

**TRAINING**

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**Employee Training Requirements and Records**

At Wellsite Geologists we believe that a well-trained team of workers will result in a safer workplace. Workers must have basic safety courses to satisfy the requirements of the law and our Clients. Wellsite Geologists may supplement required or desired training programs, please consult your supervisor for more information.

Wellsite Geologists will ensure that a worker is trained in all matters that are necessary to protect their health and safety when the worker begins work at a place of employment or is moved from one work activity or worksite to another that differs with respect to hazards, facilities or procedures. All Wellsite Geologists workers must have the proper combination of experience, knowledge, and education to perform the work required.

All training documents are kept on file and this is verified prior to each worker being sent to do a new task.



President - Dennis Labrecque

May 14, 2013

Date

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Wellsite Geologists has an organizational chart and training matrix to address minimum training standards for all workers (roles). This matrix will address both education and work experience.

### ***Orientation***

All Employees will receive a Safety Orientation on their first day of employment and after a job transfer. This orientation will cover administrative concerns, safety policies and training, and Field Job Preparations. The workers immediate supervisor will conduct the orientation and sign off on the orientation upon completion.

All new workers have a chance to hear about the company, its values, and its requirements. During orientation Wellsite Geologists will assess the workers current training and create a plan to ensure that all workers become trained to do the work they were hired to do.

### *Training at Wellsite Geologists includes:*

- Procedures in the event of a fire or other emergency;
- The location of first aid facilities;
- Identification of prohibited or restricted areas;
- health and safety responsibilities, including those specified by legislation;
- reporting requirements for injuries, illnesses and substandard conditions;
- standards for personal protective equipment;
- duties of management and employees for imminently dangerous working conditions;
- existing and potential workplace hazards and the methods to be used to identify, assess and control them;
- Precautions to be taken for the protection of the worker from physical, chemical or biological hazards;
- WHMIS;
- Procedures, plans, policies and programs that are essential to the job they will perform;
- Any other matters that is necessary to ensure the health and safety of the worker while the worker is at work.

Workers are encouraged to ask questions throughout the orientation, and whenever necessary thereafter.

A Follow-Up Orientation will be performed approximately 6-8 weeks after the first orientation. Workers often develop questions within the first month or two; this follow-up orientation allows a designated time to discuss those questions.

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***Formal Training***

All Employees will receive any required training specific to their employment roles. Wellsite Geologists will document any existing training obtained by employees and a photocopy will be obtained including licence to operate any equipment (including a drivers licence) required by the job. Training will be documented on our Training Records Form; Workers will be given 3-months and 1-month notifications of any upcoming expiry dates.

***Field Workers***

Field Workers will receive training for their specific needs. The training may include, but is not limited to:

- First Aid and CPR
- WHMIS
- H<sub>2</sub>S Alive
- Ground Disturbance
- Fall Protection
- Confined Space
- Lock Out Procedures
- ATV Safety
- Driver's Education
- Transportation of Dangerous Goods
- PST/CST Training
- Incipient Fire Fighting
- Personal Protective Equipment and Respiratory Protective Equipment
- Leadership in Safety Excellence
- Other

***Administrative Staff***

Administrative Staff will receive training for their specific needs. The training may include, but is not limited to:

- First Aid and CPR Certification
- Emergency Evacuation Procedures
- Fire Extinguisher

***Supervisor Training***

Supervisors have the added responsibility to ensure all workers they are supervising stay safe. Supervisors must have copies of all applicable legislation that applies to them and their workers in regards to Safety, Quality, ERCB. Etc.

Wellsite Geologists realizes the need to ensure our supervisors and managers have the knowledge to lead when it comes to Safety, as well as production. Supervisors are required to take Leadership in Safety Excellence or an equivalent

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course. Supervisors will have the skills required to assess all workers abilities who work with them. Only workers who are competent (based on Job Observations performed by a competent Supervisor) will become Supervisors.

The following topics are reviewed with all Supervisors and Managers:

- skills of an effective manager
- legislative responsibility and compliance
- safety policy and roles
- Due Diligence
- rules and regulations
- all applicable policies, practices and procedures
- how to properly fill out forms
- incident/accident investigation
- completing Hazard Assessments
- performing job observations
- assessing alertness (fatigue, drug and alcohol)
- dealing with Right to Refuse situations
- training new workers
- effective safety meetings
- how to properly complete inspections (vehicle, worksite, shop, tool, etc)
- importance of follow up of hazard id and inspections
- importance of documenting all disciplinary action

### ***On the Job Training***

A competent worker means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers including new or transferred workers must be trained in procedures until they are competent. Wellsite Geologists has a mentoring program whereby all new “green” workers must shadow and assist a competent worker until it is determined through on the job training, observation of ability, and experience that that worker is competent. The lead hand or supervisor will verify competence prior to allowing the worker to perform the task unsupervised. An experienced new worker must also follow our mentorship program. It is your responsibility to refuse to perform work that you are not competent to perform.

The training process at Wellsite Geologists is hands on. The instructors or supervisors must demonstrate tasks before asking a new worker or student to perform the task while training.

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Certain tasks at Wellsite Geologists have been placed on the Hazardous Job Inventory. Workers are only allowed to perform those Hazardous Jobs once they are deemed competent by a supervisor. The on the job training form must be filled out and the worker deemed competent prior to a worker performing a task that has been classed as a Hazardous Job without direct supervision.

### ***On-Going Job Observations***

Workers may be subject to On-Going Job Observations. These observations may be formal or informal. The purpose of these Observations is to promote open communication and productive feedback. Complacency must also be noted during this observation. We try to battle complacency by completing hazard assessments, inspections, safety meetings, etc. Workers tend to be unaware or uncaring of hazards after they have successfully worked around them without injury.

### ***Site Specific Orientation and Training***

Whenever a worker, contractor, client, inspector, landowner, regulator, etc is going to visit an active worksite they must be given an orientation. This orientation must include:

- A briefing of the work that is occurring on the site,
- An overview of the hazard assessment, and
- Personal Protective Equipment Requirements (A person who is not equipped with the proper PPE will NOT be allowed on site).

If the work being performed may have a significant risk the visitor must be asked to return at another time.

### ***Training Records***

All of the training listed above (orientations, formal training, observation records, etc) will be documented and kept in the Safety Office. A digital record is also kept and reviewed monthly; workers will be given 3-months and 1-month notifications of any upcoming expiry dates. If experience is required to verify qualifications this will be documented by:

- contacting prior work references,
- job observations, and
- keeping track of on the job training at Wellsite Geologists.

The Safety Coordinator is responsible for entering all training completed and experience onto the matrix (spreadsheet) and reviewing the workers training requirements to ensure that they are qualified. All Safety Training records will be kept for a minimum of 5 years from the date of the training.

***It is your responsibility to refuse to perform work that you are not trained in and competent to perform.***

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