

# Communication Plan

January 2023

## **Purpose**

The purpose of this procedure is to allow employees to communicate effectively during normal operations and emergency operations.

## **Scope**

This procedure applies to IPS★ITCS Rescue and Catalyst operations where employees whose work activities may communicate during routine and non-routine work.

## **Procedure**

The following procedure outlines basic communication(s) that have been PACE'd for normal and emergency operations. This plan is in accordance with 29 CFR 1910.120, NFPA 472, NFPA 1670, the RIC/CI will establish the alert code (1-5) to designate the Emergency Operation Strategy as OFFENSIVE, DEFENSIVE, or NON-INTERVENTION. They have the authority to change strategies based on hazards and available resources.

<b>1. Job Name:</b>	<b>2. Operational Period:</b> Date:    /    / Shift Start Time: Shift End Time:
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**3. Alert System:**       N/A

**EMERGENCY NOTIFICATION PROCESS**

1. Safety Attendant alerts Safety Attendant Foreman.
2. S/A Foreman alerts Rescue Incident Command/Client Interface (RIC/CI) and Operations.
3. RIC/CI establishes the alert Code for rescue team strategy based on the size-up.

*In accordance with 29 CFR 1910.120, NFPA 472, NFPA 1670, the RIC/CI will establish the alert code (1-5) to designate the Emergency Operation Strategy as OFFENSIVE, DEFENSIVE, or NON-INTERVENTION. They have the authority to change strategies based on hazards and available resources.*

Code 1	Minor Medical or 1 <sup>st</sup> Aid <b>DEFENSIVE → OFFENSIVE</b>	<ul style="list-style-type: none"> <li>Consider exiting other confined spaces or limiting risk until code is resolved.</li> </ul>
Code 2	Major Medical / Lost Time Incident <b>DEFENSIVE → OFFENSIVE</b> (Switch to Channel 1)	<ul style="list-style-type: none"> <li>If the rescue plan is compromised due to personnel shortage while attending to the minor event, use stop work authority at each hazard space until staffing returns to a safe level.</li> <li>Ensure hazard has been remedied so no repeat injury or illness occurs.</li> </ul>
Code 3	Life Threatening Injury / Illness <b>DEFENSIVE → OFFENSIVE</b> (Switch to Channel 1)	<ul style="list-style-type: none"> <li>Request a safety stand down at all other confined spaces in unit.</li> <li>May utilize all rescue personnel on site to assist with rescue operations.</li> </ul>
Code 4	Recovery / Dead <b>DEFENSIVE</b> (Switch to Channel 1)	<ul style="list-style-type: none"> <li>Affected safety attendants remain at their post until the completion of their duties.</li> <li>Bring vehicle if used as the equipment resource pool or if incident is in a remote area.</li> <li>Isolate area for rescue operation essential personnel</li> <li>Health and Safety Specialist or 'HASS' (Warm Zone) or other designated personnel will conduct a rapid hazard assessment or 'Size Up'.</li> <li>HASS or other rescue personnel may recommend an Updated Rescue Plan based on rapid hazard assessment findings.</li> <li>Rescue Incident Command/Client Interface or 'RIC/CI' (Cold Zone) shall run the scene until properly relieved or rescue operation complete.</li> </ul>
Code 5	Evacuation <b>NON-INTERVENTION</b>	<ul style="list-style-type: none"> <li>Everyone shall proceed to muster points upwind/uphill or crosswind/uphill from the emergency.</li> </ul>

**CHANNEL ASSIGNMENTS**

Ch. 1	Emergency Mode Operations	Ch. 5
Ch. 2		Ch. 6
Ch. 3		Ch. 7
Ch. 4		Ch. 8

See Addendum(s): \_\_\_\_\_

<b>Form 204A</b>	<b>RMP Page</b> _____
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**4. Significant Benchmarks:**       N/A

