



**“Journey to Zero”**

**Suncor Energy’s  
HEALTH AND SAFETY RULES  
MAINTENANCE & CONSTRUCTION  
OF  
WHOLESALE and RETAIL FACILITIES  
Petro-Canada is  
“A Suncor Energy Business”**

*“Each of us is personally responsible for our own safety and the safety of others”*

**EMERGENCY PROCEDURES**

**A. FIRE**

- Without endangering yourself or others, attempt to extinguish the fire with apparatus on hand.
- If the fire cannot be controlled or extinguished safely by existing personnel, dial 911 or the local emergency number(\_\_\_\_\_) and ask for assistance. Provide clear and accurate information regarding the site location and type of emergency.
- Notify any on-site personnel or customers of the emergency situation and the need for them to vacate the site.

**B. INJURY**

- Take immediate steps to protect/aid the injured worker.
- Call for ambulance if required to transport injured worker to hospital.
- All injuries must be reported as per WCB/WSIB regulations.

**C. SPILL**

- Without endangering yourself or others, attempt to stop the source of the spill. Never enter a pool of fuel.
- If it is safe to do so, attempt to contain the spill by using sorbents, soil, etc. to build “dams” in the flow of the spilled material. Pay special attention to sewers and manholes.

**Suncor must be notified by contacting your local Suncor representative or by contacting:**

**Suncor Security at:  
403-296-3000 – Call Collect.**

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*‘This initiative is in keeping with Suncor’s vision of creating a Journey to Zero culture with an achievable goal; where all employees and contractors share in the commitment of preventing illness and injuries as they are foreseeable , and preventable.’*

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## APPENDIX

Emergency Procedures ....See Inside Cover

**SUNCOR ENERGY  
HEALTH AND SAFETY RULES  
MAINTENANCE & CONSTRUCTION  
OF WHOLESALE / RETAIL FACILITIES**

**Introduction**

**“All incidents can be prevented”**

Suncor Energy aspires to be a sustainable energy company by meeting or exceeding the environment, social and economic expectations of our current and future stakeholders. Our environment, health and safety efforts are complementary and interdependent with our economic and social performance. We are accountable to our stakeholders to develop resources, conduct our operation and offer our products and services in a responsible manner.

**ACCOUNTABILITY**

Suncor management will ensure that employees under their direction are:

- Competent to manage their environment, health and safety responsibilities.
- Knowledgeable of hazards and risks associated with their jobs, provided with the standards, procedures, processes, tools and other resources necessary to conduct their work in a safe and environmentally responsible manner.

All employees and contractors are accountable for:

- Compliance with relevant acts, codes, regulations, standards and procedures
- Their own personal safety and the safety of co-workers.

**SHARED RESPONSIBILITY**

Suncor supports a collaborative partnership approach among governments, industry and civil society for the development of sustainable solutions to environment, health and safety issues.

**CONTINUAL IMPROVEMENTS**

We strive to achieve levels of performance governed not just by legislation but also by the evolving environment, social and economic expectations of our stakeholders. The company’s aspiration is to eliminate all occupational injuries and illness. This requires active engagement and progressive

improvement in competencies and performance by all employees in how we identify and manage hazards and risks associated with our work.

## **PREPAREDNESS**

In the event of an incident, Suncor will respond promptly in a manner that protects the health and safety of its employees, contractors and the public, and that minimizes the incidents impact on the environment.

### **Suncor's Journey to Zero**

**At Suncor, safety isn't just a program or policy – it's a mindset. Journey to Zero reinforces safety as a value across Suncor: Employees and contractors must make safety their personal responsibility – both at work and at home.**

**Our aim is to achieve a level of safety excellence that results in an injury-free work place.**

**Each of us is responsible for observing all of Suncor's safety and health rules and for taking appropriate precautions to protect ourselves and our colleagues from an incident or unsafe condition.**

**Our safety values:**

- **All incidents can be prevented.**
- **Safety is a critical part of Suncor's culture – it's how we do business.**
- **Each employee, contractor and consultant is accountable for achieving results the right way, safely. This means by protecting the safety and health of our team members, the environment, and conducting our operations reliably and efficiently.**
- **No job is so urgent or routine that it can't be done safely. Everyone who works on Suncor's behalf is expected to finish their work day safely.**

