

PAEC SAFETY

EMPLOYEE TRAINING OVERVIEW

PERSONNEL TRAINING

The Safety Coordinator and the employee's immediate Supervisor will give all Personnel joining the company an orientation on the Safety and Health Program.

All Personnel are to be made fully aware of their job assignments and tasks, the hazards associated with those tasks, and the safety and health standards and controls required.

It will be communicated to each person where safety related items are kept or can be obtained, should they be needed.

All persons are to comply with our policy of maintaining the quality and safety of our operations.

SAFETY TRAINING PROGRAM

Periodic training sessions will be held to outline the general and specific environmental, safety and health requirements of the Organization.

All personnel will be required to attend routinely scheduled meetings. These meetings will review accepted practice and guidelines to be followed in order to maintain our standards of excellence.

Further training will be provided whenever personnel are exposed to new procedures, machinery, equipment, chemicals, etc. or when previously unrecognized hazards are identified that could have an effect on their safety and health

Records of all training sessions will be kept by the Human Resources Department and in personnel files.

TRAINING RECORD

- ✍ Scheduled safety meetings.
- ✍ Additional training as job duties or work assignments are expanded or changed.
- ✍ Defensive driving when company vehicles are to be used.

Further training and instruction will be provided whenever employees are exposed to new processes, machinery, chemicals, or when previously unrecognized hazards will have an effect on their safety and health.

Records of all the above training will be kept by Human Resources

An employee training record will be kept for all employees (see attached.)