



**COMPANY  
HEALTH & SAFETY  
PROGRAM**

|                        |                               |                |
|------------------------|-------------------------------|----------------|
| Issue: A               | <b>Title: Safety Training</b> | Section No: 38 |
| Date: 4/20/2009        |                               |                |
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## **1.0 PURPOSE**

The purpose of this section is to communicate PPP's common safety training procedures not specifically outlined in other sections of this program.

## **2.0 SCOPE**

This section provides information as to how PPP creates safety awareness, promotes safe work habits and continually improves safety methods and procedures.

## **3.0 INDEX TO SECTION**

- 1.0 Purpose
- 2.0 Scope
- 3.0 Index to Section
- 4.0 New-Hire Orientation
- 5.0 Jobsite Orientation
- 6.0 Weekly Site Employee Safety Meetings
- 7.0 Pre-Task Hazard Analysis
- 8.0 Related Documents

## **4.0 NEW-HIRE ORIENTATION**

All new employees shall receive the following safety orientation training:

1. The issuance of a PPP Orientation Manual. The employee is required to certify receipt and understanding of the manual. The manual includes:
  - a. A welcome statement outlining the company's effort to provide a clean, safe and productive work environment and the expectation that each employee will do his part;
  - b. Company safety rules;
  - c. Work rules;
  - d. Administrative information;
  - e. PPP's Hazard Communication Program; and



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f. PPP's Substance Abuse Policy.

2. The text of the PPP Craft Employee Orientation Manual is attached to this section under 8.0 Related Documents. This orientation contains the minimum amount of safety requirements that must be presented to employees. The orientation manual shall be issued and reviewed with individuals upon hiring in with PPP, even if they have been through the procedure before.

## **5.0 JOBSITE ORIENTATION**

In many instances, employee jobsite orientation is conducted or provided by the owner or host employer. Whether or not jobsite orientation is provided by others, the PPP project supervisor shall ensure that employees receive the following site-specific information:

1. Review of project safety policies;
2. First aid, emergency medical and fire procedures including the location of telephones and emergency phone numbers;
3. Emergency evacuation procedure;
4. Location of MSDS's and the Hazardous Materials Inventory;
5. Jobsite hazard recognition; and
6. Employee safety responsibilities.

Supervisors may use the PPP Employee Orientation Outline (Form S.EOO.1) (attached) as a guideline or checklist.

## **6.0 WEEKLY SITE EMPLOYEE SAFETY MEETINGS**

Site employee safety meeting procedures include:

1. The PPP safety director shall provide weekly general safety meeting outlines for each active project. The outline will provide one broad safety topic to be discussed with space to record additional site specific or special topics, MSDS review and employee comments and concerns. The primary topics are selected to help keep PPP in compliance with OSHA/MIOSHA safety training requirements.



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2. Project supervisors shall ensure:
  - a. Safety meetings are conducted at least weekly by PPP and our subcontractors;
  - b. Each employee attends the safety meetings;
  - c. Attendance sheets are signed by attendees and kept with the meeting outlines on file for the duration of the project; and
  - d. Copies of all meeting outlines and attendance records are forwarded to the PPP safety director so PPP may be in compliance with OSHA/MIOSHA record retention requirements.
3. Employee comments and concerns shall be reviewed by the PPP project supervisor and appropriately addressed. Affected or concerned employees shall be informed of conclusions in a timely manner.
4. Job Safety Analyses may be reviewed as part of the Weekly Site Employee Safety Meeting, as defined in Section No. 37 of this program.

## **7.0 PRE-TASK HAZARD ANALYSIS**

When an employee is promoted to crew supervisor, he or she shall be instructed by the project supervisor that part of his or her duties include:

1. Analyzing tasks for potential hazards prior to assigning them to employees utilizing PPP's Pre-Task Plan for Safety;
2. Making employees aware of potential hazards involved in the assigned tasks;
3. Communicating to employees safe practices and procedures to avoid the hazards;
4. Providing appropriate equipment to employees so hazard potential is eliminated;



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**8.0 RELATED DOCUMENTS**

Please find attached:

- [Form S.STAR.2 – Safety Training Attendance Record](#)
- [PPP Craft Employee Orientation Manual \(text\)](#)
- [Form S.EOO.1 - Employee Orientation Outline](#)

**REVISION HISTORY**

| Revision number | Description of change                       | Written by | Checked by | Effective date |
|-----------------|---|------------|------------|----------------|
|                 | Program reviewed and Revision History added |            | GMN        | 10/20/2014     |