHV/ATVs by trailer:

- Check the tire pressure on the tow vehicle and the trailer and make sure all lug nuts are tightened correctly according to specifications in the truck/trailer owner's manuals.)
- Confirm that the ball mount (or draw bar) is appropriate for the trailer hitch receiver, that the locking pin is in place, and that the hitch ball is situated at a height that maintains the trailer in a level plane
- Verify that the trailer's coupler matches the exact size of the hitch ball
- Connect the trailer wiring to the tow vehicle, check to make sure all lights are working, and (if applicable) verify that the electric trailer brakes are operating correctly
- Confirm that the trailer coupler is latched and locked securely on the hitch ball without excessive play or looseness between the two
- Connect safety chains from the trailer to the tow vehicle to leave sufficient slack to permit turns, but not to drag on the road. Chains should cross under the trailer tongue to help prevent the trailer from dropping to the road if it disconnects from the hitch.
- Confirm that electric brakes are in working order
- Verify that no loose material is on the deck and that all loaded cargo is secured appropriately. Pay particular attention to the OHV/ATV engine hood, windshield and seat. These objects have been known to lift off at highway speeds when being towed.
- Adjust the exterior side-view mirrors so that both sides of the tow vehicle and both sides of the trailer can be seen

3.2.4 OHV/ATV Maintenance

Where Cenovus or contracting companies operate self-owned OHV/ATVs, each organization is responsible to comply with the manufacturer's recommended inspection and maintenance procedures. Contractor OHV/ATV inspections and maintenance records must be available for review by Cenovus upon request.

Where Cenovus or contracting companies operate leased or rented OHV/ATVs, each organization is responsible to ensure that the leasing/renting agency has been implementing the manufacturer's recommended inspection and maintenance procedures. The company representative should request to receive a copy of, or at least see, the individual maintenance record for that OHV/ATV when picking up a lease/rental.

On long-term leases, frequently the user organization agrees to maintain the equipment. If this is the case, confirm that the manufacturer's recommended maintenance schedule, list of parts and lubricants, and maintenance instructions are included with the OHV/ATV when the unit is first picked up from the seller, lessor, or rental agency.

3.2.5 OHV/ATV Pre-use Inspection

Vehicle inspection and maintenance is a cornerstone of safely operating an OHV/ATV. The manufacturer has established periodic inspection requirements related to the mechanical reliability of the vehicle. Within Cenovus, these inspections are mandatory, both at the shop level and at the field-use level.

Each time a Cenovus employee or contractor personnel is assigned a task that involves operating an OHV/ATV, the vehicle operator shall conduct and document a pre-use inspection. For the first use of the OHV/ATV each day, the operator shall inspect:

- general conditions (obvious damage)
- fluids (fuel, lubricants, windshield wash if fitted—all full, no leaks)
- suspension
- chains or drive shaft (oiled and clean)
- visual condition of tires/tracks
- safety equipment (headlights, brakes, seatbelts, first aid kit, fire extinguisher)
- muffler/exhaust (clear of debris/vegetation and blockages)
- windshield (if fitted)
- latches for hatches and doors (if fitted)
- winch (if fitted)
- towing hitch (if fitted)
- maintenance tools package
- vehicle emergency kit
- applicable documentation (vehicle registration, insurance)

A walk-around of the vehicle is the last inspection required. The operator must walk around the OHV/ATV to confirm that there are no obstructions, snags, or flammables near the muffler/exhaust, that any towed vehicles are properly attached, and the proper operation of brake and signal lights.

3.2.6 Loading an OHV/ATV

The off-highway-vehicle is designed to safely operate on uneven and unstable terrain. Its broad wheel base and low centre-of-gravity are design elements that make it safe to operate in most terrain conditions; however, additional loads can change the design efficiency and create an unsafe operating condition.

Each OHV/ATV has weight load and weight distribution limitations established by the manufacturer. These must be understood and obeyed during the loading of the vehicle. If the load exceeds the vehicle rating, consider towing a small trailer for the excess load weight.

Where an OHV/ATV is fitted with an on-board hoist for logistics support, the operator is responsible to be aware of the limitations of the crane/vehicle combination and use the equipment within those limitations.

Generally, most loads are to be carried in the designed cargo bay, centred over the rear axle.

3.2.7 Towing with an OHV/ATV

No person shall tow a trailer, sleigh, cutter or other vehicle behind an OHV/ATV unless the hitch or attachment used:

- is designed so that the vehicle being towed substantially follows in the tracks of the towing vehicle
- is strong enough to safely control the vehicle being towed
- is not more than 1.83 metres (6 feet) long
- prevents the towed vehicle from colliding with the towing vehicle during travel downhill and when the towing vehicle stops

3.2.8 OHV/ATV Refuelling

Fuel OHV/ATVs at designated fuelling stations (e.g. gas station, maintenance shop, logistics facility) at the beginning of the operational shift, where possible, to avoid in-field refuelling. If the work area is not too far away from a designated fuelling station, then the OHV/ATV should be moved there to conduct refuelling. Always turn off the ignition and allow the engine and exhaust cool prior to opening the fuel cap and fuelling the vehicle. Follow the manufacturer's instructions for safe fuelling.

