	JOURNEY MANAGEMENT ALL-HSE-PRC-190	Retention Code: CG01 - CA
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1.0 Purpose

This Journey Management (JM) procedure is to ensure that personnel travelling on behalf of CPC do so in a safe and managed environment.

This procedure provides:

- A clear outline of JM expectations.
- Journey planning guidelines.
- Tools and processes for identifying and managing hazards when undertaking a journey.

Effective journey management will ensure:

- Only business essential trips are completed.
- Alternatives to land travel are considered.
- Drivers are qualified to drive the vehicles required.
- Drivers and supervisors understand their responsibilities.

This procedure does not apply to:

- Travel not associated with business.
- Travel via air or water.
- Travel using all-terrain vehicles (ATVs). See All-Terrain Vehicles procedure.
- Commercial driving requirements (e.g. hours of service).
- Commuting using company or personal vehicles.

Note: Before commencing any journey, safer alternatives to land transportation must be considered (e.g. flying).

This procedure applies to ConocoPhillips Canada (CPC) employees, full-time equivalent contractors and other contractors (within the terms of their contract).

2.0 Hazards to Mitigate

- Distracted driving
- Driver impairment (fatigue)
- Driver inexperience
- Poor road conditions
- Adverse weather (e.g. wind)
- Time of day (e.g. reduced visibility)
- Malfunctioning/poorly maintained vehicle
- Unsecured loads/ projectiles
- Other drivers
- Wildlife
- Communication failure (e.g. cellular dead zones)

3.0 Procedure-Specific Roles and Responsibilities

3.1 Supervisors

- Support, promote this procedure to minimize land transportation risks.

- Ensure that JM risk assessment and planning is performed according to this procedure.
- Ensure that CPC drivers are trained as per the CPC training and competency matrix.
- Ensure company-owned, contracted, leased or rented vehicles are:
 - Fit-for-purpose.
 - Kept in safe working order in line with manufacturers' specifications and local legislative requirements.
- Ensure drivers are appropriately licensed and are trained and competent as per the training and competency matrix.

3.2. Drivers/Workers

- Consider alternatives to land transportation.
- Follow this procedure as applicable.
- Maintain and carry current driving or operating license valid for the type of vehicle and operating circumstance.
- Only drive if mentally and physically capable of doing so.
- Only drive if confident it can be done safely (e.g. driving large vehicles may be impractical if inexperienced in doing so).
- Consider work alone requirements when planning journeys.
- Ensure familiarity with vehicle prior to travel (e.g. driver controls).
- Ensure training is up-to-date and in alignment with the training and competency matrix.

3.3. Contractors

- Meet or exceed the requirements in this document within the terms of their contract.

4.0 Procedure

4.1. Seatbelts

All occupants must wear seatbelts when:

- The vehicle is in operation.
- Buses are in motion (if available).

In the above cases, seatbelts may only be removed if specifically indicated (e.g. via signage) for a particular area (e.g. travel over ice bridges).

4.2. In-Vehicle Monitoring System

An in-vehicle monitoring system (IVMS) must be installed and operational in all ConocoPhillips owned or leased vehicles.

Drivers must be properly logged into the system, as applicable, prior to driving.

4.3. Driver Fitness and Alertness

A driver may not drive:

- More than 3 hours consecutively before taking a break (minimum 15 min.).

- Under the influence of drugs or alcohol in accordance with CPC Substance Abuse Program.
- If impaired by fatigue.

Also see Journey Risk Assessment (Appendix D).

4.4. Distracted Driving

All drivers must comply with the ConocoPhillips Mobile Device Safety Standard.

Mobile Devices (including hands-free devices) may not be used:

- While operating a company vehicle.
- While operating a personal vehicle on company business.
- While operating a personal vehicle on personal business if mobile device is company property or company subsidized.

While the use of electronic navigational aids is encouraged, manual activation or manipulation of the device is only permitted when parked.

Note: In the event of an incident, ConocoPhillips Canada (CPC) reserves the right to examine any driver's phone records for proof of compliance with the ConocoPhillips Mobile Device Safety Standard.

4.5. Journey Management

All journeys must be assessed for business necessity. If deemed necessary and alternatives to driving are not feasible, additional actions must be taken. See Safe Journeys Flowchart – Appendix C.

Note: Journeys will be managed with the assistance of a third party Journey Management Provider.

4.5.1. Determining Necessity

Before planning for a journey, assess whether the trip is business essential. If it is determined that trip cannot be avoided, follow the Safe Journeys Flowchart (See Appendix C) for details.

4.5.2. Risk Management

The driving risk assessment should be completed before each driving journey when deemed necessary based on Appendix C – Safe Journeys Flowchart. The score from the CPC driving risk assessment provides the information necessary to determine whether a journey needs further approval before the journey begins.

