

## Tier 3: Port Colborne Truck Driver Orientation

### 1. Port Colborne Refinery

#### 1.1 Port Colborne Refinery



## Port Colborne Refinery

Truck Driver Orientation

## **1.2 Introduction**

# Introduction

## 1.3 Purpose

### Purpose

**Welcome to the Vale Port Colborne Refinery. We hope that your stay here will be a safe and productive one.**

The purpose of this truck driver's orientation is to help ensure you understand our safety rules, policies and procedures to get you **Home Safe**.

Remember: At Vale we believe Life Matters Most and that no job is worth doing if it cannot be done safely.



## 1.4 Contractor Plant Safety Orientation Booklet

### Objectives

Upon completion of this module as a worker you will be able to:

- Understand Surface Layout & Boundaries
- Identify key Access Points and Entry Requirements
- Understand high level general hazards and controls with regards to:
  - Traffic Management
  - Loading/Unloading
  - Process Hazards / Upsets
  - Emergency Preparedness



## 1.5 What to Expect

### Course Objectives

#### What to Expect

At the end of each section you will be asked to complete a series of questions that will help reinforce your learning in the related section, you will be shown whether you answered the questions correctly.

If you answer incorrectly on your first try, you will be able to try again until you find the correct response.

Upon completion of this module you will answer questions in a Final Quiz. Corrections to the Final Quiz questions cannot be made once this section is completed. You must review any incorrect questions if you score 80% or more.

If you score less than 80% you will have to repeat this orientation module.



**Thank you for completing the  
Vale Online Module Training.**

To start the module Quiz

[CLICK HERE](#)

## 2. Plant Entry

### 2.1 *Driving in, Walking in*



# ✔ Plant Entry Requirements

## 2.2 Security

### Plant Entry Requirements

#### Truck Drivers Pass Card

Upon successful completion of this module you will be issued a Truck Drivers Pass Card. This card must be signed and be kept in your possession for future entry into the plant.

This information is also kept on file in our Security Database for verification.



This card is valid for one year only and will expire when the Truck Driver Orientation module expires. Renewal frequency for this module is one year.

Vale, Port Colborne Refinery

#### Please Read and Retain This Card

**Visitors must comply with all Vale and their own company safety standards**

Any violation of plant rules or the Occupational Health and Safety Act will result in future admittance being denied.

#### Signatures

Visitor: \_\_\_\_\_

Date: \_\_\_\_\_

Vale Rep: \_\_\_\_\_

Pass # 10501

Flip Card

## Back (Slide Layer)

### Plant Entry Requirements

#### Truck Drivers Pass Card

Upon successful completion of this module you will be issued a Truck Drivers Pass Card. This card must be signed and be kept in your possession for future entry into the plant.

This information is also kept on file in our Security Database for verification.



This card is valid for one year only and will expire when the Truck Driver Orientation module expires. Renewal frequency for this module is one year.

1. The maximum speed limit on plant property is 25km/hour.
2. Pedestrians have the right-of-way.
3. All plant signs and warning signals must be obeyed.
4. Safety glasses and hard hats must be worn in all areas of the refinery.
5. **To attract plant wide attention, two blasts on the plant air horn repeated once after one minute interval signals a toxic gas emergency. Immediately go to the nearest gas emergency safe room and await instructions.**

Look For This Sign →

Gas  
Emergency  
Room

After the gas emergency "all clear" is declared, immediately report to the main gate for a head count.

Flip Card



## Front (Slide Layer)

### Plant Entry Requirements

#### Truck Drivers Pass Card

Upon successful completion of this module you will be issued a Truck Drivers Pass Card. This card must be signed and be kept in your possession for future entry into the plant.

This information is also kept on file in our Security Database for verification.



This card is valid for one year only and will expire when the Truck Driver Orientation module expires. Renewal frequency for this module is one year.

Vale, Port Colborne Refinery

### Please Read and Retain This Card

**Visitors must comply with all Vale and their own company safety standards**

Any violation of plant rules or the Occupational Health and Safety Act will result in future admittance being denied.

#### Signatures

Visitor: \_\_\_\_\_

Date: \_\_\_\_\_

Vale Rep: \_\_\_\_\_

Pass # 10501

Flip Card

## 2.3 Personal Protective Equipment

### Plant Entry Requirements

#### Personal Protective Equipment

There is a minimum level of Personal Protective Equipment that Truck Drivers need to wear to perform work at the PCR.

Hard hats, steel toe boots, safety glasses, hearing protection in the buildings and Hi Visibility clothing, **MUST BE WORN AT ALL TIMES (No Shorts Allowed).**

For truck drivers a class II Hi Vis vest is a minimum requirement.

