



Procedure

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1.0 Purpose

Husky provides vehicles for employees and certain contractors. This procedure describes the minimum requirements for the safe operation of company vehicles. Refer to Husky’s Vehicle Policy 3.03 for guidelines used to govern use and operation of company vehicles.

2.0 Scope

This procedure applies to all who operate Husky-supplied vehicles, including employees, full and part time contract operators and all other personnel as determined by the Business Unit Management Team.

This procedure reflects the in vehicle monitoring devices (IVMD) currently in use and has information on the new in vehicle monitoring device and process that is being rolled out company-wide as part of the Work Safe Drive Safe (WSDS) program. This procedure will be reviewed on a regular basis until the WSDS program is fully implemented.

3.0 Vehicle Safety Overview

This document contains processes and information for the following topics related to vehicle safety:

- Responsibilities and accountabilities
- Driver qualifications and performance (including IVMD)
- Emergency preparedness
- Vehicle recovery
- Journey management
- Backing up of vehicles
- Motor vehicle accident reporting

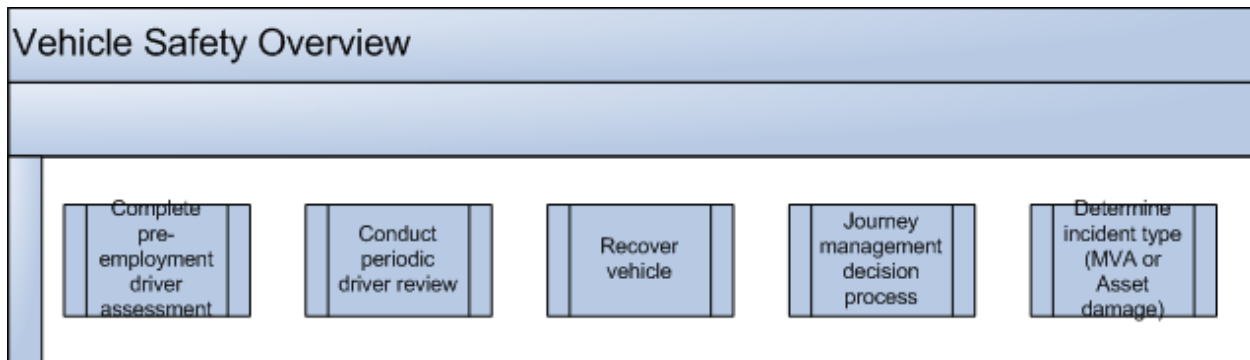


Figure 3.1-1: Vehicle Safety Overview

3.1 Vehicle Safety Responsibilities and Accountabilities

3.1.1 Driver

All Husky drivers shall:

- Possess a valid motor vehicle driver’s license issued in the province or state of their residency or in the jurisdiction they are driving a vehicle in.
- Be subject to a driver’s motor vehicle record check.
- Obey all applicable laws and regulations.
- Maintain vehicle in a safe operating condition and in accordance with the manufacturer’s maintenance schedule. Never customize a vehicle in a way that could compromise safe

operation. Secure all loose items and maintain the interior of the vehicle in a tidy, clean condition.

- Ensure cargo in the cab and in the truck box is secured so that it will not cause injury to the vehicle occupants in the event of an accident.
- Report all moving violations to their Supervisor.
- Inspect all pool, shared pool, and rental vehicles for safety prior to use.
- Report any and all deficiencies to the Pool Vehicle Administrator to ensure pool vehicles are maintained to a safe operating condition.
- Ensure that pool, and shared pool vehicles are left in a clean and safe operating condition for the next driver.
- Participate in required driver safety education and training programs, including an approved defensive driver safety-training program within 90 days of hire. Husky will be responsible for the cost of the driver skills assessments and required training.
- Download data from the in-vehicle monitoring device on a frequency defined by management or provide the monitoring device to the appropriate person in the Business Unit (BU) for downloading (for Davis car chips).
- At minimum, view data on a monthly basis and when a coaching moment is requested. This data is in the Geotab GO6 device and automatically sends reports on a defined frequency.
- Refrain from:
 - Deactivating vehicle safety equipment, such as seat belts or air bags, or installing devices, such as radar detectors, to avoid or evade traffic violations.
 - Tampering with the Geotab GO6 IVMD: The device is to remain in the On-Board Diagnostic (OBD) port and tie wrapped in place. This prevents pin deformation and ensures positive contact for reliable communication. The IVMD may only be removed if required by maintenance (diagnostic tool insertion if a dual harness is not used), replacing with a new IVMD, or taking a driver training class (only if the system administrator cannot Geofence the training area).
 - Entering a lease when perforating operations are in progress. The GO6 will transmit a cell or satellite signal with the potential of activating the perforating gun. Follow the safety rules for perforating activities by parking the designated distance from the lease (300 meters minimum). Refer to the Perforating Operations Handbook for detailed information; <http://cwf112/frameaset.htm> Completions and Workovers tab.
 - Operating a vehicle while distracted. Talking on a cell phone while driving. The use of hands free headsets is prohibited. Drivers must pull off the road to a safe location prior to making or answering phone calls.
 - Smoking in a Husky vehicle including pool, shared pool, work purpose only (WPO), unlimited personal use (UPU) or any other designation of vehicle.
- For pool, shared pool, WPO and certain UPU vehicles only, refrain from:
 - Having pets in the vehicles.
 - Having firearms in their vehicles without written permission from their area management team. This written permission will only be given for a specific hazard and time period, after a hazard assessment for the risk has been completed. See the Corporate Security Procedure for information on firearms.

3.1.2 Supervisor

The driver's immediate supervisor is responsible for:

- Ensuring that:

- All company drivers participate in driver training, skills assessment and performance monitoring programs
- In-vehicle monitoring devices (IVMD) are installed in company vehicles and data is properly downloaded in a timely manner in the event of a motor vehicle accident (for Davis Car Chip).
- All incidents are promptly investigated by the assigned Husky investigator.
- All drivers endorse the driver monitoring process by signing the Husky IVMD Consent Form_(for Davis Car Chip).
- Monitoring driver performance and taking appropriate corrective action where warranted.
- For Geotab GO6: reviewing driver scorecard reports of employees monthly.
- Managing and escalating mitigation of driver behaviour.
- Identifying and communicating problem drivers for corrective action.
- Having knowledge of corrective action protocol and local corrective measures – driver training, etc.
- Identifying and recognizing good driving behaviours
- Identifying poor driver behaviours and coach where necessary.
- Identifying and relaying any reporting errors.
- Participating in making immediate recommendations to ensure ongoing health and safety of employees, contractors and the general public that could be impacted by an incident.
- Demonstrating accountability for the vehicle safety program in conjunction with H&S advisor, and system administrator (super user).

3.1.3 Business Unit Safety Advisor

The local Business Unit safety advisor or designate is responsible for:

- For Davis Car Chip: Providing monthly reports to the division management team on the performance of the vehicle safety program and driver performance.
- For GeoTab GO6: Reviewing monthly driver reports and liaison with Local Business Unit Supervisors to identify at risk behaviours.
- Identifying areas that may need to change in the system.
- Identifying and escalating road and speed data changes required.
- Approving Geofence creation requests.
- Providing ongoing training on use of the GeoTab GO6 device,
- Being involved in the on-boarding process related to safety training and device usage.
- Having knowledge of system usage and privacy policy and limitations of disclosure.
- Recommending improvements based on the results of the vehicle safety program.
- Demonstrating accountability for the vehicle safety program in conjunction with the area supervisor.

3.1.4 3.1.4 System Administrator (SA / Super User)

The system administrator is responsible for:

- Understanding GeoTab GO6 capabilities.
- Adding users to the Drive Safe database and assigns chip numbers to the driver ID, and/or keys and FOB's for pooled vehicles.
- Understanding on-boarding, transferring, and termination protocols.
- Making corrections to local road speed data.
- Validating local area maps are accurate and correcting or reporting discrepancies.

- Inputting Geofence requirements and changes with Supervisors approval.
- Validating any reporting discrepancies and reports any change requirements to the corporate vehicle administrator.
- Locating and identifying drivers and vehicles, and communicates location under the appropriate circumstances.
- Understanding what are and what are not appropriate circumstances for communication of vehicles and drivers – safety reporting and escalation versus employee monitoring / tracking.
- Communicating their role and responsibility for all inquiries.
- Having knowledge of system usage, privacy policy, and limitations of disclosure.

3.1.5 Vehicle Administrator (VA)

The vehicle administrator is responsible for:

- Receiving and interpreting vehicle trouble reports.
- Verifying information in our system with PHH database.
- Validating which drivers are assigned pool, shared pool, WPO, and UPU vehicles.
- Coordinating the assignment of GO6 devices.
- Coordinating the GO6 device ordering process.
- Coordinating GO6 device installations related on-boarding, transferring, and termination protocols.
- Coordinating the process of upgrading and installation of the new device.
- Coordinating the phase-out and decommissioning of any current monitoring devices and system.
- Understanding of vehicle diagnostic issues or service requirements to repair a device.

3.1.6 Corporate Process & Occupational Safety Group

Corporate process & occupational safety group is responsible for:

- Tracking all drivers training and monitoring initiatives, and assisting in the selection of the training provider(s).
- Setting the overall driver performance monitoring program guidelines.
- Assisting in selecting the in-vehicle monitoring devices to be used in company vehicles. Husky, as in Corporate or BU, will be responsible for the cost of in-vehicle monitoring devices for company vehicles. See vehicle administrator roles and responsibilities for clarification.

3.2 Driver Qualifications and Performance

3.2.1 Complete Pre-Employment Driver Assessment Process

The following flow chart illustrates how to determine whether candidates for employment are qualified to operate a Husky vehicle.

