



## **1.0 Introduction**

### **1.1 Purpose**

This Code of Practice is in place to ensure consistent application of the Safe Work Permit System throughout CPES Group. This Code of Practice will outline the process both of issuing and receiving permits dependent on CPES's status as Operating or Performing Authority (see Section 2 Roles and Responsibilities).

**Note:** The first determination to make is who has Operating Authority. Normally the Operating Authority will be the Site Owner or the Prime Contractor. Unless CPES is the Site Owner or has signed a formal acceptance of Prime Contractor Status, CPES will consider the Customer or their designate to be the Operating Authority.

### **1.2 Objective**

The nature of construction presents a wide range of hazards that require mitigation plans involving multiple people. An effective Safe Work Permit System is an important tool for ensuring hazards are identified and that effective controls are properly implemented before work starts.

The Safe Work Permit System is designed to:

- Ensure proper authorization of designated work
- Make personnel familiar with the nature of the task, the associated hazards, and any limitations to the scope of the work
- Specify the required precautions, protective equipment and the safe isolation of process, mechanical and electrical energy
- Provide a system of continuous control, and provide a record that appropriate personnel with requisite knowledgeable in the nature of the work, have verified the hazard control strategies implemented
- Allow the Operating Authority to cross-reference the permit(s) with other concurrent work
- Provide a formal documented hand-over procedure when the task extends past one shift
- Provide a formal closeout procedure to ensure that areas which were impacted by the work are left in a safe condition

### **1.3 Training**

All personnel responsible for issuing Safe Work Permits must receive training in CPES Group Safe Work Permit System and Hazard Identification, Assessment and Control (HIAC).

When CPES is the Operating Authority, CPES Permit Issuer Training (or approved equivalent, i.e., Prime Contractor) must be completed prior to issuing Safe Work Permits.

Where CPES is acting as the Performing Authority, any Permit Receiver Training required by the Operating Authority must be completed prior to receiving work permits.

## **2. Roles and Responsibilities**

The Safe Work Permit system involves two parties, Operation Authority (issues the permit) and Performing Authority (receives the permit and oversees its implementation):

March 15 , 2022

**SAFE WORK PERMIT SYSTEM**

**2.1 Operating Authority (OA) (Owner or Prime Contractor of the worksite or facility)**

The Operating Authority (OA) is responsible for the proper implementation of the Safe Work Permit system within their area of responsibility. To do so, the OA will:

- Identify and approve all work that requires a Safe Work Permit
- Ensure controls identified mitigate the hazards of the work scope are captured on the permit
- Ensure the Safe Work Permit contains a clear description of the work to be carried out, the location where the work will be completed, safety precautions, and the time for which the permit will be valid
- Ensure the work scope is reviewed with the receiver to identify the necessary isolations (LOTO), suspension of work or other provisions required for the work to proceed safely
- Review tasks in adjacent work areas that may create conflicting activities, and cross-reference them on common permits so that permitted work taking place in different locations can be performed safely
- Suspend any work that may create a hazard if done at the same time
- Clearly identify personnel involved in the preparation, supervision, and performance of the work
- Confirm that precautions and preparations are in place before the work starts
- Review permits to ensure all relevant process, safety and electronic documents are correctly completed and included with the permit for issue
- Determine how the permit is to be displayed or reviewed with all parties involved
- Revalidate the Safe Work Permit, if work carries over past the valid period (with all required signatures)
- Examine the work area to verify conditions are safe before work starts
- Verify that any required atmospheric readings have been completed using an approved testing device and are within the acceptable range
- Once the work is completed, confirm that all conditions of the permit are met
- The Operating Authority shall be responsible for identifying situations where a fire watch, confined space attendant, rescue team(s), etc. are required

**2.2 Performing Authority (PA) (Worksite Supervisor, Person in Charge of the Work)**

The Performing Authority is an appointed representative performing the work, who is immediately overseeing the work being completed on the worksite. The Performing Authority must be well versed in the requirements of this COP.

Performing Authority is responsible to:

- Verify that an assessment of the hazards in the work area before any work begins (using a HIAC), and confirming that the controls implemented are effective and sufficient to control the hazards
- Implement the conditions outlined in the Safe Work Permit, verifying all controls have been implemented, verifying that all personnel involved in the work have the training required under the permit
- Understand the conditions under which work will be performed and sufficient knowledge to anticipate the potential hazards that are involved
- Implement applicable industry best practices, CPES Group Policy and Customer Operational Procedures
- Conduct a Tailgate or Safety Meeting prior to work commencing to review the work scope, hazards, and controls. Ensure all workers involved are familiar with the requirements of the Safe Work Permit

**March 15 , 2022**

**SAFE WORK PERMIT SYSTEM**

- Advise the Operating Authority if conditions change or if the conditions of the permit cannot be met

**Note:** In some situations, CPES Group may be both the Operating and the Performing Authority (for example when CPES Projects is designated as Prime Contractor and CPES E&I is performing work on site). In this case, the Permit Issuer and Receiver cannot be the same individual.

### **2.3 CPES Group Management**

CPES's Management Team is responsible to:

- Provide guidance to Site Supervisors/ISP, Foremen, Lead Hands and Workers regarding both issuing and receiving Safe Work Permits
- Participate in the HIAC process as required
- Verify the "Notice of Supervisor Form" is completed and readily available in provincial jurisdictions where it is required
- Ensure that this Code of Practice is implemented and followed by Supervisors and Workers
- Formally accept Prime Contractor status as required from the Site Owner/Customer
- Ensure training in the Safe Work Permit System is completed

### **2.4 Supervisor, Foreman/Lead Hands, Project Manager**

Supervisors are responsible to:

- Act as the Performing Authority (receiving and reviewing Safe Work Permits) where CPES is not Prime Contractor
- Act as the Operating Authority (issuing Safe Work Permits) where CPES has formally accepted Prime Contractor Status, or is the Site Owner (where Safe Work Permits are required)
- Provide supervision as required to verify the permit conditions are being met when issuing a Safe Work Permit
- Provide guidance to Workers, Contractors, and worksite Consultants regarding completion of Safe Work Permits (as required)
- Ensure retention of completed Safe Work Permits as required. See HSEMS Section 12.0 Safety Statistics and Records for more information
- Participate in the HIAC process
- Lead the safe work planning process (e.g., work scope, HIAC)
- Ensure that Workers undertake only work that they are competent to perform (unless under the direct supervision of a competent individual)
- Refuse to perform any work if it is deemed unsafe (until appropriate hazard controls can be implemented)

### **2.5 Worker**

Workers are responsible to:

- Ensure issued Safe Work Permits are returned as required
- Participate in the HIAC process
- Communicate the hazards of a worksite to the OA and/or PA
- Implement hazard controls as identified on the Safe Work Permit
- Attend pre-job safety meetings as required
- Participate in the safe work planning process (e.g., pre-job meeting and HIAC)
- Refuse to perform any work they deem to be unsafe (until appropriate hazard controls can be implemented)
- Inspect any required PPE before use

