



# **General Rules Handbook**

**Suncor Energy Products Inc.  
Sarnia Refinery  
May 2017**



### **Introduction**

The purpose of the Suncor General Rules Handbook is to establish requirements necessary to minimize risks to employees and contractors who work at the Suncor Sarnia Refinery. These requirements are also intended to contribute to the protection of the public from safety hazards due to Suncor Sarnia Refinery work activities.

These General Rules identify requirements that apply to all work carried out by Suncor employees and contractors.

These rules, as well as any Suncor supplementary instructions or procedures that support these rules, are mandatory and must be followed at all times.

The General Rules are intended for the use of Suncor employees. They are also intended for the use of contractors conducting work while on Suncor Sarnia Refinery property.

### **Document History**

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## **Environment, Health and Safety Policy**

Suncor Energy Inc. aspires to be a sustainable energy company by meeting or exceeding the environmental, social and economic expectations of our current and future stakeholders. Our environment, health and safety efforts are complementary and interdependent with our economic and social performance. We are accountable to our stakeholders to develop resources, conduct our operations, and offer our products and services in a responsible manner.

### *Key Beliefs*

- All incidents can be prevented.
- Management is accountable for EH&S performance
- Working safely and in an environmentally responsible manner are conditions of employment.
- Prevention of incidents and managing our environmental impacts make for good business

### *Leadership & Integrity*

By their exemplary behaviour, management will demonstrate Suncor's commitment to achieving its vision of leadership in environment, health and safety performance.

### *Accountability*

Suncor management will ensure that employees under their direction are:

- Competent to manage their environment, health and safety responsibilities.
- Knowledgeable of hazards and risks associated with their jobs.
- Provided with standards, procedures, processes, tools and other resources necessary to conduct their work in a safe and environmentally responsible manner.

All employees and contractors are accountable for; compliance with relevant acts, codes, regulations, standards and procedures, their own personal safety and the safety of their co-workers.

### *Shared Responsibility*

Suncor supports a collaborative, partnership approach among governments, industry and civil society for the development of sustainable solutions to environment, health and safety issues.

### *Integration*

Suncor integrates environment, health and safety considerations into business plans, facilities and product designs, operating practices, and employee development and performance programs.

### *Prevention*

Suncor uses a risk-management approach to anticipate, prevent and mitigate harm to health, safety and the environment.

### *Conservation*

Suncor will seek, identify and implement opportunities to conserve energy, reduce water use, and minimize our footprint on the land on which we operate. The company actively pursues opportunities to reduce emissions and eliminate or reduce wastes by leveraging a life cycle approach and through technology improvements.

### *Continual Improvement*

We strive to achieve levels of performance governed not just by legislation but also by the evolving environmental, social and economic expectations of our stakeholders. The company's aspiration is to eliminate all occupational injuries and illnesses. This requires active engagement and progressive improvement in competencies

and performance by all employees in how we identify and manage hazards and risks associated with our work.

*Preparedness*

In the event of an incident, Suncor will respond promptly in a manner that protects the health and safety of its employees, contractors and the public, and that minimizes the incident's impact on the environment.

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**Asbestos**

If you encounter exposed insulation, STOP and notify your Supervisor or the Insulator Foreman. When in doubt, ASK!

**Alcohol & Drug Policy**

Suncor promotes a workplace free from the negative effects of alcohol and drugs. No individual on site shall use, possess, offer for sale, or have present in their system, alcohol and drugs while at work. By exception, prescription or non-prescription drugs may be used but only as intended by the product manufacturer, or the individual's medical professional. All individuals at the workplace will notify their supervisor or manager before starting work of any potential side effects associated with the use of drugs that impair the safe performance of any of the individual's duties. Testing may be required for reasonable cause and/or post incident or if drug and/or alcohol can't be ruled out. All contractors are to have an Alcohol & Drug policy in place and are to have reviewed this with their employees.

**Benzene**

Benzene is a product produced at the refinery and is a known carcinogen. All personnel working in the refinery must be aware of the hazards associated with Benzene. All personnel must also be made aware of the areas in which.

