



WORKER TRAINING REQUIREMENTS

EMPLOYEE ORIENTATION

The purpose of safety orientation is to provide new employees a basic understanding of Tate Engineering Systems' requirements and to clearly define the employee's safety and health responsibilities while employed by the company. Tate Engineering Systems has a strong commitment to worker safety. The Company is committed to providing employees a safe place to work. Orientation shall be conducted before new employees are allowed to report for work in the field.

1. **Tate Engineering Systems' Safety Program** will be reviewed using: Safety Manual, Safety Orientation PPT, CD and videos. The employee will be informed where a copy of the manual and documents discussed during orientation will be available for him/her to use as reference.
2. **Fleet Safety Manual review** will be completed as needed by HR.

TAILGATE SAFETY TALKS/TOOLBOX TALKS for Field Team Members

Each Service Department employee is responsible for reading the Toolbox Talk email to them for the week/month. The employee will sign the Safety Assessment acknowledgment each month and file it in the office with other required safety paper work.

SAFETY BULLETIN BOARD POSTINGS

Each Branch Office displays a variety of Safety Information in locations where technicians will view them as they enter and leave the office. Posing will be rotated. The Safety Manager will provide sources for the postings.

SAFETY MEETINGS

Service Department Safety Meetings are held quarterly. Safety Meetings are scheduled to minimize the negative impact on field operations. The scheduled dates for safety meetings are established and published at least thirty days in advance. A meeting agenda will be provided by the Safety Manager. Every effort is made to take advantage of all resources such as; videos, visual aids, guest speakers, etc.

Meeting attendance is mandatory.

Periods of heavy workload are not an excuse to skip or repeatedly reschedule Safety Meetings. Periods of heavy workload are typically associated with increased incidents, so safety awareness should be increased during these times. Skipped and repeatedly rescheduled Safety Meetings send the false message that other business issues are more important than safety.

ONGOING TRAINING

Ongoing training includes topics covered during monthly safety meetings and job specific training sessions. Topics for job specific training will be determined through a work site analysis. A work site analysis will be performed anytime a project includes the possible exposure of employees to specific risks such as; falls, confined spaces, cranes & rigging, etc. The work site analysis will be completed by the Service Manager and submitted as needed to the client prior to the start of work. Sufficient time will be allowed after the completion of the work site analysis to schedule and complete safety training for all workers involved in the project.

Topics for Ongoing Training include but are not limited to:

- Motor Vehicle/Driver Safety
- Ladders
- Scaffolds
- Fall Protection
- Material Handling
- Personal Protective Equipment
- Electrical Safety
- Fire Safety
- Hazard Communication
- Compressed Gas Cylinder Safety
- Hot Work
- Aerial Lifts
- Scissor Lifts
- Process Safety Management of Highly Hazardous Chemicals
- Respiratory Protection
- Confined Spaces
- Lockout/Tagout
- Overhead & Gantry Cranes
- Blood borne Pathogens
- First Responder
- Heat Stress
- Power Tool Safety
- Ergonomics

RECORDKEEPING

The records are maintained by the Safety Manager and HR manger. Sign in sheets will be used for all training sessions. The sign in sheet will indicate the following:

- Training Topic
- Date of Training
- Name of Trainer
- Training Materials
- Name of Workers Scheduled to Attend
- Signature of Attendees