

NAPG Surface Projects and Studies Orientation

1. NAPG Risk Assessment Tools and Indoctrination

1.1 Intro

NAPG - SP&S

Surface Projects and Studies Orientation

Revision 1.0 date May 26, 2020

1.2 Course Objectives

Objectives

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

- Recognize the Value of the Critical Activity Requirements and how they apply to your daily work activities.
- Understand and Apply Project Specific Risk Assessment Tools, and
- Understand the Requirement of Correctly Completing and Following Project Specific Forms.

1.3 Entry and Training Requirements

Entry and Training Requirements

Prerequisites and Certifications Required for NAPG Project Sites

In order for a Contractor to work on NAPG Project sites, the following Prerequisites and Certifications are required.

- Vale General Orientation Tier 1.
- Vale Tier 2 Training - Surface (previous component of Vale Smelter Orientation).
- Vale Tier 2 Training - Mines (where applicable).
- Vale Tier 3 Area/site specific orientations. (ex. Tier 3 Bulk smelting, and any other Tier 3 orientation that would be required for the area in which you are working).
- ZES Full Program (with appropriate modules, and updates).
- Current Quantitative Fit Test for respirator - Ontario Smelter only.
- WHMIS (2015 Standard).
- Worker Awareness in 4 Steps (Ministry of Labour Training and Skills Development - MLTSD).
- License to operate any equipment and training certificates for the task at hand. Touch base with your NAPG site contact person for further information.

1.4 Entry and Training Requirement

Entry and Training Requirements

Prerequisites and Certifications Required for NAPG Project Sites

As a Supervisor, the following Prerequisites and Certifications are required.

- Supervisory Training within the last 5 years. Certificates of training must be from approved providers. *(such as, ISHA/MLTSD)*
- Supervisor Awareness in 5 Steps *(MLTSD)*
- ZES Supervisory Training Modules.
- If Work at Height is required; Working at Heights (WAH). ***Certificate must be issued by an approved training provider.*
- Equipment Specific Training as required.



1.5 Personal Protective Equipment Requirements

Entry and Training Requirements

Personal Protective Equipment Requirements

The minimum level of Personal Protective Equipment required to be worn in order to perform work on NAPG project sites include the following;

- Long Sleeved Cotton (or approved Natural fibre blend) shirts;
- Long Cotton (or approved Natural fibre blend) trousers or full overalls;
- CSA approved protective foot wear with integral metatarsal guard (min 8 inch height).
- CSA approved "Close Fitting" protective eye wear commonly referred to as "smoggles". (Ex: Pyramex V2G or UVEX S0600X).
- High Visibility clothing min Class 3 type II (coverall, vest, jacket or shirt). Suspenders or bands are not acceptable.



1.6 Personal Protective Equipment Requirements

Entry and Training Requirements

Personal Protective Equipment Requirements

The minimum level of Personal Protective Equipment required to be worn in order to perform work on NAPG project sites include the following;

- New CSA approved, Minimum Class G, Hard Hat with standardized Vale reflective tape markings, company and individual's name.
- No hoodies are to be worn under coveralls, jackets or hardhats while on site.



1.7 Personal Protective Equipment Requirements

Entry and Training Requirements

Personal Protective Equipment Requirements

The minimum level of Personal Protective Equipment required to be worn in order to perform work on NAPG project sites include the following;

- Quantitative Fit Tested respirator (on person and ready for use), with appropriate P100 acid gas (AG) and organic vapour (OV) cartridges, alternate cartridges may be required depending on the hazard. Wearer shall be clean shaven daily.
- Full Face Respirator will be required for high likelihood debris in eye tasks, such as, scaffold tear down, washing and spraying, cable pulling...etc.)
- Minimum single layer hearing protection is to be worn in all construction zones, and designated areas. Double hearing protection as required. Double hearing protection must be carried and available at all times.



1.8 Personal Protective Equipment Requirements

Entry and Training Requirements

Personal Protective Equipment Requirements

The minimum level of Personal Protective Equipment required to be worn in order to perform work on NAPG project sites include the following;

- Appropriate gloves for the task, are to be worn at all times in the field. For example, minimum cut resistant for handling sharp objects, such as, sheet metal or cable stripping, leather for material handling and rigging.

PLEASE NOTE: That while performing some tasks, or working around site hazards, the use of additional, specific PPE, may be required.



1.9 Feedback

2. Managing Risk

2.1 Managing Risk



Managing Risk

2.2 Getting there Together

Managing Risk

Getting there Together

Contractors are expected to have a Safety System in place. If they don't have one, they can use the HomeSafe or SafeProduction suite of tools to manage risk.

Guidance on using the program that applies in the jurisdiction in which you are working will be provided in the local Site Orientation.

Contact your local project contact for further information, instruction and training.

NAPG - Ontario Operations



NAPG - All Other Operations

2.3 Expected Performance - Zero Harm

Managing Risk

Expected Performance - Zero Harm

Together, we will attain:

- Zero injuries
- Zero occupational illnesses caused by the working environment
- Zero environmental non-compliances
- Zero community complaints



2.4 Golden Rules



1. Alcohol and other drugs - Fitness-for-work

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



2. Working at height - CAR 01

Never perform work at height ($\geq 1.8\text{m}$) without proper training, authorization, and always use a safety harness secured to an appropriate anchor point.



3. Vehicles and mobile equipment - CAR 02 e 03

Never operate motor vehicles or mobile equipment without proper training, authorization and safety devices. Respect the traffic plan.



4. Lockout, Tagout and Zero Energy - CAR 04

Never perform maintenance or interventions on installations or equipment without confirming that all sources of energy have been blocked, identified and tested to be in a state of "zero energy"



5. Lifting Loads - CAR 05

Never place yourself under a suspended load or enter an isolated area. Only use certified lifting devices.

Cover (Slide Layer)



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2.5 Understanding and Managing Risk

Managing Risk

Understanding and Managing Risk

Value:

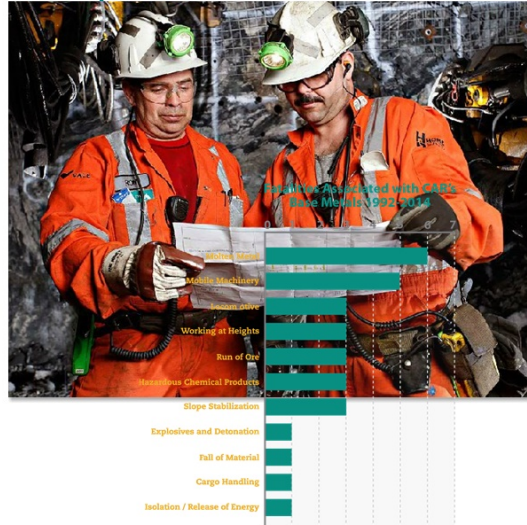
The value of applying the **Critical Activity Requirements (RAC)** is to sustain a work environment where people's lives are not put at risk.

Our Commitment:

Vale is committed to preserving life and expects that each project apply a set of Golden Rules/ Critical Activity Requirements (RAC) as a basis for risk control.

Consequently, every person is expected to know and understand the business unit RAC's and, prior to executing any critical task, they are to apply them so that they eliminate the risk of a fatal event occurring.

Our Experience:



2.6 NAPG Risk Management Tools

Managing Risk

Understanding and Managing Risk

There are three risk Management tools that are unique to the NAPG projects.

PMRA - PreMobilization Risk Assessment

One per Contract - identifies Critical Risk Activities (RAC). Completed and used by Contractor Management.

JHA - Job Hazard Analysis

Each and Every job performed during the execution of the Scope of Work. Completed by Contractor Site Supervisor and reviewed daily by workers.

FLHA - Field Level Hazard Assessment

To be Completed by Worker(s) in the Field/Review by Site Supervisor. Stop every 20 minutes look 20 feet around for 20 seconds. What has changed?
Do you need new FLHA?

2.7 PMRA

Managing Risk

NAPG Risk Management Tools

PMRA: Pre-Mobilization Risk Assessment

The PMRA tool is used to identify the Critical Activity Requirements (RAC) associated with the Scope of Work being executed.

