



The Safety Association for Canada's  
Upstream Oil and Gas Industry

# General Safety Orientation Guideline For the Oil & Gas Industry

RELEASE DATE » January 1, 2012

By industry, for industry



# Table of Contents

---

Scope.....	2
Purpose of this document.....	2
WorkSafe Saskatchewan Orientation Program Example.....	5
General Safety Orientation Evaluation Process.....	6
General Safety Orientation Program Evaluation: .....	7
Appendix 1: Example Employee Record of Orientation .....	12
Appendix 2: 10 Questions Young and New Workers in Alberta should ask their employer .....	15
Appendix 3: British Columbia OHS Guideline on Young or New Worker Orientation and Training.....	17
Appendix 4: Industry General Safety Orientation Program Gap Analysis .....	22
Appendix 5: Proof of Orientation.....	27
References .....	28

# SCOPE

---

This document is not designed to interpret Canadian Provincial Occupational Health and Safety laws. It is not intended to be used in court. The information in this document is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not exempt any employer from their responsibilities under applicable legislation.

Where a conflict exists between this document and any applicable governmental Act, Regulation, or Code, the legislation shall have precedence.

Industries under federal jurisdiction - such as inter-provincial pipelines, inter-provincial transportation, broadcasting and telecommunications, are governed by The Canada Labour Code. If you work in a federally regulated industry, please contact the appropriate agency for information or visit the Human Resources and Skills Development Canada web site at: [www.hrsdc.gc.ca](http://www.hrsdc.gc.ca).

**This document does not contain Company specific, Prime Contractor Specific or Site Specific information.**

## **Purpose of this document:**

The purpose of this document is to outline the minimum occupational health and safety information that all employers are required to provide their new, young, and inexperienced workers upon hire or transfer. However, all employers are recommended to provide an on-boarding orientation that will address company human resources, payroll, benefits, job description, HSE information, management system, programs, policies, standards, practices, procedures, roles and company responsibilities regardless of the jurisdiction in which they operate.

As well, all employers regardless of jurisdiction are required to conduct and participate in site specific orientations to cover the specific hazards, conditions, equipment, procedures, rules and regulations where the work occurs. This includes but is not limited to oil and gas well sites, plant sites, pipeline construction sites, seismic and other exploration operations, in situ operations, concurrent operations, and other active oil and gas work sites.

**Orientation** is the process of introducing new, young, inexperienced, and transferred workers to the organization, their supervisors, co-workers, work areas, and jobs.

**When working in British Columbia:** The British Columbia Occupational Health and Safety Regulation section 3.23 requires employers to provide young and new workers with a safety orientation. In BC any worker under the age of 25 is considered young. Section 3.23 outlines the specific information that an occupational health and safety orientation must address.

**When working in Saskatchewan:** The Saskatchewan Occupational Health and Safety Act, 1993, and The Occupational Health and Safety Regulations, 1996 require the employer to provide all new, inexperienced, and transferred workers with a basic health and safety orientation. Orientation requirements are set out under section 19 of the regulations (Training of Workers). Orientation must include training a worker on all matters that are necessary to ensure the health and safety of the worker at work, and must also include providing the worker with information on the specific matters set out in sub-section 19(2) of the Saskatchewan regulations.

**When working in Alberta:** the Alberta Occupational Health and Safety Act, Section 2(1), and OHS Regulation Sections 12, 13, 15 require all employers to do everything reasonably practicable to ensure the health and safety of workers under their employment or direction. They must conduct a written hazard assessment and implement controls and ensure that workers are aware of their responsibilities and duties under the OHS Act. Employers must ensure that all equipment used at a work site is properly maintained and safe for use and that workers completing work are either competent to do so, or under the direct supervision of a worker who is competent. Every employer must ensure that workers are adequately trained in the safe operation of equipment, including safety protective equipment and that they are adequately trained in the use of safe operating procedures, including any procedures designed to minimize the workers exposure to a harmful substance.

The initial period of employment is critical. During this phase, each worker develops the knowledge, skills, attitudes, and abilities that are necessary to work successfully. Unfortunately, workers are killed or injured every year because they aren't properly informed about workplace hazards or properly trained to do their jobs safely.

Planning and organizing an effective orientation is vital to prevention, particularly when a worker starts a new job or returns after an extended absence. Pay particular attention to workers who are:

- transferred to jobs or work areas they are unfamiliar with
- returning from an extended period away from work
- new to the work force

**The role of the Supervisor:** The OHS legislation in BC, Alberta and Saskatchewan all contain a specific section on Oil and Gas. In those sections the supervisor is specifically identified as responsible to ensure a healthy and safe work place. The supervisor can also be held criminally liable in the event of a serious incident under Section 217 of the Criminal Code of Canada which states:

*"217.1 Every one who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task. Supervisors must ensure that all new, young, inexperienced and transferred workers receive a site specific orientation."*

**The Objective of Orientations:** To inform and make new, young or inexperienced workers aware of hazards and action they are expected to take to prevent injury or illness.

