

Project Definition

(Reference SOP: _____)

TEM-230

Issue date

Project Definition

(Reference SOP: _____)

Title:	
Project No.:	

Project Background :

It may be useful to include some general background information about the project. Delete this section if not required.

Project Statement :

An effective project statement should include the following elements:

- An action word and an end result - performance
- A target date for completion - time
- Estimated overall project cost, with R & D claimable costs identified if applicable.

Proposed Project Timeframe:

Project Manager:

Project Sponsor:

Estimated Project Cost:

Item	Cost

Objectives :

Includes results and constraints. Consider:

- At the end of the project, what will be achieved?
- What other project objectives are important?
- What constraints or resource limitations need to be considered?
- What do we need to accomplish this project?
- How will we know if this project is a success?

Details are to be included in the section below Specific Outputs and Accomplishments.

Project Definition

(Reference SOP: _____)

Safety Checklist for Projects

	NO	YES
1. Does the project involve site relocation or site expansion?		
2. Will you be introducing new or increased quantities of combustible goods or dangerous goods onto the site?		
3. Will you be generating scrap or waste materials that will require disposal?		
4. Do you need to modify your emergency response procedures as a result of this project?		
5. Do you need to consider storage and handling of materials and products in this project?		
6. Do you need to consider equipment design, maintenance and storage areas for tools, consumables and spare parts?		
7. Are any changes being made to your electrical equipment or systems?		
8. Will your project impact on peoples working environment - i.e. Do you need to consider noise, lighting, fumes, emissions, ventilation, climate control, etc.?		
9. Will you be installing or modifying equipment (such as welding or grinding equipment, ladders and platforms, air-conditioning units or cooling towers) that may create a hazard for operators or people in the area?		
10. Will you be installing or modifying overhead cranes or lifting equipment?		
11. Do you need to consider guarding, interlocking, controls or isolation on any equipment being installed or modified?		
12. Do you need to consider manual handling and ergonomics in your project?		
13. Do you need to consider signage as part of your project?		
14. Do you need to consider the location of walkways, workways, work areas, roadways and traffic areas?		
15. Do you need to consider personal protective equipment?		
16. Will contractors be involved in the implementation of this project?		
17. Do you need to go through a hazard identification and risk analysis process after installing or modifying equipment processes or systems?		
18. Do you need to develop standard operating procedures or work instructions for new tasks or processes?		
19. Will you be involving operators, staff and maintenance employees in the project through consultation and training?		
20. Are there any other safety issues that you need to consider? Conduct a Risk Assessment.		

For any area indicated as YES, details of how this is to be addressed must be included in the PROJECT PLAN and reviewed by the safety Manager.