A journey risk assessment must be completed for all non-routine journeys (See Appendix D) or any journey where the driver may be impacted by fatigue, medication, or severe weather conditions. Risk assessments are completed by the driver.

Note: For Surmont, roads are given a status based on conditions. Actions based on road status must be adhered to.

Surmont Road Status		
Status	Road Conditions	Action
Level 1 – Green	Good	No restrictions
Level 2 – Yellow	Caution	No restrictions
Level 3 – Orange	Poor	Travel restrictions implemented
Level 4 – Red	Closed	Travel not permitted

4.5.3. Journey Management Plans

Hazards must be considered for all journeys (routine and non-routine). Journeys determined to be medium or high risk (refer to Appendix D, Journey Risk Assessment) must be approved and a journey management plan must be in place prior to the start of the journey.

Journey management plans must be completed by the driver, using a third party JM Coordinator. JM plans will be forwarded to the work supervisor by the third party JM coordinator. Work supervisors may choose to require journey management plans for all journeys their employees take. In making their decision they should consider:

- Driver experience.
- Past experiences with the driver.
- Personal preference.
- Frequency of travel.

Journey management plans (see Appendices F/G) must include:

- The route.
- Planned stops.
- Anticipated hazards/defenses (e.g. emergency preparedness measures).
- Loads (if applicable).
- Timeline (estimated time of arrival).
- Driver qualifications.
- Check-in requirements.
- Vehicle information.
- Journey Risk Ranking
- Driver and passenger information.
- Contact information.
- Supervisor approval details (as required).

4.5.4. Preparing for the Journey

Just before commencing a journey:

- Visually inspect vehicle.
- Ensure loads are secure.
- Evaluate road conditions.

Note: Documentation not required.

4.5.5. Undertaking the Journey

Fueling	<ul style="list-style-type: none"> Do not fuel vehicles while running. Do not smoke or use cell phones or other electronic devices. Ground gasoline containers prior to filling.
Parking	<ul style="list-style-type: none"> Do not park vehicles in areas that interfere with traffic flow or operating activities. Back-in to parking stalls if safe to do so. Ensure safe means of emergency egress. Use spotters when in congested areas, areas with restricted visibility or when driving large vehicles.
Check-In	<ul style="list-style-type: none"> Check-in should be ≤ 3-hour intervals. Increase check-in frequency for higher risk journeys. Agree to check-in frequency with third party JM coordinator. During unanticipated stops ≥ ½ hr.
Incident Management	<ul style="list-style-type: none"> Report any driving incident immediately to driver’s direct supervisor and HSE representative according to HSE Incident Reporting Program. Supervisor must follow the HSE Incident Reporting Program for any incidents. When applicable, notification must be made to: <ul style="list-style-type: none"> ConocoPhillips Claims Centre (fax COP Vehicle Accident Report within 24 hours of incident). Crisis Notification Hotline 1-800-447-6166 (notification made by CPC HSE Manager) ConocoPhillips Canada Security Manager 403-233-4000. The rental company (if applicable). Law enforcement if on public roads and in excess of the jurisdictional threshold (see notes below).
Overdue Traveler	<ul style="list-style-type: none"> See Appendix E.
Emergency Response	<ul style="list-style-type: none"> Call 911 if necessary. Follow the applicable vehicle extraction procedure.
Other	<ul style="list-style-type: none"> Law enforcement must be contacted if the accident involves any suspicion that any driver may be guilty of a Criminal Code offence such as impaired driving, hit and run, etc.

	<ul style="list-style-type: none"> • Ensure emergency equipment is available as required (e.g. first aid kit, high visibility vest, flashlight, candles, blanket, etc.)
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Note: Law enforcement in Alberta must be contacted with combined damage ≥ \$2000.

Note: In British Columbia, any vehicle incident must be reported to Insurance Corporation of British Columbia ICBC.

4.5.6. Completing the Journey

Upon completion of a trip:

- Perform final check-in.
- Report any near misses or other incidents.

5.0 References

- ConocoPhillips Global Substance Abuse Policy and Canada Addendum.
- ConocoPhillips North American Vehicle Fleet Policy.
- Mobile Device Safety Standard.
- Vehicle Accident and Claims Reporting procedure of the Canadian Business Unit Driver Guidelines, Section 14.
- ATV procedure ALL-HSE-PRC-417.
- CPC Substance Abuse Program.
- HSE Incident Reporting Program ALL-HSE-PGM-434.
- Incident Investigation Procedure ALL-HSE-PRC-437.

