

	HSE INCIDENT REPORTING PROGRAM ALL-HSE-PRG-434	Retention Code: CG01 - CA
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1.0 Purpose

The HSE Incident Reporting Program is designed to:

- Define the types of incidents that must be reported.
- Detail the process to follow when reporting an incident.
- Define the various incident classifications.
- Report metrics as per corporate and industry requirements.
- Communicate HSE metrics to the Business Unit.

This Program applies to all incidents involving CPC personnel as well as contractors within operational control of CPC, including equipment operated by or contracted by CPC on or off CPC properties. This procedure also applies where CPC owns, but does not operate the site and operates (is the licensee), but does not own the site as set out below:

Incident	CPC Involvement in the Site and Requirements for Reporting					
	Owns & Operates (CPC has Operational Control)	Owns Only (Licensee)	Operates Only	Ownership Stake (CPC has no Operational Control)	Acquiring	Divesting
Injuries	Y	N	Y ¹	N	N ²	Y ²
Spills	Y	Y	Y ¹	N	N ²	Y ²
Equipment Damage	Y	Y	N	N	N ²	Y ²
Motor Vehicle	Y	Y	N/A	N	N/A	N/A

¹CPC, as operator is responsible for any injuries to CPC personnel, but not to other workers working directly for the company that owns the site. CPC is responsible for any releases as a result of the actions of CPC personnel.

²Determined based on date of closing of transaction. Once transaction is closed then CPC will report for newly acquired assets and stops reporting for divested properties

2.0 Roles and Responsibilities

2.1. Incident Reporter

Includes all workers and contractors

- Report incidents immediately (as soon as any injured parties are attended to) to direct supervisor.
 - Highest priority in incident response is to attend to injured parties.
- Report incidents to the HSE Specialist.
- Provide the required information to make the report complete.
- Provide enough information to classify the incident.
- Provide the required information for investigation and reporting purposes.
- Ensure evidence at an incident site is not altered for investigation purposes, if required.
- Notify Health Services of injuries to employees requiring treatment beyond first aid.

2.2. IMPACT Power User/Data Entrant

- Enter incidents into IMPACT within two business days.
- Enter all information applicable to the incident into all required fields in IMPACT.
- Include information to justify any classification.

2.3. Incident Owner

Risk Category	Investigation Owner
Category IV – High (20-25)	SLT Member responsible for Area
Category III – Significant (12-16)	VP
Category II – Medium (8-10)	Manager
Category II - Medium-High (5-6)	Designated Supervisor ¹
Category I - Low (1-4)	Designated Supervisor ¹

- Verify that all appropriate CPC managers and other leaders have been notified within the timelines specified in this procedure.
- Verify that regulatory authorities have been notified, where required.
- Verify the appropriate data is included in IMPACT (i.e. consequence data and decisions) to justify any classification.
- Verify the risk rank is appropriate.
- Initiate investigations where required by the CPC Incident Investigation Procedure or Life Saving Rules Event Investigation Process and assign an Investigation Team Leader.

2.4. Workflow Supervisor/Designated Supervisor¹/HSE Team Lead

- Notify appropriate CPC managers, other leaders and subject matter experts (A&OI, electrical, health services, etc.) within the timelines specified in this procedure.
- Notify regulatory authorities where required.
- Review the data entered into IMPACT (i.e. consequence data and decisions) and update as needed with information to justify any classification.
- Verify the risk rank is appropriate.

2.5. HSE Operations Specialists

- Determine if a Life Saving Rules Event has occurred. If yes, ensure the appropriate Life Saving Rule has been flagged in IMPACT in accordance with the HSE Incident Reporting Procedure.
- Submit notifications and any follow-up reports to Regulatory Agencies.
- Monitor and review incident investigation report for accuracy and completeness.

¹ Designated Supervisor:

Oil Sands – Superintendent, Supervisor, Chief Steam, Chief Inspector
WCBU – Superintendent, Operations Leader, Maintenance Leader
WEO – Team Lead

2.6. HSE Operations Managers

- Finalize incident classifications as needed.
- Verbally report incidents to Corporate HSE that meet the threshold for immediate reporting in the ConocoPhillips Incident Notification Requirements (Appendix B).

