

Version 1.0

Canadian Division

General Safety Orientation for Contractors

encanaTM

natural gas

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Definitions

Competent:

A person who is adequately qualified, suitably trained, and sufficiently experienced to safely perform work with only a minimal degree of supervision.

Contractor:

A third party company engaged by Encana to provide manpower. Contractors are required to maintain current WCB coverage for the personnel they provide to Encana.

Guideline:

A document to provide a basic framework for use in developing site-specific procedures.

Work Procedures:

Step-by-step instructions on how to perform a task at a site or similar group of sites.



Purpose/Foreword

Encana recognizes the Petroleum Safety Council, Industry Recognized Practice (IRP) Volume 16 – 2003, as a guideline for the development of this Orientation Handbook.

This **General Safety Orientation for Contractors Handbook** has been designed to provide contractors with a clear understanding of Encana's Health and Safety expectations. Safety orientations from sources other than this Handbook will not be considered as equivalent for Encana work sites.

The information in this Handbook is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not exempt the contractors/readers from their responsibilities under applicable legislation. Contractors shall follow their own health and safety programs and comply with any other verbal or written instructions from Encana personnel.

Where a conflict exists between this document and any applicable governmental Act or Regulation, the legislation shall have precedence.

The symbol  indicates a significant revision in the adjacent paragraph.  at the start of a topic heading, under the section number, means new content or multiple changes to that specific topic.

Encana has a strong commitment to safety for its own employees, contractors, and subcontractors. No one is expected to work in an unsafe environment or to perform an unsafe act, and no one will be penalized for refusing to do so. Personnel working at an Encana site are expected to report unsafe conditions and practices to the appropriate supervisor.

Encana Corporate Constitution

The following is an excerpt from the Encana Corporate Constitution relating to safety...

“We function on the basis of trust, integrity, and respect. We are committed to benchmark practices in safety and environmental stewardship, ethical business conduct and community responsibility. Our success is measured through both our behavior and our bottom line.”

Encana Corporate Responsibility Policy

The following is an excerpt from the Encana Corporate Responsibility Policy relating to health and safety...

“Encana is committed to protecting the health and safety of all individuals affected by our activities, including our workforce and the public. We will not compromise the health and safety of any individual in the conduct of our activities. Encana will provide a safe and healthy work environment, and will expect our workforce to comply with the health and safety practices established for their protection.

Encana will safeguard the environment, and will operate in a manner consistent with recognized global industry standards in environment, health and safety.”

(EH&S) Principles

Environment, Health and Safety (EH&S) Principles

Encana's Corporate Responsibility Policy defines our commitments toward environment, health and safety, and provides the foundation for its management. The following principles will guide our behavior in implementing our corporate policy commitments to achieve high performance in EH&S, and are part of the accountability of all Encanans.

1. We protect the health and safety of all individuals affected by our activities.
2. We provide a safe and healthy working environment and expect our workforce to comply with the health and safety practices established for their protection.
3. We safeguard the environment and contribute to the well-being of the communities in which we live and operate.
4. We maintain Encana's commitment to clear, honest and respectful dialogue with stakeholders.
5. We strive to make efficient use of resources, minimize our environment footprint, and conserve habitat diversity and the plant and animal populations that may be affected by our operations.
6. We strive to reduce our emissions intensity and increase our energy efficiency.
7. We integrate *Environment, Health and Safety Best Practices*, Encana's EH&S Management System, into all parts of our business.

8. We comply with applicable laws, regulations, and industry standards.
9. We identify, assess and manage EH&S risks throughout our business.
10. We ensure each employee, contractor and third-party service provider understands their EH&S responsibilities, is trained to meet them, and is monitored for compliance.
11. We establish EH&S objectives, regularly measure our progress, and strive to continually improve our EH&S performance.

Contractor Practice

1.0 Contractor Selection

- ◆ Encana supplements its employee workforce with contractors to meet a variety of business needs. Contractors can be companies from whom Encana has selected one or more specific individuals to perform a service (e.g., professional or technical specialists, temporary staffing agencies), or companies Encana has selected to perform a service without specifying the individuals who will provide the service (e.g., document reproduction services; services for drilling, completions and workovers). All contractors are engaged by Encana in a consistent and fair manner.

Business relationships with contractors are managed to ensure Encana's business interests are effectively served while maintaining compliance with legislation and Canada Revenue Agency guidelines.

Encana does not define a numerical target for the size of the contractor workforce relative to the size of the employee workforce.

1.1 Agreement with Incorporated Entities

- ◆ All contractors are engaged through incorporated business entities, under written agreements for services that clearly define:
- Encana's requirements for liability insurance and WCB coverage,

- Length of agreement term,
- Type of services to be supplied,
- Responsibilities of the contractor,
- Invoicing requirements and payment terms,
- Appropriate references to Encana's governance policies and practices.

Each contractor provides the business infrastructure to effectively manage its business operations and workforce (e.g., recruitment, hiring, training, provision and maintenance of specialized equipment, payroll administration).

Contractors are responsible for providing employee benefits to their own employees and are not eligible to receive employee benefits through Encana.

Services for Encana should not represent the sole source of annual income for the contractor's business entity.

1.2 Periodic Reviews

- ◆ The services and deliverables provided by contractors are reviewed periodically through the course of the terms of their agreements (i.e., no less than annually) and prior to engaging additional services to verify continued compliance with this practice.

Regulations

2.0 Occupational Health and Safety Act and General Safety Regulation

2.1 Encana's Responsibilities

- Ensure the health and safety of all workers at the work site.
- Inform contractors of any known or potential hazards.
- Provide orientation on EH&S issues specific to Encana's work sites.
- Designate a Prime Contractor where required. Encana will designate the Prime Contractor as follows:
 - a) Encana will conduct a pre-qualification audit on the safety program of the contractor.
 - b) Prime Contractor designation shall be in writing.
 - c) Prime Contractor responsibilities shall be reviewed with the contractor.

