

1.0 Applicability

This Best Practice applies to all Encana (Company, Division, or BU specific) staff and onsite service providers involved in early lifecycle well projects on Encana field worksites.

2.0 Scope

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

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.

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

- Emergency Response
- Incident & Investigation

3.0 Core information and requirements

3.1 Definitions

Contractor	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.
Essential	Absolutely necessary; extremely important
Non-essential	Not essential; not necessary
Onsite Service Providers	Service providers that perform work for Encana on an Encana field site (e.g., wellsite, pipeline, seismic line, road, and facility).

Personnel	People employed in an organization or engages in an organized undertaking
Service Provider	A company Encana has selected to perform a service without specifying the individuals who provide the service (e.g., Ensign Drilling or Halliburton).
Staff	Includes all Encana employees and contractors hired to conduct work on Encana's behalf.

4.0 Roles and responsibilities

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 Supervisor

- 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

Contractors

As contractors 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.

5.0 Training

Role	Description
Staff	Appropriate Encana Emergency Response training for Encana supervision as required to understand the management of essential and non-essential personnel in an emergency and site control situation
Service Provider	Appropriate Encana Emergency Response training for Service Provider supervision as required to understand the management of essential and non-essential personnel in an emergency and site control situation

6.0 Resources

BUs shall identify, allocate, and verify appropriate resources to communicate and implement this practice.

7.0 Change management

To ensure alignment with current regulations, corporate policy, and industrial best practices, Encana's 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.

8.0 Associated forms, documents, and references

8.1 Forms

- Safe work permits

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

8.2 Documents/references

- 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)

Attachment 1 USA Division RP Program Process