3.0 Incident Reporting Requirements

3.1. Reporting Incidents, Near Misses, Unsafe Conditions, Life Saving Rules Events

- **All incidents and near misses** (including un-planned or uncontrolled release of any material from primary containment) **must be reported** to the CPC supervisor and HSE immediately after they occur or are identified.
 - If the CPC supervisor is not readily available, make contact with the next person or another person in the chain of command until verbal notification is given.
 - Phone messages are not an acceptable form of verbal notification.
- All incidents and near misses must be entered into IMPACT within two business days.
- All incidents, near misses and unsafe conditions entered into IMPACT must be risk ranked using the Risk Matrix.
 - For near misses, workers may also use the Safety Severity Assessment Tool to assist in providing an accurate risk assessment.
- Incidents, near misses, unsafe conditions may be recorded directly into IMPACT as outlined in CPC's Incident Reporting Procedure or Incident Reporters may fill out the Incident Report Form.
- Supervisors may review incident reports and may determine that an unsafe condition does not need to be recorded into IMPACT.
 - When reviewing unsafe conditions and determining entry into IMPACT, area supervisors must take into consideration the severity of the unsafe condition using the corporate risk matrix and the value of sharing any learnings throughout the organization.
 - Low or medium risk unsafe conditions, from which there are no learnings, are not required to be entered into IMPACT.

3.1.1. Crisis Hotline Notifications

HSE Managers must immediately and verbally report incidents listed in the ConocoPhillips Incident Notification Requirements (Appendix B) to Corporate HSE.

3.1.2. Health Services Notifications

Injuries to employees that result in treatment beyond first aid must be reported to Health Services via email: RSC:Cgy Occupational Health.

3.1.3. Regulatory Authority Notifications

Regulatory reporting requirements for incidents and non-conformances are governed by the applicable jurisdiction and must be completed as specified by the jurisdictional authority.

It is the responsibility of the designated supervisor to ensure regulatory notifications are completed as required and within timelines specified by the Regulatory Authorities as listed in the HSE Incident Reporting Guide (ALL-HSE-GUI-2115).

Alberta	British Columbia
<ul style="list-style-type: none"> Alberta Energy Regulator Alberta Environment and Sustainable Resource Development Alberta Human Services - Occupational Health and Safety Alberta Boiler and Safety Association Alberta Workers Compensation Board 	<ul style="list-style-type: none"> BC Oil and Gas Commission (via BC Provincial Emergency Program) WorkSafe BC BC Safety Authority
Saskatchewan	Northwest Territories
<ul style="list-style-type: none"> Ministry of Environment Saskatchewan Labour Relations and Workplace Safety Technical Safety Authority of Saskatchewan Saskatchewan Workers Compensation Board 	<ul style="list-style-type: none"> National Energy Board GNWT Emergency Management Aboriginal Affairs & Northern Development Canada GNWT Environment & Natural Resources
All Provinces	
<ul style="list-style-type: none"> RCMP Environment Canada (CEPA products) Department of Fisheries and Oceans Transport Canada (TDG incidents while transporting) National Energy Board (for pipelines crossing provincial borders) 	

3.2. Incident Classifications

When determining classifications related to contractor incidents, CPC will determine if the contractors were within CPC's operational control. Contractors considered to be outside of CPC's operational control include:

- Off-site construction sites, fabrication shops, design and engineering firms unless ConocoPhillips has operational control of the project with a workforce assigned and dedicated to the project.
- Contracted marine crude and product transport, work boats and supply vessels (including product/cargo/tank contract inspectors/surveyors).
- Contracted aviation services, including helicopters and fixed wing transport.

Note: N/A to contracted pilot operators.

- Contracted public road transportation, buses, vans, automobiles and trucks.
- Third party truck deliveries and shipments (crude, product and other) when not fully dedicated to ConocoPhillips.

Note: If the injury or illness occurs in our work environment/company property where CPC has control of the work environment, under CPC supervision, it is considered recordable.