2.2 Contractor Company and Contractor Employee Responsibilities

- Establish and maintain a health and safety program.

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- Maintain insurance as required by Encana contract or Master Service and Supply Agreement (MSSA) specifications.
- Protect all personnel at the work site from the hazards associated with the work of the contractor, including the employees of the company, the contractor, any subcontractors, other authorized personnel, and the public.
- Comply with all regulatory requirements and Encana's instructions and provide notice to Encana of any non-compliance or potential non-compliance.
- Protect property and facilities from physical damage and environmental degradation.
- Ensure all personnel have the appropriate tools and equipment.
- Inspect the work site regularly and maintain appropriate documentation.
- Provide written safe work procedures for all high-risk jobs.
- Sign the *Contractor Acknowledgement Form* in this Handbook as confirmation that the information contained herein has been read and understood.

2.3 Contractor Employee Training

Encana expects that contractor personnel will have all training required to perform their job legally and safely.

It is the responsibility of the contractor to ensure that their personnel have all necessary safety training required prior to the commencement of the job.

This training could include:

- First Aid
- WHMIS
- TDG
- H₂S Alive
- Waste Management
- ATV
- Wildlife/Bear Awareness
- Ground Disturbance
- Confined Space Entry/Rescue

Generally, workers will require, at a minimum, WHMIS training, First Aid training (appropriate to the work site and their job), and H₂S Alive training. Additional site-specific training requirements will be determined and communicated by Encana.

2.4 Right to Refuse Work – Imminent Danger

The right and responsibility to refuse unsafe work is central to Occupational Health and Safety legislation in all jurisdictions. Encana supports a contractor's right to refuse any unsafe work. Encana expects that contractors will understand their obligations in this critical area.

Other worker's rights and responsibilities vary by jurisdiction and can include the "right to know" and the "right to participate". Encana's safety program supports these rights.

2.5 Working Alone

The contractor must have a means of establishing the well-being of their employees working alone in circumstances where there is a significant potential for disabling injury or illness, and when their employees working alone might not be able to get assistance in the event of a disabling injury or illness.

3.0 Workers' Compensation Legislation

3.1 Reporting of Work-Related Injuries or Illnesses

Encana requires immediate notification of all incidents. In addition, contractors are required to report work-related injuries or illnesses to the WCB for incidents involving their workers.

3.2 Insurance Coverage

Contractors must maintain WCB coverage in good standing for their personnel.

3.3 Return to Work Programs (modified work, light duty work)

Contractors must maintain a program to allow workers with minor injuries to continue working. The work must be meaningful and within the capabilities and restrictions of the injured worker.

4.0 Workplace Hazardous Materials Information System (WHMIS)

4.1 Responsibilities of Employers and Employees

Encana expects that contractors working with controlled products will be trained in WHMIS, use appropriate personal protective equipment, and will develop/follow procedures that minimize the risk of spill or injury. Contractors are expected to provide MSDS(s) for all controlled products they bring onto an Encana work site.

5.0 Transportation of Dangerous Goods (TDG)

5.1 Responsibilities of Employers and Employees

Anyone involved in the transport of dangerous goods must either be TDG certified or be closely supervised by someone who is. If such work becomes a frequent part of the job, full training and TDG certification must be provided.

Hazard Management

6.0 Hazard Identification

A hazard can be defined as any physical situation with a potential for injury, damage to property, or damage to the environment. While a work site may contain hundreds of hazards, the risk of injury or loss can be managed by identifying the hazard, assessing the risk, and implementing effective control measures, such as using equipment guarding, following safe work procedures, and wearing of personal protective equipment (PPE), etc.

6.1 Type of Hazards

- **Physical Hazards:** contact hazards that can cause injury such as cuts, burns, abrasions, etc.
- **Chemical Hazards:** fumes, gases, aerosols, corrosives, alkalis, chemicals, solvents, sprays, heavy metals, poisons, and pesticides, etc.
- **Environmental Hazards:** hazards such as noise, heat, cold, etc.
- **Biological Hazards:** hazards that can cause illness such as Hantavirus, allergies, etc.
- **Psycho-social Hazards:** stress, fatigue, boredom, long-term effects of shift work, etc.
- **Ergonomic Hazards:** cramped workspaces, improperly adjusted equipment, repetitive tasks, etc.

6.2 Methods for Identification

- Hazard identification programs
- Workplace inspections
- Safety audits

7.0 Hazard Assessment

Contractors must assess a work site and identify existing or potential hazards before work begins at the site and again at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions.

Contractors must document the hazard assessment, including the control measures, and ensure that affected workers are informed of the hazards and methods used to control or eliminate the hazards.

8.0 Hazard Control

8.1 Types of Control Measures

- **Engineered controls:** equipment guards, ventilation systems, substitution of less toxic chemicals, etc.
- **Administrative controls:** safe work procedures, safety training, and shift schedule design, etc.
- **Personal Protective Equipment:** respirators, hard hats, safety goggles, fire-retardant work wear, etc.

Personal Protective Equipment (PPE)

9.0 Common Types of PPE

PPE and safety equipment are to be worn where danger of personal injury exists. PPE DOES NOT eliminate the hazard - its purpose is to reduce the consequences of worker exposure to work site hazards.

Encana expects that contractors at the work site will use safety equipment appropriate to the job. Encana does not supply PPE to contractors. Contractors will not be allowed on Encana work sites without required PPE. Determinations of appropriate PPE are detailed in the site-specific orientation for each work site.

