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Incident Reporting and Investigation Protocol					

Purpose

This Devon Energy EHS Protocol defines the requirements for reporting and investigating incidents or near misses.


Scope

This protocol applies to all Devon operated equipment, facilities and Devon Employees.

Contractors will have their own program that meets or exceeds Devon's Incident Reporting and Investigation Protocol.

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1.0 RESPONSIBILITIES

Division/Business Unit Leadership

- Reinforce adherence to this protocol and provide resources for application of the protocol.
- Ensure employees responsible for incident reporting and investigation receive required training.

Line Supervisor

- Understand how this protocol applies to personnel in their area of responsibility.
- Ensure employees have training, skills, knowledge and understanding to comply with this protocol.
- Check periodically to ensure the requirements of this protocol are being met.

Environmental, Health, and Safety

- Provide technical resources and tools for protocol application.
- Monitor compliance through the audit process.

Devon Employees

- Adhere to the requirements of this protocol.
- Identify and report gaps in this protocol.
- Complete required training.

Contract Company Representative

- Comply with regulatory requirements and follow the Devon EHS protocols.

2.0 TERMS AND DEFINITIONS

2.1 Incident Reporting and Investigation Terms and Definitions

Days Away - the number of days away from work after an injury. Does not include the initial day of injury, the day the employee returns to work or days when the employee had to travel to medical facilities evaluation. The days are counted continuously including weekends, holidays, normal days off, etc. as if the employee were required to work, until employee is able to return to work.

Days Away Incident - a work related injury or illness which prevents the injured person (IP) from performing any work on the next scheduled work day.

Devon Corporate Incident Management System (DCIMS) - an electronic database that is used to record incidents, investigations, near miss reports, and corrective actions.


First Aid Case - a work related injury or illness that is treated with one of the methods on the First Aid Treatment List (**Appendix F**). Any other treatment is considered medical aid.

For Information Only (FIO) - incidents that Devon inputs into DCIMS as for non-trending data purposes. FIO will be used to document Emergency Response Drill, additionally, it will be used to document events that occur and do not involve Devon's Operations. For example, if an individual gets sick on location due to a personnel illness, it can be entered as an FIO.

Incident - an event or occurrence resulting in a personal injury, a spill, a release into the environment, regulatory noncompliance, property damage, fire, motor vehicle damage, equipment failure, complaint, or other loss.

Incident Advisor - an individual designated to review and confirm information entered into DCIMS is correct.

Incident Reporter - a Devon employee or Contract Company Representative that initially reports the event

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to supervision.

Life-altering Injury or Illness - one that results in permanent or long-term impairment, disfigurement, loss of use of an internal organ, body function, or body part, or ability to earn a living.

Life-threatening Injury or Illness - one that will require the immediate intervention of internal and/or external emergency response personnel to provide life sustaining support.

Medical Treatment Only Case (MTOC) - a work related injury or illness that requires medical treatment but does not result in a Days Away or Restricted Workday Case (RWC).

Motor Vehicle Incident (MVI) - any vehicle incident involving a company owned, leased, or rented vehicle.

Near Miss - an event that occurred and could have, but did not result in an incident.

Non-Compliance - any violation or enforcement received by a federal, state, or provincial regulating authority (e.g., notice of violation, or notice of enforcement).

Occupational Illness - any abnormal condition or disorder other than one resulting from an occupational injury caused by exposure to environmental factors associated with employment. Occupational illnesses include acute and chronic illnesses or diseases that may be caused by inhalation, absorption, ingestion or direct contact.

Process Safety Event - An unplanned or uncontrolled loss of primary containment of any material including non-toxic and non-flammable materials (e.g., steam, hot condensate, nitrogen, compressed CO₂ or compressed air) from a process at a Process Safety Management regulated facility.

Process Safety Management (PSM) - regulation issued by OSHA that details engineering, operational, maintenance, and safety requirements at larger processing facilities.

Property Damage - incidents which involve damage to Devon owned, operated, or leased equipment. Property damage also includes damage inflicted by Devon operations to third party or stakeholder assets. This includes operations being performed by contractors on behalf of Devon. Fires and line strikes will be classified as property damage incidents.

Release - unplanned discharge of gas or vapor into the atmosphere, including relief valve discharges.

Recordable Incident - injury or illness incidents that include death, days away incident, restricted work or transfer to another job, medical treatment beyond first aid, fractured or cracked bone or tooth, punctured ear drum or loss of consciousness.


Restricted Workday Case (RWC) - work related injury or illness that physically or mentally prevents an individual from performing any part of their normal job duties.

Serious Incident or Fatality (SIF) - an event or near miss that resulted in or most likely could have resulted in one of the following:

- Serious Incident
- Fatality
- Life-threatening injury or illness
- Life-altering injury or illness.

Spill - when liquid or fluid is lost from its primary containment, including but not limited to, oil, condensate, produced water, frac fluids, drilling mud, chemicals, etc. Spills reportable to a regulatory agency or spills greater than 1 barrel (42 gallons) will be reported in DCIMS. Spills of less than one barrel and not reportable to a regulatory agency may be included in the database as an FIO.

2.2 General Terms and Definitions

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Appropriate Leader - the level of management necessary to approve documents, changes to documents, and deviation for a given Division and/or Functional Group.

Approval Date - date when a document has been finalized and approved by EHS VP or appropriate leader via electronic signature on the Approval, Review, and Modification History form (**Attachment A.**)

Area - individual operating fields or components that collectively comprise a Region, Areas normally include an area office.

Area Office - a field office with assigned employees that support an area. (e.g., Havre, Groesbeck, Riverton, and Fort St. John).

Business Unit - individual components that collectively comprise a Division. Business Units may also be referred to as Basins.

Contract Company Representative - a contractor who is assigned responsibilities, oversight and acts as Devon's on-site representative following and implementing the protocol steps as an employee would, for a specific task that requires adherence to Devon EHS Protocols.

Division - the division operations of Devon are Canada, Marketing & Midstream, U.S., and Corporate.

Field EHS - a titled position that provides EHS guidance and support within a Division.


Enterprise Classification Structure - is part of Devon's strategic plan for managing information assets. The ECS is the published list of all records classes, the period of time for retaining each and their designated disposition.

Facility - a collection of structures, piping, valves, vessels, tanks, compression, and processing equipment located in close geographic proximity, that are involved directly in the development, production, processing or delivery of oil and gas to market (e.g., a tank battery, drill site, well-site, compressor station, pipeline, and gas plant).

Line Supervisor - a titled position that has assigned authority and responsibility for financials, production, maintenance, projects and personnel for a defined area. In Devon, this could be any Manager, Supervisor, Superintendent, Foreman, or Assistant Foreman. For the support organization it could be any Vice President, Manager, or Supervisor.

Person In Charge - a person that has been authorized by Devon to perform specific tasks to comply with Devon EHS Protocols and/or regulatory requirements related to EHS. The PIC is defined in all procedures in the second column of the protocol section.

Region / District - the individual components that collectively comprise a Division.

