

Section 8

Training

Safety Training Policy

1. Purpose - The purpose of this policy is to provide for general and specialized safety related training throughout all levels of the organization. The aim of the company-training program is to promote safe working practices through the education of our workers in the procedures and equipment that are used in our industry.

1. Policy - The Company will provide, and employees will participate in, all safety and related training that is necessary to minimize loss of human and/or physical resources of the company.

2. This training will include, but is not limited to:
 - a. New hire safety orientation
 - b. Annual re-orientation and verification
 - c. Safety training for supervisors and management
 - d. Specialized safety and related training
 - e. Toolbox meetings

3. The company training program will be developed and implanted by the management, with the following topics as priority:
 - a. Employee orientations
 - b. First Aid training, emergency procedures
 - c. WHMIS training
 - d. Fall protection training
 - e. Job specific skill training
 - f. Lift devices and aerial platform training

4. Training and Instruction of Employees –
 - a. All new employees shall receive a formal orientation program and will sign agreements upon completion. Completion of the orientation and emergency notification form are a condition of employment. This will be recorded in the Employee Training and Qualification spreadsheet
 - b. Orientation documents of employees shall be stored and recorded
 - c. The orientation and induction program shall be evaluated for effectiveness and will be updated when necessary.
 - d. Any formal training provided at company expense will be absorbed by Gypsum Drywall based on the successful completion of the training in question. Non-attendance and failure of any prescribed training will be at the cost of the employee.
 - e. Regular safety meetings with employees will be conducted by supervisors.
 - i. Daily Hazard Assessments – All employees will review daily assessments and will discuss with foremen as required
 - ii. Toolbox Meetings – Weekly on site as conditions permit



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- iii. Monthly Foremen Meeting – All foremen and senior superintendents along with CSO will meet once a month to review key changes, improvements and initiatives
- f. Supervisors shall use written and practical instructions regarding General Procedures and Specific Job Procedures when reviewing with employees their functions and responsibilities. (ie – OH&S Regulations – Owner Safe Work Guidelines, applicable local regulations, etc.)
- g. All training results will be recorded in the Employee Training and Qualification Spreadsheet. Generally, proper instruction will include specific training for each worker in the following areas:
 - i. Recognition of hazards and action to be taken when hazards are discovered.
 - ii. Action to be taken to avoid hazards.
 - iii. Applicable local regulations and company procedures related to the worker's job.
 - iv. Personal protective equipment required and how to properly use and maintain the equipment.
 - v. An overview of all the identified potential hazards on the job and how to avoid these hazards by using the correct procedures, equipment, materials, safe work practices and personal protective equipment items.
 - vi. First aid procedures/medical treatment and other reporting procedures as required.

Employee Orientation Form

Employee Name	Phone Number	Job Title
Supervisor Name	Phone Number	Company
Project Number/Name	Date of Hire	Date of Orientation

Responsibilities

- Incident Reporting Protocol
- Assist in Investigations
- Report ALL Incidents/Near Misses
- Report ALL Unsafe Acts/Conditions
- Comply with All Safety Rules
- Participation in Modified Work Program
- Report Fit For Duty
- Disciplinary Policy

Emergency Response

- Emergency Response/Evacuation Plan
- Environmental Policy/Eco Plan
- Fire Prevention/Fire Extinguishers
- First Aid/Eye Wash Locations
- How To Notify Safety/First Aid Attendants
- MSDS Locations

Personal Protective Equipment

- Hard Hats, Steel Toed Boots, Hi-Vis Apparel
- Specialized PPE as required by Task

Safety Meetings

- Daily Hazard Assessment
- Field Level Hazard Assessment
- Weekly Safety Meeting

Project Information

- Site Office/Site Manager
- Entry/Exit Route/Public Protection
- Lunchrooms/Washrooms
- Hospital Location/Medical Clinic
- Location of OHS Act/ Safety Program

Your Rights and Duty

- Right to Know
- Right to Participate
- Obligation to Refuse Unsafe Work

Employee Signature

Trainer Name/Signature

Safe Work Practices/Safe Job Procedures

- Mobile Equipment
- Daily Equipment Checks
- Company Vehicles
- Walking and Working Surfaces