Such as:

- Working at Heights
- Confined Space
- Interactions with Mobile Equipment
- Interaction with Light Vehicles
- Machine Guarding



2.8 JHA

Managing Risk

NAPG Risk Management Tools

JHA: Job Hazard Analysis

The JHA is a risk management tool that manages risk associated with specific tasks and hazards identified during the PMRA process.

The JHA is used to identify and analyze the steps involved in a task to ensure that hazards, actual or potential are identified. The risks are ranked and the controls are documented.

The JHA demonstrates to workers that each task has been planned and the control measures to eliminate the hazard or manage the risk have been identified.



2.9 JHA

Managing Risk

NAPG Risk Management Tools

JHA: Job Hazard Analysis

The JHA risk management tool is to be used as guidance for conducting line-up meetings for the work of the day. (*complete applicable sections only*).

The JHA must;

- Be *reviewed and signed* daily by the employees performing the work.
- Be *signed pre-shift* as a declaration of fitness for work. (*by the worker*).
- Be *signed post-shift* as a declaration of injury reporting. (*by the worker*).
- Identify any *applicable permits*. ex. hot work permit (*for supervisor*).
- Fulfill *regulatory requirements*. (*for the supervisor*).

JHA's are *Live Documents* - red line additions are made as the work method changes, as result of an incident or near miss, input from the crew etc.



[View JHA Form](#)

JHA example (Slide Layer)

Managing Risk

NAPG Risk Management Tools

JHA: Job Hazard Analysis

The JHA risk management tool is to be used as guidance for conducting line-up meetings for the work of the day. *(complete applicable sections only).*

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- Identify any *applicable permits*. ex. hot work permit *(for supervisor).*
- Fulfill *regulatory requirements*. *(for the supervisor).*



Hide JHA Form

2.10 FLHA


Managing Risk

NAPG Risk Management Tools

FLHA: Field Level Hazard Assessment

Every worker has the opportunity to stop work during the course of potential risk and update the FLHA as pending changes in the workplace.- work activities.

Before proceeding with any work, ask yourself the following questions.

 AM I EQUIPPED FOR WORK?

TAKE THE TIME

Do I understand the task?

Yes ☐ No ☐

Am I trained and competent for the task?

Yes ☐ No ☐

Am I familiar with the equipment and work area?

Yes ☐ No ☐

Do I have the proper tools and equipment?

Yes ☐ No ☐

Do I understand the SOP and JHA for the task?

Yes ☐ No ☐

Have I informed others who may be affected by the work?

Yes ☐ No ☐

IF THE ANSWER TO ANY OF THE ABOVE IS NO...SEE YOUR SUPERVISOR

***If you are assigned a new workplace, a new FLHA is required.*

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2.11 FLHA

Managing Risk

NAPG Risk Management Tools

FLHA: Field Level Hazard Assessment

In this section workers are required to complete the following information;

- Your name
- Company you work for
- Date
- Shift
- Your Supervisor and contact information
- Your Vale contact person and
- Work location

***Ensure that each section of the Card is fully completed and legible.*

[View FLHA Card](#)

FLHA Card (Slide Layer)

Managing Risk

NAPG Risk Management Tools

FLHA: Field Level Hazard Assessment

In this section workers are required to complete the following information;

- Your name
- Company you work for
- Date
- Shift
- Your Supervisor and contact information
- Your Vale contact person and
- Work location

***Ensure that each section of the Card is fully completed and legible.*

Hide FLHA Card

2.12 FLHA

Managing Risk

NAPG Risk Management Tools

FLHA: Field Level Hazard Assessment

In this section, all of the tasks identified in the JHA are listed here.

During your shift line-up, each task and all the associated controls to reduce risk must be clearly identified and understood.



LINE UP TASKS / CONTROLS (from JHA)	
Task:	
Controls:	
Controls:	
Controls:	
Task:	
Controls:	
Controls:	
Controls:	
Task:	
Controls:	
Controls:	
Controls:	
Task:	
Controls:	
Controls:	
Controls:	

[View FLHA Card](#)

FLHA Card (Slide Layer)

Managing Risk

NAPG Risk Management Tools

FLHA: Field Level Hazard Assessment

In this section, all of the tasks identified in the JHA are listed here.

During your shift line-up, each task and all the associated controls to reduce risk must be clearly identified and understood.



Hide FLHA Card

2.13 FLHA

Managing Risk

NAPG Risk Management Tools

FLHA: Field Level Hazard Assessment

Following internal policies and procedures such as; the RACs and the Golden Rules, guide us in doing our work and reducing risk.

In this section, you are required to identify and control any hazards associated with the Critical Activity Requirements.

If you answer no to any of these questions, contact your supervisor for direction.



Critical Activity Requirements	
Lockout, Tagout, Check	N/A <input type="checkbox"/>
1. Have you verified isolation and no residual energy is present?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Do you have an individual lock and is it installed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Working with Electricity	N/A <input type="checkbox"/>
1. Have you applied your personal lock & tag to work on the de-energized system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Has the equipment been completely isolated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Working at Heights	N/A <input type="checkbox"/>
1. Have you calculated the fall distance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Do you have an approved rescue plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confined Space	N/A <input type="checkbox"/>
1. Do you have an approved permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Is there an approved rescue plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ground Stability	N/A <input type="checkbox"/>
1. Is ground support installed on the working face?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Are the ground support controls inspected and in good condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Machine Guarding	N/A <input type="checkbox"/>
1. Are proper guards in place on moving equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Have you removed all items that can become entangled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mobile Equipment	N/A <input type="checkbox"/>
1. Are you trained and authorized to operate this specific model of equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Are there adequate separation between people/equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Automotive Vehicles	N/A <input type="checkbox"/>
1. Have you completed a pre-use inspection?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Is your vehicle equipped for the area (flashing beacon, buggy whip)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lifting Operations	N/A <input type="checkbox"/>
1. Is the rigging/lifting equipment appropriate and inspected?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Is the area access secure and no personnel under loads?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Explosives	N/A <input type="checkbox"/>
1. Are caps and powder stored properly/separated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Is proper entry/in-exit protocol in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
IF THE ANSWER TO ANY OF THE ABOVE IS NO...SEE YOUR SUPERVISOR	

[View FLHA Card](#)

FLHA Card (Slide Layer)

Managing Risk

NAPG Risk Management Tools

FLHA: Field Level Hazard Assessment

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If you answer no to any of these questions, contact your supervisor for direction.



Hide FLHA Card

2.14 FLHA

Managing Risk

NAPG Risk Management Tools

FLHA: Field Level Hazard Assessment

It is every workers responsibility to *know and identify* Critical Communication Information on the FLHA card:

Which includes;

- The Invac location,
- The Outvac location and
- The Refuge location.

In the event of a fire evacuation or upon hearing an intermittent alarm, all workers, except specific, qualified personnel, will proceed immediately to the fire evacuation area or Safe Assembly Area and await further instructions.

CRITICAL COMMUNICATION INFORMATION

INVAC Location: _____

OUTVAC Location: _____

REFUGE Location: _____

2.15 FLHA

Managing Risk

NAPG Risk Management Tools

FLHA: Field Level Hazard Assessment

The intent of this section of the FLHA is to help us identify, understand and determine how to manage risk in our tasks.

Performing a thorough FLHA gives us important information we use to determine if we can complete our work with Zero Harm or if we need to find other risk management tools to ensure we maintain Zero Harm in the workplace.



***If you are assigned a new workplace, a new FLHA is required.*

2.16 FLHA

Managing Risk

NAPG Risk Management Tools

FLHA: Field Level Hazard Assessment

Before you start a task - even before you fully enter a work area - stop and check your surroundings.

Ask yourself the following question.

Are there any hazards in my workplace that could prevent me from performing my assigned task safely?

[View FLHA Card](#)

Managing Risk

NAPG Risk Management Tools

FLHA: Field Level Hazard Assessment

Before you start a task - even before you fully enter a work area - stop and check your surroundings.

Ask yourself the following question.

Are there any hazards in my workplace that could prevent me from performing my assigned task safely?