**March 15 , 2022**

**SAFE WORK PERMIT SYSTEM**

- Follow the direction of their supervisor
- Adhere to the direction provided by this Code of Practice

## **2.6 Sub-Contractors**

Subcontractors are responsible to:

- Participate in the HIAC process
- Communicate the hazards of a worksite to the OA and/or PA
- Implement hazard controls as identified on the work permit
- Conduct pre-job safety meetings as required
- Participate in the safe work planning process (e.g. pre-job meeting and HIAC)
- Refuse to perform any work they deem to be unsafe (until appropriate hazard controls can be implemented)
- Inspect any required PPE before use
- Ensure issued Safe Work Permits are returned as required
- Notify CPES if they are not in compliance with a control outlined in the Safe Work Permit
- Comply with all controls identified on the Safe Work Permit

## **2.7 HSE Department**

The HSE Department are responsible to:

- Develop training regarding the Safe Work Permit System
- Evaluate completed Safe Work Permits as part of the inspection process
- Provide guidance to Workers, Contractors, and worksite Consultants regarding completing Safe Work Permits
- Provide guidance regarding HIAC
- Provide guidance regarding regulatory requirements

## **3.0 Hazard Identification, Assessment, and Control (HIAC)**

Both the Operating and Performing Authorities are responsible to ensure a detailed HIAC is completed prior to the execution of work. Ensure the safety precautions and procedures required for the completion of the work are in the Safe Work Permit. After the potential hazards for a particular task have been identified, reviewed with the personnel involved in the work; controls must be implemented and monitored to ensure their effectiveness.

## **4.0 Safe Work Permit Systems**

Safe Work Permit Systems are a risk management tool and a means of implementing hazard controls. To ensure the Safe Work Permit System is used consistently and effectively, the following steps will apply:

- Verify the Operating Authority responsible for issuing work permits (normally the Site Owner or Prime Contractor)
- Request the Safe Work Permit from the Operating Authority before proceeding with work. Where CPES is the Operating Authority, review the scope of work and determine the type of Safe Work Permit required
- Verify that training, additional documentation, or additional control strategies (e.g. LOTO, gas testing, etc.) identified on the Safe Work Permit are in place, and ensure all hazard controls are implemented
- Record the names of the individual who will supervise the work

**March 15 , 2022**

**SAFE WORK PERMIT SYSTEM**

- If receiving a Safe Work Permit, verify all the controls outlined in the permit have been implemented
- Identify scope of work, assess the hazards, and complete the Pre-Job Safety Meeting
- Plan Site Emergency Response (e.g. contacts, muster areas etc.)
- Review the Safe Work Permit with Workers involved in the task, this can be done at the Tailgate meeting or in a separate Pre-Job Safety Meeting
- Close out the Safe Work Permit once you have verified the site is safe (e.g. fire watch complete, excavations marked, etc.)
- Complete the work identified on the Safe Work Permit (suspend work if scope/conditions change)
- Return the closed Safe Work Permit and any other requested documents to the Permit Issuer

Each Safe Work Permit may be supplemented by additional documents/forms such as:

- Ground Disturbance Checklist (CF-S-15)
- Confined Space Entry permit and entry logs (CF-S-44)
- Fall Protection Plan (CF-S-28)
- Lift Plan (CF-S-42)
- Hazard Identification Assessment and Control Form (CF-S-01)
- Lockout/Tagout, (LOTO) Log (CF-S-63)
- All Job Safety forms (e.g. Tailgate, Sign In, etc.)

CPES has created a standard Safe Work Permit form (CF-S-26) that can be used to prepare each type of work permit. Safe Work Permit forms may be completed digitally or in printed books. If the digital version of the permit is used, it must signed digitally or be printed to allow for signatures.

#### **4.1 Acceptance of Prime Contractor Status**

##### **4.1.2 Purpose**

The purpose of the Acceptance of Prime Contractor Status is to transfer the responsibility/control (Operating Authority) of a worksite or a portion of a worksite to a competent party for the purposes of carrying out work on behalf of the Owner. This is normally completed when CPES accepts Prime Contractor responsibility from a Site Owner/Customer.

##### **4.1.3 Process for Transferring Prime Contractor Status**

The Acceptance of Prime Contractor Status is to be used to:

- a) Transfer the responsibility of the Prime Contractor to CPES Group
- b) When CPES Group accepts Prime Contractor Status, they are responsible to carry out the duties on behalf of the Owner according to the conditions identified in the Prime Contractor Agreement, any regulatory requirements, industry standards and those outlined in the CPES's HSE Program
- c) The Prime Contractor Agreement can be issued for a portion of a worksite or for an entire worksite depending upon the conditions agreed to by the Issuer and Receiver
- d) The worksite supervisor who receives a Prime Contractor Agreement, or their designate, may be responsible for issuing Safe Work Permits for the area as determined by the Operating Authority's requirements and/or the Site-Specific Safety Plan (SSSP)
- e) CPES Group requires the acceptance of Prime Contractor status to be in writing and signed by an authorized CPES Area/Project Manager or their designate, See Appendix D for an Example of the Prime Contractor Transference
- f) The Prime Contractor Area should be outlined in the document, include a detailed site map whenever possible
- g) Where only a portion of the worksite is being transferred, the CPES Prime Contractor Area should be visibly delineated (i.e. temporary fencing) to differentiate the different Prime Contractor Areas

March 15 , 2022

**SAFE WORK PERMIT SYSTEM**

**Note: The Receiver of Prime Contractor Status is not permitted to turnover the site to another party.** The site must be turned back to the original Issuer of the agreement before another party can be designated as Prime Contractor.

When transferring Prime Contractor status, the current Prime Contractor must inform the new Prime Contractor of all potential hazards inherent to the worksite, these include (but are not limited to):

- NORMS
- Asbestos
- Benzine
- Contaminated soil
- Potential for H<sub>2</sub>S or other hazardous substances
- Underground or buried facilities
- Wildlife in the work area

#### **4.1.5 Expiry/Suspension/Termination of the Acceptance of Prime Contractor Status**

A Prime Contractor status may have a set expiry schedule that is agreed upon by the Issuer and Receiver. The Prime Contractor Agreement can be extended if both the Issuer or their designate and the Receiver agree to the conditions of the extension.

It is the expectation of CPES that all requirements identified on the Prime Contractor Agreement are agreed to by the Issuer and Receiver will be met. Should any of the conditions not be met, the agreement will be immediately cancelled, and a new agreement will be required.

During the process of transfer of Prime Contractor status, the Owner/Issuer of Prime Contractor status may attend the worksite for the purposes inspecting work or for the suspension of unsafe work. The Issuer of Prime Contractor status must not direct work while the agreement is in place or the agreement may be considered void.

