



**Chapter 8:
Orientation/Training**

Chapter Content

CHAPTER CONTENT.....	8.1
Purpose.....	8.2
Objectives.....	8.2
Special Terms.....	8.2
8.1 POLICY ON SAFETY TRAINING	8.3
8.2 NEW EMPLOYEE ORIENTATION POLICY	8.4
8.3 COMPETENCY.....	8.5
8.4 SHORT SERVICE EMPLOYEE	8.8
8.5 SAFETY MEETINGS	8.10
Points in Holding Safety Meetings.....	8.11
Suggested Tool Box Meeting Topics	8.12
8.6 ASPHALT PLANT SAFETY	8.14
8.7 CONCRETE SAFETY.....	8.15
8.8 CRUSHING SAFETY	8.16
8.9 EARTHWORKS SAFETY.....	8.17
8.10 MECHANICAL SHOP SAFETY	8.18
8.11 PAVING/ROADWORK SAFETY	8.19
8.12 SEWER AND WATER SAFETY	8.20
8.13 BEHAVIOR BASED SAFETY (BBS)	8.22

Purpose

The purpose of this chapter is to provide an overview of the Employee Orientation Program.

Objectives

The objectives are to:

- Provide training to ensure a safe and healthy workplace.
- Provide a guideline for orientation of new employee.
- Provide guidelines for conducting Safety Meetings.

Special Terms

SOP.....SAFE OPERATING PROCEDURE

WHMIS.....WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

8.1 Policy on Safety Training

Purpose:

The purpose of this Policy is to provide for general and specialized safety and related training throughout all levels of the organization.

Policy:

The Company will provide and employees will participate in all safety and related training that is necessary to minimize loss of human and physical resources of the Company.

This training will include, but not be limited to:

- New hire safety orientations
- Job-specific training
- ACSA Hazard Management
- Safety and Leadership training for Supervisors and Management
- Task and trade-specific certification
- Specialized safety and related training

The safety information in this Policy does not take precedence over Occupational Health & Safety Regulations. All employees should be familiar with the OH&S Act, Regulation, and Code.

Bill Turner – President / General Manager
May 1, 2017

8.2 New Employee Orientation Policy

Prior to the startup of work for each year, every employee will receive the following orientation:

Step 1 - Pre-Field Orientation:

This step is outlined in the Orientation and Sign-Up Manual.

Step 2 - Field Orientation:

1. Every foreman, before starting any employee to work for the first time of each year, will be required to review job site safety with the employee.
2. The employee will be given a clear understanding of the subjects outlined in the Wapiti Gravel Suppliers Field Orientation Form.

8.3 Competency

Definitions:

Worker: Means a person engaged in an occupation.

–The OH&S Code– Act 1(bb).

Employer: Means:

1. A person who is self-employed in an occupation
2. A person who employs one or more workers
3. A person designated by an employer as the employers representative, or
4. A director or officer of a corporation who oversees the occupational health and safety of the workers employed by the corporation.

OH&S Code – Act 1(k).

Competent: In relation to a worker, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

–OH&S Code – Regulation 1(g).

Purpose:

To ensure Wapiti Gravel Suppliers is satisfying Section 2 of the Act, Obligations of Employers, Workers, Etc. –To ensure Wapiti Gravel Suppliers is satisfying Section 13 of the Occupational Health and Safety Regulations, General Protection of a Worker.

To ensure Wapiti Gravel Suppliers is satisfying Section 15 of the Regulations, Safety Training.

*** This must be documented on the appropriate provided form by an employee deemed competent according to Wapiti Gravel Suppliers management.**

Section 1 – Job Titles/Roles

An organizational chart kept in the Human Resources and Safety Divisions have been established with a list of the job titles/roles in each division within the company.

Section 2 – Qualifications

A list of minimum qualifications pertaining to each job title/role within each division has been developed and established containing a combination of education and work experience.

Section 3 – Training

All employees, including transferred employees, will be provided with job/task specific training that applies to the job/task they are performing as well as training related to their roles and responsibilities. This training will be performed on an on-going and as requested basis.

