




Training Protocol

Hierarchy Level: Procedure	Document Type: Protocol	
Owner: VP, EHS	Applies to: Devon US	113703140
Revision Date: 10/24/2018	Review Cycle: Every 3 Years	Effective: 2/17/2017

ABOUT THIS PROTOCOL

Purpose	The protocol was designed to ensure established processes were in place to develop, change and govern EHS training.
Objective	This protocol establishes processes to develop, change and govern EHS training.
Scope	This protocol defines the processes for developing, changing and governing EHS training. Specific areas outlined in the document include training coordination, training survey profile, request for training, and requirements for providing training and hands on checklists.
Applicability	All Devon U.S. employees and contractors are required to follow site-specific requirements. Contractors are required to have their own programs which comply with applicable laws and regulations.
Variances	None.
Superseded Documents	None.

	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 2	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					

Purpose

This Devon Energy EHS protocol provides requirements for developing, changing and governing Devon EHS training.


Scope

This protocol applies to all Devon operated equipment, facilities and employees.

Contractors are required to follow site-specific requirements, and have their own programs which comply with applicable laws and regulations.

Table of Contents

1.0 RESPONSIBILITIES	2
2.0 TERMS AND DEFINITIONS.....	2
2.1 Training and Orientation Terms and Definitions.....	2
2.2 General Terms and Definitions.....	3
3.0 PROTOCOL.....	4
3.1 EHS Training Coordination	4
3.2 EHS Training Profile Survey	4
3.3 Request for EHS Training	5
3.4 Protocol Trainings.....	5
4.0 RECORDKEEPING	7
5.0 TRAINING REQUIREMENTS.....	8
6.0 REFERENCES	8
Appendix A – EHS Training Material Management.....	9
Appendix B – SAP EHS Training Resources.....	10
Appendix C – EHS Course Development Process	11
Appendix D – Scheduled Offerings and Material Requests	12
Appendix E – Training Matrix.....	13
Attachment A – Approval, Review & Modification History.....	14
Attachment B – New Item Request Form	15
Attachment C - Scheduled Offering Request Form	15
Attachment D - Protocol Training Change Request Form	15
Attachment E – Course Evaluation Form	15
Attachment F – Instructor Evaluation Form	15

	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 3	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					

1.0 RESPONSIBILITIES

Division/Business Unit Leadership

- Reinforce adherence to this protocol and provide resources for application of the protocol.

Line Supervisor

- Understand how this protocol applies to personnel in their area of responsibility.
- Ensure employees have training, skills, knowledge and understanding to comply with this protocol.
- Check periodically to ensure the requirements of this protocol are being met.

Environmental, Health and Safety

- Provide technical resources and tools for protocol application.
- Monitor compliance through the audit process.

Devon Employees

- Adhere to the requirements of this protocol.
- Identify and report gaps in this protocol.
- Complete required training.

Provisioned Contractors

- Comply with regulatory requirements and follow the Devon protocols.

2.0 TERMS AND DEFINITIONS

2.1 Training and Orientation Terms and Definitions

Competent Person — an employee/contractor, who, by way of training and/or experience, is deemed knowledgeable in a specific subject, is capable of identifying workplace hazards relating to the specific operation, and/or is designated by the employer and has authority to take appropriate action. Some regulations (i.e., OSHA) have specific requirements for the Competent Person or Qualified Person.

Devon Field Safety Briefing – Briefing on minimum Devon field safety requirements administered to contractors and employees who will visit Devon field locations.

EHS Protocol Coordinator - assigned Corporate EHS employee who facilitates and supports the development, implementation, and maintenance of Devon EHS documents, to ensure alignment with regulatory requirements.


EHS Protocol Training — a presentation or web-based training that highlights important key terms, concepts and responsibilities relating to specific Devon EHS protocols.

EHS Protocol Training Package — instructional materials used for training in EHS Protocols to impart knowledge on a specific topic (e.g., energy isolation and hot work).

EHS Training Profile Survey— a workflow process completed by the employee and verified by the supervisor that determines required EHS training based on the employee’s responsibilities and associated hazards.

EHS Training Coordinator — assigned Corporate EHS employee responsible for Devon’s EHS training program administration and EHS training material governance.

