	<b>DRIVING SAFETY PROGRAM</b> ALL-AOA-00-000-HST-0004	<b>Retention Code:</b> CG01 - CA
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## Document History

Date	Approved by	Change Summary
February 2020	David Reaich	Usability Mapped – Issued for Use

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## About this Standard

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### Purpose

The purpose of this standard is to provide the requirements for driver and motor vehicle safety for ConocoPhillips Canada (CPC) operations.

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# 1. Requirements

## 1.1. Training and Skills

**CPC training by role** The following CPC training by role is required:

Role	Course	Frequency
Occasional driver e.g., controlled situation	Canada Driver Awareness – Computer Based Training (CBT)	One time
Frequent driver e.g., highway driving, assigned vehicle, frequent rental use	Canada Driver Awareness – CBT Instructor led training at Supervisor’s discretion	One Time

## 1.2. Driver Responsibility


**Prohibited in company vehicles**

The following are prohibited while operating a company vehicle:

- Use of a mobile device.
- Smoking by drivers or passengers.
- Transport of firearms, weapons, knives, drugs or alcohol.

**Walk arounds**

A vehicle walk around must be performed every time before entering and operating a vehicle on company business.



**CAUTION:** Special attention should be used to ensure no contact with stationary objects while driving away.

**Parking**

Vehicles must be parked whenever possible as follows:

- Ground contact points of nearby equipment are visible from the driver’s seat.
- Vehicles do not have to back up on departure.
- Vehicles are outside of hazardous areas unless hot work processes are followed.
- Vehicles left unattended with engine running must have transmission in “park” and parking brake set or wheel chocks used.

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**Motor Vehicle Laws** All applicable motor vehicle laws and regulations must be followed including, but not limited to:

- Seat belt use.
- Obeying speed limits.
- Provincial distracted driving laws.

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**Security searches** All vehicles on company property are subject to security searches.



**NOTE:** All persons who access CPC locations are subject to vehicle and baggage inspection upon entry and exit.

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**Fit for Duty** Drivers are required to be fit for duty. Company vehicles must not be operated when the driver is:

- Under the influence of drugs or alcohol.
- In possession of illegal drugs or alcohol.
- Taking medical prescribed drugs that may impact safe operation

Drivers are required to have adequate rest the night before and take rest breaks. Drivers may not drive more than 3 consecutive hours without a break.

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**Driving behavior** Drivers must adjust driving behavior for:

- Weather
- Terrain
- Environmental conditions.

Refer to Travel Restrictions for information on requirements.

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### 1.3. Vehicle Requirements

#### Safety Equipment Requirements

Company assigned vehicles or vehicles accessing CPC work locations are required to have the following safety equipment:

- First Aid kit
- Fire extinguisher (minimum rated 20lbs).

In Vehicle Monitoring Systems (IVMS) may be required based on:

- Site-specific driving risk
- Discretion of the local Work Supervisor.

#### GVWR greater than 4500kg

Vehicles greater than a GVWR of 4500kg must have:

- Wheel chocks available when parking and conducting loading and unloading activities
- Chains in the vehicle during November to March for winter driving conditions.



**NOTE:** Drivers are expected to implement defenses such as installing chains based on site / geographic area specific conditions or as directed by local Work Supervisor.

#### Maintenance

Vehicle operators shall ensure vehicles are maintain as follows:

- mechanically sound and fit for duty based on manufacturer's specifications including pumps and hoses for product transfer.
- suitable for access to the worksite e.g., truck or SUV with all wheel capability not rental cars.
- when operated during winter months have a vehicle extract kit available and be equipped with mud/snow tires.

A monthly inspection checklist is required for company assigned or pooled vehicles per local requirements.

## 2. Journey Management

### 2.1. Defining

**Work planning process**

Journey Management is part of the work planning process. It ensures employees and contractors have adequate defenses in place while driving.

