

# CHAPTER 2

## EMPLOYEE ORIENTATION PROGRAM

### INTRODUCTION

We are sincerely interested in you, our employee, and your welfare. Therefore, during your employment with us, we will strive to make this a safe job with a pleasant working atmosphere. To achieve this objective, the proper application of your skills, abilities, and your overall good performance is necessary. An orderly and effective operation of the job requires that employees maintain discipline, proper personal standards of conduct at all times to protect the health and safety of all employees, and to maintain uninterrupted construction on the job, and protect the company's good will and property. To that end, the company has established the following rules and standards of conduct all employees are required to observe.

### PURPOSE

It is the policy of HTS AmeriTek that all divisions of management provide a thorough orientation process for all new and pre-existing employees.

### SCOPE

This policy outlines the orientation procedure for new employees, returning team members, and those being transferred who have not been oriented in the previous 12 months.

### RESPONSIBILITIES

#### MANAGEMENT

- The General Manager, Operations Manager and Safety Manager shall ensure this process provides a complete overview of the company, health and safety values, and the client's guidelines, policies, and procedures.

#### SUPERVISORS

- The Supervisors involved in this process shall show support and encouragement, as this is our only opportunity to make a solid, first impression.

#### EMPLOYEES

- Employees shall comply with all safety and health standards, rules, regulations and conduct that apply to his/her own actions while on the job site. In addition to the rules set forth in any handbooks or handouts issued by HTS AmeriTek and/or individual plants, the employee must be aware of and conform to the client's safety rules for their job site.
- It's the employee's responsibility to visually inspect each tool or piece of equipment before actual use. If the tool or piece of equipment is defective or not working properly, your supervisor shall be informed immediately.
- Employees shall report all accidents, injuries, near misses, and hazardous or unsafe working conditions immediately to his/her job supervisor or Operations Manager.
- Employees shall obey all warning tags and signs as well as warnings on container labels.
- Employees shall not borrow property of any kind from another company without prior approval.
- Employees shall attend pre-job orientations, weekly tool box safety meetings, and JHA development prior to each workday.
- Employees shall not undertake any job he/she does not understand.
- Employees shall be familiar with all emergency responsibilities applicable to first aid procedures, in case of a fire, and events requiring evacuation of work area or buildings.
- Employees shall understand the disciplinary process and/or client requirements will be enforced for failure to comply with the established safety policies and procedures.
- Substance abuse shall not be tolerated on any job site.

## **PROGRAM**

To provide employees with a thorough understanding of the company and client's expectations and applicable regulatory requirements for the project, and to reduce the potential for injury to employees or damage to equipment, the company requires all new employees to attend a new hire orientation program designed to cover topics such as:

### HTS AMERITEK ORIENTATION:

- HTSA Culture Engagement
- HTSA In-House Safety Training
- JHA Training
- Management Commitment
- Disciplinary Action Program
- Emergency Procedures
- Incident Reporting
- Substance Abuse
- Back Safety
- Hand Safety
- Fire Prevention
- Fire Watch Training
- Confined Space Entry Attendant Training
- Lockout/ Tagout Procedures
- Equipment Inspections
- H2S Awareness and Monitor Training
- Hexavalent Chromium Awareness
- Asbestosis Awareness
- Lead Awareness
- Promotion of a Safe Working Environment

### BASIC ORIENTATION PLUS:

- Hazard Communication
- Personal Protective Equipment (PPE)
- Respiratory Protection
- Hearing Conservation
- Electrical Safety for Non-qualified Workers
- Elevated Work Areas
- Process Safety Management (PSM)
- Excavation, Trenching, and Shoring
- Job Hazard Analysis (JHA)
- General Rules and Emergency Response

### SAFETY COUNCIL TRAINING:

- Confined Space Training
- Scaffold User Training
- Site Specific Facility Safety Training
- Pulmonary Function Test
- Respirator Fit Testing
- Audio Testing/Audiometric Evaluation

## **RETRAINING**

Retraining of all employees of HTS AmeriTek shall be required under the following circumstances:

- When employees who have been rehired from lay-off status and have not attended an orientation for 6 months or more.
- When employees have been given new job assignments for which training has not previously been received.
- When new substances, procedures, process, or equipment have not been introduced to the workplace and or represent a new hazard.
- When the company is made aware of a new hazard or previously unrecognized danger.

## **NEW/REHIRE ORIENTATION STIPULATIONS**

- The orientation is specified to the client and the jobsites. Any regional certification or training cards must be completed before work begins.
- The orientation sign-in sheet includes the printed name and signatures of the instructor and attendees as well as the date, the list of topics and training aids used.
- The required medical questionnaires/evaluations for respirator fit test will be administered and evaluated in accordance with the confidentiality clauses of the applicable federal, state, and local regulations.