6.0 Document Retention

Record	Owner	Classification	Retention
Journey Management Plans	BU or Functional Department as applicable	HE11-CA	Event + 2 years

Appendix A – Acronyms

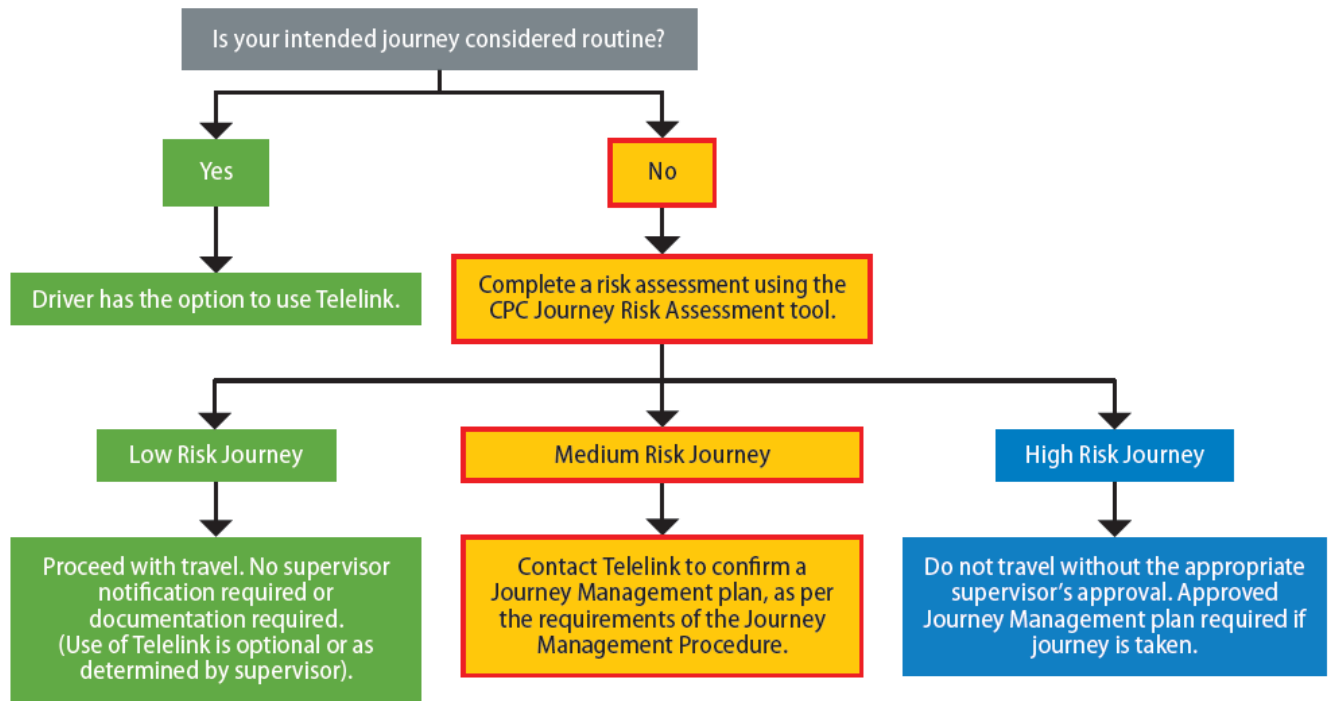
ATV	All-Terrain Vehicle
ERP	Emergency Response Plan
ETA	Estimated time of arrival
IVMS	In-vehicle monitoring system
JM	Journey Management
MSA	Master Service Agreement

Appendix B – Definitions

Company Sanctioned Driver	An employee or authorized contractor who operates any vehicle that is owned, leased or rented by the company, or operates a personal vehicle operated for company business purpose for which the driver receives compensation from the company.
Company Vehicle	Any vehicle owned or leased by ConocoPhillips Canada
Contractor	A company that provides equipment, personnel, and services for CPC under the terms of a contractual agreement and whose personnel are under the direct control of the contracting company. This only includes contractors with an MSA.
High-Risk Journey	No travel permitted without approval from the appropriate management representative. Red (Surmont Road Status) or closures, flooding etc. as determined by area supervisor or Environment Canada weather advisories.
Ice Roads	Frozen, human-made structures on the surface of bays, rivers, lakes, or seas in the north. They link dry land, frozen waterways, portages and winter roads and are usually made each winter (e.g. the road from Inuvik to Norman Wells).
Journey Management Provider	Third party call center, manned 24 hours, which collects and records journey information from drivers and tracks their journey to completion.
Journey Management Coordinator	Third party support. Their role is to help manage safe journeys (e.g. record journey management plan and check-in support).
Journey	Travel for CPC business purposes, in a company-sanctioned vehicle when the driver is travelling during working hours. A journey may be a single trip from point A to point B or may consist of a series of anticipated stops within a single day. Drivers may be either employees or authorized contractors.
Land Transportation	Travel by vehicle on roads (e.g. paved, gravel, ice).
Leased Vehicle	Use of a motor vehicle for a fixed period of time greater than one month at an agreed amount of money.
Low Risk Journey	A non-routine journey that based on the assessed risk (using the Journey Risk Assessment - Appendix C) does not require that a journey management plan be completed.
Medium Risk Journey	A non-routine journey that based on the assessed risk (using the Journey Risk Assessment - Appendix D) requires that a Journey Management plan be completed.
Mobile Device	Cellular and other mobile telephones, electronic laptop, notebook and tablet computers, pagers, global positioning devices and other similar electronic communication devices which facilitate both simplex (push to talk) and duplex (multi directional simultaneous conversations), when those devices are being used as a means for answering or placing calls, reading or answering messages or electronic mail, and other operations requiring active manipulation of the device, including devices capable of being operated in hands free or hand held modes. Mobile devices include those that are company property or company subsidized, as well as personal property. For the purposes of this procedure, the definition of mobile devices excludes the use of push to talk two-way radios, but only when being used on radio assisted/controlled roads or during a declared emergency.
Non-Routine Journey	Journeys which fall outside of the definition of routine journey.