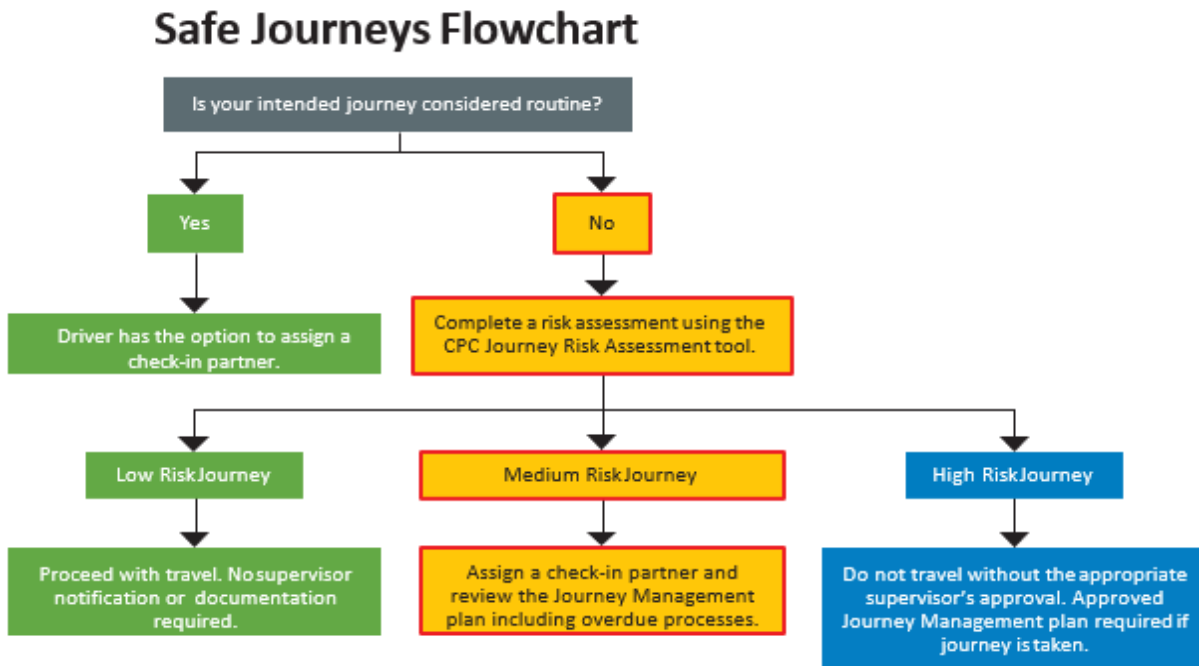
**Defining journey**

A journey is defined as non-routine vehicle travel outside of established asset area. This includes long distance travel greater than 3 hours e.g., travel from Calgary to Fort St. John.

### 2.2. Creating the Plan

**Safe Journey Flowchart**

Safe Journey flow chart may be used for planning:





Driving risk assessment

A driving risk assessment must be completed before each non-routine journey. The following risk assessment tool determines:

- the risk level for the journey.
- the approval level required prior to the journey.

ConocoPhillips Canada		Journey Risk Assessment Tool		
1	How far is your intended journey?	< 2 hrs	2-5hrs	> 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 Field Specific Road Status Report, Alberta 511 etc.).

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Blue Box	High Risk Journey – Do not travel without the appropriate supervisor’s approval. Journey Management Plan is required.
> 5 and/or ≥ 3	Medium Risk Journey – A Journey Management Plan must be developed and communicated.
All other results	Proceed with travel. No supervisor notification or documentation required.

Journey Management Plan

A Journey Management Plan must be developed and reviewed with a Supervisor prior to departure for a high or medium risk journey. The plan includes:

- check-in method and frequency
- assign a check-in partner who has reviewed the plan and is aware of overdue processes
- anticipated hazards and defenses
- vehicle, passenger and load information.

**NOTE:** Prior to departure, ensure:

- load is secured.
- vehicle is inspected.
- road conditions are evaluated.

### 3. Travel Restrictions

#### 3.1. Travel Restriction Process

**Travel Assessment** The travel restriction process assesses winter road and weather conditions that might affect safe travel of employees, contractors, materials, and equipment using public and private roads in the Surmont and Montney regions. The process ensures:

- Risks caused by road conditions is continually monitored.
- Drivers are provided with information required to plan their journey.
- Drivers understand their responsibilities when restrictions are placed on travel.

Information is gathered to assign a travel status e.g., red, orange or green with associated restrictions on travel. Refer to the process flowchart in Appendix A.