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- **Hard hats** must be CSA approved. Replace any hard hats that have taken a blow or that are more than 5 years old. Follow the manufacturer's instructions and do not paint or modify your hard hat. Inspect the suspension for wear and replace it when it appears worn.
- **Fire-retardant work wear** is required at all Encana sites where there is a potential for flash fire.
- **Nylon** or **synthetic clothing** must never be worn over or under any garment at any time on an Encana site that may have the potential for flash fire or explosion. 100% cotton, pure wool, or natural leather garments are acceptable beneath fire-retardant work wear.
- Carhart or equivalent heavy cotton duck material and leathers that are designed for the welding trade may be worn by welders and helpers on Encana sites. A layer of fire-resistant clothing under the top layer is highly recommended.
- Hard hat liners and balaclava head and face protection must not contribute to injury resulting from hazards in the work environment. Synthetic material is not allowed.
- **Boots** must be CSA-approved, Grade 1.
- **Eye protection** (safety glasses or goggles as appropriate) is required at all Encana operating facilities. Eye protection must be CSA approved. Safety glasses must have side shields.

- **Hearing protection** is required where there is a risk of exposure to noise greater than the regulated allowable limit for the jurisdiction in which you are working (generally 85 dBA).

10.0 Respiratory Protection

10.1 Gases, Fumes and Dust

Encana recognizes that some of the substances, which contractors may be exposed to at work, may have long-term health effects. This list includes but is not limited to: benzene, n-hexane, toluene, ethyl benzene, xylenes, methanol, polycyclic aromatic hydrocarbons (PAHs), formaldehyde, glycol, and hydrogen sulphide (H₂S).

Contractors must follow site-specific procedures for storage, working with/around, and disposal of hazardous substances to avoid any long-term health effects.

Good industrial hygiene should be practiced including:

- Wearing clean work clothes,
- Storing work clothes separately,
- Washing hands and face before eating,
- Drinking or smoking, and
- Using additional PPE when appropriate.

Keep exposures below regulated exposure limits. Be aware of occupational health hazards.

For the purposes of this document, hazardous substances are those substances for which there are established Occupational Exposure Limits (OELs).

10.2 Respiratory Protection Programs

Encana expects that all contractors who are required to use respiratory protection will be trained in its use, care, and limitations. Contractors are responsible for ensuring that their workers have been fit tested as required.

Where respiratory protective equipment may be required to be worn, personnel must be clean-shaven and, under these circumstances, beards, Vandykes, goatees or Manchurians are not acceptable. Exemptions will only be granted under the Encana Visitor's Guideline.

10.3 Gas Detection and Monitoring

Reasonable efforts will be extended to ensure that fire and explosion hazard potential at work sites and facilities are identified to contractors. Where a facility or work site is not equipped with fixed gas detection equipment, contractors are responsible to conduct initial gas detection and continuous monitoring to ensure their work activities do not produce a hazardous atmosphere, or their activities are not impacted by unforeseen hazardous atmospheres generated from their surroundings.

Contractors are to supply functional gas detection equipment and workers who are competent in its operation, maintenance, and limitations.

Safe Work Practices

11.0 Safe Work Procedures

Safe work procedures are step-by-step instructions for doing work the safest way, and it involves identifying materials, tools and equipment, including PPE. Safe work procedures usually contain emergency procedures and are required for high-risk jobs. Encana expects contractors to have and follow safe work procedures for all high-risk jobs they perform.

12.0 Permitting Systems

12.1 Different Types (e.g., hot work, vessel entry, excavation, etc.)

Different types of work permits may be required by a site to ensure safety precautions are taken when certain types of potentially hazardous work are undertaken. Some of the most common permits are noted below. Workers shall check with site supervision to determine if a work permit is required.

1. **Hot Work Permit** - permits work involving open flames, sparks, or other sources of ignition which could create a fire or explosion hazard in a hydrocarbon atmosphere.
2. **Confined Space Permit** - permits entry into spaces with restricted access or egress, such as fuel tanks, pipelines, pumping stations, process vessels, septic tanks, sewage digesters, manholes, vats, pits, etc.

3. Ground Disturbance - permits excavation.

Encana expects that contractors will follow the requirements of Encana's Safe Work Permit System. Safe Work Permits are used to communicate potential hazards and to identify required safety measures for a specified job. The receiver of the Permit must communicate the information on that Permit to all workers involved on the job via a tailgate or pre-job safety meeting.

Before the contractor/subcontractor commences work relating to any operating oil and gas facilities, they will discuss the work with the on-site supervisor and obtain an Encana Safe Work Permit as required. Whether a Permit is issued or not does not release the contractor from following safe work procedures.

13.0 Lockout and Tagout Systems

13.1 De-energizing Systems

Encana expects that when machinery is shut down for servicing, repairs, tests or adjustments, the equipment will be isolated, locked, and tagged out according to site-specific procedures. Equipment that is to be isolated must be locked out.

14.0 Equipment Isolation

14.1 Purging and Blinding

All harmful substances must be removed before any repair or modification work is begun on equipment, pipes or pipelines, and a blind flange should be installed. Any unit in which a blind flange has been installed must be clearly marked as containing the device.

Written procedures must be available that instruct the worker on the purging method and medium to be used, the use of a "blind list" to ensure placement and removal of the blinds (where suitable), and step-by-step instructions on performing the job.

15.0 Fire and Explosion Hazard Management

- ◊ R Encana expects that all contractors engaged in completions and well servicing operations will have fire and explosion prevention plans in place, that these plans will be available to workers, and that workers will be trained and have a clear understanding of fire and explosion hazard management. It is also expected that the services and equipment provided by the contractor address fire and explosion hazard management.

15.1 Critical Risk Factors

- ◊ R The critical risk factors must be considered when assessing fire and explosion hazards. While the risk of one of these factors may be low, the addition of other factors may significantly increase the risk to unacceptable levels.

