



NEW EMPLOYEE SAFETY ORIENTATION

General Employee Responsibilities

The mission of Rock Staffing is to deliver to its clients “Solid Staffing Solution.” This mission can only be accomplished by ensuring that every employee who is placed on an assignment with a Rock Staffing client is aware of his or her responsibilities as an employee of Rock Staffing.

Those responsibilities include:

- Being at work every day of the assignment, period.
- Arriving at the worksite ready to work and on time.
- Having a strong work ethic and making sure a day’s work is given for a day’s pay.
- Closely following all work instructions given by the client supervisors.
- Having a professional attitude toward coworkers, client management and Rock Staffing associates.
- Refraining from having personal discussions or taking or making personal phone calls during the work day unless during authorized break periods.

Safety Program

Here at Rock Staffing we have developed a comprehensive Temporary Employee Safety Policy. Copies of the program are found on our website www.rockstaffing.com under the apply here tab. If you are unsure of the correct way to do a task safely then refer to the appropriate safe work procedure and/or practice.

Responsibilities of Worker (summarized)

Know and follow health and safety requirements affecting your job.

- If unsure ask for instruction.
- Work safely, and encourage your co-workers to do the same.
- Correct any unsafe conditions or acts and immediately report them to your supervisor.
- Immediately report any injury to the first aid attendant and supervisor.
- Take the initiative. Make suggestions to improve health and safety and set a good example.

Worker right to refuse

According to Occupational Health and Safety Regulations, you have the right to refuse if you have “reasonable cause to believe that to do so would create an undue hazard to the health or safety of any person”. However, if you do, you must report the unsafe condition to your supervisor immediately.

Drug and Alcohol Policy

As explained in the general safety rules, no worker is to report to work under the influence of alcohol or any mind-altering drug or substance. The use of drugs or alcohol on site is strictly prohibited. We reserve the right to remove from the site any person who is, or appears to be, affected by the effects of drugs or alcohol, or any other condition that may otherwise inhibit the workers ability to protect their health and safety while on the job.

Reporting: Injuries, Accidents, Close Calls, Hazards

All workers are required to report any accidents, incidents or near misses to the supervisor immediately.

Report any unsafe acts or conditions you observe, or know of, to your Supervisor as soon as possible. If you are capable of correcting the unsafe condition yourself, do so. ALWAYS make sure the Supervisor is aware of the unsafe acts or conditions observed, even if they were corrected.

Accident / Incident Investigations

Investigations are completed on all serious accidents (medical treatment, property damage) and near misses, to prevent similar accidents from occurring in the future. If you are involved or witness an accident or near miss, report it immediately to your Supervisor. Provide as much detail as possible, such as the time, location of the event and a description of what happened, or what almost happened.

WCB Claims Process/Return to Work Program

If you are injured at work or have symptoms of a work-related illness, you must report it to your employer. The Company has a return to work program if you are injured on the job. We work with WCB and your doctor to provide you with meaningful work during your recovery. If you are injured on the job and go to a doctor, you need to notify your supervisor and the safety officer immediately. There are forms that you need to take your doctor and return to The Company to start the RTW process.

General Safety Rules

Give employee a copy of the safety rules.

1. All accidents, injuries and near misses must be reported to your supervisor, immediately.
2. Immediately correct, or report any unsafe acts or conditions to your Supervisor, and warn any employees who may become involved.
3. If you have any doubt regarding the safety of a job procedure, consult with your immediate supervisor before proceeding with the task.
4. If an item of protective equipment is required by the job-site, or for the job you are doing, (i.e. hard hat, hearing protection, safety glasses, gloves, respirator, fall protection, lifejackets) consider the use of that equipment as a condition of employment. The minimum clothing and personal protective equipment that is required is:
 - Steel-toed safety footwear with above the ankle support (CSA approved),
 - Hi-visibility vest (WCB approved),
 - Short-sleeved shirt, long pants.
5. Inspect tools and equipment daily, ensure all guards and safety devices are in place and functional. Misuse or wilful damage of company tools and equipment is strictly prohibited.
6. Maintain good housekeeping in the workplace. Do not allow materials to gather on floors, platforms, ramps, stairs or walkways as to become a tripping hazard.
7. Hazardous materials must be identified, stored and handled in accordance with the Workplace Hazardous Materials Information System (WHMIS) regulations.
8. Never work alone in isolated areas unless arrangements have been made for periodic checks with another person.
9. Underground utilities must be located with the use of utility maps and hand-digging procedures, prior to digging mechanically.
10. Entry into excavations greater than 4 ft. deep is strictly prohibited, unless it is sloped or shored.
11. Confined space entry procedures must be followed when entering a confined space.
12. Fighting, scuffling, horseplay, practical jokes and theft are prohibited.
13. The use of alcoholic beverages and drugs (including prescription or over the counter medications which may cause impairment) is strictly forbidden on the job or job-site. No person shall enter a job site while his or her ability to work is impaired.
14. Smoking in non-smoking areas (offices, plant offices, shops, vehicles, flammable areas) is strictly forbidden. The only exception to this rule is if a worker is riding in a vehicle alone and there is adequate ventilation available.
15. No worker shall ride on the outside of equipment unless the vehicle has been designed or modified for this purpose. All workers are to ride in the cabs of vehicles.
16. Seatbelts must be worn when operating ROPS equipped machinery, and company vehicles.