<b>4. Significant Benchmarks:</b> <input type="checkbox"/> N/A			
<i>Size Up / Alert</i> (Accountability)			
	<i>Rapid Hazard Assessment</i> (Establish Priorities and Strategy)		
		<i>Rescue Plan</i> (IAP / Tactics & Tasks)	
			L-CAN (Categorical Change / Update)
<input type="checkbox"/> See Addendum(s): _____			
<b>5. Modes:</b> <input type="checkbox"/> N/A			
<b>NON-EMERGENCY MODE</b>			
Objective		Method	
• Assistance to resolve a sensitive matter		'ITCS/IPS' (Name or position) bring your toolbox to (location)	
<b>EMERGENCY MODE</b>			
Objective		Method	
• Alert everyone of pending radio report and compose information before continuing to transmit		'Standby for (Benchmark)'	
• Alert everyone and deliver uninterrupted radio report		'Emergency Traffic' or 'Urgent Traffic'	
• Identify speaker		(State your name)	
• Organize information		[Provide L-CAN report (Location, Conditions, Actions, Needs)]	
Location			<ul style="list-style-type: none"> <li>• Use vessel identifiers, reference points, etc. to mark the incident.</li> <li>• Use alpha letters to orient hazard space clockwise.                             <ul style="list-style-type: none"> <li>○ 'A' side indicates upwind or crosswind.</li> </ul> </li> <li>• Use numbers to orient elevation.                             <ul style="list-style-type: none"> <li>○ Ground Deck, Deck 2, Top Deck 9...Sub Deck 2, etc.</li> </ul> </li> </ul>
	Conditions		<ul style="list-style-type: none"> <li>• Assign alert code, strategy (offensive, defensive, non-intervention) and then...</li> <li>• Communicate conditions and problems from greatest priority to least urgent</li> </ul>
		Actions	<ul style="list-style-type: none"> <li>• Always perform a hazard assessment prior to performing any task to evaluate the risk benefit.                             <ul style="list-style-type: none"> <li>○ See 4/11 Hazard Wheel, 208A, etc.</li> </ul> </li> <li>• Concisely state objective and tactics to mitigate hazards</li> </ul>
			Needs
			<ul style="list-style-type: none"> <li>• Request resources to support strategy, tactics, or tasks.</li> <li>• Assign resources from greatest priority to least.</li> <li>• Remind personnel to check in for accountability or update assignment benchmarks.</li> </ul>
<input type="checkbox"/> See Addendum(s): _____			
<b>Form 204A</b>	<b>RMP Page</b> _____		

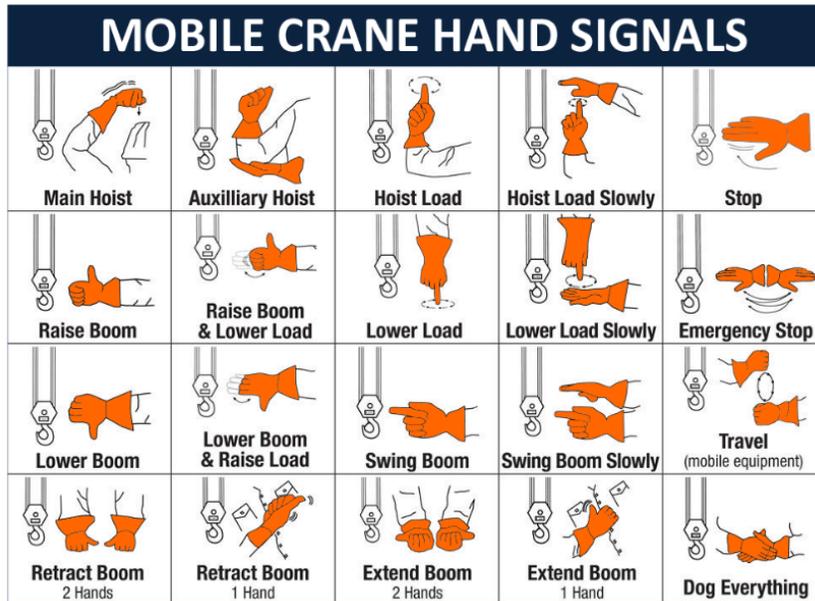
6 . Commands: <input type="checkbox"/> N/A			
STAGE	COMMAND	RESPONSE	ACTION
ROLL CALL	Roll Call x 3	NOT / Ready for Roll Call	All essential personnel will report to their assigned task and wait quietly for further commands
	Safety Ready?	Ready Safety	Inspects system components. Also ensures all essential personnel have proper PPE and are aware of the task hazards
	Belay Ready?	Ready Belay	Belay line operator will check to ensure the Belay system is ready for operations. Device is unlocked in hand. (For small team operations, also responsible for safety)
	Main Ready?	Ready Main	Main line operator will check to ensure the Main line DCD or haul system is ready for operation. The device is locked until the system is <i>LOADED, POST-TENSION, STEADIED</i> for lower or haul. (For small team ops, also responsible for edge)
	Edge Ready?	Ready Edge	Will ensure personnel making entry are operationally ready; PPE checked / properly donned and edge protection in place
	Tag # (blank) Ready?	Ready Tag # (blank)	Tag line operator will check to ensure the Tag system is ready for operations and use. Device is unlocked in hand
	Belay Line ON	ON Belay Line	Connect Belay line to rescuer's harness
	Main Line ON	ON Main Line	Connect Main line to rescuer's harness
ROPE SYSTEM OPERATION	(Main / Belay) Tension	Tension on (Main / Belay)	Take up excess rope, too much slack in system line
	(Main / Belay) Slack	Slack on (Main / Belay)	Allow slack on rope, too much tension in system line
	Position Load	Load Positioned	Rescuer or load will be positioned at the edge
	Load the System	System Loaded	Weight is gently set onto the system. Post-tension and steady
	Slow Lower / Haul	Lower / Haul Slow	Edge person controls speed, operate system at controlled rate
	Lower / Haul	Lowering / Hauling	Edge person controls speed, operate system at controlled rate
	Fast Lower / Haul	Lower / Haul Fast	Edge person controls speed, operate system at controlled rate
	Stop Lower / Haul	Lower / Haul Stopping	Stop lowering / hauling of the load. Hands on system lines
	Set / Lock PCD	PCD Set / Locked	Soft lock system cams or prusiks (temporary) / Hard lock system; add a catastrophe knot (long pause)
	Reset Rope Grab	Rope Grab Reset	PCDs set. (Offset) system extended or reset
	Shunt Prusiks	Prusiks Shunt	Hands on system lines. Mind (tend) prusiks for lower operation
	Change Over System	System Change Over	PCDs locked. Main line changed to haul or lowering
TERMINATION	All Stop x 3	All Stop x 3	Freeze system. PCDs set or locked. (Can be given by anyone)
	Edge x 3 / Ground x 3	Edge / Ground x 3	Rescuer or load has arrived. Remain until next command
	Belay Line OFF	OFF Belay Line	Disconnect Belay line from rescuer's harness
	Main Line OFF	OFF Main Line	Disconnect Main line from rescuer's harness
<input type="checkbox"/> See Addendum(s): _____			
Form 204A	RMP Page _____		

