



SARNIA REFINERY

TRAFFIC & VEHICLE OPERATIONS

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STANDARD

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Document Owner: Manager, Environmental, Health & Safety

Document Contact: Co-ordinator, Environmental, Health & Safety

SCOPE AND PURPOSE

This Standard defines Sarnia Refinery’s Traffic and Vehicle Operation Policy.

EXCEPTIONS

There will be no exception to this Standard without the written permission of the Manager, Environmental, Health & Safety. Approval will be considered only after completion of a formal risk assessment. Our Management of Change process will be employed to document mitigating actions, assign accountabilities and track the abnormal condition. The Management of Change document must be reviewed and approved by the Manager, Environmental, Health & Safety before permission is granted.

ROLES AND RESPONSIBILITIES

Employees and Contractors are accountable to follow this Standard.

Refinery Leaders are accountable to ensure compliance to this Standard.

Safety Advisor(s) Review and approve all road closures (**Appendix A**) to minimize traffic flow constraints and ensure emergency response is not impeded. Road closures and other traffic constraints are posted on Fire Hall wall map and in SarLinks.

Emergency Response Coordinator (ERC) reviews all traffic control plans requiring traffic flow constraints to ensure emergency response is not impeded.

EHS Manager when notified by Security of unauthorized parking during normal working hours arranges for vehicles to be towed if warnings are not adhered to, or vehicle is a repeat offender.

Shift Supervisors notifies appropriate operations personnel of traffic constraints impacting their area. Advises Safety Advisor of any operational issues to be considered in traffic movement within the Refinery. When notified by Security of unauthorized parking *during the off-hours*, arranges for vehicles to be towed if warnings are not adhered to and/or vehicle is a repeat offender. Update wall map in the fire hall for road closures during off hours as necessary.

Planners / Project Managers / Construction Coordinators / Maintenance Coordinators Review road closures and submit them to the Suncor Safety Advisor for approval.

Security controls traffic flow through the main gate. Issue vehicle passes and swipe cards to designated contractor vehicles as directed by Suncor authorized personnel.

Conducts random vehicle inspections for vehicles exiting the Refinery.

Issue warning notices for unauthorized parking and document infractions. Notifies the Shift Supervisor, in the off-hours, or EHS Manager during normal day shifts, to arrange vehicles to be towed if repeated warnings are not adhered to.

Suncor's Employees & Contract Workers Vehicles shall use designated roadways only. Pedestrians shall use designated walkways. Where designated walkways are not available, pedestrians shall walk single file facing traffic.

DRIVING SAFETY

Refinery Speed Limit

The speed limit is 25 kilometres per hour inside the Refinery and in parking lots.

Maintenance Way / Tank Dykes

No vehicle shall enter a maintenance way or dyke area without a vehicle entry permit.

Transporting Personnel in Refinery Vehicles

Every person who is in a motorized vehicle on Refinery roadways must have his/her seat belt properly fastened while the vehicle is in motion. This includes trucks, cranes, forklifts, backhoes, etc. There can only be as many people in a vehicle as there are seat belts available. No one is allowed to ride in the box of pick-up trucks.

Parking of Vehicles

Vehicles must be backed into parking spaces whether in the Refinery, or the employee parking lots. Vehicles will be allowed to park on the gravel shoulders provided they do not interfere with adjacent

equipment and there are no signs indicating parking is not allowed. There are some designated parking spots for specific vehicles.

E.g. In front of the Health Centre, main Refinery employee parking lots.

Operating Rules

All vehicles including bicycles must be driven within the rules of the Highway Traffic Act.

Vehicle operators must have a valid driver's license and be competent to operate the vehicle, e.g. crane operators must be qualified for the equipment to be operated. Sarnia Refinery emergency response vehicles may be driven within the confines of the Refinery with a valid class G license. A DZ license is required to drive FT-1 or FT-2 on public roads.

