



Contractor EHS Management

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Owner: VP EHS	Applies to: Devon US	Doc. ID: 119177025
Last Revised: 3/10/2020	Review Cycle: Every 3 Years	Implemented: 10/4/2018

1. ABOUT THIS PRACTICE

Purpose

This practice establishes the process and Environmental, Health, and Safety (EHS) criteria for evaluating and selecting contractors.

Objective

This practice defines the required EHS process for the selection, evaluation, auditing, and monitoring of contractors.

Scope

This practice covers oversight of contractors performing work on/at Devon facilities.

Applicability

This practice applies to US operations. It defines the EHS requirements for contractor selection, qualification, sub-contractor management, and EHS contractor audits.

Variations

None

Superseded Documents

EHS Contractor Protocol



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PROPRIETARY INFORMATION Devon Energy Corporation
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3. ROLES

Division/Business Unit Leadership Reinforce adherence to this practice and provide resources for application of the practice; also, check periodically to ensure the requirements of the practice are being met. Ensure employees responsible for contractor selection, evaluation, approval, auditing, and monitoring are trained on this practice.

Line Leadership Understand how this practice applies to contractors in their area of responsibility. Ensure employees have training, skills, knowledge, and understanding to comply with this practice, and check periodically to ensure the requirements of this practice are being met. Ensure all contractors have a master service and supply agreement (MSSA) and correct insurance.

Environmental, Health, and Safety Provide technical resources and tools for practice application. Review this practice at least every three years and revise as needed. Monitor compliance through the audit process. Provide Division/Business Unit Leadership and Line Supervisors with contractor selection reporting.

Devon Employees Adhere to the requirements of this practice and complete required training. Identify and report gaps in this practice. Use only contractors with an approved status unless an exception has been authorized.

Contract Company Representatives Adhere to the requirements of this practice and complete required training. Use only contractors with an approved status unless an exception has been authorized.



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4. PRACTICE PREREQUISITES

4.1 PRACTICE OVERVIEW

This practice provides information on contractor selection, qualifications, and audits.

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5. REQUIREMENTS

5.1 GENERAL REQUIREMENTS

5.1.1 *Approved Suppliers*

- 5.1.1.1 Select approved contractors from the Approved Supplier Report (ASR).
- 5.1.1.2 Use the Supplier Qualification Request Form when requesting a new contractor not listed on the ASR.
- 5.1.1.3 Follow supply chain policy for one-time use contractors satisfying an emergency need, such as to protect people, the environment, or property.

5.2 RESPONSIBILITIES

5.2.1 *Operations Responsibilities*

- 5.2.1.1 Monitor contractor selection and Tiered Grading (A, B, C, D, F) risk profile via the contractor spend report.

5.2.2 *EHS Responsibilities*

- 5.2.2.1 Support the Operations team by maintaining an EHS contractor management program including grading criteria, audit process, as well as providing local and corporate support.
- 5.2.2.2 Provide support by analyzing potential contractors, including those not subscribed to ISNetworld.
- 5.2.2.3 Ensure that the most current practices are posted to the external website.
- 5.2.2.4 Determine if additional contractor qualifications or credentials are required.
- 5.2.2.5 Provide a means to identify contractors who have completed the field safety briefing.

5.2.3 *Supply Chain Responsibilities*

- 5.2.3.1 Support the Operations team by maintaining the ASR and providing guidance as necessary related to the sourcing of contractors.

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5.2.3.2 Manage strategic sourcing agreements and communicate to Operations the value, work details, and risk to the local Business unit.

5.2.3.3 Ensure contractor agreements contain language holding both contractors and sub-contractors accountable to Devon practices.

5.2.4 PSM & DOT Contractors

5.2.4.1 Ensure Process Safety Management (PSM) contractors are trained on the work practices to safely perform their job.

5.2.4.2 Ensure each DOT contract employee has successfully completed Covered Task Qualification Training through an approved third-party evaluator.

5.3 EHS CONTRACTOR AUDITS

5.3.1 EHS Contractor Audits

5.3.1.1 Audit contractors as needed to ensure EHS Practice and regulatory compliance. Use the following criteria when selecting contractors to be audited:

- Current EHS tiered grade (A-F)
- Previous audit records
- Recent incidents
- Type and classification of incidents encountered (e.g., SIF)
- Type of work performed and contractor competency
- Exposures associated with work to be performed
- Spend data
- Programs, training and historical performance data

5.3.1.2 Conduct the audit and document any findings and corrective actions in ISNetworld.

5.3.1.3 Communicate the results of the audit to the contractor with the appropriate operations leader.



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6. TERMS AND DEFINITIONS

Approved A status on the Approved Supplier Report (ASR) which indicates a contractor is approved for use at a Devon location.

Approved Supplier Report (ASR) An internal report reflecting the approval status of Devon’s contractors.

