

1.0 INTRODUCTION

This standard provides a systematic process to follow to ensure all safety considerations and precautions are in place prior to starting the job. It may include sign off sheets, checklists, or other information designed to ensure the protection of the workers is in place.

Work planning is critical and must be completed in advance to the work being scheduled, unless it is an Emergency. Emergency work is unplanned but must meet the same standards as planned work to ensure that every job is executed safely. This standard will outline the roles and responsibilities for all work, regardless of it being planned or unplanned.

2.0 SCOPE

The scope of this procedure applies to any employee or contractor working on behalf of NB Power.

3.0 REFERENCES

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| NB Occupational Health and Safety Act | Duties of the Employer, Supervisor, Contracting Employer, and Employee. |
| NB OHS General Regulation 91-191 | |
| HSEE-03-01 | Hazard Identification, Assessment & Mitigation for Completing a Job Hazard Analysis (JHA) |
| HSEE-03-41 | Tailboard Conference – Pre-Job Brief |
| HSEE-03-07 | Human Performance |

4.0 TERMS AND DEFINITIONS

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| Competent Person | A person who possesses the knowledge, skills, training and experience to enable him/her to perform an assigned duty correctly/safely |
| Control | Protective or preventive measures that reduce risk |
| Hazard | A hazard is anything that can cause harm to life, health, property or the environment (examples: toxic chemicals, moving machinery parts, high-voltage electricity, working at heights, etc.). |
| Human Performance | A system that comprises a network of elements that work together to produce repeatable outcomes. This includes, but is not limited to; individual behaviours, results, leadership, training, organizational culture, procedures, processes and performance. In its simplest form, human performance is a series of behaviors carried out to accomplish specific task objectives (results). |
| Safe Work Planning | A process of scoping out work to identify the hazards, assess the hazards and determine the necessary controls to perform the work safely. This process allows for this critical information to be communicated to those performing the work. |

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| Work Package | A grouping of information that is required to complete any job safely. This may take the form of work orders, methods, procedures, permitry, engineering drawings and would be made available to the employees completing the work. |
| Safe Work Procedure/ Method/ Code of Practice | Written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. |

5.0 **ROLES AND RESPONSIBILITIES**

• **Job Owner**

A Job Owner is responsible for the execution of the work and must:

- ensure work planning has been completed for the scope and location of the work to be performed,
- ensure work planning information is shared with all workers.
- ensure those who are assigned the work are competent by means of
 - good understanding of the hazards and controls outlined in the Work Package
 - competent for the required skills to perform the job (for example: forklift training for work requiring a forklift, etc.)

Note: If a work package is not available and the work is critical and urgent then the person responsible for the work will need to be involved to outline the hazards and controls for the work using HSEE-03-01 Hazard Identification, Assessment & Mitigation for Completing a Job Hazard Analysis (JHA) and include the output in the workers' Tailboard. If the person responsible for the work is not competent (aware of the hazards/controls), then they must arrange for a subject matter expert (SME) to take over the process.

• **Work Package Owner**

The planning process requires:

1. A work package that includes at minimum:

- a. Scope
 - i. The first step in safe work planning is to determine the scope of work to be completed.
 - b. Approved Safe Work Methods, Procedures / Work Instructions
 - i. For all work to be executed, it must be determined if a safe work procedure is required. If a safe work procedure exists for a job, it must be reviewed and modified as required for high-risk work, to ensure it is relevant and it accurately outlines the hazards and controls for performing the work safely.
 - ii. If a safe work procedure is required and does not exist, the Job Owner or
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relevant SME will need to create a procedure prior to the work. If at this time the development of the safe work procedure is not possible the work should be postponed or a Job Hazard Analysis (JHA) must be developed with sufficient details as to outline the steps required to perform the work.

- c. Job hazard assessment
 - i. To determine whether work requires a JHA and guidance to develop one, refer to HSEE-03-01. If a JHA is required, then it must be developed before assigning the job. Use JHA Form #0554 to outline the steps to be completed, the hazards for each step and the controls for each hazard.
- d. Permitry where required
- e. The proper materials, tools and equipment required to complete the work safely
- f. Engineering drawings, equipment manuals, and material cut sheets where required

- **Competent Safety Supervisors are responsible to ensure that all employees must :**

1. Possess the qualifications and training required to complete the work safely
2. Possess and use the appropriate personal protective equipment
3. Participate in the Tailboard Conference / Pre-Job Brief

(For guidance on Tailboard Conference (Pre-Job Brief), please refer to HSEE-01-41 Tailboard Conference – Pre-Job Brief)

- The information from the procedure, JHA or Standards must be communicated to the employees and incorporated into their written Tailboard.

- **Management**

Quality control practices of Work Packages will be completed on a regular basis. This would include a review of work packages (scopes, permits, procedures, Job Hazard Analysis, Tailboard Conferences / Pre-Job Briefs, etc.) on a regular basis, and provide feedback. For example, this review could be performed during a regular field visit for safety.

