



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 1 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

1. ABOUT THIS PROTOCOL

Purpose This Devon Energy EHS Protocol defines what is required to identify and assess hazards on tasks/jobs before they begin.

Objective This protocol establishes practices for evaluation and mitigation of hazards 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 and facilities/sites where hazardous tasks/jobs are performed. This protocol defines the requirements for initial evaluation, job hazard analysis, and pre-task tailgate.

Applicability Devon employees who work near or around potential hazards.

Contractors will have their own document that meets or exceeds Devon’s Pre-Job Planning Protocol.

Variances None.

Superseded Documents Hazard Assessment Guidance Document.



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 2 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

2. TABLE OF CONTENTS

- 1. About this Protocol 1
- 2. Table of Contents..... 2
- 3. Roles..... 3
- 4. Protocol Prerequisites 4
 - 4.1 Protocol Overview 4
 - 4.2 Applicable Standards 4
 - 4.3 Required Materials, Equipment, Information, or Other Resources 4
- 5. Protocol..... 5
 - 5.1 Initial Evaluation 5
 - 5.2 Job Hazard Analysis 6
 - 5.3 Pre-Task Tailgate Meeting 7
- 6. Terms and Definitions..... 9
- 7. Document Management..... 11
 - 7.1 Revision Details 11
 - 7.2 Approval 11
 - 7.3 Seeking and Approving Variances 11
 - 7.4 Related Documents 11
 - 7.5 Cited Documents 11
- 8. Additional Related Information 12
 - 8.1 Training and Certification Requirements 12
 - 8.2 Records/Logs/Reports 12
- Attachment A: Approval, Review, and Modification History 13
- Attachment B: Job Hazard Analysis Form 14
- Attachment C: JHA Form Instructions..... 15
- Attachment D: Pre-Task Tailgate 16
- Attachment E: Pre-Task Tailgate Coaching Card 18



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 3 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

3. ROLES

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.



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 4 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

4. PROTOCOL PREREQUISITES

4.1 PROTOCOL OVERVIEW

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.

4.2 APPLICABLE STANDARDS

- Devon EHS Risk Management Protocol
- Devon Hazard Assessment and Personal Protective Equipment Protocol

4.3 REQUIRED MATERIALS, EQUIPMENT, INFORMATION, OR OTHER RESOURCES

None.



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 5 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

5. PROTOCOL

5.1 INITIAL EVALUATION

Step	Required Action	Role
5.1.1	Review the scope of work to be performed and procedures to be used during the completion of the task. Note: Procedures can include EHS protocols, Standard Operating Procedures (SOP), Job Hazard Analysis (JHA), welding standards, etc.	Employee
5.1.2	Determine if work will be performed using a Job Hazard Analysis (JHA) using the criteria listed below. A JHA will be conducted in the following circumstances: <ul style="list-style-type: none"> • Non-routine tasks which may include, but are not limited to: <ul style="list-style-type: none"> ○ Tasks performed infrequently ○ Outside of normal duties ○ Does not have a documented procedure or SOP ○ Performed in a different way from the documented procedure or SOP ○ Has never been performed before, ○ Routine tasks that carry high level of risk ○ Tasks that involve high risk or have Serious Incident and Fatality (SIF) exposure (i.e., H₂S, Confined Space Entry, trapped pressure). • Tasks identified by line supervision as requiring a JHA to be completed. • A pre-task tailgate will be conducted after the JHA is completed and prior to work beginning. • Complete a JHA for critical tasks identified by the business unit or operational group that do not have an established Standard Operating Procedure (SOP). Note: Completion of a JHA is performed in advance of upcoming work. This allows the team adequate time to identify potential hazards along with mitigation strategies. JHA's should be completed during the pre-job planning phase.	Line Supervisor/ Employee



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 6 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

5.2 JOB HAZARD ANALYSIS

Step	Required Action	Role
5.2.1	Designate employees and /or contractors (including EHS) to participate in and lead the team during the JHA.	Line Supervisor
5.2.2	Identify each step of the job task.	Employee
5.2.3	Identify hazards associated with each step of the task.	Employee
5.2.4	Risk rank the hazards associated with each step of the task using the EHS Risk Management Protocol.	Employee
5.2.5	Identify and document methods to eliminate the hazards or minimize the potential exposures.	Employee

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).

