

Safe Job Procedures (SJP's) are written step by step descriptions of how to complete a job safely and efficiently. They have a specific start and finish and are not allowed to be changed without an appropriate deviation process.

Certain SWP's are required by legislation and are commonly referred to as "Codes of Practice" (COP's).

Canadian Plains Energy Services (CPES) will ensure that a set of SJP's are developed that complement applicable SWP's, are most applicable/critical to our business, are in place and available for supervisors and workers to review at the worksite. We will ensure that these SJP's meet or exceed all applicable legislation and/or industry standards. A Safe Job Procedure that is defined as required by legislation, will be called a "Code of Practice."

### **Guidelines**

- Create an inventory of SJP's that are required to compliment the applicable SWP's. Prioritize the list in terms of most applicable/critical and assign a development team.
- Ensure that "Code of Practice" SJP's are developed first.
- Review SJP's frequently to ensure the step-by-step process meets the requirements of the job and applicable legislation.
- Managers, supervisors, and workers will be involved in the development and review process.
- SJP's that are specific to work being done will be available to all workers at the worksite and reviewed at Pre-Job Safety and Daily Tailgate meetings.
- All employees are required to follow the step-by-step process of applicable SJP's.
- Supervisors are required to conduct Hazard Assessments to identify for review, the SJP's that are specific to the scope of work at hand, and to determine if there is a need for others that are not yet developed.
- Supervisors, are required to ensure that all applicable SJP's are available for review at the worksite
- SJP's are to be used as specific "on the job" training to ensure workers understand the task at hand, how it will be done and what their role will be.
- The President will approve all SJP's.

### **References**

- Provincial Occupational Health & Safety Act, Code & Regulations
- HSEMS Section 2.0 - Hazard Assessment
- HSEMS Section 2.0 - Task Hazard Analysis
- HSEMS Section 4.1 - Inventory
- CPES - Safe Work Manual

APPROVED:

  
Aaron Karpan, President



**SAFE JOB PROCEDURES**

January 3, 2023

**Section 4.1**

**Procedures Inventory**

<b>Description</b>	<b>SJP</b>
Batteries (Boosting/Charging/Service)	SJP-01
Building Entry Procedure	SJP-33
Cold Cutting Existing Pipe	SJP-07
Excavating & Trenching	SJP-30
Exothermic Bonding	SJP-34
Fiberglass Pipe & Fittings (Handling/Installing/Inspection)	SJP-12
Forklift Operator	SJP-23
Hot Tapping	SJP-08
Installing Blade into D6	SJP-16
Jeeping/Holiday Detection (Pipeline)	SJP-03
Joint Protection	SJP-27
Loading Side Boom and Boom Stick	SJP-14
Loading the D6	SJP-18
Lowering in Pipeline	SJP-02
Pigging & Soap Testing	SJP-11
Pile Installation with Excavator	SJP-05
Pipe Bending - Hydraulic	SJP-06
Pipe Bending – Mechanical	SJP-06A
Pipeline Welding	SJP-31
Pressure Testing – Hydrostatic	SJP-09
Pressure Testing – Pneumatic	SJP-10
Purging with Nitrogen	SJP-04
Removing Boom Stick	SJP-17
Removing Blade from Dozer	SJP-15
Removing Piles	SJP-24
ROW Preparation	SJP-28
Running Inhibitors Through Lines	SJP-26
Stringing Pipe	SJP-13
Tie into Existing Pipe Systems	SJP-25
Tie in Welding	SJP-29
Threading Pipe	SJP-21
Towing	SJP-19
Using Non-Intrinsically Safe Tools	SJP-20

APPROVED:   
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