**Travel includes**

Travel includes:

- movement of motorized vehicles on public roads for the purposes of travelling to or from CPC assets specifically, Hwy97 in Montney and Hwy63/881 in Surmont.
- Company owned and private gravel roads in those regions
- Transport of both personnel, materials and supplies required for work

**Road condition monitoring**

The following resources are available for road condition monitoring:

Area	Resources
Surmont	<ul style="list-style-type: none"> <li>• Environment Canada weather – Fort McMurray</li> <li>• Weather Network – Fort McMurray</li> <li>• Pelmorex Alerting Services</li> <li>• Alberta Motor Association – AMA Road Reports</li> <li>• Local television and radio stations</li> <li>• RCMP Wood Buffalo (non-emergency) 780-788-4040</li> </ul>
Montney	<ul style="list-style-type: none"> <li>• Environment Canada weather – Fort St. John</li> <li>• Weather Network – Wonowon</li> <li>• Drive BC Road Conditions and Highway Cameras</li> <li>• Local television and radio stations</li> </ul>





Assessment includes Travel status levels assessment include monitoring of:

- current weather conditions.
- reports on highway conditions and collecting first-hand remarks from available field personnel.
- police advisories.

And using:

- weather condition analyses and forecasting tools.
- highway camera data.

Refer to the following chart summarizing status, road condition and restrictions for asset area travel:

Journey Management Status	Road Conditions Classification	Road Condition Description	Restrictions
Level 1 – Green	Good 	<ul style="list-style-type: none"> <li>• The road surface is dry, free of ice and snow.</li> <li>• Visibility is excellent.</li> </ul>	<b>No restrictions</b>
Level 2 – Yellow	Fair 	<ul style="list-style-type: none"> <li>• The road surface is wet with the potential to become icy.</li> <li>• Visibility is good.</li> <li>• Weather conditions consist of light fog, rain or snow flurries.</li> <li>• Forecast is calling for adverse weather conditions.</li> <li>• Environment Canada has issued a winter storm or a snowfall watch</li> </ul>	<b>No restrictions</b>
Level 3 – Orange	Poor 	<ul style="list-style-type: none"> <li>• The road surface is covered with snow or ice.</li> <li>• Snowfall or freezing rain is imminent or occurring.</li> <li>• Visibility is restricted by fog, snow or blowing snow.</li> <li>• Environment Canada has issued a freezing rain, winter storm or snowfall warning.</li> </ul>	<b>Business-essential travel only</b> <ul style="list-style-type: none"> <li>• <b>Postpone</b> travel for site tours and visits.</li> <li>• <b>NO</b> travel to town for personal purposes.</li> <li>• Postpone field deliveries</li> <li>• Travel is Considered High Risk – requires Supervisor Approval</li> </ul>
Level 4 - Red	Extremely Poor 	<ul style="list-style-type: none"> <li>• The road surface is covered with ice.</li> <li>• Visibility is restricted by snow and blowing snow.</li> </ul>	<b>Travel not permitted</b> <b>Emergency travel only</b>

Providing travel status level

The following groups provide travel status levels for Surmont and Montney areas:

**Surmont** process is as follows:

1.	Information is collected by Security.
2.	Shift Supervisor and Security make the decision to change the travel status.
3.	Travel status is communicated via: <ul style="list-style-type: none"> <li>• Email to site-base personnel.</li> <li>• Use of sandwich boards at east and west gates.</li> <li>• Verbal communication to travelers by security.</li> </ul>

**Montney** process is as follows:

1.	Information is collected by HS Coordinator.
2.	Level 3 (orange) and Level 4 (red) status requires HSE Director or delegate approval to change status.
3.	Travel status is communicated via: <ul style="list-style-type: none"> <li>• Email to field-based Supervisors including a 3-day look ahead for weather and anticipated road conditions.</li> <li>• Immediate text using a CGAS notification system to a listing of Supervisors and other key personnel determined by the asset.</li> </ul>

Chain up requirements

CPC chain up requirements are as follows:

Area	Requirement
Surmont	<ul style="list-style-type: none"> <li>• Maintenance Labor and Civil Coordinator shall make the decision to activate chain up requirements.</li> <li>• security communicates through travel status level, email and verbally at gates.</li> <li>• Efforts will be made to avoid chain up requirements through effective road maintenance e.g., scarify, sand, gravel.</li> </ul>
Montney	<ul style="list-style-type: none"> <li>• Work Groups I work with HS Coordinator to determine chain up requirements.</li> <li>• CPC maintains roads e.g., scarifying, sanding as necessary to avoid chain up requirements.</li> </ul>

## Appendix A: Travel Restriction Process Flow