Instructor-led Training — instruction of participants by a trainer in a classroom setting.

	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 4	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					

Item – this is the parent to the scheduled offering and the smallest assignable unit that can be tracked in the Learning Management System (LMS), this can be a learning or non-learning activity. Example of non-course items: reading a Standard Operating Procedure (SOP) or other documents.

LMS Coordinator – manages the LMS process for EHS and is responsible for training LMS administrators on processes, system updates and enhancements.

LMS Administrator – a person selected to enter EHS training rosters and run EHS training reports.

Material Protocol Change Request – a change that affects the substance and requirements of a protocol.

New Item Request Form – a form used to request a new course in the LMS.

Online Training – instruction by online exams, e-learning courses, web-based training and acknowledgement documents.

Provisioned Contractor – a contractor with a Devon profile, whose records can be tracked within Devon’s systems (i.e., anyone with a Devon email address, found in the directory on Strata, etc.).

Subject Matter Expert (SME) – a designated person with experience, knowledge, skill or abilities for a particular topic or job task.

Trainer / Facilitator – a person who is competent on a specific EHS topic and qualified to facilitate.

2.2 General Terms and Definitions

Area - individual operating fields or components that collectively comprise a region; areas normally include an area office.

Area Office - field office with assigned employees that support an area. (e.g., Cuero, Artesia, etc.).

Business Unit – individual components that collectively comprise a Division. Business Units may also be referred to as Basins.

Contract Company Representative - a contractor who is assigned responsibilities and oversight for a specific task that requires adherence to Devon EHS Protocols.


Division – the division operations of Devon are Canada, Strategic-Services, Corporate, Facilities and Pipeline and U.S.

Field EHS - a titled position that provides EHS guidance and support within a Business Unit.

Facility – the collection of tangible structures, piping, valves, vessels, tanks, compression, and processing equipment located in close geographic proximity, that are involved directly in the development, production, processing or delivery of oil and gas to market (e.g., a tank battery, drill site, well-site, compressor station, pipeline, and gas plant).

Line Supervisor - titled position that has assigned authority and responsibility for financials, production, maintenance, projects and personnel for a defined area. In Devon, this could be any supervisor, superintendent, foreman or assistant foreman.

Person-in-Charge (PIC) – a person that has been authorized by Devon to perform specific tasks to comply with this Devon protocol and/or regulatory requirements related to EHS. The PIC is defined in all protocols in the second column of the protocol section.

	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 5	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					

3.0	PROTOCOL	
3.1	EHS Training Coordination	
Step	Person In Charge	Action
3.1.1	EHS Leadership	Stay informed of new and/or modified state and federal rules and regulations pertaining to EHS training and communicate requirements to affected personnel in advance of compliance deadlines.
3.1.2	Corporate EHS Manager	Select an EHS training coordinator to oversee the responsibilities of coordinating EHS training activities as outlined in this protocol.
3.1.3	EHS Training Coordinator	Develop and maintain EHS curricula. Note: A QRC for accessing EHS course descriptions is listed in Appendix B .
3.1.4	EHS Training Coordinator	Manage the development and maintenance of all LMS-tracked EHS training. Note: See Appendix A for guidelines on protocol training development.
3.1.5	LMS Coordinator	Maintain and manage the Devon Learning Management System (LMS).
3.1.6	EHS	Coordinate Devon field safety briefing, safety meetings, protocol roll-outs, etc.
3.1.7	EHS Manager	Select LMS administrator(s) to oversee the responsibilities of coordinating training activities as outlined in this protocol.
3.1.8	LMS Coordinator/LMS Administrators	Use Appendix B as a resource when working in the LMS.
3.2	EHS Training Profile Survey Workflow that determines courses assigned to the employee based on responsibilities.	
Step	Person In Charge	Action
3.2.1	Employee	Complete the EHS training profile survey. See QRC listed in Appendix B . Note: Provisioned contractors will be assigned training manually.
3.2.2	Line Supervisor	Review completed EHS training profile survey initially, and during mid-year reviews with employee and add or remove courses. Note: When completed, this will be an automatic upload from the training profile survey into the LMS.
3.2.3	Line Supervisor	Review employee's training records to ensure compliance. Note: See LMS Manager Reports QRC in Appendix B
3.2.4	EHS Training Coordinator	Review EHS training profile survey annually with EHS Leadership and send revised form to human resources information systems (HRIS).



