

	<b>WESTERN MILLCRAFT INC.</b> 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	<b>OCCUPATIONAL HEALTH &amp; SAFETY MANUAL</b> <b>COMPANY RULES AND REGULATIONS</b> <b>ORIENTATION POLICY</b>	Page 1 of 1	HSE: 5.10: 8.9 Revision: 00

#### **HEALTH, SAFETY, AND ENVIRONMENT ORIENTATION POLICY:**

Western Millcraft Inc. will ensure all new employees receive a Health, Safety, and Environment Orientation prior to commencement of work (usually the first day of work). This orientation is to introduce new employees to Western Millcraft Inc. Health, Safety, and Environment Program, their work areas, co-workers, and supervisors.

Also, Western Millcraft Inc. will ensure that any contractor or sub-contractor working on/in Western Millcraft Inc. shop and yard receive a Health, Safety, and Environment Orientation prior to proceeding with their work. This orientation will include “site specific” items such as site or yard hazards, emergency response process, etc.

The orientation will cover the following:

- Mission Statement
- Organizational structure
- Quality Management System
- Health, Safety, and Environment Program
- Attendance and work requirements
- Location or personal facilities
- Benefits
- Health, Safety, and Environment Rules and Regulations
- Fit For Duty Policy and Procedures (Drug and Alcohol)
- Questionnaire
- Employee Handbook

Records of orientation are maintained and kept as statistics are calculated to assist with determining safety program activities, retraining requirements, and also provide evidence for regulated training requirements.

Anyone who violates Health, Safety, and Environmental rules will face disciplinary action. Any individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under the law.

Signed:

Date: 1 OCTOBER, 2011

GREG CLARK  
WESTERN MILLCRAFT INC.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation

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