Legislation

- Violence in the workplace
- Harassment free workplace
- Bullying free workplace
- Drug and alcohol policy

Training Records

- First Aid
- Fall Protection
- Confined Space Entry
- Aerial Work Platform
- WHMIS
- Flagging
- CSTS
- Rigging/Hoisting

Please List Any Other Training Certificates:

Employee Questions/Comments

EMERGENCY CONTACT INFORMATION	
Name	_____
Relationship	_____
Phone Number	_____



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EMPLOYEE ORIENTATION – SUPERVISOR SCRIPT

1. WELCOME TO _____ (SITE NAME.) I AM _____ (NAME). MY CONTACT INFO IS ON THE SITE SAFETY BOARD LOCATED _____.
2. PLEASE COMPLETE THE FORMS HANDED TO YOU. ENSURE THAT YOUR NAME AND CONTACT INFORMATION CAN BE EASILY READ. ANY QUALIFICATIONS THAT YOU HAVE LIKE WHMIS, FIRST AID, LIFT TICKETS AND HILTI TICKETS WILL BE REVIEWED AFTER THE ORIENTATION.
3. PLEASE FOLLOW ALONG AND TICK OFF THE BOXES AS EACH ITEM IS COVERED. THERE WILL BE A SHORT QUIZ AT THE END TO CONFIRM YOUR UNDERSTANDING OF THE SAFETY POLICY.
4. OH&S OBLIGATIONS AND YOU – A COPY OF THE ALBERTA OH&S ACT IS LOCATED _____. NOTE THE FOLLOWING UNDER THE ACT:

2(1) every employer shall ensure, as far as it is reasonably practicable for the employer to do so, the health and safety of:

1. workers engaged in the work of that employer, and
2. those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and
3. That the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act, the regulations and the adopted code.

(2) Every worker shall, while engaged in an occupation,

1. take reasonable care to protect the health and safety of the worker and of other workers present while the worker is working, and
2. co-operate with the worker's employer for the purposes of protecting the health and safety of a. the worker,
 - b. other workers engaged in the work of the employer, and
 - c. other workers not engaged in the work of that employer but present at the work site at which that work is being carried out.

5. RIGHT TO REFUSE WORK – EVERY WORKER HAS THE RIGHT TO REFUSE WORK WHICH IS UNSAFE. ANY INSTANCES WHERE THIS OCCURS MUST BE REPORTED TO THE SITE FOREMAN



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6. DAILY HAZARD ASSESSMENTS – HAZARD ASSESSMENTS (SHOW FORM) WILL BE COMPLETED EACH MORNING UPON ARRIVAL. THESE WILL BE REVIEWED AND SIGNED BY ALL EMPLOYEES UPON ARRIVAL. IF JOB OR SITE CONDITIONS CHANGE SUCH THAT A NEW HAZARD IS INTRODUCED A NEW HAZARD ASSESSMENT MUST BE COMPLETED
7. WEEKLY TOOLBOX MEETINGS – TOOL BOX MEETINGS WILL BE CONDUCTED ONCE A WEEK. THESE MEETING ARE A FORUM TO REVIEW KEY ISSUES ON SITE. AS WELL, KEY TOPICS MAY BE INTRODUCED AS REQUIRED. ALL EMPLOYEES WILL SIGN THE BACK OF THE TOOLBOX MEETING FORM TO CONFIRM THEIR ATTENDANCE AND PARTICIPATION
8. NON COMPLIANCE POLICY – EMPLOYEES WHO DO NOT COMPLY WITH THE RULES AND REGULATIONS AS SET OUT BY GYPSUM DRYWALL WILL BE SUBJECT TO THE FOLLOWING:
 - a. First Breach: Verbal Warning
 - b. Second Breach: Written Warning
 - c. Third Breach: Suspension according to severity, or dismissal
9. WEARING OF PPE- PERSONAL PROTECTIVE EQUIPMENT WILL BE WORN AT ALL TIMES AS SITE CONDITIONS DICTATE. SITE RULES FOR PPE AS SET OUT BY GENERAL CONTRACTORS WILL SUPERCEDE GYPSUM RULES. ALL HARDHATS WILL BE CSA APPROVED. ALL FOOTWEAR WIL BE CSA GREEN TRIANGLE STANDARD WITH A MINIMUM 6 INCH RISE. EYE PROTECTION AND EAR PROTECTION WILL BE WORN AS APPLICABLE. HIGH VISIBILITY VESTS OR REPFLECTIVE WEAR WILL BE WORN AS REQUIRED. ALL SHIRTS MUST HAVE A MINIMUM 4 INCH SLEEVE. NO SLEEVELESS SHIRTS OF ANY KIND ARE PERMITTED. SHORTS ARE NOT PERMITTED ON ANY SITE.
10. JOB SPECIFIC PPE – ANY REQUIRED JOB SPECIFIC PPE (EXAMPLE – HEPA MASK) WILL BE PROVIDED BY GYPSUM DRYWALL AS REQUIRED PER JOB
11. FALL PREVENTION AND PLANNING – THE SITE FOREMAN WILL DEVELOP A FALL PROTECTION PLAN AS THE SITE CONDITIONS REQUIRE. THIS PLAN WILL BE REVIEWED BY THE CONSTRUCTION SAFETY OFFICER. ANY EMPLOYEES WORKING AT HEIGHT ARE REQUIRED TO CONFIRM THAT THEY HAVE FALL PROTECTION TRAINING