Hide FLHA Card

2.17 FLHA

Managing Risk

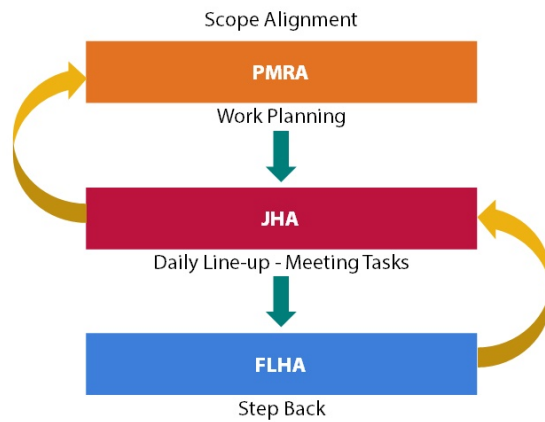
NAPG Risk Management Tools

Feedback Loop

While you are performing a task - you must always be aware of your surroundings.

Ask yourself the following questions.

- Is there a major change in the scope, work method, and/or new interface?
- Has there been any incidents or near misses that may affect your ability to complete the task safely?
- Are there any discoveries, work plan reassessments, reported incidents from the crew or stop and correct actions?



3. Critical Risk Activity and Permits

3.1 Critical Risk Activity and Permits



Critical Risk Activity and Permits


3.2 Introduction

Critical Risk Activity and Permits

Recall that in Vales T1 General Orientation you learned the value of applying the requirements of the Golden Rules is to sustain a work environment where people's lives are not put at risk.

To re-enforce the value **"Life Matters Most"**, NAPG enforces additional requirements so that we Manage Risk in our workplace to a level that ensures we go home in the same condition we arrived at the end of every shift.

The following section identifies hazards that may be encountered in the work you're doing. Knowing if these hazards apply to your work can be found through, your NAPG Contact Person, your Supervisor or by completing a JHA/FLHA.



North Atlantic Project Group - Additional Requirements

Consequence of failing to follow the Golden Rules is temporary suspension and/or removal from site pending investigation.

3.3 Permit to Work

Critical Risk Activity and Permits

Permit to Work

Permits to work are used to communicate, control, and coordinate multiple work groups/activities. A permit must be completed, identifying all associated hazards and controls and must be authorized prior to the work commencement.

Permits to Work include the following:

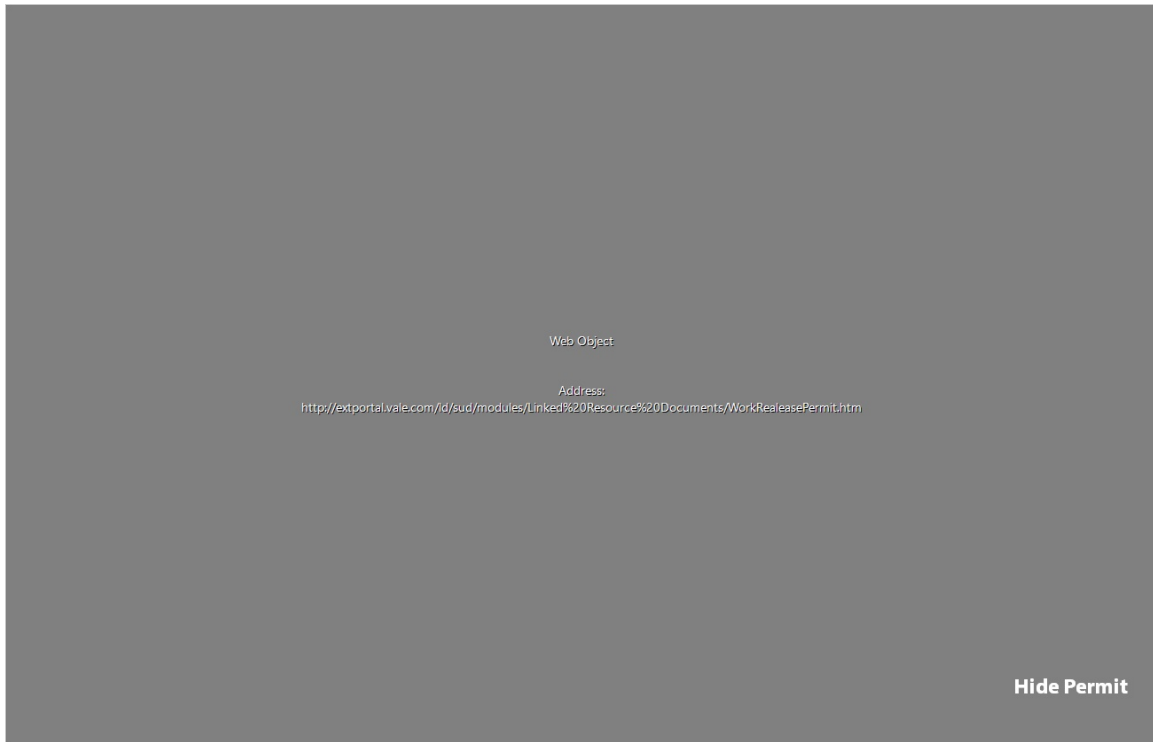
- Work Area Authorization and Release
- Hot Work
- Confined Space Entry
- ZES Isolation and High Voltage work
- Critical Lifts Checklist
- Use of Fire Water or Alarm Systems
- Excavations
- Working at Heights
- Openings and Floor Grating Removal
- Power Outage Permit

Permit to Work

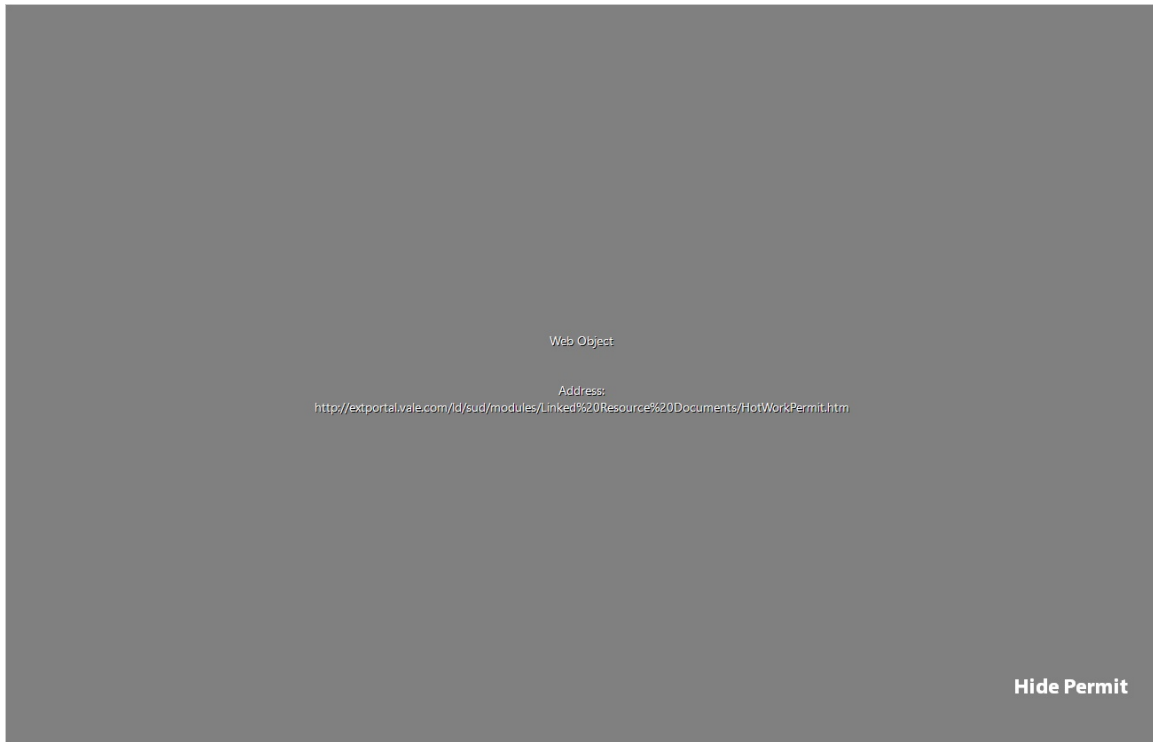
All contractors must obtain and complete the appropriate permit prior to commencing any work activities.