Section 4 – Competency Evaluation

1. Ensure employee has been through the formal WGS orientation process
2. Review all safe work practices and procedures with employee as pertaining to the job titles/roles they will be filling and any they may possibly be filling if they are rotating.
3. TELL the employee how (step by step) to perform the task.
4. SHOW the employee how to perform the task.
5. Observe the employee performing the task.
6. Positively commend or correct their actions
7. Directly supervise the employee until they are able to perform with minimal supervision.
8. Ensure the appropriate Operator/Worker Competency form is completed and signed by both the worker and the supervisor.
9. Annual Review and observation of the worker.
10. Ensure the annual observation/review of applicable SWP's and SJP's /follow-up checklist is performed and documented.

❖ **A Competent person (Supervisor, Lead Hand, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently.**

Section 5 – Documentation

Documentation related to any and all past safety or work related training will be acquired from all employees during orientation. A copy will be kept in the employees safety file.

Employees will be required to review and sign their 'Competency Evaluation Form' along with their supervisor. The division manager will review and initial they have

reviewed the competency form. Any concerns will be noted on the form and either returned or filed in the employees safety file until the formal follow-up is required.

Section 6 – Legislation

OH&S Act – Section (2) of the Act – Obligations of employers, workers, etc.

8.4 Short Service Employee

Short Service Employee:

Refers to an employee with less than 6 months experience with his /her present employer or in his/her present role.

Section 1 – Working Alone

1. A Short Service Employee at Wapiti Gravel Suppliers may not work alone.
2. A work crew of less than 5 employees may not have more than one Short Service Employee.

Section 2 – Notification

Wapiti Gravel Suppliers shall notify the Owner Client prior to starting work when Short Service Employees are present on the work crews and will be working on their site.

Owner Client: Project Coordinator, Contractor Contact, and/or Site Supervisor

Section 3 – Differentiation – High Visibility Blue Vests

1. Short Service Employees employed by Wapiti Gravel Suppliers are required to wear a blue hi-viz vest.
2. Workers whom are not short service employees are required to wear the Hi-Viz orange vests, which meet Class 2 requirements of the CSA Z96-02, of the high visibility apparel requirements.

****The Wapiti Gravel Suppliers Differentiation Program will be communicated to the Owner Client prior to worksite activities****

Section 4 – Compliance

1. Short Service Employees shall be monitored for compliance with Health, Safety, and Environmental policies and procedures.

2. Once the Short Service Employee has demonstrated Competency and Compliance with HSE policies and procedures, they will transfer from the Differentiation Program.
3. The employee will then be required to wear CSA 796-02 Hi-Viz Orange vest.

Section 5 – Supervision

1. Wapiti Gravel Suppliers shall ensure that a minimum of one experienced, knowledgeable employee is assigned to each crew that includes Short Service Employees.
2. This experienced, knowledgeable employee shall be a 'Mentor' to provide guidance to SSE's and assist with their development.
3. The Mentor will remain on site with the crew at all times.

Section 6 – Sub-Contractors

1. Sub-Contractors working for Wapiti Gravel Suppliers must adhere to the requirements of the Short Service Employee program.
2. Sub-Contractors must manage their Short Service Employees in accordance the requirements of the Short Service Employee Program.

8.5 Safety Meetings

Policy

Safety Meetings will be conducted on a minimum weekly basis for Municipal Crews and Bi-weekly basis for Highway Crews. Meetings will be conducted by the Foreman or Project Supervisor or other sources. Project Supervisors shall attend meetings and actively participate and support safety.

Purpose

Meetings will be utilized as a main channel of two-way communication between Company and employees regarding safety, and related training.

Format

1. On a weekly/bi-weekly basis, the Foreman will select a topic for discussion. The meeting will include:
 - (a) Quick Review of the previous meeting
 - (b) Discussion of current safety problems and the required controls as well as the most recent issues and controls that were set in place.
 - (c) Review of the site Emergency Response Plan
 - (d) Safe Work Practices and Procedures out of this manual as pertaining to the scope of work onsite.
 - (e) Review appropriate applicable MSDS sheets

The information shall be current and related to actual items or problems on the site.

2. In addition to the brief subject for discussion, all foremen will be encouraged to discuss current and future work plans and the safety aspects of these.
3. Employees will be encouraged to participate fully, to voice their recommendations for improvement or constructive criticism of current practices.

