



KNELSEN SAND & GRAVEL LTD

New Worker / Short Service Worker Policy

PURPOSE

A large number of injured workers are those that are "new" to the jobsite or to their new position. To reduce this risk Knelsen has developed a New Worker / Short Service worker program to assist with this goal. New workers will be defined and those who have less than 6 months experience in their current position.

POLICY

All "New Worker / Short Service" workers will not be permitted to work alone until they are deemed competent by their supervisor, this must be documented. Until this point they must be under the supervision of a competent worker. The competent worker will function in the role of mentor to the new worker, provide guidance to the new worker and monitor their compliance with company rules, safe work procedures and safety.

Supervisors must let our clients know when we have "New Worker / Short Service" workers. This can be done by advising the client's supervisors, consultants or other managerial personnel.

"New Worker / Short Service" workers must wear a unique identifier to signify that they are in this category. As there are several different types of categories of employees, this can be in the form of a different colored hard hat, bump cap, baseball cap or clothing as the case may warrant.

A worksite orientation will be completed and documented for all new workers before they begin work at their new worksite.

Knelsen will verify the ongoing competency of employees. This will be accomplished by:

- Ensuring that basic qualifications such as licenses and certificates are current.
- Evaluating skills and abilities on an ongoing basis.
- Involving all employees in safety meetings that are held on a regular basis.

Any subcontractors working for Knelsen will be expected to comply with this policy.

NOTE: The safety information in this policy does not take precedence over the *Occupational Health & Safety Act, R.S.A. 2000, Chapter O-2*. All employees should be familiar with the *Occupational Health & Safety Act, Regulations and Code*.

General Manager – Raymond Knelsen

JAN 24 2018

Date