

SAFETY TRAINING POLICY

PURPOSE:

The purpose of this policy is to ensure that all employees receive adequate safety training.

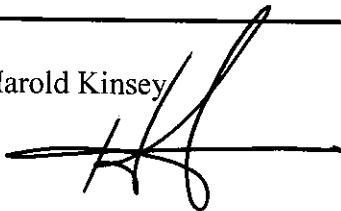
POLICY:

The company will provide and ensure that all employees participate in the following safety training;

- Safety orientations for all new hires.
- Job-specific training as required.

In addition, safety meetings involving all employees will be held on a regular basis.

Harold Kinsey



March 16, 2010

8.1 SCOPE

The Company maintains a thorough training program to bring attention to the importance of Safe Work Practices and hazard controls to the employees. A Company objective is to convey the importance of safety education, with interest and value to employees at all levels.

The training must be systematically planned and promoted on a continual basis. The training program is available to all employees to ensure that they possess sufficient competency and capability to maintain their responsibilities safely.

The Company maintains a documented training matrix or other documentation that addresses the training needs for all occupations within the organization. In addition to company requirements, CDN. Power Pac must ensure that appropriate employees have been trained to meet Legislative Training Standards.

The Company must maintain a system to track employee training records including renewals and requirements.

Managers are responsible for ensuring that the standard set is the standard met no exceptions.

8.2 RESPONSIBILITIES

8.2.1 ALL PERSONNEL

- Each employee is responsible for ensuring that they maintain valid certification of courses attended; and,
- Active participation in undertaking all training courses
- Advising their supervisor, foreman, superintendants, etc. if they are not trained for a task for which they are being assigned.

8.2.2 HEALTH & SAFETY ADVISOR

The Health & Safety Advisor is responsible for:

- Maintenance of the training program;
- Delivering and/or coordinating instruction including third party courses;
- Develop and implement training courses as required

8.2.3 FOREMEN / SUPERVISORS / SUPERINTENDANTS

Foreman./Supervisors/Superintendants must consider any person recently employed, under their authority, as a new employee and must:

- Provide thorough and concise job instruction;
- Inform the employee of safety requirements, proper selection and use of personal protective equipment, and other relevant details;
- Place the employee, for a reasonable amount of time, under the charge of a competent employee for instruction and guidance. Allow them the opportunity to adjust to work procedures;
- Re-instruct and/or correct, as necessary; and,
- Inform the divisional manager of each new employee's progress.
- Ensure that no employee is assigned to duties for which they are not trained

8.2.4 MANAGERS

Managers are responsible for:

- Ensuring that basic training is provided to employees under their jurisdiction and evaluating the employee's performance;
- Ensuring that an employee's training profile accurately reflects the training required for that employee
- Ensuring that all documentation is collected and forwarded to the appropriate destinations;
- Ensuring personnel under their jurisdiction comply with customer requirements and attend Site Safety Orientations offered by the customer; and,
- Ensure that no employee is assigned to duties for which they are not trained
- Ensuring that adequate job instruction is provided for all employees and those under CDN Power Pac's supervision as it applies to their job.

8.3 NEW EMPLOYEE SAFETY ORIENTATION

The site foreman must customize the New Employee Safety Orientation to introduce the worker to their work site environment. The orientation outlines people, equipment, material and environment, which the employees must recognize before they enter the work place.

No employee is to work without first successfully completing the Orientation. Once the employee has successfully completed the Company orientation they are ready to work, however, only in areas and/or tasks for which they have been trained and with proper supervision.

All Provincial, Federal and client requirements are always met and in most cases exceeded.

8.4 TRAINING RECORDS AND TRACKING

Each company/division must ensure that a system is in place to track employee training records including expiries and requirements.

8.4.1 EMPLOYEE TRAINING FILES

Each company/division must maintain a physical training file for each employee. Training files must contain originals or legible photocopies all training certificates, registers, etc. Each training file must match the electronic register of training records. These files must be easily accessible for audits.

Training files must not contain:

- Medical Information such as drug and alcohol tests, audiometric exams, etc.
- Personnel Records, such as wage information, hire-on packages, etc.

