


<h1>Project Navigator</h1>					<b>Guideline</b>				
<b>TITLE</b> <b>CONTRACT SPECIFIC SAFETY PLAN</b>					<b>VALE #</b> <b>NAV-GP-0095</b>			<b>PAGE</b> <b>1/5</b>	
					<b>DM # 621223</b>			<b>REV.</b> <b>5</b>	
Effective Date:	Sept 25/13	Revisit Date:	Sept 25/14	Prepared By:	PN Working Group 1	Approved By:	T. Hirschfeld		

## 1.0 PURPOSE

The purpose of this guideline is to describe Contract Specific Safety Plans, Compliance Reports and the associated Audits.

## 2.0 REFERENCE DOCUMENTATION

The following documents were used in the development of this document or are related to it. The most recent revision shall be used.


<a href="#">NAV-TP-0095</a>	Contract Specific Safety Plan (SHE) Template
<a href="#">NAV-TP-0023</a>	Contract Specific Safety Plan Compliance Audit Template
<a href="#">NAV-GP- 0072</a>	Construction PHR Guideline
<a href="#">NAV-TP- 0019</a>	PHR – Process Hazards Review Template
<a href="#">NAV-TP-0009</a>	Pre-Mobilization Checklist
<a href="#">NAV-GP-0085</a>	Project Safety (SHE) Plan Guideline
<a href="#">NAV-TP-0085</a>	Project Safety (SHE) Plan Template

## 3.0 CONTEXT

The Contract Specific Safety Plan (the Plan) is a formal means of documenting the agreed upon safety activities for the contract.

Note: This Plan is not the Project Safety (SHE) Plan and is not the Contractors / Consultants Corporate Safety (SHE) Program.

The Contract Specific Safety Plan Compliance Audit (the Audit) is completed by the Contracting Party and the Vale Representative as a joint effort. The Contracting Party shall complete the top portion of the Audit, including the Safety Plan Compliance portion and attach their supporting documents. Once the Vale Representative has received the completed top portion they shall complete the bottom section of the Audit. This portion is to document their own review of the accuracy and quality of both the submitted documents and the safety work that was done.

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## 4.0 CONTRACT SPECIFIC SAFETY (SHE) PLAN

The Plan is task specific to the project and the location(s) of the work. It must include a list of all safety activities planned for the contract and the frequency of each activity. Use the standard template to document the planned and completed activities.


This is to be submitted to the Vale Representative prior to the start of any work, including mobilization activities. The Vale Representative will review the Contractors submission to ensure that it is suitable for the work to be done.

The Plan is to be completed prior to the Construction PHR and Pre-Mobilization Meeting. This Plan is to be reviewed at the beginning of the Construction PHR to ensure items are not duplicated in the PHR. This Plan must be attached to the completed PHR document and posted onsite and readily available to the workers.

### 4.1 ACTIVITIES

The contractor shall tailor the Plan to the Scope of Work and the Schedule. The following is not a complete list, and not all activities listed will apply to all projects.

- Emergency Preparedness Review
- Construction PHR(s)
- Toolbox Talks
- Safety Meetings
- Site Inspections & Audits
- Mobile Equipment Pre-operational Inspections
- JHSC Joint Inspections
- Worker Training
- Accident and Incident Investigations
- Regulations and Policies Review
- Site Trailer Audits
- Constructability Review
- Lift Plan(s)
- Review of Project SHE Review
- Other items as appropriate

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## 5.0 CONTRACT SPECIFIC SAFETY PLAN COMPLIANCE AUDIT

The Contracting Party shall audit the specified activities on their Safety Plan on a weekly basis and record their compliance using the “Contract Specific Safety Plan Compliance Audit” template (NAV-TP-0023). They shall complete the top portion of the template, forwarding the Audit and supporting documents to the Vale Representative.

The Vale Representative will complete the bottom portion of the Audit upon receipt, using the attached supporting documentation from the contractor and their Field Audits to calculate the Combined % of compliance. This Audit includes a review of the accuracy and quality of both the submitted documents and the safety work that was done. Note – comments included on the Audit will be seen by the Contractor and other stakeholders; these are to be pro-active and supportive comments.

This Audit will be filed according to local document management standards. Copies are to be forwarded to the Contracting Party, the Project Manager and other stakeholders as directed by the Project Manager. The Contracting Party must follow up with any remedial work listed on the Audit.

