

Section 21 – Hiring Young Workers

PURPOSE When hiring young workers to conduct work on behalf of the company, it is important that the employee has been made aware of the safety requirements and the other site-specific policies during orientation.

SCOPE Young Worker Orientation will be facilitated using the company specific Employee Guidelines and will provide the specific health and safety expectations prior to commencing their employment obligations.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Coordinate the communication and confirmation of the Orientation process with all Young or New Workers.
- Maintain all documentation related to the employee guidelines and orientation progress including the Orientation Checklist.
- Assist in the schedule an appropriately experienced worker to shadow and provide support as needed.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Schedule an appropriately experienced worker to shadow and provide support as needed.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.

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- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Participate in the health and safety workplace orientation.
- Provide Orientation documentation including employee guidelines sign-off and documentation from the employee guidelines.
- Work with and follow the appointed and appropriately experienced worker through the shadowing process.
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

DEFINITIONS

“Young Worker”

- Any worker under the age of 25.

Note: No person under the age of 16 is allowed to work on a project or to be on a project.

PROCEDURE

Upon hiring young workers the Worker Orientation Checklist (**12-1 Form**) will be completed using the following steps;

- copies of the appropriate Employee Guidelines will be provided to the employees hired.
- the appropriate Employee Guidelines will be reviewed with all employees hired directly.
- upon review of the Employee Guidelines, the acknowledgement sheets attached to the last page of the guidelines must be completed and handed back to the **Supervisor** prior to the commencement of work.
- review any and all training certificates that the worker has and arrange any subsequent training accordingly
- young and new workers will be assessed on the project to ensure that their work habits and their comprehension of the Employee Guidelines are adequate to protect their safety.
- young and new workers will be supervised under the direction of an appropriately experienced worker through the shadowing process.
- the **Supervisor** will determine at what point the young or new worker no longer requires direct supervision based the young or new worker’s work habits and comprehension of the safety system.

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DOCUMENTATION All Young Workers being hired will be required to complete the acknowledgement sheets, stipulating that they have received, read and understand the Employee Guidelines.

Subsequently a review of the Employee Guidelines, they will also participate in the shadowing process under an appropriately experienced worker.

RECORDS All completed checklists and Acknowledgement sheets will be maintained on the employees file indefinitely.