



SARNIA REFINERY

FETAL PROTECTION

Issue Date: May 15, 2015

Revision #: 2

STANDARD

Document Number:

4000-ZSD-HM00HHSA-011818

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Document Owner: Environmental Health and Safety Manager

Document Contact: Health Advisor (Nurse)

SCOPE AND PURPOSE:

This Standard applies to employees and contractors working at the Sarnia Refinery. References in this document to “Suncor Personnel” include directors, officers, managers, employees, contract workers, consultants and agents of Suncor.

The purpose of the Fetal Protection Standard is to provide guidance for the Sarnia Refinery in Fetal Protection program design that supports the company’s EHS policies and Core Purpose Statement.

Hygiene assessment monitoring programs currently exist to determine if controls are adequate for pregnant workers. Employees participate and provide input for programs that affect their health and or work environment.

This standard specifies that health assessments are required for specific work assignments and are designed to:

- Conform to occupational health standards set by regulatory agencies and granting and accrediting bodies;
- Assure that the pregnant workers are physically able to perform their jobs;
- Prevent and detect disease and illness resulting from exposure to possible health hazards in the work environment that may affect the fetus.
- Establish guidelines for safe and appropriate work assignments;
- Intervene in response to any pregnant employee/contractor concerns when indicated, in order to measurably improve health outcomes.

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ACCOUNTABILITIES:

Employee/Contractor - Notify the Health Centre of pregnancy as soon as possible.

Leader - Find meaningful work after receiving restrictions from Health Centre.

Occupational Hygienist - Meet with pregnant employee/contractor regarding reproductive health risks for work area and make recommendations for appropriate duties.

Health Advisor (Nurse)

- Meet with pregnant employee/contractor regarding reproductive health risks for their work area.
- Ensure the development and effective implementation of strategies to meet the requirement of Sarnia Refinery's Fetal Protection Standard.
- Coordinate the development and implementation of the Fetal Protection Standard.
- Assess and maintain the effectiveness of Fetal Protection Standard.
- Monitor current and emerging Fetal Protection issues and trends.
- Develop and implement ongoing Fetal Protection communication strategies.

INTRODUCTION:

This Standard provides occupational health professionals with information and references appropriate for developing occupational assessment for pregnant workers. Proper identification and monitoring of pregnant workers is required and the results should be used to modify exposure through work practices, process changes, engineering controls, administrative controls, personal protective equipment, or worker placement. The Fetal Protection Program must be appropriate to the substances involved and the level of risk.

APPLICATION:

The Health Assessment Program is one of the components of the Corporate EH&S Management System, Suncor Energy Inc. through which the corporation meets legal and regulatory requirements to assess the effects of work-related health risks on the pregnant workers' health status.

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Suncor Energy Inc. looks to place pregnant employees into jobs best suited for their skills, ability, interests and experience, thus enabling a safe work placement. The Fetal Protection standard has been established to assess the potential health effects of work place hazards including exposure to biological, chemical and physical agents. The Fetal Protection program is applicable to the pregnant employees of the company who routinely work with certain hazardous agents as identified through Industrial Hygiene’s previous surveys and audits conducted to evaluate exposures and verify that the potential hazards are being controlled to acceptable levels. The program provides for an assessment of health risk associated with certain positions and a determination of appropriate health testing and recommended follow up is required for all pregnant employees (workers).

REQUIREMENTS:

Identifying Workers Who Require Possible Accommodation due to Pregnancy:

- To identify workers at risk of fetal exposure using the Rational Document to identify the Industrial Hygiene classification of risk hazards and potential exposures. This classification will integrate with the Job Demands Analysis (JDA) for each job title.

Determining Assessment Content and Development:

- Occupational health professionals establish examination content and frequency based on an understanding of the job demands, consultation with Industrial Hygiene regarding Rational Documents of worker exposures, the health effects of specific exposures, the impact of specific medical conditions on job performance and safety, and legal and regulatory requirements.

The following list summarizes factors to consider when determining examination content and developing examination protocols.

