


<h1>Project Navigator</h1>					Guideline				
TITLE JOB PROCEDURE DEVELOPMENT					VALE # NAV-GP-0291			PAGE 1/4	
					DM # 743711			REV. 3	
Effective Date:	Aug 20/14	Revisit Date:	Aug 25/15	Prepared By:	G.Mumford T.Hirschfeld	Approved By:	T. Hirschfeld		


1.0 PURPOSE

This guideline is intended to provide direction to Vale Representatives / Project Teams and Contracting Parties regarding requirements for written job procedures.

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.

NAV-TP-0291 http://sudsmelter5/ccsweb/jobproc/	ERM Job Procedure Template Smelter Job Procedures
http://sudsmelter5/ccsweb/jobproctestccnr/Man1.08	CCNR Job Procedures
http://sudsmelter5/ccsweb/JobProcTestColeman/	CCNR – Guideline for Writing a Procedure Coleman Mine Job Procedures
http://sudsmelter5/ccsweb/jobproctestcreighton/default.asp	Creighton Mine Job Procedures
http://sudsmelter5/ccsweb/JobProcTestcoppercliff/	Copper Cliff Mine Job Procedures
http://sudsmelter5/ccsweb/jobproctestgarson/	Garson Mine Job Procedures
http://sudsmelter5/ccsweb/jobprocteststobie/	Stobie Mine Job Procedures
http://sudsmelter5/ccsweb/JobProcTotten/	Totten Mine Job Procedures
http://sudmills/Mill_PTAS.htm	Clarabelle Mill & Central Tailings Job Procedures
NAV-LP-0270 Link	Job Hazard Analysis (JHA) Worksheet Site Specific Analysis (SSA) Worksheet
NAV-TP-0019 Link	Process Hazard Review (PHR) SLAM Occupational Health and Safety Act s26(1)(K)

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3.0 APPLICATION

This guideline applies to all project work executed by the ERM Groups. The processes described below should be considered best practices, but are optional at the discretion of the Vale Project Manager.

Note: Other Vale Departments may also choose to follow this guideline.

3.1 EXEMPTIONS

Written job procedures are generally not required if the work being performed is covered by an existing policy, procedure or regulation, or if the tasks are included in trade specific training.

4.0 CONTEXT

Vale requires written job procedures for all work performed by Vale personnel that is not covered by an existing policy or procedure. As the Constructors on projects the Vale Project Manager is accountable to ensure the safety of all personnel on the jobsite; therefore this requirement can be extended to contractors.

Contracted work on projects often involves work in hazardous / changing conditions and contractor employees may not be familiar with the hazards.

Contracted work often includes tasks where supervision and workers are unclear about requirements for written job procedures.


5.0 PROCESS

All contracted work requires a Process Hazard Review (PHR) which outlines the methodology for the work being performed.

The need for written procedures should be identified during the PHR or during the review of the Contract Specific Safety Plan. The triggers listed on the PHR Checklist can be referenced to help determine the level of risk and the need for written job procedures.

The use of field level risk assessments should be encouraged (SLAM, SUPA, etc.). A PHR or the field level risk assessment may identify the need for either a Job Hazard Analysis (JHA/JSA/SSA) or a formal written job procedure.

The contractor can use a Vale job procedure, if available or can produce their own. All written job procedures must be reviewed by the Vale Representative and be kept

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onsite. The documents are to be filed in accordance with local document management standards.

SLAMs can be done by the Contractor with no involvement from the project team.

JHAs require involvement of the Vale Representative.

5.1 WHEN REQUIRED


If any task listed in the methodology involves non-routine hazardous work a written job procedure should be prepared.

If there is a change in the methodology or conditions, the need for a written job procedure should be reviewed with the Vale Representative. The PHR should also be reviewed and revised as required.

5.2 JOB PROCEDURES

Job procedures should include the following elements:

- Procedure Identification
- Purpose
- Task
- Safety
- Procedure
- Qualifications
- Approvals
- Worker Review Sign Off

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6.0 APPENDICES

Appendix A: Revision and Transition Notes

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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	Aug 20/14	Development	Document development for Project Navigator	Trueman Hirschfeld
2	Aug 25/14	Minor	Section 5.0 updated to identify that job procedures must be kept on site.	Trueman Hirschfeld
3	May 6/18	Minor	Aligned terminology from PMO to ERM	