



ConocoPhillips

Canada Oil Sands

Surmont Site Access Policy

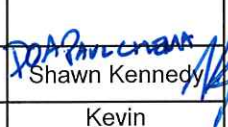
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0	02/14/ 2018	IFU	Tamara Hawkins	Kevin Schaupmeyer	Pat Lamont

Revisions

**ConocoPhillips Canada
 Oil Sands Approval**

REVISION CONTROL SHEET		
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Rev	DATE ISSUED	COMMENT
0	02/14/ 2018	<p>This document supersedes CPC-OLS-LM-POL-7002 and SUR2-A0A-00-OPM-OPR-0626.</p> <p>Section 6.0 - 1. Minimum Training Requirements revised to remove requirement for CPC One Canada Orientation as this information will be included in the instructor led site specific orientation. 2. Removed Hazard Assessment Requirement. 5. Clean Shaven Policy Update</p> <p>Section 8.0 - Requirements for Vehicle Access added.</p> <p>Section 9.0 - Revised to Access Control (from Badges) and updated to include process for terminating access.</p>
1	03/09/2018	<p>Section 7.0 – 1 Requirements of Escorted Service Providers and Guests updated to specify delivery driver and shuttle driver requirements.</p> <p>Section 9.0 updated to include process for lost or stolen badges.</p>
2	04/28/2018	<p>Section 9.0 – Updated to align with Global Security recommendation of yearly sample audits of active Surmont badges as opposed to presently written quarterly audits.</p>
3	07/15/2018	<p>Section 6.0 – Added requirement for service providers to be equipped with respiratory protection and be fit tested. Included the respirator models carried by ConocoPhillips.</p>

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1.0 Purpose

ConocoPhillips is committed to providing a safe work environment for all its employees and service providers. As part of this commitment, ConocoPhillips Oil Sands Operations has site specific requirements that must be met by all. The purpose of this policy is to ensure that everyone entering the Surmont grounds is compliant with this site access policy.

2.0 Scope

This policy covers the entire site at Surmont operations.

3.0 Prior Notification Requests

All site visits, tour requests, visitors/guest requests, etc. require a minimum 30-day advance request notification. All requests must be made by e-mail to the Technical Services Superintendent.

Specific requests such as travel/accommodation, catering, etc. are to be submitted via the link on the Oil Sands OMS website under Admin – Field.

4.0 Related Documents

- CONOCOPHILLIPS CANADA EMPLOYEE SUBSTANCE ABUSE PROGRAM
- OSD-HSE-INT-PRO-002, OIL SANDS PROHIBITED ITEM SEARCH POLICY AND PROCEDURE
- SITE ESCORTED ORIENTATION CHECKLIST
- CONOCOPHILLIPS CONSENT TO INSPECTION AND SEARCH FORM

5.0 HSE Site Orientation

5.1 CPC Sponsor Responsibilities

It is the responsibility of the CPC sponsor to ensure service providers and guests are aware of the requirements as per section 6.0 *Requirements of Unescorted CPC Employees, Service Providers and Guests*, within this policy. It is the CPC sponsor's responsibility to ensure service providers and guests have their required safety tickets and proof of a clean Drug and Alcohol (D&A) test when arriving on site.

5.2 HSE Surmont Site Orientation

All employees and service providers **must** participate in the HSE Surmont site orientation prior to obtaining site access. Orientation must be arranged through their CPC sponsor. The orientation is valid indefinitely unless changes require the orientation to be updated. At that time, any badge holder would be required to re-take the site orientation.

5.3 Guest Site Orientation

All guests **must** have a guest site orientation prior to site access. Orientation must be arranged through their CPC sponsor. The guest site orientation is only valid for the duration of their visit.

5.4 Tours

Individuals or groups on tours **do not** need the HSE orientation. They will be given an abbreviated safety overview by their CPC Sponsor or onsite Tour designate prior to the tour. Individual tour requests may define a CPC Sponsor, but for the majority of external group tours, it is the onsite Tour designate (CPC employee) that provides the safety overview and escorts the tour.

6.0 Requirements of Unescorted CPC Employees, Service Providers and Guests

Prior to allowing anyone into our facility unescorted, the following conditions must be met:

1. *Minimum Training Requirements*

- H2S Alive – Required for all personnel to gain access to CPF facility and Well Pad operational areas if physically doing work where exposure to H2S is likely to occur (i.e. first break, gas sampling, vessel entry etc.).
- H2S Awareness - Required if traveling to or working at site.
 - Note: requirement will change and H2S Alive is required if physically doing work where exposure to H2S is likely to occur (first breaks, gas sampling, vessel entry, etc.)
- WHMIS
- Oil Sands Site Specific Orientation.