- Service vendors for such things as, vending machines, floor mats, laundry/uniform service, automobile service, copier repair, compressed gas deliveries, janitorial/grounds maintenance and other similar incidental service vendors.
 - This exception would generally not apply to service vendors who work on company owned fixed assets in the operational environment and are under the control of ConocoPhillips (e.g. leak repair, HVAC repair, specialized electrical and instrumentation service, etc.).
- Visitors, tour groups, public officials and regulators.

3.2.1. Triple Zero Injury/Illness

Work related injuries determined to be fatalities, lost workday cases, restricted workday cases or medical treatments cases are considered to be Triple Zero and are defined below and in Appendix A.

Clarifications	
Lost Workday Case	An injury or an illness, in which the employee is unable to, or prescribed, by a licensed health care provider, not to return to work the next calendar day, whether or not the employee is scheduled to work that day. Note: The day of injury is not considered a Lost Work day.
Restricted Workday Case	An injury or an illness that prevents the employee from performing one or more of the routine functions of their job, or from working the full workday that he or she would otherwise have been scheduled to work. Note: The day of injury is not considered a Restricted Work day. If the Injured Party cannot return to full duties the next calendar day, regardless of whether or not they are scheduled to work, this day is considered to be the first restricted day for the count.
Medical Treatment Case	An injury or illness involving any treatment other than what is listed as first aid treatment. (See definitions for examples)
First Aid Case	<p>Injury where treatment is limited to:</p> <ul style="list-style-type: none"> • Using non-prescription medication at non-prescription strength. • Administering tetanus (only) immunizations. • Cleaning, flushing or soaking wounds on the surface of the skin. • Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™. • Using hot or cold therapy. • Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. • Using temporary immobilization devices while transporting an accident victim (e.g. splints, slings, neck collars, backboards, etc.). • Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister. • Using eye patches. • Removing foreign bodies from the eye using only irrigation or a cotton swab. • Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means. • Using finger guards. • Using massages other than chiropractic treatment or physical therapy. • Drinking fluids for relief of heat stress.
Administering Oxygen:	<p>Recordable when worker is exhibiting symptoms related to breathing.</p> <p>Not recordable when administered as a purely precautionary measure to a worker that does not exhibit symptoms related to breathing.</p>
Chipped Teeth:	Considered to be a fractured or cracked bone and recordable.
Debris in eyes:	Recordable if debris is removed using a method other than only irrigation or cotton swabs.
Ergonomic	Ergonomic discomforts, not resulting in an injury must be tracked in CPC's

Clarifications	
discomfort/injury:	Cartevia software (managed by Ergonomists). When discomfort leads to LWC, RWC, MTC and has been determined by HSE Operations to be work related it must be reported in IMPACT.
Illnesses:	To be included in the reporting process the illness in question must be a medically recognizable illness or disorder caused or mainly caused by suspected agents or other conditions at work.
Insect stings:	Intravenous administration of saline or glucose as a result of symptoms experienced after being stung is considered to be recordable.
IV administration of saline or glucose:	Considered to be medical treatment and recordable include when provided for bee stings, post shock, dehydration, heat stroke or other symptoms.
Mental Illness	Mental illness is not considered work related unless the employee voluntarily provides the employer with an opinion from a licensed health care professional with appropriate training and experience (e.g., psychiatrist, psychologist, physician, etc.) stating that the employee has a mental illness that is work related.
Pre-existing conditions:	Recordable if new treatment is received or the medicine dosage is changed as a result of a workplace injury.
Prescriptions:	All prescriptions for prescription strength medication provided by physicians are considered to be recordable, even if the worker does not fill them. The following are automatically considered prescriptions as per the corporate "Criteria for Determining Recordability Based on Medication Used as Treatment for Occupational Exposure, Injuries and Illnesses": <ul style="list-style-type: none"> • All injectable, rectal or oral antibiotics, including those dispensed as prophylaxis (except dermal applications of over the counter antibiotics). • Diphenhydramine (eg. Benadryl®) greater than 50 mg in a single application. • All analgesic and nonsteroidal anti-inflammatory medication (NSAID) including the following in a single dose: ibuprofen (eg. Advil ®) > 467 mg, Naproxen Sodium (eg. Aleve®) > 220 mg, Ketoprofen (eg. Orudis KT®) > 25 mg and codeine analgesics > 16 mg. • All dermally applied steroid applications (except Hydrocortisone in <1% strength). • All vaccinations used for work-related purposes (except Tetanus). • All narcotic analgesics (except codeine as listed above). • All bronchodilators (except Epinephrine aerosol ≤ 5.5 mg/ml). • All muscle relaxants. • All injections.
Surgical glue:	Liquid Band-Aids used to cover the superficial partial thickness wounds, which are easily cleaned, and have no active bleeding is considered first aid. All other glues such as Dermabond are only usable for full thickness lacerations, which are located in primarily non-joint/flexion areas. These are considered to be liquid polymer sutures (wound closing devices), and also enlist the utilization of LET cleansing solution (Lidocaine, Epinephrine, and Tetracaine), which are Rx listed medications. OSHA has ruled that glues like Dermabond are recordable, Liquid Band-Aid and steristrips are not.