Operating vehicles on grassed areas is prohibited. Do not operate vehicles with wheels on road shoulders, ensure the vehicle does not encroach within 2 meters of pipe trenches. When the operator of a vehicle (such as the fire trucks, crane, or vacuum truck) does not have full view of the path of travel, a signal person must be used to guide the vehicle into a parking space or operating area. When backing into a parking location, or in an operating unit it is recommended that a spotter be used to act as a guide.

When operating a vehicle in the Refinery, pedestrians have the right-of-way.

Road Closure

Any road work that does not provide 12 feet of solid road right-of-way to allow emergency vehicles to pass through is considered a road closure and requires Appendix A to be completed and submitted to the Suncor's Safety Advisor and/or designate 48 hours before a road is closed..

As a minimum the following safety requirements must be met to allow the workers to work safely protecting them from passing road traffic.

- Lights (flashing)
- Signs (One Way, Speed Control, Workers Present)
- Barricade (Jersey, Wood), or, orange pylons
- Traffic control person as required
- 12 foot road travel available

VEHICLES LEFT UNATTENDED

During Normal Hours

Vehicles must be shut off while unattended with the transmission in park. When vehicle is parked in its assigned parking place, it is not necessary to leave the keys in the ignition. In all other cases, the keys must be left in the ignition in the event the vehicle has to be moved.

Heavy Trucks, Vacuum Trucks, Tank Truck and Fire Apparatus, where it is required to leave engine running, air brakes are to be engaged, or if not available, rear wheels must be blocked while vehicle is unattended, loading or unloading.

Trackmobiles being used to make railcar switches may be left running provided the hand brake is set before leaving the cab, and the time left unattended does not exceed 15 minutes.

Cranes and Backhoes must be left on level ground. No loads will be left hanging on hooks. The ignition must be shut off in unit areas. The controls of cranes, backhoes, or other vehicles with hydraulic equipment must not be left unattended while operating. Complete details for operating cranes can be found in the Crane and Rigging standard.

During Off Hours

Each department will develop a process to handle the control of vehicle keys

SITE ACCESS CONTROLS

Personal Vehicles

Personal vehicles are defined, as vehicles privately owned by employees and include trucks, vans, motorcycles, and automobiles.

Personal vehicles are not allowed in the Refinery other than in designated parking lots. Under special circumstances an employee's Director, contingent upon proper insurance carried by the employee, may grant an exception.

Use of Company Vehicles

Use of company vehicles for personal business is not permitted.

Use of company vehicles for company business outside of the Sarnia area requires manager level approval. The only exception to this is for Emergency Response equipment.

Contractor Vehicle Passes

There are three types of vehicle passes, Delivery Driver, Short Term, Vehicle.

A Vehicle Pass includes both a vehicle swipe card (Appendix B) and a rear view mirror tag (Appendix C)

Passes are specific to the vehicle and are not transferable. Drivers must also have a personal swipe cards to allow them entry.

Short Term and Vehicle passes are issued to contractor vehicles required for site work (cars, pick-up trucks, vans, weld trucks, etc.) Cranes, Pitman's and Vac trucks do not require vehicle passes and swipe cards.

Delivery Driver Passes

- Delivery Driver passes may be issued for deliveries to the Warehouse only.
- To request Delivery Driver Pass, the Suncor Site Contact must complete and submit the "Delivery Driver Approval Form" to Security. (Appendix D)
- Delivery Driver Passes are valid for a period up to one calendar year.
- Vehicles with Delivery Driver passes are permitted within the warehouse compound and to specified load/unload points. Vehicles with Delivery Driver passes going beyond the warehouse compound must comply with the escort requirement.
- A red rear view mirror tag and vehicle swipe card will be issued by security.

Note: One-off deliveries to warehouse will continue to be permitted using the main gate sign in process without acquiring Delivery Driver Pass.