Benzene exists and must be made aware of the precautions necessary before commencing work in Benzene areas.

***Behavioural Based Safety (BBS)***

As part of the Suncor's ongoing efforts to reduce and eliminate workplace injuries, BBS audits are conducted on a daily basis. The intent of these audits will be to:

- Recognize and commend safe work behaviours
- Identify actions and conditions that have the potential to result in accidents and injuries in the work place.
- Commend positive behaviours and address all inappropriate behaviours or actions.

***Cameras - External to Suncor***

The use of cameras for external purposes requires the approval of the Operations Manager, Operations Shift Leaders, or Refinery V.P. A Hot Permit will be required in the process areas for camera use unless it can be verified that the camera to be used is intrinsically safe. Camera users shall identify the nearest 20 lb. Fire Extinguisher before taking pictures.

### ***Cellular Phones/Pagers/ Electronic Devices***

Cell phones are not allowed in Process Areas. Portable electronic devices such as Pagers shall not be brought into the Process Unit areas unless they have been certified for use in hazardous conditions (intrinsically safe).

### ***Circle Check***

Perform a walk-around inspection (circle check) of a vehicle prior to driving it.

### ***Compressed Gas Cylinders***

Before any compressed gas is used, its hazardous properties must be known and applicable precautions taken.

Secure cylinders in the appropriate position during storage, transportation and use.

Close cylinder valve and put cylinder cap in place when work is finished, when cylinders are empty, or when cylinders are moved at any time.

Protect cylinders from undue absorption of heat and keep in areas where they will not become a hazard in a fire situation. Never put gas cylinders inside a confined space.

### ***Confined Space Entry***

All confined space entries require an approved safe work permit to be issued and reviewed by the permit issuer, permit receiver, and the work crew. No entry into a confined space can occur until the Confined Space Hazard Assessment & Rescue Plans have been established.

### ***Contact Lenses***

Contact lenses are permitted in office areas only.

### ***Crane and Rigging Standard***

There are three classifications of lifts including:

- Critical Lift
- Serious Lift
- Standard Lift

Please reference Appendix A-1 – the Mobile Crane Lift Classification Criteria from the Crane and Rigging Standard.

### ***Designated/Controlled Substances***

Materials having toxic ingredients, harmful effects and/or flammable or combustible flash points are identified as “designated or controlled substances” under Ontario legislation. Designated substance control programs are found in Livelink. Consult the Occupational Hygiene Technologist if you have questions or concerns. The six designated substances in the

refinery are: Arsenic, Asbestos, Benzene, Lead, Mercury and Silica.

***Discipline***

Violation of refinery standards may result in disciplinary action, up to and including dismissal, by the company and/or prosecution by external regulatory agencies.

***Electrical Equipment***

All workers must comply with the Electrical Safe Work Practices Manual.

Only authorized persons may connect, disconnect, or work on electrical equipment.

Before working on electrically operated equipment, lockout, tag and test according to the Hazardous Energy Control Standard.

***Emergency Reporting***

Report all fires, regardless of size, to your supervisor and/or a Suncor contact.

Report any fire which cannot be immediately extinguished, a major hydrocarbon release, a toxic release, rescue or a first aid to site Security directly by radio (on security channel) or by dialing **extension 2222** on any refinery phone. Notification can also be made to Operations personnel in any control building.

### ***Emergency Telephone Numbers***

#### **Emergency Telephone Number 2222**

Main Gate Ext. 3214 or 3640

Health Centre 3650

#### ***Emergency Sirens/ Alerts***

The emergency siren is sounded to clear the process areas of non-operating personnel during a fire or other emergency situation such as a major gas release. The sounding of the emergency siren also initiates action by the Refinery Emergency Organization.

Shut down non-emergency vehicles and equipment when the emergency siren sounds. Take note of the wind direction and proceed crosswind on foot to a safe assembly area (see Appendix)

Report to your Foreman or Supervisor for the headcount. Anyone unaccounted for should be reported by their Supervisor by dialing 3473.

Additionally, if you cannot make it to your assigned Assembly Area, call 3473 and report your location. A public address system is used to provide wind direction and keep employees updated or to provide evacuation instructions.

