STANDARDS FOR WELLSITE SUPERVISION OF DRILLING, COMPLETION AND WORKOVERS

AN INDUSTRY RECOMMENDED PRACTICE (IRP) FOR THE CANADIAN OIL AND GAS INDUSTRY

IRP VOLUME 7 – 2008

SANCTION MARCH 2002
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This Industry Recommended Practice (IRP) is a set of best practices and guidelines compiled by knowledgeable and experienced industry and government personnel, and is intended to provide the operator with advice regarding Standards for Wellsite Supervision of Drilling, Completions and Workovers. It was developed under the auspices of the Drilling and Completions Committee (DACC).

DACC is a joint industry/government committee established to develop safe, efficient, and environmentally suitable operating practices for the Canadian oil & gas industry in the areas of drilling, completions, and servicing of wells. The primary effort is the development of IRPs with priority given to:

- Development of new IRPs where non-existent procedures result in issues because of inconsistent operating practices.
- Review and revision of outdated IRPs particularly where new technology requires new operating procedures.
- Provide general support to foster development of non-IRP industry operating practices that have current application to a limited number of stakeholders.

The recommendations set out in this IRP are meant to allow flexibility and must be used in conjunction with competent technical judgement. It remains the responsibility of the user of the IRP to judge its suitability for a particular application.

If there is any inconsistency or conflict between any of the recommended practices contained in the IRP, and the applicable legislative requirement, the legislative requirement shall prevail.

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SANCTION

This IRP has been sanctioned (sanction = review and support of the IRP as a compilation of best practices) by the following organizations:

- Alberta Employment, Immigration and Industry
- British Columbia Oil and Gas Commission
- British Columbia Workers’ Compensation Board (WorkSafeBC)
- Canadian Association of Oilwell Drilling Contractors
- Canadian Association of Petroleum Producers
- Energy Resources Compensation Board
- International Intervention and Coil Tubing Association (Canada)
- Petroleum Services Association of Canada
- Saskatchewan Industry and Resources
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The following list of individuals participated in the development of this Industry Recommended Practice (IRP) through the DACC sub-committee and/or one of several working teams responsible for various components. Apologies to anyone who may have inadvertently been missed.

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7.1. **INTRODUCTION**

Drilling, completions, and well workovers involve a wide variety of operations that often require a number of contractors, technical services, and suppliers working together at the wellsite. These operations must be planned and executed by qualified and competent people at all levels to ensure the safety of workers and the public, the protection of the environment, and the conservation of natural resources. The well owner or ‘operator’ conducting these operations has overall responsibility for achieving these goals. The wellsite supervisor representing the operator or prime contractor plays a key role by directing and co-ordinating all employers at the wellsite to implement the planned work program. The purpose of this IRP is to recommend minimum standards to ensure that the operator or prime contractor provides competent supervision at the wellsite.

The impetus for the development of this IRP was a growing need to improve minimum standards for safety management at the well site. Therefore, the primary focus during the development of this IRP was on safety. However, compliance with legislation and industry standards that relate to environmental protection and resource conservation is also a goal in these qualification standards.
7.2. **Scope**

This IRP deals with well operations that are generally known in the industry as drilling, completions and workovers. Minor well servicing on completed wells, which do not require removal of the wellhead and do not require the installation of temporary blow out prevention equipment to ensure well control during the operation, is beyond the scope of this IRP. However, the responsibilities of the prime contractor, in terms of safety management, are essentially the same for any operation involving two or more employers at a wellsite.

The subject of the IRP is supervision at the wellsite by the prime contractor, which is usually the operator. Each employer or contractor at the wellsite must also provide competent supervision for their employees. Responsibilities of an employer’s supervisor are discussed relative to the duties of the prime contractor’s supervisor. Specific qualification requirements for supervisors of other employers at the wellsite are not part of this IRP.

While the focus of the IRP is the wellsite supervisor, it must be recognized that the responsibilities are basically those of the operator and/or the prime contractor. Therefore the operator and/or prime contractor must have a good understanding of these requirements and a clear agreement with the wellsite supervisor as to how these obligations will be met.

