

Petroleum Oriented Safety Training

POST is a behavior based training program and is aimed at our changing how we “think” about safety...that is to change our safety culture which applies to what we do and how we do it both at work and at home.

POST asks us to “**Stop and Think**”.

Following three basic steps in risk management will help us be able to determine the “unfavorable result threshold”:

- **Identify** the hazards that could occur
- **Assess** these hazards which could probably cross this threshold
- **Mitigate** the outcome by taking action before the task is started

To address risk management the following four POST tools will be used:

- Maintenance Work Permit (includes Job Safety Analysis)
- Last Minute Risk Assessment
- Last Minute Risk Assessment Testing
- Critical Task Procedures & Checklists

LMRA – Last Minute Risk Assessment

In the last minute just before you start a task, intentionally “**STOP and THINK**” about what you are going to do in terms of:

- Understanding the task and hazards
- Assessing the risks
- Mitigating the risks

LMRA’s must be done for all tasks. This is a mental process and requires no paperwork.

Look through the table below and consider the items in terms of:

- Do I know and understand what I am doing?
- What risks can I identify?
- How can I manage these risks?

Job preplanning	Body positioning	Training
Proper tools	Traffic	Impact on others
PPE	Head obstruction	Working at heights
Body position	Hot/cold hazards	Other workers
Lock-out	Hand pinch points	Temperature
Falling materials	Trip hazards	

PPE – Personal Protective Equipment

At a minimum, all people on site must wear personal protective equipment (PPE) as required by the local OH&S regulations.

MANDATORY PPE

- Hard Hat
- CSA approved safety glasses
- Visi-Vest
- Ankle High Boots
- Gloves
- Long Pants
- Shirts with sleeves

SUPPLEMENTAL PPE

Additionally, the work activity may require the wearing of the following PPE. The contractor must ensure that the necessary PPE is on site and the workers are trained in its use.

- Face protection
- Respiratory equipment
- Hearing protection
- Fall protection gear
- Fire retardant clothing

Routine Maintenance Safe Work Permit

This permit must be completed for all maintenance tasks at Petro-Canada sites. A copy of this permit is available at www.wpcbuildingservices.com.

1) Section A:

Check any elevated risk site hazards and/or work hazards that apply.

If any “elevated risk site hazards” do apply, you will also need to complete Page 2 – Job Safety Analysis (JSA) Form. If none of these items apply, just continue to fill out the permit.

Check any of the high risk work hazards that apply.

If any “high risk work hazards” do apply, you will need to also complete the appropriate Critical Task Checklist and incorporate these items into your Page 2 – JSA.

2) Section B:

All applicable conditions must be met before work commences.

Tools and Equipment Section

List the tools/equipment as requested on the form.

Additional PPE Section

The minimum PPE requirements are ankle high safety boots, hard hat, hi-vis vest, safety glasses and gloves.

Last Minute Risk Assessment (LMRA) Testing Results for Service Required Section

This is where the supervisor records LMRA testing results. See section on LMRA Testing.

Make sure each technician signs and dates the form.

3) Section C

Operating associate must print name, sign form and state your start and finish times.



Job Safety Analysis (JSA) Form

The JSA is a more formal, documented risk assessment process as compared to the “mental” LMRA discussed earlier and is for elevated and high risk activities identified in Section A of the Routine Maintenance Safe Work Permit.

The JSA is completed by worker(s) prior to starting the job and is recorded on Page 2 of the permit.

If a task requires a Critical Task Checklist as identified in the last part of Section A on the Routine Maintenance Safe Work Permit, the identified items must be incorporated into the JSA.

Completing the JSA:

- 1) List the basic steps in sequence to complete the task.
- 2) Identify all potential hazards in the basic steps.
- 3) Describe the precautions to be taken if required.

Critical Task Checklists

Copies available on our website at www.wpcbuildingservices.com.

These critical task checklists provide an increased focus for work on high risk work hazards where the consequences of not working safely are too serious. The information contained on these checklists must also be included in the JSA. The activities that require checklists include:

- Work at heights above 1.8m (6 ft)
- Cutting, grinding in a hazardous atmosphere
- Critical controls affected temporarily
- Confined space entry
- Lock out/tag out equipment isolation required
- Use of vacuum truck
- Heavy equipment lifting

ADDITIONAL REQUIREMENTS

NO SMOKING PERMITTED ON SITE

WORK AT HEIGHTS

- All work over 1.8m (6 feet) *feet to ground* rather than the usual 3m (10 feet) is to be considered “work at heights”. All relevant regulations ie. WorkSafe BC and Alberta Worker’s Compensation Board have rules that govern “working at heights” and are to be followed for any work over 1.8 m.