

## Section 4-1 - Worker Orientation

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**PURPOSE** When hiring employees to conduct work on behalf of the company, it is important that the employee has been made aware of the company specific safety requirements and the other site-specific policies.

**SCOPE** Worker Orientation using the company specific Employee Guideline - Red Book package which will provide every company employee with the specific health and safety expectations prior to commencing their employment obligations. Worker Orientation's to include review of the Workplace Task Standards (WTS).

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Assist in conducting orientations and collecting documents and ensure both parties sign the documents.
- Assist in coordinate the communication and confirmation of the Red Book during orientation meetings as needed.
- Schedule any required re-orientation of the Red Book package based on revision or addition of required content.
- Maintain all documentation related to the Red Book and orientation progress including the Orientation Checklist.
- Gather existing training and certification documents from employees completing the orientation process.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews during orientation.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

Project Managers Responsibilities:

- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

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### Superintendent Responsibilities:

- Conduct site orientations and collecting documents and ensure both parties sign the documents.
- Coordinate the communication and confirmation of the Red Book during orientation meetings as needed.
- Complete all documentation related to the orientation progress including the Orientation Checklist and Sign Offs.
- Assist the Health and Safety Coordinator to gather existing training and certification documents from employees completing the orientation process.
- Communicate with the Health and Safety Coordinator that a worker has successfully completed the orientation process with the identified paperwork.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Foreman Responsibilities:

- Ensure that all workers who are under their supervision have successfully received an orientation.
- Ensure, where reasonably possible, that all workplace parties complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Participate in the health and safety workplace orientation.
- Provide Red Book sign-off, training documentation and other relevant documentation identified on the Orientation Checklist.
- Advise Foreman if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

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**PROCEDURE** Upon hiring employees, the Orientation Checklist (**4-1-1 - Form**) will be completed by the Workers and the Superintendent and/or the Health and Safety Coordinator to detail the following steps;

- Copies of the Red Book will be provided to the employees hired.
- The Red Book will be reviewed with all employees hired directly.
- Upon review of the Red Book, acknowledgement sheets must be completed and handed back to the **Superintendent** and/or the **Health and Safety Coordinator** prior to the commencement of work with both parties having signed the document.
- Review all applicable Workplace Task Standards.
- Review any and all training certificates that the employee has and arrange any subsequent company required training accordingly.
- Complete the Orientation Checklist (**4-1-1 - Form**) to detail the entire process for the compliance and awareness of topics.

Annually, the Health and Safety Coordinator will hold a startup orientation meeting where all employees will receive a documented Red Book review.

**DOCUMENTATION** Those employees being hired will be required to complete Red Book acknowledgement sheets, and the Orientation Checklist (**4-1-1 - Form**) stipulating that they have received, read and understood the company orientation package and expectations.

Subsequent, where a new process or guideline is developed, **Health and Safety Coordinator** will revise the Red Book package and schedule the revised guidelines to be delivered to all workplace parties.

**RECORDS** All completed checklists and acknowledgement sheets should be maintained on the employees file indefinitely.

# Gazzola Paving Ltd. Worker Orientation Checklist

## Part A – Employee Information

<input type="checkbox"/> New Employee	<input type="checkbox"/> Returning Employee	<input type="checkbox"/> Subcontractor	<input type="checkbox"/> Visitor
Name:		Phone Number:	
Job Classification: (ex. Operator, Labourer, Foreman)		Company / Employer:	
Union:		Driver's License Number:	
Emergency Contact Name, Number & Relation:			

## Part B - Please check the following boxes verifying the review (or cross out any topics that are not applicable)

### The Red Book

<input type="checkbox"/> Health & Safety Policy	<input type="checkbox"/> 1. Workplace Responsibilities	<input type="checkbox"/> 9. First Aid
<input type="checkbox"/> Workplace Violence Prevention Policy Statement	<input type="checkbox"/> 2. Workplace Safety Rules & Conduct	<input type="checkbox"/> 10. Early and Safe Return to Work
<input type="checkbox"/> Workplace Harassment Prevention Policy Statement	<input type="checkbox"/> 3. The Gazz Card	<input type="checkbox"/> 11. WHMIS
<input type="checkbox"/> Environmental Policy	<input type="checkbox"/> 4. Reporting	<input type="checkbox"/> 12. Working at Heights Awareness
<input type="checkbox"/> Return to Work Policy Statement	<input type="checkbox"/> 5. Workplace Inspections	<input type="checkbox"/> 13. Confined Space Awareness
<input type="checkbox"/> Visitors Policy Statement	<input type="checkbox"/> 6. PPE Policy	<input type="checkbox"/> 14. Continuous Improvement Plan
<input type="checkbox"/> Fit for Duty Policy	<input type="checkbox"/> 7. Progressive Discipline Policy	<input type="checkbox"/> 15. Workplace Task Standards List
<input type="checkbox"/> Introduction	<input type="checkbox"/> 8. In Case of Emergency	<input type="checkbox"/> Appendices: A, B & C

