

Worker Orientation Checklist

Wild West Dirt Works Ltd. Orientation Program has been designed to ensure that all pertinent information is offered to the employees and/or contractor on his/her first day of employment and regularly thereafter. The following checklist must be completed by the Health and Safety Coordinator, Operations Manager or their Area Supervisor with the employee or contractor prior to starting their job duties.

Name _____ Position _____

- First Orientation
- Orientation Review

The following checklist must be completed by the manager or his/her designate with the employee or contractor prior to starting their job duties as well as regular review intervals.

- Review Company Health & Safety Policy, Rules, and Company commitment to safety
- Explain why safety is important and whom it affects.
- Review Government Regulatory requirements applicable to company.
- Review job duties/responsibilities to the Safety Management System, Duty to Report
- Review inspection program, timeframes and forms.
- Review all task specific hazards & controls, Critical Hazard Assessments, Location of MSDS Sheets
- Review the Company Discipline/Enforcement Policy.
- Review the Drug and Alcohol Policy/Fit for Duty
- Hazard/Incident/Illness & Near Miss Reporting, Investigation, Root Cause & Follow-up Procedures.
- Review all other policies and rules including "Violence & Harassment Policy"
- Review "Right to Refuse Unsafe Work" "Right to Know" "Right to Participate" "Working Alone" "Imminent Danger"
- Review Personal Protective Equipment Policy, use care and maintenance of personal protective equipment (PPE).
- Review all Safe Job Procedures and Safe Work Practices.
- Review vehicle maintenance, regulations and forms.
- Tour of Facility/Shop, perform Equipment orientation.
- Review Emergency Response Plan – Contact lists, Fire Extinguishers, Emergency Equipment
- Review the Driving and Vehicle policy, Transportation and Driver Approval Levels.

Employee OR Subcontractor Signature

Date

Representative of Wild West Dirt Works Ltd.

Date

Safety Orientation Acknowledgement

I have read the safety materials of Wild West Dirt Works Ltd. and understand that adherence to all rules and regulations set by the company are a condition of my employment. Any infractions of these rules may result in my dismissal.

SAFETY RESPONSIBILITIES POLICY

I understand the contents of the Health & Safety Policies and enforcement of each, I also understand the company's commitment to a safe work place.

PERSONAL PROTECTIVE EQUIPMENT POLICY

I understand that all employees and sub-contractors will use the proper PPE and monitoring devices at all times, when and where required.

DISCIPLINE POLICY

I understand the Discipline Policy as explained to me during the orientation process.

RIGHT TO REFUSE UNSAFE WORK

I understand that it is my responsibility as a worker to refuse unsafe work or work which presents imminent danger and poses as a critical hazard either to me or other workers. I further acknowledge my responsibility to notify my supervisor at the worksite of my refusal to work and the reasons for this refusal.

SAFETY /EMERGENCY/ FIRST AID EQUIPMENT

I acknowledge the location of all safety, emergency and first aid equipment. I further acknowledge the location of the MSDS binder and the emergency meeting location.

PHYSICAL CAPABILITIES & DEMANDS

I understand the physical and mental demands of my job and acknowledge that I am physically and mentally capable of doing the required tasks. I further acknowledge that a medical examination may be required to determine my capabilities to perform my job duties, including appropriate testing to determine the presence or absence of certain drugs or alcohol.

INJURIES, INCIDENTS, ILLNESS, AND NEAR MISS INCIDENTS & REPORTING

I understand that it is my duty to report all injuries, accidents and near miss incidents immediately to my supervisor and follow all proper emergency response practices and procedures.

VEHICLE & DRIVING POLICY

I read and understand the vehicle and driving policy, I also understand that when traveling to and from work it is my responsibility to be doing so in a safe manner.

VIOLENCE & HARASSMENT POLICY

I read and understand the violence and harassment policy, I also understand that under no circumstances is violence or harassment at the workplace an acceptable code of conduct.

Employee Signature

Date

Representative of Wild West Dirt Works Ltd.

Date