#### **4.1.6 Job Completion**

Upon completion of the work identified on the Prime Contractor Agreement, the worksite supervisor will complete the Hand Back/Job Completion Conditions section of the Prime Contractor Agreement and return of a copy to the Issuer along with any documentation requested on the original agreement.

### **5.0 Safe Work Permit (Hot Work Permit & Non-Hot Work)**

#### **5.1 Purpose**

The purpose of the Safe Work Permit is to provide authorization to the Performing Authority to complete a specified task or scope of work (provided certain conditions are met). The Safe Work Permit will communicate the hazards and required controls related to the worksite and the scope of work.

CPES Group does not normally require a Safe Work Permit in the following situations:

- a) Work in a CPES's shops, yards, laydown/storage areas, unless required by the site HIAC or a site/job hazard assessment or by the Prime Contractor
- b) Work in public areas such as roads, work yards, loading/unloading trailers etc.
- c) Where the site owner or Prime Contractor in conjunction with CPES Management have deemed Safe Work Permits unnecessary

#### **5.2 Application and Expectations**

It is the expectation of CPES that (other than in the situations outlined above) that a Safe Work Permit be issued according to the Safe Work Permit Flowchart (see Appendix A) for all work being conducted on these worksites. It is also expected that all the conditions agreed to will be met by the person(s)

**March 15 , 2022**

**SAFE WORK PERMIT SYSTEM**

accepting the permit. If the nature of the job requires work to be conducted outside of the specified area or there is a change in scope, all work must be stopped until the Safe Work Permit can be amended, or a new permit issued.

### **5.3 Safe Work Permit - Hot Work Permits (HWP)**

Hot Work has the potential to create particularly hazardous conditions if it is not properly managed. CPES Group considers Hot Work to be any work that can create a spark, flame or is of sufficient temperature to ignite flammable vapors and/or combustible materials.

Hot Work would include:

- Welding, cutting, grinding, burning, air gouging, drilling, and chipping
- Use of electrical/electronic equipment not classified for use in a flammable/explosive environment
- Use of a combustion engine within 11 meters of a source of flammable gas/accelerants
- Use of pneumatic tools (e.g. hammers, chippers) electric drills (e.g. corded or cordless), wrenches, etc. that can produce sparks
- Sandblasting or spray painting where static electricity can discharge
- Stress relieving equipment
- Any process involving an open flame
- Pile driving
- Use of fueled or electric heaters
- Use of electrical equipment, lights, cellular phones, or other electronic devices that are not rated intrinsically safe (or specified by legislation in the jurisdiction the work is being performed in)

#### **5.3.1 Determining if Hot Work Permit is Required**

While all Hot Work requires controls to mitigate the associated hazards, CPES does not require a Hot Work Permit for all Hot Work. CPES Group has designated any work area in which a Hot Work Permit will be required as a "Hot Work Permit Area".

**Note:** A Safe Work Permit may still be required see section 4.0.

Where CPES Group is acting as Operating Authority it considers the following to be areas/situations in which a Hot Work Permit is not required (Non-Hot Work Permit Areas):

- a) Work in CPES's shops, yards, laydown/storage areas, unless required by the site HIAC or a site/job hazard assessment
- b) Work in public areas such as roads, work yards, loading/unloading trailers, etc.
- c) Working on a right-of-way or above a buried pipeline when combustible materials are at least 11 meters or 35 feet away (or as per applicable Provincial regulation), where the area is free of combustible/flammable gas release points, or the Owner and/or Prime Contractor hazard assessment has not deemed the use of a Hot Work Permit necessary
- d) Green field construction where the presence of combustible/flammable gas/accelerants can be reasonably ruled out, or the Owner and/or Prime Contractor has not deemed the use of a permit necessary
- e) Work inside existing facilities more than 11 meters from potential releases of combustible/flammable gas or where the Owner and/or Prime Contractor hazard assessment has not deemed the use of a Hot Work Permit necessary

Work completed in a work area other than those outlined above is considered to be within a Hot Work Permit Area. This work will require a valid Hot Work Permit to be issued and accepted before work can begin.

March 15 , 2022

**SAFE WORK PERMIT SYSTEM**

**Note:** If it is unclear that the area is safe from potential release of combustible/flammable gas/accelerants then use a Hot Work Permit should be considered.

### **5.3.2 Hot Work Permit Areas**

If a Hot Work Permit is required (either by this Code of Practice or by the Operating Authority), it will be the responsibility of the Operating Authority (see Section 2.2) to issue the permit. If CPES Group is issuing the Safe Work Permit, the permit must comply with the requirements outlined in this Code of Practice.

Before any work that could create an explosion/fire can commence in a Hot Work Permit Area, a Hot Work Permit will be issued detailing the work to be carried out and the additional controls (e.g. continuous monitoring and/or fire watch) that are required.

### **5.3.3 Operating Authority (OA)**

The Operating Authority (OA) is responsible for the implementation of the Hot Work Permit system within their area of authority, the OA will:

- Identify and approve all work that requires a Hot Work Permit
- Identify controls to mitigate the hazard of Hot Work are identified and captured on the permit
- Ensure the work scope is reviewed with the Receiver to identify the necessary isolations for the work to proceed safely
- Ensure the Hot Work Permit contains a clear description of the work to be carried out, the specific location where the work will be completed, safety precautions, and validity period
- Confirm that precautions and preparations are in place before the work starts
- Identify how the permit is to be displayed or reviewed with all parties
- Revalidate the Hot Work Permit if work carries over past the valid period with all required signatures
- Examine the work area to verify it is in a safe condition before work starts
- Verify that any required atmospheric readings have been completed using an approved testing device and are within the acceptable range
- Once the work is completed, confirm that all conditions of the permit are met.
- The Operating Authority shall be responsible for identifying situations where a fire watch is required

### **5.3.4 Performing Authority (Worksite Supervisor)**

The Performing Authority is the formally appointed representative (of the company performing the work) who is immediately supervising the work being completed at the worksite or facility. The Performing Authority must be familiar with the Safe Work Practices and Procedures and understand all requirements of the Hot Work Permit. They are responsible to:

- Verify that an assessment of the hazards of the work area before any hot work begins using a HIAC
- Confirm that the controls implemented are effective and sufficient to control the hazards
- Implement the Hot Work Permit, verify all control measures have been implemented, verify that all personnel involved in the work have the training required under the permit
- Understand the conditions under which work will be performed and sufficient knowledge to appreciate the potential hazards that are involved
- Implement applicable industry best practices, CPES Group Policies/Procedures and Customer Operational Procedures



**March 15 , 2022**

**SAFE WORK PERMIT SYSTEM**

- Conduct a Tailgate or Safety Meeting prior to work commencing to review the work, the hazards, and the controls. Ensure all workers involved are familiar with the requirements of the Hot Work Permit
- The Performing Authority shall be responsible for ensuring that a fire watch is in place where required
- The Performing Authority may be responsible for more than one work location provided they can adequately supervise all sites for which they are responsible

**Note:** It is the joint responsibility of the Operating and Performing Authorities to verify anyone completing work under the Hot Work Permit understands the requirement of the permit, the site-specific hazards, and all potential fire hazards. This includes the controls in place for minimizing the risks associated with equipment, machinery or anything that could produce explosive vapors or flammable and combustible liquids during the work.

