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|  | <b>ALL-TERRAIN VEHICLES (ATVs)</b><br>CPC-ALL-HSE-PRC-417 | <b>Retention Code:</b><br>CG01                 |
|   |   | <b>Revised:</b> May 2014                       |
| <b>Owner:</b><br>HSE Performance Assurance  | <b>Approved By:</b><br>Manager, HSE Performance Assurance | <b>Review Frequency:</b><br>Five years or less |

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## 1.0 Scope

This Safe Operating Procedure (SOP) applies to all ConocoPhillips Canada (CPC) locations and covers the operation of all motorized off-road vehicles that include: All-Terrain Vehicles (ATVs) also known as quads, Utility Terrain Vehicles (UTVs), Argos and snowmobiles. For the purpose of this document, all off-road vehicles will be referred to as All-Terrain Vehicles (ATVs).

**Note:** The use of three-wheeled all-terrain cycles and motorcycles are **not** permitted on CPC work sites.

## 2.0 Hazards

- Injury due to ATV incident while riding, loading/unloading, or attempting to free when stuck
- Working alone
- Inadvertently initiating a forest, grass, or brush fire
- Wildlife or livestock
- Weather exposure
- Drowning from breaking through ice
- Steep slopes or uneven terrain resulting in ATV rollover

## 3.0 Additional PPE Requirements

In addition to the standard equipment required when working at CPC worksites, the following equipment is needed when operating an ATV:

- Approved helmet
- Protective Safety Goggles
- Gloves and outer clothing for inclement weather determined from the hazard assessment.

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| <b>Alberta and Saskatchewan</b> | Safety headgear does not apply if the vehicle is equipped with rollover protective structures and seatbelts or restraining devices that comply with the code. <b><i>This is only applicable when travelling on flat terrain within the confines of facility leases.</i></b> |
|---------------------------------|---|

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|----------------|---|
| <b>Alberta</b> | The safety headgear worn while operating an all-terrain vehicle or snowmobile may be worn in lieu of a hard hat while working at a remote worksite if the work is for a short time duration and the work does not subject the worker to energized electrical sources. |
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| <b>British Columbia</b> | In British Columbia, workers must wear hearing protection while operating an ATV. |
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## 4.0 First Aid and Survival Equipment

- During bear season, one air horn and one bear spray canister must be carried with each ATV when operating in northern or forested areas.

- One small type “P” first aid kit must be carried with each ATV.
- An axe, shovel or Pulaski, or a small fire extinguisher must be carried with each ATV.
- If not equipped with a permanent winch, rated slings and clevises are required and must be attached to the engineered tow points on the ATV and towing vehicle.
- A portable GPS is recommended.

## 5.0 Safe Operating Practices

### 5.1. Training and Certification Requirements

- ATV operators are required to have valid and approved ATV training as indicated on the HSE Training Matrix.
  - Training must be appropriate to the style of the ATV being utilized.
- All ATV operators in northern or forested areas must have received authorized Bear Awareness Training.
- All operators must have a valid driver’s license.

### 5.2. Refuelling Practices

ATV operators must take the following precautions when refuelling an ATV which includes:

- No smoking within 7.5 metres (25 feet) of a vehicle while it is being refuelled,
- Never refuel an ATV within 7.5 metres of an ignition source, and
- Never refuel while the engine is running.

### 5.3. ATV Driving Parking at CPC Facilities and Leases

Always drive and park the ATV in the designated safe area(s) for vehicles.

**Note:** In all other situations, maintain a safe clearance distance of at least 7.5 metres (25 feet) from any oil/gas production equipment, building, tank, sump, vent, valve or pipe.

### 5.4. General Operating Guidelines and Rules

- The ATV must be operated and maintained as per the manufacturer’s recommendations as outlined in the owner’s manual.  
**Note:** Modifications to ATV’s beyond the manufacturer’s recommended specifications is not permitted.  
**Note:** The operator’s manual for the ATV **must** be readily accessible to the operator.
- The ATV must be licensed and insured as per provincial off-highway vehicle regulations.
- The license plate must be properly attached and displayed on the ATV.
- Drive ATV cautiously and slowly up or down steep slopes and creek crossings. To avoid rolling the ATV, do not ride at right angles along steep slopes.
- All accidents must be reported as per CPC vehicle incident reporting procedures.
- Never leave an ATV running unattended among dry vegetation or grass.
- Check and ensure muffler is in good working condition. Replace with genuine manufacturer muffler, with spark arrestor, when found damaged or corroded.