These recommendations are based on regulatory compliance and due diligence. The specific requirements for the work planned in drilling, completions, and workover operations vary widely and part of the operator’s due diligence is to assign competent supervision for the specific work being supervised. This IRP does not attempt to define supervisor competency requirements for every type of job but does describe the minimum steps the operator or prime contractor should take in making this determination.
7.3. **DEFINITIONS**

The following basic principles and definitions are used throughout this IRP. Please refer to the diagram in Appendix A: Levels of Control and Responsibility for Safety Management for further clarification.

**Prime Contractor:** When workers from more than one employer are working at a wellsite then one party must have overall responsibility for safety at that wellsite and coordination of all employers to carry out the planned work. In Alberta this party is known as the ‘prime contractor’ and this term will be used throughout this IRP. In other jurisdictions this specific term may not be used, but the legislation has similar requirements and responsibilities for this function.

**Operator:** The owner of the wellsite is the prime contractor unless he has specifically assigned this responsibility to another party by written agreement and has taken steps to ensure that the party is capable of fulfilling all the duties and responsibilities required of a prime contractor. When a well has more than one owner, the owner who is assigned as the operator has the responsibilities of prime contractor. Generally this is the licensee of the well. The term ‘operator’ will have this meaning throughout this IRP.

**Wellsite Supervisor:** The term wellsite supervisor is commonly used to describe the individual who is representing the operator or prime contractor at the wellsite and is generally responsible for directing all employers at the wellsite. The wellsite supervisor is therefore the representative of the prime contractor at the wellsite. This is the job function and the meaning of the term ‘wellsite supervisor’ that is the subject of this IRP. Other commonly used terms for this person are ‘consultant’, ‘company man’, and ‘engineer’ (the use of 'engineer' must be avoided unless the individual is a registered P. Eng.).

**Employer:** In this document this term means any company that has one or more employees at the wellsite. This includes ‘drilling contractors’ and ‘service companies’ or 'sub-contractors' commonly referred to in the industry. It also includes any small contractors or businesses that have one or more people doing work at the wellsite whether they are employees, owner operators or self employed workers.

**Employer’s Supervisor:** In OH&S legislation it is a general requirement that employers provide their workers with adequate training and supervision. There are various detailed requirements that help define what constitutes adequate supervision and a competent supervisor. The term ‘employer’s supervisor’ in this IRP refers to the person directly responsible for the supervision of the work and workers of a specific employer at the wellsite.

Examples of an employer’s supervisor are: rig manager, driller, truck push, frac crew supervisor, logging supervisor, drill stem tester, power tong operator, cementing supervisor.
7.4. **Roles, Responsibilities and Duties**

7.4.1. **Operator and Prime Contractor**

7.4.1.1. **Regulatory Compliance**

The operator, as owner and licensee of the well and wellsite, has overall responsibility to ensure the safety of workers and the public, the protection of the environment, and the conservation of resources related to all activity at the wellsite and in the wellbore. There are many rules governing the design, planning, and execution of oil and gas operations. These are provided in various legislated acts, regulations, and guides as well as recognized standards and IRPs. The operator must ensure compliance with all of these. Responsibility for compliance with many of the rules may be assigned to people doing the planning, design, and programming of well operations at the office level. When these programs are implemented in the field, the wellsite supervisor represents the operator / prime contractor.

7.4.1.2. **Safety**

The prime contractor has overall responsibility for health and safety at the wellsite. In fulfilling this responsibility, the prime contractor must ensure that contractors and employers at the wellsite comply with all applicable legislation. The following steps are recommended to help achieve this obligation:

- Implement an effective safety program that meets the requirements for a basic safety program as described in IRP Volume 9. Health and Safety Management System. Ensure all employers on site are aware of and comply with all requirements of this program that exceed or supplement their own safety program.

- Use employers at the wellsite that have an effective safety program in place for their own operations that meets the requirements for a basic safety program as described above, including safe work procedures for the work they do. All independent or self-employed workers who do not have their own safety program must be included in the safety program of the prime contractor or another employer on site.