4. All items raised at Safety Meetings will be recorded on forms and channeled back through appropriate foremen for corrective action.
5. High priority must be assigned to items raised and reported from these meetings. Project Supervisors shall have all items that fall into their area of responsibility brought to their attention.

Points in Holding Safety Meetings

1. Select your subject well ahead of the meeting day.
2. Present your subject in a strong but simple manner.
3. Keep control of the meeting by sticking to your subject. Do not allow interfering questions or remarks, but **DO ALLOW** time for questions or comments from the group.
4. These meetings will help you meet your supervisory responsibility for the lives and well-being of your crew. They also help to lighten your load of responsibility by sharing it with all members of your group.

Suggested Tool Box Meeting Topics

- Phoning for emergency help
- Dust control on job sites
- Flagging procedures
- Communication with truckers
- Checking back up alarms
- Traffic awareness
- Who has the right of way on the job site.
- Hearing protection
- Working around power lines
- Speed of job site traffic
- Suitable clothing for work
- Treatment of burns
- Moving equipment and ground workers
- Proper signage
- Reporting near misses
- Fire Extinguishers
- Seat belt usage
- Parking equipment
- Parking equipment on a steep grade
- Lighting burners on the paver
- Revolving lights and when to use them
- Checking signs and barricades
- Using proper PPE
- Checking tools before using them
- Housekeeping
- Storage of flammables
- Slippery conditions for ground workers
- Slippery conditions when mounting and dismounting equipment

- Use of signal person
- Back up rules for trucks; i.e. horn, eye contact, back up alarm
- Confined spaces
- First aid kits, contents and locations
- Heat stroke treatment
- Securing equipment after shift
- Review of lock out procedures
- Review of WHMIS
- Any parts of the Act, Regulation, and Code of the OH&S Code

8.6 Asphalt Plant Safety

Safety Operating Procedures are to be discussed with each new employee and to include the following:

1. Dangers of rotating, moving equipment including pinch points and falling rock.
2. Dangers of loose fitting clothing, long hair, and/or jewelry.
3. Electrical equipment hazards.
4. Lockout/Tag-Out procedures.
5. Personal Protective Equipment including dust masks.
6. Policy on removal and replacement of guards. Report missing guards.
7. Startup procedures.
8. Fire extinguisher location and proper usage.
9. Hazards of mobile equipment, trucks, loaders, etc. - backup alarms.
10. Hazards from exposure to silica dust.
11. Rigging and hoisting procedures.
12. Dangers of overhead power lines - clearance.
13. Housekeeping rules - standards.
14. No repairs to be carried out while equipment is operating.
15. Hazards of asphalt oils - WHMIS -temperature.
16. Entrances into **Baghouse**.
17. Fire hazards associated with asphalt heating oils.

If you are in doubt regarding any job procedure or job hazard, DO NOT PROCEED until you have discussed it with your supervisor.

8.7 Concrete Safety

Safe Operating Procedures are to be discussed with each new employee and to include the following:

1. Hazards of wet concrete
 - Proper Protective Equipment
 - Controlled product - WHMIS
2. Hazards of curing compounds/form release agents
 - Material Safety Data Sheets available
3. Hazards of working around trucks and equipment
 - Trucks backing up, Paver, Curber
4. Proper signal man procedure.
5. Hazards of working in traffic.
6. Traffic control requirements
 - Barricades, signage, cones
7. Policy on reflective vests
 - Working in traffic
8. Personal Protective Equipment.

If you are in doubt regarding any job procedure or job hazard, DO NOT PROCEED until you have discussed it with your Supervisor.

8.8 Crushing Safety

Refer to Crusher Safety Manual

8.9 Earthworks Safety

Safe Operating Procedures are to be discussed with each new employee and to include the following:

1. Hazards involved in heavy equipment
 - (a) Speed
 - (b) Equipment right-of-way
 - (c) Mounting and dismounting - 3-point system
 - (d) Inclines or slopes
 - (e) Rollover conditions
2. Haul road requirements
 - (a) Dust control
 - (b) Speed Limits
3. Ground man, surveyor, etc. - visibility.
4. Policy of utility locations - Alberta One Call and Hand locating.
5. Dangers of overhead power lines.
6. Dangers of underground utilities - gas, and electrical.
7. Usage of seat belts.
8. Personal Protective Equipment.

