

Off-Highway Vehicle Operations Standard

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Custodian	H&S Programs & Projects		
Program Category	Powered Mobile Equipment		
Program	Off-Highway Vehicles (OHV)		
COMS	3.1 Risk Identification and Assessment COMS Standard 4.5 Operating and Maintenance Procedures COMS Standard 5.4 Training and Competency Management COMS Standard		
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1.0 Purpose

The purpose of this standard is to define Cenovus's minimum requirements in regards to the safe operation of off-highway vehicles (OHVs). This standard is designed with the intent of meeting the governing regulations and to be used as a resource to support development of site/situation specific OHV instructions.

2.0 Scope

This standard applies to all Cenovus worksites and encompasses all Cenovus work activities in Alberta and British Columbia. Contractors working at Cenovus worksites, where contractor personnel may be required to operate OHVs are expected to develop their own safe operating practices and procedures that govern the inspection, maintenance, and operation of the specific OHV they own and use. All off-highway vehicle safety practices must meet all applicable provincial occupational health and safety regulatory requirements and applicable Traffic Safety Act.

2.1 Definitions

2.1.1 Off-Highway Vehicle (OHV)

Any motorized mode of transportation built for cross-country travel on land, water, snow, ice, marsh, or swamp land, including:

- Amphibious utility vehicles (AUV)
- All-terrain vehicles (ATV)
- Snow vehicles
- Utility terrain vehicles (UTV)

3.0 Roles and Responsibilities

The following responsibilities apply to this standard:

Table 1: Roles and Responsibilities

Role	Description
Functional Leadership	<ul style="list-style-type: none"> • Communicate and implement this standard at their operations or functional areas of authority • Demonstrate ownership and leadership by actively setting a positive example • Allocate and make available the necessary financial and human resources that are required to functionally implement this document • Confirm all workers are aware of their roles and responsibilities outlined in the process requirements section of this document • Confirm workers are trained, knowledgeable, experienced and competent on this subject • Coach and correct workers who do not understand or comply with the requirements of this document • Provide feedback to the document owner or representative concerning proposed changes or improvements to this document
Health & Safety (H&S) Programs and Solutions	<ul style="list-style-type: none"> • Monitor and collect feedback related to this document to verify program effectiveness • Lead document reviews and revisions as per the expectations described in this document • Provide subject matter expertise when requested by Business Leaders or other functional teams
Site Health & Safety (H&S)	<ul style="list-style-type: none"> • Conduct worksite observations and assessments on a regular basis to verify compliance with the expectations described in this document • Assist with the implementation and communication of the documented requirements • Provide feedback to the document owner or representative concerning proposed changes or improvements to this document
Enterprise, Assurance, Compliance & Audit	<ul style="list-style-type: none"> • Lead, organize and conduct audits to verify compliance, identify gaps and suggest improvement opportunities

4.0 Standard Requirements

4.1 Work planning/ equipment selection requirements

The selection of the appropriate OHV is critical in planning safe work. As there are many variations to this type of vehicle, each serving a unique purpose, the work supervisor and operator must have a clear understanding of work requirements and conditions (terrain, weather, work area, seasonal specific hazards) in order to select the appropriate OHV. Selection of vehicle type will be determined by a job-specific hazard assessment.

4.2 General requirements of OHV operators

Cenovus employees and contractors operating an OHV must:

- Confirm that the appropriate vehicle registration certificate, proof of vehicle insurance coverage and an operator's manual are carried with the vehicle
- Verify that a license plate (as required) and validation tab are mounted on the OHV and are clearly visible
- Be in possession of a valid operator's certificate appropriate for the type of vehicle being operated
- Confirm that the number of persons transported does not exceed the manufacturer's design specifications nor the number of designated seats fitted with seat belts
- Never operate an OHV when not fit for duty
- Not operate an OHV on Cenovus's worksites or in support of any Cenovus work-related activities if under the age of 18

4.3 OHV equipment requirements

All OHVs must have on-board all required equipment, tools or provisions required by the manufacturer and provincial regulations (if applicable). At a minimum, all OHV's are required to be properly equipped with a headlamp, tail lamp, muffler, and fire extinguisher that are all in appropriate working order.