- Co-ordinate the efforts of all employers at the wellsite. Ensure all employers, supervisors and workers know what their role and responsibilities are for the work planned. Ensure all safety procedures are compatible.

- Verify that all employers are providing their workers with training and supervision that addresses the tasks and hazards of the work they do at the wellsite.

- It is not the prime contractor’s role to do this training and supervision directly but only to check that employers do provide supervision in a manner that meets legislated requirements as a minimum. However, if a worker is a direct employee of the prime contractor and reports to the wellsite supervisor, then the wellsite supervisor is responsible for the training and supervision as per Section 7.4.3 Employer’s Supervision.
Standards for Wellsite Supervision of Drilling, Completions and Workovers

- Inform all employers of any known hazards related to the specific wellsite, the planned program or the materials supplied by the prime contractor. Ensure that procedures are in place to eliminate or control these hazards.
- Ensure that site-specific emergency response procedures are in place and that all employers and workers know these procedures and are prepared to follow them.
- Monitor activity at the site to verify compliance with applicable legislation and safe work procedures.

7.4.2. **WELLSITE SUPERVISOR**

7.4.2.1. **General Duties**

The wellsite supervisor is generally responsible for directing and co-ordinating all employers at the wellsite to achieve the goals of the work planned by the operator and ensure compliance with all legislation pertaining to that work at the wellsite. The specific duties will vary considerably depending on the nature of the work and how the operator assigns certain responsibilities.

7.4.2.2. **Safety**

In terms of safety management, the duties of the wellsite supervisor, as the representative of the prime contractor, should include the following:

- Identify themselves at the wellsite and ensure they can be easily located and contacted at all times. An alternate competent representative of the prime contractor must also be identified who can be contacted if the wellsite supervisor becomes incapacitated or inaccessible for any reason.
- Check that all employers on the wellsite have an effective safety program and safe work procedures.
- Check that all employers understand and agree to follow all requirements of the prime contractor's safety program that are not already met by their own safety program.
- Provide for wellsite orientation of all employers and visitors on arrival at the wellsite.
- Co-ordinate the efforts of all employers at the wellsite. Resolve any discrepancies between safe work procedures before starting the work.
- Identify and document the name of the on-site supervisor for each employer prior to starting any work.
- Review and clarify the roles and responsibilities of all employers and on-site supervisors prior to doing any work.
- Check that all employers on site are providing their employees with the training and supervision described in Section 7.4.3 Employer’s Supervision
- Ascertain the number of inexperienced workers and review job execution plans with the employer to ensure these workers receive adequate supervision.
Standards for Wellsite Supervision of Drilling, Completions and Workovers

- Identify hazards related to the specific wellsite, the planned program or the materials provided by the prime contractor. Inform all employers of these hazards and ensure proper controls are in place before the work begins.
- Establish and co-ordinate site-specific emergency response procedures. Post information, review procedures and conduct practice drills with all personnel on site.
- Ensure that well control and blowout prevention measures meet regulations and operator's requirements.
- Monitor the work performed by all employers to verify compliance with safety legislation as well as safety program requirements.
- Monitor the wellsite for proper use, handling, storage, and maintenance of personal protective equipment by all workers.
- Check that the procedures for handling, transportation, disposal, storage, and use of all hazardous substances, follows applicable regulations and safe practices.
- Implement detection and control of Hydrogen Sulphide and other hazardous gases to prevent harmful exposure of workers or the public.
- Implement detection and control of any flammable substances that may be emitted from the well or surface facilities, to prevent accidental fire or explosion. Consult IRP 18 Fire and Explosion Hazard Management
- Direct work to be stopped when an unsafe act or condition is identified. Resume work only after the hazard is removed or safe procedures have been established.
- Ensure incidents / accidents or near misses are reported and investigated.

