

**PURPOSE** When hiring employees to conduct work on behalf of the company, it is important that the employee has been made aware of the safety requirements of **Bachly Construction** and the other site-specific policies.

**PROCEDURE** Upon hiring employees the hiring checklist (**Appendix 12**) will be completed using the following steps;

- copies of the Worker Guidelines will be provided to the employees hired
- the Worker Guidelines will be reviewed with all employees hired directly for **Bachly Construction** . This will done initially upon hiring and subsequently on a yearly basis and the guidelines may also be used for the purposes of Tool Box Safety Talks
- upon review of the guidelines, acknowledgement sheets must be completed and handed back to the management of **Bachly Construction** prior to the commencement of work.
- review any and all training certificates that the employee has and arrange any subsequent training accordingly

**DOCUMENTATION** Those employees being hired will be required to complete acknowledgement sheets, stipulating that they have received and understand the Worker Guidelines.

Subsequent yearly reviews of the worker guidelines will also take place and once again the employees will be required to complete the acknowledgement sheet at the back of the guideline booklet. When the guidelines are used for Tool Box Safety Talks, an attendance form will be completed and maintained.

**RECORDS** All completed checklists and acknowledgement sheets should be maintained on the employees file indefinitely.