Division:
Corporate

Business
Unit/Area:
N/A

Protocol No.:
COR 04-EHS9-PR

Page 6

Revision/Approval
Date
R1_10/24/2018

EHS Training Protocol

3.3	Request for EHS Training	
	Course Development Items that do not exist in the LMS.	
3.3.1	Employee	Complete New Item Request form(s) – Attachment B .
3.3.2	EHS Training Coordinator	Review the new item request form(s) and follow EHS course approval and development process in Appendix C .
3.3.3	LMS Coordinator	Create a new item in the LMS and notify the requesting personnel as well as LMS administrators when the item is active. If item is rejected, notify requestor.
3.3.4	LMS Coordinator	Build the course offering and save training materials on the EHS team site (see section 4.2). Record training material version number on the item in the LMS.
3.3.5	LMS Coordinator	Add automated course evaluation (Attachment E) to classroom courses when requested by SME or Training Coordinator.
3.4	Protocol Trainings	
3.4.1	Protocol Coordinator	Share protocol schedule with training coordinator and communicate deadlines for new protocol training when a protocol charter is signed. Provide protocol draft to training coordinator.
3.4.2	EHS Training Coordinator	Develop training materials for protocol training as follows: <ul style="list-style-type: none"> • Training PowerPoint or web-based training • Exam • Exam Key • One-pagers • Hands-on checklist (when required)
3.4.3	Protocol Coordinator	Complete New Item Request Form (Attachment B) for new courses being released along with a new or revised protocol and submit to the LMS Coordinator. If needed, complete Scheduled Offering Request Form (Attachment C) for pilot location courses and distribute link to pilot participants to allow them to register for the course. Note: Training must be conducted within 90 days of approval.
3.4.4	Trainer	Use most recent protocol training materials and exams posted on Strata when conducting protocol training courses.
3.4.5	Trainer	Review training materials, protocol, protocol one-pager or notes and protocol exam prior to presenting the training. For new protocols, attend the train-the-trainer call for a review of material, review the material with the subject matter expert, or review material with your line supervisor prior to giving training.
3.4.6	Trainer	Print the following materials for employees' use during training:



Division:
Corporate

Business
Unit/Area:
N/A


Protocol No.:
COR 04-EHS9-PR

Page 7

Revision/Approval
Date
R1_10/24/2018

EHS Training Protocol

		<ul style="list-style-type: none"> Roster Protocol one-pager or notes Exams <p>Note: Rosters must be printed from the LMS</p>
3.4.7	Trainer	<ul style="list-style-type: none"> Facilitate the training and answer any questions. Handout the protocol exam for completion by employees. Collect the protocol exams and grade. <p>The trainer may review the correct answers with the group once the exam has been collected.</p> <p>Note: Employees must receive an 80 percent on the exam to pass.</p>
3.4.8	Trainer	Follow-up with employees not passing the exam to ensure they retake the exam until passing. Employee can take the web-based training, if available.
3.4.9	Trainer	Send the completed roster to the LMS administrator for entry.
3.4.10	LMS Administrator	Enter the completed roster into the Learning Management System.
3.4.11	Protocol Coordinator	Submit Protocol Training Change Request Form (Attachment D) to EHS training coordinator when a material change to a protocol results in the need for updated training materials.
3.4.12	EHS Training Coordinator	Update training materials and online acknowledgement document to match current protocol.
3.4.13	LMS Coordinator	<p>Attach online acknowledgement document to the item in the LMS and upload the most current version of training material to Strata and other supporting locations.</p> <p>Note: The LMS will track which version of the training material was completed and who completed it.</p> <p>Note: Ensure superseded/discontinued – training material is archived. See section 4.0.</p>
<p>Hands-On Checklist Training</p> <p>The Hands-On Checklist is a method to validate a person’s understanding and knowledge of a protocol through its application. Checklists will only be developed for select protocols.</p>		
3.4.14	Line Supervisor	<p>Verify employees have successfully completed the appropriate hands-on checklist training before assigning authorized roles. Refer to specific protocol requirements for administering hands-on checklist training.</p> <p>Note: The line supervisor can perform the hands-on checklist or can assign another competent person to perform the hands-on checklist.</p>
3.4.15	Line Supervisor	Require additional review or training (e.g., hands-on, mentor program, etc.) for employees who do not successfully complete hands-on checklist training. If competent person performing validation is not the leader, communicate to employee’s line supervisor.