Orientation is provided daily in the Surmont Orientation Center in the Surmont Regional Residence @ 7:00am.

2. ***Additional Training*** - All other training requirements will be identified by the CPC sponsor with respect to the contractors' contract terms and scope of work requirements.
3. ***Competency*** - It is the expectation of ConocoPhillips that service providers hired to complete a specific task come properly trained and are competent in the task assigned. It is the responsibility of the CPC sponsor to ensure the service provider is able to demonstrate (i.e. through certification) an acceptable level of competency for the specific task.
4. ***Drug & Alcohol Testing*** – Service providers must provide proof of a clean Drug and Alcohol (D&A) test. For service providers a D&A test is **only valid** for a period of 12 months from the date on which a clean D&A test was completed, after which site access shall not be granted. Surmont site has **Zero Tolerance** towards illegal drugs and alcohol. CPC employees are required to have a pre-employment D&A test and are subject to random testing.

5. **Clean Shaven Policy** - CPC employees and service providers whose work activities require or might require them to wear a respirator, will be required to be clean shaven to ensure a mask seal. Persons conducting “greenfield” construction projects, routine deliveries, tour guests, dignitaries, under escort, or where a facility is not under operations exclusive control, shall not be required to be clean shaven.

Clean shaven means:

- Keep sideburns high enough as to not interfere with a face mask seal
- Keep mustaches trimmed to a level above the lower lip
- No whiskers below lower lip

Service providers must ensure that respiratory protective equipment is provided and appropriate for the nature of the risks and health hazards to which their personnel may be exposed and that their personnel have been fit tested within the last 2 years. If circumstances arrive where service personnel need to use CPC supplied respiratory protective equipment, they must be fit tested for the following prior to arriving on site and must provide fit testing results to CPC.

- North 7700 half face mask
- North 5500 full face mask
- Scott AV3000 full face masks

6. **ConocoPhillips Consent to inspection and search form**- All persons residing (whether permanently or on a day to day basis) at a ConocoPhillips Camp are required to complete and sign the ConocoPhillips Consent to inspection and search form prior to obtaining lodging at site.

All persons who access the Surmont site on a day to day basis may be subject to vehicle and baggage inspection upon entry and exit.

7. **Traction Footwear** – During the winter months, all CPC employees, full time contractors, and service providers are required to wear traction / anti-slip footwear as part of the mandatory PPE when performing work within the Surmont site, as well as walking between office trailers, camps, parking lots and lunchrooms. This addition to the mandatory PPE is to help reduce the risk of an incident associated with icy and slippery conditions while performing work at the Surmont site. Anti-slip footwear must not be worn in the office buildings or the Surmont Regional Residence or while walking on grating or climbing ladders.

8. **Hooded Garments** – Hooded garments are not permitted while working at Surmont. This requirement is in effort to reduce the risk of an incident associated with peripheral vision being compromised by a hooded garment or potential entanglement. Surmont encompasses areas including the Phase 1 and 2 CPFs, Pilot Plant site, Well Pads, disposal/production wells, Kettle River properties, and all other locations where physical work may be completed. Hooded Garments are permissible in the Surmont office and SRR environments unless “work” tasks will be completed such as electrical or carpentry activities.

9. **Commercial Vehicle Chain-up** - During the winter months, chain-up may be required as per security.

7.0 Requirements of Escorted Service Providers and Guests

Escorted service providers may, depending on the work scope, duration, and exposure, be allowed to work on location without meeting requirements of section 6.0 HSE Site

Orientation and / or 7.0 Requirements of Unescorted CPC Employees, Service Providers and Guests, under the following conditions:

1. Service providers and delivery drivers that are working within the Process Facilities will be escorted at all times by a CPC sponsor who meets all the requirements as stated above. Limo shuttles and bus drivers will not be permitted access into the Process Facilities including interconnect access to Phase 1 without a CPC sponsor.

Delivery drivers including Limo shuttles and bus drivers travelling outside of the process facility to the SRR, SOR, MPB and Surmont Phase 2 warehouse facility will be permitted to travel without an escort providing the driver has been to Surmont previously. All first-time drivers will be required to have a security escort.

2. A ConocoPhillips HSE specialist has been consulted and has determined that the escorted service provider's training is appropriate for the work scope and hazards.
3. The Surmont Superintendent (or delegate) has approved the service provider(s) and work scope.