When refuelling in the field, have a fuel-spill clean-up kit as part of the OHV/ATV cargo. Do not conduct in-field refuelling without this equipment being immediately available.

Where in-field refuelling becomes necessary, the OHV/ATV operator will use CSA- or ULC-approved portable fuel containers or jerry-cans fitted with a fuel hose, nozzle and shut-off, such that the operator does not have to lift the fuel container into the air and tip it over to flow fuel into the vehicle tank. Always have portable fuel containers resting directly on the ground when filling them. Do not fill them when they are on or inside a vehicle.

Similarly, it is recommended to fuel the OHV/ATV when the vehicle is sitting on the ground rather than when on a trailer or in a truck cargo bay. If 'mounted' refuelling is necessary, verify that there is a suitable grounding wire or bonding strap connecting a metal point on the OHV/ATV to a metal point on the trailer or truck.

Do not overfill the OHV/ATV fuel tank. Thread the fuel cap tightly onto the vehicle after fuelling. Wipe any spilled fuel off of the OHV/ATV prior to starting the engine.

3.2.9 OHV/ATV Seasonal Issues

Water

OHVs/ATVs are not designed to knock down trees, break through barriers or climb hills at excessive angles (longitudinal or transversal slopes). They may be designed to ford shallow water courses, but they are not sufficiently weighted to withstand the forces of swift moving water.

Summer

In summer months, operating an OHV/ATV can cause wildfires when dry forest conditions are present. OHV/ATV activity during high and extreme fire danger levels can be a high-risk liability.

During the normal operation of an OHV/ATV, vegetation can accumulate around exhaust systems. The temperature of the exhaust system can heat accumulated vegetation to the point of ignition. To prevent ignited vegetation and starting a wildfire while the OHV/ATV is in motion, inspect and clean the exhaust system at regular intervals while operating the vehicle. Inspect the system more frequently when travelling through muskeg or peat areas. Carry a shovel, which can be used to throw soil on smoking or recently ignited material to prevent the spread of a wildfire.

Always try to park the OHV/ATV on gravel, pavement or bare mineral soil to reduce the potential for fire.

Winter

In winter months, snow cover can obscure holes, trunks and other obstructions that could impede safe travel. Travelling along or over ice-covered bodies of water can also be hazardous when the ice thickness, depth of water and under-ice current speed cannot be determined. Avoid, where possible, crossing unknown bodies of water, particularly in early or late winter season. For more information, refer to the Government of Alberta publication *Best Practice for Building and Working on Ice Covers in Alberta*.

3.2.10 OHV/ATV Winching

OHV/ATVs may be equipped with a front winch. If fitted, winches should be installed by a licensed service representative and in accordance with the manufacturer's instructions (for the OHV/ATV and for the winch). An OHV/ATV winch is primarily designed to assist the operator in disengaging the vehicle from some form of obstruction or when the vehicle is stuck. Under certain circumstances a winch can also be used to rescue another vehicle (if weight restrictions permit) or to move objects.

When using a winch, the vehicle operator is responsible to ensure that any person participating in the winching or in the immediate area is properly equipped with, and using, the required safety equipment: hard hat, safety glasses, and, for working with the wire, heavy-duty gloves and work boots with foot protection.

When using a winch, align the wire or fibre rope leads perpendicular off the winch drum, not on an angle. To facilitate this, snatch blocks suitable for the diameter of the wire or fibre rope may be required. The anchor point selected to secure the wire/rope must be solid. A sturdy tree, a stump of suitable height and girth, or another vehicle can be anchor points. If a tree is used as an anchor point, use a tree-strap or wrap the part of the wire/chain that bears on the tree with a thick covering in order to minimize damage to the tree.

When putting strain on the winch wire, prevent personnel from standing near any bend of the wire where the direction of the wire has been adjusted (by snatch blocks or other devices). Keep people away from a wire or rope under tension because, if it snaps under load, the wire or rope will become an extreme hazard as it rapidly releases its tension.

If another vehicle is used as the anchor point, block the wheels of the recovery vehicle, put it in neutral gear, and engage the hand brake before starting to winch out. This will keep the recovery vehicle from rolling.

Always make your winching lead or anchor point as short a distance as possible from the winch drum. Do not pay out more wire or rope than will allow one full wrap to be left on the winch drum. Less than one full wrap left on the drum will prevent distribution of the winching force around and along the whole drum, and the wire or rope may slip under tension, potentially causing injury or damage to the winch or vehicle.