**Safety is one of Suncor's core values. At Suncor each and every one of us is personally responsible for our own safety and the safety of our peers. At all times Suncor employees and contractors must maintain the mindset that all incidents are preventable. The safety of every worker is of paramount importance.**

## **GENERAL SAFETY**

Safety incidents are a result of a momentary loss of control, which results in an incident. The prevention of all incidents does not happen by itself. It requires deliberate action by you and your management. Management must

establish a work environment that provides for your safety (appropriate procedures, safety equipment, employee selection and skill development, critical safety expectations and rules). You must ensure that safety is built into each and every aspect of your behaviour. In other words, ***management is responsible for establishing an environment for safe behaviour and the worker is responsible for behaving safely.***

Although we have tried to include the important health and safety practices and procedures which you must follow when working on Suncor sites, it is obvious that all situations cannot be covered in this booklet. Therefore, use common sense and sound judgment at all times.

Safety must NEVER be compromised for the sake of getting the job done quickly. Always perform a last minute risk assessment prior to beginning a task. ***“Stop and think before you act”***. Do not start or continue a job if any condition exists which makes it unsafe for the worker or others in the area. Report the condition to your supervisor or Suncor personnel.

***Remember, it is your responsibility to work safely and to refuse to do unsafe work.***

# 1 APPLICATION OF RULES BOOKLET

Everyone engaged in maintenance and construction activities, including consultants providing inspection services will be issued this booklet and be required to familiarize themselves fully with the rules.

This booklet is to be used in conjunction with full Petroleum Oriented Safety Training Program (POST) compliance. All contractors, sub contractors and consultants are required to be POST certified annually by completing the on-line training and test. Online training is available at this website: <http://www.posttraining.ca/>. All POST forms and checklists can be found at this website and are required to be completed for all maintenance and construction work on Suncor facilities.

If you do not have a clear understanding of any section of the booklet, ask a qualified Suncor employee or your supervisor for clarification. You must sign a statement at the end of this booklet certifying your understanding and compliance of the rules. All signed statements are to be retained on file and available upon Suncor's request. Each worker will sign off on these rules at least annually.

Suncor recommends that you keep this booklet with you while on site. It provides a useful reference during daily operation and in emergency situations. As a minimum, the wallet card acknowledging training is to be carried by workers.

## **2 GENERAL**

### **2.1 Last Minute Risk Assessment and Testing**

Managing routine activities is done through the deliberate use of what is called a Last Minute Risk Assessment (LMRA). Last minute risk assessment requires that in the last minute before the workers embark upon an activity, the workers need to intentionally take a moment to do a risk assessment to ensure that the worker has identified and mitigated the risks to avoid an accident.

LMRA is a mental process for which there is no documentation required. If the routine activity involves other workers, then the process needs to be discussed. It is to be used before all routine activities and it is a skill that needs to be encouraged and honed.

As per POST and Suncor's expectations, frequency of LMRA testing is at least once on every worker (when performing work on Suncor sites) every 10 working days. Testing can be completed over the phone or when doing planned job observations. This level of contact provides sufficient reinforcement and encouragement to keep the practice alive.

Testing is to ensure the worker:

- Understands the task
- Has identified the risks
- Has mitigated the risks
- Has a positive approach

This tool is to help engage the worker with the development of a strong safety culture and mindset.

### **2.2 Regulations**

All work performed on Suncor sites must be completed in accordance with all Federal, Provincial, Municipal regulations, as well as any Suncor policies, procedures, rules and standards.

### **2.3 Communication of Safety Issues**

Consult with your supervisor regarding any safety precautions or issues. If you require additional assistance contact the Suncor

representative. The representative's phone number will be available through your supervisor.

**If you are unable to contact your Suncor representative on an urgent health and safety matter, phone Suncor Security at the main number outlined on the inside covers of this booklet. Ask for Assistance through the Asset Management group or Environment, Health and Safety Department.**

## 2.4 Event Reporting

- All accidents that result in injury or damage to equipment, property or the environment, must be immediately reported to Suncor, and investigated by the contractor supervisor with findings reported to Suncor.
- "Near Miss" incidents, which could have resulted in injury or damage, must be reported and investigated as described above.
- All recordable injuries, first aids, medical aids and near misses are to be reported to a Suncor representative within 24 hours of the event.
- Your Supervisor and a Suncor representative will be responsible for filing an event, accident or near miss report. This must be done as soon as possible after the event.
- The objective of the report and investigation is to help us learn from the accident in order to prevent future events.

