

SERVICE PROVIDER

# Expectations Manual

v.7 January 2024



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# Revision Summary

## Revision History

Rev	Description	Date
4.2	Company name and template updated. Minor content updates throughout.	29-Apr-2020
5	Added <a href="#">High Pressure Exclusion Zone</a> . Minor content updates throughout.	31-Jan-2022
6	Added requirements on electrical overhead lines and handling of tubulars.	31-Dec 2022
7	General updates; added DISA mandate.	31-Dec-2023

## Safety Message

Welcome to Ovintiv's Service Provider Expectations Manual – we are glad to be working with you.

At Ovintiv, safety is a foundational value. We care about your health, wellbeing, and safety above all. We believe that we are all responsible for our own safety as well as the safety of those around us. Everyone is accountable for making safe decisions – we all own safety.

As a partner in our success, we expect our service providers to have the same level of commitment to safety and ensure your company's work is performed in a safe, responsible manner consistent with Ovintiv's standards and practices.

If we cannot do it safely, we will not do it at all – safe work always. Ovintiv's Stop Work Program is in place to enable anyone at any time the opportunity, and right, to stop any job where there is a recognized unsafe condition. We view the ability to Stop Work as a responsibility each of us have.

We uphold ONE company-wide safety standard. Although we have operations across North America, we work together as one for your safety and wellbeing.

A safe operation is an efficient operation. If we take short cuts believing that they will improve efficiency, the likelihood of an incident occurring increases drastically. This compromises our values and increases the level of risk for everyone.

We focus on preventing serious injuries and fatalities (SIF). While we do not want any injuries, it is unacceptable to have conditions or actions on our locations that may lead to life-altering or life-threatening incidents. We ask that you join us in looking out for each other on location so that we all will leave location in the same way we arrived.

Your commitment to these values is essential to each of us accomplishing these goals.

Best regards,



Greg Givens  
Chief Operating Officer



Dave Lye  
Vice President, EH&S/Reg Affairs/Security

# 1 Overview and Introduction

## 1.1 Purpose

This Service Provider Expectations Manual (SPEM) is intended to provide guidance to Ovintiv's service providers (and their subcontractors) regarding the mandatory environmental, health, and safety (EH&S) program requirements necessary to work at Ovintiv field locations. Service providers are expected to incorporate Ovintiv's requirements into their EH&S management system prior to commencing work under an Ovintiv agreement. Ovintiv's EH&S requirements are referenced in our service agreements and contracts and are binding.

This document replaces all previous versions of the SPEM and/or the Contractor Expectations Manual and is uncontrolled when printed.

Service providers are subject to the SPEM requirements, and are required to subscribe to ISNetworld (ISN), if any of the following apply:

- The company performs services onsite in the field (including one-person companies).
- The company hires subcontractors or third parties to perform work onsite in the field.
- The company is a subcontractor, consultant, or third party (anyone) hired by an Ovintiv service provider to perform work onsite in the field.
- The company trucks/transport to field locations and/or loads or unloads deliverables.
- The company is an air charter carrier performing field-based services (e.g., aerial photography).
- The company installs tagged equipment (e.g., pumps, compressors, vessels).
- The company installs bulk materials (e.g., pipe supply and install, concrete supply and placement).
- The company is an Ovintiv designated vendor managed contractor (VMC).

The term "service provider" includes, but is not limited to, a company's employees, consultants, contractors, and subcontractors. In addition, the term "workers, staff, or employees" is inclusive of subcontractors.

## 1.2 Prequalification and Performance Management

One of the methods Ovintiv uses to strengthen its overall EH&S performance and reduce EH&S risk is through consistent service provider prequalification and performance management. To assist with this effort, Ovintiv uses a tool called ISNetworld (ISN). ISN is used to prequalify service providers and to collect and review the service providers' written EH&S programs and other data, to ensure they meet Ovintiv and regulatory requirements.

Ovintiv has specific criteria for service providers required to have an ISN account. Ovintiv refers to these service providers as “ISN-required”. To be qualified for work, all service providers must maintain a PASS grade in ISN. Conducting work with a FAIL grade may jeopardize the service provider’s ability to work for Ovintiv. Accountability for maintaining an Ovintiv acceptable grade within ISN lies solely with the service provider.

Ovintiv uses the ISN bulletin board and email distribution system to communicate health and safety program and training requirements, as well as EH&S alerts, advisories, and bulletins. Service providers are expected to view the messages section of ISN and activate all email alerts from Ovintiv.

Service providers subject to Ovintiv’s ISN prequalification (ISN-required) shall:

- Maintain a current ISN subscription.
- Maintain current ISN contact information.
- Ensure all service provider employees working on Ovintiv locations have been properly set up in ISN.
- Maintain a PASS grade; otherwise not be cleared to work on Ovintiv locations.
- Subscribe to applicable ISN notifications to ensure there are no lapses of scorecard requirements.
- Maintain yearly total recordable incident frequency (TRIF) for the USA, maintain quarterly total recordable frequency rate (TRF) for Canada, and other related statistics as required on Ovintiv’s ISN scorecard.
- Upload applicable certificates of insurance.
- Upload applicable Workers Compensation Board (WCB) (Canada) or Experience Modification Rate (EMR) (USA) ratings.
- Read, acknowledge, and understand the Ovintiv’s SPEM. Service provider will upload a signed acknowledgement form into the client specific section of ISN.
- Ensure that the key points of Ovintiv’s expectations are reflected in their EH&S management system, which is communicated and adhered to by applicable workers and subcontractors, and that documentation of this communication is maintained.
- Upload and maintain required written EH&S programs. Service providers’ EH&S programs must be submitted through ISN RAVS for evaluation and scoring, which will then be verified by Ovintiv throughout the supplier lifecycle, with the intent of continuous improvement and consistent service provider EH&S performance management.
- Complete the Ovintiv Safety Culture Questionnaire.
- Complete any additional Ovintiv ISN scorecard requirements.



Site visitors are not required to be subscribed in ISN. Visitor status may be granted to non-operating personnel requiring access to Oviniv field sites to attend meetings, classroom training, planning work, or participating in tours. Visitors must obtain approval before arriving on an Oviniv field work site. Oviniv site supervisors retain final authority over the presence of visitors on field work sites even if other parties have approved the visit. Site visitors always require an Oviniv escort while at the work site to ensure their safety.

In addition to ISN-related requirements, all service providers must:

- Be a registered legal entity (Oviniv will not enter agreements with individuals).
- Provide proof of a corporate tax number.
- Provide proof of insurance as required by the Oviniv agreement.
- Be the entity responsible for the performance of the work (subsidiaries are not automatically included in a parent company's agreement).
- Register for electronic invoicing and comply with rate validation processes if requested by hiring manager.
- Comply with Oviniv's Supplier Code of Conduct.

### 1.3 Oviniv Core EH&S Programs

At a minimum, service providers and their subcontractors are expected to develop, implement, and maintain all relevant EH&S programs and components listed in this document.

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**OVINIV CORE:** The following programs are considered "core" programs and must be included in the EH&S management system/safety program of all service providers and their subcontractors regardless of the type of work performed:

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- [Management Commitment \(Core\)](#)
- [EH&S Verification and Audit \(Core\)](#)
- [Safety Training \(Core\)](#)
- [Alcohol and Drugs \(Core\)](#)
- [First Aid and Emergency Medical Services \(Core\)](#)
- [Fit for Duty; Fitness for Work \(Core\)](#)
- [Health Hazard Assessment and Control \(Core\)](#)
- [Personal Protective Equipment \(Core\)](#) and [Personal Gas Monitors](#)
- [Emergency Preparedness \(Core\)](#)
- [Emergency Response and Incident Management \(Core\)](#)
- [Fire and Explosion Hazard Management \(Core\)](#)
- [Hazard Assessment and Risk Management \(Core\)](#)
- [Pre-Job Safety Meetings \(Core\)](#)

- [Safe Vehicle Operations \(Core\)](#)
- [Job Safety Analysis/Hazard Assessment/Safe Work Permit \(Core\)](#)
- [Short Service Employees \(Core\)](#)
- [Materials and Waste Management \(Core\)](#)
- [Spill Prevention, Reporting and Management \(Core\)](#)

These programs are based on general safety practices and principles, as opposed to being directly related to the type of work performed by service providers.

These programs will be populated in ISN under RAVS requirements. Where ISN does not have a RAVS requirement for the above listed programs, service providers must still include them in their management systems. Ovintiv's specific expectations for each of these programs are addressed in this document. Further program expectations may be included in ISN or within relevant regulations.

## **1.4 Written Program Exemptions**

Service providers are asked to select their work type(s) when completing an ISN profile. Work types are based on the work that the company is qualified or licensed to perform, not on the specific scope of work that may be performed for Ovintiv (and shall include the work type(s) of subcontractors).

The work type(s) selected in ISN determine the work-related safety programs that are required, in addition to the core programs above. Ovintiv-specific expectations for work-related safety programs are included in this document.

Ovintiv will not provide exemptions from written program requirements. It is each service provider's responsibility to make this determination and to provide adequate documentation as to why a written program does not apply, and to make this documentation available upon request.

## **1.5 Regulatory Disclaimer and Industry Standards**

The information in this manual is intended for general use and may not apply to every circumstance. It is not a definitive guide to all government regulations across the jurisdictions in which Ovintiv operates, and it does not exempt the service provider from its responsibilities under applicable regulations. Regulatory requirements supersede those of this document, except in the case where Ovintiv's requirements are more stringent.

Service providers shall know and comply with all applicable laws, regulations, codes, statutes, and any other regulatory requirements, as well as industry standard practices in the jurisdiction in which they work. Service providers shall define a process for identifying and complying with all applicable EH&S regulations, as well as communicating and making this process available to workers and subcontractors.

Ovintiv expects service providers to inform the Ovintiv site supervisor immediately if a service provider or one or more of its workers are approached or contacted by a regulatory agency or any member of the public, at any time regarding any aspect of work on an Ovintiv location.

## 1.6 Ovintiv Policies and Acknowledgements

Ovintiv work sites and disciplines may have additional site- or scope-specific EH&S requirements that the service provider is expected to follow. These will be identified to the service provider during the contracting and planning phases of the work. Additional policies and practices service providers are expected to follow are located on the [Current Suppliers](#) page on Ovintiv's website ([www.ovintiv.com](http://www.ovintiv.com)), in the Expectations and Practices section.

If any doubt arises as to the meaning or interpretation of these requirements, or if any conflict is identified between service provider policies or practices and those of Ovintiv, service providers must consult with their Ovintiv site supervisor.

