



Pre-Job Hazard Assessment (PJHA) (CPC-ALL-HSE-PRC-387)

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5	June 14, 2012	Clarification of Roles and Responsibilities	HSE Performance Assurance	HSE Managers
4	Dec 17, 2009	Major Re-write to simplify	Paul Hilferty	Darryl Hass
3	Mar 18, 2008	Revised PJHA form retention period	Darryl Hass	Pat DeFoe
2	Aug 15, 2007	Inserted Task Summary and 2006 OHS update	Darryl Hass	Technical Review Committee
1	May 12, 2004		Gary Carnduff	Pat DeFoe
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Detailed Revision Notes are available in the [revision record](#) found on the last page.

Table of Contents

	page
1.0 Introduction	3
2.0 Scope.....	3
3.0 Potential Hazards.....	3
4.0 Roles.....	4
5.0 Right to Refuse Unsafe Work	4
6.0 PJHA Procedure	4
7.0 PJHA Duration	5
8.0 PJHA Form Completion.....	5
9.0 Verbal Agreements for Work in Remote Areas	6
10.0 Hazard Review Card	6
11.0 PJHA Extensions and Transfers.....	6
12.0 Suspension of a PJHA	7
13.0 Cancellation of a PJHA	7
14.0 PJHA Distribution	7
15.0 PJHA and Hazard Review Card Retention	7
16.0 Emergency Conditions Requiring Immediate Work	8
17.0 Definitions	8
18.0 Regulations	8
19.0 Revision Record.....	9

1.0 Introduction

CPC's Pre-Job Hazard Assessment (PJHA) is designed to ensure:

- a) All potential hazards associated with non-routine tasks are identified and addressed before each job requiring a PJHA is started.
- b) The conditions under which the work can proceed are clearly understood.
- c) All required safety precautions and CPC safe operating practices (SOPs) are followed when hazardous or potentially hazardous work is undertaken.

2.0 Scope

This Pre-Job Hazard Assessment SOP applies to all ConocoPhillips Canada (CPC) field work sites where CPC is the operator.

CPC employees and contract operators are not required to have a PJHA for normal, low-risk, routine operational functions covered by a Task Risk Assessment (TRA), however the following work still requires a PJHA, regardless:

- Hot Work
- Confined Space Entry
- Ground Disturbance
- Electrical work
- Lockout/Tag out

In some cases, the CPC supervisor may approve the use of similar contractor hazard assessment forms provided the CPC supervisor ensures that it meets the requirements of provincial OHS regulations and this SOP. The Integrated Safe System of Work (ISSoW) process may also be utilized as an equivalent process where a PJHA is required.

Except as permitted above, all PJHAs must be completed using the PJHA Form (ALL-HSE-FRM-2105).

3.0 Potential Hazards

- Fires and explosions
- Falls from heights
- Slips, trips, and falls
- Dropped objects
- Hazardous energy
- Violence & harassment
- Chemical exposure
- Harmful substances
- Extreme heat / cold
- Working in toxic / explosive atmospheres
- Working with electricity
- Working alone
- Working on pressured equipment
- Driving
- Weather conditions

If hazards cannot be eliminated, the hazard must be controlled by engineering controls and/or administrative controls combined with PPE.

4.0 Roles

PJHA Issuer

The PJHA Issuer is the CPC employee or a contractor whom CPC deems to be competent to issue PJHAs in their area of responsibility. They must ensure the PJHA process is followed and that concurrent activities or simultaneous work are identified and evaluated. Additionally, they must obtain sign off from all workers on the PJHA. Whenever possible, the PJHA Issuer should be physically present at the work site when issuing a PJHA.

PJHA Receiver

The PJHA Receiver (Work Supervisor) is the worker responsible to monitor work site conditions and maintain any PJHA conditions affecting worker safety. The PJHA Receiver (Work Supervisor) is present at the site for the duration of the activities covered by the PJHA. Note: The PJHA Issuer and the Work Supervisor may or may not be the same person.

Other CPC Supervisor

The Other CPC Supervisor may be the individual who requested the work to be completed or is otherwise responsible for the site. This may include Drilling and Completions Wellsite Supervisors; Shift leads Oil Sands Unit Operations, etc.

Where concurrent activities or simultaneous operations are managed under a formal plan within the worksite boundary, workers should be informed and an overall **Contact** for the CPC representative responsible for an entire worksite should be provided in the event of emergency.

5.0 Right to Refuse Unsafe Work

Every worker has the right to stop the work if they have reasonable grounds to believe the work is, or is likely to become, unsafe or the terms of the PJHA are not being met.