## 3 Safety Guidelines

### 3.1 On Site Communication

Upon arrival at a Suncor operating facility the worker is to contact the Site Associate or designated individual in charge; identify work to be completed, provide identification and sign in log book.

### 3.2 Smoking

No smoking is permitted on Suncor property.

### 3.3 Matches and Lighters

Matches and lighters are not permitted on site unless approved through a hot work permit.

### **3.4 Communication Devices**

Communication devices such as pagers, cell phones or personal electronic devices are permitted on-site in parked vehicles, buildings and outdoors provided they are kept away from areas where fuel exists.

At facilities where fuel exists in piping and equipment, communication devices must be OFF when inside dyked areas and within 3 meters of fuel facilities such as pumps, dispensers, tanks, loading racks or sumps.

### **3.5 Cameras**

The uses of cameras or video recorders are only permitted with the approval of Suncor personnel.

### **3.6 Protection of the Environment**

Precautions must be taken to avoid spills of petroleum products, waste water or other hazardous materials.

Any spill must be immediately addressed and reported as per legislated guidelines.

Never pressure wash hydrocarbons into an oil water separator, liquid must be product free. Never introduce detergents into an oil water separator.

Garbage and general construction waste must be retained in a proper industrial metal container.

### **3.7 Alcohol/Drugs**

Intoxicating beverages, drugs, or persons under the influence of alcohol or drugs, are not permitted on Suncor work sites.

Prescription Drugs that could impair a person's performance must be reported to the supervisor.

### **3.8 Horseplay**

Horseplay is unsafe and strictly prohibited.

### **3.9 Distractions**

Work-site distractions must be minimized, i.e. pets, unauthorized personnel, loud music and use of music head sets are prohibited.

### **3.10 Housekeeping**

The workplace must be kept clean and organized. Each person is responsible for cleaning up the work site after completing a job and at the end of the day or shift.

Extension cords and cables are to be routed in a manner to prevent tripping hazards or contact with overhead equipment use.

### **3.11 Machinery**

Machinery (Suncor, Contractor, or other) with moving components must be effectively safeguarded against accidental contact.

Equipment must not be removed except for the purpose of making repairs or adjustments, and must be replaced as soon as the repairs are completed. Before any repair work is started on equipment (i.e. pump), it must be shutdown, isolated from its energy source, and locked out, to prevent it being started while work is in progress. Refer to Section 6 for appropriate Electrical / Mechanical guidelines.

### **3.12 Fire Protection**

All necessary precautions will be taken to prevent the outbreak of fire.

Hydrocarbon vapours are highly flammable and are subject to migrate to low lying areas. All precautions must be taken to identify risks. Sumps and drain lines are particularly hazardous due to presence of air and hydrocarbon vapours.

Garbage consisting of rags and other flammable materials will be kept in metal containers with a proper metal cover in place at all times. All refuse shall be removed from the work place, and properly disposed.

All flammable materials shall be stored and transported in accordance with legislation and accepted fire prevention rules.

The contractor is responsible for supplying adequate fire protection for his operations (e.g.: two 40-BC rated fire extinguishers when welding). Municipal hydrants must not be opened, altered or tampered with. These are for emergency purposes, and require approval by authorities for use.

Refer to Section 6 for appropriate Hot Work Guidelines.

### **3.13 Ladders**

Only ladders in good condition that meet CSA Standards and OH&S Regulations are to be used.

Before using any ladder, check that:

- side stringers are sound
- rungs are not loose or cracked
- non-skid feet are in place and in good condition
- extension mechanisms are in good working condition
- step ladder locking brackets are in working order

Ladders must be tied off at the top, or held by other workers at the bottom. If a ladder is being used to access a platform or landing, it must extend 1 m above it for safe access and egress.

Do not work on the top two rungs of any portable ladder. A spotter is required when using ladder above 1.8 meters (6 feet).

When climbing up or down, the worker must face the ladder maintaining a firm grip and three point contact.