Ovintiv's SPEM is incorporated by reference into all master service agreements (MSAs). "Master service agreement" is a generic term that includes, but is not limited to master service agreement, master service and supply agreement, master transportation agreement, etc. Additional requirements may exist in service orders, blanket orders, purchase orders, and other agreements and contracts.

**Appropriate disciplinary action, up to and including termination of agreements, will be taken based on the severity of the violation and individual circumstances for not following Ovintiv's policies.**

## 1.7 Management Commitment (Core)

**OVINTIV CORE PROGRAM:** Safety is a foundational value at Ovintiv and applies to everyone involved directly and indirectly in our activities. As such, it is expected that our service providers management is equally committed to safety.

The service providers EH&S management system/safety program must have an EH&S management commitment component that meets industry best practices and applicable regulations.

Service providers shall:

- Ensure adequate resources allocated to drive health and safety performance and excellence.
- Ensure clear direction and expectations through health and safety policies.
- Establish, monitor compliance with, and enforce EH&S responsibilities for every level of their organization including themselves.
- Engage and communicate with workers regarding EH&S performance standards and expectations by:
  - Being knowledgeable of the company EH&S management system and programs.
  - Demonstrating leadership by setting and achieving personal and companywide EH&S performance objectives.
  - Visiting field operations and participating in safety tours, inspections, safety meetings, and campaigns.

- Monitoring completion of the EH&S related corrective actions and continuous improvement objectives.
- Develop and implement such policies, practices, procedures, guidelines, training, and other programs to effectively meet or exceed Ovintiv's EH&S requirements and ensure their subcontractors are held accountable for Ovintiv's policies, practices, procedures, guidelines, training, and other programs.

## **1.8 Subcontractor Management**

Service providers are responsible for the subcontractors they bring onto Ovintiv locations, including transportation companies. This section applies to those service providers that employ subcontractors to work on Ovintiv work sites.

Service providers who have Ovintiv MSAs, contracts, purchase orders, etc. are contractually responsible for prequalifying and managing any subcontractor that they choose to engage. The named recipient of a contract to provide services to Ovintiv will be held accountable to manage their subcontractors as per their own workers.

Service providers who utilize subcontractors must have a subcontractor management component in their EH&S management system/safety program that meets industry best practices and applicable regulations.

Service providers shall:

- Maintain and validate a list of selection criteria for subcontractors, which at a minimum must include:
  - WCB status and premium rate statements (Canada only).
  - EMR (USA only).
  - 3-year rolling TRIF and other applicable injury/incident statistics.
  - Evaluation of subcontractor's workers training and competency requirements and records.
- Communicate Ovintiv's health and safety program requirements and evaluation of their capability to comply with the service provider's safety program.
- Include subcontractor's workers in orientations, hazard assessments, safety meetings, and pre-job meetings.
- Have a process for conducting subcontractor health and safety assurance on Ovintiv job sites.
- Have methods for taking responsibility for all subcontractor incidents, inspections, leading/lagging indicators, and all resulting corrective actions.
- Identify a list of all subcontractors in Ovintiv Safety Culture Questionnaire.
- Maintain all prequalification documentation and provide to Ovintiv for review upon request.
- Complete ISN's RAVS protocol for subcontractor management (if assigned).

## 1.9 EH&S Verification and Audit (Core)

**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must have a verification and audit component that meets industry best practices and applicable regulations.

### Internal Audits

Service providers shall:

- Conduct periodic internal audits and inspections of its work sites, equipment, tools, and subcontractors, consistent with their own programs.
- Maintain records of these audits and inspections, making them available to Ovintiv upon request.

### Ovintiv Audits and Inspections

Service provider EH&S programs are initially evaluated by Ovintiv during the prequalification process by evaluating and scoring ISN entries, as well as other prequalification requirements.

EH&S performance of service providers is also verified in the field on a continual basis by Ovintiv operational and EH&S workers, in the form of spot checks and inspections.

Ovintiv also conducts formal EH&S audits on service providers to ensure the expectations communicated in this document are being adhered to through management system and associated written program implementation. Ovintiv may require service providers to submit their (and their subcontractor's) EH&S program and performance information to support Ovintiv's evaluation and verification activities (prequalification, audits, inspections, RAVS Plus, etc.).

Service providers are to provide full and diligent support for Ovintiv's auditing activities including site access, requested documentation, and availability of personnel for interviews to Ovintiv personnel or third parties operating on Ovintiv's behalf to conduct any health and safety evaluation or verification activity.

If selected to take part in an EH&S audit, the service provider is responsible for the following:

- Being readily available prior to, during, and after the audit.
- Administration and logistics for the audit team including workspace, meeting space and access to field locations, operations, and workers.
- Providing relevant EH&S documents and records to demonstrate conformance to the requirements listed in this manual.
- Addressing all corrective actions identified in the audit report.



## ISN RAVS Plus

Ovintiv participates in ISN's RAVS Plus program. ISN RAVS Plus is a records review of assigned RAVS-required written programs by trained ISN auditors. While service providers are not required to participate, Ovintiv encourages participation as a means of supporting continuous improvement. Ovintiv may award points to the ISN scorecards of service providers that take part in a RAVS Plus audit.

## Certificate of Recognition and Small Employer Certificate of Recognition (Canada Only)

The Certificate of Recognition and Small Employer Certificate of Recognition program is strongly encouraged for all service providers in Canada and is recognized within Ovintiv's ISN performance grading. Specific work groups or types within Ovintiv may require a certificate of recognition (COR) or small employer certificate of recognition (SECOR) to work for Ovintiv.

### 1.10 Firearms and Weapons

Dangerous weapons include but are not limited to firearms of any type (i.e., shoulder weapons and handguns), archery bows, explosives, fixed-blade or switch-blade knives, batons, electroshock devices (e.g., tasers, stun guns, etc.), martial arts instruments, and chemical agents.

The possession and/or use of dangerous weapons on Ovintiv premises, which include but are not limited to leased or operated property, field locations, offices, buildings, parking structures, in vehicles, or on aircraft, are prohibited without explicit written authorization from Ovintiv. This includes individuals licensed by a government authority. All requests for authorized possession of a dangerous weapon shall be submitted to and reviewed by Ovintiv corporate security, the operating area vice president, and will be evaluated in consultation with the EH&S vice president. In limited situations, an appropriate pocket or folding utility knife (less than 8 in/20 cm in total length) that is required for a legitimate business purpose can be authorized by Ovintiv.

Service provider personnel who observe a person in possession of a dangerous weapon, as described above, on or in Ovintiv premises, shall immediately report the occurrence to an Ovintiv site supervisor or authority.

### 1.11 Smoking, Vaping, and e-Cigarettes

Smoking on Ovintiv premises is restricted to designated smoking areas only. Smoking includes the use of electronic smoking devices such as e-cigarettes and e-cigars. Designated smoking areas are designated by company facility management in accordance with applicable jurisdiction, bylaws, and legislation. Designated smoking areas must be in safe locations that by design or structure, reduce or eliminate the likelihood of second-hand smoke. All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.

## **1.12 Courtesy Matters**

The Courtesy Matters® program is focused on respectful and courteous conduct in the communities and work sites where Ovintiv operates. The program is designed to minimize everyday disturbances that may occur in association with work activity. Being a good neighbor in the communities where Ovintiv personnel live and work requires that Ovintiv mitigates its impacts related to dust, noise, lighting, garbage and waste, traffic, gates, and road and lease activities. This program is a shared responsibility of all workers and demonstrates Ovintiv's commitment to respectful and responsible operations in the communities where it operates.

Courteous conduct is a prerequisite for maintaining Ovintiv's social license to operate. Courtesy Matters offers a benchmark for courteous behavior and reinforces Ovintiv's expectations for appropriate actions.

## **1.13 Life Saving Rules**

Ovintiv has adopted the International Association of Oil & Gas Producers and Energy Safety Canada's Life Saving Rules (LSRs). These rules establish a consistent approach to prevent serious injuries and fatalities. The opportunity to standardize LSRs across industry reduces rule confusion and increases Ovintiv's ability to deliver better safety outcomes. See Ovintiv's LSRs in [Table 1](#) below:

Table 1: Ovintiv's Life Saving Rules

 <p><b>Confined Space</b></p> <p><b>Obtain authorization before entering a confined space</b></p> <ul style="list-style-type: none"> <li>Confirm energy sources are isolated.</li> <li>Confirm the atmosphere has been tested and is monitored.</li> <li>Check and use breathing apparatus when required.</li> <li>Confirm there is an attendant standing by.</li> <li>Confirm a rescue plan is in place.</li> <li>Obtain authorization to enter (CSHA).</li> </ul>	 <p><b>Working at Height</b></p> <p><b>Protect yourself against a fall when working at height</b></p> <ul style="list-style-type: none"> <li>Inspect fall protection equipment before use.</li> <li>Secure tools and work materials to prevent dropped objects.</li> <li>Tie off 100% of the time to approved anchor points while outside a protected area.</li> <li>Ensure guard rails are in place.</li> </ul>	 <p><b>Work Authorization</b></p> <p><b>Work with a valid permit when required</b></p> <ul style="list-style-type: none"> <li>Confirm whether a permit is required.</li> <li>This JSA/HA/SWP is required for hot work and confined space entry (CSE).</li> <li>In addition to this JSA/HA/SWP, a separate CSE-specific hazard assessment is required for CSE.</li> <li>Ensure you are authorized to perform the work.</li> <li>Understand the permit.</li> <li>Confirm that hazards are controlled, and it is safe to start.</li> <li>Stop and reassess if conditions change.</li> </ul>	 <p><b>Energy Isolation</b></p> <p><b>Verify isolation and zero energy before work begins</b></p> <ul style="list-style-type: none"> <li>Identify all energy sources.</li> <li>Confirm that hazardous energy sources have been isolated, locked, and tagged.</li> <li>Check that there is zero energy and test for residual or stored energy.</li> <li>Ensure isolation checklist is complete.</li> </ul>	 <p><b>Line of Fire</b></p> <p><b>Keep yourself and others out of the line of fire</b></p> <ul style="list-style-type: none"> <li>Position yourself to avoid: <ul style="list-style-type: none"> <li>Moving objects</li> <li>Vehicles</li> <li>Pressure releases</li> <li>Dropped objects</li> </ul> </li> <li>Establish and obey barriers and exclusion zones.</li> <li>Take action to secure loose objects and report potential dropped objects.</li> </ul>
 <p><b>Bypassing Safety Controls</b></p> <p><b>Obtain authorization before overriding or disabling safety controls</b></p> <ul style="list-style-type: none"> <li>Understand and use safety-critical equipment and procedures that apply to the task.</li> <li>Obtain authorization before: <ul style="list-style-type: none"> <li>Disabling or overriding safety equipment.</li> <li>Deviating from procedures.</li> <li>Crossing a barrier.</li> </ul> </li> </ul>	 <p><b>Driving</b></p> <p><b>Follow safe driving rules</b></p> <ul style="list-style-type: none"> <li>Always wear a seatbelt.</li> <li>Do not exceed the speed limit and reduce speed for road conditions.</li> <li>Do not use phones or operate devices while driving.</li> <li>Ensure you are fit, rested and fully alert while driving.</li> <li>Follow journey management requirements.</li> </ul>	 <p><b>Hot Work</b></p> <p><b>Control flammables and ignition sources</b></p> <ul style="list-style-type: none"> <li>Identify and control ignition sources.</li> <li>Before starting any hot work: <ul style="list-style-type: none"> <li>Confirm flammable material has been removed or isolated.</li> <li>Obtain authorization.</li> </ul> </li> <li>Before starting hot work in a hazardous area: <ul style="list-style-type: none"> <li>Confirm a gas test has been completed.</li> <li>Confirm gas will be monitored continually.</li> </ul> </li> </ul>	 <p><b>Safe Mechanical Lifting</b></p> <p><b>Plan lifting operations and control the area</b></p> <ul style="list-style-type: none"> <li>Confirm the equipment and load have been inspected and are fit for purpose.</li> <li>Only operate equipment that you are qualified to use.</li> <li>Establish and obey barriers and exclusion zones.</li> <li>Never walk under a suspended load.</li> </ul>	 <p><b>Fit for Duty</b></p> <p><b>Be in a state to perform work safely</b></p> <ul style="list-style-type: none"> <li>Ensure you are in an appropriate physical and mental state to perform assigned duties.</li> <li>Commit to not being under the influence of alcohol or drugs.</li> <li>Inform a supervisor immediately if you or a co-worker may be unfit for work.</li> </ul>

