



Before starting their first shift, every new employee will provide the office with a copy of their training records from the Union Hall. Any other training deemed to be necessary will be done prior to starting their duties, informed of all potential hazards by their trainer, be provided with personal protective equipment and trained in it's use. Every new employee is encouraged to ask questions in regards to their duties or any potential hazards, especially when entering a new worksite for the first time.

Responsibilities of Employees under the Occupational Health & Safety Act

As part of the safety orientation to your workplace, every employee will read the following and understand their duties and responsibilities as outlined by the Occupational Health & Safety Act and by the guidelines set out by your employer. Each employee will thoroughly understand these rules and guidelines before signing their training records.

Rules as Defined by the OH&S Act

28. (1) A worker shall,

- (a) work in compliance with the provisions of this Act and the regulations;
- (b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- (c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- (d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

Idem

(2) No worker shall,

(a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;

(b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or

(c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Safety Rules of your workplace.

- 1. Every employee will follow all safety rules that their supervisor and the contracting company instructs them to follow.**
- 2. Employees will wear the personal protective equipment that they are asked to wear at all times.**
- 3. No roughhousing, fighting or other acts of violence or harassment will be tolerated.**
- 4. Each and every staff member is expected to be a Brothers/Sisters keeper and look out for the safety of each of their fellow co-workers.**
- 5. No jewelry or loose fitting clothing are to be worn around any moving machinery or in any situation where they could be caught in a pinch hazard resulting in an injury to the employee.**
- 6. Any and all unsafe working conditions, tools or equipment are to be reported to your supervisor immediately. The unsafe tools or equipment are to be locked out until repaired or replaced.**
- 7. Ensure the exhaust ventilation system is working before starting any "hot work" or any equipment that will generate gases.**
- 8. Clean up all spills immediately.**
- 9. At the end of each day, tidy up your work area and dispose of all items in the containers designated for them.**

10. Inspect your Personal Protective Equipment daily. Return defective PPE to the safety representative or to your supervisor.