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3.0	PROTOCOL	
3.1	Near Miss Reporting	
Step	Person In Charge (PIC)	Action
3.1.1	Employee/Contractors	Report near misses immediately to the PIC or Line Supervisor when they occur.
3.1.2	Line Supervisor	Determine if the near miss meets the SIF Potential criteria listed in Appendix A .
3.1.3	Line Supervisor	Send an email, by the end of the shift, containing the information listed below to the Field EHS Representative and supervisor. <ul style="list-style-type: none"> • Who • What • When • Where • Does the incident have SIF Potential (Yes or No)
3.1.4	EHS Manager	Assign Incident Investigation Team Lead/Lead Investigator to investigate near misses, which have been identified as having SIF potential. The Investigation Team Lead/Lead Investigator will be trained in Taproot or another formal investigation technique, and Investigation Team comprised of EHS and operations or drilling technical resources. Note: Investigation will be conducted following the steps in section 3.3 of this protocol.
3.1.5	Field EHS	Classify all near misses, with SIF Potential using the classification table in Appendix B , based on the most likely potential outcome and enter into DCIMS. Note: Near misses without SIF Potential can be tracked in DCIMS or ACTs.
3.2	Incident Reporting Incident Reporting, classification, and investigation are important to determine the measures that will prevent reoccurrence. The investigation depth and team make up is determined by the incident SIF Potential. Line supervisors, with the input from field EHS will make the initial determination on incident classification. The Division EHS Managers have the final determination on incident classification. Work related injuries and illnesses will be recorded in accordance with this protocol across all Devon operations.	
Step	Person In Charge (PIC)	Action
3.2.1	Employee/Contractors	Report all incidents to the PIC or Line Supervisor immediately. Note: The Notification Flow Chart (Appendix C) illustrates the reporting process.



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3.2.2	Employee/Contractors	Contact emergency services and render first aid, if trained to do so. Note: In the U.S. operations Axiom Medical Consulting - (877) 502-9466 can be used to provide injury treatment and advice for employees. When the system is contacted the injured person (IP) will discuss the nature of the injury with a medical professional. The medical professional will recommend a treatment course, and follow up with the IP at determined intervals. Additional details on Axiom can be found on the EHS Strata tab.
3.2.3	Employee/Contractors	Secure the area to prevent additional injuries or continued release.
3.2.4	Employee/Line Supervisor/Field EHS	Evaluate incident to determine if Incident Management Team activation is required based on Area Emergency Response Plans.
3.2.5	Line Supervisor	Activate the Incident Management Team, when applicable, to assist in managing the incident.
3.2.6	Line Supervisor	Make internal notification(s) listed on the Internal Notification Table (Appendix D).
3.2.7	Line Supervisor/Field EHS	Make required external notifications. The External Notification List (Appendix E) contains some of the more common Federal reporting requirements. Note: Pipeline incidents or accidents may be subject to Federal and/or State reporting requirements. Refer to Devon's Pipeline Operating & Maintenance (O&M) Manuals for specific reporting requirements. Note: Regional and state reporting requirements vary, certain states (i.e., Louisiana) have rigid timelines for notifications.
3.2.8	Employee/Line Supervisor	Preserve information and the incident scene, as long as it does not continue to contribute to a hazard or hazardous situation to aid in a potential investigation. The incident scene will be preserved until approval is given by supervision. Note: Preserving information may include the following: <ul style="list-style-type: none">• Rope off or barricade the scene, lock doors, or gates, and exclude unnecessary personnel. Post security personnel if needed.• Note evidence that may have been disturbed by the emergency response.• Start recording the names and contact information of witnesses.• In some cases initial statements may need to be taken by the employee or line supervisor, prior to the arrival of the Investigation Team Lead/Lead Investigator.
3.2.9	Line Supervisor	Determine if the incident meets the SIF Potential criteria listed in Appendix A .



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3.2.10	Employee/Line Supervisor	<p>Send an initial report via email as soon as reasonably practical containing the information listed below to the Superintendent, EHS Manager, EHS Representative, Legal and Insurance.</p> <ul style="list-style-type: none">• Company Name (e.g., Devon or Contract Company Name)• What• When• Where• Does the incident have SIF Potential (Yes or No) <p>Note: Include only factual information; do not include individual's names; do not speculate on a cause or why the incident occurred.</p> <p>Note: See Appendix D for specific Legal and Insurance Notifications.</p>
3.2.11	Incident Reporter/Line Supervisor	<p>Classify incidents using the Incident Classification Table (Appendix B) and the First Aid Treatment List (Appendix F).</p> <p>Note: A hyperlink to the Incident Report Form is in Attachment B, or the form can be located on Strata.</p>
3.2.12	Line Supervisor (PSM Facilities)	<p>Review the Process Safety Management (PSM) Process Safety Events listed in Appendix G to determine if the event has exceeded the one-hour release threshold quantities for events at a PSM Facility. If the release exceeded the threshold quantity then it will be classified as a Tier I or Tier II Process Safety Event depending on the quantity.</p> <p>Note: If a Process Safety Event occurs, then select "PSM" under the regulated by section in the incident report form. In DCIMS Tier I releases will be classified as a class VI and Tier II releases will be classified as class III.</p>
3.2.13	Line Supervisor/Field EHS	<p>Review contractor injuries using the Contractor Injury Metric Recording Guide (Appendix H) to determine if the injuries will be included in the EHS metrics.</p> <p>Note: Contractor injuries that are not included in the EHS metrics will be reported as For Information Only (FIO).</p>
3.2.14	Line Supervisor	<p>Complete the Incident Report Form within 2 business days of occurrence and submit the form to EHS. Follow instructions provided in Appendix I for completing the form, and determining appropriate categories. Document SIF Potential in the Incident Summary.</p> <p>Note: A hyperlink to the Incident Report Form is in Attachment B, or the form can be located on Strata.</p>



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3.2.15	EHS Manager	<p>Assign Incident Investigation Team Lead/Lead Investigator, and Investigation Team in accordance with the following criteria:</p> <ul style="list-style-type: none">• SIF Potential - perform an investigation using Taproot or another formal investigation technique. The investigation team will at a minimum be comprised of a team leader, EHS, and operational support or technical resources. The investigation team will consist of individuals outside of the respective area for incident types listed below.<ul style="list-style-type: none">○ Class 3 or 4 incidents with SIF Potential which involve:<ul style="list-style-type: none">▪ Employee or contractor injury▪ Property damage▪ Fire/explosion▪ Vehicle accident○ Class 4 incidents with SIF potential which involve:<ul style="list-style-type: none">▪ Environmental (spill or air releases)<p>Note: Operational Lead should assume the team leader position. Note: Individuals outside the respective area can include other personnel from a different area within the Business Unit/Region, or individuals from a different Business Unit/Region.</p><ul style="list-style-type: none">• Non-SIF Potential - perform review to determine if additional investigation is needed, (e.g., preliminary investigation to verify incident report accurately portrayed the event that occurred.)
3.2.16	EHS Manager	<p>Review the incident classification, to confirm or adjust as appropriate based on information from the incident.</p> <p>Note: The EHS Manager has the final determination on incident classification.</p>
3.2.17	Field EHS/Field Personnel	<p>Upload the incident into the Devon Corporate Incident Management System (DCIMS) within 7 days of the incident occurring. Add SIF Potential to both the “Summary of What Happened” field and the “Incident Description” field using the format below:</p> <p>Category SIF Category Non-SIF Example: “Property Damage SIF #3 - Two 20 pieces...”</p>
3.2.18	Incident Advisor	<p>Review the information in DCIMS to ensure that it is correct and complete. Confirm the classification of an incident, the make-up of the investigation team (if required).</p>
3.2.19	EHS Leadership Team	<p>Review incident classification for consistency on a periodic basis, not to exceed monthly.</p>



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3.3 Incident Investigation

Incident investigations are one of the methods that are used to improve environmental and safety performance. In order for investigations to gain the full potential, individuals must be open and forthright with information. The overall goal of the investigation is to identify areas for improvement, instead of placing blame on an individual.