8.4.2 PROOF OF TRAINING

Employees **may** be given proof of training for each course that is successfully completed depending on client and/or divisional requirements. Training record printouts are available as are photocopies of the training record from the employee training file.

Proof of training includes:

- Competency Hard Hat Stickers
- Training Cards

8.8.A TRAINING RESOURCES

Training resources are the input needed for the training plan to be implemented and are usually classified as internal or external. Both internal and external training are normally required to bring employees to the desired competency. Internal and external courses should make up each company/divisions training

8.8.A.1 Internal training resources may include:

- New Employee Orientation
- In-house training facilities and training aids

8.8.A.2 External training resources may include:

- Private sector courses and consultants or qualified employees
- Safety Association
- Group training schemes or joint training facilities
- Union Provided Training
- Tradesman Certification.

8.A.1 SCOPE

This section describes the various activities that promote, maintain, and enhance communications within the organization.

Effective communications between all levels of management, supervisors, team leaders and employees remains an ever important and proven incident reduction tool. By frequently providing important Health and Safety and performance-related Information in an objective manner, skills and awareness can be noticeably improved.

It is recognized that many of the recommended activities are already addressed in this program; however, a well-planned and consistent approach will lead to even greater benefits over the long term.

8.A.2 RESPONSIBILITIES

8.A.2.1 MANAGERS / SITE SUPERINTENDENTS

Managers are responsible for ensuring that group meetings are:

- Attended regularly by themselves and all personnel;
- Topic(s) are pertinent and meaningful to employees; and must include performance indicators; injury statistics;
- Scheduled in advance, well planned, and conducted consistently;
- Documented, the minutes posted, and copies are forwarded to the Health & Safety Advisor.

8.A.2.2 SUPERVISORS / FOREMEN / SUB-FOREMEN

Supervisors must ensure:

- Daily Toolbox Talks/Pre-Job Meetings are conducted in an effective and productive manner prior to work commencing;
- The Toolbox Talk/Pre-Job Meetings are safety specific to people, equipment, materials, and environment;
- Employees involved attend meetings (as above);
- The meetings (as above) are documented, logged, and retained on file; and,
- Attendance of monthly meetings.

8.A.2.3 HEALTH & SAFETY

Health & Safety Advisor is responsible for:

- Attending monthly/quarterly safety meetings;
- Assisting management in the planning of safety meetings when requested;
- Monitoring for consistency and compliance;
- Presentation of new technology in accident prevention;
- Preparing and distributing "Incident Bulletins";
- Ensuring minutes from quarterly Safety Meetings are documented and distributed to appropriate Managers.

8.A.2.4 ALL PERSONNEL

All personnel are responsible for:

- Attending all scheduled group meetings;
- Participation in the communication of safety concerns and programs at the meetings; and,
- Applying and retaining the information communicated at the meetings.

8.A.3 GROUP MEETINGS

The following meetings are recommended for all CDN. Power Pac personnel:

8.A.3.1 Weekly Safety Meetings

Weekly Safety Meetings are done per site and expected to last around 10-20 minutes and must include relative topics and time for employees to voice safety related concerns. Weekly Safety Meetings must be documented and available for review.

8.A.3.2 Monthly Safety Meetings

Monthly Safety Meetings conducted per site and are expected to last from 20 to 30 minutes and must include relative topics and time for employees to voice safety related concerns. Monthly Safety Meetings must be documented and available for review.

All Group meetings must be well planned and documented. Topics may include:

- Injury Statistics
 - *Company*
 - *Local*
- Industry Hazard Alerts
- Review of Significant Incidents
- Any New Policies

8.A.4 ON SITE/PROJECT MEETINGS

The following On-Site Project/Job Specific Meetings include:

8.A.4.1 PRE-JOB

These meetings are held at the beginning of ***every project***. In between scope/condition changes, the Toolbox Talk is held and documented. These meetings are also held for shop activities that include Hot Work, Crane Work, etc.