	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 8	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					


		Note: Do not allow new/transferred employees to perform activities requiring a hands-on checklist until successful completion of the checklist.
3.4.16	Line Supervisor	Send completed checklists to the LMS administrator for entry.
3.4.17	LMS Administrator	Attach completed checklists to the trainee's record in the LMS (See Appendix B.)

4.0	RECORDKEEPING
------------	----------------------

Step	Person In Charge	Action
4.1	Employee	Forward all training documentation and records to the LMS Administrator. The LMS is the system of record for EHS training.
4.2	LMS Administrator / LMS Coordinator	File the records from Section 4.1 as noted below:


	Record	File Location & Number	Retention Period	Records Management Enterprise Classification Structure Code
	Training Rosters (employee & provisioned contractors)	Learning Management System	EVT+5	HR80
	Exams & Training Rosters (including non-provisioned contractors)	EHS Team Site	EVT+5	HR80
	Hands-On Checklists	Learning Management System	EVT+5	HR80
	All Training Material (Includes current, superseded and discontinued training.)	EHS Team Site	EVT+5	EH90
	Asbestos, NORM and H ₂ S training material	EHS Team Site	EVT+30	EH47
	DOT Shipper Training	EHS Team Site	EVT+3	EH45

Note: The Records Management Enterprise Classification Structure Code is listed as a reference, which should be used when records are sent to stored records. EVT= Termination of Employment

	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 9	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					


5.0 TRAINING REQUIREMENTS		
Step	Person In Charge	Action
5.1	Line Supervisor	Verify assistant foreman/foreman and above, and all EHS employees have completed the protocol training.
5.2	EHS Leadership	Verify the assigned LMS Administrator with EHS Training Protocol responsibilities completes the LMS Administrator Training.

6.0 REFERENCES	
	ANSI/ASSE Z490.1-2009, Criteria for Accepted Practices in Safety, Health, and Environmental Training OSHA Competent Persons Term/Standards (http://www.osha.gov/SLTC/competentperson/index.html) Devon StyleGuide Devon Presentations – Devon PowerPoint Template Instructions

	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 10	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					

Appendix A – EHS Training Material Management

1.0 EHS Protocol Training Package Development – Review and Approval		
Step	Person In Charge	Action
1.1	EHS Training Coordinator	Send the initial draft of the EHS protocol training to Corporate EHS for review and feedback.
1.2	Corporate EHS	Submit EHS protocol training package feedback to the EHS training coordinator.
1.3	EHS Training Coordinator	Send EHS protocol training draft to EHS leadership for review and feedback.
1.4	EHS Leadership	Submit EHS protocol training package feedback to the EHS training coordinator.
1.5	EHS Training Coordinator	Use feedback from the review(s) to create the final draft.
1.6	EHS Training Coordinator	Coordinate with document review team (DRT) or EHS managers to determine if development of web-based training is needed.
1.7	EHS Training Coordinator	Review and amend EHS protocol training packages when: <ul style="list-style-type: none"> • Material process change requests have been reviewed and approved. • Feedback from trainers is received. • Regulatory EHS training requirements change.
1.8	EHS Training Coordinator	Inform the EHS protocol coordinator upon training completion. Note: Release process to the organization of the EHS protocol and training material will align with Document Control & Records Management Protocol.
1.9	EHS Training Coordinator	Publish training package for EHS protocols.

	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 11	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					

Appendix B — SAP EHS Training Resources

Learning Management System Terms and Definitions

Definitions below specifically address terms located in the Learning Management System.

Catalogs —determines which users have access to the item for self-registration or self-enrollment. (e.g., Public, US, Canada, etc.)

Course Group — identifies a functional or business group providing training courses for the company (e.g., EHS, IT, HR, etc.)

Curricula – a group of one or more items for the purpose of assigning and tracking as a single entity.

