



Control of Work (CoW) Terms and Definitions

Version	Date	Approver
1.0	March 31, 2024	JO EHS

The following terms and definitions shall apply to all Control of Work Documents and Technical Standards:

Term	Definition
Approved boundaries/conditions	Parameters of the task as defined per the CoW documentation and as approved in the work authorization. Examples include scope of work, controls and mitigations per hazard analysis and any associated permits, assets, physical location, duration, weather, shift and equipment status.
Control of Work	A system to manage all work performed by WJO employees, their delegates, contractors, and subcontractors that involves physical interactions between humans, equipment, tools and/or materials.
Critical step	A procedural step or series of steps that, if performed improperly, will cause irreversible harm to plant equipment or people, or that will significantly affect facility operation. An action that if performed improperly has an immediate negative consequence that cannot be reversed or undone.
Hazard	A condition or action that has the potential for an unplanned release of, or unwanted contact with, an energy source that may result in harm or injury to people, property or the environment.
Hazard Analysis	A process used to assess and mitigate workplace hazards. It focuses on the relationship between the worker, the task, the tools, and the work environment
Jobsite	Physical location where work is being conducted and where persons performing work interact with humans, equipment, tools and/or materials.
Level 1 Hazard Analysis	A hazard analysis conducted for tasks that are considered to have lower hazard severity, hazard potential, complexity, or consequence severity, and are not defined as Level 2 tasks by Appendix A of the Hazard Analysis Standard or as prioritized and defined by WJO as Level 2 tasks. This hazard analysis may be conducted by a single individual and documentation of the HA is defined by WJO.
Level 2 Hazard Analysis	A hazard analysis conducted for tasks that are considered to have higher hazard severity, hazard potential, complexity, or consequence severity as defined by Appendix A of the Hazard Analysis Standard and additionally as prioritized and defined by WJO as Level 2 tasks. This hazard analysis applies additional rigor above a Level 1 hazard analysis. At a minimum, Level 2 HAs are required to be documented and at least 2 people are required to participate in their development.
Operational Learning	To seek, share and apply knowledge in order to strengthen safeguards and mitigate risks.
Start Work Check (SWC)	Verification tool designed for workers to confirm Save Your Life Actions (SYLA) are completed immediately prior to the start of work (controls are in place and functioning).
Task	A sequence of steps or activities to complete the work. Tasks are identified and evaluated to the appropriate level of detail.
Work	An activity that involves operating facilities, drilling and completions, equipment, construction, demolition, maintenance, inspection, and other similar activities that have the potential to impact the health, environmental, safety, efficiency and/or reliability aspects of personnel, the environment and/or a facility.
Work Authorization	A formalized process used to evaluate, assess, communicate, and approve the conditions and parameters for conducting work activities.
Workforce	The sum of all individuals that support CoW, including but not limited to: planners, requesters, validators, Permit Approvers, high-level approvers, Permit Holders, persons performing work, area controllers.