- To prevent possibility of rollover, use caution when braking especially while riding down hill. Operate ATV slowly at all times.
- Carry appropriate tools and spare parts (i.e., extra spark plugs).
- Unless the ATV has been designed for passengers, no passengers are allowed to ride on ATVs. On two passenger-designed vehicles, the passenger must also wear an appropriate motorcycle-type helmet and eye protection.
- **Note:** Do not exceed the weight, height and other limits specified by the manufacturer.
- Ensure brakes, throttle, and all lights are working properly on the ATV before each trip. Repair if necessary before use.
- Clean ATVs at designated vehicle wash facilities only.

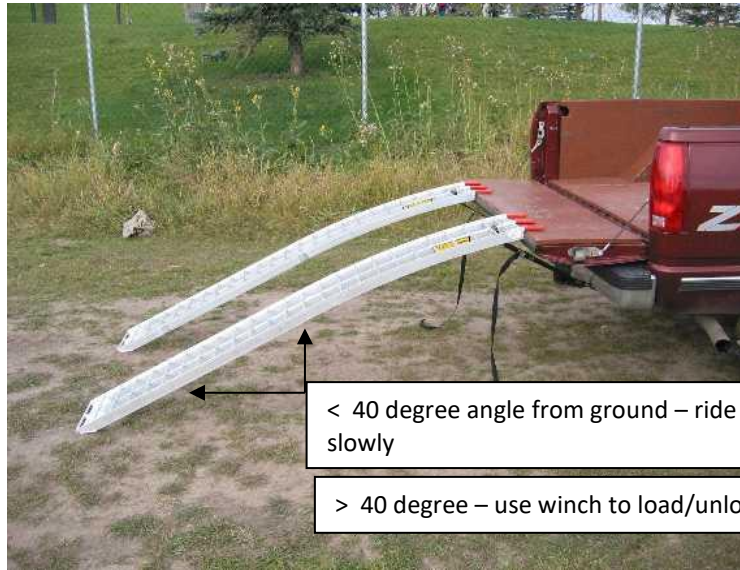
### 5.5. Working Alone or in Remote Areas

- If riding out to remote sites alone, the ATV operator must follow local working alone procedures.

### 5.6. Loading or Unloading Procedure

- Prior to unloading or loading an ATV, verify ramps are of sufficient length to reduce the vertical angle to 40 degrees or less from the ground to the pickup truck end gate or trailer.
- The ramps must be of sufficient load weight capacity (typically 750 lbs or greater). A visible sticker or panel must indicate the maximum load weight capacity of ramps.  
**Note:** The ramps must be sufficiently wide enough and have a surface finish which provides an adequate grip for the ATV's tires.
- Prior to unloading or loading, taut straps must secure the ramps to the truck bed/deck/end gate or trailer edge (see photos on next page).
- The operator must wear an approved helmet and proceed very slowly up or down the ramps.
- If the vertical angle of the ramp is greater than 40 degrees (ground to ramp angle), then load and unload the ATV by use of the winch line only. Avoid being down slope of ATV. Walk along ground and operate winch control and handle bar from alongside of ATV.
- **Warning:** Do not sit on and ride an ATV while loading or unloading to/from truck bed or trailer if angle from ground to ramp exceeds 40 degrees.

**5.7. Proper Loading/Unloading of ATVs from Truck Bed or Trailer**



**Appendix A – Revision Record**

| Page# | February 24, 2014  | Previous Information   | Risk Assessment |
|-------|--|--|-----------------|
| 2     | UTVs (Side by Side) were added into the scope of this document.  | None   | Low             |
| 2     | Removed Regulatory Requirements<br>-Now located in PPE Standard  | The Alberta 2009 OHS Code requires ATV helmets approved to the following standard:<br><ul style="list-style-type: none"> <li>Federal Motor Vehicle Safety Standard FMVSS 218 Motorcycle Helmets 1993 OCT</li> </ul> Note: This standard is most commonly referred to as the DOT ATV Helmet Standard. | Low             |
| 2     | Alberta & Saskatchewan - Safety headgear does not apply if the vehicle is equipped with rollover protective structures and seatbelts or restraining devices that comply with the code. <b><i>This is only applicable when travelling on flat terrain within the confines of facility leases.</i></b> | None   | Low             |