

# HSE Site Specific Supplemental Requirements - Retail



## SUPPLEMENTARY HSE REQUIREMENTS

This appendix defines Retail business unit specific HSE requirements to be complied with by the Supplier while performing services at retail/commercial work sites. Such requirements are in addition to, and not in replacement of, the requirements in HSE Schedule 3.3. If clarification is required, please contact your Cenovus representative.

## PETROLEUM ORIENTED SAFETY TRAINING (“POST”)

All repair and maintenance and construction work at a Cenovus Retail or Commercial Site (Husky or ESSO Branded) must comply with the Petroleum Oriented Safety Training (POST) program requirements. POST is a safety program available to member companies, which provides a consistent approach to safety for workers regardless of client. Refer to [www.posttraining.ca](http://www.posttraining.ca) for more information and to access the POST training site.

Work at a Cenovus Retail or Commercial Site (Husky or ESSO Branded) must comply with the following requirements:

1. Supplier employees are required to be certified with Petroleum Oriented Safety Training (“POST”) prior to arriving on site, and to ensure that any of its subcontractors performing Services for Cenovus are also certified with POST prior to arriving on site.
2. Supplier must ensure that any of its employees or subcontractors performing Services at a worksite have completed POST Level 1 training, and that such training is renewed annually.
3. Supplier must ensure that its supervisors, foremen and managers, whether employees or subcontractors, have completed POST Level 2 training, and that such training is renewed annually.
4. Suppliers must ensure that its employees and subcontractors comply with all POST requirements when performing Services for Cenovus, including any updates or revisions to such requirements.
5. Suppliers must ensure that its invoices include copies of completed POST documentation associated with the Services. Failure to include such documentation may result in a delay in payment of an invoice.
6. Cenovus must be entitled to conduct an audit of Contractor to verify compliance with the terms of this Amendment, including an audit of Contractor’s on-site records.

## EMERGENCY RESPONSE

In addition to EMERGENCY RESPONSE in HSE Schedule 3.3:

For any emergency or incident on site, the supplier must notify their Cenovus point of contact, as well as an attendant/staff member if the site is operational (open to customers). If unable to notify their Cenovus point of contact, and an attendant/staff member, the supplier must notify the Cenovus Retail 24-hr emergency line at 1-877-395-5107 of the emergency/incident.

## WORK SITE ACCESS

In place of WORK SITE ACCESS in HSE Schedule 3.3:

The supplier's representative must contact the Cenovus Project Manager, Construction Manager or Maintenance Manager for permission for their crew to enter the location and to receive site-specific requirements and scope of work information. This is only required prior to the first time visiting this location for this specific scope of work and is not required for subsequent visits related to this scope of work.

### **WORK AUTHORIZATION AND PERMITTING**

In place of WORK AUTHORIZATION AND PERMITTING in HSE Schedule 3.3:

Construction, Maintenance and Environmental Project activities at Husky or ESSO Branded Retail and Commercial sites (gas stations, cardlocks and bulk plants) do not utilize the Cenovus work authorization process.

Work at a Husky or ESSO Branded Retail and Commercial Work Site must be authorized by the Cenovus Project Manager using the Petroleum Oriented Safety Training (POST) Project Clearance Certificate (PCC).

The supplier must comply with and utilize all aspects of the POST program where Cenovus is the owner or operator. This includes but is not limited to using the applicable forms which may include: Project Clearance Certificate (PCC), Maintenance Safe Work Permit, Daily Safe Work Permit, Job Safety Analysis (JSA), and Critical Checklist(s).

By use of the PCC, the supplier must confirm the hazards and risk rating will be mitigated, and if other hazardous tasks are undertaken, an updated copy of the POST PCC will be sent to the owner representative (the Cenovus/Husky Environmental Project Manager, Cenovus/Husky Construction Manager, or the Cenovus/Husky Maintenance Manager,) prior to work commencement at the site.

### **CRANES, HOISTS AND LIFTING DEVICES**

In addition to CRANES, HOISTS AND LIFTING DEVICES in HSE Schedule 3.3:

The supplier must also comply with and utilize all aspects of the POST program associated with Cranes, Hoists and Lifting Devices. The supplier must comply with the provisions of Cenovus's POST PCC and the supporting applicable Maintenance Safe Work Permit, Daily Safe Work Permit, Job Safety Analysis (JSA), and Critical Checklist(s) for Heavy-Equipment-Lifting and Critical-Lifting.

### **FALL PROTECTION**

In addition to FALL PROTECTION in HSE Schedule 3.3:

The supplier must also comply with and utilize all aspects of the POST program associated with Fall Protection. The supplier must comply with the provisions of Cenovus's POST PCC and the supporting applicable Maintenance Safe Work Permit, Daily Safe Work Permit, Job Safety Analysis (JSA), and Critical Checklist(s), for fall protection, Working-at-Heights, and Fall-Protection-Rescue-Equipment.

### **CONFINED AND RESTRICTED SPACES**

In addition to CONFINED AND RESTRICTED SPACES in HSE Schedule 3.3:

All confined space entry work at a Husky or ESSO Branded Retail and Commercial site (gas station, cardlock or bulk plant) must be authorized by the Cenovus Project Manager using the Petroleum Oriented Safety Training (POST) Project Clearance Certificate (PCC).