7.4.3. **Employer's Supervision**

Safety legislation requires that employers provide all workers with instruction, training and supervision by a competent supervisor to ensure they carry out their work in a safe manner. It is recommended that all employers provide their workers with training and supervision that includes the following:

- Provide all workers with a wellsite orientation.
- Inform all workers of the employer's safety program requirements and ensure these requirements are followed.
- Ensure workers are aware of their rights and responsibilities under OH&S legislation, including their right and obligation to refuse to do unsafe work.
- Provide workers with instruction and training on safe work procedures for the assigned tasks, including rules from relevant safety legislation.
- Ensure workers new to a position receive direct supervision by a competent worker until they have demonstrated the ability to perform the assigned tasks safely.
- Ensure only properly trained workers operate equipment or machinery.
Standards for Wellsite Supervision of Drilling, Completions and Workovers

- Conduct frequent inspections of the wellsite to ensure workers are following safe work practices and applicable OH&S regulations.
- Identify hazards, inform all workers and the prime contractor of the hazards. Establish procedures to remove or avoid the hazards and ensure these steps are followed.
- Stop work when an unsafe act or condition is identified and take action to ensure conditions are safe before work is resumed.
- Ensure all hazardous materials to be used in their work have been identified and that workers are given instruction as required by WHMIS legislation.
- Ensure the proper use and maintenance of Personal Protective Equipment (PPE).
- Ensure that site-specific emergency response procedures are in place and that all workers are prepared to follow them.
- Report and investigate any accidents or near misses.
7.5. **Requirements for Assigning Duties of Wellsite Supervisor**

**7.5.1. A Supervisor Must be Assigned**

IRP: The prime contractor must provide a competent wellsite supervisor who has been assigned specific duties and responsibilities as a representative of the prime contractor.

The prime contractor will determine if the supervisor is competent based on the job requirements, the duties assigned and an assessment of the supervisor’s training and work experience as described in section 7.7 Work Experience Assessment.

**7.5.2. Agreement of Duties**

IRP: Every wellsite supervisor must have a written description and agreement of the duties and responsibilities assigned to him by the prime contractor. As a minimum these duties must include those listed in Section 7.4.2.2 Safety.

This written agreement must be renewed and updated at least every two years, and whenever the assigned duties are changed.

**7.5.3. Identify Wellsite Supervisor**

IRP: The name of the wellsite supervisor representing the prime contractor must be documented and posted at the wellsite.

It is also important that the wellsite supervisor can be easily located and identified by all people at the wellsite.

A sample form for posting the name and basic duties of the wellsite supervisor as well as the name of an alternate contact for the prime contractor is given in Appendix B Notice of Wellsite Supervisor (sample).
7.6. **TRAINING REQUIREMENTS**

7.6.1. **WELLSITE SUPERVISOR**

IRP: All wellsite supervisors must have valid certificates for the training courses shown in the Section 7.6.3 Training Requirements.

7.6.2. **OPERATOR OR PRIME CONTRACTOR**

It is recommended that any individual working for the operator or prime contractor who directs the work of a wellsite supervisor should have the training courses shown in section 7.6.3 Training Requirements.

7.6.3. **TRAINING REQUIREMENTS**

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<td>Standard First Aid **</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>TDG **</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>H₂S Alive®</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Note The requirements for renewal of certification for each course vary.

Except where denoted by **, the courses recommended were developed by Enform to meet the standards specified by industry. Certificates are issued by Enform and accepted by regulators as proof of “adequate training”. Some Enform courses can be “franchised” which means that outside instructors can be certified by Enform so that the course can be taught outside of Enform, and successful students will receive the Enform certificate. This process can be used if companies wish to include Enform courses in their own in house training.
7.6.4. **DESCRIPTION OF TRAINING COURSES**

7.6.4.1. **Safety Management and Regulatory Awareness for Wellsite Supervision**

The three-day course, Safety Management and Regulatory Awareness for Wellsite Supervision has been designed to ensure wellsite supervisors and prime contractors are aware of their responsibilities and roles with respect to health and safety at the wellsite. Key legislated rules and industry practices for Alberta, British Columbia, and Saskatchewan are discussed and summarized in an index with references so that the wellsite supervisor/prime contractor can research further details as needed. Responsibilities for health and safety legislation, health and safety program elements, supervisor’s role, hazard identification, risk assessment and control, inspections, incident investigation, emergency response, and leadership skills are covered in the course.