### Workplace Task Standards

<input type="checkbox"/> Asbestos Milling	<input type="checkbox"/> Equipment Repairs	<input type="checkbox"/> Extension Cords
<input type="checkbox"/> Asphalt Milling	<input type="checkbox"/> Hazardous Energy Control	<input type="checkbox"/> Fencing and Hoarding
<input type="checkbox"/> Asphalt Paving	<input type="checkbox"/> Hoisting and Rigging	<input type="checkbox"/> Fire Extinguishers
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Fuel Powered Tools and Equipment
<input type="checkbox"/> Hazardous Agents	<input type="checkbox"/> Overhead Hazards (Powerlines)	<input type="checkbox"/> Fueling and Refueling
<input type="checkbox"/> Manual Snow Removal Operations	<input type="checkbox"/> Powered Elevating Work Platforms	<input type="checkbox"/> Housekeeping
<input type="checkbox"/> Noise	<input type="checkbox"/> Removal and Demolition	<input type="checkbox"/> Hydraulic Equipment
<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Snow Removal Operations	<input type="checkbox"/> Ladders
<input type="checkbox"/> Trenching and Excavating	<input type="checkbox"/> Underground Hazards and Locates	<input type="checkbox"/> Loading and Unloading
<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Workplace Violence and Harassment	<input type="checkbox"/> Maintenance and Cleaning
<input type="checkbox"/> Asphalt Plant Operations	<input type="checkbox"/> Administrative Duties	<input type="checkbox"/> Manual Material Handling
<input type="checkbox"/> Concrete Work (Forming and Pouring)	<input type="checkbox"/> Compressed Gas	<input type="checkbox"/> Night Work
<input type="checkbox"/> Equipment and Machinery Operation	<input type="checkbox"/> Driving and Vehicle Operation	<input type="checkbox"/> Power and Hand Tools

## Part C – Training Records (copies are to be taken for new employees)

<input type="checkbox"/>	<input type="checkbox"/> Other	<input type="checkbox"/> Other
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**I have received orientation and understand that following these safety policies and procedures is a condition of employment.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 4-2 - Employee Guidelines and Red Book

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**PURPOSE** Our Employee Guidelines – Red Book are an essential tool in the initial orientation and ongoing communication of our Safe Work Practices (SWP), workplace health and safety responsibilities, Workplace Task Standards (WTS), requirements, obligations and rights.

**SCOPE** The Red Book will provide every company employee with the specific workplace standards and health and safety expectations prior to commencing their employment obligations.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Develop the corporate health and safety orientation package.
- Coordinate the communication and confirmation of the orientation package
- Maintain all documentation related to the Red Book and orientation package.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Approve the corporate health and safety orientation package, policies and procedures.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

## Section 4-2 - Employee Guidelines and Red Book

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### Foreman Responsibilities:

- Ensure, where reasonably possible, that all workplace parties complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker

### Workers Responsibilities:

- Participate in the health and safety workplace orientation.
- Provide Red Book sign-off and documentation from the employee guidelines.
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

### PROCEDURE

Our orientation package as part of our Red Book will be developed and implemented by the **Health and Safety Coordinator** and approved by **Senior Management**. This package details Construction, Industrial and Office level workplace specific Hazard Assessment, Safe Work Practices (SWP) and Safe Job Procedures (SJP) within the Red Book and Workplace Task Standards (WTS). The Red Book will be held as a guidance document describing the minimum health and safety expectations needed to work within the workplace.

The appropriate sections within our Red Book will be reviewed by all workplace parties prior to their commencement of work. This training will be documented by each employee by completing the acknowledgment sign-off sheets at the end of the package to demonstrate all the information has been received, read and understood by the employee.

The Red Book will be reviewed annually during management meetings to ensure that they meet the requirements of the Health & Safety Program, workplace specific hazards and the appropriate legislative requirements.

## Section 4-2 - Employee Guidelines and Red Book

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### **DISTRIBUTION**

Red Book will be distributed in the form of a booklet.

Distribution of the Red Book shall be as follows:

- Initially, during employee meetings
- Upon Hire -- during team member orientation meetings
- Posted on the Safety Bulletin Board and on site

### **RECORDS**

Upon receiving the Red Book each employee will be instructed to sign the TEAR SHEET located at the back of the guidelines package and return it to the Health and Safety Coordinator.