



## STANDARD PROCEDURE INSTRUCTION

Title		SPI
Job Procedure Development and Review		11-04
Department	Supersedes SPI Dated	Effective Date
Training	New	May 17, 2017

---

Job Procedure Development and Review

---

---

Title Job Procedure Development and Review		SPI #11-04
Department <b>Training</b>	Supersedes SPI Dated New	Effective Date May 17, 2017

1. **Purpose:** To outline the process used to create new procedures.
2. **Scope:** This SPI governs the creation of all procedures held within the Training Department at the Manitoba Operations.
3. **Definitions:**
  - JHA: Job Hazard Analysis
  - JSA: Job Safety Analysis
  - Risk Ranking: a system which provides a scale of criticality for work tasks being performed.
4. **New Procedure Development:**
  - 4.1 Determine the Risk Ranking of the Job Task
    - 4.1.1 Refer to risk rank procedure
  - 4.2 Complete or Refer to JHA/JSA
    - 4.2.1 If a JHA/JSA exists for the job task, review and update as necessary. This document will form the steps to be performed in the procedure.
    - 4.2.2 If a JHA/JSA does not exist, one must be performed for the task. Refer to the SafeProduction JHA/JSA Module for instructions. If the procedure was produced by the manufacturer, no JHA/JSA is required.



Title		SPI
Job Procedure Development and Review		#11-04
Department	Supersedes SPI Dated	Effective Date
<b>Training</b>	New	May 17, 2017

### 4.3 Draft New Procedure

4.3.1 As outlined in SafeProduction, a job procedure should exist in the following circumstances:

- There is a need for consistency
- High risk activities
- Complex activities
- Key regulations

4.3.2 The following should be included in the header:

- Title
- Risk ranking number
- Next review date
- Procedure number
- Area
- Applicable work groups

4.3.3 The following should be included in the footer:

- Reason for revision
- Referenced LP sheets
- Writer/reviser and date
- Approval information

4.3.3 The following should be included in the body of the procedure:

- **Purpose:** Outline the objective of the procedure, using a single sentence that does not contain “ifs”, “ands”, “buts”, commas or conjunctions.



Title		SPI
Job Procedure Development and Review		#11-04
Department	Supersedes SPI Dated	Effective Date
<b>Training</b>	New	May 17, 2017

- **Scope:** Identify the boundaries, conditions and/or work group(s) that the task is being written for.
- **Definitions:** Explain the meaning of any non-standard terminology, or clarify terminology which may be used in an unconventional manner. Describe any abbreviations or acronyms.
- **Legal and Other Requirements:** List applicable laws or regulations associated with the procedure and quote them if required for clarity.
- **References:** List supporting information, such as manufacturer's specifications or manuals and quote them if required for clarity.
- **Training and/or Qualification Requirements:** Identify qualification requirements for workers performing the procedure.
- **Safety Considerations:** List the hazards identified in the JHA/JSA. The controls which are in place to mitigate these hazards should be outlined here.
- **Required Tools:** List the tools required to perform the procedure.
- **Job Step Description:** Outline each step to be performed. This should be written in chronological order and include a detailed description of each step.
  - Summarize steps from the JHA/JSA



Title		SPI
Job Procedure Development and Review		#11-04
Department	Supersedes SPI Dated	Effective Date
<b>Training</b>	New	May 17, 2017

- Use active, positive, language. Each step should include a verb followed by a noun to emphasize the action being performed. For example, “Strike the nail on the head with the head of the hammer until the nail head is flush with the surface.”
- Keep each step short and direct. The procedure should describe the steps that must be taken and in what sequence. Include checks that need to be performed and at what stage of the procedure. It should include corrective measures if something is not right.
- Use gender neutral language

#### 4.4 Review Process

4.4.1 A review process will include key groups that are impacted by the procedure. This will include subject matter expert(s) and manager(s). It could also include any of the following:

- Safety resources (including Union Reps)
- Maintenance representative
- Site/plant engineer
- Environmental professional
- Health professional

4.4.2 The procedure writer will consider the feedback comments from the reviewers and make revisions as necessary. The JHA/JSA shall be revisited, if major revisions are necessary, and the task steps shall be amended to reflect the recommended changes. The risk ranking should be reassessed. Once the draft has been revised, the review process will begin again. This will continue



Title		SPI
Job Procedure Development and Review		#11-04
Department	Supersedes SPI Dated	Effective Date
<b>Training</b>	New	May 17, 2017

as required until a draft of the procedure is complete. Note: minor editing such as spelling, grammar, or formatting does not require further review. Further review is only required when the revision(s) results in a significant change to the procedure such as a missing step or a change to the way the work is done.

4.4.3 Once revisions are complete, the procedure writer will conduct a Formal Job Observation as outlined in the Job Safety Observation SafeProduction Module to determine if the procedure can be used as intended.

4.5 Approvals

4.5.1 Once the final draft has been completed by the procedure writer, it will be sent out for approval. In the case of department specific procedures, approval will come from the plant manager. For 'all mines' procedures, approval will come from the Manager, Mining and Milling. Approval will be demonstrated by using the voting buttons on Microsoft Outlook.

4.5.2 Refer to SPI 11-05 for more detailed instructions around the document approvals process.



Title		SPI
Job Procedure Development and Review		#11-04
Department	Supersedes SPI Dated	Effective Date
<b>Training</b>	New	May 17, 2017

Approved By	Title
	Manager, Safety, Training, Health and Environment, Vale Manitoba Operations
Date	

