

Section U – Hiring Young Workers

PURPOSE	When hiring young workers 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.
DEFINITIONS	<p>“Young Worker”</p> <ul style="list-style-type: none">• Any worker under the age of 25. <p>Note: No person under the age of 16 is allowed to work on a project or to be on a project.</p>
PROCEDURE	<p>Upon hiring young workers the enclosed hiring checklist will be completed using the following steps;</p> <ul style="list-style-type: none">• copies of the Employee Safety Guidelines will be provided to the employees hired• the Safety Guidelines will be reviewed with all employees hired directly for BACHLY CONSTRUCTION. 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 worker has and arrange any subsequent training accordingly• young and new workers will be assessed on the project to ensure that their work habits and their comprehension of BACHLY CONSTRUCTION's safety guidelines are adequate to protect their safety• young and new workers will be supervised directly by the foreman or under the direction of a safety conscious worker• the foreman will determine at what point the young or new worker no longer requires direct supervision based the young or new worker's work habits and comprehension of BACHLY CONSTRUCTION's safety system
DOCUMENTATION	<p>Those employees being hired will be required to complete acknowledgement sheets, stipulating that they have received and understand the Employee Health and Safety Guidelines.</p> <p>Subsequently a review of the employee guidelines will also take place, if required, and once again the young and new workers will be required to complete the acknowledgement sheet at the back of the guideline booklet.</p>
RECORDS	All completed checklists and Acknowledgement sheets will be maintained on the employees file indefinitely.