A **unit specific alarm** is sounded to clear a specific operating unit in the event of a potential emergency. Shut down non-emergency vehicles and proceed on foot to the unit control room.



An **alert notification** siren is sounded to announce that the situation causing the emergency is under control.

The emergency siren and public address system are tested every Monday at 12:30 hours, after an announcement is made.

### ***Employee Responsibilities***

Work safely in accordance with the refinery standards.

Use protective devices or clothing as required.

Use equipment and tools in a manner that will not endanger yourself or others.

Report to your supervisor/manager any contravention of the Occupational Health and Safety Act and the existence of any hazard.

Understand the employee responsibilities, as identified in the Occupational Health and Safety Act and Environmental Protection Act.

Advise an individual to stop working unsafely. If the individual continues the practice, notify your supervisor/manager.

Become familiar with the location and operation of fire fighting equipment, safety showers, and rescue stations in the area.

Report all incidents that **could or do** result in a loss, i.e. injury, environmental, fire, property damage, theft, production and near miss.

Participate in training provided by the employer.

Notify your supervisor / manager of your location when the emergency siren is activated, if there may be a hazard in reporting to your designated area.

***Employer Responsibilities***

Set standards/rules for a safe work environment.

Enforce the standards in place.

Ensure that employees have received and understand applicable rules, procedures, standards and work practices.

Ensure that employees are aware of their responsibilities as identified in the Occupational Health and Safety Act and Environmental Protection Act.

Supply proper equipment, materials, protective devices and protective clothing.

Provide information, instruction and supervision to an employee to protect his/her health and safety.

Commend employees for their compliance with safety rules and regulations.

### ***Entry into Process Areas***

Process area boundaries are identified by the use of chains & gates to control access. They must be kept in place at all times, except while entering or exiting under permit authorization. If you take a chain down, or raise a gate, it is your responsibility to put it back in place immediately after moving through the boundary.

Non-operating personnel must sign in to the appropriate control room before entering any of the process areas and sign out when leaving the area. A Work Permit will be issued for all "hands on work".

A hot work permit is required to drive a vehicle into a process area, including tank farm dyked areas.

Operations personnel will escort mobile emergency response vehicles into "restricted entry areas".

### ***Environment***

All reasonable means shall be used to prevent spills or leaks.

Vehicle refueling shall occur only in designated areas where the potential for contamination is minimized.

Equipment such as rigs and cranes that will remain stationary in use for considerable periods of time and must be refueled at the location

in use shall follow strict fuelling procedures including the use of appropriate spill containment devices.

Oily equipment or materials shall not be stored in or near drainage areas where runoff leaving site could become contaminated.

Vehicle and equipment maintenance shall be confined to designated areas where fluids shall not be discharged and spilled to land or drainage ditches or wash pads.

Drip pans shall be provided by all Contractors for placement under equipment where there is high use and/or a potential for leaks, including temporary generators and transformers, sampling lines, stop cocks, dispensing areas, etc. Permanent drip pans shall also be provided underneath the fuelling ports of portable equipment not equipped with inherent secondary containment. Sumps receiving human waste, oil or oily water shall not be allowed to overflow.

Absorbent mats, sand, clay or other absorbent materials shall be readily available for deployment to control or contain spilled material.

### ***Excavations***

An application to excavate must be submitted one week in advance to allow time to locate all known underground utilities. A work permit must be issued for any excavation deeper than 30 cm (12 inches).

**Facial Hair**

You must be clean shaven and fit tested to work in any of the following areas, or if you are expected to don respiratory protection as part of your duties.

- Process Areas including Offsites (Tank Farm)
- Laboratory
- Maintenance Shops

There will be no exceptions to this standard.

**Fall Protection**

Fall protection must be established for work at a height of more than 1.8 metres unless otherwise indicated. Barriers or fall restraint systems should be used whenever possible. Fall arrest systems should only be used as a last option.