[Click to View Permit Example](#)

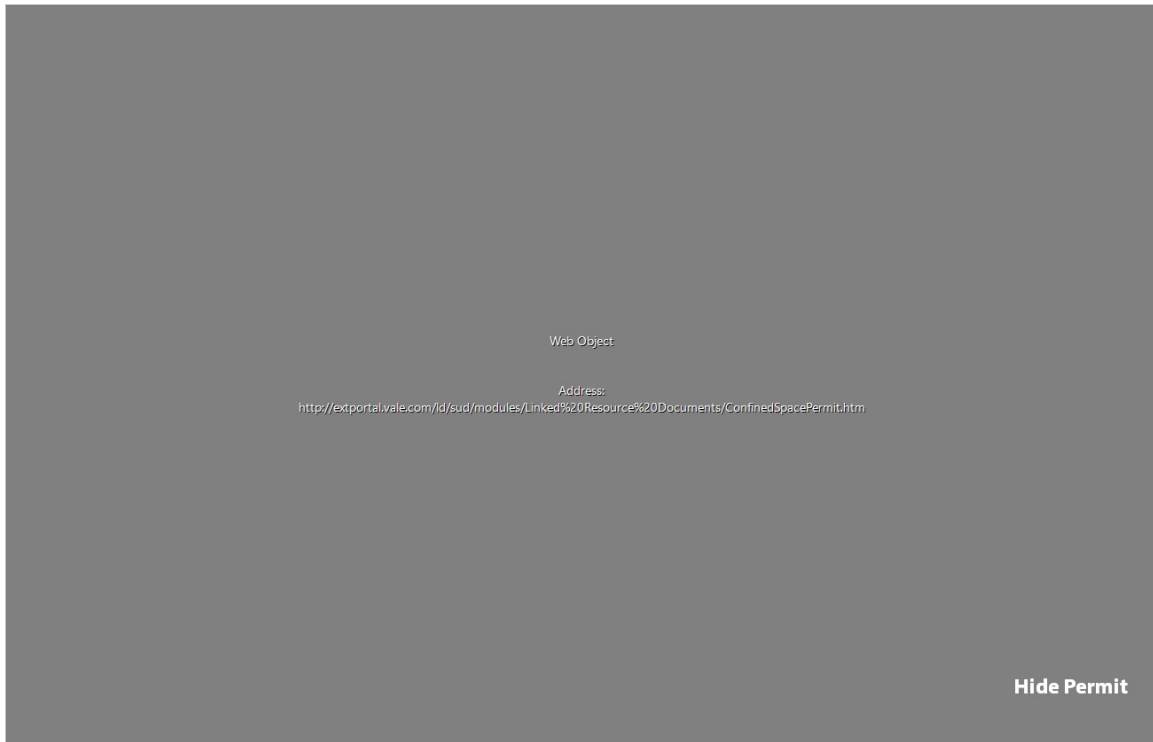
Work Area Authorization and Release (Slide Layer)



HotWork (Slide Layer)



Confined Space Entry (Slide Layer)



3.4 Working at Heights Permit (RAC#1)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

When working at heights, you must:

- Obtain a permit prior to starting any work at heights.
- Always attempt to eliminate the hazard through the use of hand/guard rails and appropriate secured identified coverings.
- Be trained and qualified in the working at heights equipment you are to use.
- Ensure 100% fall protection is implemented at 1.8 metres (6 feet) * including working within a guardrail.
- Have an approved written rescue plan.
- Have all required rescue equipment in place.
- Approved Working at Heights training is required.

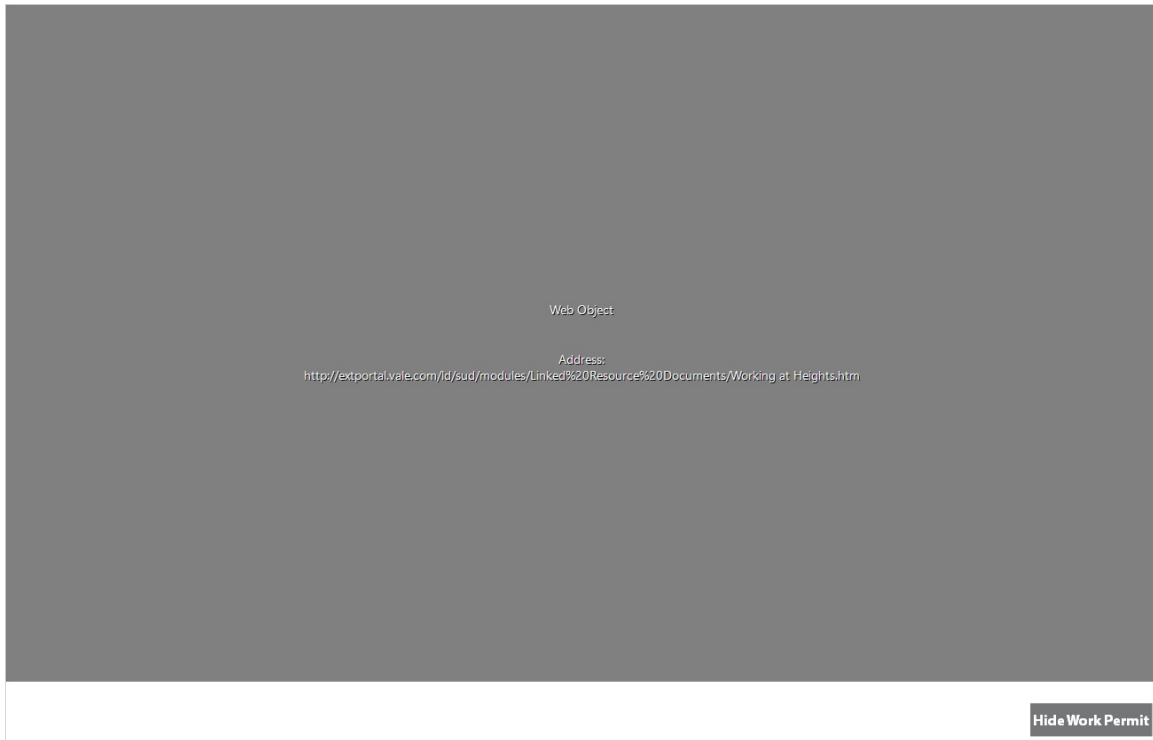


Note:

Certain situations would require fall protection less than 1.8 metres (6 feet).

[View Work Permit](#)

Permit (Slide Layer)



Web Object

Address:
[http://exportal.vale.com/Id/sud/modules/Linked%20Resource%20Documents/Working at Heights.htm](http://exportal.vale.com/Id/sud/modules/Linked%20Resource%20Documents/Working%20at%20Heights.htm)

Hide Work Permit

3.5 Working at Heights Permit (RAC#1)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

When wearing a full body harness, remember:

- To include a shock-absorbing lanyard or Self Retracting Lifeline (SRL).
- You must limit free fall distance to a maximum of 3 feet. Use the right equipment. Tie off properly by completing the total fall distance calculations prior to tying off.
- Use travel restraint whenever possible.
- The use of body belts for fall arrest is prohibited.



[View Work Permit](#)

Permit (Slide Layer)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

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- You must limit free fall distance to a maximum of 3 feet. Use the right equipment. Tie off properly by completing the total fall distance calculations prior to tying off.
- Use travel restraint whenever possible.
- The use of body belts for fall arrest is prohibited.