Drivers making deliveries at night are required to wear High Visibility Clothing Class 3, with Level II striping.



## 2.4 Alcohol and other Drugs

### Plant Entry Requirements

#### Alcohol and other Drugs

All drivers are required to be fit for work.

The use, possession (e.g. on your person or in your vehicle on company property), distribution, offering or sale of beverage alcohol is prohibited when on Company business, premises, and property consistent with any applicable site rules and industry regulations.

# 01

## Alcohol and Other Drugs



Never  
work under  
the influence  
of alcohol,  
drugs and  
substances  
that reduce  
fitness for  
work.

Fitness-  
for-work

## 2.5 Alcohol and other Drugs

### Plant Entry Requirements

#### Alcohol and other Drugs

*In addition, workers cannot:*

- Report for work or remain at work under the influence of alcohol from any source;
- Consume any product containing alcohol (including beverage alcohol) when on duty including during meals or breaks;
- Return to work or report for work after consuming alcohol at a social event;
- Have a positive test as determined through the testing program;
- Use alcohol after an incident until tested or advised testing is not required.



## 2.6 Plant Vehicle Traffic

### Plant Entry Requirements

#### Electronic Devices

Hand held cell phones are not to be used, dialed, etc. while driving a vehicle. They may only be operated, by the driver, when the vehicle is stopped and parked in a safe position.



# 10

## Electronic Devices



Never use cell phones or any other device that can cause loss of focus in non-authorized areas, stairs and while crossing streets.

Operational Discipline

## 2.7 Ontario Operations – No Smoking Policy

### Policies and Permits

#### Ontario Operations – No Smoking Policy

Vale's Ontario Operations is committed to providing a safe, healthy and productive work environment for all employees.

No smoking is permitted in all Vale 'enclosed workplaces' as defined by the Provincial Act:

- in any surface facility,
- within nine meters of building entrances, windows and ventilation intakes,
- in any company vehicle, including rentals used for company business.

This 'No Smoking Policy' applies to all employees, clients, contractors and visitors to any Vale site.

Disposable lighters are not permitted.



## 2.8 Visitor Sign-in Procedure

### Plant Entry Requirements

#### Visitor Sign-in Procedure

Every time you enter or leave the plant you will be required to come into the main security building to sign in and out of the Visitor Sign In Book.

In the event of a major incident (e.g. gas emergency) that could occur in the plant we will need to be able to account for who is on the property at the time of this incident.



## 2.9 Security

### Plant Entry Requirements

#### Security

The PCR is secured by fence and gates and our plant security personnel. All entry and exit is completed through our security officers. This orientation program must be viewed and understood to allow you access to the plant property.

A proper pickup number is required for picking up product. Delivered items must have paperwork as well and security will check for this before allowing entry.





## 2.10 Security

### Plant Entry Requirements

#### Security

Security personnel are available at the main gate on weekdays from 7 a m to 6 p m. Outside of these times the gates are closed.

If a delivery is required outside of these times, then a phone call to our internal security group will be required to identify yourself and reasons for the visit. The phone is located to the right of the main gate.



## 2.11 Security

### Plant Entry Requirements

#### Security

Barricade arms are located inside the plant main gate. These arms are to control the traffic coming into and out of the plant. Security will raise the arm once they are satisfied of the reason for the visit and that you meet our requirements for entry and exit.

The arms lower after each vehicle has passed, do not move forward until it has been lifted.



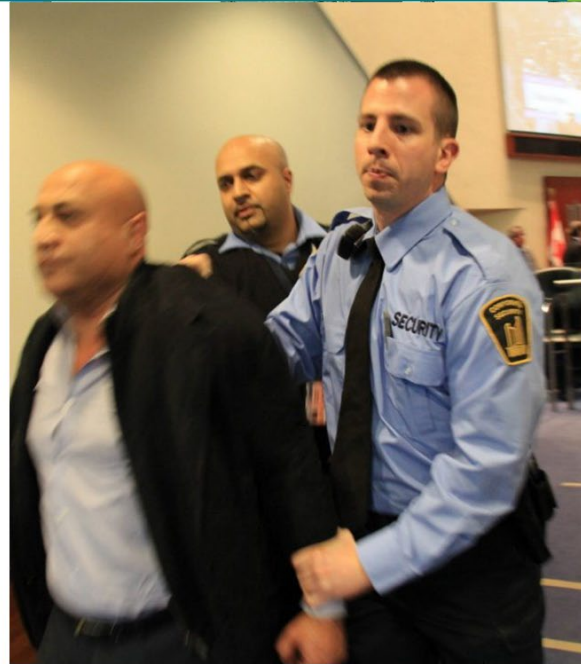
## 2.12 Security

### Plant Entry Requirements

#### Security

All loads are subject to Security Checks. Security will verify that loads have been completely dropped off or pickups are made and proper paperwork is completed before allowing your departure.