### **5.3.5 Assigned Gas Tester (AGT)**

The Assigned Gas Tester (AGT) is a person that is assigned by the Performing Authority to perform atmospheric monitoring required under the conditions of the Safe Work Permit. The qualifications required for the AGT may vary depending on the Operating Authority. The AGT is authorized to test for the presence of flammable vapors, toxic gases, and oxygen levels. The AGT must be experienced in the use of testing equipment and how to interpret the test results. The Operating Authority may assign a AGT to perform initial gas testing and record the results on the Permit. The AGT shall also carry out gas tests for the duration of the work permit as directed by the Performing Authority.

**Note:** When Hot Work requires permitting, monitoring must be conducted to ensure the atmosphere is safe. Assure that flammable vapor levels are measured at or below 10% of the LEL or as per Provincial or Operating Authority requirements.

Gas testing must be conducted prior to any Hot Work commencing, during the Hot Work and after any breaks where continuous monitoring has not been maintained. Where continuous has not been deemed necessary, testing must be completed at a frequency sufficient to ensure there is no accumulation of hazardous vapors (this will depend on the nature of the Hot Work hazard in the area).

**Note:** The type of monitors may vary depending on the Operating Authority (i.e., passive vs pump gas monitors). Verify that you have the monitor type identified on the Safe Work Permit.

Remember, most hydrocarbon vapors are heavier than air and will accumulate in low spots with the potential to become trapped or build up in such areas. When assessing the worksite, examine the work area to determine where flammable or combustible liquids and/or explosive vapors might be or could have been present.

Only individuals authorized to use gas monitors shall conduct air monitoring. The individual must be knowledgeable in the selection, performance verification (e.g. bump test and calibration) and use of portable gas test instruments.

### **5.3.6 Fire Watch**

The Fire Watch is assigned by the Performing Authority where required by the Operating Authority. This individual must be a person who is familiar with Hot Work hazards and who knows how to operate a fire extinguisher. Training requirements for Fire Watch vary by Operating Authority but will often include formal instruction. The Fire Watch will:

- Verify there are no flammable materials in the work area
- Monitor environmental conditions, especially wind direction, while Hot Work is completed as required by the Hot Work Permit

**March 15 , 2022**

**SAFE WORK PERMIT SYSTEM**

- Ensure sparks and welding slag are contained by fire blankets, tarps, etc.
- Ensure portable firefighting equipment are available and ready for immediate use
- Ensure that the continuous gas testing equipment is functional, where required
- Immediately activate the alarm if a fire or release occurs in the work area
- Initiate Emergency Response action and take appropriate corrective actions in the event of fire or LEL alarm on the monitoring device
- The Fire Watch must be competent and capable of performing this task, understand their duties, responsibilities and be familiar with how to respond in rescue and emergency situations, including the operation of fire, rescue, and emergency equipment
- Remain in the area following the completion of Hot Work to ensure no sparks or embers remain for at least a minimum of 30 minutes, unless otherwise indicated on the Hot Work Permit, as per Applicable Legislation, or Operating Authority requirements

**5.3.7 Permit Preparation**

The personnel responsible for issuing permits and those who perform the work all share a responsibility to create a safe working environment. The Hot Work Permit system helps ensure that authorized, properly trained and competent personnel determine the hazards and manage the risks with suitable precautions.

- The Performing Authority will work with the Operating Authority to identify if a Hot Work Permit is required for the planned work. If a Hot Work Permit is required, the Performing Authority shall advise the Operating Authority for the need to prepare the permit. It is the responsibility of the Operating Authority to prepare the permit
- If the work can be performed, the Operating Authority shall determine the time the work can start and identify the preparations and precautions required for the work
- The permit should be prepared by an individual who is familiar with the scope of the work and the controls required to complete the task safely and has completed the required training
- When all preparations and precautions have been implemented, the Operating Authority shall verify by site inspection and complete the permit section
- At this stage, all preparations and precautions are validated, and work can commence after the Performing Authority signs the permit section

**5.3.8 Expiry of Hot Work Permit**

To ensure proper and adequate controls are maintained while work is in progress, the life of Hot Work Permits is limited to specific periods of time. This limitation is intended to ensure all persons involved with the work review the safety precautions and control measures associated with the work on a regular basis.

Hot Work Permits are valid for the time identified on the Permit, normally a single permit will be valid for a maximum of 24 hours.

**5.3.9 Review of Work Permits**

The permit should be reviewed by all individuals involved in the work. The permit should also be made available for review by any worker who may be required to enter the work area. Where possible, the permit should be posted in an accessible area to be reviewed by anyone who wishes to do so.

**5.3.10 Permit Suspension**

In some circumstances the permit may need to be suspended. When this occurs, all copies of the permit must be clearly labeled "SUSPENDED". The permit shall not be reissued until the Operating Authority has verified that it is safe to do so. If the permit is reissued, all precautions and documents must be rechecked and verified. The permit should be initialled to show this has been completed. A permanently

**March 15 , 2022**

**SAFE WORK PERMIT SYSTEM**

suspended permit is considered cancelled and shall be closed out. Work may be suspended for several reasons, including but not limited to:

- Conditions develop immediately dangerous to the life or health of workers
- The LEL reading above 10% are registered
- An incident or injury occurs
- Emergency or muster occurs on the worksite

**5.4 Safe Work Permits – Non-Hot Work**

Safe Work Permits (Non-Hot Work) are issued for work outside of identified Hot Work Permit Areas (See Section 5.3.1) but where a Safe Work Permit is still required by the Operating Authority.

**5.4.1 Issuing of Safe Work Permits – Non-Hot Work**

A Safe Work Permit will be issued to an authorised Receiver by the Operating Authority. Where CPES is the Operating Authority, the Permit can be issued by an approved Issuer who has completed the Permit Training. Where CPES is the Performing Authority, the Permit can be received by an authorised individual who has completed any training required by the Operating Authority.

When issuing Safe Work Permits, the Operating Authority will work with the Receiver to verify all the relevant information is on the Safe Work Permit, including but not limited to:

- General details (contact names & numbers, date of issue, duration, etc.)
- Scope of work/work type
- Hazard assessment and controls implemented
- Emergency preparedness
- Isolation (LOTO)/zero energy verification
- Safety controls/equipment required
- PPE required
- Additional procedures
- Approval (signed acceptance and close out)

**5.4.2 Permit Numbering**

Each Safe Work Permit number on a project should be unique. On the permit a space is provided for both the job number and the Safe Work Permit number. Any project where CPES is the Operating Authority and responsible for the issuing of permits, permit numbers should start at 1 and increase as each permit is issued. When more than one individual is responsible for the issuing of permits, a process must be implemented to track the permits being issued and verify all permit numbers are unique.