Step	Person In Charge (PIC)	Action								
3.3.1	Investigation Team Lead/Lead Investigator	<div>Initiate the investigation process within the time limits listed in the table below.</div> <table><tr><th>Incident Type</th><th>Investigation Initiation Timeframe</th></tr><tr><td>Process Event at PSM Facility</td><td>48 Hours</td></tr><tr><td>Incident with SIF Potential</td><td>2nd Business Days</td></tr><tr><td>Near Miss with SIF Potential</td><td>7 Days</td></tr></table> <div><p>Note: The Legal Department may issue guidance for significant incidents.</p><p>Note: The Incident Investigation Information Gathering Guide (Appendix J) contains information on gathering information after an incident using the 4 P's (People, Paper, Parts, and Position).</p></div>	Incident Type	Investigation Initiation Timeframe	Process Event at PSM Facility	48 Hours	Incident with SIF Potential	2nd Business Days	Near Miss with SIF Potential	7 Days
Incident Type	Investigation Initiation Timeframe									
Process Event at PSM Facility	48 Hours									
Incident with SIF Potential	2nd Business Days									
Near Miss with SIF Potential	7 Days									
3.3.2	Investigation Team Lead/Lead Investigator	<div>Conduct the investigation to determine what casual factors and root causes preceded the incident.</div> <p>Note: The investigation will be detailed enough to determine if the precursors were present.</p>								
3.3.3	Investigation Team Lead/Lead Investigator	<div>Document precursors listed in Attachment D, which were identified during the investigation.</div>								
3.3.4	Investigation Team Lead/Lead Investigator	<div>Conduct a Management Review of the incident investigation findings to the Responsible Supervisor, Area Manager, EHS Manager, and Regional or Business Unit vice-president.</div> <p>Note: The Management Review Guide (Appendix K) contains overview information for the management review process.</p>								
3.3.5	Management Review Team	<div>Ensure that corrective actions have been developed and assigned at the conclusion of the Management Review meeting.</div>								
3.3.6	Field EHS	<div>Document investigation findings and corrective actions in DCIMS.</div>								
3.3.7	Field EHS	<div>Upload an attachment that summarizes the investigation progress and status when an investigation has not been completed within 30 days of the event, and 30 days thereafter.</div>								



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3.4 Contractor Incident Investigation


As a general rule, the contractors Devon hires are independent contractors. As independent contractors, they are responsible for investigating any incidents involving their equipment and personnel. However, Devon may participate in various aspects of an incident investigation with the contractor, or even perform its own, separate, incident investigation. Devon personnel may generally conduct, or participate with the contractor in, initial fact-gathering immediately following an incident. In addition to initial fact gathering, depending on the incident circumstances, Devon may request to lead or participate with the contractor in the subsequent incident investigation, or conduct its own root-cause investigation, to ensure a thorough investigation and to identify relevant contributing factors and potential corrective actions. Devon will typically conduct or participate in the subsequent incident investigation of contractor incidents involving:

- Devon company employees;
- Devon property, facilities or assets;
- More than one Contract Company;
- Death, severe injury or significant property damage; or
- Serious Incident Fatality Potential (SIF)

Step	Person In Charge (PIC)	Action
3.4.1	Line Supervisor	While Devon employees may conduct or participate in initial fact-gathering activities without direct Legal Department involvement, the Legal Department should be consulted for legal guidance and direction before initiating or participating in subsequent incident or root-cause investigations of contractor incidents
3.4.1	Division EHS Manager/Appropriate Manager	Consult with the Devon's Legal Department and Corporate EHS to determine the level of involvement during investigations for incidents that have SIF Potential.
3.4.2	Division EHS Manager	Conduct a Management Review of all contractor incidents which have SIF Potential. Assemble a Management Review team consisting of the Responsible Supervisor, Area Manager, EHS Manager and Vice -president. Note: The Management Review Guide (Appendix K) contains overview information for the management review process.

3.5 Safety Blitz/Risk Management Bulletin

Step	Person In Charge (PIC)	Action
3.5.1	Field EHS	Create a safety blitz/risk management bulletin when lessons learned from the incident need to be shared across the division(s) using the template in Attachment C to communicate the findings and lessons learned from incidents. Safety blitz/risk management bulletins created to share learning's and findings from incidents should include the following information: <ul style="list-style-type: none">• What happened and why it is being circulated• Causes (direct, indirect and root including system failures)• Actions to prevent recurrence
3.5.2	Field EHS	Submit safety blitz/risk management bulletin to Corporate Communications for review and to Field EHS Supervisor for approval and distribution within respective division.
3.5.3	Division EHS Manager	Forward approved safety blitz/risk management to Corporate EHS for review and potential distribution to the organization.

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3.5.4	Corporate EHS	Review and forward approved safety blitz/risk management to appropriate leaders and EHS Personnel.
3.5.5	Corporate EHS	Upload safety blitz into DCIMS as an attachment under the incident.
3.5.6	Appropriate Leaders	Share the information from the safety blitz/risk management to organization.
3.6	Post Incident Drug Testing	
Step	Person In Charge (PIC)	Action
3.6.1	Line Supervisor	<p>Review the Drug and Alcohol Abuse Prevention and Testing Policy to determine if an employee is required to undergo post-accident drug testing when an individual is involved in a recordable injury or a motor vehicle incident.</p> <p>Note: The Devon Drug and Alcohol Abuse Prevention and Testing Policy contains specific addendums for Montana, Oklahoma and Canada which must be followed.</p> <p>Note: Some employees are identified as DOT employees and they are subject to Devon's (DOT) PHMSA Drug & Alcohol Policy which has different post-accident testing requirements.</p>
3.7	Agency / Regulatory Non-Compliance Agency / Regulatory non-compliances can be issued by local, provincial, state, jurisdictional, or federal government agencies. An agency non-compliance can be a Notice of Enforcement (NOE), Notice of Violation (NOV), Citation, Incident of non-Compliance, or other written documentation of a failure to comply with agencies requirements. Agency non-compliances arise from inspections, record reviews, site visits, public complaints, and employee complaints.	
Step	Person In Charge (PIC)	Action
3.7.1	Line Supervisor	Notify Field EHS upon receiving an Agency / Regulatory Non-compliance. Note: Traffic violations are not classified as Agency Non-compliances.
3.7.2	Field EHS	Review the Agency / Regulatory Non-compliance, and classify the Non-compliance according to the Incident Classification Table (Appendix E).
3.7.3	Field EHS	Document the Agency / Regulatory Non-compliance in DCIMS as an Incident.
3.7.4	Field EHS/Line Supervisor	Investigate the agency Non-compliance as appropriate, depending on the Non-Compliance.
4.0	RECORDKEEPING	
Step	Person In Charge (PIC)	Action
4.1	Field EHS	Enter Incident Reporting and Investigation information into DCIMS and retain as defined below.