Any violation of Vale rules, policies and procedures may cause your access to be denied and sudden removal from the plant property.



## 3. Traffic Management

### 3.1 *Traffic Management*



# ✔ Traffic Management

## 3.2 Responsibilities

### Traffic Management

#### Responsibilities

**You are responsible for the safe operation of your vehicle. This includes maintaining your vehicle as required by law.**

You are required to follow the Highway Traffic Act along with Vale policies, procedures, and our Traffic Plan including the various signage throughout the plant.



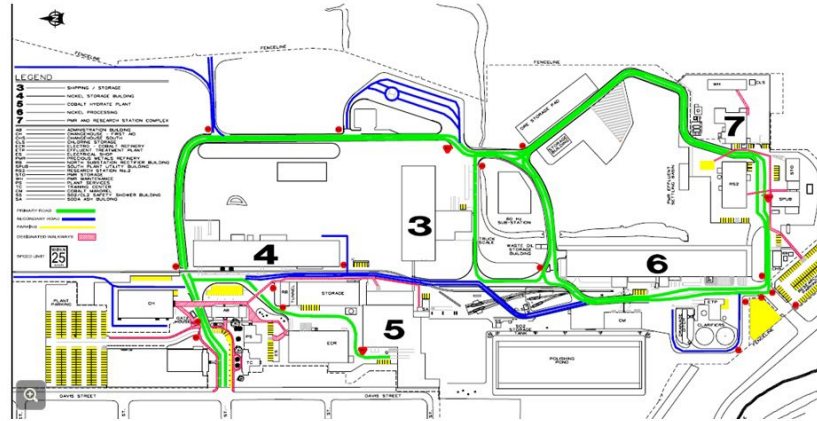
**Drivers must keep trailer doors closed when driving throughout the plant.**

### 3.3 Traffic Plan

## Traffic Management

### Traffic Plan

There are many roadways within the PCR. Most deliveries and pickups are to follow the green roadways only, as identified in the diagram below.



[Click to enlarge](#)

## 3.4 Traffic Plan

### Traffic Management

#### Traffic Plan

At the back of the plant outside of the truck scale, there is a marshalling area for trailers.

This is to assist in dropping of trailers and picking up of trailers and tying down and tarping of flat bed loads.

This is not a lay over area. No sleeping is allowed inside the plant.

In the plant there are very specific truck parking and no parking areas. Obey the signage in these locations.

If parking in the North parking Lot (north of the change house), ensure that you park on the east side of the parking lot with the nose of the truck pointing east, facing away from the Community.

Show Traffic Plan







### 3.5 Traffic Plan

#### Traffic Management

##### Barricaded Areas

Drivers may encounter barricaded areas in the plant. These areas are marked by a variety of items including Jersey barriers, barricade/caution tape, barricade chains, or fencing.

These areas are not to be entered at all. If access is needed they must contact their Vale representative or management.



### 3.6 Plant Vehicle Traffic

#### Plant Entry Requirements

##### Plant Vehicle Traffic

Every person who operates a motor vehicle or is a passenger in a motor vehicle in which a seatbelt assembly is provided, shall wear the complete seatbelt assembly in a properly adjusted and securely fastened manner.

No vehicle, any part of its load, or any material is to be left within 2.5 meters of any railroad track.

All vehicle operators are responsible to ensure that all loads are adequately secured.

Obey all traffic signs, stop lights, low clearance signage as well. Lights on building doorways must be green before entering.

Pedestrians always have the right of way.

Maximum speed limit on Company property is 25 km/h.



## 4. Incident/Accident Reporting

### 4.1 Divider



# ✔ Incident/Accident Reporting

## 4.2 Introduction

### Incident/Accident Reporting

An incident is an event that results in loss or harm to personnel (injury/illness), environment, asset, or equipment.



Iris

All injuries, no matter how slight, must be reported.

The contractor is expected to provide their own first aid facilities for injuries of a minor nature.

Get in touch with your Vale Contact Person for any information required on the Incident/Accident Investigation system.

All spills (chemicals/fuel/oil) must be reported to your Vale contact.

## 4.3 Telephone System

### Incident/Accident Reporting

#### Telephone System

All employees must familiarize themselves with the telephone system and the number to call in the event of injury, fire or other emergency.

The plant wide emergency number is - 6211.

Precious Metals Refinery (PMR) Security personnel are at this number 24 hours a day and have been trained in the correct emergency response.