The Life Saving Rules apply at all times when carrying out work for Ovintiv or at Ovintiv locations. Ovintiv encourages all service providers to integrate these LSRs into their day-to-day tasks in the following ways:

- Pre-job planning.
- Safety meetings.
- Risk assessments.
- Observations and walkabouts.
- In the event of a stop work situation.

**Service Provider personnel who observe a Life Saving Rule being broken or compromised should *Stop the Job* if it is safe to do so.**

**This intervention may be the last chance to prevent a serious injury or fatality from occurring.**

It is crucial that service provider workers know and follow the LSRs when performing work for Ovintiv or when working on an Ovintiv site. Ovintiv understands that service providers may already have their own versions of LSRs. Ovintiv fully supports service providers' adherence to their safety standards, as long as these standards align with Ovintiv's.

Failure to comply with the LSRs when performing work for Ovintiv or when working on an Ovintiv site will be fully investigated and work activity will be suspended until corrective actions are developed and implemented. A service provider found to have knowingly violated the Life Saving Rules will potentially be the subject of a review disciplinary action, up to and including **termination of the MSA**.

## **1.14 Security and Security Investigations**

Service providers are responsible for immediately reporting any security incidents (e.g., theft, trespassing, vandalism or destruction of property, illegal dumping, fraud, conflicts of interest, disobeying the dangerous weapons policy, threats, etc.) to an Ovintiv site supervisor. Ovintiv reserves the right to conduct reasonable suspicion searches or inspections of people or property at any time, at its discretion, and with or without notice. Such searches may include personal effects and vehicles if they are on or in Ovintiv premises.

## **2 Safety Training and Competency Management**

Service providers must fulfill minimum training and orientation requirements prior to beginning work on Ovintiv locations. Service providers have the responsibility to provide appropriate instruction and training to ensure that their employees and subcontractors are competent to perform their jobs safely. The service provider is responsible for providing safety and job specific training for its workers, unless otherwise stated in their Ovintiv contract or agreement.

The cost of training delivered by third parties is the responsibility of the service provider. Service providers whose business is based in one country but provides services in another country are required to meet the training, orientation, and competency management requirements for the country in which the work will be performed.

## 2.1 Safety Training (Core)

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**OVINTIV CORE PROGRAM:** All service provider's EH&S management system/safety programs must have a safety training and competency component that meets industry best practices and applicable regulations.

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Service providers shall also:

- Establish and maintain a training matrix that meets Ovintiv requirements and reflects the health and safety orientations and training programs required to be completed by service provider workers and subcontractor workers.
- Document certification, training, and on-the-job training required and received by their workers and subcontracted workers.
- Provide proof of individual training records upon request.

The minimum safety training requirements for Canada/USA are identified in [Table 2](#) below:



**Table 2: Minimum Safety Training Requirements**

Topic	Required in		Comments
	Canada	USA	
Safety Orientation	yes	yes	See Safety Orientation (Section <a href="#">2.2</a> ) for details.
General Safety Awareness: <ul style="list-style-type: none"> <li>Minimum of 10 hours training</li> <li>One-time training</li> <li>OSHA 10 – can use OSHA 510 (Construction) or OSHA 511 (General Industry) depending on services provided</li> </ul>	no	yes	Satisfied through one of the following: <ul style="list-style-type: none"> <li>OSHA 10</li> <li>OSHA 5810</li> <li>PEC SafeLand USA</li> <li>IADC Rig Pass</li> </ul>
H <sub>2</sub> S <ul style="list-style-type: none"> <li>H<sub>2</sub>S Alive® (Canada)</li> <li>H<sub>2</sub>S Certification (USA)</li> </ul>	yes	yes	
Workplace Hazardous Materials Information System (WHMIS)	yes	no	See Transport Canada's guidelines for more information on training criteria.
First aid, CPR, AED	yes	yes	<ul style="list-style-type: none"> <li>Minimum of one crew member per work location.</li> <li>Renewal varies depending on accrediting organization.</li> </ul>
Bear Awareness	yes	no	Required for service providers working in areas where bears may be present.
Detection and Control of Flammable Substances	yes	no	<p>All workers utilizing a personal gas monitor or who will be using gas detection equipment must have basic level training indicated within the Energy Safety Canada.</p> <p><a href="#">Fire and Explosion Hazard Management (FEHM) Program Development Guide</a></p>
Ovintiv Electrical Safety Orientation	yes	yes	<p>To be completed by the service provider's electrical supervisor, manager, and/or director to acknowledge their understanding of the Ovintiv employer requirements for electrical related work.</p> <ul style="list-style-type: none"> <li>Delivered via ISN.</li> </ul>
Ovintiv Ground Disturbance Orientation	yes	yes	<p>To be completed by workers performing ground disturbance activities.</p> <ul style="list-style-type: none"> <li>Delivered via ISN.</li> </ul>
Ovintiv site-specific safety orientation	yes	yes	<ul style="list-style-type: none"> <li>Contact an Ovintiv site supervisor to schedule. See Safety Orientation (Section <a href="#">2.2</a>) for details.</li> <li>Must retake orientation if conditions change or new hazards are identified at the work site.</li> </ul>
Transportation of Dangerous Goods (TDG)	yes	no	Workers that coordinate the shipping, handling, and/or transportation of dangerous goods.

## 2.2 Safety Orientation

Workers are required to complete a safety orientation prior to performing work at any Ovintiv operations site and must show proof of completion when asked.

- In Canada, the Energy Safety Canada's common safety orientation (CSO) is required.
- In the USA, Ovintiv's general safety orientation for service providers (GSOSP) is required.

The CSO is available through third-party providers, while the GSOSP is delivered through ISN.

To access GSOSP, service providers must create a user account in ISN for each person who will be working on Ovintiv field sites, including all subcontractors. The orientation may then be assigned to each worker through their individual profiles.

## 2.3 Supplemental Training Information (Canada)

Workers with certification in one jurisdiction may be considered to meet the minimum provincial requirements (i.e., provincial equivalency) of another jurisdiction in the following cases:

- Alberta (AB): If the worker has current first aid certification from an agency that is appropriate in another Canadian jurisdiction, it is automatically recognized in Alberta, provided the workplace first aider is competent in applying the legal requirements for first aid in Alberta.
- British Columbia (BC): If the worker's Alberta training certificate contains either the word "industrial" or "workplace", it is accepted as equivalent.

## 2.4 Site-Specific Orientation

Service providers entering an Ovintiv work site for the first time must receive a site-specific orientation from the Ovintiv site supervisor. If work site conditions change or new hazards are identified, individuals must have the site-specific orientation updated before entering the work site.

# 3 Occupational Health and Industrial Hygiene Programs

The service provider's EH&S management system/safety program must have an occupational health and industrial hygiene component that meets industry best practices and applicable regulations.

The service provider's program must also address requirements identified in the following sections.

### 3.1 Alcohol and Drugs (Core)

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**OVINTIV CORE PROGRAM:** Ovintiv prohibits the use, possession, distribution, and sale of illegal drugs, drug paraphernalia, and alcoholic beverages as well as the misuse of prescription and over-the-counter medications on or at its work locations. This includes substances that may be legal in some states or provinces but is still prohibited by federal law or Ovintiv policy.

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Service providers are expected to:

- Develop and enforce alcohol and drug policies and practices that are consistent with Ovintiv's own policy and its related practices and agreements while conducting business or providing services for, or on behalf of, Ovintiv.
- Provide proof of their applicable alcohol and drug policies and practices upon request by Ovintiv.
- Cooperate with audits of those policies and practices as required to ensure consistency with Ovintiv's policies and practices.

Service providers are responsible for enforcing the requirements of their alcohol and drug programs among their employees, subcontractors, and workers who do business or who work on Ovintiv premises.

Failure to have an acceptable policy and practice, or failure to take actions in accordance with applicable policies and practices, may result in termination of the service provider's agreement for services with Ovintiv. For further details on service provider responsibilities and specific USA and Canada requirements, see the [Current Suppliers](#) page on Ovintiv's website ([www.ovintiv.com](http://www.ovintiv.com)).

Ovintiv expects service providers to prohibit any worker from entering or remaining on an Ovintiv work site while their ability to work is affected by alcohol or drugs, including prescription and over-the-counter medications. Service providers are expected to know when their workers are taking prescription drugs that could impact their fitness for work. When a worker is taking prescription drugs that could impact their work, or trigger a positive drug test, that worker should go through a medical officer review (specifically by DISA in the USA) to assess fitness for work. Validation that the review was completed should be available to Ovintiv upon request. This will alleviate the worker being removed from location should their prescription trigger a positive test during random drug testing.