Additional items shall be carried when operating in remote locations or when travelling off-road on public lands, as identified by the hazard assessment. These items include:

- sufficient emergency water/ food supplies
- wilderness first aid/ safety kit
- radio or other communication method
- fuel spill kit
- shovel
- axe or Pulaski

- five-litre water pail
- paddle (amphibious operators)
- Personal Floatation Device (PFD)

In areas where OHV activity may pose a risk of igniting grass or forest fires, engineered exhaust spark arresting systems should be considered a mandatory component of the vehicle.

4.3.1 Manufacturer Installed Safety Devices

4.3.1.1 Rollover Protective Structures (ROPS)

A cab or frame that is capable of supporting an off-highway vehicle in an overturned position, regardless of the direction in which the off-highway vehicle overturns, and that is installed by the manufacturer. All OHVs fitted with a ROPS are required to have seat belts for the operator and all passengers.

4.3.1.2 Seat belt assembly

All personnel operating an OHV equipped with a seat belt assembly supplied by the manufacturer will confirm that all personnel riding an OHV use seat belts in a properly adjusted and securely fastened manner. Where installed by the manufacturer, seat belts are not to be removed from an OHV.

Exception: Seat belts shall NOT be worn when Amphibious OHVs are operating on water

4.4 OHV inspection and maintenance

Where Cenovus or contracting companies operate self-owned OHVs, each organization is responsible to comply with the manufacturer’s recommended inspection and maintenance procedures. Contractor OHV inspections and maintenance records must be available for review by Cenovus upon request.

Where Cenovus or contracting companies operate leased or rented OHVs, each organization is responsible to ensure that the leasing/ renting agency has been executing the manufacturer’s recommended inspection and maintenance procedures. The company representative should request to receive a copy of, or at least see, the individual maintenance record for that OHV when picking up a lease/ rental.

4.4.1 OHV pre-use inspection

Vehicle inspection and maintenance is a cornerstone of safely operating an OHV. The manufacturer has established periodic inspection requirements related to the mechanical reliability of the vehicle.

Prior to operating an OHV, the vehicle operator shall conduct and document a daily pre-use inspection. The operator shall inspect:

- general conditions (obvious damage)
- fluids (fuel, lubricants, windshield wash if fitted—all full, no leaks)

- suspension
- chains or drive shaft (oiled and clean)
- visual condition of tires/ tracks
- safety equipment (headlights, brakes, seat belts, first aid kit, fire extinguisher)
- muffler/exhaust (clear of debris/ vegetation and blockages)
- windshield (if fitted)
- latches for hatches and doors (if fitted)
- winch (if fitted)
- towing hitch (if fitted)
- maintenance tools package
- vehicle emergency kit (if fitted)
- applicable documentation (vehicle registration, insurance)

The operator must report defects and conditions affecting the safe operation of the equipment to their supervisor or employer. Any repair or adjustment necessary for the safe operation of the equipment must be made before the equipment is used.

4.5 Safe operating requirements

OHVs are required to be operated in a safe manner, as outlined by the manufacturer safe operating procedures and applicable Provincial regulations:

- Never operate the vehicle on a provincial highway, or on or along the shoulder of a provincial highway, except as specifically authorized by the provincial or municipal authority. An exception to this restriction is when crossing a highway bridge or weir. If doing so, operate the OHV as near as practicable to the right-hand side of the travelled portion of the highway
- When crossing a highway (OHV may operate on a highway for the purpose of crossing):
 - stop the vehicle before crossing the highway
 - have all passengers leave the vehicle to cross the highway as pedestrians
 - yield the right-of-way to any vehicles or pedestrians lawfully using the highway
 - cross the highway by the shortest and most direct route of travel available
- The operator must not leave the controls unattended unless the equipment has been secured against inadvertent movement such as by setting the parking brake, placing the transmission in the manufacturer's specified park position, and by chocking wheels where necessary. An operator must not leave unattended any vehicle, unless it has been immobilized and secured against inadvertent movement

