

Visitor and Contracted Employer Basic Orientation

VISITOR AND CONTRACTED EMPLOYER BASIC ORIENTATION PACKAGE

This orientation package includes procedures, rules, and responsibilities pertaining to other parties (visitors or contracted employers) present at the work site.

A Staff member will review the information presented below with you and answer any questions you may have.

Date: _____ Time: _____

Name: _____

Phone: _____ E-Mail: _____

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- Health & Safety Policy
 - Violence & Harassment Policy
 - General Evacuation Procedures
 - Company Safety Rules
 - OTHER: (specify)

All hazardous conditions must be immediately reported to the designated work site safety representative.

HEALTH AND SAFETY POLICY

Our company is **committed** to a strong health and safety program that protects our staff, our property, the environment, and the general public from incidents resulting in harm or loss.

It is our **belief** that every employee is entitled to a safe work environment, free from any foreseeable hazards that may result in property damage, personal injury/illness, and other incidents. To ensure the physical, psychological and social wellbeing of workers, all safety and health hazards will be proactively identified and controlled.

Management supports the program's success by providing the necessary resources including proper safety equipment, safety training, and safe work procedures.

Our health and safety program will be developed in accordance with industry standards and best practices and will meet or exceed **federal, provincial, and municipal legislative requirements**.

Employees at every level, including management, supervisors and workers, are all equally **responsible** and **accountable** for the company's overall safety initiatives.

The same health & safety requirements apply to our contractors and visitors while on our worksite.

Complete and active participation by everyone, every day, in every job is necessary for the safety excellence the company expects.

Our **objective** is an incident free workplace. We can accomplish our **goal** through continuous safety and loss control effort, and dedicated teamwork.

VIOLENCE AND HARASSMENT POLICY

Our company recognizes the potential for workplace **violence and harassment**. Management is committed to providing a safe and healthy working environment where everyone is treated with respect and dignity. We do not tolerate behavior that is considered violence or harassment including aggression, threats, physical or emotion intimidation, bullying, negative comments, or actions that offend, humiliate or belittle any employee.

We will take appropriate steps to prevent our employees from exposure to potential hazards associated with workplace violence or harassment and we are fully committed to provide the appropriate levels of protection from harassment.

Acts of violence or harassment undermine Company values and may also constitute offences under Alberta Occupational Health and Safety legislation or the Canadian Criminal Code.

Acts of violence or harassment have the effect, or potential effect, of denying individual dignity and respect. This can detrimentally affect the working environment and interfere with or give disadvantages to employees in their participation in employment, education or other company-related activities.

Acts of violence or harassment by or against employees are considered serious offences.

The company is committed to investigating and following up on all reported acts of violence or harassment. Such acts are strictly prohibited and will not be tolerated.

No employee will be subject to reprimand in any way when working within the scope of this policy or any of the company's workplace violence or harassment procedures. This policy does not discourage an employee from exercising their rights, including the Alberta Human Rights legislation.

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EMERGENCY EVACUATION PROCEDURES

It's not easy to foresee situations that would require a general and immediate evacuation of the building. All visitors, contractors, self-employed persons or other persons must be familiar with the evacuation procedure and routes from their work areas.

Some potential emergencies that may trigger an evacuation include:

- Fire
- Explosion
- Gas leak
- Severe weather
- Active shooter
- Suspicious package or bomb threat

General Emergency Evacuation

- Evacuation route maps are posted at every door throughout the facility, when you arrive at your workstation or meeting area, familiarize yourself with the map.
- If you find a situation (fire, gas leak, etc.) that qualifies as an emergency, pull the fire alarm nearest your location. This will sound an evacuation alarm through the entire area.
- Upon the alarm sounding, make your way to the nearest exit and report to the muster point in an orderly manner.
- Report your presence to the designated company representative and stay at the muster point until you've been given the all clear to return.
- Information to the media about the occurrence is conducted through authorized personnel only.

In case of emergency call: 9-1-1

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COMPANY SAFETY RULES

- Everyone present at the work site is expected to work and conduct themselves in a safe and orderly manner at all times.
- Safety glasses are issued to all personnel and visitors in the plants and must be worn in all areas designated **Eye Protection Areas**. The wearing of eye protection is a condition of employment.
- Protective side shields must be attached to CSA approved safety glasses and worn at all times on the shop floor.
- Only qualified employees authorized by their supervisor may operate the lift truck.
- The wearing of safety helmets is compulsory for all personnel employed in the shear department.
- No person is allowed to ride on lift trucks other than the qualified operator.
- All protective clothing and safety devices required for the task must be worn by personnel.
- The wearing of CSA approved safety shoes or foot protective devices are compulsory in designated areas.
- Running in plant areas is prohibited.
- All machine guards and safety devices must be used at all times. Tampering with or otherwise circumventing any safety device is prohibited and such action is subject to disciplinary action by the company and/or Alberta OH&S.

The company extends an invitation to all individuals to bring forth any concerns they may have to the attention of the company regarding these and other health and safety requirements of the work site.

I have reviewed and understand this basic orientation package.

Signature: _____ **Date Signed:** _____

Signature

**(Person
conducting
orientation):**

_____ **Date Signed:** _____