



<b>Title:</b> Orientation, Education & Training	<b>Section: 3</b>	<b>Issue Date: February 2022</b>
<b>Approved by:</b> Walter Spivak, President	<b>Signature:</b> 	<b>Revision Date: NA</b>

**3.1 Policy Statement**

CF recognizes that Orientation, Education, and Training of CF’s workers are a vital part of the Health & Safety program. CF will ensure that supervisory staff have the competency based knowledge and skills to instruct workers in safe work practices and procedures, to give Tool Box Safety Talks and to meet ongoing requirements for safety instruction. Instruction will be provided to all workers. All workers are required to take training and comply with safe work policies, practices, and procedures. All visitors must be accompanied by a CF Employee.

**3.2 CF Supervisor Training**

Project Management will ensure that all CF supervisors, or individuals that have direct control and authority over workers, will be orientated to their responsibilities as they pertain to fulfilling their roles as supervisor in regard to workplace health and safety and receive CF Supervisor Training program. This training consists of 11 modules that review the main policies and procedures contained within the H&S Manual.

The modules for field supervision are:

1. Health and Safety Systems
2. Occupational Responsibilities
3. Orientation, Education and Training
4. Hazard Assessments
5. Workplace Inspections, and Audits
6. Emergency Planning, Crisis Management and Fire Prevention
7. Accident, Incident and Safety Opportunity Investigation
8. Public Safety, Security and Environmental Protection
9. Personal Protective Equipment
10. Safe Work Practices and Procedures
11. Heavy Equipment, Vehicles and Preventative Maintenance

In addition, hazard specific training modules are available to supplement any additional training requirements of supervisors and other CF personnel.

**3.3 Additional Modules Available**

- Confined Space
- WHMIS
- Transportation of Dangerous Goods (TDG)
- WAH (Working at Heights)
- Traffic Control



### **3.4 Additional Training**

Additional CF H&S education programs shall include, but not be limited to:

- Employee orientation to H&S Program and to site specific regulations
- Discussion of industry accident and Safety Opportunities, compliance and hazard indicators
- Tool Box/ Safety Talks
- An active poster and signage campaign to help make safety visible in the workplace and to educate through visual information
- First Aid, WHMIS / Hazard Communications training
- Ongoing evaluation of training effectiveness and revision of training as necessary
- Additional specialty training as required
- Respect in the Workplace

**NOTE: Orientation must be conducted for all employees and contractors. All employees and contractors must be orientated at least on a yearly basis. However, based on the degree of hazard and/or client policy, orientation can be conducted more frequent.**

Supervisors must ensure that:

- Workers are assessed to ensure they are “fit for duty” given their potential essential job demands
- Workers have provided records of training through the orientation as applicable to their role or potential activity and that the Training Record H&S\_FORM\_005 has been completed
- Workers who are transferred from site to site receive site specific orientation
- Workers complete the Participant Evaluation Form H&S\_FORM\_006

#### **Procedure**

1. All **employees/subcontractors** must receive orientation using the Orientation Power Point or hard copy of the PowerPoint.
2. Employees/subcontractors will also complete the Orientation quiz.
3. The Supervisor will conduct the orientation
4. The Supervisor will fill in the Orientation Checklist H&S\_FORM\_007, and have all participants acknowledge what has been reviewed during orientation.
5. The Supervisor must give adequate answers to all questions.
6. The workers will complete the orientation and the quiz portion must be returned to the Supervisor who will attach it to the start form / site documentation after it has been signed and dated.
7. If the worker is identified as a new worker, complete the New Worker portion of the orientation.
8. Following orientation each employee will receive a sticker to attach to his/her hard hat.



### **3.5 Safety Notice Boards**

#### **Standard**

Where appropriate, each project will display safety notice boards in a conspicuous location that will be visible or readily accessible to all workers on the project.

The purpose of the safety notice board is to display pertinent health and safety related information and material such as:

- CF Safety Policy
- Site Specific Emergency Plan (See Emergency Planning for more information)
- Health and Safety Committee Information
- First Aid Locations and names of qualified First Aiders
- PPE Policies
- CF and Site-Specific Rules
- Government Inspection Forms
- Fall Arrest Rescue Plans
- Legislatively required documentation

### **3.6 New Worker Awareness Program**

#### **Policy Statement**

CF and its management teams are committed to ensuring New Workers have additional support and mentorship to protect them and their fellow workers from harm.

#### **Definitions**

A **NEW WORKER** is a worker who has less than 6 months industry experience.

#### **Program Identifier**

A New Worker shall be visibly identified through the use of a different colored hardhat or sticker for the length of time they are in the program.