7.6.4.2. **Safety Management and Regulatory Awareness for Wellsite Supervision (Refresher)**

This refresher course is designed to ensure wellsite supervisors and prime contractors maintain a high level of awareness of their responsibilities and roles with respect to safety management and regulatory compliance at the Wellsite. Key legislated rules and industry practices for Alberta, British Columbia, and Saskatchewan are discussed and are summarized in an index with references so that the wellsite supervisor/prime contractor can research further details as needed. Responsibilities for health and safety legislation, health and safety program elements, hazard identification, risk assessment and control, inspections, incident investigation, emergency response, and leadership skills are reviewed. This refresher will emphasize regulatory changes and key industry issues from the preceding three years.

7.6.4.3. **Second Line Supervisor’s Well Control**

This course deals with well control during open hole drilling operations. Participants are required to perform well control procedures and demonstrate the proper response to hole and equipment problems using test well equipment. The course also includes wellbore pressure concepts, well control strategies while on bottom, tripping and while out of the hole, appropriate techniques for management of people and equipment related to well control at the wellsite.

7.6.4.4. **Well Service Blowout Prevention (BOP)**

This course covers sources and magnitude of pressures, causes of kicks, BOP equipment, kick warning signs, crew position and duties, well shut-in procedures and well killing procedures for cased-hole operations.

7.6.4.5. **Detection and Control of Flammable Substance**

This course includes an introduction to flammable substances, principles of flammable gas / vapour detection, care and preparation of combustible gas monitors, interpreting combustible gas readings and control methods.
7.6.4.6. **WHMIS Fundamentals**

This course covers the basics of Workplace Hazardous Materials Information Systems (WHMIS), providing participants with general knowledge and skills to work safely around hazardous materials.

7.6.4.7. **Standard First Aid**

The course provides participants with a basic theoretical and practical knowledge of first aid procedures so they can apply them both on and off the wellsite. This training is not intended to meet any legislated requirements for first aid at the wellsite. Specific first aid requirements including training of first aid attendants at work sites vary between OH&S jurisdictions.

7.6.4.8. **Transportation of Dangerous Goods (TDG)**

Includes training in TDG legislation, classification of materials, safety marks, documentation, safe handling requirements, incident reporting and emergency response.

7.6.4.9. **H₂S Alive®**

This course covers the physical properties and health hazards of H₂S, how to protect oneself and basic rescue techniques. Participants are required to operate self-contained breathing apparatus, an H₂S detector device, and perform rescue breathing on a mannequin.
7.7. **WORK EXPERIENCE ASSESSMENT**

7.7.1. **REQUIREMENT FOR ASSESSMENT**

In addition to the required training, a wellsite supervisor must have experience with the type of work planned in order to carry out the duties assigned in a competent manner. The type and amount of experience required depends on the complexity of the work and the specific duties assigned.

IRP: The prime contractor must conduct an assessment of the supervisor’s work experience and training to ensure he has the skills and knowledge required to meet the requirements for the work and duties being assigned. This evaluation must include the process steps and content described in Section 7.7.3 **Assessment Process and Content Requirements**. The evaluation must be documented, signed and kept on file by the person to whom the supervisor is reporting.

7.7.2. **FREQUENCY OF RE-ASSESSMENT**

7.7.2.1. **Continuous Work Situations**

All supervisors must have a current assessment from the prime contractor they are working for. If the supervisor continues to work for the same prime contractor, the assessment must be updated at least every two years.

7.7.2.2. **Changes in Job Assignment**

When a supervisor is re-assigned to work that is significantly more complex, then the prime contractor must re-assess his skill levels to ensure they are adequate for the new work requirements. In some cases this may be done by adding an assessment of the additional skills required to the original assessment. In any event, the assessment that the operator has on file must include skill requirements for the major operations of the actual wellsite work being supervised.