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	<table><tr><th>Record</th><th>File Location & Number</th><th>Retention Time</th><th>Records Management Enterprise Classification Structure Code</th></tr><tr><td>Incident Reports</td><td>DCIMS</td><td>10 Years</td><td>EH50</td></tr><tr><td>Incident Investigation Reports</td><td>DCIMS</td><td>10 Years</td><td>EH50</td></tr><tr><td>Corrective Actions</td><td>DCIMS</td><td>10 Years</td><td>EH50</td></tr></table>	Record	File Location & Number	Retention Time	Records Management Enterprise Classification Structure Code	Incident Reports	DCIMS	10 Years	EH50	Incident Investigation Reports	DCIMS	10 Years	EH50	Corrective Actions	DCIMS	10 Years	EH50
Record	File Location & Number	Retention Time	Records Management Enterprise Classification Structure Code														
Incident Reports	DCIMS	10 Years	EH50														
Incident Investigation Reports	DCIMS	10 Years	EH50														
Corrective Actions	DCIMS	10 Years	EH50														
Note: The Records Management Enterprise Classification Structure Code is listed as a reference, which should be used when records are sent to stored records.																	
5.0	TRAINING REQUIREMENTS																
Step	<table><tr><th>Person In Charge (PIC)</th><th>Action</th></tr><tr><td>5.1</td><td>Line Supervisor</td><td>Ensure all employees are trained on this protocol.</td></tr><tr><td>5.2</td><td>Line Supervisor</td><td>Provide incident investigation training for employees who will serve as an Investigation Team Leader/Lead Investigator.</td></tr></table>	Person In Charge (PIC)	Action	5.1	Line Supervisor	Ensure all employees are trained on this protocol.	5.2	Line Supervisor	Provide incident investigation training for employees who will serve as an Investigation Team Leader/Lead Investigator.								
Person In Charge (PIC)	Action																
5.1	Line Supervisor	Ensure all employees are trained on this protocol.															
5.2	Line Supervisor	Provide incident investigation training for employees who will serve as an Investigation Team Leader/Lead Investigator.															
6.0	REFERENCES																
	<p>OSHA 1910.119 (PSM Regulation) DCIMS Manual OSHA 1904 (Recordkeeping) OSHA Recordkeeping Handbook Devon Drug and Alcohol Abuse Prevention and Testing Policy Devon (DOT) PHMSA Drug & Alcohol Policy Devon Pipeline Operating & Maintenance Manuals (http://teams.dvn.com/sites/mm/ehs) U.S. Department of Transportation (49 CFR Part 191 and 195 Subpart B) See Devon’s O&M Manuals located on M&M EHS Sharepoint (http://teams.dvn.com/sites/mm/ehs)</p>																

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Appendix A - SIF Potential Determination Tool

Do not factor the actual outcome into the determination of an incident having SIF Potential. This will be based not on the actual but what the potential outcome could have been.

Incident or Near Miss SIF

If yes to any of the following, **very likely** we have potential for SIF:

Did the incident involve:

1. Uncontrolled release of energy, e.g., high pressure lines, cable tension, stored energy?
2. Dropped object - heavy enough and high enough?
3. Heavy equipment operation, e.g., cranes, forklifts, backhoes, drilling and completion rigs?
4. Rotary equipment, e.g., pump jack, top drive, power swivels, power tongs (not grinders)?
5. Excavation, e.g., line strike, cave in and confined space entry?
6. Electricity, e.g., control panels, overhead power lines, buried cables?
7. Chemical exposure, e.g., IDLH, H₂S, CO, HCL, acid spray?
8. Fires or explosions?
9. Hydrocarbon or hazardous air releases?
10. Falls over 4' vertical (including stairs and ladders)?
11. Driving (Use Motor Vehicle Decision Tree)?
12. Exposure to temperature extremes (excessive heat or cold)?
13. Unsecured loads, usually associated with a move (e.g., loading pipe on a truck, moving with a crane)?

If yes to any of the following, very likely we do **not** have SIF potential:

Did the incident involve:

1. Fall from same level?
2. Hearing shift?
3. Particle in the eye?
4. Bites and stings?
5. Manual lifting?
6. Hand tools under manual force?
7. Small power tools, in most circumstances?
8. Discussion of SIF potential over 5 minutes?
9. Personal medical condition with all safety systems intact?



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Appendix A - SIF Potential Determination Tool (Continued)

Vehicle Potential SIF will need to take into account the driver of the vehicle, passengers, other vehicles as well as, pedestrians.

Vehicle Incident SIF

If yes to any of the following, very likely we have potential for SIF:

Did the incident involve:

1. Proximity to vessels or lines?
2. Not aware of surroundings in public area?
3. Not aware of surroundings on job site and people working on location?
4. Did “crash calculator” indicate SIF for any occupant?
5. Loss of vehicle control e.g., distracted, loss of traction?
6. Cross traffic, e.g., in intersection, passing another vehicle?
7. Seat belt not worn?
8. Vehicle rolled over?
9. Proximity to cliffs, water to submerge, power lines, chemicals etc.?
10. Head on Collision

If yes to any of the following, very likely we do not have potential for SIF:

Did the incident involve:

1. Did “crash calculator” indicate non-SIF.
2. Low-speed collision with barrier protecting vessels or lines?
3. Discussion of SIF potential over 5 minutes?

The crash calculator can be accessed using the hyperlink below. There are instructions on the lower left hand side of the calculator.

Environmental Incident SIF

If yes to any of the following, very likely we have potential for Serious Incident:


Did the incident involve:

1. A loss of well control or backflow from disposal well into environment?
2. A spill occurred on a National Park, National Grassland, Conservation Area, or other environmentally sensitive area?
3. A spill that reached and entered surface water or groundwater?
4. A spill that’s discharge left Devon’s facility?
5. An air release/spill that resulted in an evacuation or shelter-in-place, or could have harmed the public?

If yes to any of the following, very likely we do not have potential for SIF:

Did the incident involve:


1. Spills and releases with a small, minimal amount of material being discharged.
2. Spills that were contained in the tank’s secondary containment.
3. Releases to the air that would have dispersed and would have no negative impact to the public.

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Appendix B - Incident Classification Table

Class	Class I	Class II	Class III	Class IV
Employee/Contractor Injuries	First-aid Case, Non-treatment, or Refused Treatment	Medical Treatment Only Cases, Modified Work, Restricted Duty or Job Transfer	Injuries or illness that result in Days Away	Permanently disabling injuries, fatality, or multiple class III injuries
Spill/Release (Solid or Liquid)	Spill that is ≥ 1 and < 20 barrels AND NOT reportable to a regulatory agency	Spill that is reportable to a Regulatory Agency or is ≥ 20 barrels but ≤ 125 barrels and does not cause significant environmental impact	Spill that is reportable to a Regulatory Agency or is > 125 barrels but ≤ 650 barrels, or, causes adverse environmental affect, or, impacts a water body, surface water or groundwater	Spills > 650 barrels or causes significant adverse environmental affect
Ambient Air and other Environmental Releases	Unplanned release of gas or vapor that is not reportable to a Regulatory Agency. (primarily for recordkeeping and trending)	Unplanned release of gas or vapor that is reportable to a Regulatory Agency	Unplanned release of gas or vapor that is reportable to a Regulatory Agency and results in the emergency shutdown of a plant	Unplanned release of gas or vapor, that negatively impacts the public or worker safety, or results in the deployment of the Emergency Response Plan
Motor Vehicle Incident	Vehicle incident damage \leq \$5,000.00 and no Class II injuries	Vehicle damage \leq \$10,000.00 and no Class III injuries	Vehicle damage $>$ \$10,000.00, and \leq \$50,000.00 and no Class IV injuries	Vehicle damage $>$ \$50,000.00 or Class III or Class IV injuries or Third-Party injuries
Property Damage (Including damage from a fire)	Property damage \leq \$10,000.00	Property damage $>$ \$10,000.00, \leq \$100,000.00 Any line strike of an inactive line.	Property damage $>$ \$100,000.00, \leq \$1,000,000.00, Line Strike of a live line, Contact with live electrical equipment, Process fire ⁽¹⁾	Property damage $>$ \$1,000,000.00

