



Environment, Health, and Safety Training Requirements

Document Number: RHG00004	Job Aid - Guideline	Applies to: Base Plant, Fort Hills, In Situ, Syncrude
Revision Date: 2024/07/29 Revision: 1 Review Cycle: 3		OEMS Process: Manage Health & Safety OEMS Process

Purpose / Scope The Site Process Leads (SPLs) for health and safety shall ensure enterprise-wide health and safety training requirements are met and identify all site-specific training requirements.

This site-aligned document outlines the Environment, Health, and Safety (EH&S) training requirements for Suncor contractors and vendors, working at all sites in the Regional Upstream.

- Note: this 'site-aligned' document:
- Helps meet regulatory (i.e., AB OHS) requirements that are the same across multiple sites.
 - Mitigates an increased safety risk due to lack of consistent safety training requirement across multiple sites.
 - Mitigates the potential for significant value destruction (>\$1M) across multiple sites.

- References**
- [Manage Health and Safety OEMS Process Standard](#)
 - [Manage Safety OEMS Best Practice](#)
 - [Manage Contractor Safety OEMS Best Practice](#)
 - [SUN-00144](#) - Site Security Standard

Definitions The following terms and acronyms are used in this guideline:

Acronym / Term	Definition
EH&S	Environment, Health & Safety
ESC	Energy Safety Canada
TDG	Transportation of Dangerous Goods
Visitors	Refer to SUN-00144 - Site Security Standard
WBT	Web Based Training

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Approved By: **Kerry Barwick, Director EHS/SPO H&S**

Roles and Responsibilities

The following individuals and groups have the following roles and responsibilities:

Document Owner

- Ensures this document is reviewed according to the required revision cycle.
- Ensures the document is updated to accommodate changes to Suncor, provincial, and federal standards, and regulation(s).
- Ensures the document is updated to mitigate risks found as the result of an incident.
- Ensures updates to this document are communicated to affected personnel, including other business areas.

Document Approver

- Ensures this document is necessary and that it aligns with management and company direction.
- Provides resolution of any interpretation issues associated with this document.

Regional Suncor Management Personnel

- Responsible for implementation of this guideline.
- Management and supervision will ensure that their personnel remain qualified to undertake their duties by maintaining and monitoring training records for their personnel against the identified training requirements.
- Ensures that all Suncor contractors and vendors meet worksite pre-access EH&S training requirements prior to accessing the sites.
- At a minimum, EH&S training consist of those requirements identified in Appendix 1.
- Ensures that before performing work, all contractors have successfully completed the appropriate work-specific EH&S training identified in Appendix 1.
- Identifies additional specialized EH&S training requirements not included in this guideline. This specialized training may include and is not limited to Radiation Safety, TDG Class 7, etc.

Contract Owner

- Identifies training requirements for contractors based on scope of work.

**Contractor Coordinator/
Contractor Onboarding**

- Communicates training requirements to contractors.

Learning and Capability

- Ensures a database is maintained for Suncor provided worksite pre-access and work-specific EH&S training requirements for Suncor contractors.
- Responsible for development and delivery of site specific EH&S training courses.

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Approved By: **Kerry Barwick, Director EHS/SPO H&S – Base Plant**

Guideline 1. EH&S Training Classifications

Note: There are three (3) types of EH&S training identified within this guideline.

	Item	Description
Site Access Training	1.1	EH&S training that is designed to educate personnel about the potential hazards and controls specific to a worksite before personnel obtain access. Guidance for required pre-access EH&S training is provided in Appendix 1.
	1.2	To meet site access/badging requirements, all contractors and vendors must provide proof of completion of the following: <ul style="list-style-type: none"> • OSSA Regional or Basic Safety Orientation or the Energy Safety Canada Common Safety Orientation or Petroleum Safety Training (PST). • Suncor Regional Municipality of Wood Buffalo Safety Orientation WBT or equivalent.
Work Scope Specific Training - Provided by Industry Association (e.g. ESC) or qualified provider	1.3	EH&S training that is required to perform the work specific to a role and provided by an industry association (e.g. ESC) or qualified provider. Required training is determined by the work responsibilities of the role within specific areas. Guidance for required training is provided in Appendix 1. Where there may be uncertainty within the guidance, the decision for training being required or not should be made by Suncor Management and/or Contractor Coordinator.
	1.4	EH&S training is work specific and unique to Suncor standards and procedures (except for Safe Work Permits).

2. Approved External Training Providers

	Item	Description
Approved External Training Providers	2.1	Industry recognized EH&S training for contractors must be acquired through external training providers off site. See Appendix 1 for approved training providers associated with specific EH&S training requirements.

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3. Exemptions

	Item	Description
Escorted Truckers	3.1	A Suncor authorized employee should escort the non-routine delivery driver at all times.
	Visitors	3.2
	3.3	A Suncor authorized employee should escort the visitor at all times.
	3.5	Visitors are not permitted to do any hands-on work. Hands-on work is considered any on-site physical work activity performed or the direction or supervision of on-site physical work activities. Hands-on work includes operations, maintenance, or construction activities such as (but not limited to) operating equipment, using tools, or working at height.
Waiver	3.6	If worksite access training cannot be completed, an exemption (see Appendix 2) must be granted by the senior leader (Director or designate) responsible for the area in which the work is being conducted.

End of Guideline

Summary of Changes

Rev	Date (yyyy/mm/dd)	Section(s) Changed	Revisions Made
1	2024/07/29	All	Transition of document from standard to guideline and aligned with Site OEMS Hub Simplification Guidance.

Appendix 1 – Safety Training Requirements

"RMWB Contractor Safety Training Requirements" can be accessed via the following link: [RMWB Safety Training Matrix for Contractors - Final.xlsx](#)

Appendix 2 – Safety Training Waiver

"Safety Training Waiver " can be accessed via the following link: [Safety Training Waiver.PDF](#)

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The following individuals have aproved this document

UserName: Kerry Barwick

Title:

Date: 2024-08-07

Meaning: I approve that this document is valid

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