Item Classification — Instructor-led, online item, blended (includes both online content and instructor-led content,) other (i.e. physical goods).

Learning Management System (LMS) – database where EHS training is assigned, managed and maintained. Serves as a central repository for training records of Devon employees and User Provisioned contractors.

Scheduled Offering – An item that has been scheduled and placed in the LMS with a specific start date and time.

Scheduled Offering Request Form – a form used to have a course scheduled and placed in the LMS with a specific start date and time.

Success Factors Training References for Employees


- QRC for Completing the EHS Training Profile Survey
- QRC for Registering and Withdrawing from a Course in the LMS
- Searching for course and course description

Success Factors Training References for Supervisors

- LMS Manager Reports QRC
- LMS for Managers QRC


Success Factors Training Documents/References for LMS Admins

- Documents for EHS Course Development in LMS
 1. Creating Items – used only by the LMS Coordinator
 2. Creating Scheduled Offerings
 3. Rosters
 4. Direct Link Creator
 5. Complete Administrator Manual
 6. LMS Administrator Training
 7. How to generate roster QRC
 8. Curricula QRC
 9. Sending Notifications QRC
 10. Instructions for Defensive Driving
 11. How to store training version on SharePoint
 12. Attaching Hands-On Checklists to User

	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 12	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					


Appendix C – EHS Course Approval and Development Process

1.0	EHS Course Approval and Development Process The EHS New Item Request process is used for creating new courses in the LMS for internal, external and web-based EHS trainings. This process will prevent course duplications.	
Step	Person In Charge	Action
1.1	Employee	Complete new item request form for course(s), not already identified in the LMS.
1.2	EHS Training Coordinator	Facilitate development and maintenance of EHS training.
1.3	LMS Coordinator	Create the new course type (item) in the LMS. New courses must have the following information: <ul style="list-style-type: none"> • Course Type (e.g. online, classroom, blended, acknowledgement) • Domain (e.g. US online, Canada only, US and Canada) • Title – U.S.-based courses will have ‘U.S.’ at the end – 40 character limitation • Description • Duration • Assignment type – required, recommended, other • Approval required – yes or no • Max number of participants (important only if there is a requirement around instructor to student ratio. This can be changed at the scheduled offering level to meet logistical needs) • Web-based training must have course content before creating • Frequency for course (e.g., Fire Safety required annually) • Initial training due date (e.g., how many days do they have to complete this course once it is assigned)
1.4	LMS Coordinator	Deactivate courses no longer offered in the LMS. Note: Do not delete course types that have course history. Deleting course types will clear employee course history from the system.
1.5	LMS Coordinator	Notify the LMS Administrators of the addition of the course to the LMS.
1.6	LMS Administrator	Begin scheduling courses in LMS using new item.


	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 13	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					

Appendix D – Scheduled Offerings and Material Requests

Scheduled Offering and Materials Request Request to schedule a course in the LMS for Corporate courses or when materials are needed.		
1.1	Employee	Complete Scheduled Offering Request Form (Attachment C) and send to LMS Coordinator or Administrator.
1.2	LMS Coordinator/LMS Administrators	Create Scheduled Offering in LMS.
1.3	LMS Coordinator/LMS Administrators	Create direct links for the requestor. Note: See Direct Link QRC in Appendix B
1.4	LMS Coordinator/LMS Administrators	Print and send roster to instructor prior to the start of the scheduled offering.
1.5	Trainer/Facilitator	Return signed roster to the appropriate LMS administrator.
1.6	LMS Coordinator/LMS Administrators	Record learning within 30 days of scheduled offering completion.
1.7	LMS Coordinator/LMS Administrators	Send post-evaluation surveys to attendees within 7 days of the scheduled offering, if requested. Survey results will be made available for SME's, training coordinator and facilitators.

	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 14	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					

Appendix E – EHS Training Matrix

	Division: Corporate	Business Unit/Area: N/A	Protocol No.: COR 04-EHS9-PR	Page 16	Revision/Approval Date R1_10/24/2018
EHS Training Protocol					

Attachment B – New Item Request Form

Attachment C - Scheduled Offering Request Form

Attachment D - Protocol Training Change Request Form

Attachment E – Course Evaluation Form

Attachment F – Instructor Evaluation Form