The supplier must also comply with the provisions of Cenovus's POST PCC and the supporting applicable Maintenance Safe Work Permit, Daily Safe Work Permit, Job Safety Analysis (JSA), and Critical Checklist(s) for Confined Space and Tankfield-Sump-Entry.

### **CONTROL OF HAZARDOUS ENERGY**

In addition to CONTROL OF HAZARDOUS ENERGY in HSE Schedule 3.3:

The supplier must also comply with and utilize all aspects of the POST program associated with Control of Hazardous Energy. The supplier must comply with the provisions of Cenovus's POST PCC and the supporting applicable Maintenance Safe Work Permit, Daily Safe Work Permit, Job Safety Analysis (JSA), and Critical Checklist(s) for Lock-Out / Tag-Out (LOTO).

### **GROUND DISTURBANCE**

In addition to GROUND DISTURBANCE in HSE Schedule 3.3:

Ground Disturbance work at a Husky or ESSO Branded Retail site must be performed in accordance with the Cenovus Ground Disturbance Requirements. The Intricate Work Area (IWA) section defines additional requirements for ground disturbance activities performed on Husky or ESSO Branded Retail sites. Process and task specific information required by the contractor are communicated in the Retail Ground Disturbance Work Instruction. Prior to commencing ground disturbance activities on a Husky or ESSO Branded site, the locate information, ground disturbance locations, and work methodologies are provided in accordance with the Work Instruction and approval will be provided by the Cenovus Project Manager by way of a signed Retail Ground Disturbance Authorization.

The supplier must also comply with and utilize all aspects of the POST program associated with Ground Disturbance for any ground disturbance greater than 25 cm. The supplier must comply with the provisions of Cenovus's POST PCC and the supporting applicable Maintenance Safe Work Permit, Daily Safe Work Permit, Job Safety Analysis (JSA), and Critical Checklist(s), for Shallow-Excavation-Boring-Drilling, Deep-Excavation, and Vacuum Truck, as applicable.

### **WELDING, CUTTING, AND GRINDING**

In addition to WELDING, CUTTING, AND GRINDING in HSE Schedule 3.3:

The supplier must also comply with and utilize all aspects of the POST program associated with Welding, Cutting, and Grinding. The supplier must comply with the provisions of Cenovus's POST PCC and the supporting applicable Maintenance Safe Work Permit, Daily Safe Work Permit, Job Safety Analysis (JSA), and Critical Checklist(s), for Hot Work.

### **ELECTRICAL WORK**

In addition to ELECTRICAL WORK in HSE Schedule 3.3:

The supplier must also comply with and utilize all aspects of the POST program associated with Electrical Work. The supplier must comply with the provisions of Cenovus's POST PCC and the supporting applicable Maintenance Safe Work Permit, Daily Safe Work Permit, Job Safety Analysis (JSA), and Critical Checklist(s) for Lock-Out / Tag-Out (LOTO).

## **TEMPORARY BARRICADES**

In addition to TEMPORARY BARRICADES in HSE Schedule 3.3:

The supplier must also comply with and utilize all aspects of the POST program associated with the POST Barricading Standard.

## **NON-INTRINSICALLY SAFE COMMUNICATION DEVICES AND TOOLS/EQUIPMENT**

The supplier is responsible to ensure that non-intrinsically safe communications devices (e.g. cell phones) and tools/equipment (e.g. drills) , are not used within work areas where there could be any flammable vapours or explosive atmosphere. The supplier must fully comply with all electrical classification requirements. Exceptions require atmospheric testing to confirm area remains free of flammable vapors.

The supplier must ensure that all workers are aware of the hazards of non-intrinsically safe communications devices and tools/equipment, and communicate any necessary controls, requirements, or precautions.

## **CRITICAL CONTROL SYSTEM SHUTDOWN AND INTEGRITY**

The supplier must comply with and utilize all aspects of the POST program associated with Integrity of Critical Control Systems. The supplier must comply with the provisions of Cenovus's POST PCC and the supporting applicable Maintenance Safe Work Permit, Daily Safe Work Permit, Job Safety Analysis (JSA), and Critical Checklist(s), for Integrity of Critical Control Systems. Critical Control systems may include but are not limited to: Emergency Shut Down (ESD) – Petroleum, Emergency Shut Down (ESD) - Car Wash, Tank/ Monitoring System (VeederRoot or equivalent), Burglar Alarm/Panic Button, Personal Emergency Transmitter (PET), Fixed Emergency Transmitter (FET), Line Leak Detector (associated with STP), Automatic Front Door Lock (remote door lock system), Fire Extinguisher(s), Fire Suppression Systems.

## **VACUUM OR HYDROVAC TRUCK**

The supplier must comply with and utilize all aspects of the POST program when utilizing a Vacuum or Hydrovac truck. The supplier must comply with the provisions of Cenovus's POST PCC and the supporting applicable Maintenance Safe Work Permit, Daily Safe Work Permit, Job Safety Analysis (JSA), and Critical Checklist(s), for Vacuum Truck.