WORK RELEASE PERMIT		Special	Release	Sign
WSP-BSE Program		(Permit #) _____		
1. IDENTIFICATION				
Activity/Location _____		Mechanical No. _____		City _____
Description of job _____		Weather _____		Notes _____
All Release Number (WSP-BSE) _____		Release Date _____		_____
Work hours including travel _____		Time to the job including on the way _____		
2. PERSONNEL				
2-1 Job No. _____ 2-2 Job No. _____ 2-3 Job No. _____ 2-4 Job No. _____ 2-5 Job No. _____ 2-6 Job No. _____ 2-7 Job No. _____ 2-8 Job No. _____ 2-9 Job No. _____ 2-10 Job No. _____ 2-11 Job No. _____ 2-12 Job No. _____ 2-13 Job No. _____ 2-14 Job No. _____ 2-15 Job No. _____ 2-16 Job No. _____ 2-17 Job No. _____ 2-18 Job No. _____ 2-19 Job No. _____ 2-20 Job No. _____ 2-21 Job No. _____ 2-22 Job No. _____ 2-23 Job No. _____ 2-24 Job No. _____ 2-25 Job No. _____ 2-26 Job No. _____ 2-27 Job No. _____ 2-28 Job No. _____ 2-29 Job No. _____ 2-30 Job No. _____ 2-31 Job No. _____ 2-32 Job No. _____ 2-33 Job No. _____ 2-34 Job No. _____ 2-35 Job No. _____ 2-36 Job No. _____ 2-37 Job No. _____ 2-38 Job No. _____ 2-39 Job No. _____ 2-40 Job No. _____ 2-41 Job No. _____ 2-42 Job No. _____ 2-43 Job No. _____ 2-44 Job No. _____ 2-45 Job No. _____ 2-46 Job No. _____ 2-47 Job No. _____ 2-48 Job No. _____ 2-49 Job No. _____ 2-50 Job No. _____ 2-51 Job No. _____ 2-52 Job No. _____ 2-53 Job No. _____ 2-54 Job No. _____ 2-55 Job No. _____ 2-56 Job No. _____ 2-57 Job No. _____ 2-58 Job No. _____ 2-59 Job No. _____ 2-60 Job No. _____ 2-61 Job No. _____ 2-62 Job No. _____ 2-63 Job No. _____ 2-64 Job No. _____ 2-65 Job No. _____ 2-66 Job No. _____ 2-67 Job No. _____ 2-68 Job No. _____ 2-69 Job No. _____ 2-70 Job No. _____ 2-71 Job No. _____ 2-72 Job No. _____ 2-73 Job No. _____ 2-74 Job No. _____ 2-75 Job No. _____ 2-76 Job No. _____ 2-77 Job No. _____ 2-78 Job No. _____ 2-79 Job No. _____ 2-80 Job No. _____ 2-81 Job No. _____ 2-82 Job No. _____ 2-83 Job No. _____ 2-84 Job No. _____ 2-85 Job No. _____ 2-86 Job No. _____ 2-87 Job No. _____ 2-88 Job No. _____ 2-89 Job No. _____ 2-90 Job No. _____ 2-91 Job No. _____ 2-92 Job No. _____ 2-93 Job No. _____ 2-94 Job No. _____ 2-95 Job No. _____ 2-96 Job No. _____ 2-97 Job No. _____ 2-98 Job No. _____ 2-99 Job No. _____ 2-100 Job No. _____ 2-101 Job No. _____ 2-102 Job No. _____ 2-103 Job No. _____ 2-104 Job No. _____ 2-105 Job No. _____ 2-106 Job No. _____ 2-107 Job No. _____ 2-108 Job No. _____ 2-109 Job No. _____ 2-110 Job No. _____ 2-111 Job No. _____ 2-112 Job No. _____ 2-113 Job No. _____ 2-114 Job No. _____ 2-115 Job No. _____ 2-116 Job No. _____ 2-117 Job No. _____ 2-118 Job No. _____ 2-119 Job No. _____ 2-120 Job No. _____ 2-121 Job No. _____ 2-122 Job No. _____ 2-123 Job No. _____ 2-124 Job No. _____ 2-125 Job No. _____ 2-126 Job No. _____ 2-127 Job No. _____ 2-128 Job No. _____ 2-129 Job No. _____ 2-130 Job No. _____ 2-131 Job No. _____ 2-132 Job No. _____ 2-133 Job No. _____ 2-134 Job No. _____ 2-135 Job No. _____ 2-136 Job No. _____ 2-137 Job No. _____ 2-138 Job No. _____ 2-139 Job No. _____ 2-140 Job No. _____ 2-141 Job No. _____ 2-142 Job No. _____ 2-143 Job No. _____ 2-144 Job No. _____ 2-145 Job No. _____ 2-146 Job No. _____ 2-147 Job No. _____ 2-148 Job No. _____ 2-149 Job No. _____ 2-150 Job No. _____ 2-151 Job No. _____ 2-152 Job No. _____ 2-153 Job No. _____ 2-154 Job No. _____ 2-155 Job No. _____ 2-156 Job No. _____ 2-157 Job No. _____ 2-158 Job No. _____ 2-159 Job No. _____ 2-160 Job No. _____ 2-161 Job No. _____ 2-162 Job No. _____ 2-163 Job No. _____ 2-164 Job No. _____ 2-165 Job No. _____ 2-166 Job No. _____ 2-167 Job No. _____ 2-168 Job No. _____ 2-169 Job No. _____ 2-170 Job No. _____ 2-171 Job No. _____ 2-172 Job No. _____ 2-173 Job No. _____ 2-174 Job No. _____ 2-175 Job No. _____ 2-176 Job No. _____ 2-177 Job No. _____ 2-178 Job No. _____ 2-179 Job No. _____ 2-180 Job No. _____ 2-181 Job No. _____ 2-182 Job No. _____ 2-183 Job No. _____ 2-184 Job No. _____ 2-185 Job No. _____ 2-186 Job No. _____ 2-187 Job No. _____ 2-188 Job No. _____ 2-189 Job No. _____ 2-190 Job No. _____ 2-191 Job No. _____ 2-192 Job No. _____ 2-193 Job No. _____ 2-194 Job No. _____ 2-195 Job No. _____ 2-196 Job No. _____ 2-197 Job No. _____ 2-198 Job No. _____ 2-199 Job No. _____ 2-200 Job No. _____ 2-201 Job No. _____ 2-202 Job No. _____ 2-203 Job No. _____ 2-204 Job No. _____ 2-205 Job No. _____ 2-206 Job No. _____ 2-207 Job No. _____ 2-208 Job No. _____ 2-209 Job No. _____ 2-210 Job No. _____ 2-211 Job No. _____ 2-2				

Hide Work Permit

3.6 Working at Heights Permit (RAC#1)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

When wearing a full body harness, remember:

- If you are required to detach and re-attach at height, utilize a double leg or "Y" lanyard/ SRL system to ensure that at least one connection point is maintained at all times.
- When you use a personal fall arrest equipment, never work alone. Ensure other personnel are in the vicinity and can raise the alarm immediately if a person falls.



[View Work Permit](#)

Permit (Slide Layer)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

When wearing a full body harness, remember:

- If you are required to detach and re-attach at height, utilize a double leg or “Y” lanyard/ SRL system to ensure that at least one connection point is maintained at all times.
- When you use a personal fall arrest equipment, never work alone. Ensure other personnel are in the vicinity and can raise the alarm immediately if a person falls.

[illegible]

Hide Work Permit

3.7 Working at Heights Permit (RAC#1)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

Listed below are the requirements when performing work on mobile elevated work platforms:

- You must be trained and certified for the specific equipment you will be using.
- You shall wear a correctly fitted and adjusted harness, attached by a lanyard to an approved anchor point in the basket.
- Lanyard must be short as possible to ensure worker is not ejected from the basket at any time while the unit is moving in any direction (forward, backward, up or down).
- You shall have a competent ground person in place at all times.
- A daily pre-use inspection must be thoroughly performed prior to use.
- Standing on the guardrails is not permitted.



The Ground Person is required to know how to safely override the MEWP in the event of an emergency, or if a rescue is necessary.)