Large tools or construction materials shall be hauled up or lowered on a line. The use of an appropriate industrial tool belt is acceptable for carrying small tools.

Metal ladders are not to be used.

Refer to Section 6 for appropriate Working at Height Guidelines.

### **3.14 Security Fencing**

Security fencing is to be installed by the contractor as required to maintain a safe work environment.

Any gate or fencing which was opened for your job must be closed when you are leaving the area unsupervised (lunch, breaks, or the end of the day). If in doubt, lock the gate.

Security fencing must be a minimum of 1.8 meters and be securely anchored to prevent incident.

### **3.15 Existing Equipment**

Site equipment not involved with the work, shall not be operated unless authorized by Suncor personnel. The contractor is expected to have own tools and equipment to perform job function.

### **3.16 Heaters**

All equipment must be CSA approved and in accordance with applicable provincial legislation.

Open flame heater units are to be used only with permission from Suncor.

Ensure no combustible material is in close proximity to open flame heaters. Heaters must be placed well away from other fuel sources, including vent pipes, fuel tanks, etc. Ensure proper ventilation.

### **3.17 Compressed Air**

Never use compressed air for cleaning clothes or on any part of the body.

Ensure air hose connections are secured with wire or other appropriate means to prevent hoses from uncoupling.

### **3.18 Man Ways & Sumps**

Consideration must be given to protect others when opening man way and sump covers. Protective measures would include:

- Barricades as per POST standard
- Warning Signs
- Temporary Covers
- Safety Cones

In addition, temporary covers would include:

- Exterior submersible turbine pumps and dispensers sumps
- Interior store crawl space access panels
- Car wash sump, man ways and conveyor covers
- Trench grating
- Manholes and catch basins

Appropriate Confined Space Procedures are required when accessing man ways and sumps, see Section 6.

When dispensers are removed from an island, the sump must be secured with a protective cover and warning signage. Never leave a man way / sump open over night.

### **3.19 Vehicles**

Vehicle inspections shall be conducted and documented on a routine basis. Inspection log must be retained in the vehicle.

A vehicle circle check shall be performed prior to each use.

Dump trucks and dump trailers can become unstable when the truck box is raised. Care must be taken to ensure the truck is level prior to unloading. Precautions must be taken to prevent the load from adhering to the inside of the box. Cold temperatures may contribute to material freezing and failing to slide out of the box.

Seat belts must be worn when operating all vehicles.

Parking may be restricted due to site size and conditions. Vehicles and equipment must be parked in a way that does not obstruct roadways, walkways, building exits, fire hydrants, or other emergency response corridors.

Vehicles must be properly equipped for seasonal driving, i.e. snow tires. Back up signals are strongly advised.

### **3.20 Contact Lenses and Prescription Safety Glasses**

Contact lenses shall not be worn during any work which would expose the wearer to chemicals, gases, vapours, dust or other materials that may harm the eyes or cause irritations.

Contact lenses must not be worn when using self-contained breathing equipment.

Prescription safety glasses must have fixed side shields.

### **3.21 Flag Person**

A flag person must be used when signs, signals and barricades do not provide appropriate control of traffic areas. The worker must be wearing a highly visible safety vest.

### **3.22 Guards & Guardrails**

All protective guards for equipment and portable tools must be used as intended by the manufacturer.

All openings and excavations must be appropriately guarded.

All stairs with more than four risers must have handrails.

All temporary work platforms and scaffolds that are 1.5 meters or more above ground level shall have proper guardrails and toe boards installed.

Appropriate fall protection guidelines must be adhered too

Refer to Section 6 Working at Height Guidelines

### **3.23 Falling Material**

When there is a danger of material falling on workers or customers, barricades must be erected with warning signs on all sides or protective canopies installed.

### **3.24 Lighting**

All electrical facilities temporary or permanent must comply with the requirements of the Canadian Electrical Code and applicable provincial regulations.

Use only approved explosion-proof flashlights in areas where hydrocarbon vapours may be present.

### **3.25 Overhead Electrical Power Lines**

Prior to commencement of any work the contractor must investigate and be aware of any overhead electrical power or telephone lines. Equipment must not be operated within 3.5 meters of the power lines.

A spotter shall be assigned during hoisting of materials or dump truck boxes near overhead power lines and structures.