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. Note: Engineering controls are the preferred control method. Note: An example of an engineering control pertaining to oil and gas would be adding an external level gauge to a tank in a H ₂ 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. Note: For example, limit driving when weather conditions pose a hazard.
PPE	A barrier of protection between the user and the identified hazard. Note: PPE is the least preferred control method.



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 7 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

	<p>Note: PPE must be matched to the hazard to provide effective protection, durability and fit. See the Hazard Assessment and Personal Protective Equipment Protocol for additional information.</p>
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5.2.6 Request approval from appropriate level of supervision based on the EHS Risk Management Protocol. Employee

5.2.7 Use the Job Hazard Analysis Form (Attachment B) available on Strata, or an equivalent form, to document the JHA. Employee

Note: If a JHA has been completed for the same task, the JHA will be reviewed in 5.2.9.

5.2.8 Review the JHA during the pre-task tailgate discussion to communicate identified hazards and controls to all workers on-site. Employee

5.2.9 Implement controls prior to beginning work. Line Supervisor / Employee

5.2.10 Maintain the completed Job Hazard Analysis Form (Attachment B) at the local field office and make available for review by employees and for annual reviews. Employee

5.3 PRE-TASK TAILGATE MEETING

The pre-task tailgate meeting 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 work activities. When working in a group setting, everyone will be involved in the discussion.

Step	Required Action	Role
5.3.5	Conduct the Pre-Task Tailgate meeting (Attachment D) prior to beginning the task by completing the following actions: <ul style="list-style-type: none"> • Discuss the task and identify all hazards for the task. • Determine how to eliminate and mitigate hazards. • Assign responsible person to implement controls. • All personnel (employees and contractors) participating in the Pre-task tailgate must be able to demonstrate comprehension to all Pre-task meeting audit questions. 	Line Supervisor/ Employee



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 8 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

Note: Include all personnel to ensure adequate hazard identification and communication to protect those who could be exposed to potential hazards.

Note: Contractors may use their own pre-task tailgate process, or the pre-task tailgate form (Attachment D).

Note: Communication and discussions will be conducted in all applicable languages.

5.3.2	Stop work and conduct a new pre-task tailgate when: <ul style="list-style-type: none">the work task changes scope,the work task changes direction, oradditional job tasks are added.	Employee
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5.3.3	Review the pre-task tailgate information after extended breaks (e.g., lunch, trip to town for parts, etc.).	Employee
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5.3.4	Review job task and pre-task tailgate information with those who arrive at the work area after the work begins.	Employee
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5.3.5	Ask employees and/or contractors the questions on the Pre-Task Tailgate Coaching Card (Attachment E) to validate their comprehension of the hazards and controls that were identified during the pre-task tailgate meeting.	Line Supervisor/ Employee
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Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 9 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

6. TERMS AND DEFINITIONS

Critical Task A task that has been determined by a business unit or operational group as a high risk or non-routine task that requires the development of a JHA or SOP and defines a requirement around the presence of a Devon PIC.

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 and associated tasks to identify methods for eliminating and/or controlling potential exposures and to protect employees and/or contractors from hazards. JHAs may be conducted independently for identified critical tasks or during the pre-job planning phase when there is not a documented standard operating procedure (SOP) or protocol for the work to be performed.

Pre-job Planning The process of defining the scope of the job, work details, planning, scheduling, etc.

Pre-Task Tailgate Meeting On-site meeting prior to beginning a task to communicate the work direction and identify potential hazards and potential exposures that may occur during the task. It also allows for communication and identification of methods for eliminating and/or controlling the hazard necessary to protect employees and/or contractors. The pre-task tailgate meeting is also the time to identify and review SOPs, JHAs, permits and other work practices.

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

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., Artesia, Cuero, or Riverton).



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 10 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

Business Unit	Individual components that collectively comprise the U.S. Division. Business Unit's may also be referred to as Basins.
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, Devon Strategic Services, Corporate, Facilities and Pipeline, 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 record 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.
Region/District	Individual components that collectively comprise a Division.