[View Work Permit](#)

Permit (Slide Layer)

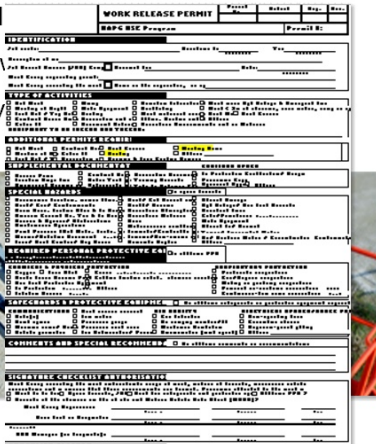

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

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Hide Work Permit

3.8 Working at Heights Permit (RAC#1)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

When using scaffolds:

- Look for the tag posted at access points.
- Follow the tag and limitations.
- Follow the Maximum Load Capacity sticker instructions, be aware that the maximum load includes, tools, equipment and personnel.
- Zero tolerance for any unauthorized person modifying any scaffold.




[View Work Permit](#)

Permit (Slide Layer)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

When using scaffolds:

- Look for the tag posted at access points.
 - Follow the tag and limitations.
 - Follow the Maximum Load Capacity sticker instructions, be aware that the maximum load includes, tools, equipment and personnel
 - Zero tolerance for any unauthorized person modifying any scaffold.
- 
- A photograph of a section of a scaffolding system. It features yellow vertical posts and grey horizontal and diagonal bracing members. The structure is shown from a low angle, looking up at the framework.

[illegible]

Hide Work Permit

3.9 Working at Heights Permit (RAC#1)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

Travel Restraints:

- A travel-restraint system lets a worker travel just far enough to reach an unprotected edge but not far enough to fall over.
- Adequate anchorage must be capable of supporting 900 lbs.



[View Work Permit](#)

Permit (Slide Layer)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

Travel Restraints:

- A travel-restraint system lets a worker travel just far enough to reach an unprotected edge but not far enough to fall over.
- Adequate anchorage must be capable of supporting 900 lbs.

[illegible]

[Hide Work Permit](#)

3.10 Working at Heights Permit (RAC#1)

Critical Risk Activity and Permits

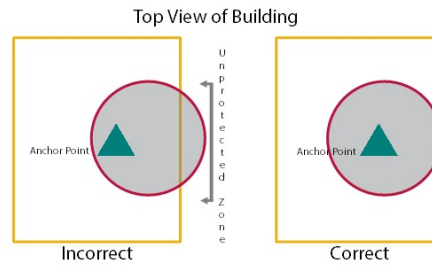
Working at Heights Permit (RAC#1)

Travel Restraints:

Plan thoroughly with careful consideration given to:

- Selection of appropriate components.
- Location of adequate anchor points.
- Identification of every fall hazard in the proposed work area.

Select an anchor point that is as close as possible to being perpendicular to the unprotected edge, and at the centre of the work area.



[View Work Permit](#)

Permit (Slide Layer)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

Travel Restraints:

Plan thoroughly with careful consideration given to:

- Selection of appropriate components.
- Location of adequate anchor points.
- Identification of every fall hazard in the proposed work area.

Select an anchor point that is as close as possible to being perpendicular to the unprotected edge, and at the centre of the work area.

The image shows a 'WORK RELEASE PERMIT' form for the 'RAC#1 Program'. It includes sections for 'PERMIT INFORMATION', 'PERMIT CONDITIONS', 'PERMIT APPROVAL', and 'PERMIT SIGNATURE'. A yellow box highlights the 'Anchor Point' section, which contains a diagram of a worker on a scaffold. A red arrow points to the 'Anchor Point' label, and a red circle highlights the 'Incorrect' label. The form also includes a 'Hide Work Permit' button at the bottom right.

3.11 Working at Heights Permit (RAC#1)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

Access Ladders - Safety

- Ladder length is *not to exceed 6 metres* and are *not to be used as work platforms*.
- Ladders must be Class 1, Class A or Class 1AA and made of a composite non conductive material.
- Ladders must be secured at the top and bottom, the safety feet must be in place and in good condition.
- Ladders must extend 3 rungs (3 feet) above the landing.

[View Work Permit](#)

Permit (Slide Layer)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

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[illegible]

[Hide Work Permit](#)

3.12 Working at Heights Permit (RAC#1)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

Access Ladders - Safety

- Platform ladders are the only stepladders authorized for use on site and must be the appropriate length to work from the platform.
- Work authorized off the platform only - DO NOT work off rungs.
- Where working within 6 feet of guardrail, workers must be tied off.
- When ascending or descending the ladder you must maintain 3 point contact at all times.
- Ensure that the ladder is placed on stable and level ground.



Permit (Slide Layer)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

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- Platform ladders are the only stepladders authorized for use on site and must be the appropriate length to work from the platform.
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- Ensure that the ladder is placed on stable and level ground.

[illegible]

Hide Work Permit

3.13 Working at Heights Permit (RAC#1)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

Dropped Objects

Objects or tools dropped from higher levels are a serious hazard on the jobsite, the following actions must be taken to reduce the risk of dropped objects.

- Tools must be tethered at all times. *(Based on PMRA)*
- Install mesh or plywood on guardrails.
- Cover grating with blankets or plywood.
- Use a bucket, tool bags, etc to store tools when they're not in use.



[View Work Permit](#)

Permit (Slide Layer)

Critical Risk Activity and Permits

Working at Heights Permit (RAC#1)

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Objects or tools dropped from higher levels are a serious hazard on the jobsite, the following actions must be taken to reduce the risk of dropped objects.

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- Install mesh or plywood on guardrails.
- Cover grating with blankets or plywood.
- Use a bucket, tool bags, etc to store tools when they're not in use.

The image shows a complex 'WORK RELEASE PERMIT' form. It includes fields for project name, location, and dates. There are several sections with checkboxes for safety protocols. A specific section titled 'DROPPED OBJECTS' contains the following items:

- ☐ Tools must be tethered at all times.
- ☐ Install mesh or plywood on guardrails.
- ☐ Cover grating with blankets or plywood.
- ☐ Use a bucket, tool bags, etc to store tools when they're not in use.

The form also has sections for 'PERMIT APPROVAL' and 'PERMIT SIGNATURE' with lines for signatures and dates.

Hide Work Permit

3.14 Excavation Permit (RAC#8)

Critical Risk Activity and Permits

Excavation Permit (RAC#8)

Excavation presents a number of risks to workers, including rollovers and contact with buried facilities and overhead power lines, before beginning any excavation work, ask yourself the following questions.

- Did I go through the proper channels?
- Do I have documented locates?
- Do I have an excavation permit?
- Is a spotter in place when required?
- Did I complete a daily inspection form?

*** If buried services are discovered stop work and call your NAPG contact person.*

[View Work Permit](#)

Permit (Slide Layer)

Critical Risk Activity and Permits

Excavation Permit (RAC#8)

Excavation presents a number of risks to workers, including rollovers and contact with overhead power lines, before beginning any excavation work, ask your supervisor the following questions.

WORK RELEASE PERMIT			
Project	Subcontract	Date	Time
NSRP RISE Program (Permit ID: _____)			
<div style="text-align: center;">IDENTIFICATION</div> Job title: _____, _____, _____ Supervisor: _____, _____ Job Number: _____, _____ Location: _____ Date: _____ Time: _____ Signature: _____ Title: _____			

- Did I go through the proper channels?
- Do I have documented locates?
- Do I have an excavation permit?
- Is a spotter in place when required?
- Did I complete a daily inspection form?

[illegible]

**** If buried services are discovered stop work and call your NAPG contact person.**

Hide Work Permit

3.15 Hot Work

Critical Risk Activity and Permits

Hot Work Permit

Hot work includes any cutting, grinding, welding or any activities involving a risk of fire and/or explosion.

Remember:

- A Hot Work Permit must be obtained before beginning any hot work.
- Fire watch is a mandatory requirement.
- Always use all required PPE.
- *All combustible materials* must be removed or protected within a radius of 15 metres (50 feet) of the work area.
- Portable 20lb ABC fire extinguishers must be immediately available.
- Flashback arrestors shall be used at the torch and the bottle.

*** Special consideration for operators of equipment (ex. Overhead Crane).*

[View Work Permit](#)

Permit (Slide Layer)

Critical Risk Activity and Permits

Hot Work Permit

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- Portable 20lb ABC fire extinguishers must be immediately available.
- Flashback arrestors shall be used at the torch and the bottle.

