

# STANDARD PROCEDURE INSTRUCTION

Title <b>Manitoba Operations Plant Site Orientation Requirements</b>		SPI <b>10-13</b>
Department <b>Management</b>	Supersedes SPI Dated <b>November 16, 2016</b>	Effective Date <b>January 9, 2017</b>

## 1. PURPOSE

- 1.1 To outline the orientation requirements for all employees, contractors and visitors to the Manitoba Operations plant site.

## 2. SCOPE

- 2.1 The following SPI applies to all personnel types: employees, contractors and visitors entering the Manitoba Operations plant site to ensure that all types receive the minimum standards set forth.
- 2.2 Without completion of required orientation, employees, contractors, or visitors will not be permitted to access the Manitoba Operations unaccompanied.
- 2.3 Employee, contractors or visitors with incomplete or absent orientation will be required to be accompanied by a manager appointed sponsor at all times until the deemed necessary orientation is complete.

## 3. DEFINITIONS

**Employee** – Individual employed by Vale Canada Limited. Covers employee types such as; Permanent, Fixed Term, TLP (Term Labour Pool), Permanent-outside Manitoba Operations. Please refer to Personnel Type Matrix for all employee types.

**Vale Representative** – Individual who is responsible for the contracting firm and who will be responsible for ensuring that all training requirements are met and overseeing the execution of the contract work. This role could also be considered as the Vale Construction Supervisor.

**Sponsor** – Vale employee who is responsible for supervising visitor at all times. This could be the same person as the Vale Representative. The sponsor must be appointed by the area manager, have necessary orientations and be familiar with hazards in the work area.

**Sponsored Contractor** – As per SPI 10-9. Requires entry to site using Three Part Special Pass and Release (Form # 2016). This pass is issued for temporary personnel entry and vehicle entry of a short term nature. (For the purpose of this instruction, short term nature is defined as a period of less than 3 months) It is issued for Contractors and Vendors only.

**Un-sponsored Contractor** – CTRF Form. Group or individual who performs work or delivers on Manitoba Operations plant site.

**Contractor Supervisor** – Individual responsible for overseeing the contractor company. If overseeing an Un-sponsored Contractor, will be the signing authority on the CTRF attesting completion of Vale training requirements.

#### **4. REFERENCE DOCUMENTS**

- Personnel Type Matrix
- SPI 10-9 Plant Passes
- Contractor Training Requirements Form (CTRF)
- SPI 19-2 Manitoba Operations Tour

#### **5. PROCEDURES**

All training requirements for employees, contractors and site visitors are outlined below in the following SPI.

##### **5.1 Employee Orientation Training**

5.1.1 All new and transferred employees to the Manitoba Operations must receive site orientation.

5.1.2 The content and duration of orientation will be determined based on employee type. Refer to Personnel Type Matrix for requirement per employee.

5.1.3 Learning and Development Department will perform new and transferred employee orientation.

5.1.4 A site pass will be issued on the first day of employment.

##### **5.2 Contractor Orientation Training**

5.2.1 Contractors are one of two groups: Sponsored and Un-sponsored. Refer to Personnel Type Matrix for requirement per contractor.

5.2.2 As per SPI 10-9, Sponsored Contractors will require Form #2016: Three Part Special Pass and Release.

5.2.3 Un-sponsored Contractors must receive site orientation as per the Contractor Training Requirements Form (CTRF).

5.2.4 The Vale Representative will outline the training items as per Project/Contract requirements.

5.2.5 The Un-sponsored Contractor will complete required training items outlined by the Vale Representative.

5.2.6 The Contractor Supervisor will attest to the completion of training items as per Project/Contract requirements.

5.2.7 Manitoba Operations specific training items must be completed on-line or through the local site location and attested before access is granted into plant site.

5.2.8 Training items are good for a period of 2 years from date of issue. If a contractor changes employer during this time and the new employer has access to site, the contractor must reregister with the new company and renew his/her required training items.

### 5.3 Site Tours

Any personnel entering the site for a tour will be covered under SPI 19-2 Manitoba Operations Tour.

## 6.0 Forms/Documents Used

**6.1 Personnel Type Matrix** outlines all employee, visitor and contractors types. All orientation programs are listed. An “X” will intersect between employee type and orientation type to display the training requirement.



Personnel Type  
Matrix.xls

**6.2 Contractor Training Requirements Form (CTRF) – Updated – Vale Rep signature removed & “Office Use Only” area for ASAP to ensure data has been entered/uploaded to system for future audits**



CTRF Rev 1 May 26  
2017.doc

**6.3 SPI 10-9: Three part Special Pass and Release (Form #2016)**

Approved By M.Scott	Title Mark Scott Vice President, Manitoba Operations
Date November 16, 2016	