3.2.1.1. Injury Reclassification

- Recordable injuries may be reclassified to a non-recordable classification if there are conflicting recommendations regarding medical treatment (i.e. second opinion) and CPC believes the second opinion is more authoritative.
- Injury reclassifications generally involve consensus from the HSE Manager for the business/functional unit and the VP HSE Operations as well as the senior leadership for the area involved.

Note: This applies in circumstances where medical treatment is not actually provided and no days away from work or days of work restriction have yet occurred.

- Justification for any injury reclassification must be recorded in IMPACT.

3.2.2. Triple Zero Spill

Releases of liquid products that exceed thresholds for regulatory reporting in the applicable provincial legislation and as listed in HSE Incident Reporting Guide (ALL-HSE-GUI-2115) are considered triple zero recordable.

Clarifications	
Release of gases:	Releases of gas to atmosphere are not considered <u>triple zero</u> recordable, but: <ol style="list-style-type: none"> Gas releases (any volume) to environmentally sensitive areas, recreational areas or wildlife habitats/refuges which are likely to attract media attention or cause closure, stoppage or re-routing of traffic on public road or waterway must be reported through the crisis hotline notification process above Sweet gas releases for unplanned events greater than 30 e³m³ and sour gas releases of any amount from a vessel or a gathering line are reportable to the AER.
Releases from pipelines:	All liquid releases from licensed pipelines are considered triple zero recordable. Releases during hydrotesting must be reviewed with the HSE Operations, Team Lead Environment to determine recordability. When a pipeline is coming onto a facility, it is considered part of the pipeline until the first valve on the lease site - any leak up to that point is reportable regardless of quantity. Release from non-licensed pipelines such as facility piping is reportable only if it meets the requirements for regulatory reporting.
Releases into secondary containment:	Spills of refined products into secondary containment (in Alberta) are not reportable to the AER and, therefore not triple zero recordable. Spills of unrefined products into secondary containment that meet reporting thresholds <u>are</u> reportable to the AER and, therefore <u>are</u> triple zero recordable.
Regulator Guidance:	Where a regulatory reportable spill occurs and the regulatory authority in a regional area provides guidance that a spill is not recordable, and this guidance differs from regulations, the regulations shall take precedence for classification.

3.2.3. Triple Zero Vehicle Incident

High impact vehicle incidents where the driver is deemed to be responsible in the course of the investigation and where the damage exceeds \$2,000 are considered recordable. Incidents where the damage is less than \$2,000 but resulted in a recordable injury would be considered triple zero.

	Damage Less than \$2,000	Damage Greater than \$2,000
Driver not Responsible	Low Impact	Low Impact
Driver Responsible	Low Impact	High Impact

Clarifications	
Commuting:	Incidents while commuting from home or a home base (e.g., checked in at hotel) are not recordable but incidents involving workers who travel or report to multiple work sites are recordable even if leaving from home or a home base.
Call Outs:	Incidents that occur when workers have been called out to the field outside of regular working hours are recordable.
Contractors:	Full time CPC Consultants/Contractors/Contract Operators are included in Triple Zero recording. Other contractors are deemed to be outside CPC Operational Control. Where an incident involving a contractor vehicle results in damage to CPC equipment, it is recorded as equipment damage.
Injuries:	Incidents where the damage is less than \$2,000 but resulted in a recordable injury would be considered triple zero. May also be triple zero where a member of the public is injured.
Unattended Vehicles:	Incidents that occur when no one is in the vehicle are reported as equipment damage.