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12. ENVIRONMENTAL POLICY – GYPSUM DRYWALL IS AN ACTIVE PARTNER IN ALL WORK THAT ENSURES THE PROPER DISPOSAL OF WASTE WITH MINIMUM IMPACT ON THE ENVIRONMENT. ON SITES WHERE RECYCLING CONTAINERS ARE PROVIDED FOR WASTE ALL GYPSUM EMPLOYEES WILL COMPLY WITH DISPOSAL GUIDELINES
13. SUBSTANCE ABUSE POLICY – THE USE OF ALCOHOL AND DRUGS ARE NOT PERMITTED ON ANY GYPSUM JOBSITE. THE SITE FOREMAN MAY ACT ON THEIR OWN DISCRETION TO DETERMINE THAT AN EMPLOYEE IS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS AND MAY WITHOUT WARNING EJECT THE EMPLOYEE FROM THE SITE. THIS MAY RESULT IN SUSPENSION OR TERMINATION DEPENDING ON THE CIRCUMSTANCES
14. ABUSE OR VIOLENCE IN THE WORKPLACE – VIOLENCE OR ABUSE WILL NOT BE TOLERATED ON SITE. ANY INSTANCES WHERE THIS OCCURS WHOULD BE REPORTED TO THE SITE FOREMAN AND THE REQUIRED FORMS FOR ABUSE WILL BE COMPLETED WITH SUBSEQUENT DISCIPLINARY ACTION TO FOLLOW
15. WORK ALONE POLICY – THE GYPSUM DRYWALL WORK ALONE POLICY IS DETAILED IN THE COMPANY SAFETY MANUAL. AS A BARE MINIMUM, THE SITE FOREMAN MUST SET THE CONDITIONS FOR ANY EMPLOYEE TO WORK ALONE WITH CONTACT BETWEEN A GYPSUM REPRESENTATIVE AND THE WORKER TO BE CONTINUAL DURING THAT TIME AS DETAILED BY OH&S
16. SAFE WORK PROCEDURES – THESE ARE DETAILED IN THE GYPSUM SAFETY MANUAL AND REPRESENT DETAILED PROCEDURES FOR DAILY ACTIVITIES THAT WOULD BE USED DURING PLANNING AND INVESTIGATIONS
17. SAFE JOB PROCEDURES – ARE DETAILED DESCRIPTIONS DONE STEP BY STEP OF HOW TO DO A TASK. THESE ARE AVAILABLE IN THE GYPSUM SAFETY MANUAL.
18. INSPECTION POLICY –INSPECTIONS WILL BE DONE BY THE CONSTRUCTION SAFETY OFFICER AS REQUIRED WITH RESULTS BEING DELIVERED TO THE SITE FOREMAN FOR CORRECTION
19. REPORTING OF HAZARDS – IT IS THE RESPONSIBILITY OF ALL EMPLOYEES TO REPORT ANY HAZARDS AS THEY SEE THEM
20. REPORTING NEAR MISSES – ALL NEAR MISSES WILL BE REPORTED TO THE SITE FOREMAN IMMEDIATELY. THESE WILL BE



