

	Title	Orientation & Training	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	3.1	Revised	05 Jan 2026

1. Policy Statement

No one starts work until they know how to do it safely. Artistic Stairs is committed to ensuring that all employees are competent to perform their work. We will provide a comprehensive safety orientation to all new hires before they begin their duties, and ongoing training to ensure skills remain current.

2. Purpose & Scope

- **Purpose:** To establish the requirements for safety orientation and training to ensure all workers understand our company's safety program and legislative requirements.
 - **Scope:** Applies to all new hires, re-hired employees (if absent for >6 months), and transferred workers. Site-specific orientations apply to all visitors and contractors.
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3. Roles & Responsibilities

Management:

- Develop the orientation program and ensure it covers all 10 ACSA COR audit requirements.
- Maintain training records and verify that all workers have the required certifications (e.g., CSTS, First Aid, Whistleblower protection).

Supervisors:

- Conduct the "Site-Specific" portion of the orientation (e.g., muster points, site hazards).
- Verify that new workers understand the training (through quiz or demonstration) before assigning work.
- Ensure "Short Service Employees" (green hands) are identified and mentored.

Workers:

- Actively participate in the orientation and ask questions if anything is unclear.
 - Provide valid copies of safety tickets (e.g., Fall Protection, H2S Alive).
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4. Procedures & Standards

1) General Health & Safety Orientation Before performing any work, all new employees must complete a formal orientation that includes the following 10 mandatory topics:

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- **Worker Rights:** The right to refuse dangerous work, the right to know hazards, and the right to participate in safety activities.
- **Safety Policies:** Overview of this Manual, including the Health & Safety Policy Statement.
- **Responsibilities:** Duties of management, supervisors, and workers.
- **Hazards & Controls:** Review of the Formal Hazard Assessments (FHA) relevant to their job.
- **Hazard Reporting:** How and when to report unsafe conditions (e.g., FLHA process).
- **Legislation:** Overview of the Alberta OHS Act, Regulation, and Code.
- **Enforcement:** The Discipline Policy (Progressive Discipline & Zero Tolerance).
- **Violence & Harassment:** Prevention, reporting, and "No Reprisal" policy.
- **Emergency Response:** Evacuation routes, muster points, and alarm systems.
- **Incident Reporting:** Requirement to report all injuries and near misses immediately.

2) Safety Leadership Training

- Employees designated to lead Formal Hazard Assessments, Worksite Inspections, or Incident Investigations must be properly trained and competent in these specific processes.
- Specific training requirements for these leadership roles (e.g., Leadership for Safety Excellence, internal investigation training) are detailed in the company Training Matrix.

3) Verification of Competency

- **Quiz:** A written or digital quiz should be administered to verify understanding of the orientation material. Orientations may still be performed manually by a competent/trained staff member.
- **Demonstration:** For critical tasks, the supervisor must observe the worker performing the task safely before signing them off.
- **Safety Tickets:** Workers will retain their valid safety certificates (e.g., First Aid, Forklift) and be able to present them when requested.

4) Training Records

- All orientation forms, quizzes, and copies of certificates must be kept in the worker's personnel file.
- Records must be retained for at least 3 years after the worker ceases employment.

5) Ongoing & Refresher Training

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- Management will ensure workers receive refresher training when:
 - o Legislative requirements or industry standards change.
 - o New equipment, processes, or materials are introduced to the worksite.
 - o A worker's safety tickets expire.
 - o A worker demonstrates incompetence, or post-incident investigations reveal a training gap.
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5. References & Legislation

- **Alberta OHS Regulation:** Section 13 (General Protection of Workers - Competency).
- **Related Forms:**
 - o New Hire Orientation Checklist (Must match the 10 points above).