4.0 Roles and Responsibilities

Table 1: Roles and Responsibilities

Role	Description
Business Leaders and Frontline Supervisors	<ul style="list-style-type: none"> • Communicate and implement this practice at their operations or functional areas of authority • Demonstrate ownership and leadership by actively setting a positive example • Allocate and make available the necessary financial and human resources that are required to functionally implement this document • Confirm all workers are aware of their roles and responsibilities outlined in the process requirements section of this document • Confirm workers are trained, knowledgeable, experienced and competent on this subject • Coach and correct workers who do not understand or comply with the requirements of this document • Provide feedback to the document owner or representative concerning proposed changes or improvements to this document
Operations Health & Safety Field Teams	<ul style="list-style-type: none"> • Conduct worksite observations and assessments on a regular basis to verify compliance with the expectations described in this document

Role	Description
	<ul style="list-style-type: none"> • Assist with the implementation and communication of the documented requirements • Provide feedback to the document owner or representative concerning proposed changes or improvements to this document
Central Health & Safety Services	<ul style="list-style-type: none"> • Monitor and collect feedback related to this document to verify program effectiveness • Lead document reviews and revisions as per the expectations described in this document • Provide subject matter expertise when requested by Business Leaders or other functional teams
Assurance Teams (COMS Assurance and EHSR Compliance Audit)	<ul style="list-style-type: none"> • Lead, organize and conduct audits to verify compliance, identify gaps and suggest improvement opportunities
Business Support Teams	<ul style="list-style-type: none"> • Provide subject matter expertise when requested by Business Leaders or other functional teams

5.0 Training and Competency

5.1 Training

Operators of an OHV/ATV must hold a valid training certificate or credential issued by one of the following:

- Canadian Safety Council
- Alberta Safety Council
- Saskatchewan Safety Council
- an approved training organization certified by Canadian Safety Council, Alberta Safety Council or Saskatchewan Safety Council

All courses must include theoretical (classroom), practical education/training and a competency review. All approved courses must address, at a minimum, the following topics:

- legislative requirements for maintaining and operating the vehicle
- vehicle specific maintenance and operating procedures
- safe riding practices and strategies
- manufacturers' specifications and instructions
- parts of the equipment
- pre-shift inspections
- loading and unloading procedures

- operation guidelines for loaded and unloaded equipment
- attachments and accessories
- practical operations specific to the vehicle type
- personal protective equipment
- environmental considerations and issues

Certification will be considered valid for three years after the initial issue of a training certificate or credential. After this time, re-training will be required.

6.0 Quality Assurance

6.1 Performance measurement

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

Business functions or departments impacted by this practice must include compliance and program effectiveness verifications in their business assurance program. Performance will be monitored and reported within the responsible departments at least every three years.

6.2 Management of Change

The document owner will complete and document reviews of this practice 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 document

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 this document.

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

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

7.0 Glossary

Definitions and acronyms for safety documents are described in CEN-EHS243, H&S Documentation Standard — Definitions and Acronyms. The following definitions and acronyms are specific to this document

The following terms and definitions are used in this document:

Table 2: Terms and Definitions

Term	Definition
All-terrain vehicle (Saskatchewan)	<p>A self-propelled vehicle that is designed primarily for the movement of people or goods on unprepared surfaces. It has wheels in contact with the ground and includes:</p> <ul style="list-style-type: none"> • a restricted-use motorcycle • a mini bike • an all-terrain cycle
Off-highway vehicle (Alberta)	<p>Any motorized mode of transportation built for cross-country travel on land, water, snow, ice, marsh or swamp land, or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel:</p> <ul style="list-style-type: none"> • 4-wheel drive vehicles • low pressure tire vehicles • motor cycles and related 2-wheel vehicles • amphibious machines • all-terrain vehicles (3-wheeled ATVs are prohibited at worksites) • miniature motor vehicles • snow vehicles • mini-bikes • any other means of transportation that is propelled by any power other than muscular power or wind

Table 3: Acronyms and Abbreviations

Term	In Full
ATV	All-Terrain Vehicle
CSA	Canadian Standards Association
OHV	Off-Highway Vehicle

8.0 References

8.1 External Documents

Table 4: External Document References

Document Type	Document Title
Regulatory	Alberta OH&S Code (Part 19-10)
Regulatory	Alberta Traffic Safety Act (Part 6)
Regulatory	Alberta Off-Highway Vehicle Regulation
Regulatory Guide	Alberta Rules and Regulations Applying to Small Vehicles
Regulatory	Saskatchewan: The All-Terrain Vehicles Act
Standard	CSA Standard CAN3-D230-M85 (Motorcycle Helmets)
Standard	Snell Memorial Foundation Standard M2000
Standard	Snell Memorial Foundation Standard M2005

8.2 Internal Documents

Table 5: Internal Document References

Document Type	Document Title
Handbook	Cenovus Field Employee Safety Handbook (Section 25.2)