

Section – K Employee Guidelines

PURPOSE Employee Guidelines are an essential tool in the communication of workplace health and safety requirements, obligations and rights.

PROCEDURE Employee Guidelines will be developed & implemented by the **Project Manager** and the **Health and Safety Coordinator**. These guidelines will be reviewed annually to ensure that they meet the requirements of the Health & Safety Program needs and the legislative requirements

General contents to include:

- Personal Conduct
- Personal Protective Equipment
- Hazardous Materials
- Reporting of Hazards/incidents/accidents
- etc.
- Machinery/Equipment
- Materials Handling
- Housekeeping
- First Aid Requirements

DISTRIBUTION Employee Guidelines will be distributed in the form of a booklet.

Distribution of the Guidelines booklet shall be as follows:

- Initially, during employee meetings
- Upon Hire -- during team member orientation meetings
- Posted on the Safety Bulletin Board in the site trailer

RECORDS Upon receiving the Employee Guidelines booklet each employee will be instructed to sign the TEAR SHEET located at the back of the guidelines package and return it to their supervisor. The supervisors (**Site Superintendent**) will submit all TEAR SHEETS to the **Project Manager** and/ or the **Health and Safety Coordinator**.