3.2.4. Corporate Reportable

Incidents that meet the requirements of ConocoPhillips Incident Notification Requirements (Appendix B).

3.2.5. Life Saving Rules Event

Work that has been conducted in contradiction to one of more of the ConocoPhillips Life Saving Rules minimum requirements must be managed in accordance with the CPC Life Saving Rules Program. Where a Life Saving Rules Event requires investigation within the program, the Life Saving Rules flag in IMPACT must be checked.

3.2.6. Process Safety Event

Incidents that meet the requirements of the corporate Process Safety Event (PSE) Metrics Procedure are classified in IMPACT as Process Safety Events after monthly review by the PSE Review Team. PSEs must be classified in IMPACT by the 10th day after the end of the month.

3.2.7. Stakeholder Engagement Event

Any incident that attracts or could attract media attention, including but not limited to confrontations with anti-industry groups is considered a corporate reportable event and

requires immediate verbal notification in accordance with the ConocoPhillips Incident Notification Requirements (Appendix B). This includes incidents such as blockades, protests, and disturbances of culturally significant sites.

General contact with, and reports of concern from CPC stakeholders that is not considered corporate reportable must be reported via email to: CGY Surface Access Field Contact.

3.2.8. HSE Fines and Enforcement

HSE-related fines or penalties, government allegations of violation(s), assessment of a violation by a federal, state, local or municipal agency or entity; and certain self-disclosed violations must be reported to the Regulatory Affairs team and entered into IMPACT by this team by the 10th day after the end of the month in accordance with the corporate Enforcement Actions Reporting Procedure.

Clarifications	
Inspections by regulatory authorities	Results of inspections by regulatory authorities are not considered to be enforcement actions unless a fine has been assessed.
Persistent Noncompliance	CPC considers being identified as in Persistent Noncompliance by the AER as an enforcement action that must be reported.

4.0 HSE Performance Reporting

CPC's HSE Performance Reporting is communicated internally on a regular basis through the following reports:

Weekly	Weekly incident reports for various business unit/functional groups.
Monthly	Monthly HSE Performance Report and other reports for various business unit/functional groups.
Quarterly	Quarterly incident trending, KPI reporting and corporate Envirometrics reporting
Annually	Annual Summary Report, Corporate Envirometrics reporting, CAPP Responsible Canadian Energy reporting and Sustainable Development reporting

4.1. E-Reporting by Projects

In addition to reporting all incidents and near misses into IMPACT as required in section 3.1, and leading metrics as required in section 4.0, activities conducted under the governance of ConocoPhillips' Capital Projects Management System (CPMS) must also transfer the following into E-Reporting on the 2nd working day following the 10th calendar day at 1:00 am CST:

- Triple Zero injuries (section 3.2.1).
- First aids.
- Near misses.
- PSIs with identified At-Risk behaviors.

5.0 References

5.1. Corporate ConocoPhillips

- COP HSE Reporting and Metrics Standard
- COP Incident Notification and Reporting Guide
- COP Occupational Injury and Illness Reporting and Recording Procedure
- OSHA Title 29 Code of Federal Register (CFR) Part 1904, Recording and Reporting Occupational Injuries and Illnesses
- COP Life Saving Rules – Minimum Requirements
- COP Process Safety Metrics Procedure
- COP HSE Enforcement Actions Reporting Procedure
- CPMS HSE Reporting Procedure (CPMS-HSE-PR-004)

5.2. ConocoPhillips Canada

- CPC HSE Incident Reporting Guide (ALL-HSE-GUI-2115)
- CPC HSE Incident Reporting Procedure (ALL-HSE-PRC-438)
- CCP HSE Incident Report Form (ALL-HSE-FRM-2119)
- CPC Life Saving Rules Program (ALL-HSE-PGM-131)
- CPC Risk Matrix (ALL-HSE-FRM-2022)
- CPC Incident Investigation Procedure (ALL-HSE-PRC-437)
- CPC HSE Incident Report Form (ALL-HSE-FRM-2119)
- CPC Severity Assessment Tool (ALL-HSE-FRM-2121)