**5.4.3 Conducting a Hazard Assessment**

When a Safe Work Permit is issued, the Issuer will conduct a hazard assessment with the Receiver regarding the work that is going to be conducted. The Issuer and Receiver will agree on what hazard controls are required and who will be responsible to ensure they are in place (i.e., if systems need isolation by blinds or locks). This is to be documented on the Hazard Assessment and Control section of the work permit document.

The results of the hazard assessment will be communicated to the work crew during the daily tailgate meeting. Any additional hazards and controls identified during the tailgate meeting must be documented on the permit document or other available meeting/hazard assessment forms (HIAC, Fall Recue Plan, etc.).

March 15 , 2022

**SAFE WORK PERMIT SYSTEM**

#### **5.4.4 Tailgate Meeting**

A daily tailgate meeting must be conducted prior to starting work. This meeting will include a review of the Safe Work Permit, scope of work, results of the hazard assessment and any conditions as identified on the Safe Work Permit.

The daily tailgate meeting and any additional hazards identified must be documented on the Daily Tailgate Meeting form (CF-S-04, electronic versions are available on the CPES Compass or booklets are available at local Business Unit locations).

#### **5.4.5 Display of Work Permits**

A copy of the permit and any associated certificates will be kept at the worksite and displayed (whenever possible) in the project office, lunchroom, or another common area on the worksite.

#### **5.4.6 Expiry/Suspension/Termination/Extension/Duration**

Safe Work Permits have a set expiry time/date as outlined by the Operating Authority. A completed Safe Work Permit can be extended if both the Issuer and the Receiver agree to the conditions of the extension. Permits for critical work (e.g. Hot Safe Work, Confined Space, Critical Lifts) shall only be issued for 24 hours.

In some circumstances the permit may need to be suspended. When this occurs, all copies of the permit must be clearly labeled "SUSPENDED". The permit shall not be reissued until the Operating Authority has verified that it is safe to do so. If the permit is reissued, all precautions and documents must be rechecked and verified. The permit should be initialled to show this has been completed. A permanently suspended permit is considered cancelled and shall be closed out. Work may be suspended for several reasons, including but not limited to:

- Unsafe conditions are identified
- The scope of work changes
- The LEL rises above 10%
- An incident or injury occurs
- Emergency muster occurs on the worksite

The permit will be suspended until the Issuer and Receiver review the permit, revise it as required or issue a new permit.

#### **5.4.7 Job Completion**

Upon completion of the work identified on the Safe Work Permit, the Performing Authority Supervisor (or their designate) will verify the area is safe, sign off the permit as closed and return the closed Safe Work Permit to the Issuer along with copies of any documentation requested on the original permit. Once reviewed by both Receiver and Issuer and all conditions have been met both representatives are to sign the close out of the permit.

#### **5.4.8 Close Out**

Upon completion of the work identified on the Safe Work Permit, the worksite Supervisor will complete the Hand Back/Job Completion Conditions section of the Safe Work Permit and return a copy to the Issuer along with any documentation requested on the original permit.

### **5.5 Term Safe Work Permit**

A Term Safe Work Permit is a permit issued for lower hazard work which may be completed frequently or for a short duration each time throughout the project or at the site. These permits may be issued once and used each time the work is performed.

March 15 , 2022

**SAFE WORK PERMIT SYSTEM**

### **5.5.1 Application and Expectations**

The Term Safe Work Permit is issued for work activities when it is impractical to issue a Safe Work Permit each time the task is performed. A Term Safe Work Permit is used to identify the potential hazards that may be encountered and the requirements that will need to be followed by the Receiver while working on a CPES worksite.

These permits are intended for lower risk jobs which may require the Receiver to frequently arrive at the worksite, often for short periods of time and where a Safe Work Permit would not be required. Examples would include:

- Site Security
- Road/Lease Maintenance
- Vegetation Management
- Removal of Waste
- Line Locating Surface (strict conditions as identified in the specific Term Permit)

These permits can be issued for an extended period up to the duration of the project.

It is the expectation of CPES that the person/company performing the job under the Term Safe Work Permit conduct and document a pre-job hazard assessment prior to carrying out the work. If the company does not have a Hazard Assessment form, they may use CPES's CF-S-01.

Both the Issuer and Receiver will sign the permit. The permit and applicable documents will be stored at the field office. A copy of the permit should be given to the Receiver.

A copy of the Term Safe Work Permit must be available on the worksite for review by all affected parties/representatives.

### **5.5.2 Authorization**

A Term Safe Work Permit between CPES and the Performing Authority must be signed and approved by:

- CPES Project Manager
- Authorized representative of the contracting company

### **5.5.3 Expiry/Suspension/Termination/Duration**

Term Safe Work Permits can be issued for a maximum of 12 months.

A Term Safe Work Permit may be suspended or terminated by CPES at any time the permit is in force. If the permit is suspended the Issuer, the representative who initiated the suspension and Receiver must review the suspension prior to work proceeding and a new Term Safe Work Permit must be completed.

## **6.0 Supplemental Documentation**

Certain work activities may require the completion of additional documentation to supplement the Safe Work Permit. The permit will assist in directing the user as to what type of additional documentation may be required. The below subsections are brief descriptions of additional forms and references to where additional details can be found within the CPES HSEMS.

### **6.1 Confined Space Entry Log**

The Confined Space Entry documents are a supplement to the Safe Work Permit that outlines additional precautions required for entry/monitoring of confined spaces. The Confined Space Entry Code of Practice (COP 03) is a guidance document for identifying confined spaces at a worksite and specifying entry requirements. Confined Space Entry forms are available on the CPES Compass.

March 15 , 2022

**SAFE WORK PERMIT SYSTEM**

## **6.2 Ground Disturbance Checklist**

The Ground Disturbance Checklist is a supplement to the Safe Work Permit completed for work involving ground disturbance. Additional information on conducting a ground disturbance is included in COP 07 Ground Disturbance. Ground Disturbance Checklist books are available to individuals responsible for issuing Ground Disturbance Checklists.

## **6.3 Lockout/Tagout Record Sheet**

When the proposed work requires isolation or blocking of energy sources to protect workers from a potential, unexpected release of hazardous energy, a Lockout/Tagout Record Sheet must be completed to supplement the Safe Work Permit. Additional information on identifying possible energy sources and control points is contained in COP 05 Lockout/Tagout (Zero Energy). COP 05 and Lockout/Tagout Record Sheet is available on CPES's Compass for reference.

## **6.4 Fall Protection Plan**

In the event the job requires working at heights as defined in COP 06 Fall Protection, completion of specific equipment inspections and Fall Prevention & Rescue Plan is required. The form is CF-S-28 and is available on CPES's Compass for reference.