Refer to section 6 for appropriate Critical Tasks

### **3.26 Weapons**

Possession of firearms by any person except police officers or security personnel is prohibited on Suncor facilities.

Illegal, dangerous weapons of any type are prohibited on the work site.

### **3.27 Gas Cylinders**

Compressed gas cylinders must always be secured in an upright position. Approved floor base stand required. When not in use, gas cylinders must be disconnected and cylinder caps installed.

### **3.28 Lifting / Ergonomics**

Workers must be aware of proper lifting techniques and have access to lifting aids where necessary to avoid injury when moving or lifting material and equipment.

### **3.29 Barricades**

Workers must cordon off work area where a safety hazard exists while performing work. Refer to POST Barricading Standard.

### **3.30 Working Alone**

Where maintenance is required to be performed by a single worker after-hours or on weekends, the contractor must have a process in place to adequately monitor the safety of worker.

### **3.31 Water Supply**

Approved containers used to store drinking water shall be clearly marked and shall not be used for any other purpose. Drinking water containers are to be kept away from chemicals and petroleum products.

### **3.32 Testing**

Contractors are to take appropriate precautions to protect workers and equipment during tests.

All piping work shall be tested using inert gas or liquid medium as specified by Suncor. Wherever possible underground primary and secondary piping should have test pressures maintained until site is commissioned.

Testing with air is prohibited in existing product piping or tankage that has previously contained a petroleum product.

### **3.33 Welding, Cutting and Grinding**

Welding, cutting and grinding causes significant spark. This activity is often deemed Hot Work when working on existing facilities if work is near petroleum tanks, piping, dispensers, sumps or oil-water drainage/separator systems. Refer to Section 6 for appropriate Hot Work Guidelines

A minimum of two 40-BC rated fire extinguishers must be on hand when welding, cutting or grinding is being conducted.

Always wear the appropriate eye, face, hand and body protection. Refer to section 4 (PPE).

Remove any combustible materials from the work area, and protect sewers, lower levels, etc., from falling sparks.

Never remove guards from portable grinders and never use a grinder that does not have a guard in place.

### **3.34 Demolition**

Due to the nature of demolition work, there are often extra precautions that need to be taken. The old equipment may be only partially disassembled and may have sharp edges or irregular shapes. During the removal of old equipment the same care must be applied to work practices as used for the installation of new equipment.

## **4 Personal Protective Equipment**

Appropriate personal protective equipment (PPE) must be worn by all workers engaged in specific tasks at the site. The PPE must be consistent with proper industrial practice, legislation and the specific needs of the job. PPE cannot be altered from approved standard (i.e. painting, hardhats). PPE must not be used beyond its designated life or if there is any question about its suitability.

#### **4.1 Head Protection**

The Contractor must ensure CSA approved hard hats are worn by all workers when working on Suncor sites and adjacent offsite areas as required by legislation.

CSA approved hard hat (Type 1 or Type 2)

Type 1: Tested for top impact and penetration

Type 2: Tested for top and lateral impact and penetration

Long hair must be secured to eliminate hazards of being drawn into moving or rotating equipment.

#### **4.2 Foot Protection**

All workers must wear CSA approved boots above the ankle..

All personnel entering a car wash or engaged in maintenance or detailed site inspections must wear safety boots. This not only includes construction and maintenance workers, but all personnel for any reason.

#### **4.3 Eye Protection**

CSA approved safety glasses are required to be worn by all maintenance workers. This applies to all areas on the premises including: Car wash, Certigard, Store and yard area.

An exception to this is that CSA approved goggles or a full face shield may be required as indicated on the MSDS for handling certain chemicals, or where there is elevated potential of eye contact with oils or chemicals from pressurized systems or eye protection suitable to the task for all areas. Hot work requires approved eye and face shield protection.

#### **4.4 Clothing**

The minimum required clothing is a sleeved shirt and full length pants. 'Tank-tops', and/or short pants are not permitted.

When working around hydrocarbons, clothing should be of natural fibers such as cotton, wool or leather. Avoid wearing synthetic fibers such as nylon that can melt in a fire, or cause elevated static electricity sparking hazards.

Fire retardant clothing is mandatory when entering a confined space, hot work area or areas of elevated risk due to the presence of petroleum vapours.