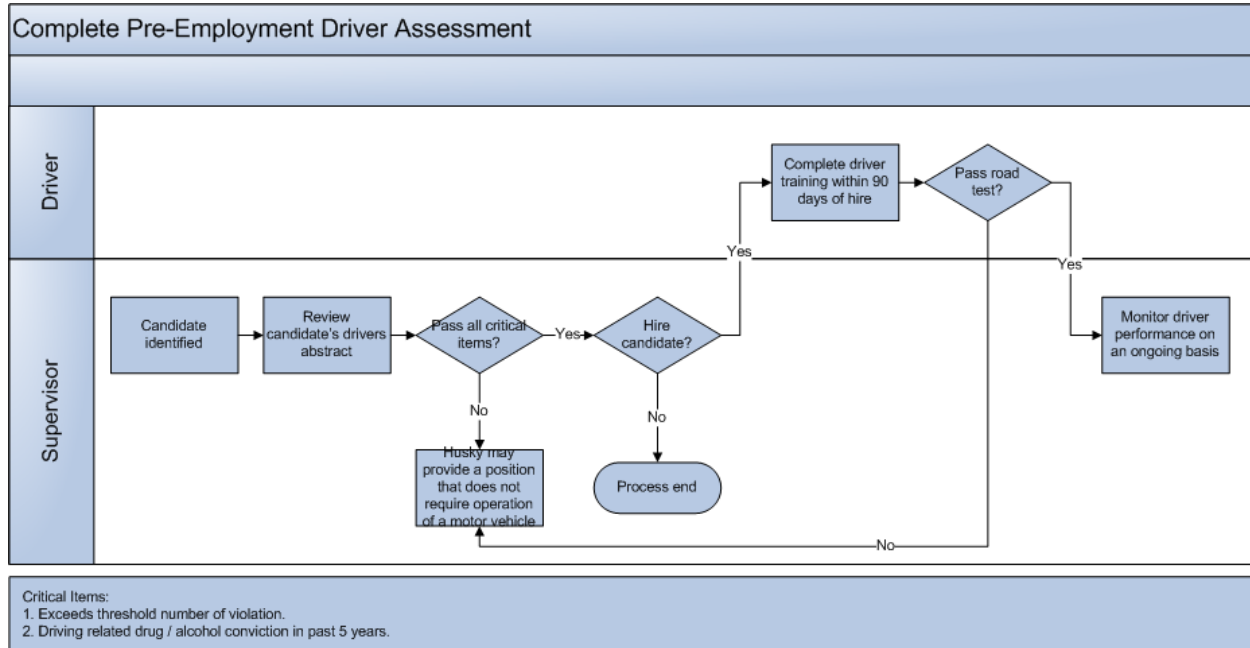


Figure 3.2-1: Pre-employment - Driver Assessment Process

3.2.1.1 Complete Pre-Employment Driver Assessment - Step Clarifications

Process Step	Step Description
Candidate identified	•
Review candidate's drivers abstract	•
Decision: Pass all critical items?	<ul style="list-style-type: none"> • If 'Yes', then proceed to process step decision "Hire candidate?" • If 'No', then proceed to process step "Husky may provide a position that does not require operation of a motor vehicle"
Decision: Hire candidate?	<ul style="list-style-type: none"> • If 'Yes', then proceed to process step "Complete driver training within 90 days of hire" • If 'No', then end process.
Complete driver training within 90 days of hire	•
Decision: Pass road test?	<ul style="list-style-type: none"> • If 'Yes', then proceed to process step "Monitor driver performance on an ongoing basis" • If 'No', then proceed to process step "Husky may provide a position that does not require operation of a motor vehicle"

3.2.1.2 Process Business Rules governing this procedure

- Driver training must be completed within 90 days of starting with Husky.

3.2.2 Conduct Periodic Driver Review Process – Davis Car Chip

The following flow chart illustrates how to determine whether an individual is qualified to operate a Husky vehicle, periodically.

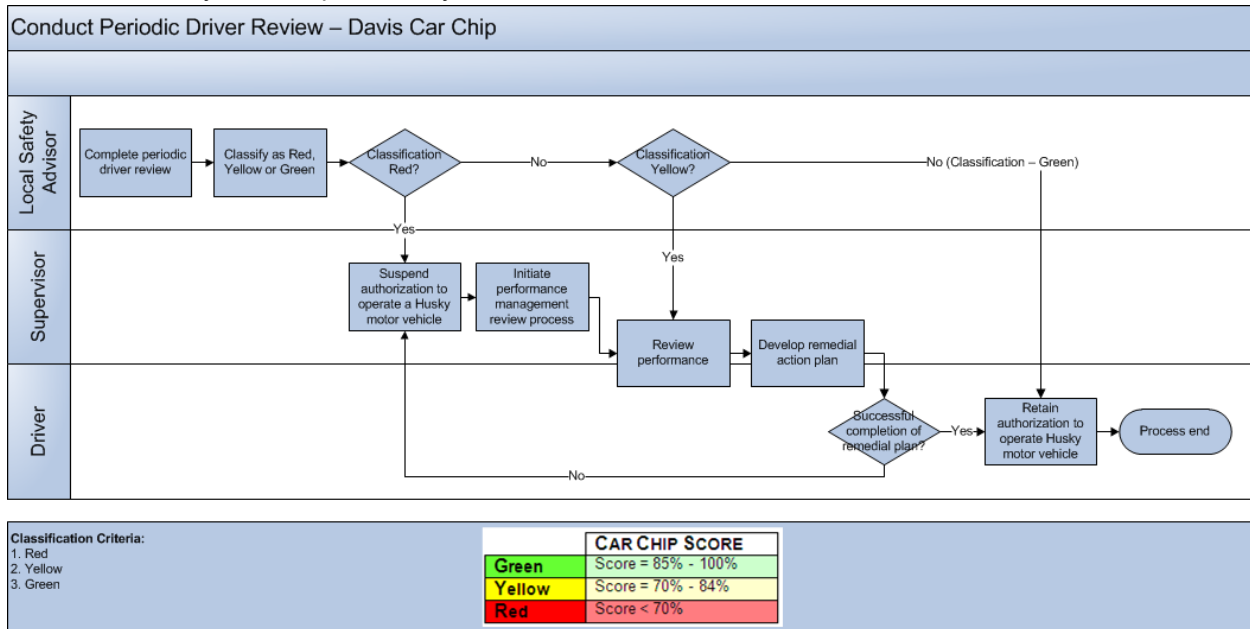


Figure 3.2-2: Conduct Periodic Driver Review

3.2.2.1 Conduct Periodic Driver Review - Davis Car Chip - Step Clarifications

Process Step	Step Description
Complete periodic driver review	
Classify as Red, Yellow or Green	
Decision: Classification Red?	<ul style="list-style-type: none"> If 'Yes', then proceed to process step "Suspend authorization to operate a Husky motor vehicle" If 'No', then proceed to process step decision "Classification Yellow?"
Suspend authorization to operate a Husky motor vehicle	
Initiate performance management review process	
Decision: Classification Yellow?	<ul style="list-style-type: none"> If 'Yes', then proceed to process step "Review performance" If 'No', then proceed to process step decision "Classification Green?"
Review performance	
Develop remedial action plan	
Decision: Successful completion of remedial plan?	<ul style="list-style-type: none"> If 'Yes', then proceed to process step "Retain authorization to operate Husky motor vehicle" If 'No', then proceed to process step "Suspend authorization to operate a Husky motor vehicle"

3.2.2.2 Process Business Rules governing this procedure

- It is the responsibility of the driver of any company vehicle, and personal vehicle on company business, to abide by the appropriate traffic safety acts and regulations within the province or state of operation. The driver is responsible for paying the penalty for traffic violations.

3.2.2.3 Guiding Principles

Car chip scores are expressed as follows:

CAR CHIP SCORE	
Green	Score = 85% - 100%
Yellow	Score = 70% - 84%
Red	Score < 70%

Table 3.2-1: Davis Car Chip Score Range

3.2.3 Conduct Periodic Review Process for Geotab G06 Device

The following flow chart illustrates how to determine whether an individual is qualified to operate a Husky vehicle, periodically.

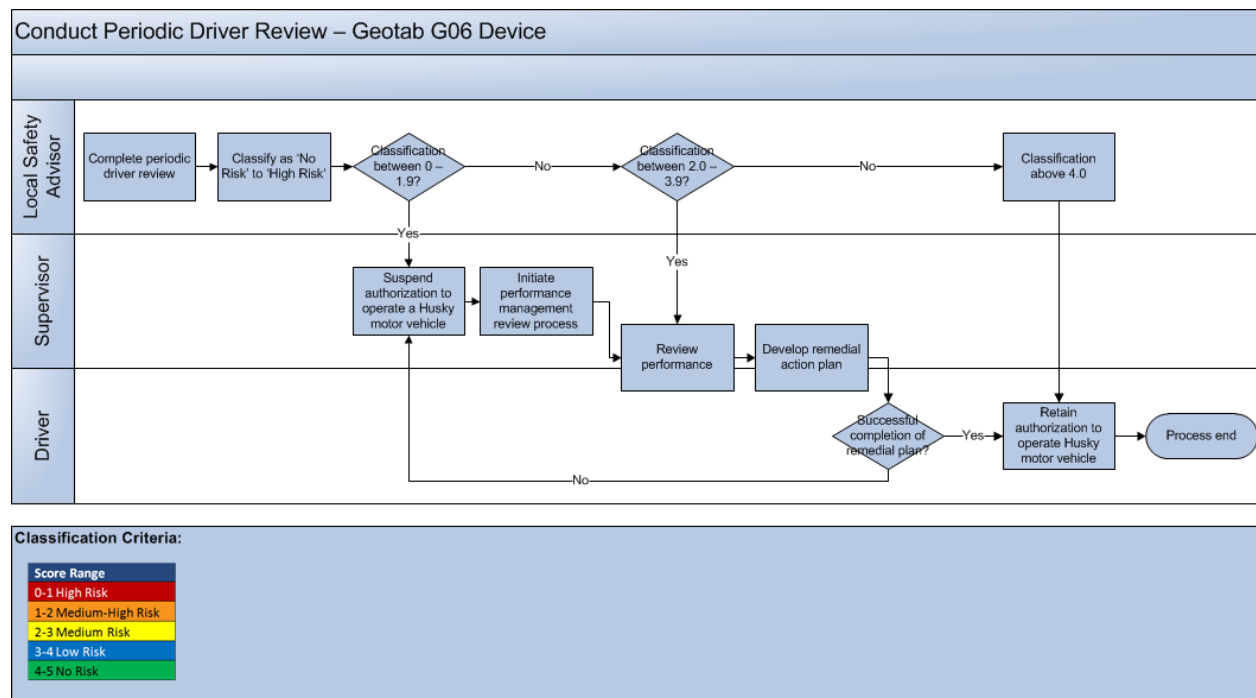


Figure 3: Conduct Periodic Driver Review

3.2.3.1 Periodic Review Process for GeoTab G06 – Step Clarifications

Process Step	Step Description
Complete periodic driver review	

Process Step	Step Description
Classify as No Risk to High Risk	
Decision: Classification between 0 – 1.9?	<ul style="list-style-type: none"> • If 'Yes', then proceed to process step "Suspend authorization to operate a Husky motor vehicle" <p>If 'No', then proceed to process step decision "Classification 2.0 – 4.0?"</p>
Suspend authorization to operate a Husky motor vehicle	
Initiate performance management review process	
Decision: Classification between 2.0 – 3.9?	<ul style="list-style-type: none"> • If 'Yes', then proceed to process step "Review performance" <p>If 'No', then proceed to process step decision "Classification above 4.0?"</p>
Review performance	
Develop remedial action plan	
Classification above 4.0	
Retain authorization to operate Husky motor vehicle	
Decision: Successful completion of remedial plan?	<ul style="list-style-type: none"> • If 'Yes', then proceed to process step "Retain authorization to operate Husky motor vehicle" • If 'No', then proceed to process step "Suspend authorization to operate a Husky motor vehicle"

3.2.3.2 Process Business Rules governing this procedure

- Regulatory Compliance: it is the responsibility of the driver of any company vehicle, and personal vehicle on company business, to abide by the appropriate traffic safety acts and regulations within the province or state of operation. The driver is responsible for paying the penalty for traffic violations.

