		In Situ Standard
		Procedure Number: IN-CM-TRN-ST-1
Risk Rank: 1	ENVIRONMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS	Intended User:
		Revision Date: May 25 2015

1. PURPOSE:

This standard applies to all Suncor Energy employees, contractors, vendors and visitors working at any In Situ worksite. The mandate of this standard is to identify all “critical EHS training” required by all levels of the organization. No person shall perform any job or task that is beyond their ability to safely do so.

Note that workers under Major Projects working on an In Situ worksite will comply with the training requirements listed in the Major Projects *EHS Reference Manual* (Yellow Book).

2. STANDARD:

Line management and supervision will ensure that their personnel remain competent to undertake their duties by maintaining and monitoring training records for their personnel against the identified training requirements.


Business Areas within In Situ shall:

- a) Identify and maintain Worksite Access and Task-specific Safety Training Requirements to ensure job duties are completed in a safe manner.
- b) Ensure that all employees meet Worksite Access Safety Training Requirements prior to commencing work. At a minimum, safety training shall consist of those requirements identified in Section 3.
- c) Ensure that prior to performing work; all employees have completed the appropriate Task-specific EHS Training identified in Appendices 1 and 2.
- d) Identify additional specialized training not included in this Standard that may be required. This specialized training may include Radiation Safety, TDG Class 7 etc.

3. Worksite Access Safety Training Requirements

Safety training requirements are based on the location and type of work being done. The location of work is defined as Energized Areas and Non-energized Areas:

- **Energized Areas:** Any operating area inside the designated plant boundary limits, including the central plant facility, operating well pads and active drilling. During a turn around, all areas normally considered Energized shall remain so unless designated otherwise by site senior leadership.

		In Situ Standard	
		Procedure Number: IN-CM-TRN-ST-1	
Risk Rank: 1	ENVIRONMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS		Intended User:
			Revision Date: May 25 2015

- **Non-energized Areas:** Non-operating areas outside the designated plant boundary limits including green field construction & drilling areas, administration buildings, warehouses, camps, landfill and the Aerodrome.

3.1 Escorted Visitors

People visiting for a period of four days or less will be granted a temporary visitor’s badge by Security. The visitor must remain in the direct accompaniment of a fully trained site worker while in energized areas as per the applicable section of this standard for the duration of their visit.

- No training is required

3.2 Short-term Specialized Personnel

People who are on-site to perform short-term specialized work not to exceed four days duration must remain in the accompaniment of fully trained site workers until completing their work. They must receive the following training:

- BU - In Situ Orientation
- OSSA Regional Orientation or OSSA Basic Safety Orientation)
- Area Specific Orientation, if applicable (Major Projects)

In the event that the short term specialized worker is unable to complete the training identified above prior to performing the work, a waiver must be granted by the senior leader responsible for the area in which the work is being conducted.


Note: Short-term Specialized Personnel do not include workers for regularly scheduled or short duration work that re-occurs throughout the year.

3.3 Access to Energized Areas

People with job roles that require entry into Energized Areas will receive training as described in Appendix 1 of this Standard.

3.4 Access to Non-Energized Areas Only

People with job roles that do not require entry into Energized Areas will receive training as described in Appendix 2 of this Standard.

		In Situ Standard
		Procedure Number: IN-CM-TRN-ST-1
Risk Rank: 1	ENVIRONMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS	Intended User:
		Revision Date: May 25 2015

Note: If an individual in this category requires entry into an Energized Area, they must be escorted by a site worker with the required training for entry into Energized Areas. This cannot be done on a frequent basis and no physical work is to be performed.

3.5 Role Interpretation Guidelines

Definition of Roles

Note: Tech includes all operations technicians


Crafts includes all maintenance and trades personnel

Others includes all other personnel not designated as Craft or Tech

DC&L – Drilling, Completions, and Logistics.

