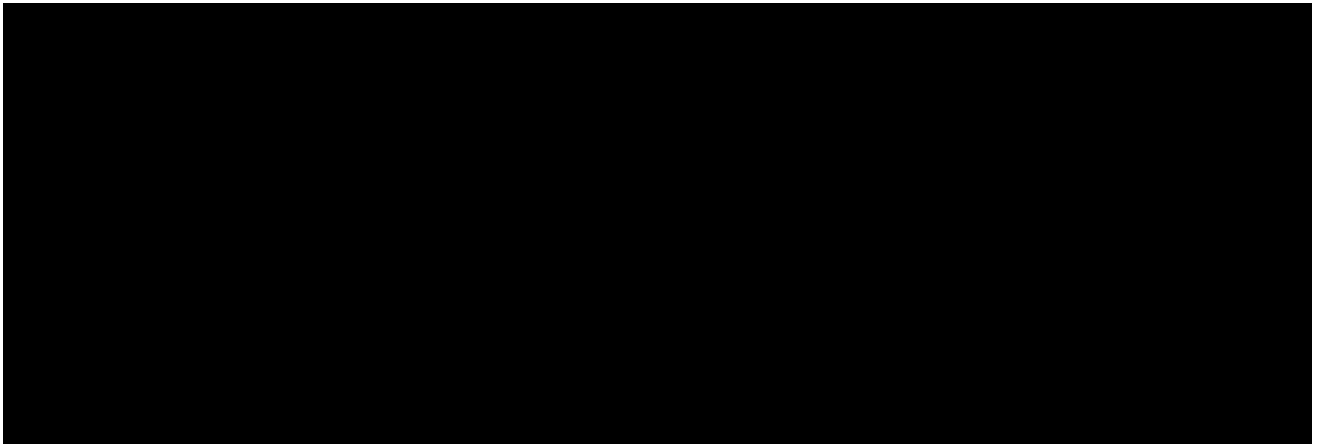




## Site Supervisor Workbook

---

Please complete all of the forms & examinations in this section and send along with copies of all active safety tickets and completed Safety Orientation Acknowledgement (tear out from Handbook) to:



Content	Action
Site Supervisor Training Check Sheet	Initial completed items, Sign & Date
Site Supervisor Standards & Expectations	Read, Sign & Date
Safe Work Agreement Hazard Assessment Exam	Name, Date, Complete All Questions
Atmospheric Testing Exam	Name, Date, Complete All Questions
Confined Space Exam	Name, Date, Complete All Questions

Please complete the following before submitting your workbook:

<b>Name:</b>
<b>Company Name:</b>
<b>Address:</b>
<b>Phone:</b>
<b>Fax:</b>
<b>Email:</b>

<b>Emergency Contact Information</b>	
<b>Name:</b>	
<b>Relationship to Site Supervisor:</b>	
<b>Phone:</b>	
<b>Cell Phone:</b>	



Site Supervisor Training Check Sheet

General Requirements:	Complete			N/A
Annual Site Supervisor Training Manual Review (Overall Program)		complete	incomplete	
Site Supervisor Standards & Expectations -Reviewed				
Training Requirements: (Certificate Copies Provided)		Incomp		
Ground Disturbance Level II				
H2S Alive				
WHMIS				
Standard First Aid / CPR "B"				
Confined Space Entry				
TDG				
Health, Safety & Environment -General:				
Safety & Environment Handbook Review – Acknowledgement Signed				
Contractor Orientations – Requirements understood Proactive &				
Incident Reporting – Expectations understood Site Safety Inspection				
Form – Expectations understood First Hour Emergency Response -				
Reviewed OH&S Legislation – web sites for legislation known				
Pengrowth Critical Procedures / Policies				
First Aid Transportation Plan -Reviewed Safe Work				
Agreement Training COP & Exam -Reviewed				
Atmospheric Testing COP & Exam -Reviewed Confined				
Space COP & Exam -Reviewed Ground Disturbance				
COP -Reviewed Fall Protection COP -Reviewed Lock-out				
COP -Reviewed				
Pengrowth Business Requirements:				
Pengrowth Job Execution (Flowchart) -Reviewed Site Supervisor Job				
Execution Requirements – Expectations understood Facilities Inspection				
Competency Assessment Form -Reviewed Pengrowth Project				
Supervision Memorandums -Reviewed				
Purchasing Policy – Responsibilities understood Contract				
for Supervision services – In place with M&S group OSC				
Usage – Requirements understood				
Quality Control Forms – Expectations understood				
Legislative/Regulatory Requirements:				
Regulatory Alerts -Reviewed				
Regulatory Requirements (Pipelines & Facilities) -Reviewed				
Crossings -Reviewed				

The undersigned Site Supervisor acknowledges that the above materials have been reviewed as indicated and are understood. Further, the undersigned agrees to limit the scope of supervision provided according to any restrictions listed herein.