## **6.5 Planned/Critical Lift Plan**

A Lift Plan must be completed when lifting a load rated over 75% of the equipment's lifting capacity, lifting between or over energized facilities, using more than two mobile cranes, lifting a person, or were required by site hazard assessment. The form is CF-S-42 and is available on CPES's Compass for reference.

## **6.6 Task Hazard Analysis (THA)**

THAs are conducted to identify hazards, assess risk, and assign hazard controls for critical tasks and new/unusual work tasks that CPES does not have an approved COP, SJP or SWP for. The form is CF-S-02 and is available on CPES's Compass for reference.

## **7.0 Evaluation**

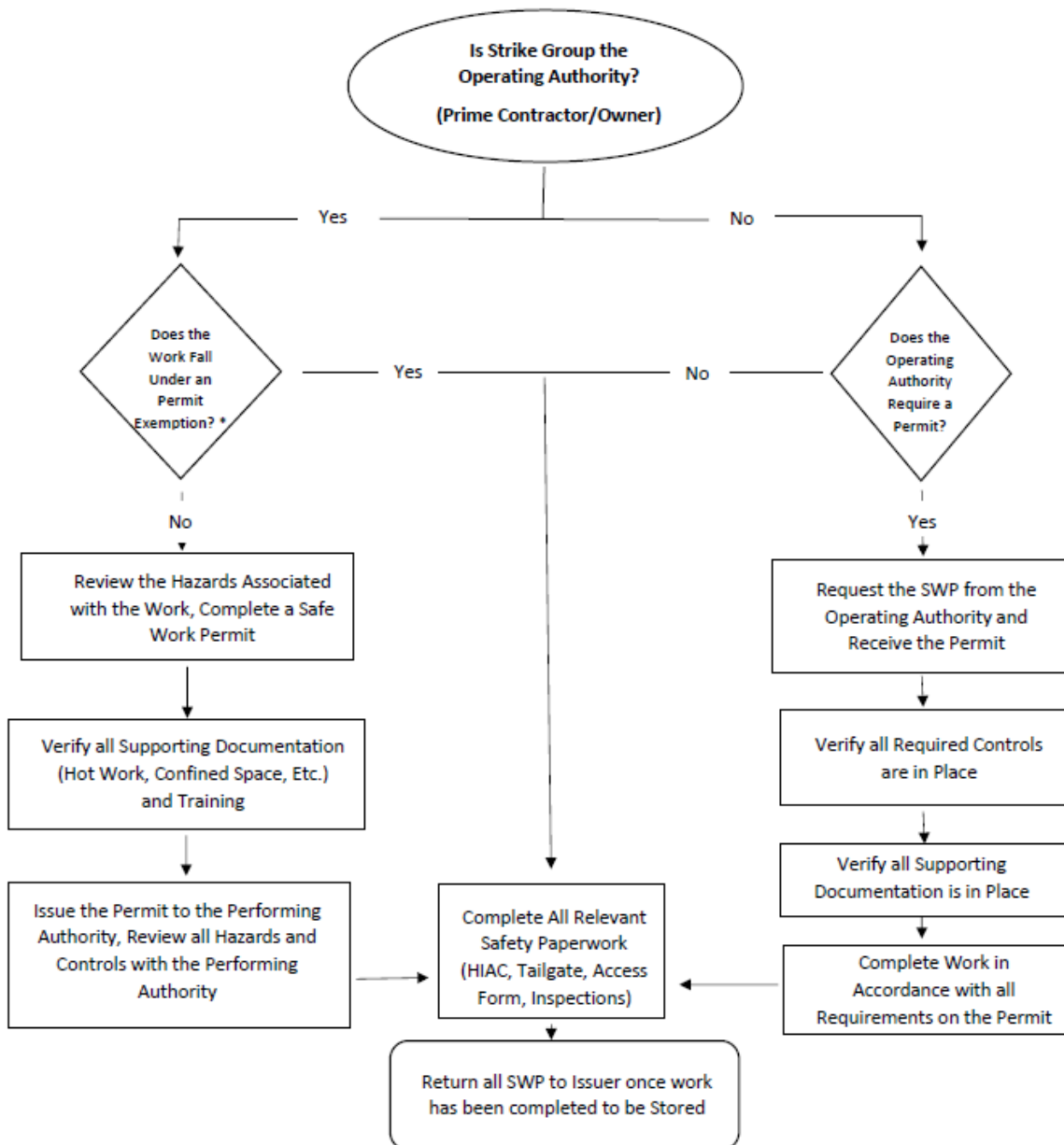
Safe Work Permits are to be evaluated on an ongoing basis as part of the CPES Worksite Inspection process. The goal of the evaluations is to determine the effectiveness of the system and identify areas for improvement.

## **8.0 Record Keeping**

Please refer to CPES's HSEMS Section 12 for information on the retention of Safe Work Permits. Permits must be retained by the Operating Authority for a minimum for 2 years. Digital retention of permits is considered acceptable provided they are legible and completed.

APPENDIX A: Normal CPES Safe Work Permit Exemptions

### Strike Group Safe Work Permit Process



CPES Group does not normally require a Safe Work Permit in the following situations:

- a) Work in a CPES's shops, yards, laydown/storage areas, unless required by the site HIAC or a site/job hazard assessment or by the Prime Contractor
- b) Work in public areas such as roads, work yards, loading/unloading trailers, etc.



**March 15 , 2022**

**SAFE WORK PERMIT SYSTEM**

- c) Where the site owner or Prime Contractor in conjunction with CPES Management have deemed Safe Work Permits unnecessary



March 15 , 2022

SAFE WORK PERMIT SYSTEM

## APPENDIX B: Glossary

**Competent Worker:** A worker adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

### Electrical Code Classified Area:

- a) Class I:
  - locations are those in which flammable gases or vapors are or may be present in the air in quantities sufficient to produce explosive or ignitable mixtures.
- b) Zone 0:
  - explosive gas atmospheres are present continuously or for long periods of time.
- c) Zone 1:
  - explosive gas atmospheres are likely to occur in normal operations;
  - may exist frequently because of maintenance repair, or leakage; or
  - is adjacent to a Class I, Zone 0 area from which explosive gas atmospheres may be communicated.
- f) Zone 2:
  - explosive gas atmospheres are not likely to occur in normal operations,
  - will exist for only a short time;
  - those locations which flammable volatile liquids, flammable gases or vapors are handled, processed, or used, but in which they are normally confined within closed containers or systems from which they can escape only because of accidental rupture or abnormal operation of that equipment;
  - explosive gases are normally prevented by adequate ventilation, but which may occur due to failure or abnormal operation of the ventilation system; or
  - is adjacent a Class I, Zone 1 area from which explosive gases could be communicated, unless such communication is prevented by positive pressure ventilation, and safeguards against ventilation failure are provided

See Appendix C for Hazardous Locations Classification Diagrams.

