

Training & Orientation Table of Content

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8 - Training & Orientation Policy

Supervisors

As a requirement of employment with Canadian Road Builders Inc. all supervisors will have at a minimum, training in; Alberta Occupational Health & Safety Legislation Awareness and Leadership for Safety Excellence.

This will allow our supervisors to have a greater understanding of how to reference the safety manual and give proper guidance to employees in regards to keeping everyone safe.

Employees

As a requirement of current Alberta regulations, employers are required to provide training for workers who may be exposed to a harmful environment at a work site. All Employees have a responsibility to ensure that they have received adequate training acceptable to Canadian Road Builders Inc. & client's standards prior to commencing a task.

Canadian Road Builders Inc. will evaluate each course syllabus to determine the effectiveness of the course material. Additional on-site training may be required to complete the training requirements. A training record will be maintained on each worker. Training records will be checked quarterly to determine the requirements for renewal or additional training required.

Initial Worker Orientation

The "Initial Worker Orientation" training can be the most important training program for both the worker and the supervisor. This training outlines the safety policies and practices to the worker including an overview of the safety manual. At the end of the orientation, the worker will be aware of his personal responsibilities with regard to his specific job and the company in general. The supervisor will be able to gauge the worker's attitude to safety and identify any limitations that could affect the worker's ability to perform adequately within the existing structure of the company.

Every employee will receive an initial orientation. A qualified Canadian Road Builders Inc. representative will conduct the orientation or online access given to complete required training. The orientation should commence prior to the employee starting their new job. Critical issues such as worker responsibilities, communications, hazards, first aid and emergency response requirements will be covered on the first day. Additional topics will be covered during the first week of employment. A refresher will be conducted at the beginning of the new season. Refreshers may be scheduled as agenda items for safety meetings.

A copy of the employee orientation checklist will be maintained in the individual's file. Any changes to safety policy and /or procedures, including those of any clients, will be communicated at monthly safety meetings and documented in the meeting minutes.

Visitors On-Site

Approval must be obtained from Canadian Road Builders Inc. representative prior to having visitors on-site. If the visit is of very short duration and the visitor remains under the direct supervision of the foreman/representative, then a full orientation is not required. The visitor must wear the proper PPE and stay out of restricted areas unless with the Canadian Road Builders Inc. representative. The visitor must read and sign off on the Visitor Safety Policy before being given access to any site. If the visitor is going to be on-site for an extended period of time a Canadian Road Builders Inc. orientation will be required as per Initial Worker Orientation.

8.1 - Description of Training Courses

All training courses will meet or exceed O.H &S standards.

WHMIS 2015 Training

This course covers the basics of Workplace Hazardous Materials Information Systems, providing participants with general knowledge and skills to work safely around hazardous materials. It demonstrates the process for completing a workplace label and the difference from a supplier label.

Flag Person Training

This course is designed to give the worker the basic knowledge to perform flagging duties. Initially being supervised by a competent worker to help ensure a clear understanding of its contents and then after a short time, a worker should be able to perform all flagging duties on their own.

Basic Fire Training

Upon completion of the basic fire training course the worker will have an understanding of how a fire extinguisher works and how to use it to put a controllable fire out.

Standard First Aid /CPR

The course provides participants with a basic theoretical and practical knowledge of first aid and CPR procedures so they can apply them both on and off worksite. Specific first aid requirements including training of first aid attendants at work sites vary between OH&S jurisdictions.

Transportation of Dangerous Goods – Clear Language

This course includes training in TDG legislation, classification of materials, safety marks, documentation, safe-handling requirements, incident reporting and emergency response.

Propane Training

This course provides the knowledge and safety measures necessary for handling and working with propane goods and equipment.

Forklift Training

The course provides an overview of safe operation of powered industrial lift trucks. The course is not only to train new operators, but is also intended to allow experienced operators to keep up with changes. Refresher programs have proven to be effective in increasing knowledge of the types and their operation, operator efficiency, productivity and positive awareness of safety issues. This course includes fundamentals of operation and driving test of a forklift.

Specific Safe Job Procedures

This refers to the Specific Safe Job Procedures that Canadian Road Builders Inc. developed to assist supervisors and workers to work on locations that have been identified as being potentially hazardous. Management and supervisors are trained (e.g. Leadership for Safety Excellence, Principles of Health & Safety Management) to assist and guide in the development of Job Procedures.

Worksite Investigation Basics

The goals of Worksite Investigation basic:

- Assist the worker in detecting the cause or causes of an incident through a set process or procedure;
- To ensure the facts are obtained from witnesses and
- To preserve conditions at the scene of an incident until the investigation team members have completed their investigation.

