

Task Analysis & Standard Task Procedures Preparation Administration & Review

I PURPOSE

To provide guidelines for conducting Task Analysis and then write, prepare, issue, and review Standard Task Procedures. This procedure deals with developing and using STPs.

2 SCOPE

This procedure applies to all functional areas, operations, offices, including employees, vendors, visitors and contractors within the scope of the Integrated Management System (IMS).

3 DEFINITIONS AND ACRONYMS

Definitions

Standard Operating Procedure is a set of guidelines used to provide practical guidance regarding responsibilities and procedures someone must follow to complete a job correctly, i.e. correct manner with consideration given to safety, and productivity.

Standard Task Procedure is a document describing step by step how a task is to be carried out in competent, safe, environmentally and socially responsible manner.

Task is a segment of an occupation or work process which is made up of a sequence of steps that, together will accomplish a specific work goal.

Acronyms

HMR	HSLP Management Representative
HSLP	Health Safety and Loss Prevention
SOP	Standard Operating Procedure
STP	Standard Task Procedure

4 ROLES AND RESPONSIBILITIES

Document Owner

HMR

Responsible Roles and Position-Holders

Contractors/Vendors are businesses performing a service for the COMPANY. They are expected to be aware of and comply with COMPANY procedures and are responsible for ensuring that their employees working on COMPANY sites have the required training as specified in this procedure and that their employees understand and comply with the

requirements as outlined in this procedure. This condition shall be specified in contractual documents.

Employees and Contracted Employees are all employees in any position whether COMPANY or contracted employees working on any COMPANY site are responsible for complying with the requirements as outlined in this procedure.

Visitors are anyone not employed by the COMPANY in any capacity but are traveling or touring on a COMPANY site. They are responsible for complying with the requirements as outlined in this procedure.

HSLP is any COMPANY employee working under and including the Regional Director of HSLP. They are responsible for establishing the minimum requirements for this procedure and periodically auditing for compliance to this procedure.

A Supervisor/Foreman can be a COMPANY employee or a contractor/vendor working or traveling on any COMPANY site. They are responsible for enforcement of all requirements, rules, and established guidelines as outlined in this procedure. They ensure personnel are provided with the correct STP and training for tasks assigned and that they know and understand what procedures are available and where to find the procedures.

The Department Manager/General Foreman can be a COMPANY employee or a contractor/vendor working or traveling on any COMPANY site. They are responsible for the regular review and approval of all STPs prepared in their department, and to ensure that the STPs are communicated to employees and contractors in their areas of responsibility. They will ensure that the document administrator has a master list of STP for the department and that supervisors are trained in the use and application of STPs.

5 DIRECTION

All employees, vendors, contractors, and visitors traveling/working on site shall comply with and ensure personnel accountable to them comply with the following requirements of this procedure.

General

All Departments will prepare STPs for tasks being carried out.

Contractors shall prepare their own STPs following the guidelines herein and which shall be reviewed by HSLP to ensure they meet or exceed the COMPANY procedures or they shall abide by those prepared by COMPANY.

STPs shall be used and followed when performing tasks for which there is one.

Each Department will have a master list of their STPs with the document administrator for their area. The master list shall indicate a schedule frequency and date for review.

STPs shall be scheduled for regular reviews or when any of the following occurs:

- Major changes in processes
- Step changes in the STP

- Accidents associated with the STP that have a moderate or high potential
- Audits recommending a change

STPs shall be communicated to employees and contractors at (examples):

- Specific inductions (sites, newly employed, new contract, returning vendor/contractor, etc.)
- All training activities (newly employed new task, task review, on-the-job, etc.)
- Safety Meetings
- Line-out meetings

The Training Department will link the STPs, when needed, to the personnel training programs.

Standard Task Procedure Development

All STPs Shall:

- a Be prepared only on an approved COMPANY-FORM template.
- b Include all necessary HSLP and environmental warnings and requirements.
- c Provide sufficient detail to enable an appropriately trained and competent employee to perform the task in a controlled, safe and environmentally responsible manner.
- d Include details of any license, pre-requisite training or competency or specialized skill required to perform the task.
- e Include performance and developmental references.
- f If required, include technical instructions or reference information from operation or maintenance manuals, MSDS, etc.
- g Be available in the language(s) which is used by either the employee carrying out the task or a person supervising or assessing the task performance.

It is important that STPs be prepared in collaboration with the employee(s) who actually perform the task in the workplace.

Develop STPs for all tasks, taking into account that it is critical to have STPs in place first for those tasks which are most important.

When developing an STP an analysis in the field should be completed using forms Job Task Analysis or Job Hazard Analysis.

STPs developed from a Job Task Analysis or a Job Hazard Analysis should:

- Define activities/jobs which are performed in the area.
- Break down each activity/job into its basic components which are called tasks.
- Break down the activities into tasks performed in each

NOTE: This should be recorded in a document such as a job chart format.

Job Task/Hazard Analysis Development

Whenever an STP needs to be written, a task/hazard analysis should be completed prior to writing the procedure.

Identify which tasks are the most important based on their potential to produce harm if not performed correctly. This is most often accomplished by a simple brainstorming process involving those who perform the task.

Complete task/hazard analysis for the most important tasks by observing the task being performed whenever possible, or by a table top review using a team of people involved in performing the task.

To assist the observer in conducting the observation, it is strongly recommended to use the Job Task Analysis or Job Hazard Analysis forms when conducting an analysis in the field.

Information gained from the task/hazard analysis worksheet is to be used in developing the STPs.

For Task Analysis purposes:

- Start the analysis by obtaining and using the Job Task Analysis or Job Hazard Analysis forms.
- Every task will be broken down in steps.
- Potential hazards, losses or consequences (injuries, property, spills, etc.) will be indicated in each step.
- For each hazard or risk noted, the appropriate controls will be documented.