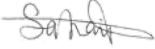
 <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section 6.3: Training Procedure		
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TRAINING PROCEDURE

PURPOSE

The purpose of this procedure is to ensure that all employees of J-AAR Excavating are sufficiently trained and competent for the tasks assigned to them.

This includes all company specific standards, rules, and procedures.

DEFINITIONS

Competency:

Capable to apply or use related knowledge, training, experience, skills, and abilities required to successfully perform risk analysis as set out in the OHSMS as it applies to a job, task, operation or function in a defined work setting.

JHA:

A documented hazard, risk, and control assessment completed at the time and place of specific task or job.

Daily Safety Meeting:

An active discussion between supervisors, employees, and visitors where job safety information including scope of work, hazards, JHA and other safety information is communicated

Workplace/Site Specific Safety Plan:

A formal safety plan specific to a workplace, project or job documenting known hazards and required controls associated with the scope of work.



SCOPE

This procedure applies to all employees of J-AAR. While training needs differ depending on the individual's role and responsibilities being a well-trained and competent company benefits everyone.

In addition to task specific training J-AAR also conducts new employee orientation as well as a yearly refresher for all employees. This orientation provides every employee with important information about the company's OHSMS including its purpose, roles within the company, the responsibilities of employees, rights of workers, importance of conformity across the company, potential consequences for non-compliance, and the importance of workers' participation within the OHSMS.

Training Needs Analysis:

The J-AAR health and safety team will review relevant legislation, recent incidents (number of like incidents, severity, etc.), leading indicators, and company health and safety goals to determine new training standards. This review will happen at least annually, but some factors – such as frequent lost time/severe incidents – can cause a more sudden change to the training standards. During this analysis recommendations for what training is required before starting work with the company, and what training is required before performing a specific task will be made.

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Currently J-AAR requires the following training before beginning work with the company:


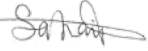
- WHMIS (to be refreshed with company specific hazards annually)
- Worker's awareness in four or five steps depending on role
- Complete review of company policies, procedures, OHSMS, and Violence and Harassment policies (Company Orientation)

All Supervisors are required to have Supervisor's Awareness in five steps training as required by legislation. They may also be trained in:

- Basics of Supervision
- Other task specific training

Workers must attend health and safety courses and training programs. Although some training may be mandatory, other training may depend on their position and duties. All training records will be kept at the main office. Courses are scheduled from time to time by the Health and Safety Team in consultation with management. Some may be in virtual or digital format. Topics covered include a list of tasks which require training before commencing:

- Traffic control
- First-aid/CPR
- Health and Safety Rep
- JHSC Certification
- Ground Disturbance
- Construction Legislation
- Hoisting and Rigging
- Confined Space
- Working at Heights
- Propane in Construction
- Utility Safety Awareness
- Transportation of Dangerous goods
- Any specific equipment operation
- Driver Train the Trainer
- Quick-cut saw use

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TRAINING PROCEDURE

Training Records Matrix

All orientation records, proof of comprehension quizzes, and records of training, along with expiry dates will be stored in HCSS skills. This matrix flags both expired and soon to be expired ROT's. This will allow the health and safety team to schedule any required training courses for workers as necessary.

Training Providers

All inhouse training will be conducted by competent individuals. Required 3rd party training will all be done by CPO approved providers where required. Typically, J-AAR field staff are provided training by their respective union halls.

Orientation

All new employees will be given a J-AAR company orientation either online – with an in-person follow up – or at the head office. This orientation will include a complete review of all J-AAR company policies, procedures, OHSMS, WHMIS/GHS, Workers awareness, J-AAR company expectations. At the end of the orientation the new employee will have to complete several knowledge verification quizzes.

There will be an annual meeting for all workers returning to J-AAR operations. This meeting is designed to be a general reminder of the company's health and safety requirements and individual responsibilities of all parties. Additions or revisions to the HSE Program will be detailed along with any other topics that are deemed to be important for review.

New or Young Workers

New or young workers according to Safe At Work Ontario are “under the age of 25. ‘New workers’ can be of any age who are on the job for less than six months or who are assigned to a new job.”

These workers need extra attention and training as they are most prone to workplace hazards. J-AAR supervision will ensure that all new workers are constantly supervised and never asked to work alone or outside their skillset. J-AAR supervision will determine when a worker is no longer required to be under constant supervision.

PROCEDURE

Review:



J-AAR's Health and Safety Team will review relevant legislation, leading and lagging indicators, and corporate health and safety goals to determine any new training requirements.

Update:

J-AAR's Health and Safety Team will update training requirements as required based on review.

Schedule:

J-AAR's Health and Safety Team will schedule training for staff as required.

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TRAINING PROCEDURE

Record:

J-AAR's Health and Safety Team will update the training matrix on HCSS as new ROT's become available.

Refresh:

J-AAR's Health and Safety Team will provide an annual refresher for all workers.

As training beings to expire, new training will be arranged as needed.

RESPONSIBILITIES

Senior Management

- Ensure all employees receive appropriate training
- Review health and safety recommendations for new training initiatives
- Assist in scheduling training
- Ensure there is a site-specific orientation available at all your sites

Supervisors

- Ensure no worker is assigned a task they are not properly trained for
- Ensure all workers receive a site-specific orientation

Workers

- Participate in the orientation/refresher process
- Attend training as required
- Inform your supervisor if you do not have training for a required task
- Work in accordance with instruction tools and protective devices provided
- Report any changing conditions or hazards that arise during task completion
- Ask for clarification if unclear about information provided or task assigned

Health and Safety Team


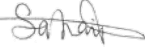
- Identify gaps in competencies given J-AAR's scope of work
- Schedule required training with workers
- Maintain ROT's and orientation records
- Assist in developing the corporate training standards
- Assist in conducting orientations/refreshers

Health and Safety Committee/Rep

- Review policies and procedures as required
- Participate in training as required
- Provide recommendation for change

Subcontractors

- Review policies and procedures as required

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Visitors

- Review policies and procedures as required

REQUIREMENTS

Documentation

- Corporate Hazard Identification and Risk Assessment Matrix
- Site Specific Safety plan
- Occupational Health & Safety Act
- Construction Regulation 213/91
- Industrial Regulation 851/90
- Incident reports

Training



- WHMIS (to be refreshed with company specific hazards annually)
- Worker's awareness in four or five steps depending on role
- Complete review of company policies, procedures, OHSMS, and Violence and Harassment policies
- Traffic control
- First-aid/CPR
- Health and Safety Rep
- JHSC Certification
- Ground Disturbance
- Construction Legislation
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- Propane in Construction
- Utility Safety Awareness
- Transportation of Dangerous goods
- Any specific equipment operation
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- Quick-Cut saw use

ENFORCEMENT

Following this procedure is a condition of employment for all employees. This will be enforced strictly by management and supervision. Failure to follow this procedure, as set out, may lead to progressive discipline up to and including dismissal or removal from site as deemed appropriate by J-AAR Excavating.

REVIEW

This procedure will be reviewed and revised as required. Revisions are required when there are changes in business conditions, scope of work, regulatory requirements or when deficiencies become known.

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TRAINING PROCEDURE

DOCUMENT CONTROL

All records generated for this procedure will be stored on the HCSS servers indefinitely.