Examples:

- Suncor employee based in Calgary makes a day trip to Firebag to do work in the plant (energized area) – Appendix 1, Operations, All Others
- Person making regular site visits but not doing work in the plant – Escorted Visitor (Section 3.1)
- Craft Contractor working at camp facility (non – energized area) – Appendix 2, Operations, Craft
- Craft Contractor working for Major Projects in energized area – Reference Major Projects' *EHS Reference Manual* (Yellow Book)
- Process Engineer (Calgary based) attending a meeting at MacKay River site – Escorted Visitor (Section 3.1)
- Engineer visits corehole drilling site to observe core samples – Escorted Visitor (Section 3.1)
- DC&L (Drilling, Completions, and Logistics,) Superintendent visits site to conduct rig/site inspection (energized area) – Appendix 1, DC&L, Employee
- DC&L Contract Supervisor comes to site to conduct an incident investigation (energized area) – Appendix 1, DC&L, Contractor

		In Situ Standard
		Procedure Number: IN-CM-TRN-ST-1
Risk Rank: 1	ENVIRONMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS	Intended User:
		Revision Date: May 25 2015

4. Safety Training Classifications

There are three types of safety training identified within this document

1) Worksite Access Safety Training

Worksite Access Safety Training is the minimum training required to work on site and applies to all employees and contractors.

2) Task Specific

Task Specific Safety Training is the training required to perform the work specific to a role.

3) Suncor Provided

Suncor provided training is Task specific and unique to Suncor (not all courses may be available at each site based on scale). Suncor courses, provided to Suncor Personnel, will be considered equivalent to OSSA requirements required by contractor employees.

Certain roles require task specific training to safely carry out job duties. Required safety training has been identified for each In Situ job role. Refer to Appendix 1 and 2 for a detailed description of training requirements in Energized and Non- Energized areas.

Mandatory training, identified on the matrix, is indicated by the symbol *.


Non required training is indicated by a **greyed out cell**

Required training is determined by the task responsibilities of the individual in the role. Guidance for As Required training is provided in Appendix 3. If there is still uncertainty within the guidance, then determination is made by the individual, in consultation with their supervisor.

5. Approved External Training Providers

Required training may be site-specific and can be acquired through external training providers. Training providers offering the following course content will be accepted.

- **Oil Sands Safety Association (OSSA):** Permits, Confined Space Entry/Monitoring, Fall Protection, Fire Watch, Aerial Work Platform , OSSA Regional Orientation or Basic Safety Orientation
- **St John’s Ambulance or Red Cross:** First Aid and CPR
- **Enform:** H₂S Alive, PST
- **Alberta Construction Safety Association (ACSA):** CSTS

		In Situ Standard
		Procedure Number: IN-CM-TRN-ST-1
Risk Rank: 1	ENVIRONMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS	Intended User:
		Revision Date: May 25 2015

6. IMPLEMENTATION:

In Situ line management personnel are responsible for implementation of this standard.

7. INTERPRETATION & UPDATING:

The In Situ Director of Environment, Health and Safety is responsible for interpretation and updating of this standard.

Update due: _____

8. APPROVED BY:

Richard Davidson
Director EHS In Situ

		Procedure Number: IN-CM-TRN-ST-1
Risk Rank: 1	ENVIRONMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS	Intended User:
		Revision Date: May 25 2015

Appendix 2

Non-Energized Area

Worksite Access Safety Training

- BU Orientation
- Calgary Office (SEC or Quarry Park) Orientation
- OSSA Basic Safety Orientation
- H2S Alive
- H2S Awareness
- Personal Gas Monitor


Specific Safety Training

- Aerial Work Platform OSSA
- Alcohol and Drug Policy Awareness
- ATV Rider (CSC)
- Basic Gas Testing
- Basic Rigging & Overhead Cranes
- Carry Deck
- Chainsaw Safety/Enform Faller Certificate
- Confined Space Entry -OSSA
- Defensive Driving
- Emergency Preparedness
- Environmental Due Diligence
- Fall Protection for Rig Work
- Fall Protection OSSA
- Fall Rescue for Rig Work
- Field Level Risk Assessment
- Fire Extinguisher
- Firewatch OSSA
- First Line Supervisor Blowout Prevention
- Forklift
- General Oilfield Driver Improvement (Godi)
- Ground Disturbance
- Hydrogen Peroxide
- Isolation & Lockout - CHE
- Journey to Zero - orientation
- Nitrogen Awareness
- Nuclear Gauge Awareness
- Permit to Work - CHE
- Picker Truck
- Respiratory Protective Equipment (Fit Test Req'd)
- Safe Work Permits OSSA
- Safety Leadership Training
- Safety Mgmt & Reg Awr for Wellsite Supervision
- Second Line Supervisor Well Control
- Seismic Blasters Safety Training
- Seismic Field Operations Supervisor
- Skidsteer
- Special Oil Field Boiler ABSA
- Standard First Aid
- TDG
- Well Service Blowout Prevention
- WHMIS
- Wildlife Awareness Basic
- Wildlife Awareness Intermediate
- Workplace Observations
- Zoom Boom

