

## TRAINING

### Initial Training

Upon making a Conditional Offer of Employment, the employee will receive initial training, which encompasses the items listed below. The orientation and initial training will be recorded in the *Acknowledgement section of Conditional Job Offer, form P1(b)*, which is then filed in the *Training* section of this handbook. A copy will be returned to the company Personnel Clerk to be filed in the master file at the main office.

### Hazardous Chemicals

Employees will be provided with information and training on hazardous chemicals at the time of hire or assignment, or whenever a new chemical hazard is introduced into the work area. Property managers will ensure that their employees are trained in the following:

Understanding the color code and alpha-numeric codes on labels used to identify the hazards of the chemicals.

Learning that labels will also specify if target organs are susceptible and if personal protective equipment is required.

The identification of any operations in the work area where hazardous chemicals are present.

The location and availability of; the Workplace Safety Program, including the *Approved Chemicals Master List, S-14*, the *MSDS file; Safety Rules; etc.*

A review of the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.

A review of the physical and health hazards of chemicals presently being used in the work area.

The precautions that employees can take to protect themselves from chemical hazards; i.e. appropriate work procedures, emergency procedures, and utilization of personal protective equipment.

Information on First Aid procedures in the event of an emergency.

### General Safety

A basic explanation of the *Workplace Safety Program*, including *Assignment of Responsibility, Requirements and Procedures*, and *Personnel Drug/Alcohol Policy*.

Safety techniques in operating tools and equipment for which the employee is authorized to use.

Detailed explanation of the Safety Rules, and the obligation of every employee to practice safety and identify and report hazardous situations.

### **Semi-Annual Safety Audit and Program Evaluation**

The property supervisors shall conduct safety audits at each property site on a semi-annual basis using *Safety-HazCom Audit, form S-16*.

Immediately preceding the audit, the Personnel clerk shall discuss recent accidents with the CEO and the property supervisors in order that they be made aware of safety problems that could have been the cause.

The audits shall be conducted over a one month period, on the regular supervisory visit.

Upon completion of each audit, the employees of the site shall be assembled for discussion of the audit findings, and to notify the workers of any problems found. This meeting should be used to re-emphasize the safety aspects of the workplace, review all workplace safety rules, to acquire suggestions from workers for improvement of the safety program, and to identify problem areas that may have been overlooked by the auditor. Attendance will be documented on *Employee Training Record, form S-10*, which is filed in the *Training Record* section of the *Workplace Safety Program*, and a copy sent to the CEO to be filed in the company master file.

Upon completion of Safety HazCom audits on all properties, the Safety Committee shall meet to discuss the findings of the audits. Special consideration shall be given to problems that are common to more than one property, and revisions to the safety program shall be considered at that time.

### **Video Training**

The CEO, through the assistance and advice of the Property Supervisors, shall select sufficient and appropriate videos that will enable employees to learn proper safety techniques and hazardous chemical precautions to be used in the work place. The Property Supervisors will distribute these videos from site to site. The On-Site Managers will take the necessary steps to assemble employees, show the videos, and conduct discussions following the showing. All employees at the site will be required to attend the showing, and document their attendance on *Employee Training Record, form S-10*, which is filed in the *Training Record* section of the *Workplace Safety Program*, and a copy sent to the CEO to be filed in the company master file.

### **Periodic Manager Training**

From time to time, the company conducts meetings in which the On-site Managers are assembled together. The CEO and Property Supervisors will use these opportunities to train managers in proper safety techniques and hazardous chemical precautions, and to reinforce the important aspects of the company Safety program. Attendance will be documented on *Employee Training Record, form S-10* which is filed in the *Training Record* section of the *Workplace Safety Program*, and a copy sent to the CEO to be filed in the company master file.

### **Periodic Employee Training**

From time to time, the On-site Manager will be required to conduct meetings in which the On-site employees are assembled together and trained in changes to the company Safety program, or in specific safety problems. Attendance will be documented on *Employee Training Record, form S-10*, which is filed in the *Training Record* section of the *Workplace Safety Program*, and a copy sent to the CEO to be filed in the company master file.