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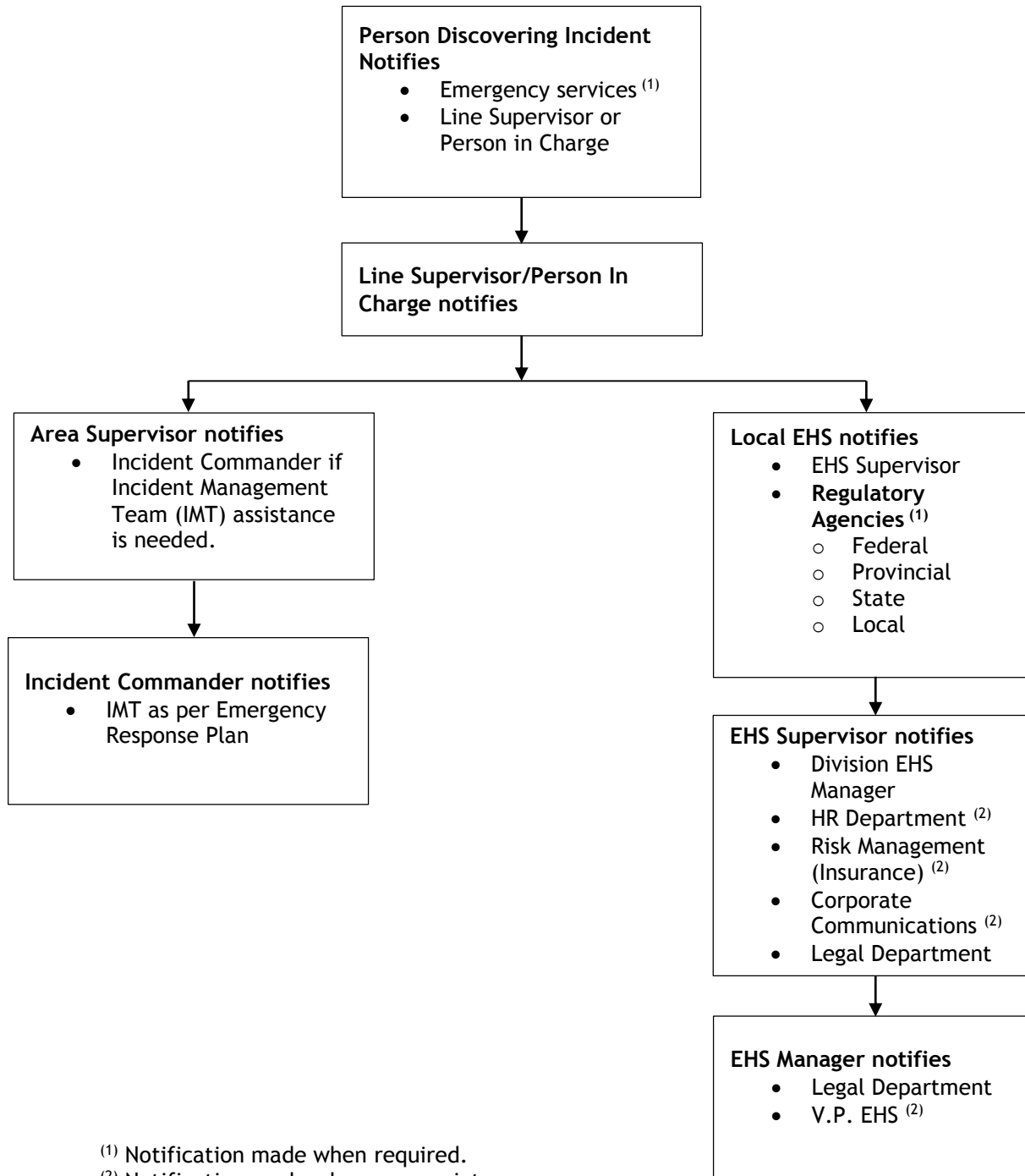
Appendix B - Incident Classification Table (Continued)


Class	Class I	Class II	Class III	Class IV
Non-Compliance	Enforcement No penalty expected (Notice of Violation)	Enforcement Penalty ≤ \$5,000.00	Enforcement Penalty > \$5,000.00, ≤ \$75,000.00	Enforcement Penalty > \$75,000.00
Third Party Involvement/Complaint Impact	Normal day to day discussion, issues resolved at field level	Elevated concern/unresolved complaint, potential for elevated action/application constraints	Significant concern, multiple complaints on same issue and potential for development restrictions/media attention/public hearing	Escalating concern, ongoing regulatory attention, public hearing, formal Regulatory review, high potential for adverse media attention

⁽¹⁾ Process Fire - an unintended or unpermitted fire emanating from process or production equipment.

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Appendix C - Notification Flow Chart



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Appendix D - Internal Notification Table

Class	Class I	Class II	Class III	Class IV
Immediate Internal Notifications	Immediate Supervisor	Area Supervisor Field EHS Legal ⁽²⁾ Insurance ⁽²⁾	Area Manager Division EHS Manager Corporate Communications ⁽¹⁾ , Legal, Insurance ⁽²⁾ , SVP ⁽³⁾	VP EHS VP Corporate Communications Insurance ⁽²⁾ , Legal, SVP


⁽¹⁾ As required based on area manager discretion.

⁽²⁾ Notify the Insurance group any time a Devon employee has been injured on the job.

⁽²⁾ Notify the Legal Department if the event meets one of the three criteria


- When spills leave secondary containment
- Events that may result in government
- Unresolved third party complaints

⁽³⁾ As required based on SVP discretion.

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Appendix E - External Notification List

Federal and Regional Notification Table			
Agency	What to Report	When to Report	How to Report
Alberta			
	Injuries and incidents that result in a death; cause a worker to be admitted to hospital for more than two days; involve an unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause a serious injury or involves the collapse or failure of any component of a building or structure necessary for the structural integrity of the buildings or structure.	Immediately, or as soon as possible given the circumstances.	Notify the Government of Albert's Workplace Health and Safety Contract Centre by telephone at 1 - 866-415-8690.
British Columbia			
	Any accident that resulted in serious injury to or the death of a worker, involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation, involved the major release of a hazardous substance, or was an incident required by regulation to be reported.	Immediately notify	Monday - Friday, 8:30 a.m. - 4:30 p.m. 1 888 621-SAFE (7233) Toll-free in Canada After hours (Richmond) Toll-free 1 866 WCB-HELP (922-4357)
Bureau of Land Management (BLM) - United States			
	<u>Major undesirable events</u> Oil, saltwater, and toxic liquid spills, or any combination thereof, which result in the discharge (spilling) of 100 or more barrels of liquid; however, discharges of such magnitude, if entirely contained within the facility firewall, may be reported only in writing pursuant to Section III. of this Notice; Equipment failures or other accidents which result in the venting of 500 or more MCF of gas;	Within 24 hours	Phone call to the appropriate district engineer. Follow-up report written report within 15 days.


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Appendix E - External Notification List (Continued)

Federal and Regional Notification Table			
Agency	What to Report	When to Report	How to Report
Bureau of Land Management (BLM) - United States			
	<p>Any fire which consumes the volumes as specified in above;</p> <p>Any spill, venting, or fire, regardless of the volume involved, which occurs in a sensitive area, e.g., areas such as parks, recreation sites, wildlife refuges, lakes, reservoirs, streams, and urban or suburban areas;</p> <p>Each accident which involves a fatal injury; and</p> <p>Every blowout (loss of control of any well) that occurs.</p>		
	<p><u>Other than major undesirable events</u></p> <p>Oil, saltwater, and toxic liquid spills, or any combination thereof, which result in the discharge (spilling) of at least 10 but less than 100 barrels of liquid in non-sensitive areas, and all discharges of 100 or more barrels when the spill is entirely contained by the facility firewall;</p> <p>Equipment failures or other accidents which result in the venting of at least 50 but less than 500 MCF of gas in non-sensitive areas;</p> <p>Any fire which consumes volumes in the ranges specified in III.A. and III.B. above; and</p> <p>Each accident involving a major or life threatening injury.</p> <p>Spills or discharges in non-sensitive areas involving less than 10 barrels of liquid or 50 MCF of gas do not require an oral or written report; however, the volumes discharged or vented as a result of all such minor incidents must</p>	Within 15 days	Written report submitted to the appropriate district engineer.


