



STANDARD PROCEDURE INSTRUCTION

Title		SPI
SPI - Statement of Concern regarding Exposures to Harmful Products or Materials		#36-15
Department	Supersedes SPI Dated	Effective Date
Safety, Health and Environment	New	January 17, 2018

SPI – Statement of Concern regarding Exposures
To Harmful Products or Materials

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1. PURPOSE

- 1.1 To provide a process for documenting concerns that an injury or illness may develop at a later date as a result of an unexpected workplace exposure to a Chemical, infectious or biological agent using the Workers Compensation Board of Manitoba's (WCB) Statement of Concern. The statement of Concern is the document used to ensure the WCB has a record of the exposure should an illness or injury develops sometime in the future.

2. SCOPE

- 2.1 This SPI applies to all areas and all personnel working for or on Manitoba Operations property(s).

3. PROCEDURE

Individual/Group Exposures

- 3.1 Individuals that may have had an exposure to a hazardous product or material must report the exposure to their supervisor immediately. All measures must be taken to ensure the individual is not at immediate risk to their health
- 3.2 The area in which the exposure occurred is maintained to ensure that others are not at risk of similar exposures.
- 3.3 A SAP IM report must be initiated through the Vale Incident Management System (IM). A joint investigation shall take place as directed by SPI 34-31 Incident Investigation.
- 3.4 A WCB Statement of Concern shall be initiated by the supervisor generating the SAP IM incident report ensuring all relevant information is included. A copy of the Statement of Concern shall be:
- attached in the report on the Vale IM System, and
 - Emailed to the WCB Administrator.



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- 3.6 The Vale WCB Administrator shall forward the Statement of Concern Document to the Workers Compensation Board of Manitoba and USW Joint Problem Solving Coordinator within 30 days of the reported exposure.
- 3.7 A confirmation letter will be generated by the Vale WCB Administrator indicating that the Statement of Concern has been sent from the WCB Coordinator and received by the Workers Compensation Board. The confirmation letter shall be sent to the individual affected by the possible exposure as well as to the USW Joint Problem Solving Coordinator.

Appendix 1

Statement of Concern Letter template



Statement of Concern

Approved By	Title
	Vice-President, Vale Manitoba Operations
Date	