#### **4.5 Reflective Safety Vests**

High visibility safety vests – fitted or tear-away must be worn by workers. This includes indoor workers, since routine movement in and out of the building can expose workers to outdoor hazards.

#### **4.6 Respiratory Protection Equipment**

Approved respiratory protection equipment must be used when required by OH&S Regulations or Suncor. If a worker is required to wear respiratory protective equipment, the employer must ensure that the equipment meets applicable WCB/WSIB & OH&S regulations, and that the employee has been trained as required by these regulations.

Workers must not wear excess facial hair when the nature of the work requires or may require the effective use of self contained breathing apparatus.

#### **4.7 Hearing Protection**

Approved ear plugs or earmuffs must be worn when working near noisy equipment such as pumps, compressors, jack hammers and many types of saws. Hearing protection must be used in accordance with OH&S Regulations.

Hearing protection must be worn inside an operating car wash.

#### **4.8 Hand Protection**

Protective gloves, suitable for the task, shall be carried on each workers person and shall be worn as required to prevent abrasions and cuts to workers hands. Chemical resistant gloves will be worn as appropriate when working with systems where contact with hydrocarbons, oils and chemicals can occur. Finger rings must not be worn.

#### **4.9 Other**

All people on site must wear personal protective equipment (PPE) as required by the local OH&S regulations. The contractor is responsible for ensuring all PPE required for the job is available and used.

## **5 Hazardous Material Guidelines**

### **5.1 Workplace Hazardous Materials Information System (WHMIS)**

- Compliance with WHMIS legislation (training, container labeling, etc.) is required of all Workers.
- Material Safety Data Sheets (MSDS) for all Suncor products and purchased chemicals are available from your supervisor or the Suncor representative.
- Workers bringing their own WHMIS controlled products onto the site must ensure that they are properly labeled with supplier or workplace labels. In addition, MSDS's must be available on site while the controlled product is on site.

### **5.2 Transportation of Dangerous Goods (TDG)**

- Compliance with TDG legislation (training, transport requirements, etc.) is required for all personnel engaged in handling and/or transporting dangerous goods.
- A TDG certification card must be carried on those personnel as required by TDG legislation.
- All vehicles hauling dangerous goods must comply with TDG regulations, including the use of proper placards.
- All vehicles transporting dangerous goods are to have a minimum of one 40-BC rated fire extinguisher or type specified by TDG regulations.

### 5.3 Hazardous Materials

- It is the contractor's responsibility to have a hazard identification and management process which will address hazards at the workplace. The contractor must be diligent in assessing the changing workplace to identify hazards and manage risk to workers.
- The contractor and worker must comply with Provincial regulations for managing hazardous materials as shown in, but not limited to, the following list:
  - 1) **Asbestos & Man Made Fibre** (e.g. some types of wall board insulation, roofing material)
  - 2) **Benzene** (e.g. exposure to gasoline)
  - 3) **Lead** (e.g. some paint)
  - 4) **PCB** (polychlorinated biphenyl in some electrical equipment)
  - 5) **Biological Waste** (e.g. hypodermic needles, mold)
  - 6) **Mercury** (e.g. thermostats)
- The contractor shall have a process to identify and quantify hazard exposures. The process will evaluate and specify appropriate controls that could include removal, storage, transportation and disposal in accordance with applicable legislative guidelines. The process must also address worker training on the specific health hazards, safe work practices and use of PPE.

## 6 Safety Practices

All work is to be performed as per government legislation and WCB/WSIB/OH&S regulations. All POST guidelines, permits, forms and checklists are to be followed and completed. POST requirements are intended as a summary of the requirements for contractors who are working for Suncor who has adopted a **Behavior Based Safety (BBS)** program. It is not intended to replace the basic requirements of the various occupational health and safety acts that exist in your jurisdiction.

It is the responsibility of the supervisor to ensure that workers are fully aware of all POST guidelines, permits, forms and checklists. The supervisor is also responsible to provide the training, material and documentation to perform the job safely.