7.7.3. **ASSESSMENT PROCESS AND CONTENT REQUIREMENTS**

7.7.3.1. **Process for Assessment of Skill Level**

For each duty assigned, the assessor must determine if the skill level of the candidate meets the requirements to carry out the task. This determination must be based on the education, training and work history record plus the skills observed by the references and the assessor. It is suggested the assessor rate the candidate as either 'meets or exceeds requirements' or as 'requires additional training or experience' in which case comments should be included as to what is required.
7.7.3.2. **Required Information Record of Work History and References**

Required Information Record of Work History and References

- Name, address, and phone number of the person being assessed
- List of training certificates and dates each was issued
- Record of all formal education and year each was completed, if available
- Record of work experience including:
  - relevant wellsite experience other than as wellsite supervision
  - experience as a wellsite supervisor, if not entry level
  - other relevant industry experience not at the wellsite
- List of references starting with the last three employers (or back five years) and including:
  - name and phone number of reference
  - name of the company or employer of the reference
  - dates when candidate was employed including month and year
  - was this reference contacted by assessor? If so, on what date?
- Information about the person who did the assessment including:
  - name
  - name of his company or employer
  - job title or position
  - address and phone number
  - date the assessment was completed or updated

7.7.3.3. **Minimum Skill Assessment Requirements**

The candidate must be assessed as having the skills required in the following categories, considering the points described and the work assigned:

- Supervision and Leadership
  - demonstrate safe personal work habits
  - establish and maintain effective working relationships
  - communicate operational and safety requirements effectively
• Health & Safety
  o implement operator’s safety program at the Wellsite
  o conduct effective safety meetings
  o check that all employers have safe work procedures in effect
  o check that all employer on-site supervisors are performing their duties
  o monitor work to ensure safe work procedures and regulations are followed
  o check that personal protective equipment is being used as required
  o perform hazard assessments and implement hazard controls
  o direct the detection and control of H₂S, flammable emissions and other hazardous atmospheric conditions

• Emergency Response
  o establish and co-ordinate site-specific emergency response procedures

• Environmental Protection
  o carry out operations in accordance with environmental regulation
  o check that waste disposal practices follow approved procedures
  o contain and report spills, leaks or other environmental damage

• Well Control
  o ensure BOPs and other well control equipment meets regulations
  o ensure inspection, function testing and pressure testing is carried out
  o ensure kick detection equipment and practices are in place
  o ensure BOP training and certificates of personnel meet regulations
  o conduct BOP drills as per regulations and operator requirements

• Operational Skills and Technical Knowledge
  o review and understand well design and program requirements
  o ensure all operations comply with regulations and industry standards
  o plan and co-ordinate equipment and services requirements
  o identify hazards associated with the work planned
  o ensure rig and equipment layout and spacing meets regulations
  o ensure transportation of equipment meets all regulations and bylaws
7.7.3.4. Additional Job Specific Skill Requirements

Specific knowledge and experience requirements for a particular job depends on the type of work planned, the depth and complexity of the well, the reservoir fluid properties including H₂S potential, the location of the well and any specific issues related to public or environmental impact potential. The assessor must have this knowledge about the job prior to assessing and assigning an appropriate supervisor. Additional requirements for the job must be included in the assessment of potential supervisors based on these factors.

**Note** Refer to [IRP Volume 1 Critical Sour Drilling](#) and [IRP Volume 2 Completing and Servicing Critical Sour Wells](#) for specific requirements for supervision on wells classified as 'critical sour'.


7.8. PERFORMANCE EVALUATION AND AUDITS

Good management practices require that results achieved must be compared to the goals and expectations on a regular basis in order to identify performance gaps and opportunities for improvement. The performance of wellsite supervisors must be monitored and evaluated as part of this process. New supervisors should be evaluated more frequently than supervisors with proven track records.

7.8.1. DOCUMENTATION

Good management practices require that results achieved must be compared to the goals and expectations on a regular basis in order to identify performance gaps and opportunities for improvement. The performance of wellsite supervisors must be monitored and evaluated as part of this process. New supervisors should be evaluated more frequently than supervisors with proven track records.