Site Supervisor: \_\_\_\_\_  
Signature Print Name Date

The undersigned Pengrowth Trainer acknowledges, subject to any restrictions indicated below, that the Site Supervisor listed above is authorized to supervise construction activities on Pengrowth's behalf as directed by Pengrowth personnel.

Trainer: \_\_\_\_\_ Signature Print  
Name & Title Date

Restrictions on Supervision Scope:\_\_\_\_\_



## **Site Supervisor Standards & Expectations**

### **February 2009**

Pengrowth Site Supervisors supervise execution of a wide scope of projects completed in Pengrowth's operating areas. In order to succeed, Site Supervisors must meet Pengrowth's expectations and standards for safety, ethical behavior and project / construction management. In an effort to be clear, and to facilitate communication, a review of these standards and expectations follows.

#### **Safety**

Safety is a critical part of every project planned and implemented on Pengrowth's behalf. Pengrowth's safety program requires a positive attitude that must be displayed by everyone. In order to develop and encourage safe work habits, Pengrowth Site Supervisors are expected to foster and demonstrate a safe work attitude at all times. All indicators of non-compliant work and attitudes on the job must be immediately addressed by the Site Supervisor. In particular, focus should be placed on the following items.

#### **Proactive Reporting (Hazard I.D.'s and Near Misses)**

Every person working in Pengrowth field locations is expected to actively participate in Hazard ID and Near Miss Reporting. The Site Supervisor must track, steward and follow-up on all Hazard ID's and Near Misses submitted by contractor crews working under their supervision to ensure there is 100% participation.

#### **Site Safety Inspections**

Site Supervisors are responsible for conducting Site Safety Inspections according to targets agreed upon from time to time, ensuring that all follow-up is completed as required in a timely manner.

#### **Manage & Maintain Safety Standards**

- Pengrowth Site Supervisors must be familiar with safe work standards adopted by Pengrowth, including regulatory requirements of WCB, OH & S, ERCB, etc.
- Site Supervisors are responsible and accountable to ensure that all workers are meeting the standards pertinent to that job.
- Every Pengrowth Site Supervisor is required to participate in Emergency Response Planning (ERP) exercises, extra safety events, tailgate meetings, hazard assessments, and similar initiatives as needed. They must provide leadership in promoting effective implementation of Pengrowth's Safety & Environment Standards.
- Site Supervisors must lead by example and demonstrate that safe work processes and procedures are a non-negotiable requirement of every single project.
- Encourage participation and promotion of safety efforts.
- Where an incident occurs on a job, the Site Supervisor will take an active role in the incident investigation.

## **Project / Construction Management**

Pengrowth Site Supervisors are required to manage each of their projects in a professional manner, from start to finish including:

- Have drawings on hand prior to starting work.
- Verify that required agreements and licenses are in place.
- Ensure necessary resources are available
- Arrange and attend pre-job meetings
- Make arrangements for manpower and equipment to be on site, on time, when required
- Cost control and reporting
- Liaison between other work groups operations, trades, etc. – schedule meetings as required to ensure job progresses smoothly
- Demonstrate the ability to handle a variety of responsibilities simultaneously and demonstrate flexibility to allow for changes in job scope, timelines, and unforeseen events (Time Management).

## **Standards of Ethical Behavior**

All Pengrowth Site Supervisors provide their services on a contract basis and accordingly a fully executed contract between the Site Supervisor's parent company and Pengrowth's Materials & Services group is required as a pre-condition to acting as a Pengrowth Site Supervisor. This contract will contain provisions regarding requirements for ethical behavior, especially in respect to confidentiality. These contract terms must be followed strictly.

Further, Pengrowth expects that all Site Supervisors acting on Pengrowth's behalf will conduct themselves to very high ethical standards. Particular attention should be paid to ensuring that conflicts of interest are avoided or disclosed if unavoidable and that activities comply with applicable laws. Duties should be carried out with due consideration for respectful conduct, honesty & integrity.

## **Acknowledgement**

I acknowledge that I have read and understand the above standards & expectations and that I agree that they are reasonable.

