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# Employee Safety & Health Training

## **EMPLOYEE SAFETY & HEALTH TRAINING**

### **SCOPE**

We recognize that training in safety & health is paramount to creating and maintaining a safe work environment for all employees. Training is provided so that our employees can easily recognize and report hazardous or unsafe working conditions proactively, communicate safety and health concerns without retribution, and share new ideas to improve upon the existing accident & injury prevention program. Training will be provided throughout all levels of employment and is an ongoing process that will occur at a frequency:

- 1) Based on the relevance and importance of the subject matter.
- 2) Whenever there are changes in operations, methods, procedures, or chemicals utilized.
- 3) Whenever retraining is necessary due to a prior accident(s) or near-miss event(s).
- 4) Whenever deemed necessary by management.

Training will be conducted by internal and external person(s) who are qualified and/or certified/authorized to provide such training. The type of training received will be determined based upon the job position and individual participant's needs.

### **NEW EMPLOYEE TRAINING**

All new employees will receive training in certain basic skills required to safely complete the tasks required by their job. Each new employee will be trained at the start of their employment.

All new hire orientation training will be documented. All orientation training must be completed prior to commencing any work involving exposure to any hazard outlined in the orientation information. The direct Supervisor is responsible for adding additional training topics pertinent to the employee's job position.

## **ONGOING EMPLOYEE TRAINING**

Training is an important element in our Accident & Injury Prevention Program. Safety training is mandatory on an as scheduled basis and training topics will be determined based upon the specific needs and exposures of the individual Department. Training may involve a review of current safe operating procedures, a review of a particular safety topic in our Accident & Injury Prevention Program, or a safety topic pertaining to an individual Department.

Training can take the form of the distribution of safety awareness bulletins, formal or informal discussions, or formalized safety training conducted by a Department member or outside presenter. A record of these training activities must be made and **MUST** be submitted promptly following the training to the Recorder.

Training attendance shall be documented through the use of a sign-up sheet.

## **RESPONSIBILITIES**

### **DEPARTMENT SUPERVISORS & MANAGERS (SAFETY COMMITTEE & PROJECT SUPERINTENDENTS)**

The Department Supervisor is responsible for:

- Ensuring that training is conducted in accordance with this policy.
- Communicating their commitment to safety to their employees.
- Ensuring their employees are familiar with Gordon H. Baver, Inc's safety program and the Department's operating procedures.
- Documenting the required annual training of their employees on Safety Meeting Minutes and Equipment Training Logs.

### **EMPLOYEES**

The success our training program is dependent on the actions of each employee. It is the responsibility of each employee to:

- Attend and actively participate in all required training sessions.
  - Make a conscious effort to understand and abide by all Gordon H. Baver, Inc's safety procedures.
- Inform their direct Supervisor of any known existing or potential hazard that could lead to a workplace accident or injury.