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	be reported in on the reported monthly on the Monthly Report of Operations.		
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Appendix E - External Notification List (Continued)

Federal and Regional Notification Table			
Agency	What to Report	When to Report	How to Report
Federal OSHA			
	Fatality or the in-patient hospitalization of three or more employees as a result of a work-related incident. Fatality caused by a heart attack at work.	Within 8 Hours	You must orally report by telephone or in person to the area office of OSHA, U.S. Department of Labor, which is nearest to the site of the incident. You may also use the OSHA toll-free central telephone number: 1-800-321-OSHA (1-800-321-6742).
	Work-related in-patient hospitalizations, amputations or losses of an eye.	Within 24 hours	
Saskatchewan - Occupational Health and Safety			
	Every accident at a place of employment that causes or may cause the death of a worker; or will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more.	As soon as reasonably possible	1-800-567-7233
U.S. Federal Department of Transportation (Part 195.50 & 195.52)			
	Following the discovery of a release of the hazardous liquid or carbon dioxide transported resulting in an explosion of fire (not intentionally set by operator), or the release of more than 5 gallons (19 liters) or more of hazardous liquid or carbon dioxide, the operator of the system shall give notice, in accordance with paragraph (b) of this section, of any failure that <ul style="list-style-type: none">• Caused a death or a personal injury requiring hospitalization.• Resulted in either a fire or explosion not intentionally set by the operator.• Caused estimated property damage exceeding \$50,000.• Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water.• In the judgment of the operator was significant even though it did not meet the criteria of any other paragraph of this section.	Earliest Practicable Moment	Reports are made by telephone to the National Response Center 800-424-8802 (in Washington, D.C., (202) 267-2675)

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Appendix E - External Notification List (Continued)

Federal and Regional Notification Table			
Agency	What to Report	When to Report	How to Report
United States Federal Aviation Administration			
	If an emergency has the possibility of affecting aviation traffic, local law enforcement agencies have the authority to notify the FAA and request a Temporary Flight Restriction for the area.	As soon as possible	866-835-5322
United States National Response Center (NRC)			
	When any of the following occur: oil/hazardous substance has reached navigable waters hazardous substance listed in the Comprehensive Environmental Response Compensation, and Liability Act (CERCLA) has exceeded a reportable quantity	Immediate Notification	Reports are made by telephone to (800) 424-8802 or (202) 267-2675 or online reporting via the NRC website at http://www.nrc.uscg.mil/nrchp.html

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Appendix E - External Notification List (Continued)

State OSHA Reporting Requirements			
Agency	What to Report	When to Report	How to Report
New Mexico			
	Death of any employee from a work-related incident	Within 8 Hours	Via Telephone Normal Working Hours : (505) 476-8734 Outside normal working hours: (800) 321-6742
	Work-related in-patient hospitalizations, amputations or losses of an eye. Note: While New Mexico will not adopt Federal OSHA’s new notification requirements until January 2016, Devon has elected to proceed with the state notification.	Within 24 hours	
Utah			
	Each employer shall within 8 hours of occurrence, notify the Division of Utah Occupational Safety and Health of the Commission of any work-related fatalities, of any disabling, serious, or significant injury and of any occupational disease incident. Call (801) 530-6901.	Within 8 Hours	Via Telephone: (801) 530-6901
Wyoming			
	Report accidents that result in an occupational fatality or three or more hospitalized workers.	Within 8 Hours	Via Telephone (307) 777-7786

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Appendix F - First Aid Treatment List⁽¹⁾

The following treatments are considered first aid; all other treatments are considered medical treatment and will be recorded as such.

- Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
- Cleaning, flushing or soaking wounds on the surface of the skin;
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- Using eye patches;
- Removing foreign bodies from the eye using only irrigation or a cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
- Drinking fluids for relief of heat stress.

Note: The follow are not considered medical treatment for record keeping purposes,

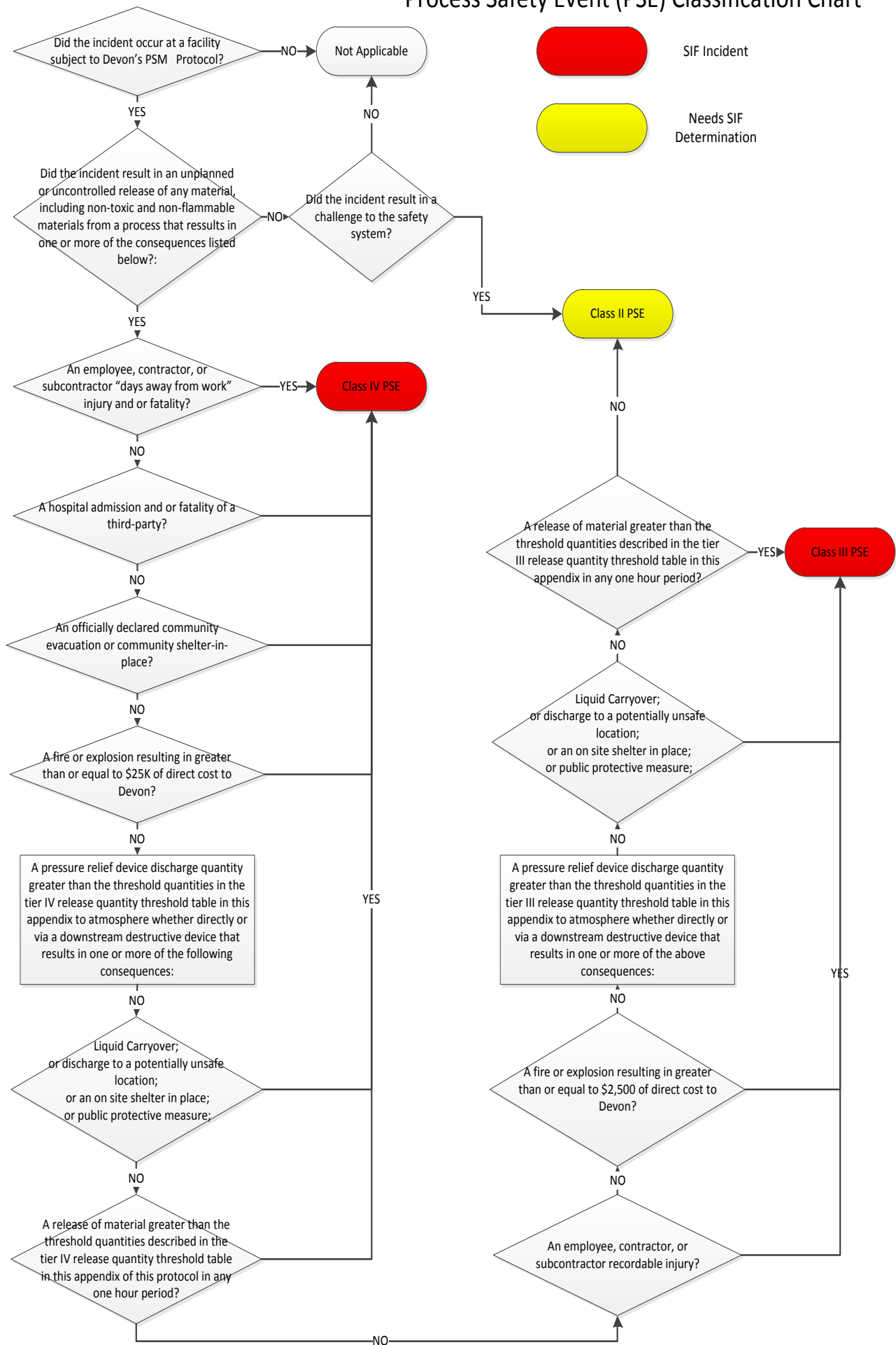
- Visits to a physician or other licensed health care professional solely for observation or counseling; and the conduct of diagnostic procedure, such as x-rays and blood test, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils), are not considered medical treatment.