Risk factors to consider:

- Liquid hydrocarbons
- Oil-based workover fluids
- Mixing of fluids
- Hydrogen sulphide (H₂S)
- Flow into closed systems
- Rapid pressure or temperature changes
- High pressures and temperatures
- Pre-existing trapped air
- Well hand-off (shift change)

16.0 Fire Prevention and Fire Extinguishers

16.1 Fire Prevention

Encana expects that contractors will supply fire suppression and protection equipment appropriate to the job they are doing and the jurisdiction in which they are working. When working in forested areas, there may be a regulatory requirement for additional firefighting equipment to be on site.

16.2 Fire Extinguishers

Using a fire extinguisher on a small fire and containing it until the fire department/additional firefighting resources arrive can save lives and/or property.

Portable fire extinguishers are not designed to fight large or spreading fires. Fire extinguishers are useful under certain conditions, and extreme care should be taken when attempting to extinguish any fire.

17.0 Scaffolding

17.1 Regulations

A competent person must erect all scaffolding.

17.2 Tagging

- Green: No Restrictions
- Yellow: Caution
- Red: Do Not Use
- No Tag: Do Not Use

18.0 Excavation and Trenching

18.1 Regulations

Hazards of working in a trench can include:

- Collapse
- Falling objects
- Hazardous gases

Regulations for proper shoring and piling must be adhered to at all times.

Encana requires that any ground disturbance or excavation deeper than 30 cm will be conducted under the supervision of an Encana representative who has successfully completed the Encana Ground Disturbance Training.

19.0 Working at Heights

19.1 Regulations

Fall protection regulations for the jurisdiction being worked in must be adhered to.

19.2 Fall Protection

A fall protection plan and rescue procedures must be in place where required by regulation. Certified fall protection and fall arrest equipment must be utilized for all overhead work.

20.0 Welding and Cutting

20.1 Safety Watch

A safety watch shall be in place for all welding and cutting activities.

20.2 Welding Hazards

Hazards of welding include the following:

- Ultraviolet radiation
- Fire explosion
- Exposure to toxic gases/ fumes/dusts

Appropriate personal protective equipment (PPE) as outlined in this Handbook must be worn.

21.0 Hot Work

Contractors hired to conduct hot work must obtain a Hot Work Permit from an Encana representative.

Continuous gas monitoring of the work area is required during the hot work.



It is considered hot work when:

- any activity that requires, produces, or sustains an ignition source is within 25 metres of facilities or hydrocarbon sources, or
- motor vehicles are within 7.5 metres of facilities or hydrocarbon sources.

22.0 Driving


Encana recognizes driving as the predominant hazard in our industry and expects that contractors have a means to ensure that their workers are continuously competent to operate vehicles or equipment.

Encana may look for the pulling of driver abstracts, driving oriented training programs, and effective closure of motor vehicle incidents as evidence of effective management of driving risks.

Contractors must be aware that their actions on roadways reflect directly on Encana's image and reputation with the public and our neighbors.

Please obey all posted and imposed conditions for roadway use.

23.0 Electricity and Electrical Equipment

 Contractors must follow electrical safe work practices and procedures when working around electrical equipment and power lines. See Overhead Power Lines - Safe Work Clearances for details.

A written hazard assessment must be completed, a work plan developed, and a Safe Work Permit issued when working on energized or de-energized electrical circuits.

Contractors are expected to provide and use PPE that meets regulatory, Encana-specific, industry, and manufacturers' requirements (e.g., flash hood, arc rated flash suit, voltage detector, rubber mats, etc.). PPE must be in serviceable condition (has current certifications) and appropriate to the nature of the job.

When performing electrical work, always take appropriate precautions against the hazards (shock, arc flash, fire, etc.) likely to be encountered with this type of work. In particular:

- All electrical guards and protective devices (including lockout and isolation) must be in place and functioning properly.
- Only qualified electricians, or apprentices under the direct supervision of a journeyman electrician, are permitted to make electrical repairs, except when site-specific minor electrical-related activities (e.g., changing light bulbs, disconnecting small motors, opening CP rectifiers) have been exempted from this requirement by the provincial authority.
- Consider every circuit to be energized until otherwise proven. Follow **TEST BEFORE TOUCH** procedures.
- Turn off the electrical power before changing a light bulb.
- When operating electrical equipment where there is a possibility of an arc flash, always stand to one side to avoid exposure to arc flash energy.
- Do not overload electrical systems.
- In an emergency when power lines are down, consider every wire, including fences and guy wires, to be energized. Only qualified personnel shall handle them.

- Electrical equipment must be kept clear of all obstructions; do not store materials inside, in front, behind, or on top of this equipment.
- All rooms, vaults, and other spaces containing electrical equipment are to be kept clean with unobstructed walking and working areas around them. Do not use these areas for storage of any materials.
- Report broken wire poles, guy lines, and any other equipment requiring repair to your supervisor when discovered. Repairs must be made promptly.
- Use the proper stopping control for all motors. The motor should only be disconnected by the main breaker in an emergency.
- All electrical equipment shall be provided with a local control station within the sight of the controlled equipment.
- All electrical maintenance tools must be in good condition and approved and certified for the work being done.
- Cleaning of electrical equipment must be done by a qualified person. Only approved materials may be used.
- Work must not be performed on pole lines, outdoor electrical services, or associated equipment during electrical storms except during an emergency.

- Wet rags are never to be placed on electrical equipment either to cool down the equipment or to dry the rags.
- The use of water for washing down equipment in the vicinity of electrical apparatus is not permitted.
- Poles supporting electrical wires or any type of electrical equipment are not to be used as a snub or dead man for winch lines on trucks or pickups.
- Any connected wire that is found on or near the ground shall not be touched by anyone except a qualified person.
- Only use extension cords, cheater cords, and heavy-duty extension cords that are in good condition and that are appropriate for the job.

