

Site Visitor Requirements Practice

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Table of Contents

1.0 Purpose3

2.0 Scope3

3.0 Definitions3

 3.1 Site Visitor3

 3.2 Site Visitor Supervisor3

 3.3 Field Site3

 3.4 Site Specific Orientation Contents4

 3.5 Work4

4.0 Key Requirements4

 4.1 Site Specific Orientation4

 4.2 Personal Protective Equipment5

 4.3 Supervision5

5.0 Quality Assurance5

 5.1 Management of Change5

 5.2 Practice Verification5

1.0 Purpose

The purpose of the Site Visitor Requirements Practice is to provide the key requirements for visitors attending Cenovus field sites, and those receiving visitors at Cenovus field sites, so that the safety of personnel and property is maintained. The key requirements are Site Specific Orientation, minimum personal protective equipment and supervision.

2.0 Scope

The Site Visitor Requirements Practice applies to Site Visitors and Site Visitor Supervisors, at Cenovus Energy field sites.

3.0 Definitions

3.1 Site Visitor

Visitor status may be granted to short term non-operating personnel requiring access to Cenovus field sites, for the purpose of attending meetings, planning work, checking on work crews, participating in tours, providing classroom only instruction or training and/or performing visual inspections. Site Visitors require a Cenovus Site Visitor Supervisor (escort) at all times while at the field site (other than while at camp accommodations).

Site Visitors are not permitted to engage in any activities that may be classified as work (as defined in 3.5 below). All on-site suppliers, whom are not defined as Site Visitors, must meet the requirements stated within the Contractor Health and Safety Program Requirements. Cenovus Staff visiting a field site must have completed the mandatory health and safety training assigned within their Learning Management System profile in addition to the applicable Site Specific Orientation.

*Note: Site Visitors are not required to be clean-shaven during the course of their visit.

*Note: For workforce definitions, refer to the Workforce Definitions Practice Matrix.

3.2 Site Visitor Supervisor

Site Visitor Supervisor status may be assigned to an individual(s) that is responsible for the individual(s) that are requesting Site Visitor status. The Site Visitor Supervisor must be a field based Cenovus Staff, assigned to the field site and must have completed all assigned training, as per their Learning Management System profile.

3.3 Field Site

A Cenovus Field site is a location that is defined by the following characteristics:

- Active or suspended operating facilities
- Surveying and seismic activities, earthwork, drilling and completions
- Construction and/or maintenance activities being performed on roads, leases, active right-of-way, operations facilities, field office locations, workshops and warehouses

Either an Access Permit or the Entry/Exit Log system must be used at the discretion of the Site Permit Authority, for recording:

1. Name of visitor, Name of Cenovus Supervisor (escort), & Purpose/Duration of visit,
2. Verification of completion of Site Specific Orientation

3. Communication of hazards and controls (documented hazard assessment review and sign on, including required Personal Protective Equipment (PPE), Emergency contacts & alarm protocols, camera and cell phone use rules, and allowable access areas & activities).

*Note: Refer to the Safe Work Permit Practice for additional information on Access Permits, the Entry/Exit Log system and Permit Authority requirements.

3.4 Site Specific Orientation Contents

A Site Specific Orientation is defined as a safety orientation that meets or exceeds the minimum requirements of the Cenovus Safety Orientation Standard. As a minimum, the Site Specific Orientation must include:

- Site overview
- Site access, security and communications
- Site specific safety and emergency response requirements
- Site specific hazards

*Note: Where applicable, Site Visitors must complete the Site Specific Orientation for the operational area in which they are visiting.

3.5 Work

Work is defined as any activities that are understood to be external to the following parameters: attending meetings, planning work, checking on work crews, participating in tours, providing classroom only instruction or training and/or performing visual inspections. One may be understood to be conducting work when the following parameters are being experienced: directing others work activities, operating tools or equipment, and/or operating vehicles at the field site (with the exception of vehicle operation required to travel from the field site to field accommodations).

4.0 Key Requirements

4.1 Site Specific Orientation

All Site Visitors must complete the applicable Site Specific Orientation prior to arriving at the field site or as soon as reasonably possible upon arrival to the field site. Completion of the applicable Site Specific Orientation must be verified by the Cenovus Supervisor (escort) prior to the Site Visitor commencing planned field site visitor activities.

*Note: Where applicable the Site Visitor will receive a Site Visitor card upon completion of the relevant Site Specific Orientation. The card must be kept on their person throughout the duration of their visit and returned prior to leaving the field site.

*Note: Site Visitors of the Primrose Assets (Foster Creek and Athabasca Gas) will be subject to additional Cold Lake Air Weapon Range (CLAWR) access and orientation requirements. Prior to scheduling visits to the Foster Creek and/or Athabasca Gas operations, ensure to review the current CLAWR Policies and Procedures and/or contact crc@rangesafety.ca.

4.2 Personal Protective Equipment

The Site Visitor Supervisor must verify and ensure the utilization of the minimum Site Visitor PPE if the Site Visitor is to visit areas of the field site where PPE is required; regardless of by foot or by vehicle.

Site Visitor PPE requirements:

- Hard hat
- Eye protection
- Fire retardant, high visibility coveralls
- Foot protection (CAN/CSA Z195-02)
- Hearing protection (where required)
- Hand protection

*Note: In the event it is determined that a Site Visitor may require additional PPE, a re-assessment of Site Visitor status should be conducted.

*Note: Refer to the Cenovus Personal Protection Equipment Practice for specific personal protection equipment requirements.

4.3 Supervision

The Site Visitor must contact the Site Visitor Supervisor in advance of the site visit to establish the required Site Specific Orientation, PPE and supervision. The Site Visitor Supervisor is responsible to ensure that the Site Visitor receives the required Site Specific Orientation, utilizes the required PPE and remains supervised when outside the boundaries of the field accommodations.

*Note: A Site Visitor is deemed to be supervised when the Site Visitor Supervisor is in the immediate area.

*Note: A reasonable number of Site Visitor Supervisors must be maintained throughout the course of the site visit; for example, 1 supervisor for every 10 visitors.

5.0 Quality Assurance

5.1 Management of Change

Proposed changes to this practice can be directed to [H&S Programs and Projects](#).

5.2 Practice Verification

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 practice

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 practice.

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