3.2.3.3 Guiding Principles

Drive Safe GeoTab GO6 scores are expressed as follows:

Score Range
0-1 High Risk
1-2 Medium-High Risk
2-3 Medium Risk
3-4 Low Risk
4-5 No Risk

Table 3.2-2: GeoTab G06 Score Range

Driver Behaviour Escalation
<p>A guideline has been established to determine the need for driving coaching and corrective action. The driver scorecard will indicate the need for driver coaching based on established thresholds.</p> <ul style="list-style-type: none"> • Scores of 5.0 – 4.0: Good job, keep it up • Scores of 3.9 – 3.0: Supervisor will use judgment to determine if coaching is required. This will be determined by looking at all other scores. • Scores of 2.9 – 2.0: Coaching is required • Scores of 0.0 – 1.9: Coaching and corrective action are required.

Table 3.2-3: Driver Behaviour Escalation

The threshold settings have been defined and agreed upon by the Drive Safe Work Safe project working committee. The alert thresholds align with current corporate standards and will be used as the matrix for reporting and in-cab alerting.

Threshold	In-Cab Alert	Report	Emergency Escalation	Settings
Harsh Braking	x	x		Use factory settings and adjust after 2 months.
Hard Acceleration	x	x		Use factory settings and adjust after 2 months.
Hard Cornering	x	x		Use factory settings and adjust after 2 months.
Speeding	x	x	119 AB/SASK-109/BC km/hr - notification to mgr or 20 km/hr over posted limit or 15%	Corporate max speed: <ul style="list-style-type: none"> • 115 km/hr Speed by Street: 10 km/hr to a max of 115 km/hr Extreme Speed: <ul style="list-style-type: none"> • see escalation column
Seatbelt	x	x		20 Km/hr and over
Accident Notification		x	x	
Unauthorized Device Removal		x		
Engine Abuse	x	x		

Table 3.2-4: Geotab Thresholds

3.2.4 Driver Performance Monitoring

The objective of the driver performance monitoring program is to ensure personnel are operating company vehicles in a safe manner. The overall goals of the program are to:

- Protect employee and public health and welfare,
- Reduce total number of motor vehicle accidents, and
- Reduce operating and vehicle repair costs.

All licensed company vehicles will have an in-vehicle monitoring device (IVMD) installed. The system/device currently supported by Corporate P&OS is the Davis Car Chip Fleet Pro. Other

systems or devices (e.g. GPS, Geo-trak) may be used by Business Units, if business needs require this use; however, support for the system will remain at the Business Unit level. The new device being rolled out as part of the Work Safe Drive Safe (WSDS) program is the Geotab GO6. The GO6 will remain on and actively collect driver information for working and non-working hours for licensed company vehicles including contractor and UPU. The Privacy Policy and supporting documents remain in effect during non-working hours. The device cannot be turned off and tampering will be reported if the G06 is removed in the case of Husky company vehicles only. A contractor who operates their personal vehicle may remove the GO6 during non-working hours but are encouraged to leave it in place to enhance personal driving safety.

Irrespective of the device used; all systems will meet the security/confidentiality measures specified in this document.

Access to data collected from the IVMD's will be made available to the driver and on request to the supervisors/managers and the BU Safety Advisor. All individuals with access will obtain training on the collection, use, and storage of the data, arranged by Corporate P&OS. Refer to Husky's Privacy Policy 5.02 for more information.

All company drivers will be informed whether an in-vehicle monitoring device is installed in the company vehicle and will be provided with information regarding the device (how it works, data collected etc.). This information will be given to a new employee upon their commencement of employment and prior to that employee driving a company vehicle. Existing Husky employees and appropriate contractors will have this procedure reviewed with them at appropriate group meetings delivered by their immediate supervisor or designate. All drivers must sign and submit the IVMD consent form and provide this to their supervisor or Human Resources advisor (at time of hire).

The driver of a Husky supplied vehicle will be responsible to download data from the IVMD (i.e. Davis or other device) on a monthly basis, or provide the IVMD to the appropriate person in the Business Unit (BU) for downloading. The vehicle must not be operated without the IVMD being properly installed, and operational. A driver scorecard report will be pulled by the system administrator for the Geotab GO6 device, and sent to the employee's supervisor on a monthly basis.

The information/data retained will only be disclosed to the driver, their immediate supervisor and above unless there is a performance issue at which time the next level of management within the Business Unit will be notified and provided with the information/data. The GO6 device has an accident notification threshold which triggers an automatic report to the supervisor only (refer to Table 3.2-4.). A 1st level supervisor cannot review the information/data of another supervisor's direct reports. The Business Unit Safety Advisor will have access to all data recorded by the IVMD for drivers to ensure proactive driving programs are developed.

Acceptable Use of the Geotab Checkmate Portal
<p>The driving behaviour of Husky employees will be monitored and assessed in the Drive Safe system. This information will be used to create reports about individual and group driving behaviours. Designated roles will use these reports to identify safety concerns.</p> <p>Only designated Husky staff will have access to the WSDS system information.</p> <p>During vehicle emergency escalations the location of a driver may be monitored by designated Husky staff to assist in the emergency response.</p> <p>Any information collected by the Work Safe Drive Safe system is owned by Husky.</p>

Table 3.2-5: Acceptable Use of GeoTab Checkmate Portal

The data will be retained for a period of three years and removed from the database after that time period expires.

Driver performance (both positive and negative) as indicated by the information/data obtained from the in-vehicle monitoring device will be in alignment with Section 3.2 of this procedure. As indicated in Section 3.2.3 of this procedure, Husky Policy 2.08 for Performance Management, and the Element 1 Corporate Leadership Procedure will be followed by the Business Unit. Recommendations for corrective action will be forwarded to the next level of management within the Business Unit.

The settings for the IVMD's will be established by the Corporate P&OS group and will be in compliance with all regulations. Local traffic laws may require lower settings than those that are listed. Any changes for a specific business unit will only be made with a written agreement between the Business Unit management team and Corporate P&OS.

Settings for Davis and other current IVMD's:

<p>Score Thresholds: Canada Speed- 114 Kmh Time Over Factor – 20 sec. Speed factor – 2.0 (%over speed setting) Accel factor – 2.0 g Decel factor – 2.0 g</p>	<p>Score Thresholds: United States Speed- 78 mph Time Over Factor – 20 sec. Speed factor – 2.0 (% over speed setting) Accel factor – 2.0 g Decel factor – 2.0 g</p>
<p>Weighted Scores Speed Score weight – 0.60 Accel Score Weight – 0.10 Decel Score Weight – 0.25 Download Score Weight – 0.05</p>	<p>Weighted Scores Speed Score weight – 0.60 Accel Score Weight – 0.10 Decel Score Weight – 0.25 Download Score Weight – 0.05</p>
<p>Current Location Default Settings Speed Limit – 114 Kmh Accel Limit – 0.30 G Decel limit – 0.50 g</p>	<p>Current Location Default Settings Speed Limit – 78 mph Accel Limit – 0.30 G Decel limit – 0.50 g</p>

Figure 3.2-4: IVMD Settings

3.2.5 Process Business Rules governing this procedure

- A 1st level Supervisor cannot review the information/data of another Supervisor's direct reports.
- The data will be retained for a period of three years and removed from the database after that time period expires.
- Any changes for a specific business unit will only be made with a written agreement between the Business Unit Management Team and Husky Corporate P&OS.

3.2.6 Recognition for Good Driving

Recognition for good driving is encouraged to enhance the WSDS program. Positive recognition may be delivered in many ways, from verbal recognition to the operating area implementing a reward recognition program.

3.2.7 Drivers Requiring Corrective Action

Any incidents involving violation of traffic rules, even if below the dollar threshold, may result in disciplinary action. Disciplinary action will be in accordance with Husky's HS&E Policy 1.04, Performance Management Policy 2.08, and the HOIMS Element 1 Corporate Leadership Procedure.

3.3 Emergency Preparedness

It is the responsibility of the driver to be prepared for field driving conditions and adverse weather. Emergency kits, as described in Appendix 2, are available through the vehicle administrator. Additional personal supplies, such as winter clothing, sleeping bags, food and water may also be necessary, and are the responsibility of the driver.

- Drivers are responsible to ensure a Journey Management Plan (JMP) is established prior to travel. Section 3.5.3 explains the JMP in detail.

When driving in remote areas in winter driving conditions, particular precautions should be taken if an accident occurs:

- Remove emergency supplies from the trunk or truck bed and bring them into the cab. Put on warm clothing before chills set in.
- Place flares or reflective triangles at least 30m from the back of the vehicle, so approaching vehicles can prepare to slow down or stop.
- Prevent carbon monoxide poisoning while running the vehicle to stay warm. Clear the snow away from the exhaust and crack open a window for ventilation, and to prevent frost from sealing the vehicle shut. Only run the engine for 10 minutes an hour to conserve fuel. Use candles or hand warmers as a heat source.
- Do not leave your vehicle unless you are certain of where you are and where assistance is available.
- Do not attempt repairs unless you are confident of a successful outcome.
- Driving in remote areas is considered as working alone, and Husky's Working Alone Procedure will need to be met prior to travel. Please refer to the Corporate Procedure Working Alone or where they exist, the site specific Working Alone Procedure when traveling in remote field sites.
- Injuries, including frostbite, must be reported to the local H&S advisor.

3.3.1 Boosting

Boosting of third party (non-Husky) vehicles and equipment is not recommended except in an emergency. Notify your supervisor to determine if boosting (jump starting) is allowed on third party vehicles. For Husky vehicles and equipment requiring boosting, follow the site specific procedure. If any boosting is performed, a proper hazard assessment must be performed prior to performing the task. Follow the manufacturer's recommendations (reference the owner's manual) regarding boosting or jump starting vehicles or equipment such as catadyne heaters.