## 4.4 Reports By Phone

### Incident/Accident Reporting

#### Reports By Phone

**Trained Vale First Aid attendants and a First Aid Room, located at the PMR Security Office are available 24 hours a day for emergency situations.**

At all other times Security at Extension 6300 is to be contacted, where trained Vale first aid attendants are available.

The contractor must ensure that the accident report is delivered to the Vale Representative, or their designate before leaving the plant for the day.

This also applies to incident reports.



## 4.5 Reports By Phone

### Incident/Accident Reporting

#### Reports By Phone

When reporting a serious injury by telephone to Security, a full account of the accident must be given, including the exact location, nature of the injury, whether a doctor or ambulance is required, name of the injured worker, and whether assistance is required at the accident scene.

An Automatic External Defibrillator (AED) is available through security.

#### Public Announcements

Public announcements to the news media concerning incident or accident investigations on Company property must only be made by the Vale Public Affairs Department.



There are (4) AED's on site. Located in every production department as well as the changehouse.

## 5. Site Specific Hazards and Controls

### 5.1 Plant Hazards



# ✔ Site Specific Hazards & Controls



## 5.2 Site Specific Hazards

### Site Specific Hazards

The nature of our business requires constant attention to health and safety issues and “life matters most” is a non-negotiable value for us.

Ensure you apply the necessary operation controls to mitigate risk associated with the identified hazards.



#### Be Aware

Be aware of your surroundings and the risks around you.



#### Follow Policies & Procedures

Our internal policies and procedures guide us in doing our work in a manner that reduces risk.

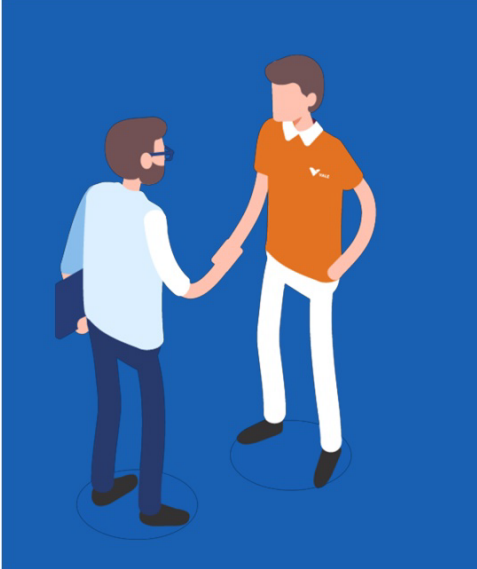
The following section lists identified hazards that may be encountered in the work you're doing. Knowing if these hazards apply to your work can be found through your Vale Contact Person.



## 5.3 Introduction

### Site Specific Hazards

#### Introduction



**Truck Drivers at the Port Colborne Refinery need to be aware of site specific hazards and their related controls.**

These include but are not limited to:

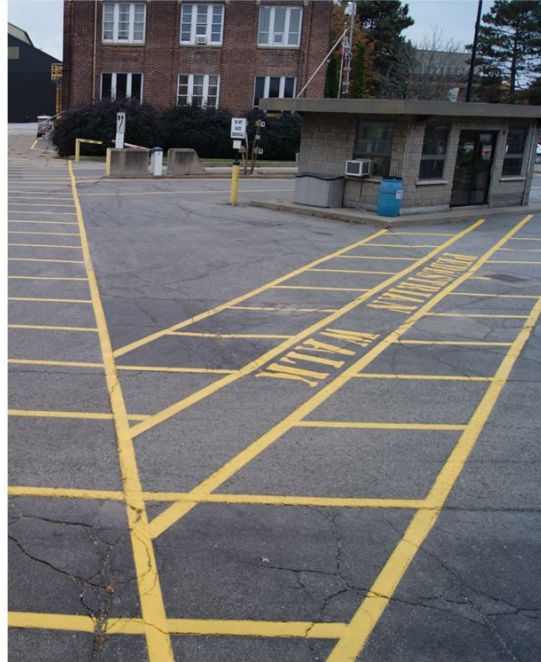
- Pedestrians
- Mobile Equipment
- Overhead Cranes
- Chlorine Gas
- Sulphur Dioxide Gas
- Corrosive Liquids (Caustics, acids, etc.)
- Emergency Signal Alarms

## 5.4 Hazard – Pedestrians

### Site Specific Hazards

#### Hazard – Pedestrians

Pedestrian walkways and crosswalks are areas that can be found either inside or outside of plant buildings.