24.0 Electronic Devices in Hazardous Areas



Follow these guidelines when using electronic devices in hazardous locations:

- To minimize the risk associated with using cellular phones while driving, users should always pull over and stop driving.
- Cellular phones, pagers, laptops, PDA's, and other commercially available electronic devices are generally not permitted to be taken into hazardous locations. The only exceptions are if these devices have recognized certifications for the hazardous location into which they shall be taken or if under the provisions of a Hot Work Permit.

- Know the locations where these devices are not permitted at the work site.
- Remember, cellular phone conversations are not secure and can be monitored by third parties; therefore, workers should assess the risk of their telephone conversations.

Common Workplace Hazards and Controls

25.0 Vehicles

Encana expects that contractor personnel will have valid driver's licences (and other certification as required) for the vehicles they use, that they will obey traffic laws, and that they will take basic safety precautions when driving.

Those contractors whose employees have completed the General Oilfield Driver Improvement Course for vehicles over 5,500 kg (12,000 lbs) GVW and the Oilfield Haulers Course for vehicles over 15,000 kg (33,000 lbs) GVW will be preferred candidates during the bid-for-work process.

26.0 Heavy Equipment

Heavy equipment must be equipped with safety devices as required by regulation. This includes rollover protection and backup alarms.

Contractor employees who work in close proximity to heavy equipment must be oriented to the hazards particularly blind spot recognition and avoidance.

27.0 Lifting

- Plan the lift before attempting it.
- Never lift anything too heavy - use a mechanical lift or get help.
- The best way to carry a heavy object is to grasp it with hands underneath, waist high, and up against the body.
- When completing a lift, follow the un-lift process - the reverse of the lifting process.

28.0 Tools

- Select the proper tool for the task.
- Inspect tools and equipment before use; if a tool is damaged or appears to be defective, do not use it. Tag it and report the deficiency.
- Only use the tool for the purpose intended and be aware of any safe work procedures.
- Workers should never use tools or equipment they are not qualified or properly trained to use. Be aware that some tools or equipment require certification to be able to use.

29.0 Ladders

- Ladders must be secured.
- When working around electrical equipment, choose an unpainted wooden or fibreglass ladder.

- Maintain three points of contact while on the ladder; have another worker hand up tools and equipment.

30.0 Compressed Air

- Compressed air should NEVER be used for cleaning workers or their clothing.
- Air hoses shall be properly secured to prevent accidental disconnection.

31.0 Compressed Gas Cylinders

- Storage areas shall be located away from general traffic paths and not adjacent to vehicle paths.
- Cylinders shall have valve protection caps in place whenever they are not connected.
- When transporting, cylinders must be secured and protective caps in place.

32.0 Housekeeping

- Equipment, tools, and materials left lying around present tripping hazards.
- Debris and oily rags are fire hazards.
- Material that is improperly stacked could topple over and injure someone.
- Snow and ice present slipping hazards.

33.0 Smoking

Smoking is only allowed in designated areas on the work site. This will be determined prior to the commencement of work by the Encana representative.

34.0 Impairment – Alcohol, Drugs and Fatigue

Encana prohibits the possession and use of illegal drugs and alcoholic beverages at their sites, including Encana work camps or other Encana-managed residences.

Encana expects that contractors will have an alcohol, drug, and substance abuse policy consistent with this prohibition.

The possession of these substances on the job may result in severe disciplinary action including dismissal.

Contractors must ensure the fitness of their workers to perform their jobs. Impairments may include but are not limited to: fatigue, illness, prescription drugs, emotional state, and hours of work.

Contractors must follow the Labour Code that governs hours of work and rest periods to minimize fatigue as a workplace hazard.

35.0 Ergonomic Hazards

Ten basic ways to reduce the risk of cumulative trauma injury:

- Keep everything in easy reach - prioritize by frequency of use.

- Reduce repetition - mix tasks.
- Work at proper heights - plus or minus elbow height.
- Provide clearance and access - avoid constricted layouts.
- Work in neutral postures - be comfortable.
- Minimize contact stress - take the pressure off.
- Reduce exertion or force - spread or lighten the load.
- Provide mobility and change of posture - stretch and take a micro-break.
- Minimize physical and mental fatigue - avoid overloading tasks and muscles.
- Maintain a comfortable environment - lighting, temperature, noise, etc.

36.0 Danger Trees

Encana expects that contractors working in areas where they may encounter hazards of danger trees will understand and adhere to applicable legislation.

A **dangerous tree** is any tree that poses a risk to worker injury because of its location, lean, physical damage, overhead hazards, deterioration of limbs, stem, or root system, or any combination of the above.

37.0 Diesel Engines

Encana expects that all diesel engine-powered equipment which is routinely used within 25 metres of a wellhead or an oil and gas facility will be equipped with a positive air intake shut-off. Encana recommends an automatically activated positive air shut-off to minimize the potential for workers to enter or re-enter a potentially hazardous area.

38.0 Firearms

Firearms are not permitted at any Encana facility or in any Encana vehicle.

39.0 Pets

Pets are not permitted at any Encana work site.

40.0 NORM

Naturally Occurring Radioactive Materials (NORM) concentrations above background levels present a hazard and have been identified at some Encana locations.

Encana will inform contractors of the NORM hazard during the site-specific orientation. NORM exposure has a tendency to occur during vessel cleaning, vessel entry, vessel inspection, pigging, and replacement or cleaning of filters.

41.0 Public Relations

◊ R Encana expects contractors and their workers to maintain positive relationships with other land users and surrounding areas:

- Treat neighbours with courtesy and respect while ensuring their personal safety.
- Ask the Encana representative about work locations that may have special requirements (landowner issues, weed control, hours of operations).
- Close all gates properly; maintain a neat work site; keep debris on the lease; do not litter; and remove markers or stakes when no longer necessary.
- Keep noise to a minimum; schedule work activities between 7 a.m. and 10 p.m.
- Follow traffic routes, obey all posted speed limits, and reduce speed when travelling on unpaved roads.
- Be aware of lease or easement boundaries.
- Be aware of ground conditions and agricultural activity in the area where you are working.
- Take appropriate means to control dust generation and be aware of irrigation areas and seeded crops growing on the lease. Do not move off leased areas.