Workers on the job for less than month had four times as many injury claims as those who held their current job for more than a year. (Breslin and Smith, 20006). To improve new worker safety and prevent injury employers must provide new workers with information that assists them in avoiding injury.

## Performance Measures:

All new, young and inexperienced workers in the Canadian Oil and Gas industry shall:

- Understand their rights and responsibilities
- Know when and how to refuse unsafe work
- Know How to report hazards
- Know the industry rules, and where to find company policies, procedures and practices
- Known how to recognize hazards
- Know how to control hazards with:
  - ✓ Engineering controls
  - ✓ Administrative controls
  - ✓ Personal Protective Equipment
- Know where to find the first aid equipment
- Know how to report a workplace injury
- Know their role in an emergency and where to find the emergency procedures
- Know how and when to use a respond to a fire and use appropriate firefighting equipment
- Understand the key elements of a Health and Safety Program/ Management System
- Know common chemicals, how to use (Materials) *Safety Data Sheets* and how to read a label on a chemical container
- Know how to respond if there is a chemical spill

## WorkSafe Saskatchewan Orientation Program Example:

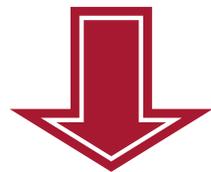
### General Orientation

Hours of work and time keeping	Pay procedures	Collective agreement	Annual vacations	Public holidays	Sickness and absences
Employment contract	Telephones	Parking and public transportation	Specific work rules of the employer	Lunch facilities	Locker rooms and toilets
Workplace tour and introductions	Personal information form	Computer use	Security	Social activities	



### General (health and) Safety Orientation: Required Information in Saskatchewan

Workplace hazards	General duties of employer	General duties of the worker	Right to know, participate and to refuse	What to do with safety concerns	Procedure for exercising right to refuse
Role of worker in OHS system	Safety and performance evaluation	OHS Policies, programs and procedures	Harassment policy	Violence policy	OHS Program
Regulations apply to job	Location of legislation	Workplace committee or representative	How to contact committee or representative	Committee bulletin board	Right to contact an Occupational Health Officer



### Workplace Specific (Site Specific) Health and Safety Training

Emergency Procedures	First aid facilities	Prohibited or restricted areas	Associated safety rules	Housekeeping requirements	General WHMIS information
MSDSs and how to access them	Specific WHMIS training	Reporting incidents and near misses	Handling controlled products	Handling other products	Personal Protective Equipment (PPE)
Emergency showers etc.	Smoking restrictions	Introduction of the workers' "buddy"	How to do the job safely	Specific regulations	

WorkSafe Saskatchewan (2011), Health and Safety of Workers Orientation and Training: A Guide for Employers Revised: May 2011 pg 7.

## General Safety Orientation Evaluation Process:

The intent of the GSO Guideline is to describe a streamlined process to reduce the number of redundant orientations and provide companies in the industry to greater opportunity to focus on site specific hazards.

The responsibility for work site safety is a shared responsibility, however the regulations place specific responsibilities on the owner, operating companies (lease holders), and the Prime Contractor. The responsibilities require them to ensure that new, young, inexperienced and transferred workers have received a general safety orientation prior to accessing any active work site. To provide those organizations with assurance that workers are receiving the required orientation that addresses the OHS requirements.

Currently the Canadian Oil and Gas Industry recognize that workers that have completed any one of the follow general safety orientation programs and have been made aware of and informed the general safety expectations across the industry.

- Petroleum Industry Training program (PST) from Enform
- Construction Safety Training System (CSTS) from the Alberta Construction Safety Association
- Pipeline Construction Safety Training Course (PCST) from the Construction Sector Council

NOTE: For some Oil Sands Operations the following general safety awareness video is required viewing:

- Oil Sands Safety Awareness Video (OSSA) from the Oil Sands Safety Association

NOTE: It is up to the owner or prime contractor to accept any of general safety orientations provided by employers and their contractors.

For companies that do not use either of these general safety orientation programs they may submit their orientation programs to Enform for evaluation. Those company programs that meet and/or exceed the industry General Safety Orientation requirements will be endorsed by Enform. A unique identifier will be provided to that company to imprint onto their worker orientation records and/or wallet certificates.