## 5.5 Controls – Pedestrians

### Site Specific Hazards

#### Controls – Pedestrians

**Pedestrians have the right of way anywhere in the plant, drivers are to yield the right of way to pedestrians by slowing or stopping.**

Drivers are to ensure to make eye contact and that the pedestrian has cleared the crosswalk or walkway area before proceeding.

When a vehicle is stopped at a pedestrian crosswalk, the driver of any other vehicle overtaking the stopped vehicle shall bring the vehicle to a full stop before entering the crosswalk and shall yield the right of way to the pedestrian.



## 5.6 Hazard – Mobile Equipment

### Site Specific Hazards

#### Hazard – Mobile Equipment

Extra caution is required in the plant as other types of mobile equipment can be present.

This includes but not limited to:

- Locomotive
- Loaders
- Snorkel lifts (MEWPs)
- Forklifts and Golf Carts, Pick-up Trucks and Buses.



## 5.7 Controls – Mobile Equipment

### Site Specific Hazards

#### Controls – Mobile Equipment

**Be aware that the operator is doing the task they are assigned and you may be entering their work area.**

Therefore maintain situational awareness with regards to mobile equipment and the associated hazards such as overhead pipes or structures, operator's line of vision and reaction time, as well as the equipment's route of travel.

Remember no vehicle or any part of its load are to be left or parked within 2.5 meters of any railroad tracks.



## 5.8 Controls – Mobile Equipment

### Site Specific Hazards

#### Controls – Mobile Equipment

Vale vehicles are equipped with a back up alarm and all of our forklifts are also equipped with a back up intense blue light, as shown on the right.

This is a visual indication that the forklift is backing up and the direction it is coming from.

Ensure you are fully aware of any mobile equipment activity in the area in which you are working.



## 5.9 Controls – Mobile Equipment

### Site Specific Hazards

#### Controls – Mobile Equipment

##### Vehicles Equipped with Backup Warning Signals:

Driver shall proceed with caution after having determined it is safe to do so.

##### Vehicles not Equipped with Backup Warning Signals:

A person must be positioned to direct and warn the vehicle operator or any persons in the area of any hazard.





## 5.10 Hazard – Overhead Crane

### Site Specific Hazards

#### Hazard – Overhead Crane

There are overhead cranes at PCR to facilitate the movement of materials throughout the plant.

Cranes present the hazards of:

- Suspended loads
- Unstable loads
- Collisions and entanglements
- Contact with other equipment



## 5.11 Controls – Overhead Crane

### Site Specific Hazards

#### Controls – Overhead Crane

To mitigate the risks with cranes, PCR has implemented the following controls:

- Flashing red lights and sirens indicate that an overhead crane is being used; look up before entering areas.
- Listen and watch for crane movement and ensure you are out of the way.



Never walk under a suspended load.



## 5.12 Hazard – Chlorine Gas

### Site Specific Hazards

#### Hazard – Chlorine Gas

Chlorine is a greenish yellow gas that is received as a liquid in one ton cylinders.

In very dilute concentrations, chlorine gas is an irritant to the eyes, nose, throat and lungs; however in higher concentrations it is highly toxic and can be fatal.



At PCR, Liquid Chlorine is located in:

- One ton containers at the Precious Metals Refinery (PMR).

## 5.13 Controls – Chlorine Gas

### Site Specific Hazards

#### Controls – Chlorine Gas

To mitigate the hazard of working with Chlorine Gas the following controls have been implemented:

- Chlorine gas lines that have been color coded are painted yellow and/or labeled accordingly.
- Localized or plant wide evacuation procedures are to be followed should a chlorine gas leak occur.



At PCR, Liquid Chlorine is located in:

- One ton containers at the Precious Metals Refinery (PMR).

## 5.14 Hazard – Sulphur Dioxide Gas

### Site Specific Hazards

#### Hazard – Sulphur Dioxide Gas

**Sulphur dioxide (SO<sub>2</sub>) is a colorless gas that is received as a liquid in rail cars.**

At low concentrations, it has a biting odour. However, at high concentrations, SO<sub>2</sub> is an asphyxiant and will cause choking and blindness.



## 5.15 Controls – Sulphur Dioxide Gas

### Site Specific Hazards

#### Controls – Sulphur Dioxide Gas

To mitigate the hazard of working with Sulphur Dioxide Gas the following controls have been implemented:

- Sulphur dioxide gas lines that have been color coded are painted yellow with black banding and/or labeled accordingly.
- Localized or plant wide evacuation procedures are to be followed should a Sulphur dioxide gas leak occur.



## 5.16 Controls – Corrosive Liquids (Caustics, acids, etc.)

### Site Specific Hazards

#### Hazard – Corrosive Liquids (Caustics, acids, etc.)

Large quantities of sulphuric acid, caustic soda, hydrochloric acid and nitric acid, may be found in the Port Colborne Refinery.