NOTE: The IVMD (Davis Car Chip) must be removed prior to any boosting or jump starting to prevent damage to the device.

The GeoTab GO6 device does not have to be removed during boosting operations. Follow the vehicle manufacturer's recommendations for boosting.

3.4 Vehicle Recovery

Vehicle recovery is a dangerous task; therefore, specific procedures and controls must be in place and adhered to while performing the task. Best driving practices, proper planning for weather and

road conditions are crucial in avoiding vehicle recovery situations. Some examples would be a priority ploughing program in winter.

Operating sites which have been identified as critical should be cleared of snow first, prior to other sites. Establish a plan to have ATV's or snowmobiles available and at the ready for lease accesses known to be difficult at certain times of the year. Drive vehicles according to road/weather conditions and perform a field hazard assessment of operating sites to access. Winter built lease roads and leases may not be accessible by trucks until late spring or early summer. This section of the Corporate Procedure Vehicle Safety will pertain to vehicle recovery of light vehicles as defined in Section 3.4.6.

3.4.1 Trailer Ball Receivers

Under no circumstances whatsoever is a trailer ball hitch in a receiver, or a trailer ball hitch mounted on a bumper to be used in a Husky vehicle recovery operation. The trailer ball hitch is a specifically designed apparatus for pulling trailers and no other use of the trailer ball hitch is permitted.

The ball is not designed for the forces placed on it during a vehicle recovery. The ball will break off with enough velocity to seriously injure or cause a fatality. Only Husky approved vehicle recovery equipment is to be used on either vehicle. If the equipment is not available or compatible for both vehicles, then a vehicle recovery attempt is prohibited in any and all situations – even emergencies.

A professional tow service is to be utilized in this situation. Performance management by the Business Unit is expected to be followed if a trailer ball hitch or bumper mounted trailer ball hitch is used for any vehicle recovery involving a Husky operated vehicle, or a contractor vehicle conducting business for Husky.

Chains, tow ropes with chains and clevises, trailer ball hitches (carriage and bumper mounted), tow ropes or straps with nylon (or other material) eye inserts are banned in the use as vehicle recovery equipment. These parts can become dangerous projectiles if breakage occurs during a vehicle recovery.

3.4.2 Approved Light Vehicle Recovery Equipment

Vehicle recovery equipment for Husky and contractor light vehicles in Western Canada Production and Lloydminster Heavy Oil & Gas is the Ditch Hitch vehicle recovery system. The Ditch Hitch systems use within Husky will be reviewed annually and immediately after any incident where an injury occurs, or significant damage results while using the Ditch Hitch equipment in a light vehicle recovery. **Other Business Units may use the approved Ditch Hitch system or alternative that is proven as equivalent or better.**

Husky and contract light trucks must be ordered or fitted with minimum Class III/IV receivers with a 2 inch opening. The Business Unit will determine the application of a Class III/IV front mounted receiver for light vehicles. All manufacturers' instructions (including Factory Information Bulletins such as not leaving the receiver assembly attached when the equipment is not in use for vehicle recovery) for the use and care of the Husky approved light vehicle recovery equipment must be followed. A modification to any component of the Ditch Hitch equipment is not allowed (for example, using a strap rated higher than the supplied original).

A replacement strap that is equal to the Ditch Hitch strap specifications including length and capacity is allowed as a replacement in kind only if the Ditch Hitch strap cannot be supplied in a reasonable time frame. Hitch modifications must be factory approved and/or reviewed and approved by an engineer knowledgeable in this field. All vehicle recovery equipment must be inspected, documented, and maintained on a regular basis to ensure injury and damage free vehicle recovery events.

3.4.3 Strength of Materials

The following table outlines the specifications for the recovery straps that will be used with the Ditch Hitch system or an approved alternate system as mentioned in 3.4.2 for recovery of light vehicles only. The recovery straps selected for use must abide by the table below as well. The straps selected must be designed for the use of towing/vehicle recovery.

3.4.3.1 Specifications for Recovery Straps

(For use with light vehicles only)

Construction	Woven Strap
Fiber	Nylon
Length	20 feet min. - 30 feet max.
Tensile Strength Rating	Strap with a 16,000 lb to 19,000 Breaking Strength
Attaching Equipment	Stitched or woven eyelet
Safety Features	Recovery straps with metal or plastic components are prohibited.
Storage	Clean, dry place in vehicle or tool box.

Table 3.4-1: Recovery Strap Specifications

The following table outlines the specifications for the light vehicle equipment that is necessary if a professional tow truck company is to be used. This equipment is not to be used unless with a tow truck. The manufacturers have not approved the use of the factory hooks for various types or rigorous recovery events. Therefore the use of the factory hooks is at the professional discretion of the tow truck operator and approval from the Husky vehicle operator by the means of a hazard assessment.

3.4.3.2 Specifications for Tow Hooks (To be used with tow trucks exclusively, no exceptions)

(For use with light vehicles only)

Construction	Open hook c/w Safety Catch Ford #GS-5016 or equivalent
Material	Metal forged steel
Max. Load Rate	Manufacture specs is 9,000 lb minimum per front tow hook
Attaching Bolts	1/2 in / 12 mm diameter Grade 8 Medium Carbon Alloy Steel

Table 3.4-2: Tow Hook Specifications

The following table outlines the necessary specifications for hitch receivers to be installed.

Class	Rated Load, lbs	Rough Failure Load, lbs	Receiver bar size, inches
Class I	2,000	8,000	1.25 x 1.25 or fixed tongue
Class II	3,500	14,000	1.25 x 1.25
Class III	6,000	24,000	2 x 2
Class IV	10,000 - 14,000	40,000 - 56,000	2 x 2
Class V	12,000 - 17,000	48,000 - 68,000	2.5 x 2.5

Table 3.4-3: Hitch Receiver Specifications and Rough Expected Failure Loading

Report # FA-2012-10-31: Engineering Information & Analysis on the performance and operation of the Ditch Hitch Vehicle Recovery System, October 31, 2012.

3.4.4 Emergency Situations

Situations deemed immediately dangerous to life & health (IDLH) are a priority in vehicle recovery. Examples of situations would include:

- A vehicle stuck or immobilized on a busy road in blinding snow or fog
- A person or persons in medical distress in a stuck or immobilized vehicle where they need to move to the nearest safe location

Always consult your supervisor and call a professional tow service if the hazard assessment deems you would be in danger performing a vehicle recovery in an identified emergency situation.

Regardless of the situation, a vehicle recovery cannot be undertaken without the proper equipment.

Note: A professional tow service must be called for vehicle recovery on any numbered highway, secondary highway, or public road where Husky does not have a full or partial road use agreement in our operating provinces. In British Columbia traffic control must be utilized per Part 18, Traffic Control if the recovery is over a 15 to 30 minute time duration on a highway or high traffic road.

3.4.5 Basic Recovery – Recover Vehicle (Husky vehicle to Husky vehicle) Process

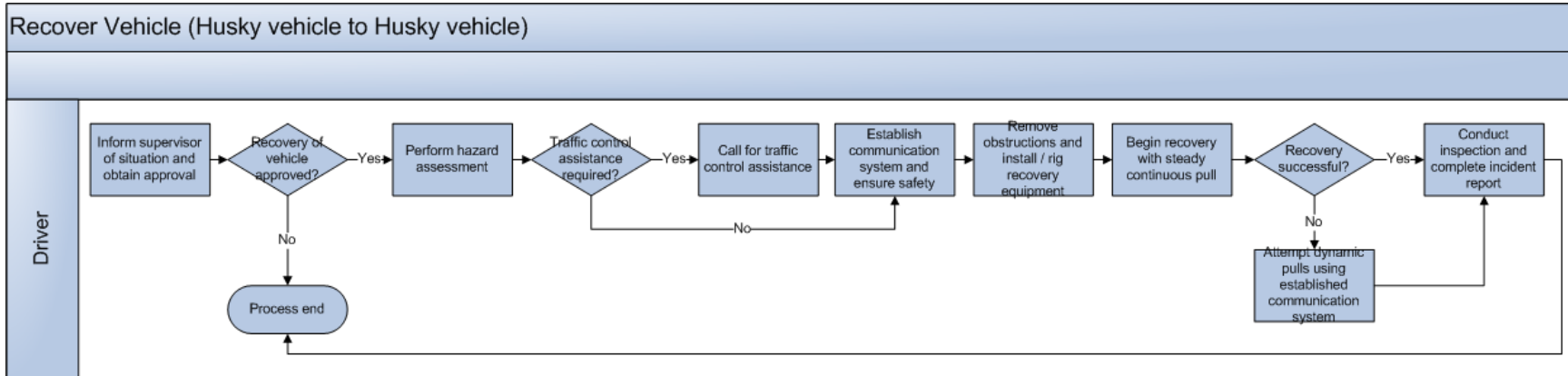


Figure 5: Recover Vehicle (Husky Vehicle to Husky Vehicle)

3.4.6 Recover Vehicle - Step Clarifications

Process Step	Step Description
Inform Supervisor of situation and obtain approval	<ul style="list-style-type: none"> Describe situation – is there an emergency (person/persons need to be moved to the nearest safe location or vehicle is immobilized on a busy road or deteriorating weather conditions) Outline if the vehicles are suitable to recover the stuck vehicle-grader, tractor, etc. Outline if the vehicles are equipped with approved vehicle recovery equipment Obtain verbal approval from supervisor to go ahead with vehicle recovery efforts
Decision: Recovery of vehicle approved?	<ul style="list-style-type: none"> If 'Yes', then proceed to process step "Perform hazard assessment" If 'No', end process
Perform hazard assessment	<ul style="list-style-type: none"> Perform a hazard assessment if approval for Husky light vehicle to Husky light vehicle recovery is granted. If a tow service is utilized, perform a hazard assessment.
Decision: Traffic control assistance required?	<ul style="list-style-type: none"> If 'Yes', then proceed to process step "Call for traffic control assistance" If 'No', then proceed to process step "Establish communication system and ensure safety"
Call for traffic control assistance	<ul style="list-style-type: none"> Call for traffic control assistance if the assessment deems it prudent or Provincial Traffic Regulations dictate this requirement.
Establish communication system and ensure safety	<ul style="list-style-type: none"> Establish a communication system for the recovery; and Ensure all personnel involved are at a prescribed safe distance (outside 2 times the length of the tow strap, at the recovery vehicle rear section) during the recovery.
Remove obstructions and install / rig recovery equipment	<ul style="list-style-type: none"> Remove as many obstructions from around and under the stuck vehicle as safely as possible. Install/rig the approved recovery equipment to both vehicles per manufacturers' instruction.
Begin recovery with steady continuous pull	<ul style="list-style-type: none"> Using the established communication system, begin the recovery with a steady continuous pull (static pull).
Decision: Recovery successful?	<ul style="list-style-type: none"> If 'Yes', then proceed to process step "Conduct inspection and complete incident report" If 'No', then proceed to process step "Attempt 2 dynamic pulls using established communication system"
Attempt dynamic pulls using established communication system	<ul style="list-style-type: none"> If the static pull does not have the desired result, again using the established communication system, attempt two dynamic pulls (running start) from two feet. If this is unsuccessful, attempt two more dynamic pulls from a maximum distance of four feet. Both attempts should be at a speed of no greater than 12 Kph from the recovery vehicle. When a recovery vehicle of one ton or more (Tractor, Cat, Skid steer, Bed truck, etc.) is utilized in the vehicle recovery, only use a static pull with the approved vehicle recovery equipment. <ul style="list-style-type: none"> A dynamic pull from the larger vehicle has the potential for equipment damage and injury if the recovery strap does not break.
Conduct inspection and complete incident report	<ul style="list-style-type: none"> If the recovery is successful, inspect the recovered vehicle, vehicle recovery equipment, and fill out/submit an incident report. If the recovery is successful using the larger vehicle, inspect the recovered vehicle, vehicle recovery equipment, and fill out/submit an incident report. Immediately replace in kind* any component of the approved recovery equipment if breakage or defects are found after a vehicle recovery.