6.0 Records

Record	Owner	Classification	Retention
Incident Reports	HSE Performance Assurance	HE03-CA	Permanent
Leading Metrics	HSE Performance Assurance	CG01-CA	Completion/Closure/Expiration/Obsolescence + 10 Years
Enforcement Action	HSE Performance Assurance	CG01-CA	Completion/Closure/Expiration/Obsolescence + 10 Years

Appendix A – Definitions

Contractor	Any non-ConocoPhillips employee performing work for, or on behalf of and within operational control of ConocoPhillips.
First Aid Case	<p>Injury where treatment is limited to:</p> <ul style="list-style-type: none"> • Using non-prescription medication at non-prescription strength. • Administering tetanus (only) immunizations. • Cleaning, flushing or soaking wounds on the surface of the skin. • Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™. • Using hot or cold therapy. • Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. • Using temporary immobilization devices while transporting an accident victim (e.g. splints, slings, neck collars, backboards, etc.). • Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister. • Using eye patches. • Removing foreign bodies from the eye using only irrigation or a cotton swab. • Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means. • Using finger guards. • Using massages other than chiropractic treatment or physical therapy. • Drinking fluids for relief of heat stress.
HSE Enforcement	Assessed or paid HSE-related fines or penalties; government allegations of violation(s); assessment of a violation by a federal, state, local or municipal agency or entity; and certain self-disclosed violations.
Incident	<p>An unplanned event which results in at least one of the following consequences:</p> <ul style="list-style-type: none"> • An injury or illness or industrial hygiene exposure. • An environment spill or gas release from primary containment (including releases of liquids or gas from equipment not designed for these releases). • Property damage or loss. • Vehicle impact. • Enforcement action.
Industrial Hygiene Exposure Incident	<p>A measured concentration of a worker's exposure to a chemical or non-chemical stressor (during exposure monitoring activities) that equals or exceeds the more stringent of one of the following:</p> <ul style="list-style-type: none"> • Local regulatory limit. • COP Occupational Exposure Limit (OEL). • Exposure as a result of improper protection (engineering controls or PPE).
Illness	Any abnormal condition or disorder, other than one resulting from an injury, caused by exposure to environmental factors. Illnesses may be caused by inhalation, absorption, ingestion of, or direct contact with a hazard, as well as exposure to physical and psychological hazards. Generally results from prolonged or repeated exposure.
Injury	Bodily harm such as a cut, fracture, sprain, amputation, etc. that results from activity or from an exposure involving a single incident in the work environment, such as deafness from explosion, one-time chemical exposure, back disorder from a slip/trip or snake bite.
Lost Workday Case	An injury or an illness, in which the employee is unable to, or prescribed, by a licensed health care provider, not to return to work the next calendar day, whether or not the employee is scheduled to work that day (day of injury is not considered lost work).