Contact may cause severe destruction of skin and eye tissue. Inhaling fumes may irritate the nose, throat and lungs.

These materials may also ignite combustible materials such as wood, paper, oil or clothing on contact.



## 5.17 Controls – Corrosive Liquids (Caustics, acids, etc.)

### Site Specific Hazards

#### Controls – Corrosive Liquids (Caustics, acids, etc.)

To mitigate the hazard of working with Corrosive Liquids (Caustics, acids, etc.) the following controls have been implemented:

- Lines containing corrosive acids are painted orange and/or labeled accordingly.
- Caustic soda lines are painted yellow with red bands and/or labeled accordingly.



When working in close proximity to acids or caustic solutions take time to familiarize yourself with the location of nearby safety shower/eyewash stations.

Avoid skin and eye contact. Always wear all required PPE.



## 6. Loading / Unloading

### 6.1 Loading / Unloading

✔ Loading / Unloading

## 6.2 Scale Procedures

### Loading / Unloading

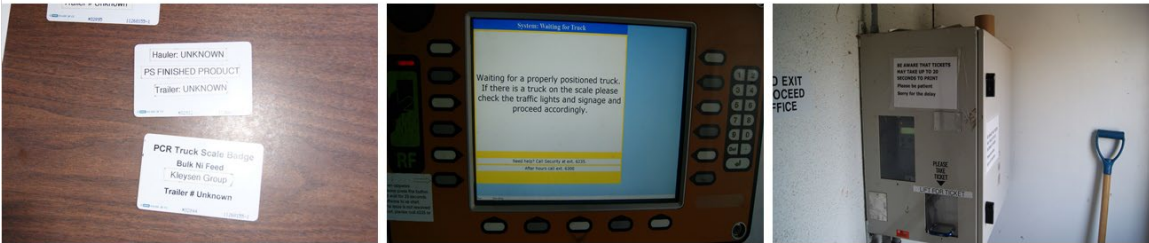
#### Scale Procedures

**Truck Drivers must use the scale for pickups, process material and chemical deliveries.**

Drivers must also ensure that trailer doors are kept closed while going over the scale or traveling throughout the plant.

Badges are needed to operate the scale. You will be given a badge from security when you are required to pick up product here at the plant.

To operate the scale, follow the "X" and press the on screen instructions.



## 6.3 Loading Docks

### Loading / Unloading

#### Loading Docks

There are numerous loading docks in the plant, most are equipped with dock locks.

Before loading or off-loading, drivers are required to ensure the dock locks are locked in place.



## 6.4 Loading Docks

### Loading / Unloading

#### Loading Docks

**Wheel Chocks are required even for those loading docks with dock locks.**

It is important that the vehicle is not moved until all loading or offloading has been completed and communication has taken place with the Vale employee.

Flat bed truck drivers must chock their trailer tires for loading or offloading as well.



## 6.5 Loading Docks

### Loading / Unloading

#### Loading Docks

Once backed into buildings or backed in at a loading dock and flat bed/side loads trailers, the engine must be shut off.

Your engine must also, be shut off when scaling in and out of the plant scales. No idling of vehicles allowed.



## 6.6 Securing Loads

### Loading / Unloading

#### Securing Loads

Truck drivers are responsible for their loads. You are required to secure your loads and close doors before moving throughout the plant.

Flat bed loads are to be secured in the marshalling area after the trailer is loaded.



## 6.7 Securing Loads

### Loading / Unloading

#### Securing Loads

**Truck drivers must ensure that the loading or unloading of their vehicle has been completed. A visual inspection of your truck for it's integrity will take place by the forklift operator. Communication with the forklift operator is essential.**

Truck drivers are responsible for the removal of the chocks. All dunnage must be put in proper containers. All paper work signed before the dock locks and wheel chocks can be removed and you are allowed to proceed.

Flat bed and/or side loaded/unloaded trucks must chock their wheels and ensure that the work is complete and secured before moving their vehicle. Chemical truck drivers are to ensure that the hoses are disconnected and stored properly.



