


<h1>Project Navigator</h1>				Guideline			
TITLE JOB SITE SPECIFIC ORIENTATION GUIDELINE				VALE # NAV-GP-0411		PAGE 1/4	
				DM # 1232754		REV. 2	
Effective Date:	March 15/17	Revisit Date:	March 2018	Prepared By:	T.Hirschfeld, D.Roberts, G.Gagnon	Approved By:	T. Hirschfeld

1.0 PURPOSE

This guideline outlines the expectations for job specific orientations for contractor / consultant personnel working on site, to improve worker awareness of site layout, hazards and work requirements.

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-0411	Job Site Specific Orientation Checklist
NAV-TP-0095	Contract Specific Safety Plan Template
NAV-GP-0095	Contract Specific Safety Plan Guideline
NAV-TP-0019	PHR Template
NAV-GP-0072	FEL/Construction/ Commissioning PHR Guideline
NAV-TP-0009	Pre-Mobilization Checklist Template

3.0 APPLICATION

Use of this guideline is mandatory for all ERM Project work and recommended for use by Vale Representatives for other work.

It is the responsibility of the Vale Representative to ensure that a Job Specific Orientation Checklist is completed for all workers on-site.

3.1 EXEMPTIONS


Exemptions to this process must be approved in writing by the ERM Project Manager.

4.0 CONTEXT

A lack of Job Site Specific Orientations has been identified in previous Lessons Learned Reviews and Incident Reports, as a gap in our overall Site Training and Orientation processes.

5.0 JOB SPECIFIC ORIENTATION

A Job Site Specific Orientation Checklist (NAV-TP-0411) is available for a consistent application of a standard Job Site Tour.

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5.1 JOB SITE TOUR

5.1.1 Completed By

It is the responsibility of the Vale Representative to ensure that a Job Specific Orientation is completed for all workers. However, the Vale Representative may delegate the completion of the activities identified on the Job Specific Orientation Checklist to a competent Team Member / Contractor Supervisor / Contractor SHE Coordinator when they are not able to complete this checklist themselves.


5.1.2 Completed When

It is expected that prior to any worker/supervisor commencing work onsite that the Vale Representative will complete the Job Site Specific Orientation Checklist with the initial “group” of workers. This will include a Site Tour, a review of the Construction PHR and Contract Specific Safety Plan and the identification of where any other Safety Documentations are located. Each worker must sign-off that they have received the Job Site Tour. The Vale Representative will file that Job Specific Orientation Checklist and the Worker Sign-off Sheets in accordance with their local document management standards.

For workers that come onsite after the Vale Representative has completed this activity with the initial “group”, the Vale Representative may request that the Contractor Supervisor or Contractor S/H/E Coordinator complete individual Job Specific Orientation Checklists with any new individual prior to that new worker commencing any work onsite. That Contractor Representative must provide the Vale Representative any individual Sign-off Sheets once any additional Job Site Tour is completed. The Vale Representative is to file any additional Job Specific Orientation Checklists and Job Site Tour Worker Sign-off Sheets according to their local document Management Standards.

5.1.3 How to complete a Job Site Tour


The Vale Representative should identify and communicate to the Contractors Supervisor a predetermined date / time / location to meet the work group (or individual) prior to any work commencing. Typically this will occur prior to or during the first daily contractor line-up meeting. The Vale Representative should ensure that appropriate minimum training requirements are met prior to starting the Job Site Tour (appropriate PPE, Lenel Cards with appropriate Orientations, etc...). Each item on the Job Site Tour Checklist (as provided as part of the Job Site Orientation Checklist) should be completed by physically showing all participants the item. After the Job

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Site Tour is completed, a review of the Construction PHR and Contract Specific Safety Plan must be completed with all workers and workers must Sign-off on the review of the Construction PHR. Additionally, review where any applicable safety documentation is located / posted, such as where copies of the PHR, Contract Specific Safety Plan and any other MOL required postings can be found.

Summary:

- Identify who will be completing the Job Site Tour (*Vale Rep or Contractor designate*)
- Identify meeting location and communicate to workforce
- Identify who will be reviewing the Construction PHR & Contract Specific Safety Plan and locations of other safety documentation (*Vale or Contractor designate*)
- Ensure all appropriate minimum training and PPE requirements are met prior to Job Site Tour begins
- Physically show all participants each item on the Job Site Tour Checklist portion of the Job Site Orientation Checklist (*Vale or Contractor designate*)
- Review Construction PHR (*Vale or Contractor designate*)
- Review Contract Specific Safety Plan (*Vale or Contractor designate*)
- Review locations of other safety documents, where applicable (*Vale or Contractor designate*)
- Vale Rep to receive Job Site Orientation Checklist and the Job Site Tour Worker Signoff Sheet
- Vale Rep to file according to your local document management standards

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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
Draft	Sept 12/16		Development to fill gap identified for the New L&D Tiered Training Module (Trueman Hirschfeld, Dwayne Roberts, Gary Gagnon, Dave Pisaric)	
1	March 15/17		Development for Project Navigator	T. Hirschfeld
2	May 8/18	Minor	Aligned terminology from PMO to ERM	