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<b>Pre-Job Planning Protocol</b>					

## Overview

### Purpose

This Devon Energy EHS Protocol defines what is required to identify and assess hazards on tasks/jobs before they begin. Once hazards are identified, they will be eliminated or mitigated using engineering controls, administrative controls or personal protective equipment. Depending on the hazard, more than one mitigation control may be required to eliminate the hazard.


### Scope

This protocol applies to all Devon operated equipment, facilities/sites and employees.

Contractors will have their own document that meets or exceeds Devon’s Pre-Job Planning 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 pre-job planning duties 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 Pre-Job Planning Terms and Definitions

**Job** - a scope of work that involves one or more tasks.

**Job Hazard Analysis (JHA)** - formal, documented assessment used for high risk and non-routine jobs. The JHA evaluates hazards associated with a specific job task to identify methods for eliminating and controlling potential exposures and to protect employees and/or contractors from hazards.

**Pre-Task Tailgate** - on-site assessment prior to beginning a task to identify methods for eliminating and controlling the potential exposures necessary to protect employees and/or contractors from hazards.


**Task** - a specific section of work done within a larger job scope.

### 2.2 General Terms and Definitions

**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., Groesbeck, Riverton, and Fort St. John).

**Business Unit** - individual components that collectively comprise a Division, (e.g., Permian, North Texas and Rockies).. Business Unit's may also be referred to as Basins.

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**Contract Company Representative** - a contractor who is assigned responsibilities and oversight for a specific task that requires adherence to Devon EHS Protocols.

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

**Field EHS** - a titled position that provides EHS guidance and support to field operations.

**Enterprise Classification Structure** - 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 Supervisor, Superintendent, Foreman or Assistant Foreman.

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

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

3.0 PROTOCOL		
3.1 Initial Evaluation		
Step	Person In Charge (PIC)	Action
3.1.1	Employee	Review the scope of work to be performed and procedures to be used during the completion of the task.  <b>Note:</b> Procedures can include EHS protocols, Standard Operating Procedures (SOP) and welding standards, etc.
3.1.2	Line Supervisor/Employee	Determine if work will be performed using a Job Hazard Analysis (JHA) using the criteria listed below.  JHA will be conducted in the following circumstances: <ul style="list-style-type: none"> <li>• Non-routine tasks which may include, but are not limited to:               <ul style="list-style-type: none"> <li>▪ tasks performed infrequently,</li> <li>▪ outside of normal duties,</li> <li>▪ does not have a documented procedure or SOP,</li> <li>▪ performed in a different way from the documented procedure or SOP,</li> <li>▪ has never been performed before or</li> <li>▪ routine tasks that carry high level of risk</li> <li>▪ tasks that involve high risk or have Serious Incident and Fatality (SIF) exposure (i.e., H<sub>2</sub>S, Confined Space Entry, trapped pressure).</li> </ul> </li> </ul>



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Corporate

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## Pre-Job Planning Protocol

- Tasks identified by line supervision as requiring a JHA to be completed.
- Pre-task tailgate will be conducted after JHA is completed and prior to work beginning.

