



Operational Excellence Management System

Refusal to Work on Grounds of Imminent Danger

Document Number: **LMP0018A**

Revision: **2**

Document Owner: **Director, Health and Safety**

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Document Contact: **Manager, Health & Safety**

Purpose and Scope

To ensure that instances of refusal to work on grounds of imminent danger are prevented through safe work conditions and behaviours. To ensure that in the rare instances of valid refusal to work on grounds of imminent danger that these incidents are documented, analyzed and trended in efforts to prevent reoccurrence.

This document applies to all work performed at Suncor Energy Inc. operating sites at Oil Sands and Fort Hills locations.

Exceptions: None

Roles and Responsibilities

Role	Responsibilities
Director, Environment, Health & Safety	<ul style="list-style-type: none"> Accountable for the evaluation, maintenance, and revision of this standard every three years. Ensure all employees are advised about their right/duty to refuse any work (this is accomplished through the EHS learning unit) if they believe an imminent danger exists, as defined in Section 35 of the Alberta Occupational Health and Safety Act. Establish a system for recording all instances of refusal to work, and maintaining such records. Ensure all Supervisors are aware of the requirement to ensure that employees are never asked to perform unsafe work and are aware of the process to follow if an employee refuses to perform work on the basis of imminent danger.
Area Management	<ul style="list-style-type: none"> Responsible for ensuring the implementation and adherence to this standard.

Procedure

Responsibility	Step	Action
Employee	1.1	Notify your Supervisor if you believe that you are in imminent danger if you perform a task. Fill in Employee section of Refusal to Work form OS-0997, describing the imminent danger.
Supervisor	1.2	Investigate instance of refusal to work and take remedial action, if justified. Complete Supervisor section of Refusal to Work form OS-0997, describing any remedial actions taken.
Supervisor	1.3	Give Employee a copy of the completed form and, after explaining and demonstrating the elimination of imminent danger, advise employee to return to work.

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Responsibility	Step	Action						
Employee / Supervisor	1.4	Use the information in the following table to determine your next action.						
		<table border="1"> <thead> <tr> <th>If after investigation, remediation, and discussion with Supervisor, Employee believes imminent danger...</th> <th>then ...</th> </tr> </thead> <tbody> <tr> <td>no longer exists</td> <td> <ul style="list-style-type: none"> • proceed with work. • forward a copy of the Refusal to Work for to Health & Safety Manager for records. • exit this procedure. </td> </tr> <tr> <td>continues to exist</td> <td>go to Step 1.5</td> </tr> </tbody> </table>	If after investigation, remediation, and discussion with Supervisor, Employee believes imminent danger...	then ...	no longer exists	<ul style="list-style-type: none"> • proceed with work. • forward a copy of the Refusal to Work for to Health & Safety Manager for records. • exit this procedure. 	continues to exist	go to Step 1.5
If after investigation, remediation, and discussion with Supervisor, Employee believes imminent danger...	then ...							
no longer exists	<ul style="list-style-type: none"> • proceed with work. • forward a copy of the Refusal to Work for to Health & Safety Manager for records. • exit this procedure. 							
continues to exist	go to Step 1.5							
Employee	1.5	Notify Supervisor of refusal to work.						
Supervisor	1.6	Assign Employee to other work that they are competent to perform. Note: This temporary assignment will not result in a loss of pay to the Employee.						
Supervisor	1.7	Contact the Health & Safety Manager for the business unit, or designate, and explain the situation.						
Supervisor / Health & Safety Manager	1.8	If it is mutually agreed that imminent danger does not exist, select a competent employee, and explain the first employee's refusal and the non-existence of imminent danger.						
Supervisor / Department Manager	1.9	Complete Refusal to Work Form OS-0997. Forward a copy of the Refusal to Work for to Health & Safety Manager for record keeping.						

End of Procedure

Form OS-0997 – Refusal to Work

Department:	Date: <i>y y y y / m m / d d</i>
Description:	
Employee:	Badge No.:
Action Taken by Supervisor:	
Supervisor:	Date: <i>y y y y / m m / d d</i>
Department Manager’s Comments, if required.	
Department Manager:	Date: <i>(y y y y / m m / d d)</i>

Note: Forward a copy of the completed form to the Health and Safety Manager for records.



The following individuals have approved and signed this document.

UserName: Graham Ure (gure)

Title: Dir H&S Oil Sands

Date: Monday, 12 September 2016, 09:57 PM Mountain Time

Meaning: Approver 1 Signed

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UserName: Steve Stewart (sstewart)

Title: GM EH&S MP & Functions

Date: Tuesday, 13 September 2016, 04:49 PM Mountain Time

Meaning: Approver 2 Signed

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