17. Never do maintenance or work under, on, or around a piece of running equipment. Shut it off and lock it out until your work is completed.
18. No worker shall operate damaged tools, equipment or machinery. If it is not operating correctly, or needs maintenance, "tag it" out of service, fill out an equipment repair form, and return it to the Equipment Manager.
19. No worker shall operate or use any equipment in a manner that endangers themselves or other workers. Only persons properly trained and authorized by their Supervisor shall operate any equipment or machinery.
20. Comply with the requirements of the Safety Program, WCB and other applicable regulations.

Failure to comply with these rules will result in disciplinary action up to and including termination.

Personal Protective Equipment

Hardhats - Employees must wear hardhats whenever there is a potential hazard to the head from falling, flying, or suspended objects. Hardhats must also be worn in designated hardhat areas and as required by site specific guidelines.

Hearing Protection – must also be worn in designated areas and as required by site specific guidelines.

Eye Protection – Safety glasses do not offer the same protection as safety goggles, and safety goggles do not offer the same protection as face shields or welding helmets. The appropriate protection or combination of protection must be worn for the work being performed.

Hand Protection -Employees handling material likely to cut, puncture, abrade, burn, stain or irritate hands or arms must wear gloves or other appropriate devices to protect hands and arms from injury.

Foot Protection - All footwear must meet site specific guidelines and must not be in a deteriorated state.

High Visibility Vests - must be worn in designated areas and as required by site specific guidelines.

Hazard Awareness

Typical hazards associated within our scope of work are:

- Traffic – Traffic Control is a major issue within this industry as there are many TCP's and workers struck by vehicles so ensure that you stay within the Safe Work Zone
- MSI's – Back strains and shoulder injuries are a concern we will talk about these in more detail within the Ergonomics Section.
- Mobile Equipment – Working around all mobile equipment is hazardous as there has been many injuries within industry. Always make eye contact with the operator when you are about to cross their path.
- Confined Space / Entry – There are confined spaces everywhere. A few examples are manholes, vaults, large tanks etc. Do not enter a confined space until you have completed confined space training.

Equipment Operation

Working around mobile equipment can lead to serious injury or death if proper precautionary measures are not taken. Some general precautions include:

Equipment operators are responsible for ensuring that the machine they are operating is in good working condition and that they are in full control of it at all times.

- Do not operate any equipment unless authorized and competent to do so.
- Operate equipment in a manner that does not endanger others.
- Complete a walk around inspection before starting equipment.
- Defective equipment must not be operated. Park the equipment and notify your Supervisor.

- When refuelling equipment the engine must be stopped, and all ignition sources eliminated (i.e. cigarette...).
- Do not ride or stand on equipment that is not designed to accommodate a second person.

Housekeeping

Maintaining a clean work area will prevent accidents. Keep vehicles clean and organized. Do not litter, keep garbage in a location where it can be disposed of properly at a later time. When leaving a job, check to ensure that there are no tripping hazards, and that it is safe for the general public (excavations barricaded, sidewalks closed, tools picked up...).

Cell Phone Use

The use of personal cell phones or pagers is not permissible while on the job-site. These devices must be left in the employee's vehicle for use prior to the start of a shift, at a scheduled lunch break, after a shift or as deemed permissible by the direct supervisor.

Supervisors who have been issued COMPANY CELL PHONES may use them on the job-site; however they are reminded to use caution while doing so. Before answering or using a cell phone on-site, ensure you are in a safe area (Out of the line of fire of equipment and vehicular traffic).

Ask for Instruction

If you are unsure about how to perform a job safely, notify your supervisor that you are unfamiliar with the task and ask for a demonstration or further clarification on how to perform the job safely.