

*CNOOC Petroleum North America*

## Procedural Aid for Canadian Alcohol and Drug Location Requirements

*Conformance with this Procedural Aid is mandatory.  
You may not 'opt-out' of any requirement identified herein.*

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<b>Primary Regulation(s) Addressed by Document:</b>	Not Applicable	<b>Asset Life Cycle:</b>	<b>Explore</b>	<b>Develop</b>	<b>Produce</b>	<b>Market</b>	<b>Abandon</b>
			√	√	√	√	√
<b>Standard /Business Process Number &amp; Activity # or Policy Statement #:</b>	<a href="#">COUNTRIES-STD-0096: Standard for Alcohol and Drugs</a>	<b>Applicability:</b>	Canada				

For document history, see the CNOOC International Management System (CIMS).

## **1.0 PURPOSE**

The Company will utilize these Location Requirements along with the [Alcohol and Drug Standard](#) (A&D Standard) and associated Codes of Practice (COPs) to ensure the safety of all workers, the public and the environment and minimize the risk of unsafe performance by Individuals and Contingent Workers due to the use of Alcohol and Drugs.

## **2.0 SCOPE**

These Location Requirements apply to all individuals engaged in Company Business in Canada or working on Canadian Company Premises.

Contingent Workers engaged in Canada or subject to Canadian jurisdiction, as individuals or as an organization, will be advised of the Standard and these Location Requirements and must have policies or programs which have standards at least as stringent as those set out in the Standard, associated COPs and these Location Requirements or as outlined in the Construction Owners Association of Alberta's Canadian Model (Canadian Model for Providing a Safe Workplace effective October 08, 2014, as updated and approved from time to time).

Countries outside of Canada that do not have their own country specific Location Requirements will also utilize this guide but will substitute the wording "Canada" or "Canadian" for their country name. The third-party testing provider and Testing processes may differ in each Country, however, any point-of-collection testing (POCT) must be followed up by laboratory-based confirmation testing.

These Location Requirements set out specific requirements in addition to the Standard and should be read in conjunction with the remainder of the Standard.

## **3.0 LOSS OF LICENSE / IMPAIRED ALCOHOL AND DRUG DRIVING CHARGE / SUSPENSION**

If an Employee has been charged with an Alcohol or Drug impaired driving-related offense or has received an administrative temporary license suspension, as a result of Alcohol or Drug impaired driving, then, prior to operating any Company vehicle, an individual must advise their Supervisor/Manager accordingly.

Impaired driving includes, but is not restricted to, testing over the legal blood alcohol content testing over the legal specified levels of drugs in the blood in that jurisdiction, driving while impaired by Alcohol or Drugs, refusal to blow into a breath analyzer or to provide an oral fluid or blood sample, or refusal to provide a sample for Testing. This may result in not being able to operate Company equipment until the suspension is complete and the Employee has no further restrictions on his or her driver's license.

## **4.0 ALCOHOL AND DRUG CUT-OFF LEVELS**

### **4.1 PANEL OF DRUGS AND CUT-OFF LEVELS**

A positive Drug Test is a Test that is at or above the confirmation concentration levels set out below.

Urine Drug Concentration Limits: Effective January 1, 2018

Drug/Classes of Drug	Screening concentration equal to/in excess of ng/ml *	Confirmation concentration equal to/in excess of ng/ml *
Marijuana metabolite	50	15
Cocaine metabolite	150	100
Opiates		
- Codeine	2000	2000
- Morphine	2000	2000
- Hydrocodone	300	100
- Hydromorphone	300	100
- Oxycodone	100	100
- Oxymorphone	100	100
6-Acetylmorphine	10	10
Phencyclidine	25	25
Amphetamines	500	-
- Amphetamine	-	250
- Methamphetamine	-	250
- MDMA <sup>1</sup>	500	250
- MDA <sup>2</sup>	-	250

\*An ng/ml means nanograms per milliliter.

<sup>1</sup> Methylenedioxymethamphetamine

<sup>2</sup> Methylenedioxyamphetamine

In all cases, chain of custody procedures will be followed and split samples will be utilized. All laboratory testing will be done by a Substance Abuse and Mental Health Services Administration (SAMSHA)-certified laboratory and are subject to MRO review.

