

# **APPENDIX 'E'**

## **SAMPLE JOB PLAN**

**1. EMERGENCY RESPONSE PLAN**

Identify exact location for emergency response:  How will you execute a rescue?	Emergency phone numbers: 911 204-360-HELP (4357) SCC: 204-474-3369, 204-474-3007, 204-474-3327, VHF: 040 Spill Response no./FSO: Jeff Breakey - 204-871-2003, Cyril St. Goddard - 204-771-2145	Blowing Gas - Wpg. 204-480-5900 Blowing Gas - Rural 1-888-624-9376
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**JOB PLAN - UNDERGROUND DISTRIBUTION CONST.  
U/G CONSTRUCTION WINNIPEG**

**INSTRUCTION: Prepare, discuss and review the job plan with the crew daily and whenever a change is introduced to the job.**

2.	CURRENT DATE	yyyy mm dd	Project name	Work Order no.	Description
CSC and Radio Channel		Line or feeder		Blocked	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
			Blocking received from		Time
					Phone no.

**3. HAZARD IDENTIFICATION LIST**

<b>1. Mechanical</b> 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	<b>2. Electricity</b> 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 Flash potential 2.8 Clothing ignition hazard/ FRC required 2.9 Lockout/Tagout	<b>3. Gravity</b> 3.1 Falling from a height 3.2 Falling objects 3.3 Falling structures 3.4 Rigging failure 3.5 Working over water	<b>4. Applicable</b> 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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4. JOB STEPS	MAJOR HAZARDS	REQUIRED BARRIERS	PPE: Minimum Hard Hat and Safety Footwear LIST ALL OTHER REQUIRED PPE including eyewear.	TIMES (LO/TO)
			FRC: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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	Procedures	Hardware/Equipment	Environment	Workers Affect on Environment
<input type="checkbox"/> Person in charge <input type="checkbox"/> Qualification of personnel <input type="checkbox"/> Other work groups/contractors <input type="checkbox"/> Communication <input type="checkbox"/> Worker fatigue <input type="checkbox"/> Pedestrian control <input type="checkbox"/> General public <input type="checkbox"/> Traffic control <input type="checkbox"/> Safety watcher	<input type="checkbox"/> Limits of approach <input type="checkbox"/> De-energize/Isolation of apparatus <input type="checkbox"/> Safety hold off/Blocking required <input type="checkbox"/> Switching orders <input type="checkbox"/> Adequate cover-up <input type="checkbox"/> Grounding apparatus and vehicles <input type="checkbox"/> Work permit/Clearance to work <input type="checkbox"/> Permit checklists (soft dig, confined space, etc.) <input type="checkbox"/> Review rescue procedures <input type="checkbox"/> Spiking/Stethoscoping	<input type="checkbox"/> Inspection of equipment <input type="checkbox"/> Inspection of tools & PPE <input type="checkbox"/> Inspection of vehicles <input type="checkbox"/> Condition of structures <input type="checkbox"/> Safe loads for rigging <input type="checkbox"/> Adequate cover-up <input type="checkbox"/> Specialized tools - calibrated/tested & up-to-date	<input type="checkbox"/> Environment checklist <input type="checkbox"/> Underground locates <input type="checkbox"/> Weather conditions <input type="checkbox"/> Soil conditions/Shoring <input type="checkbox"/> Lighting conditions <input type="checkbox"/> Adjacent structures/Vegetation <input type="checkbox"/> Housekeeping <input type="checkbox"/> Emergency plan/procedure <input type="checkbox"/> Open excavations/Trench	<input type="checkbox"/> Cause erosion <input type="checkbox"/> Release/spills (liquids/gases/solids) <input type="checkbox"/> Waste disposal (liquids/solids) <input type="checkbox"/> Noise <input type="checkbox"/> Fire <input type="checkbox"/> Species at risk (plant and animal) <input type="checkbox"/> Disturbing waterways/drainage/wetlands/burial grounds <input type="checkbox"/> Wildlife Habitat
WHAT ARE THE CHANGES?			HOW WILL THIS AFFECT YOUR WORK?	

**6. PERSONS WORKING ON THE JOB**

Designated person in charge (Print Name):		Crew cell no.:		Designated person in charge (Signature):		Date:	yyyy mm dd
Alternate person in charge (Print Name):		Crew cell no.:		Alternate person in charge (Signature):		Date:	yyyy mm dd
Print Full Names of Crew Members:							
yyyy mm dd	Initial/Sign off for Tailboard Discussion						

**7. OTHER CREWS AND VISITORS**  
Be aware of **all** work crews in the area.

	Multi-crew job coordinator	Cell phone:
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

**8. WHEN WORKING IN AREAS ZONED AGRICULTURAL**

YES	NO	Bio Security Elevated Risk Factors
		A. Confirmed presence of invasive species
		B. Extremely wet conditions with disturbed soil
		C. Work involves close contact with livestock
		D. Sensitive area regarding project or customer
<b>If you answered yes to any of these questions, complete an action plan to mitigate environmental risk.</b>		