**Fire Watch:** A person whose primary role is to monitor the work in progress to implement emergency response in the event of a fire.

**Flammable Atmosphere:** Any atmosphere that contains more than 10% of the Lower Explosive Limit (LEL) of a flammable gas or vapor is considered potentially flammable.

**Hot Work Safe Work Permit:** A Permit that incorporates all the considerations of the Safe Work Permit as well as the identification of all recognized ignition sources and the precautions necessary to minimize the risk of fire or explosion.

**Ignition Source:** Any or all the following could be an ignition source: cutting, welding, burning, riveting, drilling, grinding, chipping, non-classified electrical equipment, combustion engines, or any other work where flame is used, or significant sparks are produced.

**Immediately Dangerous to Life and Health (IDLH):** Any toxic or oxygen deficient atmosphere that presents immediate danger to health as defined by the applicable jurisdiction (refer to oxygen enriched atmosphere and toxic atmosphere for more information).

March 15 , 2022

SAFE WORK PERMIT SYSTEM

**LEL (Lower Explosive Limit):** The lowest concentration of a combustible gas in air, which will result in an explosion if ignited. For example, methane has a LEL of 5.3%. Therefore, a mixture of 5.3% methane in air will explode if an ignition source is introduced.

**Operating Authority (Permit Issuer):** The person having immediate control and responsibility for the operations affected by the specific Safe Work Permit.

**Oxygen Deficient Atmosphere:** Any atmosphere where the oxygen content is less than 19.5% by volume.

**Oxygen Enriched Atmosphere:** Any atmosphere where the oxygen content exceeds 23% by volume.

**Performing Authority (Performing Authority):** The person performing the work, or in direct charge of the work being performed.

**Personal Monitor:** Three or four head monitor used to monitor ambient air for contaminants. Heads must include H<sub>2</sub>S, LEL and O<sub>2</sub>.

**Personal Protective Equipment (PPE):** Equipment or clothing worn by a worker for protection against health or safety hazards associated with the working conditions at a worksite.

**Portable Testing Equipment:** Equipment specifically designed for testing the atmosphere for flammability, toxicity, oxygen content, or particulate contaminants.

**Risk Assessment:** As defined by the CPES Risk Matrix in Section 2 of the HSEMS. Low, Medium, and High.

**Safe Work Permit:** A written permit between the Operating Authority and the Performing Authority that requires consideration of all recognized potential hazards and outlines the conditions under which the work can be conducted with minimum risk. An agreement must be established between both parties.

**Safety Watch:** A person whose role is strictly to monitor the work in progress, immediately alert workers and initiate a rescue, should hazardous conditions develop.

**Shift:** The scheduled days on and off of work (e.g., Monday to Friday).




**Site Hazard Identification, Assessment and Control (HIAC):** Site Hazard Identification, Assessment & Control (HIAC) is a documented verification that all recognized site hazards are identified, assessed and appropriate controls implemented to minimize the risk to personnel at the worksite. This must be done prior to start of any work activity.

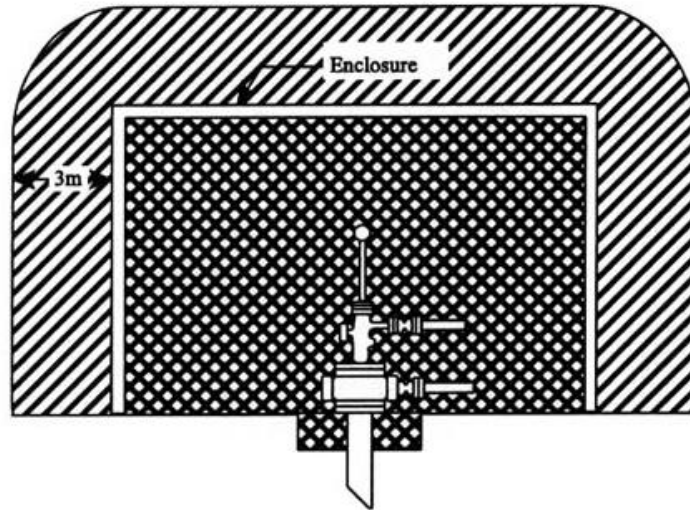
**Term Safe Work Permit:** A written permit between CPES and the Performing Authority. It identifies the potential hazards that may be encountered while on a worksite and is issued to allow work where it is impractical to issue a Safe Work Permit each time the task is performed.

**Toxic Atmosphere:** An atmosphere that contains an amount greater than the OEL (Occupational Exposure Limit) or TLV (Threshold Limit Value) of a gas, vapor, or particulate according to values established by the Provincial Chemical Hazards Regulations.




**APPENDIX C: Hazardous Locations Classification Diagrams**

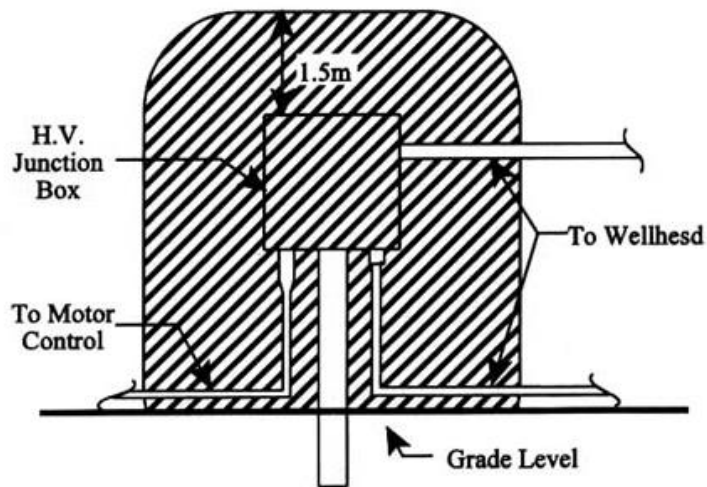
**Wellhead in an Enclosure**

Hazardous Area Classification       Zone 0       Zone 1       Zone 2



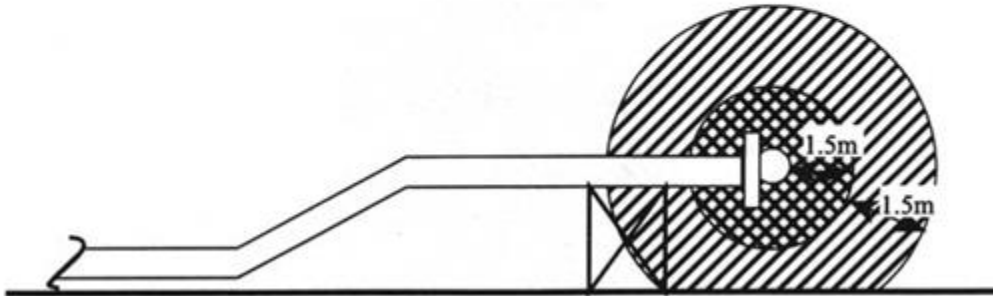
**Junction Box for Electric Submersible Pumps  
(Adequately ventilated area)**

