

	COMPANY HEALTH AND SAFETY PROGRAM	
	Document No. 5.3	Date: August 8, 2006
	Employee Orientation Program	Revision: 0

1.0 PURPOSE

The purpose of this program is to provide set guidelines for the proper safety orientation of supervisors and newly hired employees.

2.0 SCOPE

This document applies to all divisions/departments of HES.

3.0 POLICY

HES project management will provide safety orientation for all supervisors and employees working on HES projects. Commitments and obligations to provide safe and healthy working conditions will be discussed. Other training may be required, dependent upon the employee duties (e.g. Hazardous Waste Operations Training, Confined Space Entry Training, etc.).

4.0 SUPERVISORS SAFETY ORIENTATION

HES project management will review the HES Company Health & Safety Program with supervisory personnel, after which a copy of applicable sections will be issued to each supervisor. Supervisory personnel will be made aware of their safety responsibilities in the orientation, which will contain the following topics:

1. The HES Company Health & Safety Program will be reviewed with each supervisor.
2. Supervisors will be familiar with the safety conditions in each area of the project site assigned. Supervisors will be directed to correct, if possible, any unsafe conditions existing in the work area prior to the start of work.
3. Supervisors will be required to review, during employee work assignments or daily tool box safety meetings, the safe work practices, safety programs and appropriate procedures, and the proper PPE and tools to be used to complete the work daily.
4. Supervisors will be supported by project management and the safety department as the need arises. Communication is the key.
5. Supervisors will be advised of the emergency procedures for a project in order to deal with serious injuries, fire evacuations, or other emergency situations as they occur.

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6. Supervisors will be required to take part in accident investigations resulting in personal injury, equipment or property damage, or near misses which are to be reported to the Health & Safety Manager.
7. Supervisors will be aware of the fire potential in the work area(s). Corrective measures must be initiated if the potential for fire exists. The Emergency Action Plan must be used in assisting the supervisor.
8. Supervisors will be responsible for notifying supervised personnel of their obligation to report all injuries and illnesses to their immediate supervisor.

5.0 NEW EMPLOYEE ORIENTATION

HES management personnel will provide a safety orientation for all new-hires on their initial day of employment. The following topics will be included in the new employee orientation:

1. The Safety Policy Statement to understand the Presidents attitude towards job site safety.
2. The Safety Rules and Practices pertaining to site-specific safety.

General

- a) Safety is the responsibility of every employee.
- b) Unsafe conditions and equipment must be reported.
- c) Established procedures are to be followed.
- d) All injuries/illnesses regardless of extent are to be reported.
- e) Unsafe acts will not be performed.

Machine Safety

- a) Machine guards are required to be used if supplied by manufacturer.
- b) Routine service and maintenance is necessary for safe operation.
- c) Loose clothing or jewelry must not be worn if exposed to moving parts.

Hand Tools

- a) The proper tool for the work being performed is required.
- b) Tools must be maintained in good condition.
- c) Tools must be removed from service if damaged or broken.

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Protective Equipment

- a) The proper PPE will be used appropriate to the type of work.
- b) PPE will be supplied or replaced through supervisory personnel.

Housekeeping

- a) Work areas should be kept clean, neat and tidy to minimize hazards.
- b) Material must not be stored in aisles or passageways.
- c) Personnel should be alert to the location of others, working or otherwise.

Material Handling

- a) Material must be arranged and stacked orderly and safely.
- b) Heavy lifting equipment must be used properly and safely.
- c) Proper lifting techniques are to be used when lifting material (i.e. lifting with legs, not back)

Electrical Safety

- a) Only properly trained personnel should try to service electrical equipment.
- b) Damaged or exposed electrical wiring must be reported.
- c) See also Lockout/Tagout procedures within document 8.3.

Fire Safety

- a) Always be aware of posted NO SMOKING signs.
- b) Flammable and Combustible liquids must be stored properly
- c) Fire extinguishers appropriate to the class and type of potential fire hazard must be full and located accordingly.

Personal Conduct

- a) Horseplay is not acceptable.
 - b) Warning and Caution signs must be observed and adhered to.
3. The Safety Programs and Procedures pertaining to the employee's position.
(e.g. Hazard Communication Program, Confined Space Entry Program, Fall Protection Program, Respiratory Protection Program, Medical Surveillance Program, etc.).
 4. The necessity of having safety and production philosophy on mutual terms.
 5. The importance of reporting unsafe situations to the supervisor, project

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- management, or the safety department.
6. Discuss the importance of portable fire extinguishers, their application, and use.
 7. Review the employee handbook and employment posters.
 8. Discuss the on-the-job training that will be conducted.
 9. Be provided with the locations of Hospitals and facilities capable of dealing with emergencies.
 10. Complete awareness training and is provided with a copy of the Sexual harassment policy.
 11. Complete the Defensive Drivers information and procedures review (if applicable).
 12. Employees will be expected to read the contents of the 'Employee Safety Manual' and to request an explanation of any part of the manual not understood.
 13. Upon completion of the orientation, the employee will sign the 'Employee Safety Manual' for acknowledgment and training verification.
 14. Upon completion of the orientation, the employee will sign the 'Drug and Alcohol Testing' program form for acknowledgment and training verification.
 15. Upon completion of the orientation, the employee will sign the 'Hazard Communication Policy' form for acknowledgment and training verification.