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July 01, 2006

Subject: Site Access Safety Orientation of Contract Workers

In an effort to streamline the new worker orientation process and to further support the Oil Sands Safety Association (OSSA) goal to standardize these types of activities within the Oil Sands region, we are pleased to announce the rollout of the **OSSA Regional Orientation Program**.

Upon completion of the **OSSA Regional Orientation Program** a worker will be able to present their credential to any of the Oil Sands Safety Association Member Company sites (Albian Sands Energy Inc., Canadian Natural Resources Ltd., Suncor Energy Inc., and Syncrude Canada Ltd.) as proof of completing the required site access orientation.

Rollout details:

1. As of **April 01, 2006**, the **OSSA Regional Orientation Program** will be the only accepted site access orientation for new workers. The previous "Welcome to the Oil Sands" orientation package will no longer be available or recognized.
2. By **April 01, 2006**, all Contractors are required to deliver the **OSSA Regional Orientation Program** to their new employees. This package will be distributed to Contractors by the Member Companies.
3. Workers currently orientated and working at OSSA Member sites (Albian, CNRL, Suncor, and Syncrude) will not be affected by this change.
4. Contractors who choose not to deliver this orientation will have the option of acquiring the service from an OSSA approved Service Provider (listed on the OSSA website at <http://www.ossa-wb.ca/>).
5. Interested Service Providers must submit to OSSA an application package including an application fee of **\$500 + GST (\$530)**. This fee entitles the Service Provider to a CD/DVD for presentation materials. Replacement or additional copies will be available through the OSSA office for a small administration fee.
6. Each Contractor and/or Service Provider must maintain employee orientation records, and ensure those records are available for auditing.

We believe these changes to be beneficial to the safety of workers by providing more timely and meaningful orientation. Should further clarification be required, please contact the OSSA office.

Sincerely

Scott Lewis  
Executive Director  
Oil Sands Safety Association (OSSA)

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