3.4.6.1 Process Business Rules governing this procedure

- Inform supervisor of the situation and perform a hazard assessment if approval for Husky vehicle to Husky vehicle recovery is granted. If a tow service is utilized, perform a hazard

assessment and call for traffic control assistance if the assessment deems it prudent or Provincial Traffic Regulations dictate this requirement.

- Site specific vehicle recovery procedures must be developed for the operating areas and may be more prescriptive than the Corporate Vehicle Safety Procedure due to the geography, known weather patterns, and available resources (internal and external).
- **The recovery strap may be replaced from another manufacturer as long as it meets the strength of materials criteria: A strap outside the parameters, i.e. stronger than the strength of material criteria for recovery straps is prohibited.**

3.5 Journey Management

The Journey Management Plan (JMP) is intended for non-professional drivers in light vehicles traveling on approved Husky Energy business.

Managers/Supervisors should be aware of their direct reports business driving requirements and ensure these requirements are properly managed.

Drivers shall comply with all requirements of the driver responsibilities section of this corporate procedure and will implement a journey management plan, which includes travel schedules, if a risk assessment determines that a JMP is required for the local area. See appendix 3 of this corporate procedure for a JMP template.

3.5.1 Journey Planning

- Check the weather forecast and make alternate arrangements if it might not be safe to drive. An employee must check with their supervisor with regards to requirements for travel when the employee is potentially exposed to high risk conditions.
- Ensure the vehicle you are taking is properly equipped for a safe journey. Pool or rental vehicles must have a basic vehicle safety inspection including tire condition, proper tires (winter travel), washer fluid appropriate for the season, etc. Department pool vehicles must have an emergency kit per Appendix 2 of this document. Report all deficiencies to the department pool vehicle administrator. Selected field sites will have an AMA emergency kit available at their field offices for rented vehicles which must be returned to the field office once vehicle use at the field site is complete.
- Ensure you are rested prior to starting a trip.
- Do not take any medication that can affect your driving ability.
- Plan your primary driving routes and identify safe rest stops, documenting the key stages of your trip. The recommended maximum continuous driving time is 4.5 hours, it is recommended that you plan your rest breaks to take advantage of safe rest stops within 1.5 to 2.5 hour increments. These rest breaks might be fuel stops, breaks to check voice mails etc.
- Adherence to posted speed limits is expected of all drivers. If driving on poor roads or in bad weather conditions, speed must be reduced accordingly.
- Ensure adequate time is allowed for your planned arrival time to avoid rushing.
- Ensure your planned trip will not require driving for more than 10 hours. If the planned journey requires longer driving, you must make alternate arrangements, such as (re-scheduling of the trip, planning for an over-night stay or using an alternative mode of transport).

3.5.2 Communicating Travel Plans and Checking-In

- Travel plans should be discussed with your designated contact. These plans should include a specified route and approximate arrival time. Your designated contact must be notified if there are any changes to your travel plans.

- Your contact at your destination (if applicable) should be made aware of your travel plans (expected arrival, route planned etc.) and should also have your supervisor's contact information.
- You must check in with your destination contact (if applicable) upon arrival at your destination. If you fail to check in with your destination contact at the agreed upon time, your contact person will attempt to make contact with you. If contact is unsuccessful, your supervisor or designated contact should be notified immediately and a search initiated. The process used to initiate a search will be the local or corporate incident command system (ICS) process as required by the event.

3.5.3 Departure

- Do a complete pre-trip vehicle inspection, including tires and windshield and ensure you are familiar with the vehicle before starting your trip.
- Ensure that you have the required type of communication device (i.e. cellular phone, satellite phone, two way radio with specified frequencies) for the area you will be traveling in and that the equipment is charged and/or fully functional.
- Ensure you have required emergency and other contact telephone numbers.
- Set any navigational aids and do not make adjustments to the navigation aids or look at a map while the vehicle is in motion.

3.5.4 During the Trip

- If at any time while you are driving, you become tired or drowsy, stop as soon as it is safe to do so and take a break before resuming driving.
- Do not exceed the speed limit; always drive at a safe speed based on the current driving conditions (e.g. weather, fog, traffic, dust etc.)
- Do not use any device like cell phones or anything else that will distract your attention to driving.
- Every 1.5 to 2.5 hours, stop the vehicle in a safe location away from other traffic, get out of the vehicle, take a short break, check for messages etc.
- Do a quick visual inspection, including tires before resuming your drive.
- If the travel conditions change (bad weather, etc.) find a safe place to park and re-plan your trip. Re-planning will require that the notification and approval process will be re-started based on the new risk assessment.
- Notify people who may be expecting you of the changes to your planned route and estimated arrival times.
- If you are involved in a motor vehicle accident (MVA) an investigation report must be completed and submitted as soon as possible. The incident must be investigated as per the Husky corporate investigation process and must also be reported to the Husky Risk Management Group for insurance purposes.

3.5.5 Husky Energy – Journey Management Decision Process

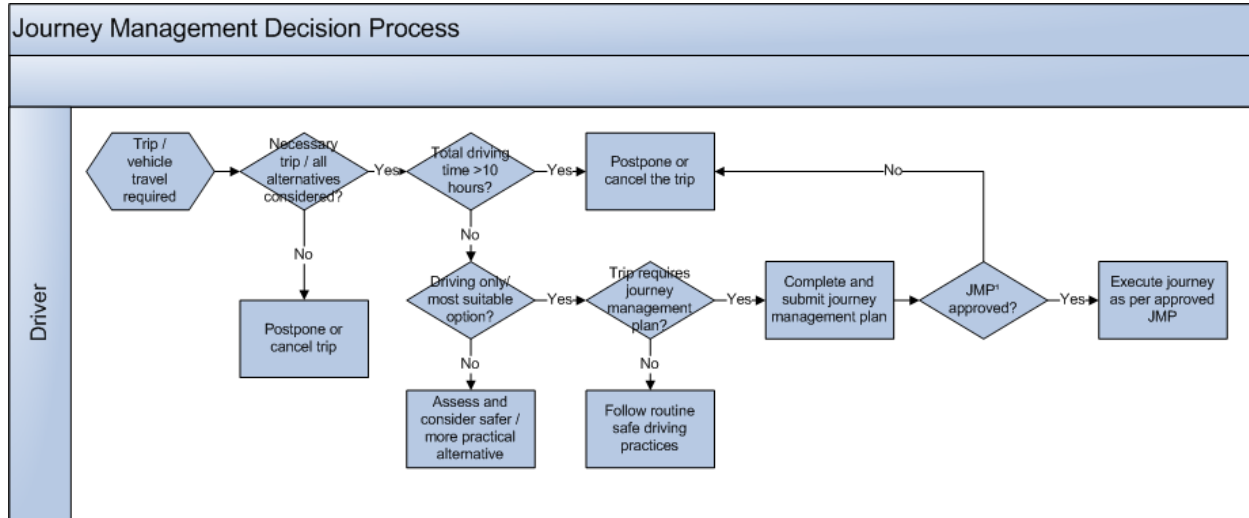


Figure 3.5-1: Journey Management Decision Process

3.5.5.1 Journey Management Decision Process - Step Clarifications

Process Step	Step Description
Decision: Necessary trip / all alternatives considered?	<ul style="list-style-type: none"> Is this trip necessary and have all alternatives been considered i.e. Teleconference, video conference etc.? If 'Yes', then proceed to process step decision "Total driving time >10 hours?" If 'No', then proceed to process step "Postpone or cancel trip"
Postpone or cancel trip	<ul style="list-style-type: none">
Decision: Total driving time > 10 hours?	<ul style="list-style-type: none"> Will the total driving time exceed 10 hours within a workday? If 'Yes', then proceed to process step "Alter or cancel the trip" If 'No', then proceed to process step decision "Driving only / most suitable option?"
Postpone or cancel the trip	<ul style="list-style-type: none">
Decision: Driving only / most suitable option?	<ul style="list-style-type: none"> Is driving the only option and been determined to be the most suitable mode / mix of travel? <ul style="list-style-type: none"> Flying is safer than driving long distance. If 'Yes', then proceed to process step decision "Trip requires journey management plan?" If 'No', then proceed to process step "Assess and consider safer / more practical alternative"
Assess and consider safer / more practical alternative	<ul style="list-style-type: none"> Assess and consider implementing the safest and most practical alternative
Decision: Trip requires journey management plan?	<ul style="list-style-type: none"> Does the trip require a Journey Management Plan (JMP) determined by the following: <ul style="list-style-type: none"> Local risk assessment (contact destination person or supervisor for input) – indicates a high degree of risk? Remote locations that may pose significant risk? If 'Yes', then proceed to process step "Complete and submit journey management plan" If 'No', then proceed to process step "Follow routine safe driving practices"
Complete and submit journey management plan	<ul style="list-style-type: none"> Complete and submit a journey management plan to your designated contact for approval

Process Step	Step Description
Follow routine safe driving practices	<ul style="list-style-type: none"> Follow routine safe driving practices in addition to local site requirements
Decision: JMP Approved?	<ul style="list-style-type: none"> If 'Yes', then proceed to process step "Execute journey as per approved JMP" If 'No', then proceed to process step "Alter or cancel the trip"
Execute journey as per approved JMP	<ul style="list-style-type: none"> Execute journey as per your journey management plan Close out your journey as per journey management plan

3.6 Backing up of Vehicles

Whenever possible, a vehicle should be backed into a parking spot unless the vehicle can be driven through the parking spot (i.e. parking lots). Before backing into the parking spot, the driver must ensure that there are no obstacles or barriers in the intended parking spot. If the vehicle is parked in a position where it must back out, the vehicle does not move until a walk around is completed.

