



Park Paving Ltd.
 SAFETY ORIENTATION 2021
 SAFETY WORKS

EMPLOYEE SAFETY ORIENTATION INFORMATION			
Name:	<small>(First Name)</small>	<small>(Last Name)</small>	Date:
<small>(Please Print)</small>			<small>(mm/dd/yy)</small>
			Division:
			Orientation /30
INSTRUCTIONS			
<input checked="" type="checkbox"/>	Please check the boxes below that have been reviewed in this orientation. Print your name, sign, and date below		
<input type="checkbox"/>	COR Audit Action Plan – Park Paving Ltd. scored 96% on the 2018 Internal COR Audit. Identified deficiencies included: supervisors being unaware of the return to work guidelines under the drug and alcohol policy, workers being unaware they are involved in the development and/or review of safe work practices, and the requirement for an emergency response plan for severe weather to be developed.		
<input type="checkbox"/>	Company Safety Policy - Park Paving Ltd. is committed to the protection from accidental loss of all its resources, including employees and physical assets. It is the responsibility of both the employer and employee to ensure a safe work environment.		
<input type="checkbox"/>	Responsibility of Manager - Maintain safety program, ensure proper training of workers, PPE availability and compliance with regulations and set a good example.		
<input type="checkbox"/>	Responsibility of Supervisor - Promote safety awareness, establish safe work procedures, instruct workers, correct unsafe practices and situations, investigate all incidents, inspect for hazards, comply with regulations, ensure that safety manual is available to workers and set a good example.		
<input type="checkbox"/>	Responsibility of Workers - Use safe work procedures, report and correct any unsafe conditions or acts, report any injuries or "near misses", comply with rules and regulations, familiarize yourself with safety manual and set a good example.		
<input type="checkbox"/>	Drug and Alcohol – Workers must be fit for duty, drugs and alcohol are strictly prohibited on site or on person, regardless of substance legality. Any failed drug and alcohol test are a violation of the drug and alcohol policy, and every violation will be assessed on a case by case basis.		
<input type="checkbox"/>	Worker's Three Basic Rights – The Right to Know what hazards are present in the workplace, the Right to Refuse work that you believe to be dangerous to yourself or your co-workers, The Right to Participate in keeping your workplace healthy and safe.		
<input type="checkbox"/>	Joint Worksite Health and Safety Committee - Part 13 of OH&S Code, Section 16 and 17 of the Act Establishing Committee (Sites and as Prime Contractor on Site), duties of the committee, and training standards for members.		
<input type="checkbox"/>	Formal Hazard Assessments (JHA) - A detailed look at the organization's overall operation, identify hazards, measure risk using a risk matrix. Implement and monitor controls.		
<input type="checkbox"/>	Hazard Assessments - Part II of OH&S Code states that workers must assess a work site and identify		

