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## Employee Orientation, Training and Education

### Employee Orientation

#### Purpose

The Oliver Construction Co. Incident Free philosophy must be conveyed to all employees. The management shall set aside time to personally orient the individual to the project and to explain management's commitment to safety.

#### Scope

This section applies to all Oliver Construction Co. projects, subcontractors, and vendors.

#### Policies

#### Orientation Agenda


Following are the minimum items that need to be covered in the orientation:

#### Orientation

All employees and personnel working on a Oliver Construction Co. project (regardless as to tier of the employer) must receive Orientation before starting working on the project. All employees should also receive re-orientation as the phases of the project change. (i.e. addressing new hazards)

During the orientation, the employee must:

- Read and understand the following employee obligation: Oliver Construction Co. is committed to eliminating worker injury at every project site and every work place. All employees are obligated to do the following:
  - **Conduct their work in a safe manner.**
  - **Stop work immediately to correct any unsafe condition that is encountered.**
  - **Take corrective action so that work may proceed in a safe manner.**

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\*It is the company's goal and expectation that no one will suffer an injury in the execution of work on a Oliver Construction Co. project.

- Receive an overview of the project which should include a discussion on:
  - scope of the project and a rough schedule
  - working hours
  - proper attire/required PPE
  - employee parking areas
  - material and equipment storage areas
  - project security requirement
  - sanitation facilities
  - emergency response plan including a discussion on the:
    - locations of the telephone numbers for the clinic, hospital, and other emergency services
    - location of the first aid kits
    - the project's first aid-trained personnel
  - means of access
  - fire protection plan
  - temporary lighting, power, and ventilation conditions (if applicable)
  - smoking policies
  - other conditions unique to the project
- Be told the location and attendance requirements for the toolbox meetings
- Receive an explanation on Oliver Construction Co. disciplinary procedures
- Receive the proper procedures for and an explanation of the immediate reporting procedures for:
  - unsafe conditions
  - near misses
  - Incidents