Because of the high potential for serious injury due to falls, there will be strict enforcement of the fall arrest requirements including the following:

- Employers must provide workers with the proper fall arrest equipment
- 100% fall protection must be maintained at all times
- Workers must be trained in the proper use and inspection of their fall arrest equipment when required
- Harnesses must be fitted with relief straps
- A written rescue plan must be in place

- Fall arrest systems must be engineered systems
- When using a fall arrest system, a full body harness attached to a secure anchor point, lifeline or horizontal fixed line must be arranged so that a worker's free fall distance is less than 1.5 metres and pendulum swing is minimized

#### **Fire Fighting Equipment**

Fire fighting equipment must be kept unobstructed in designated locations. As a minimum, a 20 lb ABC fire extinguisher is to be provided by the contractor for all motorized equipment and hot/open flame work.

All fire fighting equipment (extinguishers, hoses, nozzles, etc.) permanently mounted in process areas or located in the Fire Halls is for fire fighting only and must not be used for any other purpose. Any non-emergency use of fire hydrants will require the approval of Refinery EH&S and Operations.

Hydrants used between November 1st and April 1st must be winterized after each use.

#### **Flame Retardant Clothing (FRC)**

Flame retardant clothing is required in most areas of the refinery outside of office buildings. Coveralls and/or long sleeve shirts, full length pants must be worn at all times and sleeves must be rolled down. No short sleeves and no shorts

allowed as external clothing. Synthetic materials should not be worn. Only flame retardant “hoodies” are permitted.

#### **Food & Drink**

Food & Drink is not allowed in the process areas. Designated water dispensers are located in defined areas during hot summer months.

#### **Forklift Trucks**

Employees who use forklift trucks as part of their job must receive training and testing.

A qualified person must perform maintenance on the equipment.

Equipment must be inspected daily by a trained, competent person.

#### **Hair**

Hair longer than shoulder length is not allowed if it could endanger the safety of the individual. It is allowable to use a hair net or some other means to contain long hair, providing it does not interfere with the proper suspension of the hard hat.

#### **Headcount Procedure**

All persons in the Refinery must be accounted for in the event of an emergency. Designated assembly areas are located throughout the site and are identified by white & green signs. An assembly area is a location where workers will

assemble if there is a Refinery emergency siren. If someone is unable to get to their designated assembly area (see Appendix) due to the emergency situation, they should report to the next nearest accessible assembly area. If contact cannot be made with your supervisor, you must notify security (ext. 3473), of your whereabouts. If personnel are not accounted for, the following details must be immediately transmitted to ext. 3473:

- Name of the employees/s unaccounted for
- Employer
- Last known working location
- Whether they were working alone or with others

#### **Harassment**

Suncor is committed to providing a work environment that is free from harassment, violence, threats of violence, intimidation, and other disruptive behaviour from fellow employees or other Suncor Personnel, or people with whom Suncor does business, and all Suncor Personnel are expected to conduct themselves accordingly.

#### **Health Centre**

Telephone extension **3650**. Located in the administration building. First aid is administered by the refinery nurse during the day shift and by security during the off hours.



### **Hoisting Equipment and Power Elevated Work Platforms**

Maintain hoisting equipment in good condition. Only authorized trained persons may operate hoisting equipment.

Documented inspection, testing, and repairs are required to prevent failure of the equipment.

The operator of the hoisting equipment is responsible to control the lift zone. Red tape complete with identification tags is used to control the lift zone. Both tape and tags must be removed on completion of the lifting activity.

The practice of using manlifts as a means to access and egress work stations located in refinery piperacks or on other structures is not permitted. The recommended practice for accessing these types of work areas would be through the use of ladders, planking from access platforms or scaffolding as required. While elevated, a worker **shall not** leave the basket, or stand on any handrail of the basket, to perform work.

Personnel riding in, or working from, these devices/lifts must wear an approved full body harness with a fall restraint lanyard system secured to an anchor point. If the lanyard length is such that one cannot get to another area of the work unit once it is stopped, disconnect the lanyard and go directly to the desired area and

immediately re-connect. The lanyard length should be such that one cannot fall out of the device.

#### **Horseplay**

Horseplay is not allowed. Do not engage in any prank, contest, or feat of strength, unnecessary running or rough and boisterous conduct.