Routine Journey	The route is regularly travelled by the driver at least once per week or shift for the purpose of work and the road conditions and weather are considered normal or as expected for that time of year (e.g. Operator regularly travelling the same route to go from lease to lease). Note: Adverse weather conditions (e.g. blizzard or ice storms) are not considered normal and are therefore a deviation from routine travel.
Trip	To go to another place (e.g. city) and return. A trip may consist of several journeys. (e.g. driving from Calgary to Edmonton and then returning back to Calgary).

Appendix C – Safe Journeys Flowchart



Appendix D – Journey Risk Assessment Tool

This tool does not encompass all of the hazards with driving. It is ultimately the responsibility of the driver to make an educated decision on whether road travel is acceptable.

1.	How far is your intended journey?	< 2 hrs	2-5 hrs	> 5 hrs
2.	Are you familiar with the route?	Familiar or GPS available	Somewhat familiar	Unfamiliar
3.	What time of day will the majority of your journey take place?	Day	Dusk or dawn	Night
4.	Are you travelling alone?	No	Yes	
5.	Highway type for the majority of the journey	Primary/secondary	Gravel roads	Radio controlled ice roads Forestry roads/trails
6.	Road/weather conditions	Normal for time of year OR dry/wet	Fair for time of year OR snow and ice	Poor for time of year* OR road closure
7.	Vehicle conditions (tires, brakes, windshield, lights etc.)	Good	Fair	Poor
8.	Is the in-vehicle monitoring system installed?	Yes	No (rental vehicle)	No (CPC vehicle)
9.	Have you driven this type of vehicle before?	Frequently	Once	Never
10.	Are you taking medication that could impair your ability to drive safely?	No		Yes
11.	Are you comfortable driving the vehicle?	Very	Somewhat	Uncomfortable
12.	Have you had enough sleep in the last 24 hours?	> 6 hours	4-6 hours	< 4 hours
13.	How many hours will you be awake at the end of the journey?	≤ 14 hours	> 14	
14.	Will you have cellular service for the duration of the journey?	Yes	Intermittent	No
15.	Have you had defensive driver training?	Yes	No	
TOTAL (selection/column)				

* Note: Extreme weather advisory declared (e.g., via Surmont Road Status Report, Alberta 511 etc.).

Blue Box	High Risk Journey – Do not travel without the appropriate supervisor’s approval. An approved Journey Management Plan is required if a journey is taken.
>5 and/or ≥3	Medium Risk Journey – A Journey Management Plan must be developed and communicated (may be done with the assistance of Telelink).
All other results	Proceed with travel. No supervisor notification or documentation required.

Appendix E – Overdue Driver Response Procedure

If the driver fails to check-in at the agreed upon required check-in time, an alarm will be triggered. A driver is missing after failure to establish contact within 30 minutes of declared journey end time on the form (unless time updated with the journey management coordinator). At this stage the ConocoPhillips emergency response plan is activated.

<p>Stage 1 Response (Within 15 minutes of anticipated check-in)</p>	<p>Journey management coordinator (Third party or other agreed upon contact):</p> <ul style="list-style-type: none"> Attempts to contact the driver via all means (phone, text, email and/or destination)
<p>Stage 2 Response (up to 30 minutes beyond anticipated check-in)</p>	<p>Journey management coordinator (Third party or other agreed upon contact):</p> <ul style="list-style-type: none"> Continue contact attempts as per Stage 1.
<p>Stage3 Response (when unable to contact driver > 30 minutes from anticipated check-in)</p>	<p>Journey management coordinator (Third party or other agreed upon contact):</p> <ul style="list-style-type: none"> Contacts CPC emergency number (1-800-661-9525) to report missing driver. <p>Note: Surmont travel - notify the Surmont Security Department (780-792-7933 and 780-598-4710)</p>

Appendix F – Revision Record

Page#		Previous Information	Change Assessment