Education and training are a vital component of accident prevention, legislation and our safety program. We will do all that is reasonably practicable to ensure all employees are competent for the task assigned. All training will be recorded and kept on file for future reference and organization of refresher training.

**EMPLOYEES must participate and apply the training received.**

* **DO NOT attempt a job that you are not competent with or cannot do safely.**
* **If you are ever unsure how to proceed safely, ASK YOUR SUPERVISOR.**

At minimum, all employees will receive, and will be required to participate fully, in:

* Company and Safety Orientations
* Safety Meetings
* Job Specific Training
* WHMIS Training

**Company and Safety Orientation:**

Upon employment and prior to the assignment of any task, new employees will receive a safety orientation by a supervisor or member of management using the standard form provided in our company safety manual. At this time, the worker shall become acquainted with their rights and responsibilities for safety on the job and be alerted to the hazards present on the job site. The Company’s Safety and Health policy and safety rules will be reviewed.

# Safety Meetings:

# Safety Meetings will be held on a monthly basis with no meeting lasting less than 30 minutes. Topics will be relevant to the job and/or hazards identified. Workers will be encouraged to raise any safety and health concerns that they may have and be ensured that they will be dealt with promptly.

# Job Specific Training:

# Training specific to job or task will be conducted as required, with particular attention to new equipment and procedures. Training will be conducted by the supervisor, or qualified person, and shall include a written or performance test. This type of training will be conducted at the time of hire or when an employee is assigned to a new or different work tasks.

**WHMIS:**

All personnel will be instructed in the Workplace Hazardous Materials Information System to reduce the risks associated with controlled products. General training will cover labels and material safety data sheets, with site specific training on the controlled product use conducted by the site supervisor. All training will be documented and a copy retained on file.

Management will ensure that every employee, at every level, will be monitored and that appropriate feedback and discipline is given to ensure that all employees understand the training provided to them and to see if further training is needed.

# Operator Training Directive:

# All employees who work with or operate powered equipment will be certified and deemed competent by a supervisor or manager prior to being allowed to operate the equipment. A worksite training form shall be completed for each employee. All employees who operate a motor vehicle on behalf of Bristal Hauling Inc. will be required to submit and maintain a valid driver’s lenience while employed by Bristal Hauling Inc.. Should their license be revoked by the Province of Manitoba, for any reason, the employee must inform management as soon as possible. Employees without a valid Manitoba license will not operate a motor vehicle under any circumstances.

**\*** The safety information in this policy does not take precedence over The Workplace Safety and Health Act or the Regulations.

**Policy Implemented: June 1, 2016**



**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: June 1, 2016**

**Willy Toews – Company Owner**

**Truck Driver Safety Policy**

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles.

Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is a good driver’s responsibility to operate their vehicle in a safe manner and to drive defensively to prevent injuries, property damage or environmental damage. As, such Bristal Hauling Inc. endorses all applicable vehicle regulations relating to driver responsibility. We expect each driver to drive in a safe, courteous and defensive manner pursuant to the following safety rules. The attitude you take behind the wheel is the single most important factor in driving safety.