In the event a workplace or client has a similar program there may be alternative means of identification utilized. Consult with the H&S department for details or requirements.

#### **Program**

Each new worker will be assigned a Supervisor who will act as a resource to help the new worker perform their work safely. The Supervisor will regularly evaluate the new worker for compliance with health, safety and environmental policies and procedures through informal observations and coaching. At no point will the New Worker be assigned a task requiring them to work alone.

Prior to the new worker performing any tasks, the Supervisor and New Worker will complete the New Worker Checklist. See H&S\_FORM\_008. It is the responsibility of the Supervisor to identify gaps in the knowledge and experience of the New Worker. The New Worker's job tasks are to be listed in the table and any work restrictions, based on gaps in the knowledge and experience of the New Worker, should be detailed. The



completed New Worker Checklist is to be signed by the Supervisor and New Worker, and a copy provided to each. Copies of the checklist must be maintained for auditing purposes.

### **Mentoring Process**

The Supervisor will act as the New Worker's mentor. The Supervisor will work closely with the New Worker and observe their actions and behaviors to ensure tasks are being completed safely. The Supervisor will immediately correct any unsafe or at-risk behaviors by intervening and providing coaching and instruction as necessary.

All New Workers will be in the New Worker Program for 6 months unless the New Worker can demonstrate competency to their Supervisor before the 6-month period is complete. The Supervisor will evaluate the New Worker for Competency.

When the New Worker has been deemed competent by their Supervisor, they will be provided a standard CF hard hat.

### **Duties**

#### Supervisor

- Ensure the New Worker receives and wears their different colored hard hat;
- Assume the role of a mentor for the New Worker;
- Provide New Worker with an orientation of the work areas, tasks, known and potential hazards and hazard controls that can affect the work of the New Worker;
- Lead by example. Be a role model for proper project planning, safe work practices, quality work, and good housekeeping;
- Instill a positive safety attitude in the New Worker by demonstrating correct work practices and procedures;
- Ensure all controls are evaluated and in place prior to New Worker starting work through CF Hazard Assessments processes (JSA, FLRA);
- Observe New Worker actions and behaviors to ensure tasks are being completed safely;
- Immediately correct any unsafe behavior by intervening and providing appropriate coaching;
- identify any site or task specific training that must be added to Minimum New Worker Training Requirements;
- Ensure Minimum New Worker Training Requirements are completed, understood and followed by New Worker;
- Commend New Worker on safe work behaviors and actions;
- Ensure the New Worker does not work alone and is readily accessible to communicate with;
- Ensure the New Worker Checklist is properly filled out, reviewed and competency evaluation is completed to identify any gaps in the skills and knowledge of the New Worker as well as any restricted activities;
- Ensure the New Worker receive copies of the New Worker Checklist;
- Ensure the original completed New Worker Checklist documentation is filed and maintained for auditing purposes.



### New Worker

- Wear different colored hard hat;
- Readily identify themselves as a New Worker in the New Worker Program;
- Do not complete any task that you are not approved or qualified to perform;
- Never work alone;
- Ensure you have readily accessible communication with your Supervisor;
- Ask questions if you are not sure about anything;
- Stop their task if anything occurs that was not considered in the planning process;
- Ensure Minimum New Worker Training Requirements are completed, understood and followed;
- Understand and follow:
  - Workers' Rights – which includes;
    - The right to know about workplace hazards;
    - The right to participate in health and safety;
    - The right to refuse unsafe work; and
    - The right to work in workplace free of violence and harassment.
  - Worker Responsibilities – which includes;
    - Report for work fit for duty;
    - Comply with all health and safety rules and legislation for your workplace;
    - Contact your supervisor with health and safety questions;
    - Report all accidents/incidents/safety opportunities or unsafe behaviors to your supervisor immediately;
    - Cooperate in any return to work programs;
    - Wear all the personnel protective equipment (PPE) Provided;
    - Obey all hazard indicators, signage and instructions in the workplace;
    - Do not engage in any horseplay, prank or physical horseplay;
  - Training and Instruction Requirements– which includes;
    - Use of Electronic Devices;
    - Hazard Awareness;
    - Disciplinary Process.

### **Mandatory NEW WORKER Training Requirements**

- CF Orientation;
- CF New Worker Awareness Orientation; and
- Site specific or task specific training if required.

### **Notification**

When expressly required by client, prior to starting work, CF shall notify the client if New Workers are present in the workplace.

### **Subcontractors**

When expressly required by client, CF's subcontractors will manage their subcontractors in alignment with this New Worker Program.