#### **Housekeeping**

All personnel in the workplace will work towards maintaining their respective area in a clean and orderly manner. Poor housekeeping will not be tolerated, as it is a shared responsibility, and the role of every employee. In shared storage areas, shops, or offices, supervisors of the various employees and or contractors must work closely together to insure that housekeeping is maintained in an acceptable manner. Good housekeeping is the responsibility of everyone and is essential. Clean up debris after a job is complete, or at the end of the day. Good housekeeping habits also include office areas.

#### **Hydrofluoric Acid (H.F. Acid)**

Hydrofluoric Acid is a clear, colourless and corrosive liquid. It will evaporate rapidly at atmospheric pressure and temperatures above 20° C and produce a white steam-like vapour, which has a distinct, pungent, irritating odour. Anyone who knows or even suspects that they

have come into contact with Hydrofluoric Acid must immediately seek first aid, even if the injury seems slight as delayed burns may occur. HF areas are equipped with audible & visual alarms. Additional training is required to enter this area.

### **Hydrogen Sulphide (H<sub>2</sub>S)**

Hydrogen Sulphide, more commonly known as H<sub>2</sub>S, is a quick acting, colourless gas that is very dangerous. H<sub>2</sub>S vapours are heavier than air and tend to hug the ground. At low concentrations, H<sub>2</sub>S has a rotten egg odour. At higher concentrations, H<sub>2</sub>S can deaden your sense of smell and even cause death. There are several mechanisms and controls in place in the refinery to reduce the potential of H<sub>2</sub>S occurrence. Extreme caution and care should be taken when you are in or near one of the clearly identified High H<sub>2</sub>S areas. Do not enter these areas without Operations authority. Supervisors and workers must be familiar with the Rescue Station procedures. Areas with high H<sub>2</sub>S are equipped with audible & visual alarms. Yellow chains indicate High H<sub>2</sub>S areas. A personal H<sub>2</sub>S monitor is required in all process areas.

### **Hygiene**

Use safety showers to immediately wash off any chemicals that contacts the skin. Report to the Health Centre for treatment as needed. Remove clothing which has been contaminated by oil or

chemicals. Clothing worn in the refinery must not be taken home and should be laundered by an authorized industrial establishment. Wash hands frequently.

#### **Impairment**

No one is permitted in the refinery under the influence or in the possession of any substance that can impair judgment.

#### **Incident Learning & Prevention Process (ILP)**

The purpose of the incident learning and prevention process is to learn from incidents in order to prevent recurrence and to identify events and conditions that could have resulted in a loss. Continual improvement is ensured through:

- Reporting incidents
- Investigating incidents to identify root causes
- Implementing corrective actions to prevent recurrence
- Communicating lessons learned
- Detecting trends through the statistical processing of incident records

The IL&P process includes 4 major steps: Incident Reporting; Assessment of Risk & Consequence; Incident Investigation; and Action Management & Follow-up.

### **Joint Health & Safety Committee**

A Joint, Health & Safety Committee has been established and names of all Joint Health & Safety Committee members can be found on Refinery bulletin boards.

### **Journey to Zero**

Suncor is on a Journey to Zero. This journey is about the elimination of all-occupational injuries and illnesses. We ask for your commitment to ensure that all contractors and employees are aware of and support Suncor's Journey to Zero. We know that zero injuries are possible and we ask for your commitment, dedication and determination to make this happen.

### **Ladders**

Use ladders in accordance with established standards. Three point contact must be made at all times.

Aluminum or vertical wire reinforced construction type ladders are prohibited near any potential electrical hazard.

Inspect ladders prior to each use. Ladders with defects are not allowed on the job site; they must be tagged and immediately removed from the area.

Tie off or secure portable ladders when in an upright position.

## Life Saving Rules

- ① Obtain authorization before entering a confined space.
- ② Protect yourself against fall when working at heights.
- ③ No alcohol or drugs while working or driving.
- ④ Work with a valid work permit when required.
- ⑤ Verify isolation before work begins and use the specified life protecting equipment.
- ⑥ Obtain authorization before overriding or disabling safety critical equipment.

