

# ***VERO ENERGY INC.***

## Section 7 – Orientation & Training

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## 7.0 HIRING, ORIENTATION AND TRAINING

### 7.1 PURPOSE

#### *Why do we need to do this?*

Training and skill development is of critical importance to an effective safety program. Employees with appropriate skills training contribute to safety and productivity. Through their technical competence they reduce injury accidents, equipment damage and increased operating costs.

Vero Energy Inc. is committed to providing all employees with the training necessary for them to work safely and effectively. Training should also provide employees with the critical information they require to deal with emergency situations and to protect themselves from injury.

This section outlines minimum standards for hiring, orientation and training of Vero Energy Inc.'s office personnel and management personnel.

### 7.2 RESPONSIBILITIES

#### *Who has to do this?*

Vero Energy Inc. management is responsible and accountable for ensuring employees are competent to carry out the work assigned to them. Where the work is considered to be a "critical task", only employees who have been assessed and verified as competent will be assigned to the job.

Employees are responsible for ensuring their training needs are met and to identify any specific requirements to management. Employees are also required to notify management if they are expected to carry out any task for which they are not competent. This includes a lack of knowledge, skills or experience to carry out the work safely. Any refusal to carry out work that may be an imminent danger must be documented and addressed by the supervisor.

### 7.3 STANDARDS

#### *Where does it say we have to do this?*

**Occupational Health and Safety Legislation:**

**Alberta OH&S Code** – requires the employer to ensure employees are "competent" to carry out work assigned to them that may be hazardous. Competent is defined in Section One of the Code as: "adequately qualified, suitably trained and with sufficient expertise to carry out work without supervision, or with only minimal supervision."

### 7.4 IMPLEMENTATION

#### *How will we make sure this is put into place?*

The Vero Energy Inc. Health and Safety Management System addresses the employer's responsibility for ensuring workers are trained and competent to carry out the work they are assigned through the following:

- ❖ Safety orientation;
- ❖ Safety meetings;

- ❖ Training courses and seminars;
- ❖ On-the-job training;
- ❖ Personal coaching; and
- ❖ Refresher/update training.
- ❖ Qualifications are met for each position

All job descriptions shall clearly identify the experience, knowledge and skills required for each job position or category. This information will be communicated to employees and they will be assessed to ensure they meet the position requirements. If management identifies a gap between the job requirements and the employee's skill and knowledge level, they will be responsible to ensure appropriate training is carried out to remedy the deficiency.

Vero Energy Inc. shall maintain up-to-date records on the training received by individual employees. These records shall include dates that training was completed and renewal requirements.

Wherever appropriate, training shall include a measurement of the skills and knowledge acquired during the training as well as feedback from the employee on the usefulness and effectiveness of the training methods used.

#### **7.4.1 SAFETY ORIENTATION**

##### *Employees*

All Vero Energy Inc. employees must receive an orientation to the safety program. The safety orientation must include the following elements and be signed off as completed by the employee and Vero Energy Inc. management designate (see Appendices for New Employee Orientation):

- ❖ Overview of key elements of the Vero Energy Inc. and Safety Management System;
- ❖ Specific job hazards/safety precautions;
- ❖ Employee safety responsibilities;
- ❖ Governing regulations;
- ❖ Worker's right to refuse unsafe work;
- ❖ Incident/accident reporting procedures;
- ❖ Applicable safe work procedures and codes of practice;
- ❖ Applicable emergency response plans;
- ❖ Restricted areas;
- ❖ Smoking/drug and alcohol rules;
- ❖ Fire prevention;
- ❖ Escape routes;
- ❖ Personal protective equipment requirements for field work; and
- ❖ WCB Requirements.

#### **7.4.2 TRAINING REQUIREMENTS**

The following safety training is recommended for appropriate personnel (See Appendices for Training Checklist):

- ❖ Basic Safety Orientation
- ❖ Workplace Hazardous Materials Information System (WHMIS)
- ❖ Standard First Aid
- ❖ Cardiopulmonary Resuscitation (CPR)

### *On-the-Job Training*

Prior to any new employee being deemed competent to perform a critical task, the employee must receive on-the-job training from an experienced employee. The experienced employee is then responsible to ensure the employee is competent to perform the critical task and to document this process.

Critical tasks are those tasks that, if performed improperly, are likely to result in serious injury, major equipment damage and/or loss of production.

### *WHMIS Training*

Personnel must receive basic WHMIS training and specific training in regard to controlled products at the worksite (and new products received) so they can safely store, use, dispose of and deal with emergencies involving the controlled products. Re-training must be conducted at intervals that will confirm that employees can meet the above criteria.

### *Cardiopulmonary Resuscitation (CPR)*

CPR certificates are valid for the same 3 year period as the First Aid certificate. It is recommended that because CPR is a manual skill which can be forgotten, workers re-certify every year.

## **7.5 MONITORING**

### *How will we check to see that this is carried out?*

Management is responsible and accountable for ensuring employees are competent to carry out the work assigned to them. The performance review process at Vero Energy Inc. will include an evaluation of how well employees carry out these responsibilities. Employees will also be assessed to ensure they are participating in the required training and acquiring or maintaining the competency levels required Vero Energy Inc..

## **7.6 REVIEW/FOLLOW-UP**

### *When will we review this component for continuous improvement?*

The hiring, training and orientation process is an integral part of Vero Energy Inc.'s Health, Safety and Environment Management system. The effectiveness of these elements will be evaluated as a part of the annual internal safety management review process within Vero Energy Inc..

Training requirements will be updated whenever the applicable Occupational Health and Safety legislation is updated and will be reviewed in the event of a serious incident.

The hiring, orientation and training section of Vero Energy Inc.'s Health and Safety Management System may be reviewed annually as a part of the Vero Energy Inc.. Safety System.