



A.D.S. Contracting

31 Bigwin Road, Hamilton, Ontario, L8W 3R3

info@adscontracting.com

P. 905 297 8218

F. 905 297 8220

Health and Safety Training Orientation

POLICY STATEMENT

A.D.S. Contracting will ensure each new employee participates in the company's Health and Safety Orientation process and reviews all necessary site and project specific health and safety information. All sub contractors will be provided with the A.D.S. Contracting health and safety policy and will be required to provide all necessary documentation applicable to the policy.

The safety orientation must, at a minimum, include the following elements:

1. Review of the A.D.S. Contracting health and safety policy.
2. Overview of applicable health and safety legislation including employee rights.
3. Overview of the company health and safety program including:
 - Health and Safety Policy
 - Employee role and responsibilities
 - Hazards specific to the job
 - Reporting work-related injuries, illnesses, and/or diseases
 - Reporting existing hazards and potentially unsafe conditions
 - Emergency plan
 - Return to Work Program (RTW)
 - Owner/Health and safety roles and responsibilities
4. Site specific health & safety requirements.
5. Any additional regional/divisional health and safety requirements as deemed necessary by the owner and the health and safety representative.
6. Verification/evaluation process to ensure the information has been clearly understood. This can include a written evaluation, oral evaluation or work practice evaluation

Annual Orientation and Update

To ensure that all employees remain familiar with A.D.S. Contracting health and safety requirements, including any legislative changes or safety program updates and revisions, all employees will be required to participate in an annual health and safety orientation. This annual update review must be performed by a supervisor or competent designate. All orientation records must be formally documented and filed in the employee file.

Site Specific Orientation

When a new employee reports for work, they must have all the “extra” safety requirements that pertain to the particular job site explained to them by a competent person. This site specific orientation will be documented and must contain all site particular information such as:

1. Site specific safety standards/ applicable client procedures.
2. Names of first aid attendants and location of first aid stations/kits.
3. Location of posted copies of:
 - Legislation, A.D.S Contracting health and safety program, site MSDS booklet;
 - Emergency procedures; and
 - Name of health and safety representative.

Training Statement

A.D.S. Contracting is responsible for ensuring all employees and supervisors are properly trained. The company is committed to providing adequate time and resources to train all personnel to perform their duties in an efficient and safe manner.

A.D.S. Contracting will provide all safety and related training that is necessary to minimize losses of human and physical resources of the company. Employees will participate in this training.

The owner and/or health and safety representative is responsible for ensuring records of all completed training courses are maintained. A review of all training should take place at the regular safety meetings which must be completed no less than annually.

Health and Safety/Owner Training

In addition to participating in A.D.S. Contracting training requirements, the owner as well as the health and safety representative will be given the opportunity to attend advanced training in maintaining safety in the workplace.

Supervision Training – Health and Safety/Owner Training

All construction supervision must attend the following safety competency courses:

- Supervisor competency via an accredited organization (e.g. CSAO)
- First aid and CPR
- A.D.S. Contracting health and safety program training
- Specialized tool and equipment instruction as required

Worker Training/Instruction

Workers will be instructed by a competent person to ensure that safety is maintained in the workplace. Formal training must be provided for the following:

- Fall Protection
- Personal Protective Equipment
- WHMIS
- Tools and equipment
- Emergency Response

An evaluation must be completed to ensure workers are familiar with program content and the activities for which they will be responsible.

Visitors

Any A.D.S. Contracting employee authorizing a site visit assumes responsibility that visitors are aware of all safety requirements and have in their possession all safety equipment required for the site.

COMMUNICATION

A memo will be posted on the bulletin board to communicate the development of the A.D.S. Contracting Health and Safety Training Orientation. The policy will also be communicated in the A.D.S. Contracting monthly news letter. Safety meetings will be scheduled in house at the shop for all necessary training.

TRAINING

A safety meeting will be conducted by the owner for all employees which will provide all the necessary training required to enforce this policy.

EVALUATION

The effectiveness of this program will be evaluated at the final annual safety meeting. Evaluation will be based on the Health and Safety Training Orientation file which will consist of discussions held with workers which will yield a full review.

ACKNOWLEDGE SUCCESS AND MAKE IMPROVEMENTS

The success of the program will be acknowledged at the annual year end safety meeting in a payroll and/or monthly newsletter. All necessary improvements will be developed at the yearend safety meeting and will be implemented as soon as possible.

A.D.S.Contracting Inc.

Angelo Agostino – President

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