**Machinery**

Process equipment is to be operated by Operations personnel only.

Do not operate machinery unless you have been trained in its use.

All safety guards must be in place before equipment is put into service.

When working near machinery with moving parts, do not wear any rings, jewelry, loose-fitting clothing, loose-fitting gloves, or long hair (see hair).

***Matches/ Lighters***

Strike-anywhere matches are strictly forbidden.

Lighters with plastic fuel reservoirs are not permitted in the refinery.

**Material Handling**

When lifting heavy objects, use mechanical assistance when practical. For other situations, get help from a co-worker. Take care when manually lifting objects to prevent injuries caused by improper grip, inadequate vision or improper lifting procedures. Only qualified personnel are permitted to operate hoisting or load-carrying equipment. Never stand or pass under any suspended load.

### **MSDS**

Prior to the use of a non-approved product on the refinery site, the applicant shall submit a Request for Product Approval.

MSDS Sheets are available from Permit Issuers, Supervisors or from Sunnet.

### **Near Miss Reporting**

Suncor requires "Near Miss" reporting. Using this system, workers and supervisors can report any close calls that do not result in a loss to property, health, safety or environment. Steps can then be developed to prevent a similar occurrence. All near miss incidents must be reported as soon as possible.

### **OHSA/Right to Refuse Work**

A worker may refuse to work or do particular work where the worker has reason to believe that:

- a) Any equipment, machine, device or thing the worker is to use or operate is likely to endanger the worker or another worker;
- b) The physical condition of the workplace or the part thereof in which the worker works or is to work is likely to endanger the worker; or
- c) Any equipment, machine, device or thing the worker is to use or operate, or the physical condition of the workplace or the part thereof in which the worker works or is to work, is in



contravention of this Act or the regulations and such contravention is likely to endanger the worker or another worker.

#### **Office Safety**

Do not put both feet up on a desk or counter when seated, as this could lead to a fall. Keep desk and file drawers closed when not in use. Never stand on drawers, desks, chairs, etc. to reach objects.

Clean up spills and pick up objects that are potential tripping hazards.

Run telephone and electrical cords properly and do not overload electrical receptacles.

Use handrails when on stairs.

Do not lean or tip back chairs when seated as these chairs are not designed for that purpose and people have been injured from falling backwards.

#### **Personal Protective Equipment**

- Personal H2S monitor
- Safety glasses with permanent side shields
- Hearing protection
- Green patch work boots – with clearly defined heels – 6” in height
- Fire retardant outerwear
- Head protection
- Gloves

### **Pipe Rack Access and Egress**

When accessing specific locations in the Refinery pipe racks or pipe trenches, all employees are required to use the appropriate means of access and egress. Walking on pipes is not permitted unless suitable precautions have been taken to prevent injury.

The following are examples of suitable precautions:

- Pipe Trenches – Planking, scaffolding, walkways etc. should be in place. These should be a minimum of 18" wide and they must be secured.
- Pipe Racks – Walking on pipes is not permitted. Some form of footing (i.e. planking/scaffolding) must be placed in the pipe rack before access is allowed and fall protection must be used.

(See Fall Protection Standard)

### **Radiation Protection (X-raying)**

Within the refinery, radiation sources are used for process and control (instrumentation), laboratory work (compound analysis), and radiography (wall thickness X-ray). Each source is either interlocked to make the source unusable if shielding is not in place, or an area around the source is chained or temporarily roped off and posted with radiation warning signs, to minimize exposure to non-involved personnel. Do not

tamper with interlock systems or disassemble radiation source containers.

Entry into areas temporarily roped off for x-rays is not allowed without the permission of the radiographer in charge. X-ray work shall be captured on the specific work permit issued by the applicable control room.

### **Railways**

Never block a railway track with any vehicle, structure or equipment.

Do not construct scaffold or place equipment within 2.4 meters (8 feet) of the center line of the track. Do not pass under or between railcars while railcars are in motion.

### **Rescue Stations**

There are Rescue Stations located throughout the Refinery.

Rescue Stations contain breathing air equipment that can be used to respond to emergency situations.

