



STANDARD PROCEDURE INSTRUCTION

Title		SPI
Occupational Exposure Monitoring Program (OEMP)		36-7
Department	Supersedes SPI Dated	Effective Date
Safety, Health & Environment	March 1, 2007	June 5 , 2012

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1. PURPOSE

- 1.1 To identify occupational exposures in the workplace that will be assessed by the Safety, Health and Environment Committees in order to implement controls to minimize the risks of exposures to as low as reasonably achievable.

2. SCOPE

- 2.1 The Occupational Exposure Monitoring Program applies to all employees working in the surface and underground departments that have potential occupational exposures.
- 2.2 Employees may volunteer to participate in the Occupational Exposure Monitoring Program however when there are no volunteers an employee will be selected in the designated workgroup and their cooperation is mandatory.

3. GENERAL REQUIREMENTS

- 3.1 Develop and execute monitoring plans for each department that utilize consistent and reliable sampling, analytical and evaluation procedures.
- 3.2 Evaluate the data and communicate results to the following parties:
 - Employee(s) that participated in the program
 - Safety, Health and Environment Committees
- 3.3 Maintain records of exposure monitoring in accordance with the Workplace Safety and Health Act 217/2006 and company policy.
- 3.4 Review and audit the Occupational Exposure Monitoring Program and its elements on an annual basis.
- 3.5 Develop training packages and guidance materials for the understanding and functioning of the Program



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4. GENERAL RESPONSIBILITIES

Safety, Health and Environment

- 4.1 Develop and facilitate the execution of the annual Occupational Exposure Monitoring Plan in consultation with the Safety, Health and Environment Committee of each department.
- 4.2 Consult with internal and external analytical service providers on required information to establish best analytical sampling practices.
- 4.3 Evaluate the data to ensure accurate and precise results are being recorded and reported.
- 4.4 Communicate the results to required parties once available and verified. Employees will receive a notification letter of their individual results and the Safety, Health and Environment Committees will receive a report of all verified results that do not contain employee names.
- 4.5 Maintain all records of monitoring results in accordance with regulations and company policy.
- 4.6 Develop training packages and guidance documents for the departments in order to facilitate the understanding and functioning of the Occupational Exposure Monitoring Program.
- 4.7 Provide technical assistance for the development of risk control options to minimize employee exposures.
- 4.8 Compile all of the results for the year into an Annual Report that will be provided to all General Managers, Managers, Union President, Union Divisional Co-Chair and all Worker Safety Representatives for the Union.

Occupational Medicine

- 4.9 Provide Medical Health Surveillance as recommended by law, and as an outcome of the workplace monitoring results.



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4.10 Provide assistance with the development of educational packages.

4.11 Maintain medical records as required.

4.12 Provide summary data of health surveillance results.

Operating Departments

4.13 Ensure all sampling equipment is distributed to specified workgroups and areas.

4.14 Deliver the Occupation Exposure Monitoring Program training packages to the employees.

4.15 Develop, implement and maintain controls in order to reduce the employee exposures to as low as reasonably achievable.

Analytical Services

4.16 Analyze filter media based on analytical procedures that have been approved by the Safety, Health and Environment department.

4.17 Report results from the analytical methods to the Industrial Hygiene Coordinator in a timely manner.

4.18 Ensure all methods are executed in a manner that provides accurate and precise results.

Training

4.19 Provide training programs for the understanding and functioning of the Occupational Exposure Monitoring Program based on the technical input from the Safety, Health and Environment department.

Joint Safety, Health and Environment Committee Co-chairs

4.20 Communicate Occupational Exposure Monitoring Program results to the employees within their area of responsibility.



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4.21 Initiate remedial actions for results that are in exceedance of the Threshold Limit Values (TLV).

4.22 Ensure that there is 100% compliance for the distribution of the equipment and proper information is recorded by the employee for the sampling tests.

5. MAINTENANCE OF S.P.I.

5.1 The Industrial Hygiene Coordinator will initiate the annual review of the Occupational Exposure Monitoring Program and communicate any improvements to be made to the Supervisor of Health and the Manager of Safety, Health and Environment.

Approved By	Title
Lovro Paulic	General Manager, Vale Manitoba Operations
Date June 5, 2012	