**7. Network:**  N/A

**Primary** Non-Emergency Mode: Rental radios, channel 2; Plant radio for Operations.  
 Emergency Mode: Rental radios, see 'Alert System' for codes and channels, Plant radio for Operations

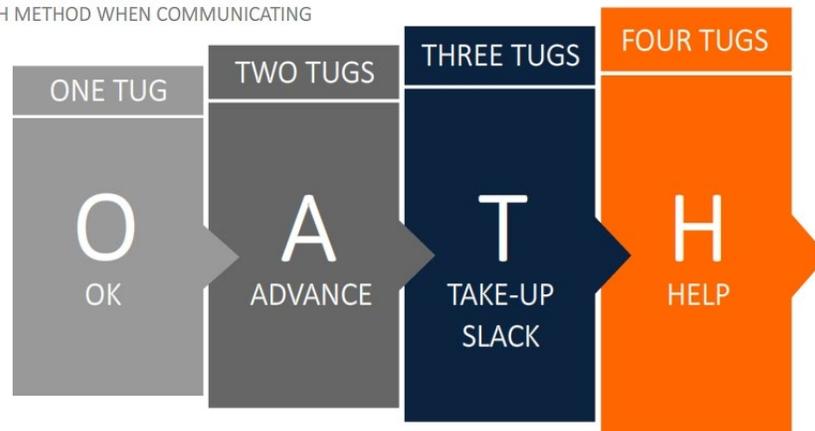
**Auxiliary** Non-Emergency Mode: Cell phones  
 Emergency Mode: Face to face

**Contingent** Non-Emergency Mode: Zello group channel or another messenger app  
 Emergency Mode: Standardized and agreed hand signals for rope ops (extraction & lower)



**Emergent** Non-Emergency Mode: Face to face  
 Emergency Mode: O.A.T.H when using rope system lines

OATH METHOD WHEN COMMUNICATING



**8. Approved by** Name: \_\_\_\_\_

**Form 204A** RMP Page \_\_\_\_\_ Position: \_\_\_\_\_



# Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

# Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.


This employee has not attained the competency level.

\*

\* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: \_\_\_\_\_

Signed By	Employee:		Date:	
	Trainer:		Date:	
	Assessor:		Date:	
	Regional Manager:		Date:	

# Environmental Aspects and Impacts

## Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
<b>Purchasing &amp; Administrative Work</b>	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
<b>Climate Control</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
<b>Cleaning of – offices / vehicles</b>	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
<b>Transport (Fleet vehicles / staff travel)</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
<b>Operations</b>		

Sample only.  
To be filled in

# Risk Assessment



Risk Assessment // insert name here

<p><b>Step No:</b> Logical sequence</p>	<p><b>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</b></p> <p>Each step should be logical and accomplish a major task.</p>	<p><b>Potential Safety &amp; Environmental Hazards/Impacts at the site of the Job</b></p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p>	<p><b>Risk Rating</b></p> <p>Refer to the risk matrix or HSEQT.PRO. Risk Mgt</p>	<p><b>Recommended Corrective Action or Procedure</b></p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p>	<p><b>Risk Rating</b> refer to the risk matrix or HSEQT.PRO.Risk Mgt</p>
1.					
2.					
3.					
4.					
5.					

# Audit



<b>Process:</b> insert// <b>Procedure:</b> Insert //		Date:	Audited by:	
		Location of Audit:	Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE: / 25		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		