Any service provider worker found in violation of this requirement, or who refuses to cooperate with searches and tests included in this program or the service provider's policy, shall be removed by the service provider from Ovintiv property, and barred from performing work for Ovintiv. See [Fit for Duty; Fitness for Work \(Core\)](#) for additional information.

On property owned or leased by Ovintiv, Ovintiv reserves the right to search or inspect service providers' workers and property at any time, at Ovintiv's discretion and with or without notice. Such searches may include personal effects and vehicles. Ovintiv routinely conducts canine drug and alcohol detection scans at its work sites.

Service provider workers directly involved in an EH&S incident or near hit may be subject to a drug and alcohol test for determining whether the worker was fit for duty at the time of the incident or near hit.

### USA-Specific Alcohol and Drug Requirements

Ovintiv's drug and alcohol requirements will be managed by DISA Global Solutions' nationally accepted programs, the DISA Exploration and Production Contractors Consortium (EPCC), and/or the DISA Department of Transportation (DOT) consortium if employees of service providers are performing DOT functions. These programs provide standardized testing and real time monitoring and compliance tracking to Ovintiv. Service providers must be enrolled with DISA as their third-party administrator. It is the service provider's responsibility to keep its worker rosters updated and to ensure employees are current on random tests. New service provider workers will not be allowed to perform work on Ovintiv work sites until their initial pre-employment drug test has cleared as negative. Any service providers found to be in violation of this policy will be required to leave the location. Service providers' testing forms shall be kept on location or at a nearby collection site or clinic in sufficient quantities to test their site crews at all times.

## 3.2 First Aid and Emergency Medical Services (Core)

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**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must have a first aid and emergency medical services component that meets industry best practices and applicable regulations.

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The service provider's first aid and emergency medical services program must:

- Ensure at least one crew member per crew per shift is first aid and CPR certified.
- Ensure first aid supplies are readily available.
- Ensure first aid kits are adequate for the job and are inspected periodically to ensure they are adequately stocked.
- Include preparations for transportation to the nearest health care facility in the event of an incident.
- Ensure emergency eye wash equipment is readily available if chemical hazards are present.

Medical service providers must be aware of any controlled products on the work site (i.e., as identified on safety data sheets) and ensure appropriate first aid treatment and facilities for the controlled products are in place.

## 3.3 Fit for Duty; Fitness for Work (Core)

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**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must have a fit for duty component that meets industry best practices and applicable regulations.

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Fitness for work applies to workers on schedule or on call for Ovintiv, on Ovintiv premises, and during all business activities undertaken during Ovintiv's operations, whether conducted on or off company premises.

Ovintiv considers workers unfit for duty if injury, illness, physical or psychological health issues, fatigue, or the use of drugs or alcohol could result in a reduced ability to perform work safely or effectively.

The service provider's fit for duty program must:

- Ensure employees are physically capable of performing their job functions.
- Require drug and alcohol screening for pre-employment, post-incident, or reasonable suspicion, as prescribed by the host facility.
- Include monitoring employee activities and behaviors to determine if employees should be removed from the work site.
- Require workers to notify their supervisors if their ability to perform their duties safely may be impacted due to a health issue; examples include, but are not limited to, while taking medication (either prescription or over the counter), fatigue, use of drugs or alcohol, or when suffering from physical or psychological conditions.
- Develop, enforce and comply with fitness for work practices that are consistent with Ovintiv's Fitness for Work Practice on the [Current Suppliers](#) page on Ovintiv's website ([www.ovintiv.com](http://www.ovintiv.com)) in the Expectations and Practices section.

### 3.4 Health Hazard Assessment and Control (Core)

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**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must have a health hazard assessment and control component that meets industry best practice and applicable regulations.

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Service providers must also:

- Communicate chemical, physical, ergonomic, indoor air quality, and biological hazard control procedures to affected workers.
- Create and implement exposure control plans for the following hazards if encountered on site:
  - Benzene
  - Heat and cold exposure
  - Noise
  - Naturally occurring radioactive materials (NORMs)
  - Silica
  - Bloodborne pathogens
  - Hydrogen sulfide (H<sub>2</sub>S)
  - Oil based drilling fluids
  - Carbon dioxide (CO<sub>2</sub>)



- Not bring a hazardous chemical to, or utilize a hazardous chemical on, an Ovintiv work location unless that material was expressly approved for use by Ovintiv.
- Submit an accurate inventory of all chemical, physical, and biological hazards on site to the Ovintiv site supervisor, whenever necessary.

### 3.5 Personal Protective Equipment (Core)

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**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must have a personal protective equipment (PPE) component that meets industry best practice and applicable regulations.

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Service providers must also:

- Wear, inspect, adjust, store, and care for PPE and personal gas monitors in accordance with manufacturers' recommendations.
- Replace existing PPE with new and/or like-kind PPE, when the condition of existing PPE renders it no longer effective.
- Provide appropriate training for their workers and subcontractors for the selection, use, inspection, care, and maintenance of PPE.

At a minimum, Ovintiv requires the following PPE to be worn on site that meets or exceeds regulatory minimum requirements.

#### Flame-Resistant Clothing

Flame-resistant clothing (FRC) must provide full-body coverage.

In Canada, FRC must have reflective strips on the outermost layer and meet or exceed the requirements in:

- NFPA 2112, Standard on Flame-Resistant Clothing for Protection of Industrial Personnel Against Short-Duration Thermal Exposures from Fire.
- CGSB 155.20, workwear for protection against hydrocarbon flash fire and optionally steam and hot fluids.

In the USA, FRC shall meet or exceed the requirements in NFPA 2112.

#### Hard Hats

Hard hats shall comply with ISEA Z89.1-2014, American National Standards for Industrial Head Protection.

Ovintiv's minimum requirement is a Type I, Class E hard hat. Metal, fiberglass, and Stetson-style hard hats may not be worn at Ovintiv locations or on Ovintiv work sites.

#### Safety Footwear

In Canada, safety footwear must comply with CSA Z195, guideline for selection, care, and use of protective footwear. It must also:

- Have either of these visible designs:
  - Green triangle.
  - Omega symbol.
- Be oil and acid resistant.
- Extend up the leg a minimum of 6 in.

In the USA, foot protection must comply with ASTM F2413, Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear.

## Eye and Face Protection

Safety eyewear must be worn by service provider workers while at Ovintiv locations or on Ovintiv job sites. All safety eyewear must be applicable to the task undertaken and hazards encountered.

- In Canada, safety eyewear must meet CSA Z94.3, eye and face protectors.
- In the USA, safety eyewear must comply with ISEA Z87.1, American National Standard Occupational and Educational Personal Eye and Face Protection Devices and be marked as such.

Service provider workers who wear prescription eyewear may either wear safety eyewear over top of their prescriptive glasses, if the safety eyewear is designed to fit in that manner, or prescription eyewear that meets the requirements of ISEA Z87.1.

## Hand Protection

Hand protection is required where there is a likelihood that hazards may lead to hand injury. Workers are responsible to assess, identify, and control hand hazards prior to completing the task. Service provider must evaluate and assign gloves specific to the hazards of the task.

## Chemical Suits and Aprons

Body protection from chemical and biological hazards is required when there is a reasonable likelihood that the hazardous agent will encounter the body of the worker. Refer to the safety data sheets of the chemicals in use for the appropriate PPE.

## Hearing Protection

Appropriate hearing protection devices are required in areas in accordance with:

- Signage at Ovintiv locations.
- Measured noise levels between 85 dBA and 104 dBA.
- Hazard Assessment and Safe Work Permit (HA/SWP)(CAN) or Job Safety Analysis (JSA)(US) requirements.
- Applicable regulations and standards.

Double hearing protection and signage is required at or over 105 dBA.

## Respiratory Protection

Any service provider who provides respiratory protection to their employees must have a written respiratory protection plan that meets the applicable requirements of the country in which they are operating. All respirators must conform to standards set forth by the National Institute of Occupational Safety and Health (NIOSH) and be NIOSH-certified.

The use of SCBA/SABA is required under the following conditions:

- Atmospheres with less than 19.5% oxygen (deficient).
- Atmospheres with greater than 23% oxygen (enriched).
- Atmospheres with immediately dangerous to life or health (IDLH) levels; IDLH conditions may require additional controls.
- Unacceptable atmospheres where air purifying respirators (APRs) cannot be used such as for methanol or H<sub>2</sub>S.
- Atmospheres above the maximum use concentration (MUC) of APR.
- Unknown atmospheres.

Air purifying respirators (APRs) can only be used under the following conditions:

- Atmospheres with oxygen levels between 19.5% and 23%.
- Atmospheres containing contaminant concentrations above exposure limits but below the IDLH or MUC.

Compressed breathing air must be of good quality and conform to the following standards:

- In Canada: CSA Z180.1, compressed breathing air and systems.
- In the USA: CGA G-7.1, Commodity Specification for Air.

Compressed breathing air shall be recharged and tested every six months.

## Other

Additional PPE may be required, based on the nature of the work to be performed, as identified in the HA/SWP, JSA, or risk assessment. Service provider workers must utilize PPE that meets or exceeds regulatory requirements or Ovintiv's PPE requirements based on contract, task needs, PPE assessment, and/or safety data sheet requirements.

During the JSA/HA/SWP process, hair, jewelry, and loose clothing that could potentially cause an incident during operations shall be identified and removed or controlled. The service provider shall enforce a policy requiring workers to tie back, contain, or cover excess hair when working around moving equipment. Jewelry, including rings and watches, shall be removed if wearing them interferes with the protection offered by PPE, or if they have the potential to cause an incident during the work or job task.

### 3.6 Personal Gas Monitors

At Ovintiv work sites that can have a risk of exposure to an explosive or hazardous atmosphere, the minimum gas sensor requirements are:

- Hydrogen sulfide (H<sub>2</sub>S)
- Carbon monoxide (CO)
- Lower explosive limit (LEL)
- Oxygen (O<sub>2</sub>)

Personal gas monitors shall be:

- Worn at all work sites unless an Ovintiv-approved risk assessment determines that they are not necessary.
- Worn in the personal breathing zone (i.e., within 30 cm (1 ft.) of the face).
- Intrinsically safe.
- Set to meet or exceed regulatory guidelines.
- Bump tested and calibrated, at a minimum per manufacturer recommendations.

**Service providers are expected to immediately evacuate a work site should their personal monitor alarm, or the facility's alarm, sound.**

## 4 Safety Program Requirements

### 4.1 Bear Management (Canada only)

Service providers working in areas where bears may be present must undergo bear awareness training as described in [Safety Training \(Core\)](#).

