

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS TRAINING POLICY	Page 1 of 2	HSE: 5.4: 8.0 Revision: 00

HEALTH AND SAFETY TRAINING POLICY:

Western Millcraft Inc. is committed to a strong Health, Safety, and Environment program, with a goal of zero incidents and injuries. Western Millcraft Inc. will enforce safety in the workplace and will take appropriate measures to comply with all applicable legislation and industry standards to protect and promote the health and safety of all employees, subcontractors, the public and the environment. It is the responsibility of Western Millcraft Inc. that everyone complies with all rules, regulations, and legislation at Western Millcraft Inc.

Senior management, middle management and all supervisors will lead by example in commitment and responsibility to Western Millcraft Inc. Health, Safety, and Environment Policies to ensure that all appropriate training and orientations are completed for employees, contractors, and subcontractors. Senior management along with middle management will periodically review all employee files to ensure, evaluations are completed, compliance maintained, and validity of all appropriate certifications.

All employees, contractors or subcontractors that are at Western Millcraft Inc. will be equally responsible for minimizing incidents at our facility and for performing every job in a manner, which safeguards themselves and fellow workers. This can be accomplished by:

- Ensuring that everyone is adequately prepared through training
- Follow proper worksite practices and procedures and exercise sound judgment
- Using the mechanical and physical safeguards to the maximum extent possible
- Unsafe working conditions must be reported immediately to a supervisor

In pursuit of this, Western Millcraft Inc. is committed to the following:

- Health, Safety and Environment orientations for new personnel
- Train all employees in hazard identification and control
- Health, Safety and Environment training for all employees
- Track task and trade specific training and certifications
- Track driver or driver improvement training (if required)
- Implement a WHMIS training and qualification program
- Provide job specific training
- Provide refresher and update training
- Provide and conduct Health and Safety Meetings at least once a month
- Provide and conduct Toolbox meetings daily
- Provide Safe Work Practices and Procedures (post)
- Provide a copy of the OHS Manual
- Maintain and keep all training records

Management responsible for:

- Providing the necessary financial and physical resources to ensure adequate training
- Actively participate in Safety Meetings
- Ensure accurate records of HSE training are maintained
- Retaining copies of all training certification, driver license and recent abstract

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS TRAINING POLICY	Page 2 of 2	HSE: 5.4: 8.0 Revision: 00

Supervisors responsible for:

- Assess employee competence and identify area where skill require upgrading
- Identify training requirements for employees within area of responsibility
- Ensure employees receive job specific training as required
- Monitor effectiveness of training/education
- Actively participate in Safety Meetings

Employees responsible for:

- Actively participate in job specific training sessions
- Advise their supervisor if asked to perform a task for which they are not qualified
- Actively participate in tool box meetings
- Actively participate in Safety Meetings

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

CONTROLLED COPY