

# Managing personnel

Custodian: Canadian EH&S  
Date approved: August 1, 2013

## Purpose

This Best Practice establishes Encana-specific guidance for managing personnel during operations associated with wells (onshore) early in their lifecycle.

## Definitions

Term	Definition
<b>Contractor</b>	A company Encana has selected to perform a service. The individual performing the service is specified (e.g., site representative or site supervisor) as acting as an agent for Encana.
<b>Essential</b>	Absolutely necessary; extremely important
<b>Non-essential</b>	Not essential; not necessary
<b>Onsite Service Providers</b>	Service providers that perform work for Encana on an Encana field site (e.g., wellsite, pipeline, seismic line, road, and facility).
<b>Personnel</b>	People employed in an organization or engages in an organized undertaking
<b>Service Provider</b>	A company Encana has selected to perform a service without specifying the individuals who provide the service (e.g., Ensign Drilling or Halliburton).
<b>Staff</b>	Includes all Encana employees and contractors hired to conduct work on Encana's behalf.

## Scope

This Best Practice applies to all Encana Canadian Division staff and onsite service providers involved in early lifecycle well projects on Encana field worksites.

Primary Scope for early lifecycle wells has been identified to include:

- setting up, rigging in for hydraulic fracturing/stimulation operations
- conducting hydraulic fracturing/stimulation operations
- conducting initial flow-back operations (including well testing), and,
- well commissioning and initial production

## Application

This Best Practice is to be used in conjunction with business unit, discipline, and site specific assessment and control systems to improving the overall safety of all personnel on Encana worksites by adding to the scope of this document:

- emergency response
- incident & Investigation

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## Responsibilities of staff and service providers

Encana leadership, through the Environment, Health & Safety (EH&S) support group, is responsible for commissioning, developing, reviewing, and approving practices and specific procedures associated with managing personnel. Practices and procedures must be review and updated to reflect to approved changes in method and/or regulatory requirement

### Business and site leadership

- develop a process to identify and classify on-site personnel (and visitors) as either essential or non-essential during early lifecycle well projects
- engage Encana Emergency Response management to ensure alignment with Business Unit, discipline, and site specific emergency response planning, post emergency site control, and incident investigation processes
- ensure that all supervisory personnel and facilities/sites under their control comply with the requirements of this Best Practice and associated procedures flowing from this Best Practice
- ensure all applicable training is provided to field staff and records of training are managed accordingly

### Worksite Supervision

- ensure familiarity with the process to identify and classify on-site personnel (and visitors) as either essential or non-essential during early lifecycle well projects
- seek clarification concerning any practice or procedure through their immediate supervision
- provide feedback to the business and corresponding EH&S groups concerning the value and effectiveness of this Best Practice and all associated procedures
- establish & communicate site access controls and restricted areas
- ensure stop-work processes are fully communicated, and exercised when conditions change or deviations are required

### EH&S personnel

- assist the business in complying with this Best Practice and its associated processes
- respond to questions or concerns relating to the interpretation of this Best Practice and all associated processes
- support the business and the service providers by promoting the eP3 initiatives

### Service Providers

As service providers play a large role in the performance of various tasks and operations associated with Encana's early lifecycle wells, those service providers performing activities shall

- have established procedures, codes of practice, and training/competency processes that meet or exceed both Encana and applicable regulatory requirements
- work with Encana on-site supervision to ensure essential and non-essential personnel are identified along with specific roles.

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## Training requirements for staff and service providers

Role	Description
Staff	<p>Appropriate Encana Emergency Response training for <b>Encana supervision</b> as required to understand the management of essential and non-essential personnel in an emergency and site control situation</p> <p>Training for Encana staff, required in this practice, shall be managed in Encana's TalentHub</p>
Service Provider	<p>Appropriate Encana Emergency Response training for <b>Service Provider supervision</b> as required to understand the management of essential and non-essential personnel in an emergency and site control situation</p>

## Permits & Controls

### Permits

- Safe work permits
- Hot work permits
- Confined Space permits
- Hazard Assessment documents
- Risk mitigation documents

### Controls

- Site Safety Plans & Business Unit Emergency Response Plans
- Measurement and review of on-site service provider practices and procedures for work conducted on Encana field worksites
- Contractor Management (ISN)

## Disciplinary actions

Role	Description
Staff	<p>Appropriate disciplinary action up to and including termination must be taken based on the severity of the violation and individual circumstances.</p>
Service Provider	<p>Appropriate disciplinary action up to and including dismissal from the worksite and / or loss of contract services must be taken based on the severity of the violation and individual circumstances.</p>

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## Regulations & reference material

Owner	Name
Alberta	<a href="#">Occupational Health &amp; Safety Code</a>
British Columbia	<a href="#">OHS Regulation &amp; Related Materials</a>
Encana specific	<a href="#">Pressure and Pipe Principles Fact Sheet</a>

## Change management

To ensure alignment with current regulations, corporate policy, and industrial best practices, Encana's Canadian Division Safety Practices will be collectively evaluated annually and those practices identified for review will be prioritized and revised. Regulatory changes, changes in best practice and incident investigations may command a shorter review cycle. To suggest changes or provide comments, please email [CDEH&S@encana.com](mailto:CDEH&S@encana.com).

## Record keeping

Please refer to the Encana Canadian Division EH&S [Records Management Practice](#).

### Revision History

Rev	Description of Change	Date	Sign Off		
			Owner	Reviewers	Approver