All bear activity on or near active Ovintiv work sites and any use of bear prevention tools (e.g., bear spray, bear bangers, air horns, etc.) must be reported to the Ovintiv site supervisor.

### 4.2 Confined Space and Permit-Required Confined Space

All confined space entry (CSE) work at Ovintiv sites, whether in Canada or the USA, will be authorized using the safe work permitting system. Service providers must comply with the provisions of Ovintiv's confined space protocols applicable to the country in which they are conducting work. Entering a confined space associated with a work activity is considered a high-risk task.

If the service provider's work includes restricted or confined spaces or permit-required confined spaces, then the service provider's EH&S management system/safety program must include a confined space or permit-required confined space component that meets industry best practice and applicable regulations.

Authorization for entry to confined spaces can only be given by individuals who have received proper training as required by their employer's practice. Under no circumstances will any service provider worker be allowed to enter a permit-required confined space (PRCS) without proper authorization from a trained Ovintiv site supervisor.

Service providers shall perform the following on work sites in either Canada or the USA:

- Define confined and restricted space and instruct their workers on identifying these spaces and restricting entry.
- Ensure an Ovintiv HA/SWP (CAN)/JSA (US) and a CSE permit are both completed prior to entry; new permits must be issued when work scope or work conditions change.
- Conduct atmospheric testing no more than 20 minutes prior to any entry into a confined space; documentation of testing must be posted at the entry point.
- Provide continuous mechanical ventilation during work in a confined space.
- Work is not permitted in spaces where the explosive limit exceeds 10% LEL.

Work sites in Canada must also perform the following:

- Document the hazard assessment of the work area that identifies hazards to which a worker is likely to be exposed while in the confined space, and the controls required to eliminate or mitigate the identified hazards prior to a worker entering a confined space.
- Ensure service provider workers performing CSE work have completed CSE training (Level II) and possess a valid training certificate.

Work sites in the USA must also perform the following:

- Ensure a CSE plan is created prior to entering a PRCS.

### Permit Required Confined Space Permits

Authorization is always required for entry into a permit required confined space. This may be an Ovintiv permit or a service provider permit, depending on the confined space circumstances. If there is any doubt, consult the Ovintiv site supervisor.

A permit alone is not adequate to satisfy regulatory requirements and may need to be accompanied by additional documentation (e.g., hazard assessments, staff logs, atmospheric monitoring sheets, energy isolation checklists, CSE checklists, etc.). Service providers are required to use these additional documents.

Any permit used for confined space must include at a minimum:

- Name of the confined space.
- Activities to be performed.
- Names of service provider workers allowed entry.
- Required precautions for the space.
- Time and expiration of the permit.



- A record of atmospheric testing with any specific numerical atmospheric finding.

### 4.3 Dropped Objects Prevention

If dropped objects hazards may exist, the service provider's EH&S management system/safety program must have a dropped objects prevention program that meets the applicable expectations/requirements listed in the [Dropped Object Prevention Scheme Global Resource Center Recommended Practice](#).

This is required if the service provider's work:

- Incorporates drilling, completions servicing, workover rigs, masts, or derricks.
- Involves the use of portable tools and equipment at height.
- Involves the handling or movement of [oil country tubular goods \(OCTG\)](#) or line pipe.
- Involves equipment that requires installing, removing, or repositioning working platforms, walkways, stairs, step ladders, or guard-rails.

Service providers shall:

- Incorporate an elevator inspection check into their process prior to lifting tubulars.
- Implement competency and training requirements for this task.
- Report all dropped objects to the Ovintiv site supervisor.
- Provide a dropped object risk awareness level orientation to their workers and subcontractors that includes, at a minimum:
  - Basic terms and definitions.
  - Common causes of dropped object incidents.
  - Identification of dropped object risk.
  - The various controls that can be applied to mitigate dropped object risk.

### 4.4 Electrical Hazards

Service providers involved in work on Ovintiv-owned or operated AC/DC systems operating at more than 30 volts must have an electrical hazards component within their EH&S management system/safety program that meets these industry best practices and applicable regulations:

- CSA Z462, Workplace Electrical Safety.
- NFPA 70E, Electrical Safety in the Workplace.

Service providers must:

- Design electrical systems in conjunction with industry standards and engineering best practices.
- Ensure the electrical supervisor, manager, and/or director has taken the Ovintiv electrical safety orientation (via ISN) as outlined in Section [2.1](#).

- Ensure a process is in place to recognize all electrical hazards on site, including overhead lines, prior to work starting.
- Assure worker competency in electrical safety.
- De-energize electrical equipment prior to working on the equipment. The only exception is where complete disconnection is not feasible, which may include work involving diagnostics or testing, or circumstances where disconnection could create a greater hazard. Inconvenience or additional costs shall not be considered acceptable grounds for not de-energizing electrical equipment prior to working on it.
- If work must be performed on energized electrical equipment, ensure that:
  - Only qualified persons (as defined in CSA Z462 and NFPA 70E) interact with electrical equipment while it is energized, including work on or operation of electrical equipment while exposed to energized components. If acting as a qualified person, a service provider worker shall provide credentials of qualified status if requested by Ovintiv.
  - Complete an electrical work pre-job hazard assessment, job briefing, and planning when working and/or interacting with energized electrical equipment per CSA Z462 and NFPA 70E.
  - Complete an Energized Electrical Work Permit (EEWP) as needed when working while exposed to energized electrical equipment per CSA Z462 and NFPA 70E.

## 4.5 Emergency Preparedness (Core)

**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must have an emergency preparedness component that meets industry best practice and applicable regulations.

Service providers shall:

- Have a written emergency preparedness and response plan (ERP) available at the work site, with appropriate contact information and emergency procedures; although development and communication of the Ovintiv location-specific site safety plan is the responsibility of the Ovintiv site supervisor, the service provider is required to ensure that the contents of Ovintiv's location-specific emergency response field plan and its own ERP are effectively communicated to its workers.
- Direct any media inquiries related to an incident to the Ovintiv incident commander.
- Follow Ovintiv emergency response field plans and/or ERPs when conditions dictate.
- Participate in any tabletop exercises or drills held on Ovintiv work sites when requested.

<b>OVINTIV 24-HOUR EMERGENCY NUMBERS</b>	<b>Integrated Operations Center (IOC):</b>	<b>1-866-244-0062</b>
	<b>Ovintiv Emergency Line (Canada only):</b>	<b>403-645-5911</b>

## 4.6 Emergency Response and Incident Management (Core)

**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must have an emergency response and incident management component that meets industry best practice and applicable regulations.

Service providers shall:

- Report all incidents that occur on Ovintiv work sites or while engaged in Ovintiv-authorized work to an Ovintiv site supervisor immediately.
- Provide all pertinent information post-incident as needed for the investigation.
- Participate in TapRoot® or other formal root cause analyses, as requested by Ovintiv.
- Perform root cause analysis of contractor's or subcontractor's incidents per company processes, and provide these analyses to Ovintiv, as requested.

Service providers are expected to provide workers to perform Ovintiv work who are fit for duty and are in a condition to carry out their day-to-day job duties safely. Workers who are unfit for work due to injury or illness are expected to be managed in accordance with the service provider's disability management program.

The service provider's EH&S management system/safety program must have the capability and appropriate policies, procedures, and practices to initiate and support injury case management issues, with the goal of returning an injured worker to a meaningful level and type of work, as soon as can be achieved without causing harm to the recovering worker or endangering other workers.

Service providers must extend the principles of injury case management to their subcontractor workers on Ovintiv work sites.

### Case Management

When an incident occurs and a service provider is injured or becomes ill in the workplace, it is expected that case management services are provided to the injured or ill party, to ensure the best possible outcome for that injured or ill party.

The onsite Ovintiv representative (i.e., supervisor, EH&S advisor, or onsite medic) will provide specific guidance on when case management is appropriate. Ovintiv also provides access to case management, a 24/7 service, at no charge to any service provider that does not currently engage a case management company.

In the event a service provider has its own medical case management services:

- In Canada: Ovintiv's case management service will be contacted as determined by an Ovintiv representative (supervisor, EH&S advisor, or onsite medic) in accordance with Ovintiv's process.
- In the USA: The service provider must ensure that appropriate communication occurs between the case management service and Ovintiv regarding the injured worker's status.

## STARS Registration (Canada only)

In Canada, Oviniv field work sites and activities are typically registered with the STARS Emergency Link Centre (ELC). For work sites where no Oviniv site supervisor is assigned, prior to operations the service provider must register the site as an Oviniv work site with the STARS ELC, at 1-888-888-4567.

The STARS site registration number and the STARS ELC number must be posted at the work site.

Upon completion of work, Oviniv work sites are deregistered with STARS by Oviniv. For work sites where no Oviniv site supervisor is assigned, service providers must deregister the work site with the STARS ELC at 1-888-888-4567.

## 4.7 Fire and Explosion Hazard Management (Core)

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**OVINTIV CORE PROGRAM:** Oviniv sites are considered to contain combustible, flammable, and explosion hazards. The service provider's EH&S management system/safety program must have a fire and explosion hazard management component that meets industry best practice and applicable regulations.

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Service providers shall:

- Identify and control fire and explosion hazards specific to their work.
- Maintain all firefighting and fire suppression equipment in accordance with applicable regulations.
- Comply with Oviniv site-specific requirements for frac fire prevention and mitigation.

Additionally, in Canada service providers shall:

- Supply equipment and services that comply with Energy Safety Canada's [Fire and Explosion Hazard Management Guideline](#) (formerly IRP 18).
- Only allow personnel on Oviniv work sites who have been trained under the above Fire and Explosion Hazard Management Guideline, and who are able to provide their company's documentation, understand its content, and confirm that they have been trained appropriately.

## Frac Fire Mitigation

If the service provider's work includes well completions and/or stimulation services, then the service provider must follow Oviniv's minimum requirements in preventing and mitigating frac equipment fires as listed below. Alternative methods may be used in place of these requirements if they materially reduce risk to a similar level and are approved by the Oviniv senior manager accountable for the work.

Processes and controls to prevent fires:

- Effective implementation of an inspection and preventive maintenance program for hydraulically driven equipment.

- Engineering controls (e.g., guards and/or barriers), to prevent loss of flammable or combustible fluids from hoses, or limit the dispersion of these fluids should hose or coupling failure occur.
- Processes and/or controls to mitigate impact if a fire occurs.
- Fire suppression system (permanent or portable) mounted on or stationed in direct proximity of blending equipment.
- Pre-work site layout plan and staging that isolates flammable chemicals or combustible materials, preventing fire from spreading and/or intensifying.
- Ability to remotely shut down frac equipment.
- Multiple means of personnel egress mounted on blending equipment, at locations as far away as possible from ignition sources and flammable liquid hoses, and positioned to allow safe evacuation in the event of a fire.