Medical Treatment Case	An injury or illness involving any treatment other than what is listed as first aid treatment. This includes: <ul style="list-style-type: none"> • Stitches or surgical/medical glue used to close a wound. • Prescribed or prescription strength medications. • Physical therapy or chiropractic treatment prescribed by a physician. • Application of fiberglass, plaster or other rigid supports structures. • Surgical procedures not requiring restricted work or days away.
Musculoskeletal Disorders (MSDs)	Disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs. MSDs do not include disorders caused by slips, trips, falls, motor vehicle accidents, or other similar accidents. Examples of MSDs include: Carpal tunnel syndrome, Rotator cuff syndrome, De Quervain's disease, Trigger finger, Tarsal tunnel syndrome, Sciatica, Epicondylitis, Tendinitis, Raynaud's phenomenon, Carpet layers knee, Herniated spinal disc, and Low back pain.
Near Miss	An unsafe act that occurs, which has the potential to cause an injury or illness, environmental damage, property damage or loss, vehicle impact, public contact or enforcement action, but, which in fact, did not occur (unsafe act, energy expended).
Occupational Illness	Any abnormal condition or disorder of an employee, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. This definition is intended to include both chronic and acute illness and disease resulting from absorption, ingestion or direct contact with chemical or physical hazards.
Operational Control	CPC is considered to have operational control on Company operated assets and assets where ConocoPhillips has decision authority on HSE-related elements of the operation. This includes contracted activities where ConocoPhillips has the decision authority to institute the Company's HSE Management System requirements, or has accepted and bridged to the contractor's HSE Management System and has structured oversight and/or direct supervision.
Personal Safety Involvement	A tool to assist employees and contractors to get more involved in safety management. PSIs are conducted by a single person to reinforce expected behaviors.
Pre-existing Injury	Any prior injury or illness that results from a non-work related event or exposure that occurred outside the work environment.
Recordable Injury	Any injury classified as a fatality, lost workday case, restricted workday case, and medical treatment or classified as a significant injury/illness by a physician or licensed health care professional.
Restricted Workday Case	An injury or an illness that prevents the employee from performing one or more of the routine functions of their job, or from working the full workday that he or she would otherwise have been scheduled to work. Note: The day of injury is not considered a Restricted Work day. If the Injured Party cannot return to full duties the next calendar day, regardless of whether or not they are scheduled to work, this day is considered to be the first restricted day for the count.
Unsafe Condition	A hazardous work condition that could result in one of the incident types listed above occurring if corrective actions are not taken to mitigate the condition (hazardous situation, no energy expended).
Work Related	Event or exposure in the work environment that causes or contributes to a resulting condition or significantly aggravates a pre-existing injury or illness.

Appendix B – Corporate ConocoPhillips Incident Notification Requirements

HSE NOTIFICATION REQUIREMENTS		
Houston (Primary) 24hr. Hotline: 1-800-342-5119 (U.S. only) 1-281-293-1748 1-281-493-2767 Bartlesville (Alt) 24hr. Hotline: 1-800-447-6166 (U.S. only) 1-918-661-7888 1-918-661-6529	Crisis Hotline Notification(1)	Corp HSE Notification into IMPACT
INJURY		
Exposure Incident – as defined by the Industrial Hygiene Metrics Procedure		w/ 2 business days
Fatality - Incident resulting in an on-the-job employee or contractor fatality, or public fatality	Immediate	w/ 2 business days
Lost Workday Case - Lost workday on-the-job Injury to an employee or contractor		w/ 2 business days
Injury(ies) - Incident resulting in a one or more Injury(ies) requiring immediate overnight hospitalization and treatment of employee, contractor or the public	Immediate	w/ 2 business days
Injury - Incident resulting in multiple Injuries/Illnesses to employees, contractors or the public	Immediate	
Incident Investigation reports - For significant or high risk ranked Incidents		Investigation completed within 60 days of Notification
SPILLS & RELEASES		
Liquid hydrocarbon spills or gas releases (any volume) to environmentally sensitive areas, recreational areas or wildlife habitats/refuges which are likely to attract media attention or cause closure, stoppage or re-routing of traffic on public road or waterway.	Immediate	
Liquid hydrocarbon spills or releases from primary containment greater than 100 barrels (15.9 cubic meters).	Immediate	w/ 2 business days
Hazardous chemical spills or releases from primary containment greater than 5,000 pounds (2.27 metric tons).		w/ 2 business days
On-shore produced water spills or releases from primary containment greater than 100 barrels (15.9 cubic meters).		w/ 2 business days
On-shore produced water spills or releases from primary containment greater than 1000 barrels (159 cubic meters).	Immediate	w/ 2 business days
PROPERTY DAMAGE/BUSINESS INTERRUPTION/OTHER		
Property damage events likely to exceed \$1,000,000 net in estimated damages (example fires, explosions, collisions, acts of nature, vandalism, theft, etc.)	Immediate	w/ 2 business days
Unscheduled HSE related business Interruption that will likely result in \$5,000,000 (USD) or more net in estimated losses	Immediate	w/ 2 business days
Any situation that should be brought to the attention of corporate management due to actual, or potential, impact on the company.	Immediate	
EVACUATION/SHELTER IN PLACE		
Evacuation beyond facilities of company employees and contractor personnel.	Immediate	w/ 2 business days
Sheltering-in-place of the public.	Immediate	w/ 2 business days
Mandatory evacuation of the public.	Immediate	w/ 2 business days
WELL CONTROL INCIDENTS		
Loss of well control that endangers the rig, onsite personnel, or the environment.	Immediate	w/ 2 business days
PUBLIC RELATIONS/ACTUAL OR POTENTIAL CO. IMPACT		
Serious ranked marine, truck, aviation, rail, pipeline or other transportation Incident involving personnel, our products, property damage, spills or releases, traffic stoppages, evacuations, etc.	Immediate	
Acts of terrorism (e.g., bomb threats, sabotage, kidnapping, employee violence, etc.)	Immediate	
Any incident that attracts or could attract media attention including but not limited to confrontations with anti-industry groups.	Immediate	
Multiple complaints of acute illness by third parties allegedly caused by our operations or products. (i.e. Calls by more than one individual)	Immediate	
(1) For CoP Partner/JV non-operated assets, the responsible business unit must encourage the operator to report to them incidents meeting the crisis notification requirements, and once notified the responsible BU will report through the Crisis Hotline.		