	hazards before work begins at the work site.
<input type="checkbox"/>	WHMIS - <u>W</u>orkplace <u>H</u>azardous <u>M</u>aterial <u>I</u>nformation <u>S</u>ystem - The Canadian Government introduced the new Hazardous Products Information System. Workers can read and understand WHMIS labels, SDS sheets and supplier labels. Workers can demonstrate how to complete a workplace label.
<input type="checkbox"/>	What to do if you get hurt or Involved in an Incident - Get first aid, report to supervisor immediately and your supervisor will contact safety department and you will be transported to a physician. Never Go Alone!!
<input type="checkbox"/>	In Case of Serious Incident - Report the incident to your supervisor immediately. The supervisor and worker will be responsible for investigating the incident. Call 911, report the incident to your supervisor, and protect the scene from further hazards. If any media is involved direct them to your supervisor. Only John MacDonald and Wade Martens have the authority to address the media.
<input type="checkbox"/>	Injury Reporting - Work related and non-work related injuries must be reported to your supervisor.
<input type="checkbox"/>	Modified Work Program - Park Paving Ltd. has a modified work program (RTW). If the worker is injured at work and unable to perform their regular duties, the injured worker's existing duties will be modified to accommodate their physical restrictions.
<input type="checkbox"/>	Distracted Driving Policy - Use of any handheld cellular device is prohibited while operating a vehicle or piece of equipment, working in the vicinity of equipment, while directing trucks, equipment or traffic. It's the Law.
<input type="checkbox"/>	Parking on the Worksite - The parking area shall be in a reasonable distance to not interfere with the safe operation of equipment on and adjacent to the work site. Each crew is to designate a parking area for the job. The Asphalt Plant, Main Office, Maintenance Shop, RCI, Ready Mix Plant, and RROX require all employees to back into parking stalls.
<input type="checkbox"/>	Fit for Duty - Park Paving employees and sub-contractors are expected to report for work fit for duty, which means able to perform their job duties in a safe, appropriate and an effective manner.
<input type="checkbox"/>	Workplace Violence and Harassment - Workplace violence is considered a hazard for the purpose of Part 2 OH&S Act Regulation and Code. This includes physical assault, threatening behaviour, or verbal abuse occurring in a work setting. If you are being harassed tell the harasser that their behaviour is unwelcome and ask them to stop. If the behaviour continues report it your supervisor.
<input type="checkbox"/>	Disciplinary Policy - If an employee is found to be in contradiction of any of Park Paving Ltd. policies, practices, procedures or in violation of any legislative requirements disciplinary measures will be taken. Depending on the circumstances, any incident could result with a disciplinary letter, immediate suspension or termination of employment.
<input type="checkbox"/>	Unsafe Work - Every worker has the obligation and duty to refuse a task if they feel that an "imminent danger" exists to either themselves or another worker (Sec 35, OH&S Act).
<input type="checkbox"/>	Company Rules - No tolerance for drugs, alcohol or theft; all unsafe acts and conditions are to be reported. (Including "near miss") Fighting horse play or otherwise interfering with other workers is prohibited. No riding on equipment; operate vehicles and equipment in accordance with site rules and highway regulations. Each worker received a copy of the Company Rules.
<input type="checkbox"/>	Asphalt Plant, Main Office, Maintenance Shop, RCI, Ready Mix Plant, and RROX Site Rules - All personnel must sign in and sign out. Speed limit in the yard is 15km unless otherwise posted. Equipment always has the right of way. Back into parking stalls required.
<input type="checkbox"/>	Personal Protective Equipment (PPE) - Mandatory requirement is CSA approved steel-toed boots, Park Paving Ltd. hardhat, 360° reflective safety vests, and safety glasses. If specialized PPE is required, it will be supplied, ask your supervisor.

<input type="checkbox"/>	Crystalline Silica - Silica dust can be released during construction related activities such as aggregate manufacturing and transport, asphalt manufacturing and dry sweeping. Properly fitted respirators are required in areas that have risk of exposure. Control plans have been implemented at Asphalt Plant, Park Ready Mix Plant, RCI, and RROX Sites.
<input type="checkbox"/>	Emergency Response – Asphalt Plant, Main Office, Maintenance Shop, RCI, Ready Mix Plant, RROX, and Worksites - In the event of an emergency all workers must proceed to the muster point. The emergency response plan is reviewed on worker site orientations, and on hazard assessments.
<input type="checkbox"/>	Fire Extinguishers - Know the location of all fire extinguishers on your job site. We use dry chemical fire extinguishers only. Extinguishers are located on trucks, and some heavy equipment such as graders and loaders. Inspect the fire extinguishers once a month. Once inspected, initial the fire extinguisher tag to verify you have inspected it after each month. PASS Method <u>P</u> ull the pin at the top of the extinguisher, <u>a</u> im at the base of the fire, not the flames, <u>S</u> queeze the trigger slowly, <u>S</u> weep from side to side. Start from farther away and work your way in.
<input type="checkbox"/>	Fatigue Awareness - What is fatigue? Employee Responsibilities and what it means to you. Each employee must have 1 day of rest per week and 9 hours of rest between shifts. NSC drivers must have 13 hours of actual driving time. No shift will exceed 15 hours without supervisor authorization. Each worker received a copy of the Alberta Government Permit.
<input type="checkbox"/>	Release Reporting (Spills) - Internal Reporting Policy: Any spill exceeding 1 litre must be reported to your supervisor and document by filling out an Environmental Incident Report. Contain the spill with your spill kit, dispose of material at one of the environmental bins and replenish spill kit. Worker received 10.22 Recycling at the Asphalt Plant.

If you did not clearly understand the information provided in this orientation, or if you have any questions, please contact your Supervisor.



SIGN-OFF (please print, sign and date)		
<i>Please make sure form is fully completed before turning this form into the Safety Department</i>		
1	EMPLOYEE	<p style="text-align: center;"><i>I DECLARE THAT BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE COMPLETED THE ORIENTATION TRAINING NOTED ABOVE, THE ATTACHED EXAMS, REVIEWED INCORRECT ANSWERS AND, UNDERSTOOD THE CORRECT ANSWERS.</i></p> <p>Employee(printed): _____ Signature: _____ Date: _____</p>
2	SAFETY COORDINATOR	<p>Safety Coordinator Signature: _____ Date: _____</p>
<i>Please return this form <u>completed</u> to the Safety Department</i>		