Hazardous Area Classification       Zone 0       Zone 1       Zone 2






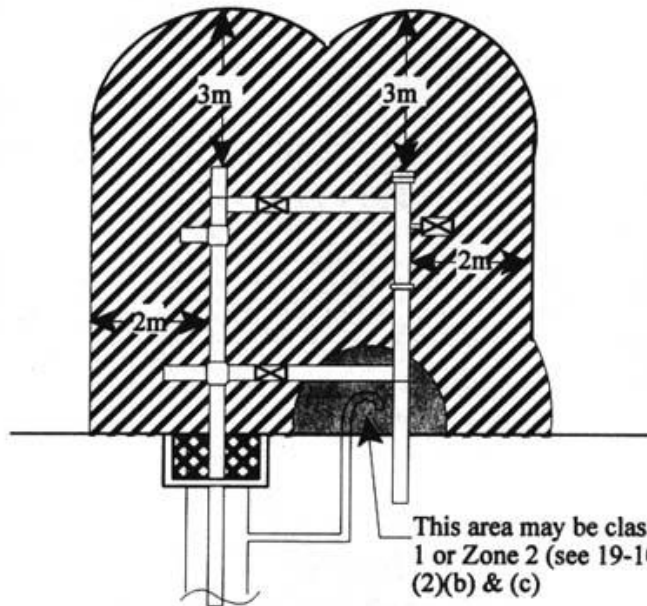
**Tool Launching or Receiving Installation**  
(Adequately ventilated)

Hazardous Area Classification     Zone 0     Zone 1     Zone 2



**Typical Wellhead**

Hazardous Area Classification     Zone 0     Zone 1     Zone 2





March 15 , 2022

**SAFE WORK PERMIT SYSTEM**

**APPENDIX D: Prime Contractor Handover Certificate Example**

**EXHIBIT "B" – HANDOVER CERTIFICATE**

<b>HANDOVER CERTIFICATE</b>	
<b>Worksite:</b>	
<b>Handover to Contractor Effective:</b> <b>Time:</b> <div style="text-align: center; margin-top: 10px;"><b>Date:</b></div>	
<b>HANDOVER FROM THE OWNER TO THE CONTRACTOR</b>	
<p>This section of the Handover Certificate transfers the Prime Contractor responsibility for the worksite from the Owner to the Contractor as at the time and date indicated above. The attached Hazard Identification Document outlines the status and known hazards of the worksite at time of Handover.</p> <p>Any further changes made to the worksite, which could impact the safety of any Personnel while the Contractor is Prime Contractor, shall also be recorded on the attached Hazard Identification Document.</p>	
<p style="text-align: center;"><b>AGREED BY OWNER'S REPRESENTATIVE:</b> (or designate)</p>  Print Name: and Title:	<p style="text-align: center;"><b>AGREED BY CONTRACTOR'S REPRESENTATIVE:</b> (or designate)</p> <p style="text-align: center; margin-top: 20px;"><u>CPES Group Limited Partnership</u></p>  Print Name: and Title:
<b>HANDOVER FROM THE CONTRACTOR TO THE OWNER</b>	
<p>This section of the Handover Certificate transfers the Prime Contractor responsibility for the worksite from the Contractor to the Owner as at the time and date indicated above. The attached Hazard Identification Document outlines the status and known hazards of the worksite at time of Handover.</p> <p>Any further changes made to the worksite, which could impact the safety of any Personnel while the Owner is Prime Contractor, shall also be recorded on the attached Hazard Identification Document.</p>	
<p style="text-align: center;"><b>AGREED BY OWNER'S REPRESENTATIVE:</b> (or designate)</p>  Print Name: and Title:	<p style="text-align: center;"><b>AGREED BY CONTRACTOR'S REPRESENTATIVE:</b> (or designate)</p>  Print Name: and Title:

Note: (1) Attached Hazard Identification Document (add additional pages as necessary)



March 15 , 2022

**SAFE WORK PERMIT SYSTEM**

(2) Use one sheet for each cycle of Handover from the Owner to Contractor and from Contractor to the Owner

**EXHIBIT "C" – TURNOVER CERTIFICATE**

<b>TURNOVER CERTIFICATE</b>  (Use additional pages where necessary) Page ____ of ____		
<b>Worksite:</b>		
<b>Turnover to the Owner Effective: Time:</b>  <b>Date:</b>		
The Owner hereby accepts the care, custody, and control of the worksite as Prime Contractor as at the time and date indicated above. It is hereby certified by the Contractor that at the Turnover all the known hazards and live areas that the Contractor is aware of are listed below.		
<p style="text-align: center;"><b>AGREED BY OWNER'S REPRESENTATIVE:</b> (or designate)</p>  Print Name:  and Title:	<p style="text-align: center;"><b>AGREED BY CONTRACTOR REPRESENTATIVE:</b> (or designate)</p> <p style="text-align: center;"><u>CPES Group Limited Partnership</u></p>  Print Name:  and Title:	
<b>Hazard or Live Area Location</b>	<b>Description or Explanation</b>	<b>Contractor Personnel Name and Initials</b>



March 15 , 2022

**SAFE WORK PERMIT SYSTEM**

**References/Additional Information**

- COP 03 Confined Space Entry
- COP 05 Lock Out / Tag Out
- COP 06 Fall Protection
- COP 07 Ground Disturbance
- SJP 20 Using Non-Intrinsically Safe Tools
- SWP 33 Hazardous Materials/Products/Substances
- SWP 36 Monitoring for Escaping Hydrocarbon Gases
- SWP 41 Critical Hoisting
- SWP 45 Operating Facilities Working Near

**Alberta OHS Code**

- Part 2 Hazard Assessment, Elimination and Control
- Part 10 Fire and Explosion Hazards

**Saskatchewan OHS Regulations**

- PART III General Duties
- PART 25 Fire and Explosion Hazards

**British Columbia OHS Regulation**

- Part 4: General Conditions

**British Columbia Fire Code**

- 5.6.1.7. Hot Works Construction Sites

**Manitoba Workplace Safety and Health Regulation**

- PART 19 Fire and Explosive Hazards

---

Developed by:	1. <u>Brian McConnell</u>	2. <u>Brian Bruce</u>	Date: <u>Dec 23, 2021</u>
	3. <u>Jim Mast</u>	4. <u>Ryan Obleman</u>	Date: _____
	5. <u>Allen Monk</u>	6. <u>Amanda Campbell</u>	Date: _____
	7. <u>Adam Harvey</u>	8. <u>Kris Carver</u>	Date: _____
Approved by:	1. <u>HSE Committee</u>	_____	Date: <u>March 15, 2022</u>

---