- Specific job tasks and/or requirements
- Workplace risk factors (exposures)
- Physical agents
- Chemical agents
- Biological agents
- Other
- Personal risk factors (medical status)
- Target organ systems and potential health risks

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Work Place Exposure Assessment Process:

- New female employees, contractors, and students, regardless of age are given the Fetal Protections Guidelines handbook and advised to contact the Health Centre immediately if they have learned they have become pregnant, or suspect they are pregnant.
- The Industrial Hygienist is consulted and a Reproductive Health Counselling form is completed for those workers in process areas.
- Industrial Hygiene surveys of potential workplace hazards will identify all potential exposures and other worker safety and health risks, and establish workplace exposure profiles.
- Female workers are encouraged to follow instructions of their medical provider and relay any concerns or restrictions with the Health Centre.
- Ongoing contact with female employees regarding workplace chemicals and pregnancy during yearly medical surveillance assessments is reinforced.
- Changes in a pregnant employee's condition will trigger a review of any accommodations or a need for potential accommodations.
- The worker's Physician's directives will be reviewed as soon as presented to the Health Centre.

Job Demands Analysis:

- A Job Demands Analysis will be used if necessary to determine capabilities with demands of the position of the pregnant worker.
- The Job Demands Analysis should be reviewed as capabilities change, (according to physician recommendations), to identify new, outdated, and current hazards and to enable the implementation of appropriate surveillance activities and proper use of personal protective equipment.

Performing the Assessment:

- Pregnant workers are counseled to participate in occupational health assessments to identify health conditions that may affect their job performance or indicate a risk in the workplace. Determining a particular worker's fitness including pregnancy and risk for a particular job and identifying work-related medical conditions requires occupational health judgment by a practitioner knowledgeable of the worker's working conditions and job demands.

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Record Keeping:

- Occupational Fetal Protection assessments shall be recorded and maintained in accordance with Suncor Energy Inc. Medical Records Standard and Confidentiality of Medical Records Standard. All results should be recorded in employee's medical records. Standard or customized forms may be used or developed to aid in collecting and recording occupational health information.

Counseling and Education Concerning Identified Health Risks:

- Occupational Health Practitioners shall inform pregnant workers receiving occupational health assessments of any specific health risks present in the work environment. The extent of the information provided to the worker will vary depending on the nature of the hazards and health status of the worker. The pregnant worker is encouraged to express any concerns to their manager and Health Centre about duties and risks to be accommodated as determined.

Recommendations to Contractors:

- EH&S will issue the Fetal Protection Guidelines booklet and instruct new hire female contractors and students regarding the Fetal Protection process during contractor sign on.

DEFINITIONS:

Certain terminology used throughout the document is defined as follows:

- JDA (Job Demands Analysis): examines all the demands of a particular job. This includes the physical demands of tasks (frequency, duration, effort), psychosocial demands (cognitive, control factors), and environmental demands (temperature, light, air flow). Also considers work demographics, work shift schedules, manual materials handling, equipment and machinery used, etc.
- Occupational Health: Occupational health is a distinct branch of medicine concerned with how a worker's health can affect his or her ability to do the job and how work and the work environment can affect an employee's health.
- Occupational Hygiene: The applied science concerned with the recognition, evaluation, and control of chemical, physical and biological factors arising in or from the workplace which may affect the health or well-being of those at work or in the community.

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- Biological Monitoring: the testing of the biologic sample such as blood or urine for the presence of an intoxicant or its metabolite.
- Occupational Fetal Protection is the process of monitoring the health status of worker populations to gather data on the effects of workplace exposure and using the data to prevent illness or injury. The purpose is to link workplace exposures to adverse health

REFERENCES TO RELATED DOCUMENTS:

Suncor Environment, Health & Safety Policies

END OF STANDARD

		<u>REVISION LOG</u>		
		Date MM/DD/YYYY	Revision	Section
07/10/2011	Original	All	Complete review of Sarnia Standard and moved from portal to Livelink.	
06/26/2012	1	All	Updated format, but content was NOT altered	
05/15/2015	2	All	Content reviewed and updated.	D. Wammes



The following individuals have approved and signed this document.

UserName: Peter Lynch (plynch)

Title: Mgr EH&S Sarnia

Date: Friday, 15 May 2015, 02:11 PM Mountain Time

Meaning:

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