#### 4.2 ALCOHOL CUT-OFF LEVELS

A positive Alcohol Test is a Test that is at or above the breath levels set out below.

Breath Alcohol Testing	G/L Breath
Positive Test	0.040/210
Safety Warning Level	0.020 – 0.039/210

In the event an Alcohol Test results in a Safety Warning Level, the Employee will be held out of service and will be required to complete a fitness for duty assessment prior to returning to work.

#### 5.0 PRE-ACCESS TESTING:

All Employees working at a Safety-Sensitive Work Location (SSWL) must complete a pre-access Alcohol Test and Drug Test prior to their initial access to the SSWL and prior to their return to work if they are absent from work for 90 days or more, including a SSWL (“Pre-Access Testing”). For clarity, Employees that have been absent from a SSWL for 90 days or more but have been working at other Company work locations during that time, including the Calgary office, are not required to complete a Pre-Access Test upon return to a SSWL. Employees that have completed initial Pre-Access Testing but have subsequently been absent from a Company work location for 90 days or more (e.g., medical leave, parental leave, maternity leave etc.) are required to complete Pre-Access Testing prior to returning to work at a SSWL. In all cases where Pre-Access Testing is

required following an absence of 90 days or more from a Company work location, the obligation rests with the Employee to complete the testing in accordance with this Standard.

Pre-Access Testing will be done by urine laboratory-based testing. In all cases and as a condition of employment, the results of Pre-Access Testing for Employees who will be working at a SSWL must be received and must be negative prior to their access to a SSWL.

Visitors to a SSWL that are both hosted and escorted by an Employee working at the SSWL will be exempt from Pre-Access Testing.

In exceptional and limited circumstances, the Vice President of Health, Safety, Security & Environment may determine that an Employee or Visitor that otherwise would be required to complete Pre-Access Testing is not required to complete Pre-Access Testing prior to accessing a SSWL. In these circumstances, a Request for Variance must be completed, and approved initially by the General Manager (site leadership)

## 6.0 CANADIAN SAFETY SENSITIVE WORK LOCATIONS

The following sites have been designated as Safety-Sensitive Work Locations:

NAME OF LOCATION	Comments
All Oil Sands Locations	<ul style="list-style-type: none"> <li>• Including but not limited to Long Lake, Kinosis, Leismer, Cottonwood</li> <li>• Excluding the Anzac Community Office</li> </ul>
Balzac Power Station	<ul style="list-style-type: none"> <li>• All areas</li> </ul>
Balzac Operations and Abandonment and Reclamation	<ul style="list-style-type: none"> <li>• All areas</li> </ul>
Shale Gas	<ul style="list-style-type: none"> <li>• Including but not limited to Tsea and Etsho</li> <li>• Excluding the Fort Nelson Administration Office</li> </ul>
North Eastern British Columbia Projects	<ul style="list-style-type: none"> <li>• Including but not limited to North Liard, South Liard, Cordova and Dilly</li> </ul>
LNG Terminal and Pipeline areas	<ul style="list-style-type: none"> <li>• Excluding Prince Rupert and any other administrative offices</li> </ul>
Atlantic Canada	<ul style="list-style-type: none"> <li>• Excluding St. John's and any other administrative offices</li> </ul>

## 7.0 TESTING PROCEDURES:

The Alcohol and Drug Testing procedures are based on rigorous collection, analysis and reporting processes designed to ensure the accuracy and integrity of the results and to ensure appropriate chain of custody protocols are followed.

- 7.1. Testing will be conducted to determine the presence of Alcohol and/or Drugs as listed in the panels in section 4.1 and 4.2. These panels may be updated from time to time.
- 7.2. All Employees who are Tested are required to sign a form to acknowledge the accuracy of the individual and collector information and authenticity of the specimen(s). They will be given a copy of the appropriate forms for their records.