8.A.4.2 TOOL BOX TALK

Toolbox Talks are held in ***between scope changes*** on projects. Tool Box Talks may also be held for shop activities where the work does not warrant a Full Pre-Job Meeting (i.e. - Shop Clean-Up, Equipment Maintenance, etc.). Use of the CDN. Power Pac Tool Box Talk form is required.



Harold Kinsey

March 16, 2010

If you have a known physical condition or disability such as epilepsy, diabetes, impaired eyesight, impaired hearing, back trouble, heart trouble, aversion to heights, or are subject to dizzy spells, please advise your supervisor. (Client) as a Contractor is responsible to the client to divulge any information's known, concerning the health and safety of any workers under employ. This information is necessary to ensure your health and safety and that of your co-workers. Previous injuries or exposure to certain elements could put your health at risk. Information provided on this form will assist with appropriate placement for work in accordance with your limitations.

- Do you have any of the above physical conditions or disabilities? Yes No
- Do you have any additional "not mentioned" handicaps? Yes No
- Do you or are you taking any medications? Yes No
- Do you have any previous injuries or exposures? Yes No

Please Explain:

During the course of your employment you may be required to perform the following activities or work under the following conditions. Please check the box on the right side of the page if you feel that any of the below mentioned duties cannot be performed by your person.

1. Climbing, working at heights
2. Heavy pulling and lifting
3. Shovelling
4. Exposure to extreme heat and cold
5. Use of hearing protection to avoid exposure to high noise levels
6. Use of appropriate eye protection
7. Operating hand and power tools
8. Long periods of time spent on your feet
9. Operating motorized vehicles

Based on the description of your trade, again is there any part of the job for which you are being hired that you believe you may have difficulty in performing safely and competently?

YES () NO ()

If yes, please explain.

I _____ hereby certify that all statements made on this health and safety form are correct and to the best of my knowledge. I authorize (Client), to investigate fully, all information contained in this form. I understand that any misrepresentation by me in this application will be sufficient cause for denial or termination of employment.

Signature: _____

Date: _____

CDN Power Pac Employee Exam

1. Only electricians shall do service and repairs on electrical equipment. T F
2. Employees must only obey CDN Power Pac's posted rules when on a job site. T F
3. It is always safe to stand on the top two rungs of a step ladder while working. T F
4. CDN Power Pac does have a Zero Tolerance Policy. T F
5. Ragged, loose and offensive clothing will not be permitted. T F
6. Face and eye protection must be worn when cutting and grinding. T F
7. Housekeeping needs to be done on a daily basis. T F
8. All incidents and near misses must be reported to a supervisor. T F
9. You should always take shortcuts to get the job done faster. T F
10. CDN Power Pac's safety manual is always available for you to read. T F

NAME.....

DATE.....

SUPERVISOR.....

CDN. POWER PAC
EMERGENCY CONTACT FORM

EMPLOYEE NAME.....

1ST CONTACT.....

PHONE.....

2ND CONTACT.....

PHONE.....

DATE.....



- Occupational
- Non - Occupational

Date: _____
 Company: _____
 Contact Phone: _____
 Fax Number: _____

Please be advised that _____
 (Name)
 of _____, who sustained _____
 (Company) (Injury)
 on _____ has been placed on modified work duties as of
 (Date)

 (Date)

In keeping with our policy to consider suitable employment for employees unable to perform their regular duties, we are offering the following Modified Work duties:

POSITION: _____
DUTIES: _____

We will continually review the progress and adjust the length of this placement as required based on relevant medical information.

During this modified work placement you will be supervised by _____

If you have any concerns or difficulties, please notify the supervisor immediately.

- Offer Accepted
- Offer Declined

Refusal could affect your rights to collect benefits.

Employee _____
 (Print Name) (Signature)
 Supervisor _____
 (Print Name) (Signature)

Site/Area: _____ Supervisor: _____
 Conducted By: _____ Date: _____

SCOPE OF WORK

TOPICS FOR DISCUSSION

Worker Comments / Concerns:

Action Req'd:

Assigned To:

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Name of Worker

Signature of Worker

Reviewed by: _____ Date: _____