- The operator must operate an OHV within the parameters specified by the manufacturer when driving in unusual conditions such as on uneven terrain, angles (up and down hills or across uneven terrain that causes the vehicle to tilt in any direction), and up or down steep hills or side slope operations

4.5.1 Amphibious Operations

Amphibious Utility Vehicles (AUV) are specially designed vehicles that are capable of operating on both land and traversing calm water. Special operating procedures and safety precautions must be observed before entering the water and during amphibious operation:

- The operator must ensure that all persons in the vehicle are wearing approved Personal Flotation Devices when operating on water
- Never use seat belts or any restraining devices while operating in water
- Do not cross large bodies of water, or attempt to navigate any body of water with a strong current or operate in water under windy conditions
- Ensure drain plugs are in place and properly tightened to prevent water from entering the vehicle. If a leak is detected, immediately head back to shore

4.5.2 Personal protective equipment (PPE)

At a minimum, all personnel operating, riding in, or being towed by an OHV must wear Canadian Standards Association (CSA) approved protection for the eyes, high-visibility clothing, heavy-duty gloves, long pants, a long sleeved shirt and CSA-approved work boots that cover the ankle. Additional PPE, such as an approved PFD may be required as determined by the hazard assessment.

4.5.2.1 Safety helmet

All personnel operating, riding in, or being towed by an OHV shall don a safety helmet which:

- meets one or more of the standards adopted under section 108(2) of the Vehicle Equipment Regulation (AR 122/2009) in effect on the date on which it was manufactured
- has the mark or label of an organization referred to in section 108(2) of the Vehicle Equipment Regulation (AR 122/2009) indicating that the safety helmet met one or more of the standards adopted under section 108(2) of that Regulation in effect on the date on which it was manufactured
- is free of damage or modification
- is constructed so that it:
 - has a hard, smooth outer shell, and
 - is capable of absorbing energy on impact

4.5.3 Transporting an OHV

OHVs are transported in two methods; in the box-bed of a pickup truck, or (preferred) by the use of a vehicle trailer.

Box-bed transport of OHVs requires:

- use of appropriately sized, fit-for-purpose vehicle ramps to get the vehicle into and out of the box-bed
- securing of the OHV during transportation using the hold-down points on the OHV as recommended by the manufacturer

Where Cenovus or contractor personnel use vehicle trailers to transport OHVs, the trailer manufacturer's recommendations regarding loading, weight-balance, securing and unloading must be followed.

4.5.4 Load limits of an OHV

Each OHV has weight load and weight distribution limitations established by the manufacturer. These must be understood and obeyed during the loading of the vehicle. If the load exceeds the vehicle rating, consider towing a small trailer for the excess load weight.

Where an OHV is fitted with an on-board hoist for logistics support, the operator is responsible to be aware of the limitations of the crane/ vehicle combination and use the equipment within those limitations.

4.5.5 Towing with an OHV

No person shall tow a trailer, sleigh, cutter or other vehicle behind an OHV unless the hitch or attachment used:

- is designed so that the vehicle being towed substantially follows in the tracks of the towing vehicle
- is strong enough to safely control the vehicle being towed
- is not more than 1.83 metres (6 feet) long
- prevents the towed vehicle from colliding with the towing vehicle during travel downhill and when the towing vehicle stops

4.5.6 OHV winching

OHVs may be equipped with a front winch. If fitted, winches should be installed by a licensed service representative and operated in accordance with the manufacturer's instructions (for the OHV and for the winch). If equipped with a front winch, the OHV will have appropriate accessories including, but not limited to; rated towing slings, shackles, and a snatch block.

4.5.7 OHV refuelling

Follow the manufacturer's instructions for safe fuelling. Always turn off the ignition and allow the engine and exhaust to cool prior to opening the fuel cap and fuelling the vehicle. Do not overfill the OHV fuel tank. Fuel OHVs at designated fuelling stations, where possible, to avoid in-field refuelling.

4.5.7.1 Field based OHV refuelling

When refuelling in the field, have a fuel-spill clean-up kit as part of the OHV cargo. Do not conduct in-field refuelling without this equipment being immediately available.