### Bonding and Grounding

If the service provider's work includes the potential for static electricity, then the service provider's EH&S management system must have a bonding and grounding component, complete with procedures, that meets industry best practice and applicable regulations.

Service providers must follow and adhere to Ovintiv's Bonding and Grounding for the Prevention of Fire and Explosion Hazards Protocol located on the [Current Suppliers](#) page on Ovintiv's website ([www.ovintiv.com](http://www.ovintiv.com)), in the Expectations and Practices section.

Ovintiv's Bonding and Grounding for the Prevention of Fire and Explosion Hazards Protocol contains expectations for the following activities:

- Transfer of flammable liquids.
- Bonding and grounding of non-electrical equipment.
- Cleaning (i.e., steam or high-pressure wash).
- Bonding and grounding of electrical and non-electrical equipment.

## 4.8 Forklift, Powered Industrial Truck, and Heavy Equipment Operations

If the service provider's work includes the use of forklifts, powered industrial trucks, or heavy equipment, then the service provider's EH&S management system/safety program must have a component for forklifts, powered industrial trucks, and heavy equipment.

Service providers shall:

- Perform pre-use inspections prior to the use of forklifts, powered industrial trucks, and heavy equipment.
- Ensure that only certified, trained service provider operators operate forklifts, powered industrial trucks, and heavy equipment.
- Present proper certifications to Ovintiv upon request.

## 4.9 Ground Disturbance

If the service provider's work includes ground disturbance on Ovintiv locations, then the service provider's EH&S management system must have a ground disturbance component that meets industry best practice and applicable regulations.

At a minimum, the service provider performing ground disturbance activities must:

- Ensure internal competency requirements are established and followed for equipment operators and spotters.
- Ensure all service provider workers involved in ground disturbance activities have completed the Ovintiv ground disturbance orientation prior to the initiation of ground disturbance activities (accessible via ISN).
- Submit a One-Call locate request for the proposed ground disturbance activity.
- Follow Ovintiv's Ground Disturbance Protocol for Service Providers, located on the [Current Suppliers](#) page on Ovintiv's website ([www.ovintiv.com](http://www.ovintiv.com)), in the Expectations and Practices section.
- Initiate work only after a Ground Disturbance Authorization Form has been completed and approved by the ground disturbance supervisor.
- Ensure any required JSA/HA/SWPs are in place prior to the initiation of ground disturbance activities.

## 4.10 Hazard Assessment and Risk Management (Core)

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**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must include a hazard assessment and risk management component that meets industry best practices and applicable regulations.

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Service providers shall:

- Perform hazard assessments prior to tasks being performed at Ovintiv locations and ensure proper protective measures are taken.
- Utilize a hazard identification (HAZID) program.
- Incorporate a structured process for both formal risk assessment (e.g., job hazard analysis) and site-specific hazard assessment, including directions for when to conduct formal hazard assessments versus field-level hazard assessments, and when to repeat them.
- Manage work-related hazards and report such hazards to the Ovintiv site supervisor.
- Maintain a recording and tracking database, as well as provide Ovintiv with records and counts of hazard identifications, if requested.

## 4.11 Hot Work

Hot work is any work that could cause enough spark or flame to ignite flammables or combustibles that are present or could be present at a work location. Examples of hot work include, but are not limited to:



- Welding.
- Cutting.
- Brazing.
- Grinding.
- Use of non-intrinsically safe power tools or devices.
- Sandblasting.
- Steam cleaning.

There are some tasks other than those listed above that would also be classified as hot work. If service providers are unsure, it is expected they engage Ovintiv site supervisor for more information on whether a specific task is hot work and therefore requires a Hot Work Permit.

Where there is a potential for fire and explosion, service providers are required to adhere to all Ovintiv permitting processes for hot work (Hot Work Permit) as well as ensuring that all non-intrinsically safe equipment such as cameras, cell phones, tablets, and laptops are utilized in accordance with Ovintiv's Cell Phone/Portable Electronic Device Protocol located on the [Current Suppliers](#) page on Ovintiv's website ([www.ovintiv.com](http://www.ovintiv.com)), in the Expectations and Practices section..

In addition, service providers performing hot work shall ensure that:

- Hot work is relocated to a safe area at least 25 m (75 ft.) away from potential flammable or combustible sources when possible. If relocation is not possible, a Hot Work Permit shall be used.
- Hot Work Permits are issued, explained, and witnessed by an Ovintiv permit authorized individual.
- Potential combustibles (e.g., weeds and paper) are removed within a 10 m (35 ft.) radius of the hot work performed.
- Where required, a fire watch trained in atmospheric monitoring and fire extinguisher use, is appointed and notified of duties, which include monitoring the hot work area for the appropriate duration, as per local regulations.
- Permits are displayed during the hot work, and readings are taken and recorded, as required.
- The Ovintiv site supervisor is notified when hot work has concluded.

## **4.12 Hydrate Handling**

If hydrates are, or could be, expected to be encountered as part of the service provider's work, they shall be brought to the attention of the Ovintiv site supervisor and addressed as part of the JSA/HA/SWP process.

Service providers are not to proceed with hydrate removal without:

- Direction from the Ovintiv site supervisor or immediate onsite supervisor.
- Having procedures and competency on hydrate handling.

### 4.13 Energy Isolation, i.e., Lockout/Tagout

If the service provider's work includes, or is affected by, the energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance, then the service provider's EH&S management system/safety program must have an energy isolation and/or lockout/tagout (LOTO) component that meets industry best practices and applicable regulations.

Service providers shall:

- Follow Ovintiv site-specific procedures for the safe isolation of energy in production processes, facilities, and equipment using blanks, blinds, locks, and tags.
- Ensure all service provider workers and subcontractor workers understand and follow the site work plan and energy isolation or LOTO procedures.
- Provide to Ovintiv workers who are competent with local regulatory requirements and company's energy isolation program and provide evidence of training upon request.
- Provide LOTO devices that meet local regulatory requirements.

### 4.14 Off-Highway Vehicles

Off-highway vehicles include, but are not limited to:

- All-terrain vehicles (ATVs), commonly referred to as quads.
- Snowmobiles.
- Argos.
- Side-by-sides (UTVs).

Service providers must follow manufacturers' instructions for operation of off-highway vehicles. Prior to working for Ovintiv, service providers using off-highway vehicles must be trained in the correct operation of the vehicle and use of appropriate PPE.

Off-highway vehicles must not approach or park within 7.5 m (25 ft.) of any wellhead, piping, process vessel, or tank containing combustible fluid or gases without prior issue of a Hot Work Permit.

Operators and passengers of off-highway vehicles must wear Canadian Standards Association (CSA) or Department of Transportation (DOT) approved or higher standard helmets while vehicles are in motion.

### 4.15 Pipe Restraints and Iron Integrity Management

Service providers involved in work on temporary installations of pressurized piping and hoses must have a pipe restraint and iron integrity management component in their EH&S management system/safety program that meets industry best practice and applicable regulations.

Service providers shall:

- Use qualified personnel when installing temporary, pressurized piping, hoses, and restraint systems.

- Adequately train their workers on the proper installation of temporary iron and temporary union's utilization.
- Incorporate a safety restraint system on all temporary pressurized joint piping and hoses.

### Restraints

Acceptable restraints include:

- Flow line safety restraint (engineered nylon slings).
- Wire rope safety lines not less than 11 mm ( $\frac{7}{16}$  in.) in diameter.

Restraints shall be engineered to withstand the anticipated force encountered during a failure. On straight pipe runs, restraints shall be installed across each hammer union or other connection. On each 90-degree turn, a restraint shall be across each turn and anchored to the nearest solid anchor point. Slack in restraints shall be minimized as much as practicable while still allowing for assembly of the hammer union or other connection covered.

Acceptable restraints must have the following:

- Installation instructions.
- Engineering specifications of the restraint system, including a site-specific plan, intermediate anchor points, and attachment to the piping system.
- Precautionary information and limitations (e.g., the maximum pressure in the system) and worker exclusion zones.
- Testing certification.
- Operating instructions for component use, maintenance, inspection, and removal from service.
- Certification by a professional engineer that the restraint system has been engineered and is adequate for the purpose.

### Installation of Restraints

At minimum, restraints shall be installed on all temporary pressurized piping and hoses including all pressure testing equipment (wellheads, flow lines, pipelines, well control equipment).

Restraints shall be attached to equipment and/or supports that can withstand the anticipated forces encountered during a failure. Restraints are permitted to be anchored to the flanged connection on the frac tree or wellhead.

All sections of temporary piping shall be installed so as not to impinge on fittings and valves.

Restraints shall be installed in accordance with manufacturer's and/or site-specific procedures.

## Iron Integrity Management

The service provider's iron integrity management component shall include provisions for the following elements and be available at the work site:

- Routine inspection, nondestructive testing, and pressure testing all parts of the flow piping system.
- Inspection testing procedures.
- Frequency of inspection and testing and how the frequency is determined.
- Criteria for rejection of a part and its removal from service.
- Method of determining the frequency of replacing parts of the piping system including the basis for replacement.

### 4.16 Pre-Job Safety Meetings (Core)

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**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must have a pre-job safety meeting component that meets industry best practice and applicable regulations.

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Service providers shall:

- Conduct pre-job safety meetings:
  - At the start of each day.
  - Prior to any new work activity and when there has been a change in work activities for that day.
  - At shift change.
  - When a new worker joins the work group.
- Standardize pre-job safety meetings to include:
  - Assessment of the hazards involved in each task (via JSA/HA/SWP).
  - Controls put in place.
  - Recent incidents whether related to service providers operations or to similar operations of other service providers and the corrective actions taken to prevent similar incidents.
  - Work permits required for performance of the work (e.g., hot work, confined space, LOTO, energized electrical work, ground disturbance).
  - PPE required.
  - Safety data sheets for hazardous materials brought onsite.
  - Emergency response measures, including evacuation routes and muster point.
  - Occupational health and environmental hazards.
- Document pre-job safety meetings and make minutes available for review by Oviniv upon request.

#### 4.17 Purging

Service providers involved in purging the contents of equipment, pipelines, and vessels at facilities owned or operated by Ovintiv must have a purging component within their EH&S management system/safety program that meets industry best practice and applicable regulations.