** Special consideration for operators of equipment (ex. Overhead Crane).

The form is titled 'WORK RELEASE PERMIT' and includes a 'Hazard Assessment' section with checkboxes for various hazards like 'Hot Work', 'Flammable Liquids', 'Flammable Gases', etc. It also has a 'Fire Watch' section with checkboxes for 'Fire Watch Required', 'Fire Watch Provided', and 'Fire Watch Not Required'. There are sections for 'Personal Protective Equipment' and 'Signatures' for the permit holder, fire watch, and supervisor. The form is designed to ensure all safety protocols are followed before hot work begins.

Hide Work Permit

3.16 Hot Work

Critical Risk Activity and Permits

Hot Work Permit

Hot work includes any cutting, grinding, welding or any activities involving a risk of fire and/or explosion.

Remember:

- Gas bottles must be properly secured (in a bottle buggy, cage or rack) at all times. Do not use rope.
- If the bottles are being used and are not immediately accessible, a bottle watch must be present.
- Bottles left unattended must be turned off. (i.e. lunch or breaks).
- Bottles left after your shift, must be disconnected and have a protective cap in place.

[View Work Permit](#)

Permit (Slide Layer)

Critical Risk Activity and Permits

Hot Work Permit

Hot work includes any cutting, grinding, welding or any activities invol

Remember:

- Gas bottles must be properly secured (in a bottle buggy, cage or rack) at all times. Do not use rope.
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(i.e. lunch or breaks).
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[illegible]

Hide Work Permit

3.17 Vehicles and Mobile Equipment

Critical Risk Activity and Permits

Vehicles and Mobile Equipment (RAC #2 and #3)

Prior to acceptance and use of a vehicle on site, a visual safety inspection must be carried out by a NAPG area lead, once complete a vehicle/equipment decal will be provided/issued.

All road going vehicles must be equipped with the following minimum safety features:

- Seatbelts for all occupants.
- Back up alarm.
- Operators manual.



3.18 Vehicles and Mobile Equipment

Critical Risk Activity and Permits

Vehicles and Mobile Equipment (RAC #2 and #3)

Performing a pre-operational inspection on any vehicle is important to satisfy the operator that the machine they are about to operate is mechanically safe and will perform within the machines operating parameters.

Prior to operating any piece of mobile equipment you must;

- Perform a through vehicle inspection, accurately complete the vehicle/ equipment checklist and keep the list on the vehicle for the duration of the shift.
- Ensure all safety devices in working order as per the manufacturers instructions and manual.

During operation any piece of mobile equipment you must;

- Immediately tag and remove your vehicle from service and notify your supervisor if it has been found to have any defects that pose a hazard to safe operation.



3.19 Vehicles and Mobile Equipment

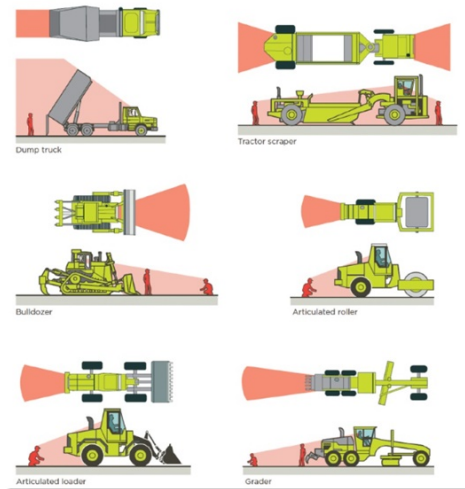
Critical Risk Activity and Permits

Vehicles and Mobile Equipment (RAC #2 and #3)

Many of the high potential incidents that occur within Vale each year are attributed to the operation of Mobile Equipment.

To mitigate the hazards associated to working with or around mobile equipment, the following controls have been put in place;

- Be light vehicle spot back in/drive through.
- Never stand behind a forklift or look at/with the driver, paid for direction before movement or approach.
- Keep a safe distance.
- Plan your work so that vehicles are not operated in reverse unless no other practical alternative is available.
- Maintain a minimum stand off distance from powerlines.



3.20 Vehicles and Mobile Equipment

Critical Risk Activity and Permits

Vehicles and Mobile Equipment (RAC #2 and #3)

Many of the high potential incidents that occur within Vale each year are attributed to the operation of Mobile Equipment.

To mitigate the hazards associated to working with or around mobile equipment, the following controls have been put in place;

- Use spotters and signallers as required.
- Establish procedures with the operator by which the signaller assists the operator and follows them.
- Stand where the operator can see you at all times and where you have full view of the intended path of travel.
- Stay out of the path of the vehicle you are signalling.
- Be aware of other moving machinery operating in the area.

Hand Signals for
On-Site Traffic Control

Back up

Clearance

Stop

Change Direction



Under development (Slide Layer)

Critical Risk Activity and Permits

Vehicles and Mobile Equipment (RAC #2 and #3)

3.21 Floor Gratings, Openings and Trap Doors

Critical Risk Activity and Permits

Floor Gratings, Openings and Trap Doors

Removing floor gratings should be treated as an "anomaly" at Vale and it should happen only as a last option, when there is no other viable alternative, i.e., to remove floor gratings it is necessary to evaluate, in advance, if there are other ways to conduct the activity so it does not generate openings in the floor and in the structures of the facilities.

So, how do I recognize Floor Gratings, Openings and Trap Doors?



Under development (Slide Layer)

Critical Risk Activity and Permits

Floor Gratings, Openings and Trap Doors



3.22 Floor Gratings, Openings and Trap Doors

Critical Risk Activity and Permits

Floor Gratings, Openings and Trap Doors

Floor grating removal can only be carried out with the simultaneous presence of the Construction Coordinator responsible for the area and the Construction Coordinator responsible for the activity and/or designate.

Prior to commencing any work a Floor Openings and Grating Removal Work Permit, must be thoroughly completed, (*example shown on right*) respecting the safety conditions and considering all the risks identified in the Job Hazard Analysis.

Any work activities that involve access of people in floor openings, the employees should follow the guidelines from RAC 01.

The Construction Coordinator responsible for the activity must monitor its execution of the work as long as there is an opening in the floor.

Under development (Slide Layer)

Critical Risk Activity and Permits

Floor Gratings, Openings and Trap Doors

3.23 Hazardous Materials - Utility Lines

Critical Risk Activity and Permits

Hazardous Materials - Utility Lines

Be aware that the utility lines located at the project site may be carrying potentially hazardous material.

Some lines may not comply with standards, always confirm the contents, before beginning any work on or around utility lines. (i.e. contact person, supervision, drawings, labels etc..SDS's).



Oxygen
Sky Blue



**LIGHT INDUSTRIAL OIL
or NATURAL GAS**
Yellow



PROCESS WATER
Dark Green



STEAM
Marked or Silver



SO₂ GAS
Cream & Orange
Bands or
Solid Orange



INSTRUMENT AIR
Light Green



FIRE WATER
Fire Engine Red



Blast Air
Black

4. General Safety Requirements

4.1 Divider



General Safety Requirements

Hand Tools
Safe Refueling
Manual Material Handling
Barricading
Hygiene

4.2 Hand Tools

General Safety Requirements

Hand Tools

There are many injuries while using hand tools on the job. Many of these injuries occur from improper use, but there are also injuries that involve a tool that was broken or in need of repair.

Before using any hand tool you must ensure that:

- A pre-use inspection is performed.
- All safety devices, guards and handles are in place.
- All necessary PPE, is worn. Face shields are required for cutting and grinding operations.
- Select the right tool for the job. Substitutes increase the chances of having an accident.
- Use all tools as per manufacturers instruction and recommendations. Do not modify or bypass any safety device.



4.3 Hand Tools

General Safety Requirements

Hand Tools

There are many injuries while using hand tools on the job. Many of these injuries occur from improper use, but there are also injuries that involve a tool that was broken or in need of repair.

Before using any hand tool you must ensure that:

- All electrical tools must have a ground plug, or be double insulated; removal of such grounding is unauthorized.
- Electrical cords are be free of defects, and an electrical cord with a GFI circuit interrupter is required for all hand tools and equipment at the source.
- All repairs of cords, ends or replacement of any parts must be performed by qualified electricians.
- Do not overload circuits.



