

STANDARD PROCEDURE INSTRUCTION

Title		SPI
First Aid Training		34-8
Department	Supersedes SPI Dated	Effective Date
Safety, Health and Environment	July 2009	April 8, 2013

First Aid Training

1. PURPOSE

- 1.1 To ensure appropriate Vale employees are Cardio Pulmonary Resuscitation (CPR) and First Aid trained to proper certification.

2. SCOPE

- 2.1 To make First Aid and CPR skills training available to the identified employees in the Manitoba Operations.

3. PROCEDURE

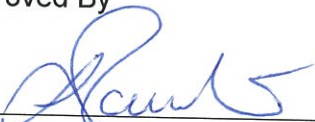
- 3.1 **All Vale Emergency Response Personnel** shall be trained to a minimum **First Aider 2** level plus training in the use of first aid equipment (iv) & (vi) in the First Aider 3 as defined in the Workplace Safety and Health Act W210 M.R 217/2006 Part 5 and certification maintained.
- 3.2 All underground Front Line Supervisors will be trained to a minimum First Aid 2 level as defined in Mine Regulations 212/11 part 4, section 4.15(1)(b) and certification maintained as defined in the Workplace Safety and Health Act W210 M.R.217/2006 Part 5
- 3.3 **All Electrical Personnel** shall be trained to a minimum **First Aider 1** level as defined in the Workplace Safety and Health Act W210 M.R 217/2006 Part 5 and certification maintained.
- 3.4 **All New Underground Mining Employees** shall be trained to a minimum **First Aider 1** level as defined in the Workplace Safety and Health Act W210 M.R 217/2006 Part 5 during their first year of employment. Support staff Managers would have to conduct a risk assessment to determine if or how many of their employees would need first aid training and get approval from the Mines / Mill General Manager
- 3.5 **Confined Entry Guards** shall be trained to a minimum **First Aider 1** level as defined in the Workplace Safety and Health Act W210 M.R 217/2006 Part 5 and certification maintained. The Manager of the plant will determine the number and who, to be trained to cover the needs of their plant.
- 3.6 Employees required to work in an isolated or distant workplace as defined by the Manitoba Regulations 217/2006 will require first aider 1.

4. ADMINISTRATION

- 4.1 Line management in each area / department shall be responsible for managing the First Aid Training and CPR program at their location (i.e. determining their

needs). As Outlined in the "**PROCEDURE**" section of this SPI there are requirements outlined in W210 that must be met. Plans must also be in place to have suitable employees trained to meet other regulatory requirements such as Confined Space Part 15 of MR 217/06.

- 4.2 The Learning & Development Department shall arrange for qualified instructors and shall be responsible to administer the setup of the courses.
- 4.3 The Training Instructor or designated individual in each area shall be responsible for identifying to line management personnel requiring First Aider 1 training (First aid and CPR.) as stated in the Manitoba Workplace Safety and Health Act and Regulations.
- 4.4 The Training Instructor or designated individual in each area shall be responsible for inputting training records (Certified & Recertified) into the training records management system. Certification is good for three years after the date it was issued.
- 4.5 The Safe Production Resource Group shall be responsible for auditing First Aid & CPR Training compliance.

Approved By 	Title Lovro Paulic Vice President, Manitoba Operations
Date April 9/13	