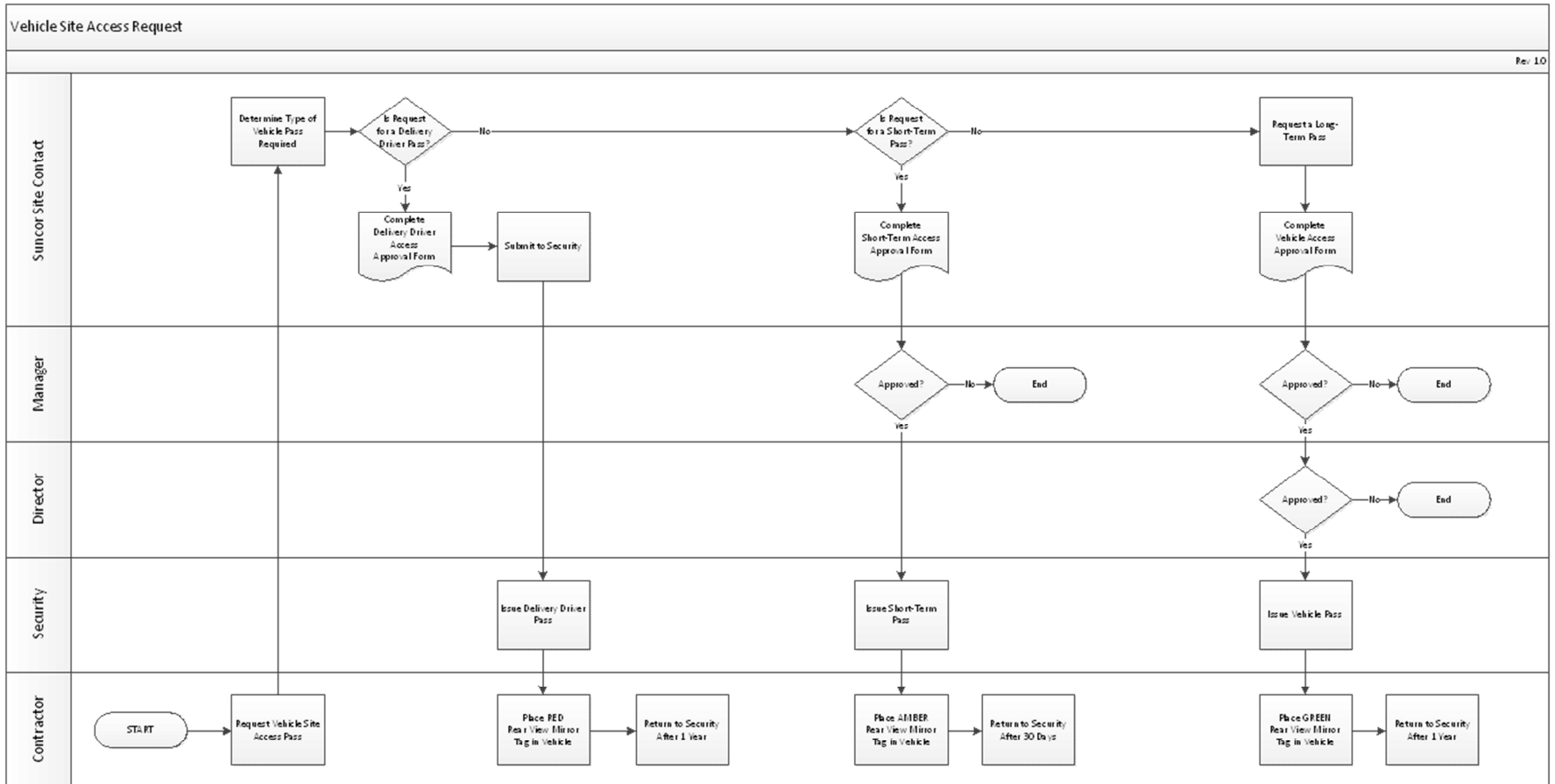
Short Term Passes

- Short Term Passes may be issued for urgent/short term work requiring a vehicle on-site.
- To request a Short Term Pass, the Suncor Site Contact must complete and submit the “Short Term Approval Form” to appropriate Manager for approval and forward to Security. (Appendix E)
- “Short Term Passes” are valid for a period up to 60 days.
- An amber rear view mirror tag and vehicle swipe card will be issued by security.
- Shift Supervisors can authorize Short Term Passes for emergency/unplanned work afterhours.