## 6.8 Chemical Deliveries

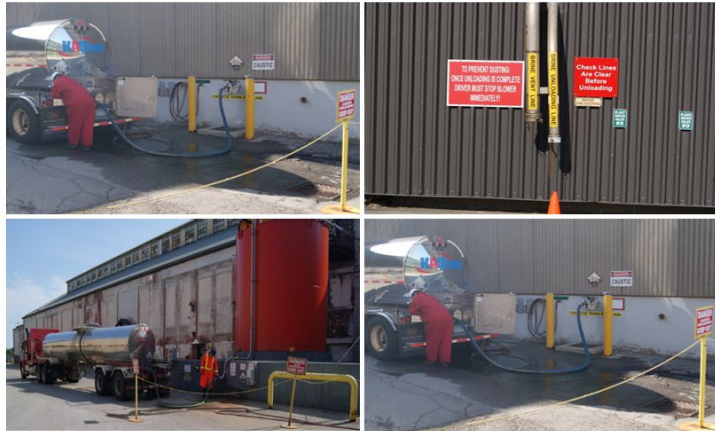
### Loading / Unloading

#### Chemical Deliveries

For chemical deliveries, always ensure proper connections are made to the proper lines. If you are unsure of the location, ask for clarity.

Prior to off loading, ensure that contact is made with a Vale Employee.

Follow all procedures and protocols related to the chemical that is being delivered. Report all spills to your Vale contact immediately.





## 6.9 Dump Box Deliveries

### Loading / Unloading

#### Dump Box Deliveries

There are numerous areas within the PCR that have limited clearance hazards.

For dump box deliveries drivers are to ensure that the dump box is in the down position before driving.



## 7. Emergency Preparedness

### 7.1 *Emergency Preparedness*



✓ **Emergency  
Preparedness**

## 7.2 Emergency Preparedness

### Emergency Preparedness

#### Vale's Emergency Policy defines an emergency as:

- a situation or a set of circumstances which, if not promptly eliminated, controlled, or contained, results or could result in significant injury to people (including the community) and/or damage to the plant, property or the environment."
- Vale has developed an Emergency Preparedness plan to provide an appropriate and consistent response to any reasonably foreseeable emergency situation likely to occur at the Company's Port Colborne operating facilities.



## 7.3 Emergency Preparedness

### Emergency Preparedness

The Port Colborne Refinery site has a set of Emergency Procedures that include;

- Emergency Protocols (*e.g. knowing where the safe assembly areas are located*).
- Fire Safety
- Emergency Management

*Everyone is to know and understand their role in the event of an emergency.*



## 7.4 Emergency Preparedness

### Emergency Preparedness

Vale's *Emergency Protocols* establish an effective response procedure to help manage risk to **Get HomeSafe**, they include;

- Emergency Activation
- Emergency Classification
- Emergency Notification
- Responding in an Emergency
- General Procedures for Emergency Response



*Everyone is to know and understand their role in the event of an emergency.*



## 7.5 Emergency Classification Alarms- Level 1

### Emergency Preparedness

#### Emergency Classification / Alarms

Vale uses three level categories to classify the magnitude of an emergency:

##### Emergency Level 1

A **level 1** is an emission of toxic gas confined to a single department area, not likely to affect other areas of the plant, or the public, and which can be controlled and/or contained using the department's facilities and personnel.

This will be a localized audible alarm in the department area. A plant wide announcement may be made by the security department to alert others.

The Cobalt and PMR departments could have a level 1 alarm. Your onsite orientation will cover this in more detail if assigned to these locations.



BUILDING

## 7.6 Emergency Classification- Level 2

### Emergency Preparedness

#### Emergency Classification / Alarms

Vale uses three level categories to classify the magnitude of an emergency:

#### Emergency Level 2

A **level 2** is an emission of toxic gas which exceeds the limitations of one department or building and would affect a larger section of the Plant.

To attract plant-wide attention, two blasts, ten seconds apart on the plant emergency air horns and/or two tones on the plant P.A. system, repeated once after a one minute interval, signals a Level II toxic gas emergency.



## 7.7 Emergency Classification Alarms- Level 3

### Emergency Preparedness

#### Emergency Classification / Alarms

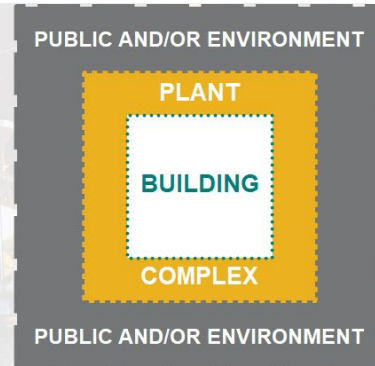
Vale uses three level categories to classify the magnitude of an emergency:

#### Emergency Level 3

A level III is an emission of toxic gas which will affect the entire plant and possibly the public and/or environment.

In most cases the emergency signals will be accompanied by an announcement on the plant P.A. system.

**NOTE:** The air horns/tones signal is tested every Friday at 12:30, the only time when no response is required (unless the alarm continues as result of an actual incident).