42.0 Security (trespass)



Contractors (and their workers) who respond to alarms must follow Encana's intruder response or call-out procedures.

- Do not approach suspicious looking individuals; contact local law enforcement and report all suspicious activity at or near Encana property.
- Report all security incidents to the Encana representative.
- Contractors and their workers should avoid or remove themselves from confrontations with angry or disgruntled landowners.
- Keep gates, doors, and windows secured when Encana facilities and leases are unattended.
- Pipeline right-of-way and lease identification signs must be installed as per government regulations.
- Trespass constitutes those travelling on behalf of Encana who stray off the land right-of-way from which they are assigned to conduct their business. Off right-of-way refuse and debris is also considered trespass.

Note: These trespassing behaviours can compromise Encana's reputation and its relationship with adjacent landowners and will not be tolerated.

- Penalties to trespassers may include subrogation for damages and work suspension.

Common Oil and Gas Industry Hazards and Controls

43.0 Rotating Equipment

- Equipment such as flywheels, drive shafts, and water pumps can pose the hazards of catching ill-fitting clothing (including loose-fitting gloves), jewelry, and long hair. Most rotating equipment have guards; workers shall ensure guards are in place before using equipment.
- For rotating equipment that cannot be fitted with guards, safety procedures and other controls shall be in place to identify the hazard and minimize the risk.

44.0 Portable Heaters

- Only competent, trained workers can install, ignite, and service portable heaters (gas, electric, oil, etc).
- All use and maintenance must strictly follow the manufacturer's specifications.
- Ensure adequate ventilation to avoid buildup of exhaust gases.

45.0 Pipe Handling

- Standing or walking on pipe should be avoided. A wooden platform or planking shall be used.
- Tiers of pipe must be properly blocked and secured to control the hazard of rolling pipes.

- Do not use hands and feet to position pipe as this allows for great risk of crushing injuries.
- Never walk or work under a suspended pipe, unless the load is fully secured or supported by blocking. All loads must be controlled by tag lines.

46.0 Winching/Towing

- Workers shall never be between the winching vehicle and the load being winched.
- Always wear leather gloves when handling cable to avoid punctures from protruding strands of cable wire.
- Use hand-over-hand action; the winch line should not be allowed to slip through a worker's hands.
- If towing a vehicle, be aware of muddy conditions; tire chains may be required.
- Slack shall be taken up until the line is taut; then steady power should be applied to control both vehicles.
- The equipment used, the attachment apparatus and the process used to extract a stuck vehicle must not create a hazard as a result of shock loading from a running start.

47.0 Valves

- Trying hard to open a stubborn valve can cause strains and sprains through overexertion. If the valves suddenly give, excessive force can cause a fall.

- Opening a valve can change the pressure in the pipe and the release of energy can produce enough force to blow a valve or gasket. Valves should never be operated by a worker who has not been properly trained to do so.

48.0 Overhead Lines

R When working near energized overhead power lines:

- Equipment operation is not permitted within 7 metres (horizontal or vertical distance) of an overhead power line without first contacting the utility or power line owner/operator to obtain the voltage of the overhead power line.

Operating Voltage of Overhead Power Line Between Conductors	Safe Limit of Approach Distance for Persons and Equipment
0 - 750 V Insulated or Polyethylene Covered Conductors (Note 1)	0.30 m (12")
Above 750 V, Insulated Conductors (Notes 1 & 2)	1.0 m (40")
0 - 40 kV	3.0 m (9'10")
69 kV, 72 kV	3.5 m (11'6")
138 kV, 144 kV	4.0 m (13')
230 kV, 240 kV	5.0 m (16'5")
500 kV	7.0 m (23')

Table Notes:

1. Conductors must be insulated or covered throughout their entire length to comply with these groups.
 2. Conductors must be manufactured to rated and tested insulation levels.
- If the voltage has been obtained, then work may proceed closer to the power line but no closer than following safe limits of approach distances.
 - If work is to proceed closer than the safe limits of approach, then an on-site utility or power line owner/operator representative must directly supervise the work, and the work shall not proceed if this is not the case.
 - When working within a 7-metre distance from an overhead power line, a designated safety watch or flag person must assist to ensure that the safe limit of approach is not violated.
 - Work in the vicinity of power lines shall only be conducted during daylight hours.
 - Do not store material or equipment directly under or adjacent to an overhead power line.
 - Do not place earth or other material under or adjacent to an overhead power line in such a manner that the minimum ground clearance would be reduced.
 - All contacts with sources of electrical energy must be reported and investigated.

- If an energized power line is inadvertently struck, occupants in a vehicle shall remain in the vehicle and never step from the cab to the ground until it is safe to do so.

49.0 Underground Lines

- All underground energized lines must be marked before any ground disturbance is undertaken.
- Encana requires that any ground disturbance or excavation deeper than 30 cm will be conducted under the supervision of an Encana representative who has successfully completed the Encana Ground Disturbance Orientation and reviewed the Ground Disturbance Practice.

50.0 Ground Disturbance

- Encana has aligned its ground disturbance practices with Petroleum Safety Council Industry Recommended Practice (IRP) #17.
- Contractors must follow the Encana Ground Disturbance Practice and contractor employees must take the Encana Ground Disturbance Orientation. Sticker and certificate are provided as confirmation.

Exploration Hazards and Control

Geophysical exploration presents unique hazards that must be mitigated by the contractor to ensure safe work performance for Encana. These unique hazards include, but are not limited to:

General Safety Orientation for Contractors

- Terrain
- Slashing
- ATVs
- Dangerous wildlife
- Helicopters
- Explosive handling and detonation
- Cold/heat stress and exposure

Geophysical contractors must have a safety program in place that addresses all hazards before commencement of work.