### 3.2 Job Hazard Analysis

Step	Person In Charge (PIC)	Action								
3.2.1	Line Supervisor	Designate employees and /or contractors (including EHS) to participate in and lead the team during the JHA.								
3.2.2	Employee	Identify each step of the job task.								
3.2.3	Employee	Identify hazards associated with each step of the task.								
3.2.4	Employee	Risk rank the hazards associated with each step of the task using the <a href="#">Risk Management Protocol</a> .								
3.2.5	Employee	Identify and document methods to eliminate the hazards or minimize the potential exposures.								
		Identify the control methods for any task hazards discussed. Control methods should be selected in the following hierarchy: engineering, administrative and personal protective equipment (PPE).								
		<table border="1"> <thead> <tr> <th>Control Methods</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Engineering</td> <td>Physically changing, modifying or redesigning the equipment, materials and/or processes. Substitution of materials or equipment is also an engineering control. <b>Note:</b> Engineering controls are the preferred control method. <b>Note:</b> An example of an engineering control pertaining to oil and gas would be adding an external level gauge to a tank in a H<sub>2</sub>S field to reduce manual gauging of the tank. Another example would be to replace a hazardous chemical with a less hazardous chemical.</td> </tr> <tr> <td>Administrative</td> <td>Procedures and work practices alter the way work is performed. <b>Note:</b> For example, limit driving when weather conditions pose a hazard.</td> </tr> <tr> <td>PPE</td> <td>A barrier of protection between the user and the identified hazard. <b>Note:</b> PPE is the least preferred control method. • <b>Note:</b> PPE must be matched to the hazard to provide effective protection, durability and fit. See the Hazard Assessment and Personal Protective</td> </tr> </tbody> </table>	Control Methods	Description	Engineering	Physically changing, modifying or redesigning the equipment, materials and/or processes. Substitution of materials or equipment is also an engineering control. <b>Note:</b> Engineering controls are the preferred control method. <b>Note:</b> An example of an engineering control pertaining to oil and gas would be adding an external level gauge to a tank in a H <sub>2</sub> S field to reduce manual gauging of the tank. Another example would be to replace a hazardous chemical with a less hazardous chemical.	Administrative	Procedures and work practices alter the way work is performed. <b>Note:</b> For example, limit driving when weather conditions pose a hazard.	PPE	A barrier of protection between the user and the identified hazard. <b>Note:</b> PPE is the least preferred control method. • <b>Note:</b> PPE must be matched to the hazard to provide effective protection, durability and fit. See the Hazard Assessment and Personal Protective
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		Equipment Implementation Plan for additional information.
3.2.6	Employee	Request approval from appropriate level of supervision based on the Risk Management Protocol.
3.2.7	Employee	Use the <i>Job Hazard Analysis Form (Attachment B)</i> available on Strata, or equivalent form, to document JHA. <b>Note:</b> If JHA has been completed for the same task, then JHA will be reviewed in 3.2.9.
3.2.8	Employee	Review the JHA during the pre-task tailgate discussion to communicate identified hazards and controls to all workers on-site.
3.2.9	Line Supervisor/Employee	Implement controls prior to beginning work.
3.2.10	Employee	Maintain the completed <i>Job Hazard Analysis Form (Attachment B)</i> at the local field office and make available for review by employees and for annual reviews.

### 3.3 Pre-Task Tailgate

The pre-task tailgate is an important foundation for conducting safe work activities in the field. The meeting will be used to identify hazards based on experience, knowledge and understanding of the process. When working in a group setting, everyone will be involved in the discussion.

Step	Person In Charge (PIC)	Action
3.3.1	Line Supervisor/Employee	Conduct the <i>Pre-Task Tailgate (Attachment D)</i> prior to beginning the task by completing the following actions: <ul style="list-style-type: none"> <li>• Discuss the task and identify all hazards for the task.</li> <li>• Determine how to eliminate and mitigate hazards.</li> <li>• Assign responsible person to implement controls.</li> <li>• All personnel (employees and contractors) participating in the Pre-task tailgate must be able to demonstrate comprehension to all Pre-task meeting audit questions.</li> </ul> <b>Note:</b> Include all personnel to ensure adequate hazard identification and communication to protect those who could be exposed to potential hazards. <b>Note:</b> Employees and contractors are required to use the discussion questions listed on the form in Attachment D during the Pre-Task Tailgate Meeting. Contractors can use the questions in conjunction with their company form, but the applicable Devon questions must be used and discussed during the meeting. <b>Note:</b> Communication and discussions will be conducted in all applicable languages.
3.3.2	Employee	Stop work and conduct a new pre-task tailgate when: <ul style="list-style-type: none"> <li>• the work task changes scope,</li> <li>• the work task changes direction, or</li> </ul>

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		<ul style="list-style-type: none"> <li>additional job tasks are added.</li> </ul>
3.3.3	Employee	Review the pre-task tailgate information after extended breaks (e.g., lunch, trip to town for parts, etc.).
3.3.4	Employee	Review job task and pre-task tailgate information with those who arrive at the work area after the work begins.
3.3.5	Line Supervisor/ Employee	Ask employees and/or contractors the questions on the Pre-Task Tailgate Coaching Card ( <b>Attachment E</b> ) to validate their comprehension of the hazards and controls that were identified during the pre-task tailgate.

#### 4.0 RECORDKEEPING

Step	Person In Charge (PIC)	Action
4.1	Employees	Forward records to line supervisor for filing.
4.2	Line Supervisor	File the records from Section 4.2 as noted below:

Record	File Location & Number	Retention Time	Records Management Enterprise Classification Structure Code
Job Hazard Analysis Form	See Field Office File Directory	CY + 3 years CY = Current Year	EH45
Pre-Task Tailgate Form	See Field Office File Directory	Not Required	

**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	Person In Charge (PIC)	Action
5.1	Line Supervisor	Verify that all Devon employees involved in pre-job planning have completed the protocol training.