6.0 PJHA Procedure

- a) Define the scope of the work.
- b) Segment the project into manageable sized jobs defined by unique functions.
- c) Identify and discuss among the PJHA Issuer, PJHA Receiver and the workers the hazards/potential hazards that may be encountered during the assigned work and the methods to be used to control or eliminate them.
- d) Record the hazards and associated mitigation measures on the PJHA Form
- e) Determine if any additional forms are required (e.g. fall protection, confined space entry).
- f) Identify hazardous locations and minimum clearance distances.
- g) Determine the type and frequency of atmospheric testing and record the requirements and results of the testing on the PJHA.
- h) Designate a Fire Watch (Hot Work) or Safety Watch (i.e., confined space entry, ground disturbance, lockouts, crane operations or when working at heights), if required.
- i) Discuss key processes from documents that apply to the work and any related information such as MSDS's.

- j) Ensure equipment and/or facilities are prepared and ready for the proposed work including all required safeguards and controls.
- k) For drilling or completions activities, develop a Fire & Explosion Prevention Plan, if required, for the type of work being performed.
- l) Determine the time duration for which the PJHA will be valid. No open-ended PJHA's are permitted.
- m) Proceed with work according to conditions of the PJHA. Complete Hazard Review Cards as required (CPC-ALL-HSE-FRM-2109).
- n) Stop work if conditions under which the PJHA was issued or job scope change.
- o) Suspend work if an emergency alarm is activated. See **Suspension of a PJHA** section for more details.

Note: The hazards and the PJHA requirements must also be communicated to workers who join the work crew after the initial pre-job meeting.

7.0 PJHA Duration

The PJHA must be issued before work begins and it will remain in effect for the time specified on the PJHA. Use the following as a guide in determining the duration of the PJHA:

High or Significant Risk – daily or less

Moderate Risk – weekly or less

Low Risk – up to 30 days

Non-Industry – (exempt with site orientation)

Note: Open-ended PJHA's are not permitted.

At the end of the work shift, if the job has not been completed, the PJHA Issuer (or delegate) and the PJHA Receiver will determine if the PJHA can be extended according to the conditions outlined in the following section, **PJHA Extensions and Transfers**.

8.0 PJHA Form Completion

At a minimum, the following information must be recorded on the PJHA form:

- a) Date;
- b) PJHA Issuer;
- c) PJHA Receiver;
- d) Applicable documents that require completion of related forms;
- e) PPE requirements above CPC's mandatory requirements;
- f) Frequency of atmospheric testing, if required, and test results Note: test results may also be recorded on Hazard Review Card;
- g) Job steps, hazards and associated controls;
- h) Validity of permit; and
- i) Signatures of PJHA Issuer, PJHA Receiver and Workers

9.0 Verbal Agreements for Work in Remote Areas

Verbal agreements for work in remote areas are not to be used on a regular basis to authorize work. Verbal Agreements can only be used for situations where:

- The worker(s) faces little or no risk of injury or exposure to toxic substances.
- The distance or some other circumstance makes it impossible to issue a PJHA.

Note: CPC's First and Second Line supervisors are the only individuals authorized to make verbal agreements and will record the terms of the agreement on a PJHA or in their logbook.

The PJHA Issuer must:

- a) Complete the PJHA. Discuss the PJHA and requirements of the job with the PJHA Receiver.
- b) Provide a copy of the PJHA to the PJHA Receiver.
Note: If a copy cannot be provided, the PJHA Receiver must document the terms and conditions of the verbal agreement in their logbook or by some other means.
- c) Confirm check-in times and emergency response procedures.
- d) Establish the duration of the verbal agreement which must not exceed or extend past the worker's normal shift.
- e) The PJHA Receiver must contact the PJHA Issuer or designate once the job has been completed.
- f) The PJHA Issuer records the particulars of the verbal PJHA and retains a copy in the PJHA file in the Area Office.

10.0 Hazard Review Card

The Hazard Review Card (CPC-ALL-HSE-FRM-2109) is filled out before starting work as a reminder of the existing hazards and to ensure no new hazards are present when:

- the PJHA duration is longer than 1 day
- day-to-day operations take a worker to different remote work sites throughout the duration of the PJHA

11.0 PJHA Extensions and Transfers

A PJHA may be extended over a shift change and transferred to other PJHA Receivers if all of the following conditions are met:

- a) The PJHA Issuer and/or Other CPC Supervisor review(s) the PJHA and agrees that the hazards, potential hazards, safety precautions and conditions of work remain unchanged.
- b) The designated PJHA Receiver (Worksite Supervisor) for the new shift signs the PJHA and accepts all identified precautions and limitations. The worker(s) on the new shift are recorded and they sign the extended PJHA confirming approval.

- c) The required combustible/toxic gas tests are taken again, and the results of these tests are recorded on the PJHA.
- d) A new expiry time is properly noted on all copies of the PJHA.

12.0 Suspension of a PJHA

A PJHA must be suspended if an emergency alarm is activated at the work site and all work must immediately stop.

