

APPENDIX 'K'

SAMPLE JOB PLAN

Identify exact location for emergency response:	Emergency phone numbers:	Dispatch - Daytime - Local CSC
	911	After hours - Electric 204-360-2006 Radio #031
	204-360-HELP (4357)	- Gas 204-360-2009 Radio #030
	SCC: 204-474-3369, 204-474-3007, 204-474-3327	Blowing Gas - Wpg. 204-480-5900
How will you execute a rescue?	VHF: 040	Blowing Gas - Rural 1-888-624-9376
	Spill Response no./FSO: Jeff Breakey - 204-871-2003	

2.	CURRENT DATE	yyyy mm dd	Project name	Work Order no.	Description		
	CSC and Radio Channel	Line or feeder	Blocked ☐ Yes ☐ No	Upstream protective device	Blocking received from	Time	Phone no.

1. Mechanical 1.1 Equipment failure 1.2 Lifting with a boom 1.3 Max work loads 1.4 Vehicle stability 1.5 Moving parts/Sharp objects 1.6 Tension loads/Springs	2. Electricity 2.1 Live contact HV 2.2 Live contact LV 2.3 Induction/backfeed HV 2.4 Induction/backfeed LV 2.5 Static charge 2.6 Step potential 2.7 ARC Flash potential 2.8 Clothing ignition hazard/ FRC required 2.9 Lockout/Tagout	3. Gravity 3.1 Falling from a height 3.2 Falling objects 3.3 Falling structures 3.4 Rigging failure 3.5 Working over water	4. Applicable 4.1 Vehicular 4.2 Kenetic 4.3 Thermal 4.4 Chemical 4.5 Confined Space 4.6 Excavations 4.7 Vehicle or pedestrian traffic 4.8 Underground Utilities 4.9 Other, specify: 4.9.1 _____
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Hand contact:	Incident energy -	ARC flash boundary -	ARC Flash PPE Level -
Hot stick Work:	Incident energy -	ARC flash boundary -	ARC Flash PPE Level -

[illegible]

REVIEWED BY	DATE yyyy mm dd

5. HAVE WE CONSIDERED (It is critical that we make note of any changes that may occur during the work cycle)				
People ☐ Qualification of personnel ☐ Other work groups/contractors ☐ Effective Communication ☐ Worker fatigue ☐ Pedestrian control ☐ General public ☐ Traffic control ☐ Safety watcher	Procedures ☐ Limits of approach ☐ De-energize/Isolation of apparatus ☐ Safety hold off/Blocking required ☐ Switching orders ☐ Adequate cover-up ☐ Grounding apparatus and vehicles ☐ Work permit/Clearance to work ☐ Permit checklists (soft dig, confined space, etc.) ☐ Review rescue procedures ☐ Spiking/Stethoscoping ☐ Cut Hazards/Cut Resistant Gloves	Hardware/Equipment ☐ Inspection of equipment ☐ Inspection of tools & PPE ☐ Inspection of vehicles ☐ Condition of structures ☐ Safe loads for rigging ☐ Adequate cover-up ☐ Specialized tools - calibrated/tested & up-to-date	Environment ☐ Environment checklist ☐ Underground locates ☐ Weather conditions ☐ Soil conditions/Shoring ☐ Lighting conditions ☐ Adjacent structures/Vegetation ☐ Housekeeping ☐ Emergency plan/procedure ☐ Open excavations/Trench ☐ Distractions and Interruptions	Workers Affect on Environment ☐ Cause erosion ☐ Release/spills (liquids/gases/solids) ☐ Waste disposal (liquids/solids) ☐ Noise ☐ Fire ☐ Species at risk (plant and animal) ☐ Disturbing waterways/drainage/wetlands/burial grounds ☐ Wildlife Habitat ☐ Bio Security
WHAT ARE THE CHANGES?			HOW WILL THIS AFFECT YOUR WORK?	

6. HUMAN ERROR REDUCTION TOOLS (Consider which HER Tools you need to safely execute task or Critical Steps)		
☐ Stop When Unsure / Know When to Stop Stop when unclear on task / outcomes	☐ Procedure Use and Adherence Verify correct / accurate procedure	☐ Self Check STAR Stop / Think / Act / Review
☐ Questioning Attitude Identify confusion / doubt / uncertainty	☐ Effective Communication Send message / paraphrase back / acknowledge	

7. PERSONS WORKING ON THE JOB

Designated person in charge (Print Name):		Crew cell no.:		Designated person in charge (Signature):		yyyymmdd
Date:						
Print Full Names and classification of crew members:						
yyyymmdd		Initial/Sign off for Tailboard Discussion				

8. OTHER CREWS AND VISITORS		Multi-crew job coordinator	Cell phone:
Be aware of all work crews in the area.			
WHAT OTHER CREWS ARE ON SITE	PERSON IN CHARGE	HOW WILL THEIR JOB AFFECT YOURS	

Any visitors to your site shall read and sign your Plan.

WORKSITE VISITOR SIGN OFF	DATE yyyy mm dd	WORKSITE VISITOR SIGN OFF	DATE yyyy mm dd