Similarly, it is recommended to fuel the OHV when the vehicle is sitting on the ground, rather than when on a trailer or in a truck cargo bay. If 'mounted' refuelling is necessary, verify that there is a suitable grounding wire or bonding strap connecting a metal point on the OHV to a metal point on the trailer or truck.

5.0 Training and Competency

Competency describes the knowledge, skills, and behaviours required to successfully perform the technical aspects of a job. A worker must be able to demonstrate competency in safely performing work tasks or using equipment. There are two aspects of competency that must be considered; applicable procedures and training requirements. Each is governed by specific COMS Standards.

5.1 Operating and maintenance procedures

It is the accountability of Functional Leaders to ensure that workers under their supervision have been trained in the appropriate policies, standards, processes, and procedures. This accountability is defined within 4.5 Operating and Maintenance Procedures COMS Standard.

5.2 Training & competency

It is expected that all personnel involved work related to this Standard will have training and the appropriate competency to perform their roles. Cenovus expectations related to training and competency is outlined in 5.4 Training and Competency Management COMS Standard.

Training means to give information and explanation to a worker with respect to a particular subject-matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject matter. Competency, however, means that the worker is adequately qualified, suitably trained and with sufficient experience to safely perform work without or with minimal degree of supervision.

5.3 Cenovus minimum required training

Personnel operating OHV must be trained in the safe operation of the equipment, be familiar with the equipment's operating instructions, and demonstrate competency in operating the equipment. Training must include theoretical (classroom), practical training, and a competency review to demonstrate that the worker has sufficiently acquired the knowledge or skill.

After initial training, evaluation of workers competency needs to be verified at a minimum every 3 years. This may be accomplished by retraining or by a competency assessment. Where a competency assessment is used, a worker must be evaluated on both theory (knowledge) and practical (skills) components.

At a minimum, equipment operators should be trained and assessed in the following topics:

- legislative requirements for maintaining and operating the vehicle
- vehicle specific maintenance and operating procedures
- safe riding practices and strategies
- manufacturers' specifications and instructions
- hazards and mitigations associated with OHV operations
- parts of the equipment
- pre-use inspections
- loading and unloading procedures
- operation guidelines for loaded and unloaded equipment
- attachments and accessories - safe winching practices, if the OHV is equipped
- practical operations specific to the vehicle type
- personal protective equipment
- environmental considerations and issues

6.0 Program Compliance

6.1 Compliance measurement

Compliance with this standard shall be assessed through program assessments and internal audits, or other measurement criteria as specified in the 7.2 Assurance COMS Standard.

7.0 References

7.1 Definitions and acronyms

The following terms, definitions and acronyms are specific to this standard:

Table 2: Terms and Definitions

Term	Definition
Off-highway vehicle (Alberta)	Any motorized mode of transportation built for cross-country travel on land, water, snow, ice, marsh or swamp land, or on other natural terrain, and without limiting the generality of the foregoing, includes, when specifically designed for such travel: <ul style="list-style-type: none"> • 4-wheel drive vehicles • low pressure tire vehicles

Term	Definition
	<ul style="list-style-type: none"> • motor cycles and related 2-wheel vehicles • amphibious machines • all-terrain vehicles (3-wheeled ATVs are prohibited at worksites) • miniature motor vehicles • snow vehicles • mini-bikes • any other means of transportation that is propelled by any power other than muscular power or wind
All-terrain vehicle (British Columbia)	A motorized off-highway vehicle, designed to travel on four or more low pressure tires with or without tracks added, with a seat designed to be straddled by the operator and handlebars for steering.

Table 3: Acronyms, Initialisms and Abbreviations

Acronym	In Full
ATV	All-Terrain Vehicle
AUV	Amphibious Utility Vehicle
CSA	Canadian Standards Association
OHV	Off-Highway Vehicle
ROPS	Roll-over Protection System
UTV	Utility-task Vehicle

7.2 Internal references

The following Cenovus references support this standard:

Table 4: Internal References

Reference Type or File Number	Reference Title
Policy	Corporate Responsibility Policy
CEN-EHS13040	HSER Program Revision Process
Standard	Fleet Vehicle Standard

7.3 External references

The following external references support this standard:

Table 5: External References

Reference Type/ Agency/ Association	Reference Title
Regulatory	Alberta OH&S Code (Part 19-Powered Mobile Equipment)
Regulatory	Alberta Traffic Safety Act (Part 6)
Regulatory	Alberta Off-Highway Vehicle Regulation
Regulatory Guide	Alberta Rules and Regulations Applying to Small Vehicles
Regulatory	WorkSafeBC- Part 16 Mobile Equipment
Standard	CSA Standard CAN3-D230-M85 (Motorcycle Helmets)

Appendix A: Off-Highway Vehicle Audit Checklist

Off-highway Vehicle Audit Checklist					
Area/Project:		Location:		Permit number:	
Supplier company name:		Date:		Time:	
Auditor name:		Auditor function:			
No.	Question	Yes	No	N/A	Findings
1.0	Work planning				
1.1	Has a job-specific hazard or risk assessment been completed? <i>Hazard assessments must be documented and prescribe specific controls for each hazard identified. Selection of vehicle type will be determined by a job-specific hazard assessment.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Is the OHV operator in possession of a valid operator's certificate appropriate for the type of vehicle being operated? <i>OHV operators are required to be trained in the safe operation of the OHV and be competent in its safe operation.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Does the OHV have the required documentation? <i>Check that the appropriate vehicle registration certificate, proof of vehicle insurance coverage and an operator's manual are carried with the vehicle. Verify that a license plate (as required) and validation tab are mounted on the OHV and are clearly visible.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0	OHV equipment requirements				
2.1	Is the OHV equipped with a working headlamp, tail lamp, muffler, and fire extinguisher? <i>At a minimum, all OHVs are required to be equipped with the above, but specific manufacturer and provincial regulations may outline other requirements. Check that a pre-use inspection has been completed and that the required items are in appropriate working order.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Question	Yes	No	N/A	Findings
2.2	<p>Has the job-specific hazard or risk assessment identified any additional required equipment, tools, or provisions? <i>Hazard assessments may identify additional items or controls that are required to be carried when operating in remote locations or when travelling off-road. These controls may include; wilderness first aid/ safety kit, radio or other communication devices, PFD, shovel, etc.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	<p>Are manufacturer installed safety devices available and in working order? <i>OHVs equipped with a Rollover Protective Structure (ROPS) are required to have seat belts for the operator and all passengers.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	OHV inspection and maintenance				
3.1	<p>Has the OHV been inspected and maintained in accordance with manufacturer recommended procedures? <i>Inspection and maintenance records should be available for review upon request. Inspection and maintenance procedures should at a minimum meet manufacturer's recommended intervals.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	<p>Has a pre-use inspection been completed? <i>Before operating an OHV, the vehicle operator shall conduct and document a pre-use inspection. A documented pre-use inspection is required to be conducted on a daily basis to ensure the mechanical reliability of the vehicle.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	<p>Have identified defects or conditions identified during regularly scheduled inspection intervals or during pre-use inspections been corrected? <i>Any defects or conditions found that may affect the safe operation of the equipment must be reported to the operator's supervisor or employer. Any repair or adjustment necessary for the safe operation of the equipment must be made before the equipment is used.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Question	Yes	No	N/A	Findings
4.0	Safe operating requirements				
4.1	<p>Are OHVs operated in a safe manner as outlined by the manufacturer safe operating procedures and applicable provincial regulations? <i>Hazard assessments should reference safe operating practices to address hazards associated with operating the vehicle. Operators should be knowledgeable in regards to the safe operating procedures and safe operating limits of the vehicle and display the appropriate skills and behaviours to support.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	<p>Do workers who are required to work alone have a documented working alone plan? <i>Working alone requires a documented plan that includes a method for communication to supervisor at a specified frequency and in case of emergency.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	<p>Is the appropriate PPE being utilized by operators and passengers of OHVs? <i>Minimum required PPE includes; approved safety helmet, CSA approved eye protection, high-visibility clothing, CSA approved work boots, long pants, long sleeved shirt, and heavy duty gloves. Additional PPE may be required as determined by the hazard assessment, such as Personal Flotation Devices (PFD).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	