Contract Company Representative A contractor who is assigned responsibility and oversight for a specific task that requires adherence to Devon EHS practices.

Do Not Use A status on the ASR indicating a contractor is deficient in Insurance or Agreement status.

Equipment Commissioning Activity Tasks related to initial start-up. Construction activities are not included.

Manufacturer Representative An individual who is employed by an equipment manufacturer. Their role is specifically to be an on-site representative of the equipment manufacturer.

Transportation Without Services Transportation contractors that do not perform any task on location other than strapping or unstrapping their load and that remain at their vehicle at all other times while on location.

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7. DOCUMENT MANAGEMENT

7.1 REVISION DETAILS

The following changes were made to this Management Practice during the latest revision:

Section	Changes Made	Reasons for Changes
8.2.2	Replaced note language “Field Safety Briefing” with “protocol refresher training”.	Clarify the annual, in person training requirement for contract PICs will be achieved through protocol refresher training.

7.2 APPROVAL

This practice has been approved by:

Name	Title
Garrett Jackson	VP, Operations

7.3 SEEKING AND APPROVING VARIANCES

Variances to this document will be submitted in accordance with the EHS Document Control and Records Management Practice.

7.4 RELATED DOCUMENTS

Document Name	Link
Approved Supplier Report	Click Here
Devon Risk Table	Click Here
Supplier Qualification Exception Request	Click Here
Supply Chain Policy	Click Here
Supplier Website	Click Here
Field Safety Briefing	Click Here

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8. ADDITIONAL RELATED INFORMATION

8.1 VERIFICATION OF CONFORMANCE AND EFFECTIVENESS

Verification of conformance and effectiveness will take place through the routine field reviews performed by EHS.

8.2 TRAINING

8.2.1 *Employees*

Devon Employees who will be involved in managing the contractor process will be trained on this management practice.

8.2.2 *Contractors*

SafeLand and RigPass

Have SafeLand, RigPass, or equivalent safety course completion documentation prior to starting work on Devon locations. Equivalent safety courses will be approved by the EHS supervisor in the BU (see Appendix A). Contractors and entities listed in Appendix B are exempt from the requirement to complete SafeLand, RigPass, or an equivalent safety course.

Field Safety Briefing

Complete a Devon Field Safety Briefing within 30 days of starting work on Devon locations. Orientation can be given in person or taken online at <http://devonorientation.com/>.

Note: Devon contract PICs are required to complete an annual protocol refresher training in person.

All “transportation without services” contractors are required to complete an online Devon Transportation Safety Orientation and carry proof-of-training while on a Devon location or complete the field safety briefing. Transportation without service contractors are exempt from the requirement to complete SafeLand, RigPass, or an equivalent safety course.

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APPENDIX A: RIGPASS AND SAFELAND EQUIVALENT TRAINING

Mandatory Training Topics

1. Confined Space
2. Hydrogen Sulfide
3. Hot Work
4. Lockout/Tagout
5. Hazard Communication
6. Electrical Safety
7. Intervention/Stop Work Authority
8. Walking Working Surfaces
9. Job Safety Analysis/Pre-Job Planning
10. Personal Protective Equipment, Respiratory
11. Working at Heights
12. Site Specific Hazards and Emergency Evacuation
13. Environmental – Spill Prevention

Optional Training Topics

1. Material Handling
2. Excavation and Trenching
3. Industrial Hygiene/Respiratory Protection
4. Incident Investigation
5. Behavioral Safety

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APPENDIX B: CONTRACTORS AND ENTITIES EXEMPT FROM RIGPASS AND SAFELAND TRAINING

Contractors and entities listed below are exempt from the requirement to complete SafeLand, RigPass or an equivalent safety course, required in Step 8.2.2:

- Truck drivers who are only delivering the following materials
 - Rock
 - Dirt
 - Concrete
 - Sand
- Participants of a tour group
- Porta-Potty Companies
- Trash/Roll off delivery/pickup
- Propane delivery
- Government regulators
- Archeologist
- Companies listed below while working on their easement
 - Utility providers (rural water, electric co-op etc.)
 - 3rd party gas gatherers (OneOk, Enlink etc.)
- Janitorial crews cleaning living quarters and office spaces
- Catering crews
- Manufacturer representatives performing equipment commissioning activities on Devon assets.
The manufacturer representative will be escorted by a Devon Rep.

Note: Modifications to Appendix B will be approved by the superintendent of the BU requesting the modification, and the EHS Supervisors.



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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	Jim Farrell	10/4/18	<ul style="list-style-type: none">Initial Approval
01	Garrett Jackson	3/2/2020	<ul style="list-style-type: none">Re-instate an annual, in person Field Safety Briefing for contract PICs.
02	Garrett Jackson	3/10/2020	<ul style="list-style-type: none">Clarify the annual, in person training requirement for contract PICs will be achieved through protocol refresher training.