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Project Navigator



**Contract Specific Safety Plan Compliance Audit**


Parent Project Title: <i>(this section completed by Vale)</i>							
Plant Name:		Oracle Plant #:		Parent Project #:			
Owner:		Sponsor:		Oracle Project #:			
Complexity: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High		Est. Parent Project Cost: \$					
Project Title:							
Contractor Name:				Contract / BPO #:			
Contract Desc:				DM #:			
Date:		For the Week of:					
Project Stage: <input type="checkbox"/> FEL 1 <input type="checkbox"/> FEL 2 <input type="checkbox"/> FEL 3 <input type="checkbox"/> Execution <input type="checkbox"/> Commissioning							
<b>To be completed by the Contracting Party</b>							
Project Manager:		Telephone #:					
Project Co-ordinator:		Telephone #:					
Contractor:		Telephone #:					
Safety Supervisor:		Telephone #:					
Const. Supervisor:		Telephone #:					
<b>079 Summary</b>							
General Contractor:							
Weekly Manhours	FAI	MTI	RWI	LTI	TDI	TRIF	Comments:
0	0	0	0	0	0	0	The Sub-contractor hours and 079 data must be separated from the General Contractor data. Enter Sub-contractor data below; do not include Sub-contractor hours in General Contractor data.
Total Manhours to date	FAI's to date	MTI's to date	RWI's to date	LTI's to date	TDI's to date	TRIF to date	
0	0	0	0	0	0	0	
Injury 079 #'s							
List 079 #'s here associated with FAI's, MTI's, FWI's, LTI's							
Incident / Condition / Near Miss / Environmental Issue 079 #'s							
List 079 #'s here associated with Incident / Condition / Near Miss / Environmental Issue							
Sub-contractor: <i>sub-contractor name</i>							
Weekly Manhours	FAI	MTI	RWI	LTI	TDI	TRIF	Comments:
0	0	0	0	0	0	0	
Total Manhours to date	FAI's to date	MTI's to date	RWI's to date	LTI's to date	TDI's to date	TRIF to date	
0	0	0	0	0	0	0	
Injury 079 #'s							
List 079 #'s here associated with FAI's, MTI's, FWI's, LTI's							
Incident / Condition / Near Miss / Environmental Issue 079 #'s							
List 079 #'s here associated with Incident / Condition / Near Miss / Environmental Issue							
<i>Click "*" sign to add additional sub-contractor table(s)</i>							
<b>General Contractor &amp; Sub-contractor Summary (auto-calculated)</b>							
Weekly Manhours	FAI	MTI	RWI	LTI	TDI	TRIF	
0	0	0	0	0	0	0	
Total Contract Manhours to date	FAI's to date	MTI's to date	RWI's to date	LTI's to date	TDI's to date	TRIF to date	
0	0	0	0	0	0	0	
<b>Safety Plan Compliance</b>							
Planned Safety Activities	Frequency	Planned This Week	Done This Week	% Compliant			
Toolbox Talks	eg. Daily, Weekly etc.						
PHR (s)							
Inspections:							
List specific Inspections							
Audits:							
List specific Audits							
Others:							
List others							
Totals		0	0				
Supporting Documents: <span style="float: right; border: 1px solid red; padding: 2px;">Attach Files</span>							

Completed by the Vale Representative

Completed by the Contracting Party

<b>To be completed by the Vale Representative</b>		
COMPLIANCE	% OF PLAN	COMMENTS
Required Documents %		calculate the number done and divide by the number they were to do (0 to 100%)
Field Audit %		subjective assessment of the conditions found versus a high standard (0 to 100%). List any OMBs here.
Combined %		represents the average of the 2 values above
Total Compliance to date		This is a running total for combining all weekly compliance audit scores.
<b>WEEKLY SUMMARY</b>		
ACCIDENT OR INCIDENTS THIS WEEK		
SITE OBSERVATIONS THIS WEEK (Daily visits to site)		
COMMENTS ON YOUR AUDIT OF THE QUALITY OF THE WORK DONE TO MEET THE SAFETY PLAN		
REMEDIAL WORK REQUIRED BY CONTRACTOR TO ADDRESS QUALITY ISSUES		

Completed by the Vale Representative

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## 6.0 APPENDICES

Appendix A: Revision and Transition Notes

### Appendix A: Revision and Transition Notes

(Revisions are listed in reverse chronological order with most recent revision at the top. Revision notes describe: what was changed, why it was changed, and the plan to implement the change, including whether changes are retroactive)

#### Revision Control Information

Rev #	Date	Nature of Change	Page inserted, replaced, revised or cancelled	Approved by document owner
1	Nov 17/12	Document Draft	All	
2	Feb 7/13	Clarification of process	All	T. Hirschfeld
3	June 18/13	Update	Updated to reflect changes in the templates	T.Hirschfeld
4	June 27/13	Update	Section 3.0 Context – included verbiage “...as a joint effort.” Section 4.1 Activities – added to bullets “Constructability Review, Lift Plan(s), and review of Project SHE Review” Section 5.1 Audit – added “Note – comments included on the Audit will be seen by the Contractor and other stakeholders; these are to be proactive and supportive comments.”	T. Hirschfeld
5	Sept 25/13	Template update	Graphic updated to reflect the changes made to the Compliance Audit form. 079 Summary section updated to provide a details of incidents by Contractor and their subs.	T. Hirschfeld