Vehicle Passes

- Vehicle passes may be issued for longer term/regular access to site.
- To request a Vehicle Pass, the Suncor Site Contact must complete and submit the “Vehicle Approval Form” to appropriate Manager for approval.
- Once approved by appropriate manager it is to be submitted to Director for final approval, and forward to Security. (Appendix F)
- Vehicle Passes may be issued for up to one calendar year.
- A green rear view mirror tag and vehicle swipe card will be issued by security.

PROCESS FLOW – VEHICLE ACCESS



TRAFFIC AND VEHICLE OPERATIONS

Current versions of approved documents are maintained in Live link. Printed copies are uncontrolled.

Guidance for Vehicle Pass Requests

It is the responsibility of each Suncor Site Contact to screen vehicle pass application for appropriateness in order to ensure that vehicle traffic on site is minimized to the extent possible.

Transport of Heavy Tools / Equipment

A vehicle pass may be warranted if heavy tools and/or equipment (greater than 5 kgs) are required for work scope pertaining to the specific site visit.

Transport of Workers

A vehicle pass may be warranted for transporting workers, and foreman/supervision, over long distances (i.e. Offsites, East and West Tank Farms, Docks, etc.)

- Number of vehicles to be minimized through the use of High Occupancy Vehicles (HOV) when possible (ie. Crew cab/van vs. Single cab)

Examples of Vehicle Use That Would Not Typically Be Approved

- Driving on site to attend meetings and/or site visits
- Daily access to work area
- Sales calls
- Transporting individual people to and from gates or off the site

Vehicle Signage

All vehicles entering the Refinery must have company name on both sides of the vehicle. Vehicles without proper signage may be refused entry into the Refinery.

Appendix A

Traffic Control Plan

Contractor _____

Date: _____

Location of Work Area _____

Duration of Closure _____

Start _____

Finish _____

Reason for closure

ROAD CLOSURE			
	<i>N/A</i>	<i>REQ</i>	<i>COMMENTS</i>
1. Lights (flashing)			
2. Signs (Road Closed, Detour, Men Working, Warning Signs)			
3. Notice (48 hours prior to close)			
4. Barricade complete with lights			
5. Pylons			
6. Emergency vehicle access			

Suncor Supervisor _____

Suncor Operator _____

Contractor Supervisor _____

Suncor EHS Dept _____

* **Highlight exact location of traffic control, all detour routes and signs required on Refinery Traffic Plan.**

Notifications to:

