

# HSEQ Work Instruction Guidelines for Writing SHEAP

07-HSEQ-WI-BOR	
Mgt. System Element #:	07
Value Functions (HSEQ):	HSEQ
Document Type:	Work Instruction
Site(s):	RTM Boron
Department(s):	All
Hard copy control:	

## Requirements

The following topics must be addressed in the SHEAP. (Keeping the document's topics in the same order as this outline may expedite its approval.)

### 1. SCOPE OF WORK

A brief description of the project's scope of work shall be included as an introduction to the SHEAP. Subdivide the scope of work into phases or segments to facilitate an organized Job Hazard Analysis required in item #2 (see example shown below).

### 2. JOB HAZARD ANALYSIS (JHA)

Contractor's must identify the phases or segments of the scope of work, the major Health, Safety and Environmental hazards of each phase of the scope of work, and finally the actions to be taken to control these hazards.

For Example: The scope of work is described as installation of a 55-foot water line to supply process water at Plant "X", Boron Operations.

PHASE/SEGMENT	HAZARDS	CONTROLS
Dig 8' deep trench	Cave-in	Shoring/trench box will be used to keep spoils back 2' from the edge.
	Access	Extension ladders positioned every 25'
	Heavy Equipment	Operators will be task trained Swing radius will be barricaded
Install pipe	Rigging	Inspected before each shift. Rigger will be task trained.

	Heavy Equipment	Personnel will wear safety orange vests
Back fill trench	Cave in/ Compactors	Remote control sheep's foot will be used to avoid personnel in trench

### **3. PERSONAL PROTECTIVE EQUIPMENT**

Describe the personal protection to be provided and worn. Do not repeat items already described in the JHA (item 2 above).

### **4. EMERGENCY PROCEDURES**

Describe the evacuation plan as it pertains to this project. Identify the specific evacuation assembly locations, procedures for reporting emergencies, key personnel, phone numbers (and where they will be posted) as well as the intended plan to train Contractor employees in the procedure.

### **5. FIRST AID**

Explain the roll of supervision and employees as it pertains to reporting accidents and injuries in accordance with Rio Tinto Minerals, Boron Operations procedure. Identify the medical facility to be used for care beyond first aid. Identify those Contractor personnel who are first aid certified.

### **6. ACCIDENT INVESTIGATION AND PROCEDURES**

Describe the procedure for accident investigation. Include process' for near misses as well as accidents resulting in personnel injury or property damage.

### **7. OCCUPATIONAL HEALTH PROGRAMS / MEDICAL SURVEILLANCE**

Describe specific occupational health programs required to protect employees working on this project. Include respirator use certification, personnel air monitoring, noise monitoring, and other sampling. If medical surveillance is required on this job, include the program specifics.

### **8. FIRE PROTECTION AND PREVENTION**

Outline procedures for fire protection and prevention.

### **9. ORIENTATION OF NEW HIRES/MSHA TRAINING**

Explain training and orientation activities for existing and newly hired personnel, including the names of trainers involved. Include specific procedures and time lines for MSHA New Miner and Experienced Miner Annual Refresher, Task Training and Rio Tinto Minerals, Boron Operations Hazard Training Form, HAZCOM, Haz Wopper, Confined Space, Isolation Procedure and any other training that may be required to perform work tasks associated with this project.

## 10. TOOLBOX SAFETY MEETING

Provide a schedule of the weekly safety meetings including times and dates. Confirm that daily pre-planning and task training will occur.

## 11. WORK AREA INSPECTIONS

Provide the policy and procedure for supervisor's daily area inspections with explanation of documentation, distribution and retention.

## 12. ELEVATING WORK PLATFORMS

Elevating work platforms whether owned or rented, must meet design and construction requirements as specified by regulatory or governing agencies. A copy of design construction, maintenance and inspection certificates shall be available upon request.

## 13. SOLID AND HAZARDOUS WASTE MANAGEMENT

Provide a list and MSDS sheet for all hazardous materials whose use is anticipated. Include quantities to be stored and used. These materials will include but not be limited to: acids, caustics, petroleum products, solid and liquid reagents etc.

Provide a plan for containment, storage, collection and disposal of any products brought to the project or wastes generated. These products include and are not limited to: hazardous materials, batteries, tires, filters, steel, etc.

Provide a spill contingency plan that explains in detail what actions will be taken in the event a hazardous substance is spilled in excess of allowable minimums. Rio Tinto Minerals, Boron Operations Environmental professionals shall be notified immediately of hazardous substances discovered, suspected, or released into the environment during the course of the project.

## 14. WATER POLLUTION CONTROL

Describe any possible water pollution hazards and the plan to mitigate or control them.

References & supporting documents *(optional/as needed)*

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Doc Ref.	Document Title
	A3 - Contractor Management Boron Operations