Source: Issue 3.1 ConocoPhillips Corporate HSE Management System Standard, October 1, 2014

Appendix C – Revision Record

Page#	January 23, 2015	Previous Information	Change Assessment
3	Added table to clarify Incident Owners	None	Med – Workers will have to be aware of and understand new roles. Some workers will be assigned role of Incident Owner, who have not been assigned this in the past (i.e. VP, SLT)
3-4	Updated Roles and Responsibilities.	None	Med – Workers will have to be aware of and understand new roles. Some workers will be assigned role of Incident Owner, who have not been assigned this in the past (i.e. VP, SLT)
4	Replaced reference to Blue Card with Incident Report Form	Blue Card	Med – CPC is implementing the use of a single reporting form for HSE incidents.
4	Added requirements for reporting employee injuries to Health Services	None	Med – Failure to list them may result in not compliance for reporting.
5	Updated references to Regulatory Authorities.	Referenced ERCB, AENV, etc.	Med – Failure to list them may result in not compliance for reporting.
5-8	Revised incident reclassification to injury reclassification and replaced requirement to complete Incident Reclassification Form with requirement to include supporting information in IMPACT.	Incident reclassifications and use of form	Low – Removed the ability to reclassify regulatory reportable spills as non-Triple Zero. This simplifies reporting because all regulatory reportable spills will be considered Triple Zero. Requirement to maintain justification for reclassification of injuries (from recordable to non-recordable) remains, but method of tracking is now IMPACT.
9	Added Life Saving Rules and HSE enforcements to incident classifications (Section 3.0).	None	Med – Failure to list them may result in not compliance for reporting.
9	Addition of 3.2.7. Stakeholder Engagement Event - General contact with, and reports of concern from CPC stakeholders are no longer entered into IMPACT and must be reported via email to: CGY Surface Access Field Contact.	Public Contact considered and incident and reportable into IMPACT.	Med – Change in reporting and following up on Stakeholder Engagement/Landowner Contact.
-	Removed Leading Metrics section.	ASA, PSIs and equipment inspections (Section 4.4)	Med – The scope of this program has been limited to reporting incidents. Leading metrics information moved the HSE Management System Standard.
10	Added section on Projects HSE Reporting Requirements as per CPMS.	None	Low – This captures projects reporting requirements in a CPC procedure.
-	Removed Previous Appendix A – IMPACT reporting. This appendix has been revised into a stand-alone procedure – Incident Reporting into IMPACT (ALL-HSE-PRC-xxx).	How to report incidents into IMPACT	Low – Stand-alone procedure is more detailed.
14	Included revised ConocoPhillips Incident Notification Requirements as Appendix B.	Property damage likely to exceed \$100,000 in estimated charges. ...business interruptions likely to exceed \$1,000,000 USD	Med – Failure to list them may result in not compliance for reporting.