## **6.1 Safe Work Permits and Forms**

All permits and forms can be found on the POST website. These include:

- Routine Maintenance Safe Work Permit
- Dailey Safe Work Permit
- Job Safety Analysis (JSA)
- Planned Job Observation (PJO)
- Project Clearance Certificate
- Daily / Weekly Safety Meetings
- Near Miss Identification Report

## **6.2 Critical Procedures**

All critical procedure checklists can be found on the POST website. These include:

- Confined Space Entry Documentation and CPCA Recommended Practices
- Critical lifts
- Drilling, Borehole and Excavations
- Electrical / Mechanical Isolation
- Excavation and Trench Entry

- Heavy Equipment Lift
- Hot Work
- Integrity of Critical Control Systems
- Work at Heights

### **6.3 Specific Critical procedures in addition to POST:**

#### **Working At Height**

Fall protection must be provided for all workers when working at heights above approximately 1.8 meters (6 feet) as per government legislation, WCB/WSIB/OH&S regulations. Fall protection can include handrails, spotter personnel, scaffolding and/or safety harnesses (6 pt.) and lanyards.

It is the Contractor's responsibility to supply the harness and lanyard, and ensure that WCB/WSIB/OH&S requirements are met for worker training, harness fit, and harness/lanyard certification

It is the responsibility of every worker to check the harness and lanyard daily, prior to its use, and protect the condition of the system during its use. The use of stilts is not permitted.

#### **Confined Space Entry Work**

No worker is allowed to enter any confined space until the area has been checked and declared safe in accordance with all government legislation and WCB/WSIB/OH&S regulations.

It is the supervisor's responsibility to know the "Confined Space Entry Procedure" and meet all requirements. The worker undertaking the work must have Confined Space Entry Certification.

#### **Electrical / Mechanical Lockout**

Lockout procedures are necessary to ensure that mechanical equipment doesn't start, and electrical equipment can't be energized, while it is being worked on. The lockout procedure must be specifically written to de-energize the electrical or mechanical energy source of the equipment to be worked on. Installation of locks and tags on control point and testing is required to ensure adequate lock-out exists.

### **Hot Work**

A hot work critical procedure may be required at facilities when a source of ignition or fire is required. This includes burning, welding, heating, open flame, grinding and electrical sparking device (drills, battery-powered drills, vacuum cleaners, etc.).

### **Heavy Equipment Lifting**

All work must be done by trained and certified workers. All equipment must be suitable and certified for the task.

### **Drilling, Borehole & Excavation Work**

Line locates are required prior to any drilling or excavation

Machine excavating requires that a competent safety observer be supplied by the contractor to watch for underground services. A minimum of two 40-BC rated fire extinguishers must always be readily available when machine excavating.

### **Entry into excavations / trenches**

No person shall enter any excavation over 1.2 meters deep unless all WCB/WSIB/OH&S requirements for side slopes, and/or shoring are met.

## **7 SUMMARY**

- Each of us is personally responsible for our own safety and the safety of others.
- Journey to Zero reinforces safety as a value across Suncor.
- POST guidelines, permits, forms and checklists are to be followed and completed
- Prior to beginning a task **“Stop and Think”** before you act and always perform a **LMRA**.

- Wear appropriate personal protective equipment for the job. Keep it in good condition
- Immediately report any unsafe condition
- Keep all work areas clean and tidy
- Smoking is strictly prohibited
- Follow instructions and procedures, if you don't know, ask
- Report all accidents and near misses immediately
- Use the right tools and equipment for the job

# ACKNOWLEDGMENT OF HEALTH AND SAFETY RULES

## Suncor Energy

-----  
This is to acknowledge that I \_\_\_\_\_  
(Name)

Representing \_\_\_\_\_  
(Company)

In the capacity of \_\_\_\_\_  
(Job Position)

Have received and reviewed a copy of Suncor Energy’s “HEALTH AND SAFETY RULES”.

I understand these rules and agree to comply with them.

I further understand that failure to comply with these rules may jeopardize my employment or other contractual relationship with Suncor Energy.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Contractor Supervisor Signature)

\_\_\_\_\_  
(Date)

**All workers are to review rules at least annually. Original copy of acknowledgement signed by employee is to be retained by the Contractor or Consultant and to have available upon request.**



## **“Journey to Zero”**

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### **Suncor Energy Health & Safety Rules Wholesale and Retail Facilities 2011 Edition**

**I understand these rules and agree to comply with them.**

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**Name of worker**

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**Contract Firm    Date**