7.8.2. INSPECTIONS AND AUDITS

Operators and prime contractors should inspect wellsite operations on a regular basis. The person directing the wellsite supervisor should conduct informal audits by visiting the wellsite at appropriate times to observe operating procedures, check records kept on location and get feedback from the employers involved in the work. Operators and prime contractors should also periodically conduct formal audits of their safety management system using trained auditors. Refer to IRP Volume 9, Health and Safety Management System for recommendations on safety program audits.

7.8.3. GOVERNMENT INSPECTIONS

Government agencies conduct field inspections and audits of field operations as necessary to ensure compliance with regulations. The wellsite supervisor and the prime contractor must assist the inspectors and support this process in a co-operative manner.
APPENDIX A  LEVELS OF CONTROL AND RESPONSIBILITY FOR SAFETY MANAGEMENT

**Operator**
An owner and licensee

**Prime Contractor**
Is the operator unless assigned in writing

**Wellsite Supervisor**
Represents prime contractor directs all employers at wellsite

**Employer’s supervisor**
Rig Manager

**Employee**
Rig Crew

**Employer’s supervisor**
Drillers

**Employee**
Rig Crew

**Employer’s supervisor**
Service Hand
Does job on site on contractor’s equipment
- works alone or with helpers

**Employee**
Rig Crew

**Employer’s supervisor**
Service Hand
Does job on site for his company
- works alone

**Employer’s supervisor**
Service Company

**Employee**
Crew member

**Contractor**
Hired by prime contractor

**Sub-contractors, Services, Suppliers**
Hired by contractor

**Services**
Hired by prime contractor

**Small Contractors – Owner Operated Services**
Hired by prime contractor

**Suppliers - Materials**
Purchased by by prime contractor
APPENDIX B  NOTICE OF WELLSITE SUPERVISOR (SAMPLE)

Note: Saskatchewan Labour has a sample Generic Form to assist in complying with Section 412 of OH&S regulations in that province.

TAKE NOTICE that ______________________________________(operator/prime contractor)

HEREBY APPOINTS ______________________________________(name of supervisor)

as the wellsite supervisor of the following undertaking: □ Drilling □ Completion / Workover

Description of well operations to be carried out:

__________________________________________________________________________

Located at the following well locations__________________________________________

__________________________________________________________________________

During the time period from: _____day, _________month, ___________year

to: _____day, _________month, ___________year

ALTERNATE CONTACT: representative for the prime contractor if the Wellsite Supervisor becomes incapacitated or is inaccessible:
__________________________________________________________________________ (name)

Contact phone #s _____________(work) _____________(cell) ______________(home)

The supervisor’s duties and responsibilities include the following matters:

□ Implement the prime contractor’s safety program at the wellsite.

□ Check that all employers on the wellsite have a safety program including safe work procedures.

□ Ensure all employers understand and agree to follow all requirements of the prime contractor’s safety program that are not already met by their own safety program.

□ Direct and co-ordinate the efforts of all employers at the wellsite, including:
  • review and clarification of roles and responsibilities of all employers and supervisors
  • resolution of discrepancies between safe work procedures
  • safe transportation, storage, use and disposal all hazardous substances

□ Identify hazards related to the specific wellsite, the planned program or the materials provided by the prime contractor. Inform all employers of these hazards and ensure procedures are in place to control these hazards.
Standards for Wellsite Supervision of Drilling, Completions and Workovers

☐ Ensure the following site specific hazard controls meet requirements and standards:
  - well control and blowout prevention
  - detection and control of Hydrogen Sulphide gas emissions
  - detection and control of any flammable substances that may be emitted

☐ Establish and direct site-specific emergency response procedures

☐ Monitor work activities of all employers and work activities to verify:
  - compliance with safety legislation
  - safe work procedures and proper use of PPE are followed
  - all employees receive supervision and training from their employer as per IRP Volume 7 Standards for Wellsite Supervision of Drilling, Completions and Workovers

The supervisor is knowledgeable about and experienced in all of the matters listed above.

Assigned By:__________________________ (representative of operator/ prime contractor)

Contact phone #s:_______________ (work) ________________ (cell)

Accepted By:__________________________ (signed by wells site supervisor)

Contact phone #s:_______________ (work) ________________ (cell)