



KNELSEN SAND & GRAVEL LTD.

## Safety Training Policy

### PURPOSE

The purpose of this policy is to ensure initial and ongoing worker competence and to provide for general and specialized safety and job related training throughout all levels of the company.

### POLICY

Knelsen Sand & Gravel Ltd. will ensure that employees are qualified for their job and knowledgeable of their duties prior to the commencement of work. The qualification for these jobs will come from the established job roles Knelsen has identified. Minimum qualification requirements for each role in the company will be identified. The company will ensure that equipment is operated only by a competent worker or supervised by a competent worker until they are deemed competent; and that workers are informed of any risk associated with, and trained in the safe use of, the machines. This may require the employee to provide proof of qualification prior to operating company equipment and/or vehicles and equipment.

Knelsen Sand & Gravel Ltd. provides, and requires employees to participate in all safety and necessary job related training. This training will include, but not limited to:

- New hire safety orientations; including WHMIS, TDG or Flag Person training;
- "Leadership for Safety Excellence" training course for supervisors & managers;
- Recertification and retraining as required;
- Training pertaining Hours of Service, Trip Inspection, Cargo securement and other safety laws and their application;
- First Aid / CPR Training and recertification;
- Ergonomics - including: (a) factors that could lead to a musculoskeletal injury, (b) the early signs and symptoms of musculoskeletal injury and their potential health effects, and (c) preventive measures including the use of altered work procedures, mechanical aids, and personal protective equipment.

Knelsen Sand & Gravel Ltd. 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.

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**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*.

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General Manager – Raymond Knelsen

JAN 24 2018

Date