Site Supervisor:

Signature      Print Name

Training provided by : \_\_\_\_\_  
Pengrowth Employee

Date: \_\_\_\_\_



## Safe Work Agreement Code of Practise Examination

Name: \_\_\_\_\_

Date: \_\_\_\_\_

- #1. The purpose of Pengrowth's safe work agreement is to protect our facilities and to ensure that workers clearly understand their duties in the work to be done and all the hazards associated within that work.  
**True or False**
- #2. A Site Hazard Assessment is a documented review of the work site prior to work commencing, it includes identifying the hazards that are present and documenting the controls needed to prevent an incident from occurring.  
**True or False**
- #3. A change in job scope or a change in job personnel are examples of when a safe work agreement/site hazard assessment must be reissued.  
**True or False**
- #4. Any Pengrowth employee or representative is allowed to conduct a gas test.  
**True or False**
- #5. The safe work agreement/site hazard assessment protects Pengrowth Corporation and its employees from the legal consequences of an incident.  
**True or False**
- #6. What are the qualifications needed by employees and contractors to be authorized to issue safe work agreements or site hazard assessments on behalf of Pengrowth?  
a) *must be employed in a safety position*  
b) *must be competent in the area of work that the SWA/SHA is covering*  
c) *must have completed and passed the SWA code of practise exam*  
d) *both b and c*
- #7. The \_\_\_\_\_ is the tool utilized to deem whether hot or cold work are considered critical.  
a) *site hazard assessment*  
b) *risk assessment matrix*  
c) *safety incident report*  
d) *environment incident report*
- #8. The duration of the safe work agreement is limited to the time that what condition(s) can be met?  
a) *the condition of the job remains constant*  
b) *the parties involved in the job remain constant*  
c) *no other worker effects the condition of the job*  
d) *all of the above*
- #9. What does the acceptors signature or initials on the safe work agreement/site hazard assessment signify?  
a) *that they have received the SWA/SHA*  
b) *that they agree with everything written on the SWA/SHA*  
c) *that all workers on the job clearly understand their roles and responsibilities*  
d) *that all workers on the job have read the SWA/SHA*
- #10. The agreement \_\_\_\_\_ is the person responsible to issue or approve the safe work agreement/site hazard assessment.  
a) *issuer*  
b) *acceptor*  
c) *co-signer*  
d) *all of the above*
- #11. The agreement \_\_\_\_\_ signs the safe work agreement/ site hazard assessment when work overlaps into their area.  
a) *issuer*  
b) *acceptor*  
c) *co-signer*  
d) *all of the above*

- #12. Use the \_\_\_\_\_ portion of the Safe Work Agreement form to communicate specific activities, hazard controls or responsibilities that are considered an essential part of the day's work
- a) *site preparation*
  - b) *special instructions*
  - c) *controlled products*
  - d) *land location*
- #13. Pengrowth defines cold work as:
- a) *any work that does not create an ignition source.*
  - b) *any work that creates an ignition source.*
  - c) *any work within a 50 meter radius of a live oil or gas facility.*
  - d) *any work outside a 50 meter radius of a live oil or gas facility.*
- #14. Pengrowth defines hot work as:
- a) *any work that does not create an ignition source.*
  - b) *any work that creates an ignition source.*
  - c) *any work within a 50 meter radius of a live oil or gas facility.*
  - d) *any work outside a 50 meter radius of a live oil or gas facility.*
- #15. Welding on piping in a hydrocarbon process environment requires what type of safe work agreement:
- a) *hot work.*
  - b) *critical hot work.*
  - c) *cold work.*
  - d) *critical cold work.*
- #16. An instrument mechanic calibrating a chart recorder in a process building requires what type of safe work agreement:
- a) *hot work.*
  - b) *critical hot work.*
  - c) *cold work.*
  - d) *critical cold work.*
- #17. A worker performing a vessel entry requires what type of safe work agreement:
- a) *hot work.*
  - b) *critical hot work.*
  - c) *cold work.*
  - d) *critical cold work.*
- #18. A grader operator grading roads within a facility requires what type of safe work agreement:
- a) *hot work.*
  - b) *critical hot work.*
  - c) *cold work.*
  - d) *critical cold work.*
- #19. An electrician disconnecting a motor requires what type of safe work agreement:
- a) *hot work.*
  - b) *critical hot work.*
  - c) *cold work.*
  - d) *critical cold work.*
- #20. A worker pre-fabbing pipe in an isolated area requires what type of safe work agreement:
- a) *hot work.*
  - b) *critical hot work.*
  - c) *cold work.*
  - d) *critical cold work.*
- #21. Review the sample "EXAM" Safe Work Agreement / Site Hazard Assessment form. Identify (circle) at least five (5) areas that have missing or incorrect information.