1. I will provide a current drivers abstract before being hired and annually thereafter;
2. I will provide a photocopy of my driver’s license every year after I have renewed it;
3. I will report any traffic violations that occur on or off the job;
4. I will fill out and maintain a logbook as required if I am working further than 160km from my home base and I will provide a copy to the company;
5. A pre and post trip inspection will be done on a daily basis on the checklist provided by the company. If a defect is found, three steps will be followed:
   1. Document all defects on the daily time sheet;
   2. Write down the unit number and defect on the office chalkboard;
   3. Verbally tell a mechanic, supervisor, or management about the defect.
6. Keep all equipment neat and tidy. Drivers are responsible for the condition and contents of company insured equipment such as emergency equipment, accident kits and registration binders. Important information such as vehicle weight charts and maps must also be kept in good order. Truck interiors will be periodically audited and a copy will be kept in the truck binder. A neat and tidy workplace is a safe and professional workplace;
7. Drivers are responsible to check on the cleanliness of their trailers as part of the pre-trip inspection each day. Check the trailer before parking for the night and ensure it is clean and ready for the next day. Ensure there is no material stuck in the trailer from previous loads regardless of who used the trailer last. Contaminated loads are costly and waste valuable time;
8. No passengers are allowed at any time. Only other employees of Bristal Hauling Inc. are allowed to ride in our vehicles for training, certification, or inspection purposes;
9. Never push on the rear of a trailer (i.e. Tailgates). Damage to the unit is your responsibility. Tow ropes are provided to all trucks and must stay with those trucks. Carefully inspect all tow rope and straps prior to use;
10. Gravel trailer must run with tarps closed at all times except for loading and winter parking;
11. All truck will be fueled up at night when returning to the yard unless otherwise instructed by your supervisor. Smoking near the fueling area is strictly prohibited;

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**Truck Driver Safety Policy**

1. Notify the office of any illness prior to your scheduled start time. Appointments or holiday requests must be given with a minimum of one week notice prior to the event;
2. Always maintain a safe distance between your vehicle and other vehicles. Following to closely is strictly prohibited and this type of behavior is taken very seriously by management. Heavy trucks should keep a minimum of a four second interval following distance at all times. This interval should be increase as appropriate when weather or highway conditions dictate;
3. Overloads will not be tolerated. It is the driver’s responsibility to ensure Manitoba highway regulations are complied with. Loads hauled away from facilities with scales must be weighed to ensure that axle and gross weights are within regulations. Weight charts are provided in each truck binder to assist in proper loading of each truck. There is no excuse to overload any equipment.

If there are any questions or uncertainty with loading a truck or trailer, contact your supervisor or management using your two-way radio or cell phone when it is safe to do so.

Bristal Hauling Inc. reserves the right to pass on appropriate fines to drivers when a truck or trailer is knowingly overloaded.

**\*** The safety information in this policy does not take precedence over The Manitoba Workplace Safety and Health Act or the Regulations or the Highways Traffic Act.

**Signed: Date:**

Driver Signature

**Signed: Date:**

Bristal Hauling Inc. Management

Photocopy for driver’s personal records and company file.

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**On Job Training Record**

Employee Name: Date:

Instructor/Trainer:

Subject/Reason for Training:

Comments:

**Explanation: Explain what the job entails and how it is done.**

**Demonstration: Physically demonstrate the correct way and means to accomplish the task.**

**Repetition: Repeat the explanation or demonstration and make sure the employee understands.**

**Practice: Observer the employee performing the specific task. Ensure close supervision until the employee shows competency.**

**Signed: Date:**

Driver Signature

**Signed: Date:**

Trainer/Instructor

Photocopy for driver’s personal records and company file.

**Safety/Education Meeting Record**

**Location: Date/Time:**

**Safety/Educational Subjects Discussed:**

**Employee Suggestions/Recommendations:**

**Actions Taken:**

**Employees Present:**

**Supervisor: Date:**

**Employee Rep.: Date:**



**Bristal Hauling Inc. Company Safety Meeting**

**Subject :**

**Date:**

**Print Name: Signature**

**Meeting Conducted by:**

**Signature:**

**Employee Orientation**

Employee: Hire Date:

Position: Supervisor:

**General Topics Covered**

Company Safety Policy Workplace Safety/Health Act & Regulations

Employee’s Responsibilities for Safety W.H.M.I.S. (Test Score 80% Min)

Safe Work Practices Personal Protective Equipment (PPE)

General Safety Rules (copy received) Safety Meetings

Reporting Unsafe Acts/Conditions Reporting Accidents

First Aid Emergency Numbers

**Worksite Specific Topics Covered**

Safe Work Practices Site Specific PPE

Safe Job Procedures Site Specific Requirements

Other Site Specific Information:

Employee Comments:

**Trainer: Date:**

**Employee: Date:**

* Photocopy form for Safety Program and Employee records.