Delivery Mode	DC&L		Operations Contractors			Calgary Location (office staff)
	Employee	Contractor	All Others	Tech	Craft	
WBT	*	*	*	N/A	*	
WBT				N/A		*
Classroom/WBT		*	*	N/A		
Classroom	*			N/A		
WBT		*	*	N/A	As Required	
Classroom	*			N/A		
Classroom	As Required	As Required	As Required	N/A	As Required	
WBT	*		*	N/A	*	*
Classroom	As Required	As Required		N/A		
Classroom	As Required	As Required			As Required	
Classroom	As Required	As Required		N/A	As Required	
Classroom	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required	As Required	N/A	As Required	As Required
WBT	As Required	As Required	As Required	N/A	As Required	*
WBT	As Required	As Required	As Required	N/A	*	
Classroom	As Required	As Required		N/A		
Classroom	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required		N/A		
WBT	As Required	*	As Required	N/A	*	
Classroom	As Required	As Required		N/A		
Classroom	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required		N/A		
WBT	As Required	As Required		N/A		
Classroom	As Required	As Required			As Required	
WBT	*	*	*	N/A	*	*
WBT				N/A	As Required	
WBT	As Required	As Required				
WBT	As Required	As Required			As Required	
Classroom	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required		N/A	*	
Classroom	As Required	As Required		N/A		As Required
Classroom	As Required	As Required		N/A		
Classroom	As Required	As Required		N/A		
Classroom	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required		N/A		
Classroom	As Required	As Required		N/A		
Classroom	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required		N/A		
Classroom	*	*	As Required	N/A	As Required	As Required
WBT	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required		N/A		
WBT	*	*	*	N/A	*	*
WBT	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required	As Required	N/A	As Required	
Classroom	As Required	As Required	As Required	NA	As Required	
Classroom	As Required	As Required	As Required	N/A	As Required	

Note: Tech - all operations technicians
 Crafts - all maintenance and trades personnel
 Others - all other personnel not designated as craft or tech (includes visitors)

"As Required" Training Matrix Explanation Guide

		In Situ Standard
		Procedure Number: IN-CM-TRN-ST-1
Risk Rank: 1	ENVIRONMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS	Intended User: Revision Date: May 25 2015

Aerial Work Platform OSSA – Anyone performing a task within an Aerial Work Platform will require this training. Fall Protection training is a prerequisite for this course.

ATV Rider Course – Anyone who may operate utility off-road vehicles (ATVs) requires this training.

Basic Gas Testing – Anyone who will perform gas tests in order to provide information for a permit requires this training

Basic Rigging and Overhead Cranes – Anyone performing rigging activities or operating an overhead crane will require this training.

Carry Deck – Anyone operating a Carry Deck requires this training

Chainsaw Safety/Enform Faller Certification – Anyone using a chainsaw requires this training

Confined Space Entry/ Monitor - OSSA – Personnel entering a Confined Space or performing the task of a Confined Space Monitor requires this training.

CSTS/PST or Equivalent - Approved PST or equivalency such as training provided by Schlumberger, Nabors Drilling, and others which exceed PST.

Defensive Driving – Completed by anyone at managers discretion.

Emergency Preparedness – All Operations require this training


Environmental Due Diligence – Anyone working in a position requiring an understanding of environmental requirements.

Fall Protection OSSA – Anyone working at heights where a Fall Protection Harness is specified requires this training Suncor Provided Fall Protection for Suncor Personnel.

Fall Rescue for Rig Work – Anyone who may be responsible for conducting or facilitating rescue operations from a Rig Mast requires this training.

Field Level Risk Assessment (FLRA) – Anyone who participates in a Field Level Risk Assessment requires this training.

Fire Extinguisher – Operations Technician and Fire Wardens requires this training.

		In Situ Standard
		Procedure Number: IN-CM-TRN-ST-1
Risk Rank: 1	ENVIRONMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS	Intended User:
		Revision Date: May 25 2015

Fire Watch OSSA – Anyone acting as a Spark Watch or Fire Watch requires this training.

First Line Supervisor's Blowout Prevention – Anyone supervising drilling operations or operating blowout preventers and conducting well-control operations from a first line of defense (i.e. Driller) requires this training.