6.0 **STANDARD**

NB Power's Safety Creed states: No work is of such urgency or importance to justify not taking the necessary steps and time to ensure the safety of every member of the working force and the public". The four Steps to Safety are:

- Size up the job
 - Spot the hazard
 - Control the hazard
 - Carry out the plan
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These steps are critical to the safe execution of work. The purpose of this safe work execution standard is to provide information and guidelines for all workers including contractors so that they are better able to:

1. Reduce and manage the risk of serious incidents and injuries.
2. Provide an opportunity to identify and control hazards before the work begins;
3. Ensure any parallel work is coordinated;
4. Ensure required work permits are in place;
5. Improve communication between workers; and
6. Effectively manage changes that occur during a project or job.

Each division or site must have its own Work Management process for prioritizing, planning, coordinating, and executing work. Some work will be urgent (Emergent Work) in nature with little lead time, but safe work execution is still required. Every job must have an owner whose responsibility is to ensure the workers have the right information, tools, etc. to perform the job safely.

• **Planned Work**

All planned work requires a work package. A minimum work package shall include:

- Scope
- Permitry, if required
- Procedure or Job Hazard Analysis
- Tailboard

A Work Package must incorporate all aspects required to complete the job safely. Information may be collected from:

- Legal requirements (Acts and Regulations), these may be safety related or environmental
- NB Power Standards and Codes of Practices
- Best practices which may include applicable CSA, ANSI, ASME, etc.
- Standards Manufacturer's Recommendations, Warnings or Recalls
- Lessons learned from past operating experience including applicable Health & Safety Incidents (145) This may include industry best practices or operating experience from other utilities

• **Emergent Work**

From time-to-time emergent-work will arise. For these situations the Job Owner is responsible to plan the immediate work to be executed. They will be required to meet the same standards

as outlined in section 6.1. For emergent work only, where there is no safe work procedure or JHA, the job owner will document the hazards and the steps required to perform the work on the Tailboard.

7.0 TRAINING

- Hazard Identification, Assessment and Control

Appendix

Appendix A – WORKFLOW – Planned Work versus Emergent Work

DOCUMENT APPROVAL/REVISION RECORD

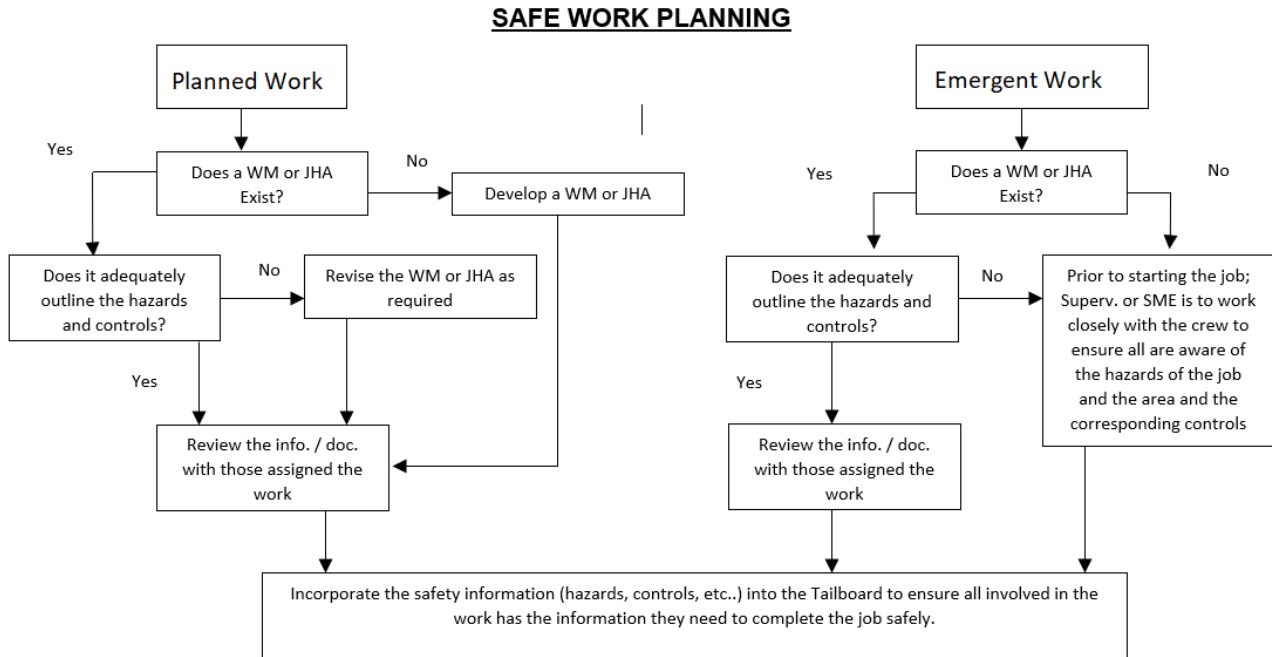
| Revision # | Date yyyy/mm/dd | Revision Summary | Author | Reviewed By | Approved By |
|------------|--------------------|------------------|------------------------|-------------|-------------|
| New | 2022-02-16 | New Standard | Hercules Georgiadis | Total H&S | R. Condon |

R. Condon

Director

Total Health & Safety

Appendix A – WORKFLOW – Planned Work versus Emergent Work



WM – Work Method or Procedure or Instruction

JHA – Job Hazard Assessment