## 7.8 Gas Emergency Safe Rooms

### Emergency Preparedness

#### Gas Emergency Safe Rooms

Safe Rooms for personnel assembly are located in each department throughout the plant.

You will be shown the location of the safe room(s) in the area you will be working by Your Vale Representative.

A handout sheet showing refinery safe room locations is also available following this orientation.

These Safe Rooms have been selected to provide maximum safety for personnel considering possible gas emission sources and prevailing wind directions.



## 7.9 Course of Action

### Emergency Preparedness

#### Course of Action

Upon hearing the emergency alarm, as quickly and safely as possible proceed to the nearest Safe Room. This will normally be the safe room identified to you by your Vale Representative during the on-site orientation.

In transit alert everyone that a gas emergency is in progress and direct them to the Safe Room.



Once in the Safe Room, ensure that your name is logged in on the form provided, and after having allowed for sufficient time for others in the area to report, seal the room shut according to the instructions posted in the area using the kit provided in the Safe Room.

Listen for instructions and/or situation updates over the plant P.A. system.

## 7.10 Course of Action

### Emergency Preparedness

#### Course of Action

A gas emergency leak repair team will be dispatched to correct the alarm situation.

Once it has been verified that a risk is no longer present, the "all clear" signal will be given by Plant Security "ONLY" over the plant P.A. System. Only then can you leave the Safe Room.

Contractors using the Security Gate sign-in system must report to the Main Gate for a head count. Only then can you return to your work area.



## 7.11 Course of Action

### Emergency Preparedness

#### No Plant Entry During Gas Emergency

There are red strobe lights on top of the posts on either side of the gate at the main entrance to the plant. When they are flashing, they alert vehicles of a Level 2 Gas Emergency.

There is a sign located on the right side of the roadway at the entrance to the plant alerting vehicles of a gas emergency.

When the sign has dropped down, the lights on the sign are flashing and the alarm is sounding it alerts vehicles about to enter the plant of a Level 3 Gas Emergency.

**If either of these alarms are active, leave the area immediately - do not enter the plant.**

After allowing for sufficient time to pass, call your Vale Representative to verify that the emergency is over and it is safe to enter the plant.



## 7.12 Responding to a Fire

### Responding to a Fire

#### Reporting a Fire

In the event of a fire, early detection and immediate reporting are essential. The procedures to follow are posted in conspicuous places throughout the plant. The telephone extension to call is - 6211.



## 7.13 Small Fire Response Procedure

### Fire Safety

#### Small Fire Response Procedure

Fire extinguishers are to be used only on fires which appear to be manageable.

At no time shall an employee put their safety, or the safety of others, at risk to extinguish a fire.

A person discovering a fire may attempt to extinguish it, if it is small and only if they are knowledgeable in the use a fire extinguisher and it is safe to do so.

If more than two extinguishers are used and the fire is still not out, follow the Large Fire Response procedures.

If a Vale fire extinguisher or fire hose is used for any reason, it must be reported to the Vale Representative.



## 7.14 Small Fire Response Procedure

### Responding to a Fire

#### Small Fire Response Procedure

A fire extinguisher which has been used, or does not work, should be laid on its side to indicate to other responders not to use that fire extinguisher.

Test extinguisher before approaching the fire.

Keep low and approach with the wind at your back.

Back away, watching for rekindle.



**P**ULL THE PIN



**A**IM AT THE BASE



**S**QUEEZE TRIGGER



**S**WEEP

## 7.15 Large Fire Response Procedure

### Fire Safety

#### Large Fire Response Procedure

When a fire is too large to extinguish, leave the area immediately, closing doors behind you. Notify others as you leave the building.

Activate the nearest Fire Alarm system pull station, located at exit doors or contact the area control room.

Go to the department assembly area for a head count. This area will be identified during the On Site Orientation.

Call the plant emergency number - 6211 and clearly identify the location of the fire using the nearest building door number.





## 8. Conclusion

### *8.1 Quality Assurance*



✔ Conclusion

## 8.2 Conclusion

### Conclusion

**This concludes the material for the Port Colborne Truck Driver Orientation. You should now have a working knowledge and understanding of:**

- Plant Entry
- Site Specific Hazards and Controls for the PCR.
- Procedures in the event of:
  - Equipment Damage
  - Personal Injury
  - Process Upset (Emergency Preparedness)
- Plant Exit Procedure

This Orientation provided information to access the PCR. In order to feel comfortable with the area, you may arrange a field visit with your Vale Contact Person to specifically identify procedures provided in this Orientation.

Additionally, depending on the site or work you're doing, you may require task-specific information through either the local Learning & Development Group or your Vale Contact Person.