- 7.3. Employees are required to cooperate in the specimen collection procedures and to sign a release such that the results and their name can be provided to the appropriate Designated Employee Representative (DER).
- 7.4. All laboratory Testing must be conducted in accordance with the procedures set out under the US Department of Health and Human Services (DHHS), which are accepted in Canada. The Company's third-party testing provider maintains an account at a fully qualified and accredited laboratory.
- 7.5. Urine and breathalyzer collections are administered by certified or trained collectors.
- 7.6. Alcohol Testing
  - 7.6.1. Alcohol Tests will be administered by a calibrated evidential breath analyzer with a printout of Test results.
- 7.7. Drug Testing
  - 7.7.1. Drug Tests will be administered by urinalysis.
  - 7.7.2. Testing for additional Drugs may also be required on an individualized basis on the advice of a treatment centre or Substance Abuse Professional (SAP)/Substance Abuse Expert (SAE) in return to work and unannounced follow-up Testing situations following treatment for a substance use disorder.
  - 7.7.3. For all Tests, controlled samples are sent for confirmation testing at a laboratory. All results are forwarded to an MRO for review.
  - 7.7.4. If the Test is negative in accordance with the concentration limits for Drug Testing established in section 4.1 and there is no evidence of tampering with or substitution of the sample, the Employee may return to or remain at work.
  - 7.7.5. In the case of a positive Drug Test result or where there is evidence of a substituted finding or that a sample was tampered with, the Employee may ask the MRO to have the sample re-Tested within seventy-two hours of receiving the initial Test results. If the re-Test is positive, or where there is evidence of a substituted finding or that the sample was tampered with, the Employee is responsible for reimbursing the Company for the associated costs of the re-Testing.

	Pre-Access	Reasonable Grounds	Post Incident	Return to Work
<b>Urine Laboratory</b> Urine specimen is sent directly to the laboratory	YES	YES	YES	YES
<b>POCT with Laboratory Confirmation</b>	NO	YES	YES	NO

## 8.0 Exceptions:

Refer to applicable Rules of Work.

## 9.0 Compliance

Failure to comply with these Location Requirements may be grounds for Corrective Action up to and including termination of employment for cause.

## 10.0 Deviations

Location Requirement deviations must be approved by the General Manager (site leadership), the Alcohol & Drug Coordinator and then authorized by the Vice President, Health, Safety, Security & Environment for consistent application of the [Standard](#). Refer to the [A&D Variance Form](#).

### REQUEST FOR VARIANCE

Date:	Area:	Function:
Requested by:		Date:
<b>Standard, Procedure, regulation or rule:</b>	Urine to lab A&D Pre-Access Testing is required for all persons conducting work at a designated Company Safety-Sensitive Work Location. References: <ul style="list-style-type: none"> <li>Alcohol &amp; Drug Standard and Procedural Aids</li> <li>Canadian Location Specific Procedural Aid</li> <li>Canadian Rules of Work SOP-003 Alcohol and Drug Canadian Contractor Requirements</li> </ul>	
<b>Variance requested:</b>	Allow the below named individual, who requires immediate access to the site, to utilize a Point of Collection (POCT) drug screen Test and breath Alcohol Test will be conducted, with the remaining urine sample being sent to a SAMHSA approved lab for confirmation Testing. If the POCT and breath Alcohol Tests are 'Negative' the worker will be granted site access. If either the POCT Drug screen test is 'Non-Negative' or the breath Alcohol Test is 'Positive' or a 'Safety Warning' the worker will not be granted site access until such time that a 'Negative' result is received from a certified Medical Review Officer.	
<b>Rationale: attach analyses, reports, drawings, other supporting information:</b>	<b>Circumstances:</b> In order to save significant time delays, costs (list other reasons), _____ a request to utilize a POCT drug screen Test is being submitted for consideration.  <b>Company Name:</b> <b>Employee/Worker Name:</b> <b>Recommended by:</b> (insert Supervisor/Manager name)	

**Approving Notes:** Site orientation and a Fitness for Work Assessment will be completed prior to start of work. A Fitness for Work Assessment must include a face to face meeting and discussion.

Proposed effective date:	Time:	Date:
Proposed expiry date:	Time:	Date:

This variance has no effect unless signed by all proper approvers – see below.

<u>Position</u>	<u>Name</u> (print)	<u>Signature</u>	<u>Date</u>
Supervisor			
General Manager (Site Leadership)			
Alcohol & Drug Coordinator	Liorah Brewster		
VP – HSSE, NA	Jiejun Chen		