#### 6.0 REFERENCES

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**Attachment B - Job Hazard Analysis Form**

Job Hazard Analysis (JHA)				
Job Scope:				Date:
Business Unit:			Location:	
Tasks of Job	Hazards	Risk Rank	Control Method	Comments
Name/Title of person(s) that prepared the JHA:				Date:



## Attachment C - JHA Form Instructions

The following are instructions for completing a Job Hazard Analysis form:

1. Legibly print the job scope, date, business unit and location of work.
2. List the steps of the job task in the first column labeled "Tasks of Job." Each job task should be listed separately and in the order the work will be done.
  - Job Hazard Analysis will be conducted in the following circumstances:
    - Non-routine tasks which may include, but are not limited:
      1. Tasks performed infrequently
      2. Outside of normal duties
      3. Does not have a documented procedure or SOP
      4. Performed in a different way from the documented procedure or SOP

**Note:** If deviating from an established procedure or SOP, follow the deviation process located in the [Document Control and Records Management Protocol](#) found on Strata.
    - 5. Has never been performed before
    - 6. Routine tasks that carry high level of risk.
    - 7. Tasks that involve high risks or have Serious Incident and Fatality (SIF) exposure (i.e., H<sub>2</sub>S, Confined Space Entry, trapped pressure)
  - Tasks identified by line supervision as requiring a JHA to be completed.
3. Analyze the job tasks listed in first column and determine what possible hazard(s) are present.
4. Identify all hazards and list in the designated "Hazards" column.
5. Use the Risk Management Protocol to determine the risk rank and document in the "Risk Rank" column.
6. Determine what control method (engineering, administrative or PPE) and how that control method will be implemented and list in the "Control Method" column.
7. Document any additional information in the "Comments" column.
8. Legibly print your name and title and the date you conducted the assessment.
9. Provide the assessment to the line supervisor/Field EHS for review.
10. Review the JHA during the pre-task tailgate meetings to communicate identified hazards and mitigation plans to all workers on-site.
11. After the JHA has been reviewed, and after the job has been completed, file the JHA according to your field office file directory.
12. Refer back to the completed JHA form for guidance on jobs with the same tasks.

## Attachment D - Pre-Task Tailgate

Pre-Task Tailgate	
Date / Time:	Division / Business Unit:
Pre-Planning	
1. What procedures, protocols and standard operating procedures must be used?	
2. What permits (Confined Space Entry, Hot Work, Ground Disturbance, etc.,) are required?	
Cover the Basics Discussion	
1. What task are we completing?	
2. Who is the PIC?	
3. Who has experience with this task?	
4. What were the successes and / or failures from past experiences?	
5. What coordination is needed for multiple crews to work on the same task or location?	
6. What additional notifications should be made before starting this task and who made the notifications? Interdepartmental communication (M&M, Drilling, Production, Gas Control), supervisor, etc.	
7. What is the energy isolation plan (LOTO)?	
8. What permits (Confined Space Entry, Hot Work, Ground Disturbance, etc.,) are required?	
Let's discuss Exposure Recognition	
1. What could cause an uncontrolled release of energy?	
2. What chemicals, vapors or dust could we be exposed to? <i>Note: Review SDS</i>	
3. What objects could be dropped?	
4. What could we fall off of / on to / in to or through?	
5. What are the hazards of the heavy / mobile equipment that will be used?	
6. What are the hazards of the equipment that will be worked on or around?	
7. What are we doing to protect ourselves against hot / cold temperatures?	
8. What are the hazards with moving, positioning, loading and lifting piping and /or equipment?	
9. What are the electrical hazards? <i>Example: Overhead lines, grounded electrical boxes, etc.</i>	
10. What are the tools that will be used and what is the condition?	
Let's discuss PPE & Monitoring	
1. What additional PPE above the minimum is required? <i>Example: Fall protection, hearing protection, face shield, respiratory protection, etc.</i>	
2. What additional monitoring devices are required? <i>Example: Personal / portable gas monitors, air sampling equipment, NORM monitoring equipment, etc.</i>	
Let's discuss what if Exposures Change	
1. What will be done if the task, plan or people on the location changes?	
2. What type of emergency could occur and what actions should be taken (spill, release, fire, injury, illness, etc.)? <i>Example: Who will we contact? Where is the designated safe location? What location would we use to summon help? (GPS, driving directions, etc.)</i>	
3. What would signal us to shut the job down?	
4. How will we communicate during this task?	



### Attachment E - Pre-Task Tailgate Coaching Card

Pre-Task Tailgate Audit	
Accountability Questions: Supervisors and Employees should use when this audit when checking the health of the Pre-Task Tailgate.	
1.	Who is in charge?
2.	Who has experience with this task?
3.	What can get you injured during this task?
4.	What are you doing to eliminate or reduce the exposures?
5.	How would you STOP work on location?