The use of escorted service providers shall be kept to a minimum. This policy is intended to cover emergency situations, specialty service providers, delivery drivers, taxis, shuttle bus drivers and other service providers performing short duration or one-time jobs. All effort should be made during the planning and scheduling process to have the service provider fully compliant with the requirements for unescorted work.

The Surmont Superintendent (or delegate) has the final approval on who will be allowed to work escorted.

8.0 Requirements for Vehicle Access

Contractor provided or personal vehicles require an access pass which allows vehicle entry and includes permission to park at the Surmont Regional Residence. Individuals must provide proof of insurance and registration prior to receiving an access pass.

9.0 Access Control

All ConocoPhillips Employees, service providers and guests will be issued an ID badge at the security gate or upon completion of Orientation that will provide general Surmont Site access permissions.

When an individual no longer requires access to the Surmont Site, it is the responsibility of the CPC sponsor and/or the service provider to inform the ConocoPhillips SRR, Security and Transportation Supervisor or ConocoPhillips Regional Security Lead as soon as is practicable in order that the Surmont access permissions be terminated. Termination of access permissions shall be in a documented form and can be via e-mail and will be forwarded to the contracted guard force.

The onsite contracted guard force is responsible for the creation of all Surmont badges including access permissions and terminations. Upon receiving and completing a request to terminate an individual's access permission, the contracted guard force will retain the documentation supporting the access termination request on the ConocoPhillips Information Management System Network S-Drive.

Lost, stolen or damaged badges will be replaced with new badges and identifier numbers. The reported lost, stolen or damaged badge will be deactivated from the Lenel access database ensuring it never be re-used. Prior to the issuance of any new badge confirmation

of identity, access permissions and employment will be ensured. Documentation relating to any lost, stolen, damaged badges is retained within the Lenel database and is the responsibility of the contracted guard force.

Surmont badges that are inactive for more than 90 days will automatically default to a terminated access permission status. Sample audits of user access will be conducted annually on April 1 of each year and be the responsibility of the ConocoPhillips Regional Security Lead.

10.0 Prohibited Items and Searches

Items as outlined in the ConocoPhillips Canada “Global Substance Abuse Policy” and “Oil Sands Prohibited Items Search Policy and Procedure” are strictly forbidden at any Surmont Site property, including the CPF, Well Pads, roads, office buildings, camp, or any other areas at Surmont.

ConocoPhillips Canada reserves the right to search personnel, property, vehicles or equipment for prohibited items as per the “Oil Sands Prohibited Item Search Policy”.

11.0 Enforcement

Failure to adhere to these rules will result in disciplinary action up to and including dismissal, or loss of site access privileges.

This policy provides supervisors and employees with information on Oil Sands policies for ConocoPhillips Canada. (CPC). The Company shall have the right, at any time, to revise these policies. These policies are not to be interpreted as establishing any contractual right or as part of any employment contract. Revised and new policies will be communicated as policy changes are made.

12.0 Exemptions

12.1 Exemption clause

At any time, the applicable Surmont Superintendent (or delegate) may exempt any persons from the requirements outlined in this policy at their sole discretion.

12.2 Exemption process

Exemption requests may only be made by e-mail to the applicable Surmont Superintendent.

Appendix A – Definitions

- **CPC**- ConocoPhillips Canada
- **Surmont**- Encompasses areas including; Surmont Phase 1, Surmont Phase 2, Pilot plant, Surmont Regional Residence, access roads, well pads and remote areas.
- **Employee**- Full time ConocoPhillips staff and full-time contractors on the ConocoPhillips organizational chart.
- **Service Provider**- Includes material vendors, service vendors and contractors
- **Guests**- Individuals or groups escorted by ConocoPhillips employee(s). This includes day or overnight guests.
- **Tours**- Means external tours consisting of one or more individuals or groups escorted by employee(s) for the purpose of sightseeing, awareness or information only.
- **Site HSE Orientation**- to provide awareness of the safety and cultural expectations of ConocoPhillips. A site HSE orientation may take the form of either a full site orientation or a guest site orientation.
- **CPC Sponsor**- Any employee as defined in this policy
- **First Aid**- Standard first aid including basic rescue
- **H2S Alive / Awareness**- Course for H2S safety
- **WHIMIS**- Workplace Hazardous Materials Information Systems. Courses that contain acceptable components of WHIMIS include CSTS and PST
- **TDG**- Transportation of dangerous goods
- **D&A**- Drug and alcohol testing
- **Prohibited items**- This includes any item as outlined in the ConocoPhillips “Global Substance Abuse Policy” and “Prohibited Items Search Policy and Procedure”.