Forklift – Anyone operating a forklift will require this training.

General Oilfield Driver Improvement (GODI) – Anyone driving and operating service rig equipment exceeding 4500 Kg **and** anyone operating a boiler for the purpose of well-servicing operations requires this training.

Ground Disturbance – Anyone disturbing the ground below 6 inches of the surface requires this training.

H2S Alive - All personnel working in the Energized Area require Enform H2S Alive certification. Directors and GM at the McKay River facility only require H2S Awareness

H2S Awareness - All personnel working in a Non Energized Area require H2S Awareness training, if they do not already have H2S Alive Training.

Hydrogen Peroxide – Anyone working with hydrogen peroxide or on equipment or piping containing Hydrogen Peroxide requires this training.


Isolation and Lockout - CHE – Anyone preparing a lockbox and safing equipment to be locked out requires this training. This course supersedes Permit to Work – CHE.

Nitrogen Awareness - Anyone working with nitrogen or equipment or piping containing nitrogen requires this training.

Nuclear Gauge Awareness – Anyone working within 2 meters of a nuclear source requires this training.

OSSA Orientation – includes OSSA Regional Orientation or the OSSA Basic Safety Orientation. All contract employees are required to complete this training. Suncor personnel are not.

Permit to Work – CHE Anyone not required to receive or issue permits, but must understand and sign onto a permit, must receive this training. Anyone working on locked out equipment and will be attaching a personal lock to a lock box must receive this training. However, if you have both OSSA Safe Work Permit and Isolation & Lock out – CHE training, you do not require this training.

		In Situ Standard
		Procedure Number: IN-CM-TRN-ST-1
Risk Rank: 1	ENVIRONMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS	Intended User:
		Revision Date: May 25 2015

Personal Gas Monitor – Anyone required to work in an Energized Area is required to have received training in the use of a Personal Gas Monitor . The type of four head monitor has not been specified; however users must be trained and proficient in the use, calibration and maintenance of the device. Calibration and “bump test” equipment must be available to the users.

Picker Truck – Anyone operating a Picker Truck will require this training.

Respiratory Protective Equipment (Equipment Specific)(Fit Test Required) – Personnel working under supplied breathing air, or is required to perform tasks using a half or full face air purifying respirator or mask, requires this training.

Safe Work Permits OSSA – Anyone issuing or receiving a Permit will require this training. This course supersedes Permit to Work – CHE .

Safety Leadership Training – Anyone working in Drilling Completions or Logistics Operations requires this training.

Safety Management and Regional Awareness for Wellsite Supervision – Personnel supervising a rig crew.

Second Line Supervisor's Well Control – Anyone supervising drilling operations or operating blowout preventers and conducting well-control operations from a second line of defense (i.e. Rig Manager) requires this training.

Seismic Blasters Safety Training – Anyone conducting or supervising blasting for the purpose of seismic operations requires this training.

Seismic Field Operations Supervisor – All Seismic Field Operations Supervisors require this training


Skid Steer – Anyone operating a Skid Steer will require this training.

Special Oilfield Boiler ABSA – Personnel required to take care of or control of Oil Field Boilers for rig work.

Standard First Aid – personnel or positions requiring Standard First Aid will be determined by their supervisor.

Transportation of Dangerous Goods (TDG) – Personnel who receive, handle or transport dangerous goods requires this training.

Well Service Blowout Prevention – Anyone supervising well-servicing operations or operating blowout preventers and conducting well-control operation requires this training.

		In Situ Standard	
		Procedure Number: IN-CM-TRN-ST-1	
Risk Rank: 1	ENVIRONMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS		Intended User:
			Revision Date: May 25 2015

WHMIS – all In Situ employees working on site require this training

Wildlife Awareness Basic – All In Situ employees must have this level of training as a minimum. This course is superseded by Wildlife Awareness Intermediate.

Wildlife Awareness Intermediate – In Situ employees working in remote location, away from their vehicles or buildings, must have this training. This determination will be made at the Supervisors discretion.

Workplace Observation - personnel or positions requiring Workplace Observation training will be determined by their supervisors.

Zoom Boom – Anyone operating a Zoom Boom will require this training.



The following individuals have approved and signed this document.

UserName: Richard Davidson (rrdavidson)

Title: Dir EH&S In Situ

Date: Wednesday, 10 June 2015, 01:09 PM Mountain Time

Meaning: Approver 1 Signed

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