In congested areas a spotter may be used to assist a driver backing out of a parking spot as this will provide an extra layer of observation and safety.

3.7 Motor Vehicle Accident Reporting

All motor vehicle accidents (MVA) are to be reported and investigated to determine cause and preventative measures. Refer to chart below for initial guidance and determination of how to report an incident involving a motor vehicle in the corporate incident management database (CIMD). Refer to the Element 7 Incident Management Corporate Procedure and the Element 7 Corporate Steward for guidance and assistance on investigation and classification in the event of a MVA.

Drive Safe Emergency Escalation Protocols
In the event of a vehicle accident, the GeoTab device will notify the HECC of the accident and the established emergency response escalation will be initiated.

Table 3.7-1: Emergency Escalation Protocols

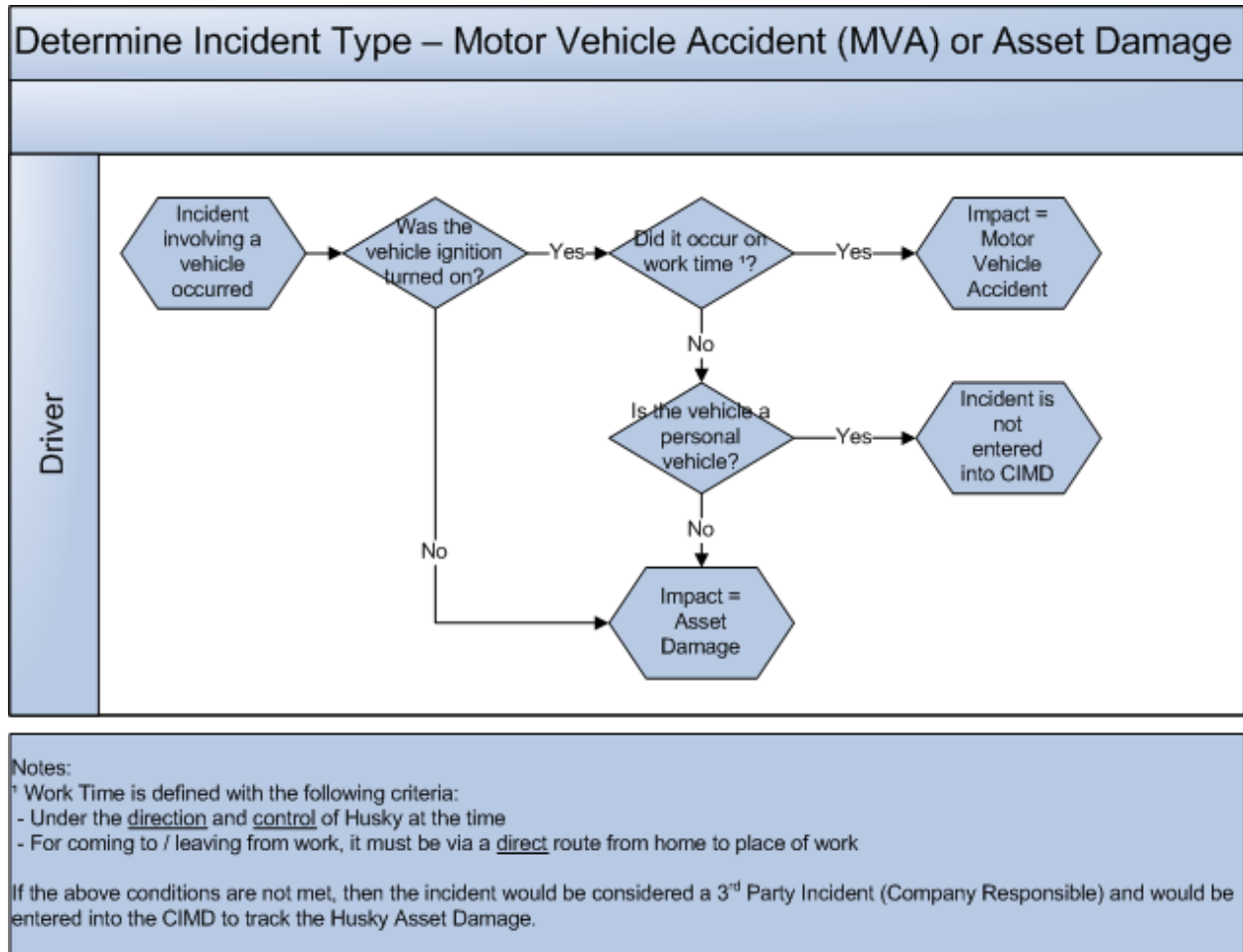


Figure 3.7-1: Determination of Incident Type

3.7.1 Determine Incident Type - Step Clarifications

Process Step	Step Description
Decision: Was the vehicle ignition turned on?	<ul style="list-style-type: none"> • If 'Yes', then proceed to process step decision "Did it occur on work time?" • If 'No', then the incident impact type is "Asset Damage" in the CIMD
Decision: Did it occur on work time?	<ul style="list-style-type: none"> • If 'Yes', then the incident impact type is "Motor Vehicle Accident" in the CIMD • If 'No', then proceed to process step "Is the vehicle a personal vehicle?"
Decision: Is the vehicle a personal vehicle?	<ul style="list-style-type: none"> • If 'Yes', then the incident is not entered into the CIMD • If 'No', then the incident impact type is "Asset Damage" in the CIMD

3.7.2 Process Business Rules governing this procedure

- All motor vehicle accidents are to be reported (recorded and tracked in the CIMD) and investigated to determine cause and preventative measures.

4.0 Document Accountability and Responsibility

If you have questions, comments or suggestions regarding this document please contact one the positions identified below, which is held by the related person identified on the coversheet.

Role	Position title	Coversheet approval role
Document Owner / Process Owner	Manager, Process & Occupational Safety	Approver
Quality Assurance	Team Lead Corporate Operations Integrity	QA Reviewer
Checker	Team Lead Corporate Safe Operations	Checker
Originator	Senior Safety Advisor, Process & Occupational Safety	Originator

5.0 Definitions and Acronyms

The table format below provides terminology that needs a more thorough definition.

Term	Definition
Equipment / Asset Damage	<p>Damage to a motor vehicle while that vehicle is not being driven.</p> <ul style="list-style-type: none"> • Example: Vehicle is damaged while operator loads an object into the box of the truck. • A vehicle that is stolen and damaged would fall into the equipment / asset damage category. • Vehicle is parked and sustains damage. <p>Any vehicle damage regardless of cause that results in total damage of less than \$2000 will be considered asset damage.</p>
Fault or preventability	Preventable or non-preventable categories will be eliminated from the data base fields. An MVA that fits the criteria established by the definition will be reported as such. As specified in the Incident Management Standard all incidents must be investigated to root cause, which ultimately will determine whether the incident was preventable or non-preventable (also refer to the Leadership Standard, Section 5.8 Performance Accountability) Husky's Performance Management. Policy 2.8 may be referred to in order to determine appropriate corrective action.
Field Driving Conditions	Refers to travel over unpaved surfaces such as gravel roads, well sites, cut lines, etc. under all weather conditions.
Heavy Vehicle	In respect to vehicle recovery, a heavy vehicle is a one ton (non-pickup style) or heavier truck or powered mobile vehicle over one ton GVWR.
High Risk Drivers	<p>A driver who has been involved in three or more distinct events (a traffic violation, a Criminal Code offence or a collision) within a two year period.</p> <p>Or</p> <p>Any one of:</p> <ul style="list-style-type: none"> • A driver convicted of a first offence with a BAC above the legal limit of the applicable jurisdiction. • Refusal to provide a breath sample; or • A repeat offence (including driving while prohibited or disqualified).
ICS	Incident Command System
IDLH	Immediately Dangerous to Life or Health
In-vehicle Monitoring Device (IVMD)	A device installed in a vehicle that store driving data. The Car Chip Fleet Pro has the ability to log vehicle trip and engine data to provide a detailed history of driver performance and vehicle operation. The logged data includes trip start and end times, vehicle speeds, rates of acceleration and braking, engine performance data, all detected OBDII codes and detailed "accident" data for all sudden stops, plus

Term	Definition
	an adjustable audible alarm that can be used to alert drivers of unsafe driving. The GeoTab GO6 device has the above and more. Refer to threshold chart in 3.2.2.5.
JMP	Journey Management Plan
Light Vehicle	In respect to vehicle recovery, a light vehicle is considered a half ton or three quarter ton pick-up truck, or Husky Pool vehicle where the GVWR is less than these mentioned trucks.
Motor Vehicle	Any licensed motor vehicle leased, rented or purchased by Husky.
Motor Vehicle Accidents (MVA)	Any incident that involves the transfer of energy to or from a vehicle while it is being driven and causes a loss to the corporation directly or indirectly. The vehicle may be company owned or not but must be related to company activities. The resulting damage must be greater than \$2000 for the event to be classified as a MVA.
Pool Vehicles: Department & Shared Pool	Department Pool vehicles are Company Vehicles assigned to one Business Unit and is driven by many Company Drivers. No personal use of the vehicle is Permitted. Shared Pool vehicles are Company vehicles assigned to 2 or 3 Company Drivers, often sharing the shift work and/or are function specific vehicles, such as maintenance trucks, or emergency response vehicles. No personal use of the vehicle is permitted.
P & OS	Process & Occupational Safety
OH&S	Occupational Health and Safety (Provincial / State safety regulator)
Towing	The task of moving a disabled or stuck vehicle by a licensed, competent towing service. This service must be used on numbered primary or secondary provincial highways.
Travel or transport	Includes a service rig while being driven, but not one parked for setting up.
Unlimited Personal Use	UPU vehicles may be driven both for business and personal use. All kilometres driven and accidents that occur during personal use must be reported.
Vehicle Recovery	The task of recovering a stuck or disabled vehicle with another vehicle, same style or larger or other approved recovery vehicle, utilizing defined safe work procedures & proven engineered recovery equipment.
Work Purpose Only	WPO vehicles are driven for business purposes only.
Work safe/Drive safe (WSDS)	The name of a project for continuous improvement regarding Work Safe as in Work Alone and Drive Safe which is in scope for this procedure.