Service providers' programs must contain, at a minimum, the following:

- Measures to ensure a hazard assessment is conducted prior to purging, and the identification of necessary controls must be completed and communicated to all workers. The hazard assessment must consider any ventilation points and potential for fugitive emissions as well as the maximum allowable working pressure (MAWP) of the piping or any fittings on the system.
- Purge procedures that meet all applicable regulatory requirements.
- Procedures to control or remove any harmful substance contained within equipment, pipes, and pipelines to eliminate any possible hazard during repair or modification work. Isolation equipment (e.g., blind flanges, double block and bleed, or other approved methods) used for this purpose must be of sufficient rating to withstand 125% of the highest pressure anticipated.
- Measures to ensure that the Ovintiv lease operator is present and all paperwork (e.g., HA/SWP (CAN), JSA (US), Facility Pipeline Handover Checklist) is completed before pressurizing the system.

#### 4.18 Rental Equipment

Service providers must ensure that any rental equipment utilized on Ovintiv locations is:

- Safe for use and meets legislative and any other legal and regulatory requirements.
- Provided with maintenance and operations manuals.
- Operated by competent operators who employ the proper PPE.

Additionally, service providers providing and/or utilizing rented or leased trailers or other structures intended for human occupancy must have the following as part of their safety features:

- Carbon monoxide detectors.
- Fire/smoke detectors.

Any rented or leased equipment that can or does produce electricity or a static charge must be bonded and grounded as per manufacturer's specifications.

#### 4.19 Rigging and Lifting

If a service provider's work includes performing mechanical rigging and lifting for Ovintiv field activities on behalf of Ovintiv, then the service provider's EH&S management system/safety program must have a rigging and lifting component that meets industry best practice and applicable regulations.

Service providers shall ensure that the following expectations are met for rigging and lifting on behalf of Ovintiv:

### Equipment Inspection and Maintenance

- All lifting equipment utilized in lifting operations shall be inspected and maintained in accordance with manufacturers' recommendations and applicable regulatory requirements; at a minimum, this equipment shall undergo a visual inspection before each use and a detailed examination by a competent person at least every 12 months or as prescribed by the equipment manufacturer.
- Legible load certification plates shall be affixed to all lifting equipment such as cranes.
- All lifting accessories shall be legibly tagged or marked by the manufacturer with the safe working load, a unique identification number, and a valid certification date; otherwise, they shall be removed from service. Any damaged equipment shall be destroyed to prevent inadvertent use.
- Any equipment that has been involved in any of the following shall be pulled from service and thoroughly examined before being placed back into service:
  - An incident where rigging equipment has failed, or a load has been dropped or subject to an unplanned shift.
  - Overload.
  - Modified, or subject to major repair to components.

### Rigging

- Rigging of the load shall be carried out by a qualified/competent rigger.
- Hazards associated with rigging shall be identified on the HA/SWP (CAN)/JSA (US) and mitigated before beginning work.
- Rigging equipment shall be certified for current use and in good working order based on pre-use inspections.
- Objects shall be weighted prior to lifting to establish the load's center of gravity.
- All loads are rigged appropriately and are free of possible restraints.
- Rigging equipment is only removed after the load is securely in place and free of support from the crane.

### Lifting

- Initiate lifting activities only after identifying hazards and associated controls on the HA/SWP (CAN)/JSA (US) and reviewing site-specific procedures with all persons involved with the activity.
- A crane lift will not commence without a lift plan for a routine crane lift, or a critical lift plan for a critical lift.



- Lift plans are reviewed and approved by a qualified professional engineer prior to all high-hazard lifts. A high-hazard lift is a critical lift where the load fulfills one or more of the following conditions:
  - The load is maneuvered over people or energized equipment, including power lines.
  - The load is maneuvered over equipment where impact of loss/damage is critical or serious.
- Develop and follow a critical lift plan for all critical lifts. A critical lift is a lift where the load fulfills one or more of the following conditions:
  - The load exceeds 75% of the crane's capacity.
  - The load is maneuvered over operating process equipment or wellheads.
  - Two or more cranes are used for a lift (tandem lift).
  - The lift is a blind lift (i.e., out of view of the crane operator).
  - The load includes lifting personnel.
- Ensure that workers involved are qualified (BC and USA) or competent (AB) to perform the duties of equipment operator, signaler, or rigger.

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**NOTE:** Lever load binders are prohibited from Oviniv work sites. Only ratchet binders are to be used.

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## 4.20 Safe Vehicle Operations (Core)

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**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must have a safe vehicle operations component that meets industry best practice and applicable regulations.

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Service providers shall:

- Maintain compliance with applicable provincial, state, and federal commercial motor vehicle safety regulations.
- Maintain a driver distraction practice regarding the use of cell phones and other electronic devices while driving and follow state or provincial regulations, including not using cell phones or other electronic devices (including hands-free devices) while a vehicle is in motion.
- Incorporate the use of industry-accepted hand signals for directing vehicles or heavy equipment.
- Utilize pull-through, drive-through, or back-in parking at all locations, where practicable.
- Use a spotter, if backing a vehicle or heavy equipment on an Oviniv work site.
- Adhere to established road routes and driving in accordance with Oviniv's Courtesy Matters program.
- Ensure proper placement and securement of all loads.

- Maintain a staff transport procedure that is performed as per local regulations and industry standards.
- Adhere to protocols for vehicles travelling on radio-controlled roads, ensuring that all vehicles have a functioning two-way radio where the driver is monitoring appropriate frequencies and making required calls.

#### 4.21 Job Safety Analysis/Hazard Assessment/Safe Work Permit (Core)

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**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must have a job safety analysis/hazard assessment/safe work permit component that meets industry best practice and applicable regulations.

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Service providers shall:

- Prior to initiating work, prepare or revise, and sign a HA/SWP (CAN)/JSA (US).
- Conduct work in accordance with their own companies' JSA/HA/SWP programs.
- Follow established practices and procedures.
- Ensure workers onsite have reviewed and acknowledged or signed an HA/SWP (CAN)/JSA (US) applicable to the work task, prior to initiating work.
- Seek clarification from the Ovintiv site supervisor concerning job hazards related to the specific job scope of work or procedure.
- Stop work if requirements of the HA/SWP (CAN)/JSA (US) are not met, or if a hazard or condition not covered in the JSA/HA/SWP is identified.
- Communicate JSA/HA/SWPs in a manner that enables service provider workers to comprehend the scope and steps of work (e.g., language barriers shall be addressed with an interpreter provided by the service provider).

#### 4.22 Short Service Employees (Core)

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**OVINTIV CORE PROGRAM:** The service provider's EH&S management system must have a short service employees' component that meets industry best practice and applicable regulations.

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Ovintiv defines short service employees (SSEs) as workers with less than six months experience in their assigned role.

Service providers' programs shall include:

- Definition of new, young, and short service worker appropriate to risk and role.
- Appropriate health and safety training, as determined by hazard assessment.
- Mentoring and effective supervision at the work site, including a mentor who is fluent in the language the SSE understands best.
- Requirements that SSEs are visibly identified on location to distinguish SSEs from other employees on location (e.g., green hard hat, sticker, etc.).
- A job skill competency assessment for removal of SSE status that is in place.

- Requirements that SSEs do not make up more than 50% of a single crew at any time.

Exceptions to these requirements require both a plan to mitigate the risks and written approval of the Ovintiv site supervisor.

#### **4.23 Site Access**

Service providers are expected to follow Ovintiv's site access control for field work sites and restriction of access onsite when site conditions or activities warrant limiting personnel in specific areas.

In addition, service providers shall ensure the following:

- The service provider company and workers have the authority to be on Ovintiv work sites.
- The service provider's workers have met minimum training requirements (including orientations).
- The service provider's workers wear the appropriate PPE.
- The service provider's workers have been provided with a site-specific orientation by Ovintiv staff.
- The service provider company communicates site and restricted access requirements as presented on site-specific orientations, including HA/SWP (CAN)/JSA (US) forms, to their workers on Ovintiv work sites.

#### **4.24 Trenching, Excavation, and Shoring**

If a service provider's work includes performing trenching, excavation, and/or shoring for Ovintiv field activities on behalf of Ovintiv, then the service provider's EH&S management system/safety program must have a trenching, excavation, and/or shoring component that meets industry best practice and applicable regulations.

Service providers shall:

- Identify and control trenching, excavating, and shoring hazards specific to their work.
- Inform Ovintiv staff regarding potentially hazardous areas or activities.
- Ensure that any excavations deeper than 20 feet below grade are properly certified by a professional engineer (US only).
- Ensure that at least one competent person is immediately available during excavation and trenching activities.

#### **4.25 Working at Heights**

If the service provider's work involves working at heights, then the service provider's EH&S management system/safety program must have a working at heights component that meets industry best practice and applicable regulations.

Service providers shall:

- Have a fall protection and prevention program and follow it; ensure their workers are competent.
- Ensure all workers working at height are properly trained in the use of fall protection.
- Ensure fall arrest equipment meets applicable regulatory requirements, shall be inspected daily or before each use, and shall be used in accordance with manufacturers' recommendations.
- Ensure that personal fall arrest systems are supplied by the service provider and worn as required by applicable regulations.
- Ensure fall arrest systems used for working at heights meet the conditions stated in [Table 3](#) below if the potential fall is onto a hazard other than a solid, flat surface.
- Have rescue plans in place.
- Where man baskets are required, ensure that a professional engineer has certified this equipment; workers in man baskets must be secured in accordance with applicable regulatory requirements.
- Provide trained personnel with verification of training available on site.

Scaffolding shall be designed by a qualified person and shall be installed per that design. Scaffolds will be constructed of suitable material for intended service.

Use or wear fall protection equipment at temporary or permanent installations under the conditions listed below in Table 3:

**Table 3: Conditions Requiring Fall Protection Equipment**

Country	Conditions
Canada	<ul style="list-style-type: none"> <li>• A worker could fall more than 3 m (10 ft.).</li> <li>• A worker could fall less than 3 m (10 ft.), but when there is a possibility that a worker could sustain injuries more serious than those likely to result from landing on a solid, flat surface (i.e., over moving or rotating equipment, open water tanks or tanks, ice, or heated surfaces).</li> <li>• A worker could fall more than 1.2 m (4 ft.), but less than 3 m (10 ft.), in the case of permanent installation where guardrails or other similar means of fall restraint have not been provided.</li> </ul>
USA	<ul style="list-style-type: none"> <li>• A worker could fall 1.2 m (4 ft.) or more.</li> <li>• A worker could fall less than 1.2 m (4 ft.) onto dangerous equipment.</li> <li>• A worker will be within 2 m (6 ft.) or less of a fall hazard.</li> </ul>

Service providers must remove a fall protection system from service under the following conditions:

- It is defective.
- It has encountered excessive heat, a chemical or other substance that may corrode, or otherwise damage the fall protection system.
- It has arrested a fall.