8.2 - On-The-Job Training

On-The-Job Training is the process of integrating New Employees or existing employees into a new position. Employee training will be an on-going process to ensure personnel have the required skills and knowledge to perform their work competently. Personnel will receive required training their first year of employment and refresher training on an as need basis thereafter. Skills and knowledge training will be accomplished using any or all of the following approaches:

- Courses delivered by a competent trainer/instructor
- Supervised, on-the-job training
- Job coaching by a supervisor or a qualified peer
- Training delivered on-the-job by a qualified peer

Purpose:

Road construction is a unique industry that requires well-trained employees to perform various work activities in order to provide quality products and workmanship. Canadian Road Builders Inc. wishes to ensure that a New Employee isn't put into a position where they have not been given adequate information or training to perform their duties. Guidelines have been developed to:

- Ensure that every new employee obtains the same or similar training.
- Assist foremen in establishing the competency of workers
- Ensure that quality workmanship is achieved by all crews

Following are some general guidelines for supervisors or other personnel that can be used to help organize training, and in particular on-the-job training:

1. Have the trainee review applicable written practices/procedures (as often as required to retain the information). Questions should be encouraged and answered as thoroughly as possible.
2. The "trainer" will motivate the trainee to learn. The points of motivation will vary from trainer-to-trainer, and from learner-to-learner. In general, motivation will centre on stressing the importance of doing the job correctly, the trainee's safety and their importance to the overall success of their crew and the company.
3. The trainer explains to the trainee the correct way of performing the task(s). Explain fully what is expected from the trainee.
4. If it is a physical task, the next part of the process is to show or demonstrate how to perform the task.
5. Test through written and/or practical exercise to ensure that the trainee understands the proper way to perform the task. Correct any errors.
6. Check back periodically to ensure that the trainee continues to use the correct procedures. (Checking to ensure continued use of correct procedures should also be part of the day-to-day normal supervisory process.)
7. Sign-off that the trainee is trained once they have demonstrated competency, i.e., they can perform the task according to proper procedures. Use the training record designed for this purpose. Ensure that the trainee signs off only if they understood the training and they feel confident in being able to safely perform the task.

This approach is summed up as follows:

Motivate > Tell > Show > Test > Check > Record > (Repeat as Needed)

Competencies

A competency form is required to be completed by a competent person whenever an employee is being trained. Competencies need to be updated whenever: an employee's trained, competency level changes or when operational changes occur. Example: New piece of equipment introduced.

All competencies shall be reviewed/updates at a minimum of every 3 years for employees.

How to be deemed competent

- Review applicable written practice/procedures for task/equipment.
- Explain how to complete the task or operator the piece of equipment to a competent person.
- Show/demonstrate the task or equipment operation to a competent person or through completing a written test
- Discuss/document each point on the competency form with the competent person

Orientation of New Employee:

All elements in the Employee Handbook are reviewed during the New Employee Orientation. All topics reviewed are recorded on an Orientation Checklist which is filed in the employee's personnel file.

*** When workers are required to work in the shop for any extended length of time, be it at the end of the regular road construction season or to work in the production area, as some examples. They will be required to review the Orientation handbook and any other related information that pertains to their assigned tasks. (This can be done through the use of a general safety meeting as long as all the Information's covered and understood by all the employees. All employees will need to sign off on items covered in the meeting.**

1st Day on the Job:

(Brought to the Lunchroom/meeting room for introduction to the crews at the morning Kick-off Meeting)

WHMIS training are completed by New Employees as soon as possible before or after their first day of employment with Canadian Road Builders Inc.

Foremen conduct initial orientation and training in the areas of:

- Equipment
- Materials
- Loading Equipment
- Jobsite (activities)
- Fire Extinguisher(s) locations
- First Aid Kit locations
- Burn Pack locations
- Fire/Explosion Muster Point(s) – Never leave worksite without notifying foreman
- Fire/Emergency Numbers List location
- Safety Manual location for information
- Hazard Assessments & Tailgate Meetings

Buddy System:

1. Foreman
 - a. Will explain process start to finish helping the New Employee understand the connection of activities;
 - b. Will ask and answer questions to help ensure employee fully understands process.
2. Experienced/Knowledgeable Worker
 - a. Will be a resource person on the jobsite, helping to establish good working habits

8.3 - SAFETY MEETINGS

General:

Safety Meetings are a formal means of sharing information from one level to another or between departments to ensure that the company's goal of an injury and accident-free workplace is met. Safety awareness and the exchange of information are important throughout the organization.

General Safety Meetings

General Safety Meetings involve all Canadian Road Builders Inc. employees. These meetings are to inform all employees of changes or new information, policies and procedures. Incidents, near misses and corrective actions are reviewed to ensure that they do not reoccur. Any missing employees, supervisors or managers will be notified via email/tailgate meeting of all information covered. These meetings are to be held at a minimum of once a month and promote two way conversation.

Safety/Tailgate Meetings

Tailgate Safety Meetings involve individual crews. After the Field Level Risk Assessment has been completed by the Foreman, information such as work activities, hazards and safe work procedures for the job being performed will be shared with crew members as it is required throughout the job.