Table 3.7-1: Terms and Definitions

6.0 Governing and Reference Documents

6.1 Governing Documents

The following documents should be referenced to provide internal governing and external regulatory context for the content of this document.

Governing Document	Document Title
Policy	1.04 Health Safety and Environment
Corporate Standard	Safe Operations

Governing Document	Document Title
Other	Appropriate traffic safety acts and regulations within the province or state of operation.
Policy	Performance Management Policy 2.08
Policy	Husky Vehicle Policy 3.03 (Canada)
Policy Supplement	Husky Policy Supplement - GPS Use - WSDS Program
Standard	Corporate Information Management Standard
Other	(HOIMS) Aims and Expectations Brochure

Table 6.1-1: Governing Documents

6.2 Reference Documents

The following documents should be referenced to provide context for the content of this document.

Reference Document	Document Title
Process Shapes	HOIMS Visio Diagram Shape Definitions
Form	Acknowledgement and Consent Form for In-Vehicle Monitoring Device - Canada
Form	Acknowledgement and Consent Form for In-Vehicle Monitoring Device - United States
Procedure	Corporate Procedure Leadership Commitment and Accountability

Table 6.2-1: Reference Documents

Appendix - A RACI and Process Role Assignment Guide

1 RACI

The definition of RACI is Responsible, Accountable, Contributes and Informs. The RACI chart should be completed and detailed for every process stated in this document for all roles represented in this document.

Tasks		Roles				
		Driver	Supervisor / Local Management	Local Safety Advisor	Corporate Process & Occupational Safety	
R = Responsible (does the task) A = Accountable (for task) C = Contributes or Consulted I = Informed						
Complete Pre-Employment Driver Assessment						
1	Candidate identified		A	C	I	
2	Review candidate's drivers abstract	I	R	C	A	
3	Decision: Pass all critical items?	R	A	C	I	
4	Husky may provide a position that does not require operation of a motor vehicle	I	A	C	I	
5	Decision: Hire candidate?	I	R	C	I	
6	Complete driver training within 90 days of hire	R	C	A	I	
7	Decision: Pass road test?	R	A	C	I	
8	Monitor driver performance on an ongoing basis	C	R	A	I	
Conduct Periodic Driver Review						
1	Complete periodic driver review	C	R	A	I	
2	Classify as Red, Yellow or Green	C	R	A	I	
3	Decision: Classification Red?	I	R	A	C	
4	Suspend authorization to operate a Husky motor vehicle	I	R	A	C	
5	Initiate performance management review process	I	RA	I	C	
6	Decision: Classification Yellow?	I	R	A	C	
7	Review performance	C	R	I		
8	Develop remedial action plan	I	R	A	C	
9	Decision: Successful completion of remedial plan?	R	A	C	I	
10	Retain authorization to operate Husky motor vehicle	R	A	C	I	
Recover Vehicle (Husky vehicle to Husky vehicle)						
1	Inform supervisor of situation and obtain approval	R	A	C	I	
2	Decision: Recovery of vehicle approved?	R	A	C	I	
3	Perform hazard assessment	R	A	C	I	
4	Decision: Traffic control assistance required?	R	A	C	I	
5	Call for traffic control assistance	R	A	C	I	
6	Establish communication system and ensure safety	R	A	C	I	
7	Remove obstructions and install / rig recovery equipment	R	A	C	I	
8	Begin recovery with steady continuous pull	R	A	C	I	
9	Decision: Recovery successful?	R	A	C	I	

Tasks		Roles				
		Driver	Supervisor / Local Management	Local Safety Advisor	Corporate Process & Occupational Safety	
R = Responsible (does the task) A = Accountable (for task) C = Contributes or Consulted I = Informed						
10	Attempt dynamic pulls using established communication system	R	A	C	I	
11	Conduct inspection and complete incident report	R	I	A		
Journey Management Decision Process						
1	Decision: Necessary trip / all alternatives considered?	R	A	C		
2	Postpone or cancel trip	R	A	I		
3	Decision: Total driving time >10 hours?	R	A	C		
3	Alter or cancel the trip	R	A	C		
4	Decision: Driving only / most suitable option?	A	R	C		
5	Assess and consider safer / more practical alternative	R	A	C		
6	Decision: Trip requires journey management plan?	A	R	C		
7	Follow routine safe driving practices	R	A	C		
8	Complete and submit journey management plan	R	A	C		
9	Decision: JMP approved?	A	R	C		
10	Execute journey as per approved JMP	R	A	C		
Determination of Incident Type						
1	Decision: Was the vehicle ignition turned on?	R	A	C	I	
2	Decision: Did it occur on work time?	R	A	C	I	
3	Decision: Is the vehicle a personal vehicle?	R	A	C	I	

Table 6.2-2: RACI

2 Accountability Role Assignment Considerations

This section will provide some General Guidelines for role assignment and some specific cases related to the Processes detailed in this document.

a) General Role Assignment Guidelines

The assignment of positions for these roles is very dependent on the Organizational scope of the document in question. This table indicates how (on what basis) a role is assigned and does not list the actual responsibilities of the role.

Role	Assignment Considerations	Possible Positions
System Administrator (Super User)	Coordinates and maintains the WSDS process at the BU level with support from the Vehicle Administrator, Supervisor, and Local Advisor.	Existing position
Vehicle Administrator	Corporate vehicle administrator whose role is to ensure the ongoing success of the WSDS initiative through product and system ordering, maintenance, and training.	New position

Table 6.2-3: General Role Assignments

Appendix - B Versioning History

Revision Number	Date (drop down pick list)	Reason for Change – highlight what changed in document
3.0	3 October 2013	Updates following review; Additional updates to follow in the next revision of this document.
3.1	16 January 2014	Initiate review to prepare for Work Safe, Drive Safe Project implementation.
4.0	10 February 2014	Issue document for use with Work Safe, Drive Safe Project information incorporated.
4.1	19 November 2014	Accident notification in 3.2-4 & \$2000 limit raised in 5.0, Definitions.
5.0	3 December 2014	Revision 5.0 issued for use

Table 6.2-4: Versioning History

Appendix - 1 Driver Verification, Assessment and Training

i. Driver Ratings

Defined as follows: These ratings are provided by Husky's current driving assessment provider

- A or B driver = Above average driver (superior driver)
- C+ = Average driver
- C or C- driver = (below average driver)
- D or E driver = Below average driver (problem driver)

The following table illustrates how to achieve a desired rating:

Rating	To Achieve...
"A"	<ul style="list-style-type: none"> • The driver must obey all rules of the road and display proactive driving techniques.
"B"	<ul style="list-style-type: none"> • The driver must obey all rules of the road and practice good proactive driving techniques with only minor exceptions.
"C+"	<ul style="list-style-type: none"> • The driver must meet safe driving criteria with some non-critical errors but no critical errors.
"C"	<ul style="list-style-type: none"> • The driver would have on-going non-critical errors and not more than two critical errors.
"C - "	<ul style="list-style-type: none"> • The driver would have a slightly below average drive that includes on-going non-critical errors and not more than three or four critical errors in which traffic was not affected. This type of driver would also display an attitude that was receptive to change.
"D"	<ul style="list-style-type: none"> • The driver would be one that has had a poor drive that includes on-going non-critical errors and many critical errors.
"E"	<ul style="list-style-type: none"> • The driver would be one that has had a dangerous drive that includes many critical errors, and/or a near crash incident.

Husky has determined a passing score to be:

A, B, C+, and failing scores to be C, C-, D or E

Drivers who have failed the assessment must not drive any company vehicle until additional training has been provided and the participant has achieved a passing grade.

The rating is based on what the instructor observes during the in-vehicle evaluation. The AMA instructors have scoring criteria they use to determine the in-vehicle grade; this is based on a list of critical and non-critical driver errors. A non-critical error would be one that is not likely to be the cause of a collision. Some examples of non-critical errors would be signalling errors (no traffic affected), improper road position (no traffic affected), and parking errors.

A critical error would be one that has a high probability of causing of a collision. Some examples of critical errors would be failing to yield (other road users affected), consistently driving too fast for road conditions, or any circumstance where the instructor has to take control or warn of imminent danger.

The written report will include both positive and negative driving habits that were observed during the in-vehicle evaluation.

ii. Driver Training

All Company Drivers who drive Husky vehicles as part of their work responsibilities in excess of 2,000 kilometres annually must partake in Driver Training: first upon initial hiring, subsequently refreshed whenever the IVMD results exhibit repetitive unacceptable behaviours and at three (3) year intervals.

Driver Training will consist of both in-class theory instructions as well as in vehicle lessons and evaluation.

The following is a basic guideline identifying what driving skills would be included in each category on the written report.

1. Vehicle Handling and Control

- Includes:
 - Steering position
 - Steering control
 - Vehicle abuse (dry steering, tire positioning in parks etc.)
 - Acceleration technique
 - Use of gears (auto or standard shift)
 - Braking technique
 - Clutch control
 - Awareness of controls/safety features i.e. uses park brake correctly
 - Backing control
 - Ability on different road surfaces
 - Parking manoeuvres
 - Inconsistent or unsmooth braking or accelerating
 - Consistent or smooth braking or accelerating

2. Observance of Rules and Regulations

- Includes:
 - Speed control
 - Vehicle road position – includes stopping position, lane position, turn lane position, merging
 - Adherence to traffic lights or road signs
 - Adherence to signals
 - Lane changing
 - Adherence to right of way with other road users
 - Adherence to keeping a safe following distance
 - Acknowledgement of rules of the road
 - Adherence to company policies (list to be provided by your company)

3. Proactive Defensiveness and Planning

- Includes:
 - Use of mirrors
 - Shoulder checking habits
 - Stopping distance behind other vehicles
 - Ground-viewing habits/scanning patterns

- Anticipation of intersections
- Time and space management
- Visual skills
- Consistency of covering brake/horn
- Route planning
- Lane positioning
- Lane changing
- Hazard awareness i.e. weather conditions, traffic conditions, type of road surface
- SIPDE/Proactive skills (SIPDE is a five step process to make driving safer. It stands for Scan, Identify, Predict, Decide , Execute)
- Lane changing or passing ability
- Point of no Return – this means the point where you are totally committed to your actions and cannot change your decision.
- Risk assessment ability