Safework Agreement

Site Hazard Assessment

Date Mar 11, 200x

A. Between Issuer – PENGROWTH CORPORATION No. of workers No. of vehicles 1 Duration 07:30 To 16:30  
and Acceptor (company name) Sam's Steaming Location Production Complex  
Description of work (specific description) Steam clean jacket water coolers on compressors K1103, K1104 and K1105. Operations to shut down and lockout units as needed.

B. Nature of work Cold Hot Critical (requires owner approved safety watch) IRP Compliant Orientation

C. Site preparation (assign and agree to responsibilities, site hazards, and controls)

SHA	Issuer	Initials	Acceptor	Initials	Co-signer/ Safety Watch	Initials	N/A	Initials
1. Prepare electrical systems.	- de-energize, lock and tag - identify overhead lines and control measures in place - identify energized lines and control measures in place	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JO	<input checked="" type="checkbox"/>	SS	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare pressurized systems.	-isolate and depressurize -drain -install blinds -lock out and tag -purge (medium used)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
3. Identify and confirm location underground/overhead structures, pipes and electrical lines.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
4. Trenching or excavation hazards.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
5. Ground disturbance permit.	Required <input type="checkbox"/> Not Required <input type="checkbox"/> (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
6. Slip, trip, or fall hazards.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JO	<input checked="" type="checkbox"/>	SS	<input type="checkbox"/>	<input type="checkbox"/>
7. Working on or from elevated structures.	Fall Protection Plan in place <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
8. Flammable or toxic hazards	Ignition sources <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JO	<input checked="" type="checkbox"/>	SS	<input checked="" type="checkbox"/>	BS
9. Determine gas/air quality testing required: Frequency _____ hrs or continuous _____		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JO	<input checked="" type="checkbox"/>	SS	<input type="checkbox"/>	<input type="checkbox"/>
10. Response discussed for: Atmospheric changes <input checked="" type="checkbox"/> Weather/temperature hazards <input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JO	<input checked="" type="checkbox"/>	SS	<input checked="" type="checkbox"/>	BS
11. Appropriate site specific procedures developed and reviewed (i.e.) confined space entry/rescue plan.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12. Inspect worksite and equipment.		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	SS	<input type="checkbox"/>	<input type="checkbox"/>
13. Pinch points or position of hazard.		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	SS	<input type="checkbox"/>	<input type="checkbox"/>
14. Noise hazards	Illumination/Lighting hazards <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JO	<input checked="" type="checkbox"/>	SS	<input type="checkbox"/>	<input type="checkbox"/>
15. Moving/rotating equipment.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
16. Confined space hazards.	Confined Space Plan in place <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
17. First Aid Supplies and Transportation Requirements. See Table on cover (ref. COP # 016)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JO	<input checked="" type="checkbox"/>	SS	<input checked="" type="checkbox"/>	BS
18. Documented Emergency Plan and directions to location ( Use section F. Blow)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JO	<input checked="" type="checkbox"/>	SS	<input checked="" type="checkbox"/>	BS
19. Working alone/reporting plan established and reviewed		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
20. JobCompletion checkout – Contact: Joe Operator Ph # 333-7123		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JO	<input checked="" type="checkbox"/>	SS	<input type="checkbox"/>	<input type="checkbox"/>

D. Controlled Products involved with work activities

1. Controlled products (supplied by either party) that workers will be exposed to are identified by WHMIS labeling, hazards are understood and control measures are in place. MSDS available for each ☒ MSDS reviewed ☒

2. Controlled products are XYZ Degreaser Natural Gas

3. Dangerous goods are

E. Protective equipment to be used

☒ Personal Protective Equipment as per Safety Handbook ☐ Special Protective Clothing ☐ Fall Protection ☐ Respiratory Protective Equipment

☐ Personal Gas Detection ☒ Eye/Face Protection ☒ Fire Extinguishers ☐ Positive-air Shutoff ☐ Other (Specify):

F. Special Instructions, hazard controls, and tailgate meeting notes (attach additional documents, as required)

#1 &2) Operations to lockout panel switch, fuel gas and starting air on each unit.

#6) Area may become muddy and slippery when wet, consider using matting or boards around base of coolers.

#8 & 11) Should gas alarm sound, shut down your truck and boiler, move to muster point in maintenance shop.

#9 &10) Safety watch to continuously monitor area for LEL's and shut down work if gas detected.

#13) Contractor to inspect all tools and equipment before starting work.

#14) Eat your lunch on the compressor building roof.

#15) Wear hearing protection at all times.