Rig Hazards and Control

Drilling, completions, and workovers present unique hazards that must be mitigated by the contractor to ensure safe work performance for Encana. These unique hazards include but are not limited to:

- Spinning chain
- Hammer unions
- Steam lines/de-icing
- Rotary table
- Air hoist
- Boilers
- Cathead
- Drawworks
- Tongs
- Dangerous wildlife
- Raising/lowering derricks
- Perforating
- Hazardous chemicals

Drilling, completion and workover contractors must have a safety program in place that addresses all hazards before commencement of work.

Oilfield Trucking Hazards and Control

Oilfield trucking contractors must have a program in place that addresses all hazards before commencement of work.

Oilfield trucking presents unique hazards that must be mitigated by the contractor to ensure safe work performance for Encana. These unique hazards include but are not limited to:

Truck Mounted Cranes

- All operators of hoisting, lifting, and mobile equipment must be competent, which may require regulatory certification.
- Equipment operators must conduct a visual inspection prior to commencement of work.
- All equipment must be operated within the manufacturer's specifications and certified where applicable.
- Tag lines must be used by swampers.

Opening/Closing Boomers

- The proper method for using boomers and snipes must be used at all times.

Loading/Off-Loading Flammable Products

- Bonding and grounding must be in place to dissipate potential static electricity ignition sources.

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- The engine must be recognized as a source of ignition and positioned at least 7 metres upwind from the tank and no part of the tank truck must be in the dyke area.
- An initial hazard assessment and continuous gas monitoring are required.
- There must be notification to Encana on arrival and departing from the location.

Production and Plant Hazards and Control

Encana-operated production facilities present unique hazards that must be mitigated by the contractor to ensure safe work performance for Encana. These unique hazards include but are not limited to:

- High-pressure lines (including steam)
- Ignition sources, including static electricity
- Noise
- Confined spaces
- Product storage

Encana production and plant hazards and controls will be communicated to all contractors during a site-specific orientation before commencement of work.

Emergency Response

51.0 Emergency Response Procedures

Encana requires that contractors have their own Emergency Response Plans in place for the work that they do.

It is also critical that contractors understand their responsibilities under Encana's Emergency Response Plan. You will be briefed on the detail during your site-specific orientation.

Details that you need to know shall be recorded below.

Emergency Response Contact List

Contacts

Encana 24 Hour:	(403) 645-3333
Local 24 Hour (if applicable):	
Encana Representative:	
Phone:	
Nearest first aid is available at:	
Phone:	
Nearest hospital is :	
Phone:	
In case of fire, call:	
Phone:	
Local Police/ RCMP:	
Phone:	
Other:	
Mustering point in the event of an incident:	

Safety Communications

52.0 General

With the potential of many hazards on a work site, clear communications are vital. Information needs to be exchanged between Encana supervisors, workers and the contractors/subcontractors on the work site. It is very important that everyone on the work site is aware of work to be undertaken, the hazards and control measures to be taken, and the procedures to be followed.

53.0 Site-Specific Orientation

Workers entering onto an Encana site shall expect to receive an orientation specific to the hazards, procedures, and Emergency Response Plan for that particular site. They may also expect to be quizzed to ensure that they have understood the information presented. It is common that completed orientations are documented and filed by the company. The site-specific orientation will include:

- Verification of contractor competency and certification,
- Site hazards,
- Site controls to reduce/eliminate the hazards,
- Emergency response “need to know” items, and
- Signature/record of site-specific orientation.

54.0 Pre-Job Meetings

It is a good safety practice to hold a meeting of all workers involved or impacted by a job or task before beginning work. The purpose of the meeting is to review hazards, precautions, and roles and responsibilities for the upcoming work. Meetings shall be documented, as should all safety meetings.

55.0 Tool Box/Tailgate Meetings

The contractor will conduct regular tool box/tailgate meetings. The items discussed shall apply to the work in progress and the health and safety of all workers. Contractors are required to record the minutes and make a note of the participants. These meetings should be used as a forum to discuss recent incidents and corrective actions.

Communication Tools may include but are not limited to:

- Safety meeting minutes,
- Safe Work Permits,
- Confined space entry checklists,
- Management of change guidelines,
- Ground disturbance guidelines, and
- Risk assessment worksheets.

56.0 Safety Meetings

Safety meetings are usually held on a regular basis, e.g., monthly. This is an opportunity for all workers to gather to discuss general safety concerns which can result from incidents or changing conditions, or to introduce improvements so safe work conditions can be maintained.

57.0 Reporting

57.1 Hazard Reporting

If a worker encounters a hazard that cannot be immediately corrected, it is expected that the worker will report the hazard to site supervision. Use of the *Hazard Identification for Encana Work Sites Form* is encouraged.

57.2 Incident Reporting

Encana requires immediate notification of all incidents, vehicle collisions, spills, releases, regulatory violations, and near misses at Encana work sites. Immediate contact must be followed up with written incident reports within 24 hours. Under no circumstances should anyone disturb the scene of an incident that may be investigated, except to reduce the hazard or protect lives.

57.3 Spill Reporting

All spills shall be reported immediately. Some spills require reporting to government agencies. Be aware of spills creating slipping and other hazards. If safe to do so, clean up the spill immediately.

Environmental Management

58.0 Environmental Legislation

- ◆ Contractors must be aware of, and comply with, any and all federal, provincial, and/or municipal environmental legislation and regulations pertaining to activities they conduct on behalf of Encana.

59.0 Hazardous Material and Fuel Storage

- ◆ Encana requires all temporary storage facilities for hazardous materials, including fuels and solvents, be provided with secondary containment. The location of temporary storage tanks must be approved by an Encana supervisor.