If a fall protection system is removed from service, it must not be reused until it has been inspected and recertified as safe for use by the manufacturer or a professional engineer.

#### **4.26 Welding**

Welders and/or service providers shall be trained, certified, tested, and competent in the required welding procedures, and shall adhere to applicable codes, standards, and regulations while performing welding work.

#### **4.27 Working Alone**

If service providers have workers that meet the jurisdictional definition of working alone, then the service provider's EH&S management system/safety program must have a working alone component that meets industry best practice and applicable regulations.

Service providers' programs shall include:

- A documented working alone hazard assessment.
- Identification of tasks and workers who at times might work alone.
- Strategies and procedures that address working alone scenarios and specific hazard control methods.
- Records of working alone program implementation and usage.
- A system to monitor the location of their workers and to ensure their well-being in working alone situations.
- A process to ensure their workers are competent in a service provider's working alone procedures and any associated equipment.

#### **4.28 Working at Night (Canada)**

A service provider working on an Ovintiv work site at night shall follow the requirements of Energy Safety Canada's [Lease Lighting Guideline](#). Beyond this, service providers shall ensure the following:

- Prior to commencing the first night shift, workers shall be given a minimum of 24-hour notice to help prevent fatigue.
- If an Ovintiv site supervisor is not on site for non-routine night work, the service provider must conduct a hazard assessment, including darkness-related issues; this must include a review of the potential for increased wildlife activity and reduced emergency response resources during night hours.
- For night work, service providers must wear high-visibility reflective vests or coveralls with reflective stripes.

## 4.29 High Pressure Exclusion Zone

Service providers that perform high pressure completion activities on Oviniv-owned or operated sites must ensure that practices, risks, and mitigations for high pressure fracturing are in alignment with the High Pressure Exclusion Zone Standard Operating Procedure (SOP). The service provider's EH&S management system/safety program must have a high-pressure exclusion zone component that meets industry best practice and applicable regulations.

Service providers shall:

- Understand and adhere to the High Pressure Exclusion Zone SOP.
- Service providers are required to have only qualified personnel engaged in red zone high pressure operations and restraint installation.
- Provide adequate training on the High Pressure Exclusion Zone SOP.
- Provide training records for all employees pertaining to the High Pressure Exclusion Zone SOP upon request.

### Red Zone/Exclusion Zone

- Red zone is defined as a distance of 30 feet from the wellhead in any open direction.
- The distance from the missile to the back of fuel tanks on the pumpers.
- Side of the blender closest to the fracturing manifold.
- Red zone boundaries shall be clearly marked with signage and safety barricades.
- Personnel entry or allowable work practice in red zone shall be defined in the operational practice.
  - Entry must be restricted to a time limit of 120 seconds maximum during each stage treatment interval.
  - In addition, the ground foreman must be observed by a spotter in constant radio communication during the entire duration in the red zone.

### Iron Integrity and Inspection

- All high-pressure treating iron (HPTI) shall be Level 3 recertified at a minimum or every six months.
- All reinforced wing unions shall be inspected per Level 3 recertification every six months, and all non-reinforced three inch-1502 wings shall be replaced upon six-month inspection.
- Prior to starting operation on Oviniv location, service provider shall provide proof of compliance with Level 3 certification within the last six months.
- All HPTI utilized on Oviniv high-pressure completions is required to be identified via banding for Level 3 recertification conformance.



### Iron Restraint

- Restraints shall be installed on all temporary pressurized piping and hoses where fluids are pumped through pipework. While performing fracturing operations, all high-pressure lines shall be restrained per restraint manufacturers recommendations.
- Service provider shall inspect all restraints prior to placement. Documentation of the most recent periodic inspection performed shall be maintained.

## 5 Process Safety

Process safety is a disciplined framework for managing the integrity of hazardous operating systems and processes by applying good design principles, engineering, and operating and maintenance practices. Process safety work is an activity tied into processes that have the potential to release hazardous materials or energy. This section applies to both regulated and non-regulated processes, equipment and facilities and is based upon the specific work type of the service provider.

Process safety applies to production, distribution, storage, utilities, and plant facilities used in the petroleum industry. This includes process equipment (e.g., reactors, vessels, piping, furnaces, boilers, pumps, compressors, exchangers, cooling towers, refrigeration systems, etc.), storage tanks, active warehouses, ancillary support areas (e.g., boiler houses and wastewater treatment plants), onsite remediation facilities, and onsite and offsite piping under the control of Ovintiv.

If required based upon work type, the service provider's EH&S management system/safety program must have a process safety component that meets industry best practice and applicable regulations.

Service providers' process safety programs shall include the components described in the following sections (5.1 through 5.5).

### 5.1 Mechanical Integrity

If the service provider's work involves mechanical integrity, service providers shall ensure the following:

- All safety critical equipment used at Ovintiv locations is designed, installed, operated, and maintained per recognized and generally accepted good engineering practices (RAGAGEP).
- Equipment, spare parts, and maintenance materials are suitable for the application for which they will be used.
- Management of change (MOC) procedures are followed if identical or like-in-kind equipment is not available for repair/replacement.

### 5.2 Process Hazard Analysis

If the service provider's work includes a process hazard analysis (PHA), service providers shall:

- Participate in Ovintiv PHAs when requested and provide completed PHA reports with recommendations to Ovintiv operating area leadership.
- Have the appropriate training, knowledge, and experience in the specific PHA methodology being used when acting as the PHA team leader.

### 5.3 Well Control Equipment and Well Control Barrier Systems

Service providers involved in well operations shall ensure that the appropriate equipment and competent workers are supplied to meet Ovintiv's well control equipment and barrier system expectations. Service providers shall also ensure:

- Ovintiv's well control equipment requirements and well control SOPs are communicated to all workers.
- The Ovintiv site supervisor is notified in the event of any potential conflicts between the service provider's practices and procedures and Ovintiv's requirements that have not been addressed in a bridging document.
- Their responsibilities for well control incident avoidance are fulfilled (e.g., kick monitoring), and workers are trained to take appropriate first steps to shut in and secure a well when warning signs are detected.
- Barrier design and usage shall meet any applicable regulatory requirements.

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**NOTE:** It is required in drilling, completions, and production operations that at least two well control barriers are in place. If a second barrier is not possible for the operation, then another mitigation measure shall be included in the risk assessment and work program.

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### 5.4 Well Design

Service providers involved in well operations are responsible for ensuring they have a copy of the current well program and fully understand their responsibilities prior to conducting any work at a wellsite.

### 5.5 Management of Change

The service provider's EH&S management system/safety program must have a management of change (MOC) component that meets industry best practice and applicable regulations.

The MOC component must include:

- Methods for identifying health and safety changes that could impact process and worker safety.
- Areas requiring re-assessment of hazards and risks.
- Actions required for various risk levels of change.
- Communication techniques required for various risk levels, ensuring changes are communicated to the service provider's Ovintiv site supervisor before being implemented.

- Documentation of MOC activities.
- The practice of recognizing potential changes and stopping work until the change has been evaluated and approved.

## 6 Environmental Stewardship

### 6.1 Materials and Waste Management (Core)

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**OVINTIV CORE PROGRAM:** The service provider's EH&S management system/safety program must have a materials and waste management component that meets industry best practices and applicable regulations.

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Service providers shall:

- Comply with all applicable regulations governing waste, as well as any requirements set forth in the service provider's individual MSA.
- Ensure all chemicals and containers brought onto an Ovintiv location are removed at the completion of the job; costs for the disposal of the materials are charged back to the service provider if not removed from the invoice.
- Manage all wastes generated and/or disposed of on behalf of Ovintiv, in accordance with instructions from the Ovintiv site supervisor.
- Segregate and dispose of all waste into the appropriate waste receptacles in a way that minimizes the need and costs for disposal.
- Ensure wastes generated are transported by licensed transporters to an approved facility for the specific waste type and that wastes are accompanied with the appropriate documentation or shipping papers (e.g., Uniform Hazardous Waste Manifest), if applicable.

Wastes generated solely by the service provider (e.g., used oil from rental equipment) are the responsibility of the service provider to recover and dispose of properly offsite.

### 6.2 Spill Prevention, Reporting, and Management (Core)

A spill is an unplanned discharge, disposal, leak, seep, pour, or dump of any quantity of a liquid or solid substance that is partially or wholly outside of its primary containment.

The service provider's EH&S management system/safety program must have a spill prevention, reporting, and management component that meets industry best practices and applicable regulations.

Service providers shall:

- Have response procedures and resources for spills that may be generated by their activities.
- Immediately report all spills on Ovintiv property to the Ovintiv site supervisor.

- Maintain contact information for emergency responders, in addition to all pertinent Ovintiv emergency contact information.
- Be responsible for cleanup of any spills they cause, at their expense; spill cleanup shall be managed with Ovintiv site supervisor oversight.

### 6.3 Water Quality and Quantity

Water may not be removed from either a surface water or sub-surface source without proper regulatory permits and authorization in place. Service providers shall verify with the Ovintiv site supervisor to ensure withdrawal is permitted.

Service providers shall obtain all necessary approvals, licenses, and permits for ground water or surface use before performing work as directed by Ovintiv. No water will be discharged without prior approval of the Ovintiv site supervisor, which includes approval by the surface landowner, obtaining applicable permits, and/or proper tests and documentation, prior to discharge (e.g., stormwater and hydrotest water).

### 6.4 Biodiversity and Development

Service providers shall respect wildlife and habitat on Ovintiv locations and report potential wildlife or habitat impacts, identified during field activities, to the Ovintiv site supervisor (e.g., bird nests and dead/injured wildlife).

## 7 Business and Ethics

All service providers of Ovintiv and its subsidiaries shall conduct business legally and ethically.

Ovintiv maintains an integrity hotline to enable internal and external stakeholders to confidentially and anonymously report any unethical, illegal, or otherwise inappropriate behavior they may observe.

Please contact Ovintiv, by any of the means listed below, to report any unethical, illegal, or otherwise inappropriate behavior:

<b>Phone:</b>	1-877-445-3222
<b>Email:</b>	<a href="mailto:integrity.hotline@ovintiv.com">integrity.hotline@ovintiv.com</a>
<b>Mail:</b>	Integrity Hotline, c/o Ovintiv Canada ULC 500 Centre Street SE P. O. Box 2850 Calgary, AB, Canada T2P 2S5

Additional policies and practices that may impact service providers' work at Ovintiv may be found on Ovintiv's website ([www.ovintiv.com](http://www.ovintiv.com)).