If you are in doubt regarding any job procedure or job hazard, DO NOT PROCEED until you have discussed it with your supervisor.

8.10 Mechanical Shop Safety

Safe Operating Procedures are to be discussed with each new employee and to include the following:

1. Blocking of equipment.
2. Proper rigging equipment.
3. Usage of overhead crane - including capacity.
4. Housekeeping rules.
5. Lockout procedure - vehicles - plant equipment.
6. Personal Protection Equipment.
7. Stored energy hazards - i.e., brake pads.
8. Proper use of oxygen and acetylene equipment.
9. Proper storage and signage of oxygen and acetylene.
10. Guidelines for manual lifting.
11. Fire extinguisher location and proper usage.

If you are in doubt regarding any job procedure or job hazard, DO NOT PROCEED until you have discussed it with your supervisor.

8.11 Paving/Roadwork Safety

Safe Operating Procedures are to be discussed with each new employee and to include the following:

1. Hazards and dangers of working in city traffic as well as highways.
2. Traffic control, i.e., placement of signage, barricades, cones.
3. Personal Protective Equipment.
4. Hazards of working around trucks and equipment
 - (a) Mounting and dismounting equipment
 - (b) Backing up
 - (c) Backup alarms
 - (d) Flying debris
 - (e) Tip-overs
 - (f) Blind spots
5. Equipment right-of-way.
6. Policy on utility locations - Alberta One Call and hand locating.
7. Dangers of underground utilities – Gas and electrical.
8. Hazards and proper use of propane.
9. Hazards of hot mix and hot tar.

If you are in doubt regarding any job procedure or job hazard, DO NOT PROCEED until you have discussed it with your supervisor.

8.12 Sewer and Water Safety

Safe Operating Procedures are to be discussed with each new employee and to include the following:

1. Trenches and Excavations
 - (a) Trenches must either be shored or cut back to 45% in loose, sandy soil or 30° in hard compact soil.
 - (b) No worker must enter a straight-cut trench more than 1.3 meters in depth.
 - (c) No worker must enter a trench if the trench is unsafe.
2. Ladder is to be provided in each excavation or trench and shall be within 15 meters of workmen.
3. Hazards working around mobile equipment
 - (a) Blind spots
 - (b) Backing up - backup alarms
 - (c) Seat belts - mandatory usage of seat belts
4. Stay away from under the bucket of a backhoe or overhead loads being lowered into the trench.
5. Hazards associated with underground utilities
 - (a) Gas lines – fire and explosion
 - (b) Electric lines - electric shock
6. Review procedures for utility locations
 - (a) Alberta One Call
 - (b) Hand exposing
 - (c) Distance equipment is to be kept away

7. Hazards of overhead power lines and safe limits of approach
 - (a) 0 to 4 kv: 3 meters and greater as the voltage increases
8. Hazards involving rigging procedures.
9. Hazards/procedures of proper tapping.
10. Shoring procedures and hazards involved in installing shoring
 - (a) Speed shoring
 - (b) Trench boxes, etc.
11. Placement of spoil pile and material sloughing into excavation.
12. Manual lifting - limits - requirements for two men.
13. Personal Protective Equipment. **If you are in doubt regarding any job procedure or job hazard, DO NOT PROCEED until you have discussed it with your Supervisor.**

8.13 Behavior Based Safety (BBS)

Purpose

BBS is an additional tool to enhance our safety program by observing workers behavior while performing hazardous tasks. The worker is safer when and where behavior is corrected from communicating with the worker the desired behavior.

Format

Safety personnel and supervisors will be trained in the application of the BBS observation format. Only trained WGS personnel will conduct BBS observations.

Application

The priority of BBS will be applied to formal jobs of workers in high hazard tasks and where incident trends indicate corrective action would be warranted (ie. Slips, trips and falls).

When a BBS observation is made of a worker the worker must be informed of any corrective requirements needed. The observation must be recorded on a Job Observation Checklist form.

Responsibility

The HSE Department is responsible to file the Job Observation Checklist form and identify any trends found in the observation forms. This data will be used for training and orientation improvements.

References

Construction Owners Association of Alberta's Behavior Based Safety Best Practice.