The alarm condition must be corrected before work activities can resume. Atmospheric testing must be conducted to ensure conditions have not changed, and recorded on the PJHA form.

If work is not resumed within 1 hour of the alarm, the original PJHA must be cancelled and a new PJHA issued.

13.0 Cancellation of a PJHA

A PJHA may be cancelled for any of the following reasons:

- a) Conditions change at the work site,
- b) A worker is injured in the course of doing the job,
- c) A suspended PJHA is not reactivated within 1 hour of suspension, or
- d) If the PJHA Receiver or PJHA Issuer determines that conditions of the PJHA are not being met and stops the work.

14.0 PJHA Distribution

The PJHA Issuer issues the **white** copy to the PJHA Receiver who will post it or have it readily available at the work site. The **pink** copy will remain attached to the PJHA pad. For booklets containing a yellow copy, this copy is managed in accordance with any site specific process or procedure.

15.0 PJHA and Hazard Review Card Retention

The Area Office will retain on file the copies of the PJHA Form and its attachments for:

- a) 1 year if no incident or unplanned event occurred during the activity (HSE190), or
- b) If an incident or unplanned event occurred during the activity, then the PJHA and any attachments shall be retained in the investigation file.
- c) Hazard Review Cards are retained for at least 1 year (HSE190).

16.0 Emergency Conditions Requiring Immediate Work

In the event of an emergency, emergency response procedures must be initiated. It may not be possible to issue a PJHA to workers so they can immediately access and secure a hazardous area to ensure the safety of other workers on site, or the public, or for the control of potentially hazardous conditions.

Only those workers competent in correcting the condition are permitted to be exposed to the hazard. Only the minimum number of personnel necessary to correct the condition, may be exposed to the hazard.

Every reasonable effort must be made to control the hazard while the condition is being corrected.

In the event that Emergency Response Plans and the Emergency Operations Centre are activated, hazard assessments will be conducted in accordance with these procedures.

17.0 Definitions

Concurrent Activities: Two or more work tasks that are planned to occur at the same time and require activity planning and coordination.

Simultaneous Operations:

Two or more activities under the control of different parties that occur at the same time, and that, because of their proximity, interdependencies or other factors, could interact adversely with each other. Simultaneous seismic, drilling, completions, lease or facility construction and operating activities in the same locate that are likely to increase the level of risk because of

- a) The proximity between potential energy sources (e.g., electrical mechanical) and a source of hydrocarbon release, and activities having potential ignition sources;
- b) The coexistence of personnel who might be unaware of the conditions or unfamiliar with the nature, scope and risks involved in other activities in the area; and/or
- c) The risk of physical interference in activities such as critical lifting and heavy equipment activities.

18.0 Regulations

Alberta: Occupational Health and Safety Code, Part 2 Hazard Assessment, Elimination and Control

British Columbia: Occupational Health and Safety Regulations, Part 9.9 Hazard Assessment and Work Procedures (Confined Space)

Saskatchewan: Occupational Health and Safety Regulations, section 270(1) (Confined Space)

19.0 Revision Record

Page #	June 2012 Revisions	Previous Information	Risk Assessment
3	<p>2.0 Scope Note added to indicate that for some activities PJHAs are still required even if there is a TRA.</p>	None	Low – Clarification of expectations
4	<p>4.0 Roles Revised roles to improve clarity and increase flexibility:</p> <ul style="list-style-type: none"> • PJHA Issuer and PJHA Receiver • Other CPC Supervisor • Contact for Concurrent activities or simultaneous operations. 	Work Supervisor PJHA Holder Overall Site Supervisor	Low – Clarification of roles and increased flexibility for the various departments in terms of other CPC supervisory personnel
5	<p>Section 8.0 PJHA Form Completion This section added, which outlines minimum information required to be recorded on the form.</p>	None	Low - This section outlines minimum information required to be recorded on the form. Remaining information is used as a guide at the discretion of workers. Minimum information required meets legal requirements.
5	<p>Section 9.0 Project Review Meetings This section removed from the document.</p>	For complex activities involving multiple contractors or work crews or where site conditions will change over the course of the work, the Work Supervisor may choose to conduct a project review meeting....	Low – This is general information and not considered to be a legal or CPC requirement
7	<p>Section 17.0 Monitoring PJHAs This section removed from the document.</p>	Each operating area/department is responsible for ensuring that regular monitoring of the PJHA process is carried out to ensure that hazard assessments are being conducted correctly and in compliance with this SOP. It is recommended that at least 5% (approximately 2 forms per book) of forms be checked.	Low – This is was an expectation as the PJHA process was rolled out after the 2006 integration. This is no longer considered a risk and removed as a requirement.
8	<p>Section 17.0 Definitions Added definitions for concurrent activities and simultaneous operations</p>	N/A	Low – Definition
all	The order of various sections of the document was changed.	N/A	Low – Information not changed, only the order in which it is presented.