4.4 Hand Tools

General Safety Requirements

Hand Tools

There are many injuries while using hand tools on the job. Many of these injuries occur from improper use, but there are also injuries that involve a tool that was broken or in need of repair.

Before using any hand tool you must ensure that:

- Grinders are equipped with discs rated to the proper rpm's.
- Do not tamper with guards or use trigger locks.
- Use discs suitable for the task.
Discs must be stored correctly, protected from damage.
- Before adjusting any power tool always unplug or disconnect the batteries.



4.5 Tools Inspection Requirements

General Safety Requirements

Tool Inspection Requirements

The Colour Coding for the Inspection of Electrical Equipment and Rigging Gear will be:		
January to March	Blue	
April to June	Green	
July to September	Yellow	
October to December	White	

4.6 Safe Refueling - Handling Diesel and Gasoline

General Safety Requirements

Handling Diesel and Gasoline

To mitigate the hazards associated to re-fueling mobile equipment, the following controls have been put in place.

- Follow fueling procedures never take short-cuts!
- Make sure the vehicle engine is shut off before refueling and ensure there are no other sources of ignition in the area (i.e. don't smoke, leave the cell phone in the vehicle).
- Remain in attendance during refueling.



Never rig the nozzle to stay in the open position.

4.7 Safe Refueling - Handling Diesel and Gasoline

General Safety Requirements

Handling Diesel and Gasoline

Ensure that dispensing equipment is in good working order, and also:

- That the nozzles and hoses are free of damage, weathering or cracking and there are no visible leaks present.
- Check to see if fire-fighting equipment is readily available and in good working condition. At least two - 20lb BC type extinguishers required at every facility.
- Ensure that there is spill response material available. Spill Kits should be replenished and in a state ready for deployment.



4.8 Safe Refueling - Handling Diesel and Gasoline

General Safety Requirements

Handling Diesel and Gasoline

Safe Refueling - Fueling Procedure

Step 1: Turn the Vehicle engine off.

Step 2: Know the location of the fire fighting equipment and check that it is good working condition.

Step 3: Check the condition of the hose and nozzle and do a visual check for leaks.

Step 4: Place the nozzle in the tank intake on vehicle.

Step 5: Turn the pump on.

Step 6: Commence refueling. The operator must remain in attendance at all times.

Step 7: Nozzle will automatically shut off when tank is filled - do not overfill.

Step 8: When fueling is complete turn the pump off and return the nozzle to the nozzle holder.

*** All spills, Leaks and deficiencies must be reported immediately to Your supervisor and the environment department.*

4.9 Manual Material Handling

General Safety Requirements

Manual Material Handling

Lifting, handling, or carrying objects at work can result in musculoskeletal injuries, including sprains and strains and other injuries. The risk of injury increases when bending, twisting, repetition, heavy loads, or awkward postures are involved.

Effective controls can help reduce risk and prevent injuries, which include;

- 20kg is the manual handling maximum, use mechanical devices for all material over 20kg (44lbs).
- Size up the load ahead of time and verify weights of material prior to lifting. Consider awkward sizing or dimensions.
- Always assess the environment and ensure good footing prior to lifting.



4.10 Manual Material Handling

General Safety Requirements

Manual Material Handling

Proper Lifting Practices - DO's and DONT's

DON'T try to handle bulky loads alone.	DON'T lift with your back, curving your body to grab and lift loads from the ground.	DON'T haul heavy hazardous loads that require an intense amount of strength.
DO utilize more than one worker to lift and move bulky loads.	DO lift with your leg muscles, keeping your back straight while bending your knees.	DO use equipment such as, dollies, hand trucks and forklifts to safely lift heavy loads.

4.11 Barricading Requirements

General Safety Requirements

Barricading Requirements

Recall that in Vales T1 General Orientation you learned that areas present hazards must be restricted by being roped-off to prevent inadvertent entry from outside a roped off area.

The North Atlantic Project Group Barricading Requirements include the following;

- Hard barricade or fence is the preferred method of barricading. The minimum standard for barricading is roped off area tags used with 3/8" polypropylene rope.
- Minimize areas as much as possible and include the correct information. (ex. on the yellow tag - Date, Name, Contact Info, Company, and the hazards associated with the barricaded area).



4.12 Barricading Requirements

General Safety Requirements

Barricading Policy

Recall that in Vales T1 General Orientation you learned areas that present hazards must be restricted by being roped-off to prevent inadvertent entry from outside a roped off area.

As per the regulations signs shall:

- Be posted in prominent locations and in sufficient numbers to warn workers of a hazard on a project.
- A sign shall contain the word “DANGER” written in legible letters that are at least 150 millimeters in height and shall state that entry by any unauthorized person to the area where the hazard exists is forbidden.



4.13 Barricading Requirements

General Safety Requirements

Barricading Policy

NAPG Barricading Requirements

The following situations illustrate where barricading and roping off an area is necessary:

- Any work that creates a hazard and or an unsafe condition must be identified.
- Unsafe, deteriorating walkways or slippery walkways.
- Unsecure structures (*hard barricade required*).
- Danger of falling process material or other items.
- Temporary removal of existing protection such as guardrails (*hard barricade required*).
- Any opening in a floor, sump, vessel, bin, or other surface that creates a falling hazard. (*hard barricade required*).
- To protect the immediate area where a critical injury has occurred.

5. Worker Health and Safety Engagement

5.1 Worker Health and Safety Engagement



Worker Health and Safety Engagement

5.2 Near Miss - Unsafe Condition

Worker Health and Safety Engagement

Near Miss - Unsafe Condition

Any employee involved in an incident or aware of a near miss or unsafe condition is required to promptly report the situation to his or her Supervisor.

- An *Unsafe Condition* is a situation or circumstance that if combined with an event could result in an incident or near miss (an incident waiting to happen).
- A *Near Miss* is an event with the potential to cause harm; but harm did not occur.

Incident Management

5.3 Barricading Requirements

Worker Health and Safety Engagement

Near Miss - Unsafe Condition

Any employee involved in an incident or aware of a near miss or unsafe condition is required to promptly report the situation to his or her Supervisor.

What are the benefits of reporting an Unsafe Condition or a Near Miss?

- When reported they can be investigated accordingly, putting additional controls in place to prevent recurrence.

What are the consequences of not reporting?

- Someone could be seriously injured or worse.

Incident Management

5.4 Safety Interactions

Worker Health and Safety Engagement

Safety Interactions

What is a safety interaction?

Safety interactions generally involve a targeted discussion between employees to better understand the risks involved in an activity.

The purpose of safety instructions is to reinforce safe behaviours and improve commitment.

- Be a Safety Champion and look out for one another.
- Apply Brothers Keepers principals.
Ask yourself, would this task be safe enough for your loved ones to do?
- Never Pass a Fault.



5.5 Joint Health and Safety / Workers Trade Committees

Worker Health and Safety Engagement

Joint Health and Safety / Workers Trade Committees

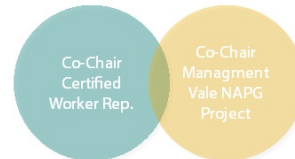
As per local legislation, when the project site reaches the minimum requirement (*49 regularly employed workers*) the JHSC shall establish a Workers Trades Committee (WTC).

The members of a WTC represent each of the trades at the workplace as well as the non-union employees.

A Joint Health and Safety Committee (JHSC) is a committee of at least two persons, who represent the workers and the employer at a workplace.

Their primary role is to identify workplace health and safety problems and bring them to the attention of the employer.

The JHSC Committee includes representatives from:



5.6 Communications

Worker Health and Safety Engagement

Communications

The primary goal of the communication process is to ensure hazards and risks raised by all project personnel are addressed and resolved.

Open communication is key to the success of projects, listed below are the communication tools currently in use at NAPG.	
Project JHSC	Review/Planning Meeting with Vale
Worker Trades Committee	FLHA Cards
Daily Toolbox Meetings	Pre Mobilization Risk
Weekly Safety Meetings	JHA
Weekly Safety Coordinators Meeting	Permits to V
Safety bulletins and Alerts	
Weekly progress Meetings	