Rescue station doors are not alarmed. You must manually push the red alarm button located inside building.

Immediate response will take place upon the alarm sounding in the control room. When help arrives, the rescue operation may be started.

**A rescue must never be attempted alone.**

**Rope**

Nylon or Propylene rope is not allowed in the process or unit areas. Manila rope is the only rope that can be used in these areas. This is based on the potential for nylon type rope to melt when touching hot pipe.

**Safety Showers and Eye Washes**

Safety showers and eyewashes are located throughout the refinery in areas where specific hazards exist. Immediate response will take place upon a safety shower alarm sounding in the control room.

Safety shower alarms are activated as soon as a shower door is opened. Always locate the rescue stations and safety showers in the area before beginning work.

**Safe Work Permits**

All permits will be issued in accordance with existing safe work permit standard. Anyone receiving a permit must be trained to do so.

**Scaffolds**

Design, construct and use scaffolds in accordance to established standards. A competent carpenter/scaffold supervisor, foreman or trades person must inspect scaffolds before use and daily thereafter when in use. The scaffolding installation firm must complete a

documented inspection of all erected scaffolding monthly.

The Suncor Refinery uses the same scaffold tagging procedure that is now become common in the Chemical Valley. A red tag means don't use the scaffold under any circumstance. Yellow means use the identified precautions listed on the tag. Green means the scaffold is safe to use. Qualified scaffold erectors must complete all modifications.

#### **Seat Belts**

Seat belts must be worn when any motorized vehicle is in motion and there must only be as many passengers as there are seatbelts in the vehicle. Riding in the back of pick up trucks is not allowed.

#### **Security**

Security Guards protect the site and the people on it from theft of assets, intentional destruction, assault, burglary, arson, theft of trade secrets, bomb threats and civil disturbances.

All visitors and those employed on site are required to abide by the laws, statutes, regulations, standards and procedures that apply to their activities while on this site.

Recognizing the above, all levels of refinery management will conduct their activities in a manner, which reinforces and supports this policy.

**NOTE:** Security may carry out random inspections of vehicles, briefcases, lunch boxes etc. at all site entry & exit points.

#### **Smoking**

Smoking is permitted in designated smoking areas only. Smoking is not permitted in company mobile equipment, including trucks on or off site. Parking lots on Suncor property are **NOT** designated smoking areas.

#### **Stairs and Ramps**

Always use the handrails when going up and coming down all stairs.

Safe access and egress in the form of a stairway, ladder or ramp must be provided in areas where work is being performed.

Stairs must have treads and risers uniform in width, length, and height in any one flight.

Railings are required on all stairs having four or more risers, as well as on ramps.

#### **Task Analysis Safety Card (TASC)**

All contractor employees must complete a Task Safety Analysis prior to reforming any work. This activity must include the completion of a Task Analysis Safety Card listing all potential hazards associated with each step and the preventative measures you are going to take to reduce or eliminate those hazards.

### **Tools**

Use tools that are in good condition and are the proper tool for the job.

Report and return defective tools for repair.

All electrical tools must be properly grounded and/or use ground fault interrupters.

Store tools in their proper place.

Use tools that have adequate guards.

Transport tools properly.

Hand tools with locking type triggers, which allows continued power to the tool without constant finger / hand pressures, are not allowed.

### **Traffic and Vehicles**

When walking along Refinery roads you are required to stay on an identified walking path. When walking along roadways always walk facing oncoming traffic.

When driving the refinery speed limit is 25 km/hr unless otherwise posted.

- Obey posted traffic signs.
- Vehicle operator must have valid driver's license.
- Seat belt use in all vehicles is mandatory in the refinery.
- Riding in the back of trucks is not allowed. "No Seat Belt. / No Ride"

- In vehicles such as tractors, backhoes and graders, there can only be as many people in the vehicle as there are seats. Rollover protection is mandatory.
- Shut off the engines of vehicles parked in the refinery. Leave keys in the ignition unless parked in regular, assigned parking space.
- No vehicle shall enter a maintenance way or tank dyke area without a hot work permit.
- Back vehicles into designated parking spaces.
- Vehicles must not be parked off of the paved roads.
- Vehicles should not obstruct the roadway in case of an emergency.
- Operate bicycles in accordance with the Highway Traffic Act.
- Pedestrians and bicycles always have the right of way.
- Use of company vehicles for personal business is not permitted.
- Personal vehicles cannot enter the refinery unless special permission has been granted and a vehicle entry pass issued. Park personal vehicles in designated parking lots.