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INVESTIGATED RIGHT AWAY WITH ANY APPLICABLE CHANGES PUT IN PLACE. NEAR MISSES SHOULD BE CONSIDERED AS AN OPPORTUNITY TO LEARN

21. REPORTING INJURIES –IT IS THE RESPONSIBILITY OF ALL GYPSUM EMPLOYEES TO REPORT ANY INJURIES INCURRED WHILE WORKING. THE SITE FOREMAN WILL INVESTIGATE THE INCIDENT AND WILL THEN HAVE THE CONSTRUCTION SAFETY OFFICER COMPLETE THE INVESTIGATION. ALL INJURY ACCIDENTS MUST BE REPORTED TO WCB WITHIN 72HRS. LOST TIME INCIDENTS WILL REQUIRE A WRITTEN EXEMPTION FROM WORK BY A PHYSICIAN
22. ACCIDENT INVESTIGATIONS – ACCIDENT INVESTIGATIONS WILL BE CONDUCTED WITH THE INTENT OF LEARNING FROM THE INCIDENT TO PREVENT RE-OCCURRENCE. RESULTS OF ANY INVESTIGATIONS WILL BE COMMUNICATED WITH THE SITE FOREMAN UPON COMPLETION
23. LOCATION OF FIRST AID EQUIPMENT – INDICATE WHERE FIRST AID EQUIPMENT IS LOCATED AND WHERE IT CAN BE FOUND
24. LOCATIONS OF FIRE FIGHTING EQUIPMENT – INDICATE WHERE FIRE FIGHTING EQUIPMENT IS LOCATED
25. SITE EVACUATION PLAN – INDICATE THE EVACUATION PLAN INCLUDING THE SIGNALS AND MUSTER POINT



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TOOLBOX MEETING FORM

DATE: _____

SITE: _____

TOPICS DISCUSSED

- 1.
- 2.
- 3.
- 4.
- 5.

ACTION REQUIRED

SAFETY PROGRAM QUESTIONS

- 1.
- 2.

WERE RESPONSES ACCEPTABLE (Yes/ No) OTHER CONCERNS (list below)

MEETING CONDUCTED BY: _____
(PRINT NAME) (SIGNATURE)

ATTENDEES SIGN ON BACK OF FORM

Section 9

Inspections



Inspection Policy

Purpose

The purpose of this policy is to control human losses and material resources by identifying and correcting unsafe acts and conditions.

Policy

This company will maintain a comprehensive program of safety inspections at all facilities and jobsites.

Responsibilities

Management is responsible for the overall operation of the program.

Supervisors are responsible for conducting ongoing formal/informal inspections of areas where their workers are working.

Workers are responsible for participating in and contributing to the inspection programme.

Frequency of Inspection

Jobsite inspections will be carried out at a minimum monthly in all areas of the inspection site where our workers are or will be working.

Office and Shop inspections will be carried out on a quarterly basis.

THESE WILL BE DONE WITHOUT EXCEPTION.



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SAFETY SCHEDULE

TOPIC	FREQUENCY
WORKER ORIENTATION	1 ST DAY OF WORK
TOOLBOX MEETINGS	WEEKLY ON SITE AS CONDITIONS WARRANT
SUPERVISOR SAFETY MEETING	MONTHLY
SITE SAFETY INSPECTIONS	BI WEEKLY OR AS MANPOWER CONDITIONS WARRANT
WORKSITE HEALTH AND SAFETY	AS PER SITE
INVESTIGATIONS	ALL NEAR MISS AND INCIDENTS IMMEDIATELY
WORK PROCEDURES	REVIEW AS NEEDED BY JOB
SCAFFOLD INSPECTIONS	UPON SET UP / PRIOR TO USE
TOOL INSPECTIONS	BEFORE USE
HAZARD ASSESSMENTS	DAILY AND WHEN CONDITIONS CHANGE
FIELD LEVEL RISK ASSESSMENTS	EACH WORKER AT START OF ALL JOBS EVEN AFTER BREAKS
STATISTICS	MONTHLY, ANNUALLY