Additional information, including interpretations, on OSHA Recordkeeping requirements can be found in OSHA's Recordkeeping Handbook. <http://www.osha.gov/recordkeeping/handbook/index.html>

⁽¹⁾ List of first aid treatments from OSHA 1904.7(b)(5)(ii)

Appendix G - Process Safety Event Threshold Values


Process Safety Event (PSE) Classification Chart



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Appendix G - Process Safety Event Threshold Values (continued)

Class IV Material Release Threshold Quantities				
Threshold Release Category	Material Hazard Classification ^{a,c,d}	Example Devon Chemical(s)	Outdoor Release Threshold Quantity	Indoor ^b Release Threshold Quantity
1	TIH Zone A Materials	NA	11 lb (5 kg)	5.5 lb (2.5 kg)
2	TIH Zone B Materials	Hydrogen Sulfide (H ₂ S)	55 lb (25 kg)	27.5 lb (12.5 kg)
3	TIH Zone C Materials	Sulfur Dioxide (SO ₂)	220 lb (100 kg)	110 lb (50 kg)
4	TIH Zone D Materials	NA	440 lb (200 kg)	220 lb (100 kg)
5	Flammable Gasses or Liquids with Initial Boiling Point ≤ 95°F (35°C) and Flash Point < 73°F (23°C) or Other Packing Group I Materials excluding strong acids/bases	Methane, Ethane, Propane, Iso Butane, Normal Butane, 10# RVP Gasoline, 14# RVP Gasoline, Natural Gas, Y-Grade Liquids	1100 lb (500 kg)	550 lb (250 kg)
6	Liquids with Initial Boiling Point > 95°F (35°C) and Flash Point < 73°F (23°C) or Other Packing Group II Materials excluding moderate acids/bases	Methanol, 10# RVP Gasoline, Stabilized Natural Gas Condensate	2200 lb (1000 kg) or 7bbl	1100 lb (500 kg) or 3.5 bbl
7	Liquids with Flash Point ≥ 73°F (23°C) and ≤ 140°F (60°C) or Liquids with Flash Point > 140°F (60°C) release at a temperature at or above Flash Point or strong acids/bases or Other Packing Group III Materials	Stabilized Natural Gas Condensate, Chemtherm 550 (Heat Medium Oil), Lean Oil, Ethylene Glycol, Triethylene Glycol, Amine, Diesel	4400 lb (2000kg) or 14 bbl	2200 lb (1000 kg) or 7 bbl

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Appendix G - Process Safety Event Threshold Values (continued)


^a Many materials exhibit more than one hazard. Correct placement in Hazard Zone or Packing Group shall follow the rules of DOT 49 *CFR* 173.2a [14] or UN Recommendations on the Transportation of Dangerous Goods, Section 2

^b A structure composed of four complete (floor to ceiling) walls, floor, and roof.

^c For solutions not listed on the UNDG, the anhydrous component shall determine the TIH zone or Packing Group classification. The threshold quantity of the solution shall be back calculated based on the threshold quantity of the dry component weight.

^d For mixtures where the UNDG classification is unknown, the fraction of threshold quantity release for each component may be calculated. If the sum of the fractions is equal to or greater than 100 %, the mixture exceeds the threshold quantity. Where there are clear and independent toxic and flammable consequences associated with the mixture, the toxic and flammable hazards are calculated independently.

Class III Material Release Threshold Quantities				
Threshold Release Category	Material Hazard Classification ^{a,c,d}	Example Devon Chemical(s)	Outdoor Release Threshold Quantity	Indoor ^b Release Threshold Quantity
1	TIH Zone A Materials		1.1 lb (0.5 kg)	0.55 lb (0.25 kg)
2	TIH Zone B Materials	Hydrogen Sulfide (H ₂ S)	5.5 lb (2.5 kg)	2.8 lb (1.2 kg)
3	TIH Zone C Materials	Sulfur Dioxide (SO ₂)	22 lb (10 kg)	11 lb (5 kg)
4	TIH Zone D Materials		44 lb (20 kg)	22 lb (10 kg)
5	Flammable Gasses or Liquids with Initial Boiling Point ≤ 95 °F (35 °C) and Flash Point < 73 °F (23 °C) or Other Packing Group I Materials excluding strong acids/bases	Methane, Ethane, Propane, Iso Butane, Normal Butane, 10# RVP Gasoline, 14# RVP Gasoline, Natural Gas, Y-Grade Liquids	110 lb (50 kg)	55 lb (25 kg)
6	Liquids with Initial Boiling Point > 95 °F (35 °C) and Flash Point < 140 °F (60 °C) or Liquids with Flash Point > 140 °F (60 °C) release at a temperature at or above Flash Point or Other Packing Group II and III Materials excluding moderate acids/bases or Strong acids and bases	Stabilized Natural Gas Condensate, Chemtherm 550 (Heat Medium Oil), Lean Oil, Ethylene Glycol, Amine, Triethylene Glycol, Methanol, 10# RVP Gasoline,	220 lb (100 kg) or 1 bbl	110 lb (50 kg) or 0.5 bbl

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Appendix G - Process Safety Event Threshold Values (continued)

7	Liquids with Flash Point > 140°F (60°C) released at a temperature below Flash Point or Moderate acids/bases	Diesel	2200 lb (1000kg) or 10 bbl	1100 lb (500 kg) or 5 bbl
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It is recognized that threshold quantities given in kg and lb or in lb and bbl are not exactly equivalent. Companies should select one of the pair and use it consistently for all recordkeeping activities.

^a Many materials exhibit more than one hazard. Correct placement in Hazard Zone or Packing Group shall follow the rules of DOT 49 *CFR* 173.2a [14] or UN Recommendations on the Transportation of Dangerous Goods, Section 2

^b A structure composed of four complete (floor to ceiling) walls, floor, and roof.

^c For solutions not listed on the UNDG, the anhydrous component shall determine the TIH zone or Packing Group classification. The threshold quantity of the solution shall be back calculated based on the threshold quantity of the dry component weight.

^d For mixtures where the UNDG classification is unknown, the fraction of threshold quantity release for each component may be calculated. If the sum of the fractions is equal to or greater than 100 %, the mixture exceeds the threshold quantity. Where there are clear and independent toxic and flammable consequences associated with the mixture, the toxic and flammable hazards are calculated independently.

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Appendix H - Contractor Injury Metric Recording Guide

Contractor recordable injuries are recorded and tracked to measure the effectiveness of Devon's Contractor Management Program, along with the Contractors' EHS Management System. Tracking injuries after they occur is a lagging metric, (e.g., looking back in the rear view mirror). This document provides a consistent method for classifying and recording contractor injuries in Devon's EHS Metrics. Contractor injuries that require medical aid exceeding the treatments in the First Aid Treatment List (**Appendix G**), recorded and classified in DCIMS as injuries.