#### **Visitors**

Visitors must be picked up at Security or Reception, signed in and escorted at all times by their host.



**Waste**

All wastes shall be segregated to ensure that hazardous wastes and materials are not mixed with non-hazardous wastes and wastes of different contamination or significantly different composition are not combined. This segregation will insure against incidents due to chemical incompatibility (e.g. explosions) and also facilitate recycling. Containers shall be provided to facilitate waste segregation. Waste shall be placed in containers immediately upon generation.

All hazardous waste containers shall be labeled as "Hazardous Waste" to assist in identification of their contents.

Containers for general waste, recyclable and other miscellaneous items shall be grouped and appropriately located to allow convenient and safe collection of wastes.

Place all non-hazardous waste generated into the appropriate waste containers. The responsibility for disposal of non-hazardous waste rests with the owner of the container.

**Welding**

An open flame and welding application/approval is required, in accordance with the work permit standard.

Locate the grounding clamp as near a possible to the actual welding location; it must be within the gas-tested area because the grounding clamp could be a source of ignition.

Remove hazardous materials and test for flammable gas.

A trained “spark watch” employee, equipped with a 20lb fire extinguisher must be available when in welding process areas. The fire extinguisher used for this purpose must be one that is not permanently located in the area. Any individual who is welding, grinding or using a torch must be wearing Safety Glasses in addition to an appropriate face shield.

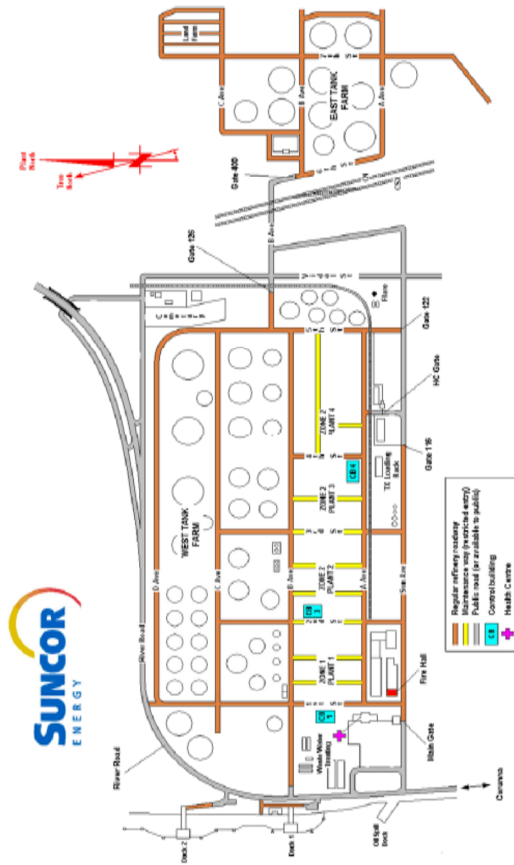
#### **WHMIS**

**Workplace Hazardous Material Information System** (WHMIS) is a provincial regulation that protects workers by ensuring that they are provided with information on the hazardous products in the workplace.

All personnel working within the refinery must be trained and qualified per WHMIS legislation. All contractors must provide MSDS on products brought on site and must submit a completed Product Approval Form to the EH&S Dept. The refinery EH&S group must review the MSDS for new products, chemicals, or additives, before being brought on site. MSDS's are available on the Suncor Intranet or through the EH&S group.

#### **Wind Direction**

Always be sure of the wind direction when working in the refinery.





The following individuals have approved and signed this document.

UserName: Todd Murray (toddmurray)

Title: Mgr EH&S Sarnia Refinery

Date: Wednesday, 12 July 2017, 10:02 AM Mountain Time

Meaning:

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