Hierarchy Level: Procedure	Document Type: Protocol	Page: 11 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

7. DOCUMENT MANAGEMENT

7.1 REVISION DETAILS

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

Section	Changes Made	Reasons for Change
6	Added definition of critical task.	Critical task was not defined in the protocol.
6	Updated definitions of Area Office, Business Unit, and Division.	Updated to match current structure.
Attachment C	Updated JHA form instructions.	Updated to match protocol language.

7.2 APPROVAL

This procedure has been approved by:

Name	Title
Garrett Jackson	VP, Operations & EHS

7.3 SEEKING AND APPROVING VARIANCES

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

7.4 RELATED DOCUMENTS

Document Name
Job Hazard Analysis Form
Pre-Task Tailgate Form
Pre-Task Tailgate Form - Spanish

7.5 CITED DOCUMENTS

Reference #	Citation or Source
None	



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 12 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

8. ADDITIONAL RELATED INFORMATION

8.1 TRAINING AND CERTIFICATION REQUIREMENTS

Step	Required Action	Role
8.1.1	Verify that all Devon employees involved in pre-job planning have completed the protocol training.	Line Supervisor

8.2 RECORDS/LOGS/REPORTS

Step	Required Action	Role
8.2.1	Forward records to line supervisor for filing.	Employee
8.2.2	File the records as noted below:	Line Supervisor

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.



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 13 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

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	9/20/2013	<ul style="list-style-type: none"> Initial Approval
01	Rachel Sill	1/10/2014	<ul style="list-style-type: none"> Revision (original pre-task tailgate form was revised as well as the recordkeeping section.)
02	Richard Luedecke	9/29/2014	<ul style="list-style-type: none"> Revision section 3.3.1 to address the following conditions: <ul style="list-style-type: none"> All personnel (employees and contractors) participating in the Pre-task tailgate must be able to demonstrate comprehension to all Pre-task meeting audit questions. 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.
03	Jim Farrell	4/16/2019	<ul style="list-style-type: none"> Updated to new template. Added JHA to step 5.1.1. Added language to clarify JHA in step 5.1.2 Added “meeting” and replaced “process” with “work activities” in step 5.3. Clarified language in step 5.3.1 Further defined JHA and what a pre-task tailgate meeting is in section 6. Added pre-job planning definition in section 6.
04	Garrett Jackson	12/23/2020	<ul style="list-style-type: none"> Added critical task definition in section 6. Updated definitions of Area Office, Business Unit, and Division in section 6 to match current structure. Updated Attachment C JHA form instructions to match the protocol language.



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 14 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

ATTACHMENT B: JOB HAZARD ANALYSIS FORM



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:	



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 15 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

ATTACHMENT C: JHA FORM INSTRUCTIONS

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

Legibly print the job scope, date, business unit and location of work.

1. 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 to:
 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., H₂S, Confined Space Entry, trapped pressure)
 - Tasks identified by line supervision as requiring a JHA to be completed.
 - A pre-task tailgate will be conducted after the JHA is completed and prior to work beginning.
 - Complete a JHA for critical tasks identified by the business unit or operational group that do not have an established Standard Operating Procedure (SOP).
2. Analyze the job tasks listed in the first column and determine what possible hazard(s) are present.
3. Identify all hazards and list them in the designated "Hazards" column.
4. Use the EHS Risk Management Protocol to determine the risk rank and document in the "Risk Rank" column.
5. Determine what the control method is (engineering, administrative or PPE) and how that control method will be implemented and list in the "Control Method" column.
6. Document any additional information in the "Comments" column.
7. Legibly print your name and title and the date you conducted the assessment.
8. Provide the assessment to the line supervisor/Field EHS for review.
9. Review the JHA during the pre-task tailgate meetings to communicate identified hazards and mitigation plans to all workers on-site.
10. After the JHA has been reviewed and after the job has been completed, file the JHA according to your field office file directory.
11. Refer back to the completed JHA form for guidance on jobs with the same tasks.



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 16 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

ATTACHMENT D: PRE-TASK TAILGATE

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?	



Pre-Job Planning Protocol

Hierarchy Level: Procedure	Document Type: Protocol	Page: 18 of 18
Owner: VP, EHS	Applies to: Devon US	Doc. ID: 113635342
Last Revised: 12/23/2020	Review Cycle: Every 3 Years	Implemented: 9/20/2013

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?