NEW EM	PLOYEE ORIENTATION RECORD	Plant:		
Employee Name:	First Day of Employment:			
Position (task):	ask): Part 1 Orientation Complete:			
-	Part 2 Orientation Complete:			
	· .			
Trainer Name:	Part 3 Orientation Complete:			
Supervisor Name: Part 4 Orientation Complete:				
Part 1: First Review (Policy and En	nergency Response)	Initial Completed		
New Employee Orientation - Review the	following items - ``Orientation Topics``			
Workers Introduction to Pinnacle Health and Safe	ety Policy Statement	See DATS		
Introduction to Owning Safety				
Pinnacle - Corporate Policy Manual	–			
Code of Ethics	Whistleblower	See DATS		
Anti Bribery & Corruption	Related Party Transactions	See DATS		
Harassment in the Workplace Policy	See DATS			
Worker Responsibilities Plant Francisco Response Plant (Francisco Pres)	See DATS			
Plant Emergency Response Plan (Evacuation Proc Porcanal Protective Equipment Policy	See DATS			
 Personal Protective Equipment Policy PPE provided to employee (hardhat, hearin 	JEE DATS			
safety glasses, high vis vest, CSA-approved				
Right to refuse unsafe work policy (including dust)		See DATS		
Name and contact information of the workers supervisor				
Operator Name: Supv Ph:				
Name and contact information of Health and Safety rep(s); given to employee				
First Aid Contact Procedures (list methods; names for shift, etc)				
Lock Out Policy	See DATS			
Fire Prevention Policy	See DATS			
Reporting accidents, illness, injury, near misses, or a second control of the secon	See DATS			
Return to Work or Injury management policy and	See DATS			
Hearing conservation policy		See DATS		
Electronic Device Policy	See DATS			
Smoking Policy	See DATS			
Working Alone (or in isolation) Policy and Proced	ure	See DATS		
WHMIS 2015 Orientation	See DATS			
Combustible Dust - (see training items section)		See DATS		
Dust Clean Up Procedure Suring a sate Up ideat (critic)		See DATS See DATS		
Environmental Incident (spills) Program (sourcelling sta) (LifeWorks 1 866 334 6851) Lifeworks comp. Complemental Incident (spills) Complemental Incident				
• Employee and Family Assistance Program (counselling etc) (LifeWorks 1-866-331-6851; lifeworks.com) General Items to Review				
Paperwork and forms all completed				
Probationary period details (3 mos; details on process)				
Attendance / Call In Procedures				
Safety Meeting / Safety Tours Schedule				
New Employee Signature				
PART ONE (1) - Initial Review - Completed and Understood				

PART TWO (pg 2 &3): Work Instruction - Task Details & Proper work procedures				
Training Items to Review Verbally With Worker				
Fire Prevention Policy (review again) Assignment of responsibility House keeping & maintenance Types of hazards Combustible Dust Hazards and Control measures training Characteristics of combustible dust Identification of combustible dust hazards Methods of control for combustible dusts Identification & control of ignition sources Firefighting controls Emergency response procedures Safework procedures (Compressed air, clean up	Training Hot Work Permit system Forms available (risk survey, checklists etc) (use supplied material for each section)			
NOTES SECTION:	Fuel to burn— combustible wood dust Dispersion — high concentration of fine airborne combustible wood dust Oxygen Oxygen Oxygen to sustain the fire — air	cture irce of ik, hot ding anings ing parts,		
Any near miss or upset condition - reported or reviewed with	supervisor so Hazard Assessment can be done			
Hazard Assessment - process, requirements, walk through	Supervisor so fluzura / issessment curi de done			
Confined Space - process, requirements, training - understanding of NO entry				
Job Shadowing for each of the new jobs (list jobs & hours req	uired)			
Lockout Policy (review again)				
Lockout "hands on" training - document Review of video and WSBC material Energy isolation - lockout traning completed Lockout quiz issued Actual lockout demonstrated (document any instruction)				
Record of personal locks (documented on personal lock for	m)			
NOTES SECTION				
PART TWO (2) (Page 2)- Work Instruction - Completed and	New Employee Signature Understood			

Specialized training (only review required items) All training items must include the required All training items must include the required Fall Protection Confined space Ball car / Track mobile Acerial Marsinit Fork lift Roller Changing Respirators - fit feet, care and usage First aid noom orientation (first aid attendents) Die Changing procedure Mobile equipment Environmental incidents (spills etc) Caustic Training Documentation / Forms / Procedures to be used • Hazard Assessments (pre work) • Hot Work Permits • Energized Work Permits • Energized Work Permits • Energized work Permits • Mobile equipment pre- trip inspections • Mobile equipment pre- trip inspections • Mobile equipment operators policy / checklist • Mobile equipment operators policy / checklist Plant Familiarization Tour Plant Gordined Space Plant Operation Fire dumps Deluge Abort gates Fire dumps Deluge Ladder safety Compressed air Natural Dissisters Fire dumps Howeld plant equipment Howeld Plant of Justice Plant Departed Mobile equipment Howeld Plant of Justice Plant Plant of Justice Plant Operation Fire dumps Deluge Justice Deluge Justice Justice	PART TWO (pg 2 &3): Work Instruction - Task Details & Proper work procedures Initial Completed				
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PART TWO (2) (Pages 3)- Work Instruction - Completed and Understood	PART TWO (2) (Pages 3)- Work Instruction - Comple	ted and Understood			

PART THREE (3) - Follow-up and further instruction (To be completed after observing the COMPLETE = New Employee carry out assigned tasks **Work Site Observations** • Training log - completed and reviewed daily Safe Operating Procedures - reviewed following first (1st) week of work on each new job Is the employee following the instructions given? Job #1 Job #2 Job #3 • Is the employee following the instructions given? Supervisor Notes / Comments Combustible Dust Hazards and Mitigation test Additional Instruction Given - any other items instructed on PART FOUR (4) - Orientation Completion (Supervisor is satisfied that the Employee is competent to carry out the assigned tasks **Signing the Completion Sheet** Verifies that you have read & understand the policies & procedures that have been explained, reviewed & demonstrated to you If you have any concerns or if you are unsure of ANYTHING you will STOP and ask your supervisor BEFORE performing the task This is to acknowledge that I ____ _____ have received training, orientation and follow up on the items specified above. In addition, I have received the relevant policies and will ensure I read and understand them fully. It is my responsibility to ask or obtain further information to clarify any policy or procedure. If anything is unsure or not clear to me, I will STOP what ever I am doing and ask questions or get direction I understand my right to refuse unsafe work and commit to helping ensure a safe work place by exercising it, if required Employee Signature Date Supervisor Signature Date Superintendent Signature Date

Plant Manager Signature

Date

^{**} Completed sheets MUST be signed off by everyone and a copy MUST be placed in the employee's file