Suncor Emergency Response Coordinator

CB ___

Tank Farm




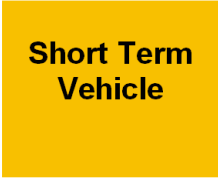

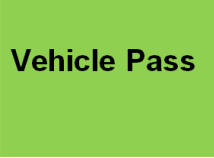
General Refinery Communication

TRAFFIC AND VEHICLE OPERATIONS

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Appendix B

Vehicle Swipe Card

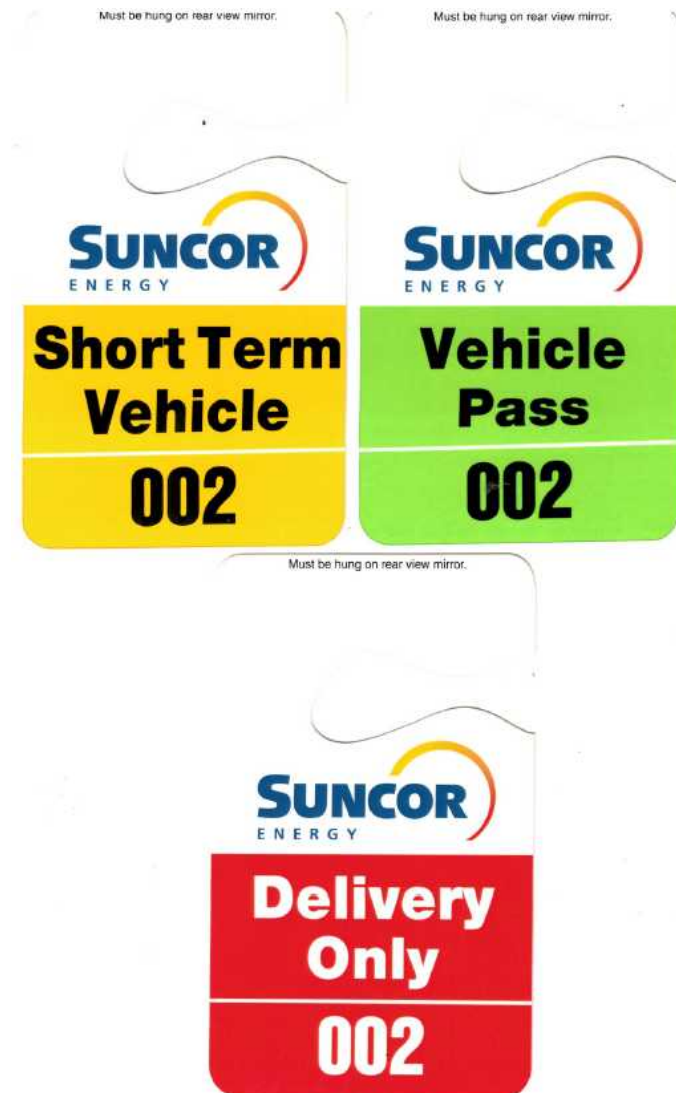
 	<p>In the event of an Emergency:</p> <ul style="list-style-type: none">• Pull over safely• Turn off Ignition• Leave keys• Proceed to safest assembly area mindful of wind direction• Report in as required <p>This card is for Vehicle access only not for head count purposes.</p>	 	<p>In the event of an Emergency:</p> <ul style="list-style-type: none">• Pull over safely• Turn off Ignition• Leave keys• Proceed to safest assembly area mindful of wind direction• Report in as required <p>This card is for Vehicle access only not for head count purposes.</p>
 	<p>In the event of an Emergency:</p> <ul style="list-style-type: none">• Pull over safely• Turn off Ignition• Leave keys• Proceed to safest assembly area mindful of wind direction• Report in as required <p>This card is for Vehicle access only not for head count purposes.</p>		

Appendix C

Vehicle Parking Permit – Rear View Mirror Tag

A vehicle parking permit is required in addition to a vehicle swipe card pass.

When parking in the Refinery, the driver of the vehicle must display their parking permit on their rear view mirror, or on their dash board so it is clearly visible.



Appendix D



VEHICLE ACCESS APPROVAL FORM Delivery Driver Pass - Red Suncor Sarnia Refinery

Typed applications are preferred. Incomplete or illegible applications will be returned. You must fill-out one application form per vehicle.

Vehicles permitted to go directly to the Warehouse for delivery purposes only.

Part I: Completed by Applicant (Contractor)

Name of Contractor:		Reason for Application: (New/Lost/Replacement/Extension)	
Date of Application:	License Plate Number:	Vehicle Make, Model, Colour:	
Desired Permit Expiry Date:	Responsible Person (Last Name, First Name):		
Phone #	Email:		
Vehicle requirement rationale (transporting heavy tools/equipment etc):			

Part II: Completed by Suncor's Representative

Name (Last Name, First Name):	
Signature:	Authorized on Date (YYYY-MM-DD):
Permit Start Date (YYYY-MM-DD):	Permit Expiry Date (YYYY-MM-DD):

Suncor's Representative to forward application to Security Coordinator

Part III: Site Security Use Only

Vehicle Tag Number:	Swipe Card Number:	Date Issued:	Security Signature:
Date Returned:			

Appendix E



VEHICLE ACCESS APPROVAL FORM SHORT TERM PASS - AMBER Suncor Sarnia Refinery

Typed applications are preferred. Incomplete or illegible applications will be returned. You must fill-out one application form per vehicle.

