

# COIMS Standard

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# 1 Purpose

This standard establishes requirements for of *simultaneous operations (SIMOPS)* planning and communication. This standard is intended for individuals accountable or responsible for hazardous work.

# 2 Application

This standard applies to hazardous work at Cenovus Entities performed under an Area Authority that may impact the work of multiple functional groups.

This standard does not apply to concurrent work. For the requirements to manage concurrent work, refer to the COIMS Standard, *Safe Control of Work*.

# 3 Requirements

Simultaneous operations occur when two or more tasks or interconnected processes performed by multiple functional groups potentially affect each other.

This standard sets requirements such that these hazards can be managed by an entity's safe control of work processes. The requirements are organized as shown in *Figure 1*.



Figure 1: Simultaneous operations components

## 3.1 Identify simultaneous operations

Simultaneous operations shall be identified in the following stages of work:

- work initiation, while entering work requests or notifications
- approvals, during Control of Work meetings, work review meetings, or when incoming work is reviewed and approved
- planning, as identified in work scopes and job plans
- scheduling, as identified in integrated schedules
- authorizations, when Issuing Authorities review work scopes and identify potential simultaneous operations activities as requirements while authorizing work
- preparation of equipment, when Isolating Authorities identify and, where possible, avoid potential simultaneous operations activities while preparing equipment for work execution
- work execution, when the Performing Authority identifies potential simultaneous operations activities while completing hazard assessments and during work execution

Area Authorities shall be notified of simultaneous operations occurring within their area.

## 3.2 Establish roles and responsibilities

A single Area Authority and Person in Charge shall be assigned for the simultaneous operations scope of work.

The Person in Charge is responsible for directly monitoring work execution and ensuring the conditions of the simultaneous operations plan are followed and shall:

- lead hazard assessments and document control measures for simultaneous operations hazards.
- discuss simultaneous operations hazards and control measures with the Area Authority.
- communicate simultaneous operations work scopes, hazards, and control measures as documented in the simultaneous operations plan to the Performing Authorities.

## 3.3 Complete simultaneous operations plan

A simultaneous operations plan shall be used to facilitate the planning and communication of work activities, hazards, controls, and *emergency response* actions associated with the simultaneous operations.

The Area Authority shall:

- approve simultaneous operations plans
- approve and document changes to simultaneous operations plans
- communicate simultaneous operations plans to affected functional groups

The simultaneous operations plan shall:

- include the work scopes and Performing Authorities for the simultaneous operations
- include contact information for the Area Authority, Person in Charge, Performing Authorities, and affected *stakeholders*
- define the work area
- define work monitoring and communication requirements
- sequence simultaneous operations activities to minimize risks due to conflicting tasks
- summarize the risks and controls associated with the simultaneous operations
- identify work that is not permitted when simultaneous operations activity is being performed
- include a worksite-specific emergency response plan
- be approved by the Area Authority
- be available at the worksite for review by all workers

The simultaneous operations plan does not replace the individual workgroup's hazard assessment, task risk assessments, or safe work procedures.

## 3.4 Communicate simultaneous operations

The Area Authority shall review the simultaneous operations plan with the Issuing Authorities.

The Person in Charge shall:

- review relevant information from the simultaneous operations plan with the workers
- ensure changes in the scope of work and hazards associated with the changes are communicated to the Performing Authorities and that the simultaneous operations plans are updated to reflect these changes

# 4 Related information

## 4.1 References

**Table 1: Internal non-governing references**

Document or tool name	Description
COIMS Standard, Safe Control of Work	COIMS Element 9 Safe Control of Work Standard

# Appendix A: SIMOPS and Concurrent Work

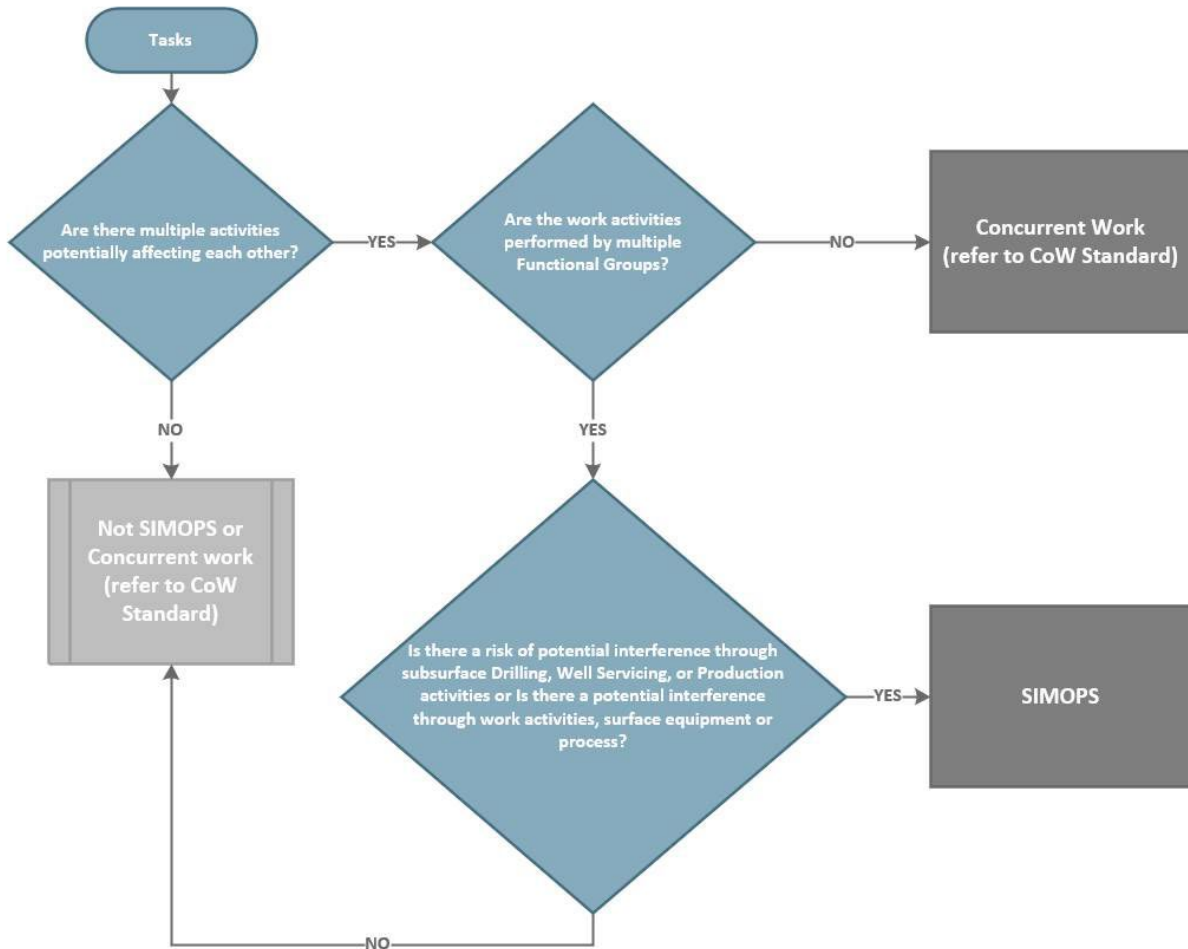


Figure 2: Concurrent work and simultaneous operations determination