Contractors have the primary responsibility to classify work related injuries. In the event that the contractor and Devon do not agree on the injury classification, Devon will record the injury internally in accordance with the established record keeping requirements.

While there are many different types of individuals on location at various times certain types, and certain contractor activities are excluded from the internal recording requirements. Those exclusions include the following:


- Supply delivery personnel who do not charge time or labor,
- Vending machine stock and repair personnel,
- Delivery drivers, (e.g., UPS, FedEx),
- Product haulers (e.g., oil, condensate) who are under the contract of the purchaser,
- Contractors traveling on public roadways, and
- Public utility employees working on their equipment that is on or at our locations (e.g., power, water, phone, gas.)

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Appendix I - DCIMS Instructions

DCIMS Instructions

<http://strata.dvn.com/SafetyAndEnv/SafetyAndHealth/Documents/Incident%20Report%20Form%20Guide.docx>

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Appendix J - Incident Investigation Information Gathering Guide

Collecting information after an incident occurs is a vital step in the investigation process. The greater the period of time between the incident and when the information gathering begins, the more information that is lost. Paperwork can inadvertently be disposed of, individuals' recollection or memory can change, or lose key parts of information. If no information is collected after an event, the investigation is based on individual's opinion and thoughts, rather than facts. While there are occasions when all of the facts are not known, having the majority of the facts aids in determining what the root cause was.

People

Gather written witness statements from individuals involved in the incident on the day of the event if possible. Witness statement should be written by each individual in their own words. The statements should be one or two paragraphs, describing "what happened" not what they think happened. This would include the who, what, where, and when. These can then be added to the paper evidence.

In addition to the witness statements, individuals involved in the event need to be interviewed, this may include individuals who were not on location at the time of the event. For best interview results, assign 2 people to the interview team. Interviews should be conducted with individuals one at a time.

Paper

Paper evidence will need to be gathered after the event. This information could involve the following documents:


- Required safe work permits (e.g., hot work, confined space, etc.)
- Pre-Job Safety Meeting Notes
- Job Safety Analysis
- Well File
- Job Work Order
- Policies, Procedures, or Protocol related to the job task.
- Equipment Operating Manuals (e.g., pumpjack, fired heater, skill saw).
- Plot Plans
- Process Safety Information
- Process Data
- SCADA Data

Positions

Review the positions of personnel and equipment on the worksite. If possible, take photos of the work site, and equipment on location. What was the equipment's proximity to the event? Was equipment correctly staged? What direction was the vehicle traveling? Additionally, weather conditions and light conditions can play a factor in an event.

Parts

When reviewing the parts information consider if the correct part or equipment was in use at the time. Was a 24 inch pipe wrench with a cheater used, instead of a 36 inch pipe wrench? What was the condition of the equipment? Was the equipment new, used, worn out, or broken? As a result of the event was any equipment damaged or broken? Is non-destructive or destructive testing needed to understand a mechanical failure? Is the equipment rented, leased or owned? Is there an adequate Preventative Maintenance (PM) program in place?

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Appendix K - Management Review Guide


Management Review is the process engaging members of management on investigation findings, the methods used, and recommended corrective actions. After the information is presented and reviewed, the management review team can then accept/approve the investigation report, or request that additional work be done in determining the root cause of the incident. Additionally, the management review team can approve, reject, or request changes to the recommended corrective actions.

The composition of the Management Review team can vary based on the classification of the incident and potential consequence; at a minimum it should include the following individuals:

- Appropriate Manager (the level of management depends on the incidents classification, in some cases the appropriate manager could be the Superintendent or Foreman)
- EHS (dependent on the incident classification, the EHS member could be field EHS, Division EHS manager or the VP of EHS.)
- Investigation Team Leader/Lead Investigator (in most cases the Investigation Team Leader/Lead Investigator will present the investigation and associated information.)


The management review meeting works best if everyone is in the same location, however, due to the geographic locations of company offices and employees, it may be necessary to conduct the review via teleconference.

When the investigation is led by a contractor, the contractor will provide the personnel to review their investigation to the management review team.

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Attachment A - Approval, Review, and Modification History

Revision Number	Approved/Revised/Reviewed By	Approval/Revision/ Review Date	Description (Initial Approval, Revision or Review along with further details of revision if needed)
00	Richard Luedecke	12/13/12	Initial Approval
01	Jeremy Patman	04/09/13	<p>Administrative changes made to the decision tree, to consolidate to a single decision tree. Changes described below.</p> <p>#9 on the main Decision Tree will read as follows: "Hydrocarbon or hazardous air releases?" (No other changes will be made on the front page of the Decision Tree)</p> <p>#1 on the Vehicle Incident Decision Tree will read as follows: "Proximity to vessels or lines?" (No other changes to Vehicle Decision Tree)</p> <p>#1 and #7 will be removed from the Environmental Decision Tree that is being used by individuals out in the field to match what is currently in the protocol. (This will leave five items on the top part of the Environmental Decision Tree)</p>
02	Richard Luedecke	1/30/14	The notification of the Legal Department on three key events of Class II incidents (spills that leave secondary containment, incidents that may result in government enforcement, and any third party complaints), as well as; all Class III and IV events is now required.
03	Richard Luedecke	12/18/14	<p>There are two revisions to the protocol:</p> <ol style="list-style-type: none"> 1. Work related in-hospitalizations, amputations or losses of an eye need to be reported to OSHA within 24-hours 2. Clarify in section 3.4 when to notify Devon legal following a contractor incident.

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Attachment B - Incident Report Form

U.S.

<http://strata.dvn.com/SafetyAndEnv/SafetyAndHealth/Documents/EHS%20US%20Incident%20Report%20Form.xls>

Canada

<http://strata.dvn.com/SafetyAndEnv/SafetyAndHealth/Documents/EHS CAN Incident Report Form.xls>


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Attachment C - Safety Blitz Form

Safety Blitz Example (US)

<http://strata.dvn.com/SafetyAndEnv/SafetyAndHealth/Documents/Safety%20Blitz%20Example.docx>

Risk Management Bulletin Example (CAN)

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Attachment D - Precursor Worksheet

	Precursor	Precursor Present	Why
Situations	Person in charge not clearly identified onsite?		
	No supervision onsite?		
	Something went wrong with shift change		
	Inexperienced employee involved?		
	High risk, complex, simultaneous, operations, lots of people around, shutdowns,		
	Extreme Weather?		
	Time constraint (real or perceived)?		
	Remote operations?		
	Change in exposure/change in scope of work?		
	Working at Height		
	Confined Space Entry?		
	Energy isolation?		
	Mechanical Lifting and Rigging?		
	Motor vehicle operation?		
	Hot work?		
	Fatigue / mental stress?		
	Equipment Failures?		
	Chemical Exposure		
	Communication - not an adequate means of communicating between workers on the task		
Administrative Controls	controls?		
	Training?		
	Pre-job planning didn't happen?		
	Pre-job planning fell short?		
	Pre-job planning not shared?		
	Job plan not adjusted after situation changed?		
	Job plan too narrow?		
	Exposure not recognized		
	Change in exposure / job scope not		
	Procedure doesn't exist or inadequate?		
	Procedure exists but not followed?		
	Procedures not enforced by leaders		
	MOC inadequate or did not happen?		
	Site security not sufficient?		
Why Allowed to Persist	Treated as a 'routine task'		
	Always done it that way?		
	Get 'er done' attitude?		
	Perception of what is valued? (production vs. safety)		
	Afraid to stop task?		
	Afraid to speak up & ask for clarification?		
	Culture doesn't value safety?		
	All culture-based factors combined		
	Time constraint perceived plus Get Er Done		