Vehicles permitted on site for up to 30 days. Vehicle tags **MUST** be returned at the end of the term.

Part I: Completed by Applicant (Contractor)

Name of Contractor:		Reason for Application: (New/Lost/Replacement/Extension)	
Date of Application:	License Plate Number:	Vehicle Make, Model, Colour:	
Desired Permit Expiry Date:	Responsible Person (Last Name, First Name):		
Phone #	Email:		
Vehicle requirement rationale (transporting heavy tools/equipment/long distance worker transport i.e. Tank Farms, Docks etc):			

Part II: Completed by Suncor Manager

Name (Last Name, First Name):	
Signature:	Authorized on Date (YYYY-MM-DD):
Permit Start Date (YYYY-MM-DD):	Permit Expiry Date (YYYY-MM-DD):

Suncor's Representative to forward application to Security Coordinator

Part III: Site Security Use Only

Vehicle Tag Number:	Swipe Card Number:	Date Issued:	Security Signature:
Date Returned:			

Appendix F



VEHICLE ACCESS APPROVAL FORM Vehicle Pass - Green Suncor Sarnia Refinery

Typed applications are preferred. Incomplete or illegible applications will be returned. You must fill-out one application form per vehicle.

Part I: Completed by Applicant (Contractor)

Name of Contractor:		Reason for Application: (New/Lost/Replacement/Extension)	
Date of Application:	License Plate Number:	Vehicle Make, Model, Colour:	
Desired Permit Expiry Date:	Responsible Person (Last Name, First Name):		
Phone #	Email:		
Vehicle requirement rationale (transporting heavy tools/equipment/long distance worker transport i.e. Tank Farms, Docks etc):			

Part II: Completed by Suncor Manager

Name (Last Name, First Name):	
Signature:	Authorized on Date (YYYY-MM-DD):
Permit Start Date (YYYY-MM-DD):	Permit Expiry Date (YYYY-MM-DD):

Suncor Manager to forward application to Director for Approval

Part III: Completed by Area Director

Area Director Name (Last Name, First Name):	
Signature:	Authorized on Date (YYYY-MM-DD):

Area director forward application to Security

Part IV: Site Security Use Only

Vehicle Tag Number:	Swipe Card Number:	Date Issued:	Security Signature:
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END OF STANDARD

<u>REVISION LOG</u>				
Date (MM/DD/YYYY)	Revision	Section	Comments	Editor (Name)
01/03/2014	Original	All	Traffic and Vehicle Operations standard created to replace and combine Vehicle Operations standard 4000-ZSD-S-MSAFeca-00215, Maintenance S.O. #1.001 and Traffic Control Plan into one standard. Added Livelink number to header. eSign page lost due to Edit. Approved by Peter Lynch.	
08/28/2017	1	Site Access Controls	Update to include Directors approval for Vehicle pass and Managers approval for Short term pass. Three new rear view mirror tags – Vehicle Pass – Green, Short Term Vehicle Pass – Amber, Delivery Only – Red. New forms added for requesting Vehicle, Short Term and Delivery Driver Vehicle Passes.	
06/15/2018	2	All	Addition of 3 vehicles passes: Vehicle Pass, Short Term Vehicle Pass and Delivery Driver Addition of application forms for all 3 types of passes Addition of guidance on how to approve the 3 types of passes	K. McCaig

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The following individuals have approved and signed this document.

UserName: Todd Murray (toddmurray)

Title: Mgr EH&S Sarnia Refinery

Date: Friday, 15 June 2018, 10:23 AM Mountain Time

Meaning:

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