4. General Driving Attitude

- Includes:
 - Type of interaction with other road users
 - Vehicle condition (clean, well maintained vehicle, versus poorly maintained vehicle with things such as low tires, dirty lights, low on fluids)
 - Courtesy towards other road users
 - Communication with other road users
 - Receptiveness towards training
 - Maturity level
 - Patience level
 - Emotional level
 - Cooperation towards other road users
 - Assertive or aggressive behaviour
 - Concentration level
 - Receptiveness towards suggestions
 - Reaction to evaluators comments
 - Type of attitude
 - Level of risk assessment

5. Summary and Evaluation

- Includes:
 - Environment
 - Time spent on road
 - Positive traits
 - Negative traits
 - Recommendations
 - Rating (above average risk, average risk, below average risk)

Appendix - 2 Emergency Equipment

i. REDI-MEDIC Survival Kit

QTY.	DETAILS	QTY.	
	Modified REDI-MEDIC Survival Kit (#EVR-1)		
1	Custom Nylon Bag	2	Hand Warmers
1	Survival Blanket	2	Emergency Drinking Water Packages
1	Emergency Mylar Blanket	6	Alcohol Swabs
1	45 min. Emergency Flare	6	Wet Wipes
1	30 hr. Survival Candle in Tin	2	Acetaminophen Tablets
1	Portable Cooker w/12 hr. Fuel Time	1	Emergency Info/Contact Card
1	Box Waterproof Matches	1	Survival Guidebook
1	Pair Cotton Gloves	1	Disposable Bag/Rain Poncho/Safety Vest
1	CPR Mask in Key Ring Pouches (RC1) – used as zipper pull for this bag		

ii. Emergency Equipment and First Aid Kit

QTY.	DETAILS	QTY.	
	ALBERTA #2 – First Aid Kit		
1	Water Resistant Nylon Bag	6	Pair Latex Gloves
1	20 ft. 16,000 lb. Tow Strap (TS180)	1	Bio Hazard Disposable Bag
1	Set Booster Cables (ULT95206); 20 ft.; 4 GA Wire; 500 Amp Clips	1	CPR Mask with One Way Valve
1	Set Reflective Triangle Kit; 3 weighted bottom triangles in red plastic case	1	Pair Safety Goggles
1	5 lb. ABC Fire Extinguisher with Vehicle Bracket (UPU)	1	Roll Duct Tape
1	Shovel w/Telescopic handle	1	Flashlight – Pelican 2000C Professional Flashlight
3	Heavy Duty C Cell Batteries	1	MAXAM/MEYERCO #SKAMLT Stainless Steel Multi-Tool w/10 Bits & Rubber Grip
1	HARDIGG Storm Case #iM2700 Without Foam/Without Wheels		

iii. AMA Emergency Kit

QTY.	DETAILS	QTY.	
1	First Aid Kit		
1	12 ft Booster cables (6 gauge)	1	Survival Tool
1	Multi-tool (26 in 1)	1	“Call Police” banner
1	LED Flashlight	1	Reflective armbands
1	Shovel		Hand/foot warmers
1	Reflective triangle	2	Bungee cords

QTY.	DETAILS	QTY.	
1	First Aid Kit		
1	Blanket	2	Cable ties
1	Poncho	1	Duct Tape
2	Tea light candles	1	Survival tip card
1 pkg	Waterproof matches	1	Alberta Road Map
1	Safety Flag	1 pr	Cotton gloves
1	All Valuables Removed card		

Appendix - 3 Journey Management Plan

Husky Energy Journey Management Plan										
Seat Belts Save Lives. No Cell Phones / Speeding While Driving										
Journey Details		Number of Passengers								
Departure Date	Destination	Vehicle Type			Names of Passengers					
					1)					
					2)					
					3)					
					4)					
Journey Justification										
Purpose of Journey		Can journey be combined / alternatives available?			5)					
Journey Leg	Transport Mode		Departur e Time	Arrival Time	Route / Flight #	Additional Information (If required)	Journey Contact Point		Site/ Destination Contact Information	
	Ground	Air							Name:	Location:
								Y/N		
								Y/N		
								Y/N		
								Y/N		
								Y/N	Confirmed Plan?	
								Y/N	Yes:	<input type="checkbox"/>
								Y/N	No:	<input type="checkbox"/>
Risks/ Controls/ Additional Information				Journey Management Plan Closure						
				Approver's Signature						

Husky Energy Journey Management Plan					
		Date			
What are the local weather conditions?	Are you transporting freight or goods with transport requirements?	Is there construction or detours along the route?	Is there cellular / mobile coverage?	As per journey plan?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Provide Details:	Provide Details:	Provide Details:	Provide Details:	Provide Details:	
Driving Hour, Rest Break, and Distance Requirements Recommendation Only		Journey Management Check Questions (Reminder Only)			
Risks Assessed, Reviewed and Discussed?		Driver Training Valid?	Driver Performed Vehicle Inspection?	Road / Weather Conditions Checked?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Traveler / Driver Details			Approving Supervisor or Manager		
Name			Name		
Signature			Signature		
Date			Date		
Phone			Phone		

Appendix - 4 IVMD Consent Form (for Davis Car Chip)

****A sample of the form can be found on the next Page...****



707 – 8th Avenue S.W.
Calgary, Alberta
T2P 1H5

**IN-VEHICLE MONITORING DEVICE
ACKNOWLEDGMENT & CONSENT
(Davis Car Chip)**

As part of Husky's commitment to personnel safety, Husky is implementing a "Work Safe Drive Safe Program" for the purpose of monitoring, safeguarding, protecting and improving the safety of Husky personnel while working or performing duties off-site. All Husky personnel that operate a vehicle which is owned and/or issued by Husky, or used for the purpose of conducting business or performing work for Husky, including off-road vehicles (a "**Husky Vehicle**") for the purposes of working or performing duties for Husky, will be required to allow Husky to install an In-Vehicle Monitoring Device ("**IVMD**") on or in such Husky Vehicle. The type of IVMD installed will depend upon the vehicle type and age. Regardless of the type of IVMD installed, the core function is the same, namely, tracking of the Husky Vehicle at all times that the vehicle is in use (including but not limited to, when the Husky Vehicle is operative to transport Husky Personnel to and from Husky work sites and while the Husky Vehicle remains on any Husky work site or property), and collection of data regarding its use. IVMDs installed in Husky Vehicles that are owned by third party contractors or their employers may be removed, disabled or unplugged during times when the contractor is not performing work for Husky, and as such, will only track the Husky Vehicle and collect data regarding its use when enabled or activated.

The IVMD is provided and installed at Husky's sole expense, and is the property of Husky. As such, information collected and transmitted via the IVMD in support of the Work Safe Drive Safe Program may be subject to use by Husky, including without limitation analysis, storage and monitoring, in the interests of promoting a safe and healthy workplace. When activated, the IVMD will track and record real-time information relating to you and your location. Information recorded or collected by the IVMD may include, depending upon the specific device, time, location, motion activity (including but not limited to extended periods of inactivity), seat-belt usage, speed, braking, acceleration, distance travelled, fuel consumption and RPM, as well as Husky Vehicle information including but not limited to vehicle mileage or service alerts. This information may be monitored or analyzed by Husky, and may be used to call for assistance in the event that an accident or incident involving the Husky Vehicle is detected. Husky will not monitor information collected by the IVMD outside of working hours unless there is a significant motor vehicle accident involving the Husky Vehicle detected by the IVMD, as determined by Husky in its sole discretion. As previously noted, as IVMDs installed in Husky Vehicles that are owned by third party contractors or their employers may be removed, disabled or unplugged during times when the contractor is not performing work for Husky, the above functions will only be available when the IVMD is enabled / activated. When an IVMD is removed or disabled, Husky will not track the Husky Vehicle, will not detect a collision, safety alert, or request for assistance, and will therefore not have the ability to request or provide emergency assistance

In addition, any information collected by an IVMD may be used in conjunction with information otherwise in the custody and control of Husky, including for example personal information about you such as your name, title, business address or business telephone number. Personal information used in support of the Work Safe Drive Safe Program may also include general demographic information such as your home address, phone number, and date of birth, and/or more specific employee or contractor information such as your departmental information, qualifications, and certifications. Additional information regarding the Work Safe Drive Safe Program generally, and the IVMD specifically, may be found in the Work Safe Drive Safe Program Policy Supplement, available at: Husky Policy Supplement GPS Use WSDS Program (the "**Policy Supplement**").

The purpose of this document is to obtain your acknowledgment and consent to install of the IVMD in, and the use of the IVMD in connection with, your Husky Vehicle, and the collection, use, storage, and disclosure of information about you, for the purposes described in this document and the Policy Supplement.

This section to be completed by the individual employee or contractor (and spouse, if applicable):



707 – 8th Avenue S.W.
Calgary, Alberta
T2P 1H5

I, the undersigned, hereby acknowledge that a IVMD will be installed in my Husky Vehicle, and that the IVMD may remain in "power on" mode at all times while the Husky Vehicle is in operation (in the case of a Husky-owned Husky Vehicle), or at all time while the Husky Vehicle is being operated in connection with Husky business (in the case of a non-Husky owned Husky Vehicle). I acknowledge and understand that, through the operation of the IVMD, Husky will collect and transmit information related to my location and activity while operating the vehicle, as well as certain personal information, which may include, without limitation, my name, residential address, phone number, and email address (the "**Information**"). I further acknowledge and understand that once collected, the Information shall be the property of and exclusively owned by, and may be used and disclosed by Husky from time to time for various purposes.

I hereby consent to the install of an IVMD by Husky in my Husky Vehicle as required by Husky, and to the collection, use and disclosure of the Information by Husky, or its subsidiaries, affiliates, agents, representatives or insurers, to the extent permitted by applicable law, the Policy Supplement and this form, and/or as otherwise required by law. I acknowledge and understand that Husky assumes no responsibility, nor liability, for any damage or loss that may occur to my Husky Vehicle or be incurred by me due to or in connection with the installation, presence, removal or use of an IVMD in my Husky Vehicle.

I have had an opportunity to review the Policy Supplement, as well as Husky's internal Privacy Policy, and understand and acknowledge the contents thereof. I acknowledge and understand that I may withdraw my consent in writing at any time by contacting my direct supervisor or manager, and that Husky will have the IVMD removed from my Husky Vehicle, at its sole expense, within a reasonable time period thereafter. I understand and acknowledge that withdrawing my consent to the install and use of an IVMD may affect my ability to operate a Husky Vehicle or perform certain duties for Husky.

I confirm that I have signed this acknowledgment and consent form freely and voluntarily, without pressure or representation from Husky or any other person or entity.

Date: _____

Name: _____ Signature: _____