Leaks from temporary storage tanks and associated piping are a major source of soil and groundwater contamination. As well, storage of flammable and/or toxic liquids and gases can potentially be a hazard to public safety. Selecting appropriate tanks, placing these tanks in an appropriate location, and using proper secondary containment facilities can reduce these hazards.

Contractors are responsible for the care and control of any hazardous materials they bring to an Encana work site. This includes being responsible for any costs associated with the cleanup and remediation of the spill or release of hazardous materials in their care and control.

60.0 Heritage Resources

- ◆ If any evidence of a heritage resource (historical artifacts, archaeological sites) is found at the site, stop work and notify your Encana supervisor immediately. Encana will have the site evaluated by a qualified archaeologist. Do not recommence work at the affected location until authorized to do so by Encana.

A heritage resource survey of your site may have been completed and heritage resource areas may have been identified and marked. Contractors must be aware of these areas and every effort must be made to avoid damaging or otherwise disturbing these sites.

61.0 Soil Conservation

- ◆ All excavation, earth moving, soil stripping, and brush clearing activities must be conducted in a manner that preserves the soil and permits future land reclamation or restoration.
- Competent personnel must identify soil horizons.
 - Topsoil and other soil horizons must be kept separate during construction.
 - Measures to control soil, wind, and water erosion must be implemented.
 - Erosion barriers (silt fences) and surface contouring should be used as appropriate.

- Construction and heavy traffic should be limited to times when conditions are dry or frozen to the extent practical.

62.0 Spill Response

- ◊ Contractors are responsible for the cleanup and remediation to the satisfaction of Encana of any spills they cause. All spills at Encana work sites must be reported to Encana immediately and be managed in accordance with regulatory requirements.

63.0 Waste Management

- ◊ Wastes generated on behalf of Encana (i.e., construction waste) should be managed in accordance with regulatory requirements and Encana instructions. Contractors are responsible for the proper management of waste generated solely by them (i.e., construction equipment used oil).


Waste materials must be stored in a safe and environmentally responsible manner. Records must be kept of all wastes generated, stored, and disposed of. Disposal methods are always subject to Encana's approval.

Waste management starts with material and process selection. When selecting a material (i.e., a degreaser), plan for disposal or recycling of the excess and the waste material prior to ordering.

When waste materials are generated, they should be segregated in a way that minimizes the need to dispose and the costs of disposal. Recyclables should be separated from non-recyclable materials.

Mixing (i.e., mixing of waste oil with a non-recyclable liquid) may reduce disposal options and increase the disposal costs.


64.0 Water Crossing

 Water crossings include but are not limited to:

- Temporary and permanent bridges,
- Road crossings using culverts,
- Pipeline crossings, and
- Cable crossings.

Water crossings are regulated under provincial and federal legislation. Contractors must ensure that they have proper authorization to construct any water crossings at an Encana work site and must understand and comply with any and all conditions associated with the crossing authorization.

65.0 Water Diversion and Withdrawal

 Provincial and federal legislation requires that an approval or license be obtained prior to undertaking a construction activity in a water body or diverting or using water from a surface water body or groundwater source. Contractors must ensure that they have the proper authorization to withdraw and use surface water for use at an Encana work site and that they follow the jurisdiction-specific requirements governing the removal of water from surface water bodies (minimum flow, intake fish screens, etc.).

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Contractor Acknowledgement

Contractor hereby acknowledges receipt of the Handbook entitled **General Safety Orientation for Contractors** developed by Encana. Contractor understands that this Handbook is intended to provide only an overview of oilfield-related safety practices and procedures subscribed to by Encana, as well as a general corporate statement regarding health, safety and environmental matters. Contractor acknowledges that the general framework contained in this Handbook has been, and will continue to be supplemented by detailed practices and procedures specific to particular Encana operations. Contractor will become thoroughly familiar with and abide by Encana requirements as reflected in this Handbook and other company and regulatory requirements. The Contractor Representative will review all pertinent safety practices/regulations with his or her employees and subcontractors prior to commencing work at any company location.

This Acknowledgement Form shall not alter or amend the terms of its written contractual arrangement with Encana, nor shall it alter the status of Contractor as an independent Contractor. Contractor acknowledges its obligation, as reflected in its written contractual agreement with Encana, to take responsibility for compliance with all safety and environmental rules, regulations, ordinances, and other laws.

Contractor acknowledges that the guidelines contained in the Handbook are designed to mitigate, to the extent possible, the occurrence of incidents at the work site. However, Encana does not warrant or guarantee that incidents will not occur. The Contractor is responsible for ensuring that all employees, subcontractors, and company personnel in the Contractor's work area comply with these

practices and that persons or property are protected from injury and damage as a result of Contractor's operations on the work site.

Contractor should immediately direct any questions, comments or concerns that arise relating to this Handbook or any other company safety matter to the responsible on-site representative for Encana.

Contractor Sign-off

Record(s) of completed contractor acknowledgements must be retained on site or on file for a period of 1 year.

General safety orientation handbook, sticker, and certificate are colour coded and must be issued to those who complete the orientation as proof and validation of their orientation.

The orientation certificate and sticker must have the same colour code to be valid.

I, _____, the Contractor (or the Contractor representative), acknowledge receipt and acceptance of the Encana **General Safety Orientation for Contractors**.

Signature (Contractor) _____

Company Name (Print) _____

Date (MM/DD/YYYY) _____

Signature (Encana Representative) _____

Name (Print) _____

Location _____

Encana Orientation Sticker



***** Peel and stick**

***** Colour coded to each revision of Contractor Handbook.**

Encana Orientation Card



This is to certify that

_____ of _____
Name Company

Has read and understood the Encana General Safety Orientation for Contractors

_____ Encana Representative
Issue Date

Version 1

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**IN CASE OF
EMERGENCY CALL**

(403) 645-3333

(24 HOURS)