- G. All parties agree to:
1. Comply with all applicable government regulations, company and Pengrowth standards.
  2. Maintain a copy of this agreement at the work site.
  3. Provide and maintain a safe workplace.
  4. Perform only the work specified in this agreement.
  5. Ensure that any other member(s) of their organization or subcontractor who will or may work on this work site have a complete understanding of the conditions of this agreement and the nature of the work being done.

Signature	Print	Phone Number
Issuer Joe Operator	Joe Operator	333-7123
Acceptor Sam Smith	Sam Smith	450-6789
Co-signer		
Safety Watch Bea Safe	Bea Safe	778-4567
Subcontractors		

White – Original to Contractor

Canary – Office

Pink – Job Site





## Atmospheric Testing Code of Practise Examination

Name: \_\_\_\_\_

Date: \_\_\_\_\_

- #1. When no ignition sources exist, work is able to begin or continue if LEL levels exceed 10%.  
**True or False**
- #2. The acceptable oxygen content range for working in all areas is 19% to 25%.  
**True or False**
- #3. Atmospheric testing personnel must ensure that the atmospheric test results remain within the acceptable limits for the duration of the job.  
**True or False**
- #4. What is the acceptable OEL limit for H<sub>2</sub>S if a worker is working in an area over a maximum period of 8 hours?  
a) no more than 5 ppm  
b) no more than 10 ppm  
c) no more than 20 ppm  
d) no more than 25 ppm
- #5. Where exceedance of acceptable oxygen level (above 23%) or LEL% (above 10%) is detected:  
a) work may continue only for short periods of time.  
b) work cannot continue until the levels can be reduced into the acceptable ranges.  
c) work may continue if levels are stable for 15 minutes and continuous testing is available.  
d) work cannot continue for 24 - 48 hours to let the atmosphere stabilize.
- #6. Who is permitted to repair gas detection?  
a) Anyone trained in the use of the equipment.  
b) An authorized instrument technician  
c) The manufacturer.  
d) Both b and c.
- #7. What qualifies an individual to perform atmospheric testing on behalf of Pengrowth.  
a) employed by a safety services company.  
b) employed by a safety services company, and competent with the equipment being used.  
c) a Pengrowth employee that is aware of the hazards  
d) a person competent with the equipment being used, who is aware of the hazards and authorized to perform the work
- #8. When air quality tests are required, the type, frequency, time and results of the tests are to be recorded on the:  
a) Safe work agreement/ Site hazard assessment  
b) The operator log book  
c) The atmospheric testing log  
d) Both A and C



## Confined Space Code of Practise Examination

Name: \_\_\_\_\_

Date: \_\_\_\_\_

- #1. The purpose of Pengrowth's confined space code of practise is to provide guidelines to be used when dealing with a confined space, that are approved by Pengrowth and known to meet all applicable rules and regulations.  
**True or False**
- #2. A confined space may be entered if the following readings are displayed on the 4 gas testing equipment that is being used to check the atmosphere in the confined space: H<sub>2</sub>S = 2 ppm, LEL = 18%, O<sub>2</sub> = 21.1% and CO = 3 ppm.  
**True or False**
- #3. A Level "B" Safety Watch requires Confined Space Rescue Training.  
**True or False**
- #4. A competent Rescue Team and Plan are required for all classes of Confined Spaces.  
**True or False**
- #5. Benzene testing in the confined space is required by OH&S if workers are coming in contact with crude oil, condensate or asphaltines while in that confined space.  
**True or False**
- #6. When should the Pre- job hazard assessment for a confined space job be completed?  
a) *In the planning stage, before the job is executed.*  
b) *During the tailgate meeting.*  
c) *After the job is complete to finish the paperwork.*  
d) *Never, it is only a guide.*
- #7. The expiration of a safe work agreement is considered to take place when:  
a) *the scope of the work has changed.*  
b) *a change in personnel has occurred.*  
c) *a delay in the work has occurred.*  
d) *all of the above.*
- #8. A Confined-Space Entry – Worker and Equipment Tracking Sheet is required for which class of confined space?  
a) *Class B*  
b) *Class C*  
c) *Class A*  
d) *All of the above*
- #9. How long must confined space records be kept on file?  
a) *7 years*  
b) *1 year*  
c) *3 years if no unplanned incident occurs and 7 years if an incident occurs*  
d) *1 years if no unplanned incident occurs and 3 years if an incident occurs*
- #10. Confined Spaces must be classified as one of the following: (Fill in the Blank)  
a) Class \_\_\_\_\_ - A low hazard confined space  
b) Class \_\_\_\_\_ - A medium hazard confined space  
c) Class \_\_\_\_\_ - A high hazard confined space