## General Safety Orientation Program Evaluation:

General Safety Orientation Content	Program/Page # Where Covered
<b>Opening Information:</b>	
<ul style="list-style-type: none"> <li>Objectives and goals of the health and safety orientation program</li> </ul>	
<ul style="list-style-type: none"> <li>Identify the various workers, visitors, and contractors that the health and safety orientation applies to</li> </ul>	
<ul style="list-style-type: none"> <li>Monitoring and compliance measures that will be used</li> </ul>	
<ul style="list-style-type: none"> <li>Identify how the program will be implemented</li> </ul>	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>The worker shall be able to clearly identify their supervisor</li> </ul>	
<ul style="list-style-type: none"> <li>The worker shall be able to recall/outline:</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Their occupational health and safety responsibilities</li> </ul> </li> </ul>	
<b>Behavior</b>	
<ul style="list-style-type: none"> <li>The worker shall be able to recall/outline:</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Their occupational health and safety rights</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>• Right to Refuse to perform unsafe work</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>• Right to Know</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>• Right to Participate</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>• Right to have council (BC specific in event of a serious incident)</li> </ul> </li> </ul> </li> </ul>	
<b>Reporting Hazards</b>	
<ul style="list-style-type: none"> <li>Worker shall be able to:</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Recall their responsibility to report hazards</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Outline their employer's procedure to report hazards</li> </ul> </li> </ul>	

General Safety Orientation Content	Program/Page # Where Covered
<b>Common workplace health and safety rules regarding</b>	
<ul style="list-style-type: none"> <li>• Worker shall be able to recall rules</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ for safe operation Vehicles and Mobile Equipment</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ for wearing Personal Protective Equipment</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ regarding facial hair</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ regarding smoking</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ regarding Drug and Alcohol Use</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ regarding Fit for duty – fatigue, physical fitness,</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ for Driver hours of service and employment standards</li> </ul> </li> </ul>	
<b>Identify/Recognize Known Hazards</b>	
<ul style="list-style-type: none"> <li>• Worker shall be able to recognize industry specific:</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ <b>Physical Hazards:</b> contact hazards that can cause injury such as cuts, burns, abrasions, etc.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ <b>Chemical Hazards:</b> fumes, gases, aerosols, corrosives, alkalis, chemicals, solvents, sprays, heavy metals, poisons, and pesticides, etc.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ <b>Environmental Hazards:</b> hazards such as noise, heat, cold, etc.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ <b>Biological Hazards:</b> hazards that can cause illness such as Hantavirus, allergies or injury such as wildlife</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ <b>Psycho-social Hazards:</b> stress, fatigue, boredom, long-term effects of shift work, etc.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ <b>Ergonomic Hazards:</b> improperly adjusted equipment, repetitive tasks, etc</li> </ul> </li> </ul>	

General Safety Orientation Content	Program/Page # Where Covered
<b>The worker shall be able to recognize hazards in the worker’s work area and job, how they could cause harm, and what precautions must be taken. Examples:</b>	
<ul style="list-style-type: none"> <li>✓ Dangerous tools, equipment, or machinery, moving parts, and so forth (e.g. pinch points, rotating parts):</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Dangerous processes, procedures, and jobs — including infrequently performed tasks (e.g. confined space entry, lock-out processes):</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Dangerous situations, such as working alone or extreme thermal environments:</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Dangerous conditions, such as the potential presence of noxious gas,</li> </ul>	
<ul style="list-style-type: none"> <li>✓ falling objects, unguarded holes or ledges, electrical hazards, traffic and asbestos:</li> </ul>	
<b>Risk and Hazard Assessment</b>	
<ul style="list-style-type: none"> <li>• The worker shall be able to assess:</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ the likelihood of the risk of injury or incident</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ the consequences of the risk injury or incident</li> </ul> </li> </ul>	
<b>Engineering Controls</b>	
<ul style="list-style-type: none"> <li>• the worker shall be able to identify types of engineering controls including:</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ <b>Elimination</b> – getting rid of a hazardous job, tool, process, machine or substance may be the best way of protecting workers.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ <b>Substitution</b> – if elimination is not practical, try substituting or replacing one substance or process with another.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ <b>Redesign</b> – hazards can sometimes be “engineered out” through redesign of the work site, workstations, work processes and jobs.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ <b>Isolation</b> – hazards can sometimes be isolated through containment or enclosure.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ <b>Automation</b> – some processes can be automated or mechanized.</li> </ul> </li> </ul>	

General Safety Orientation Content	Program/Page # Where Covered
<b>Administrative controls</b>	
<ul style="list-style-type: none"> <li>• The worker shall be able to select administrative controls such as:</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Safe work procedures for carrying out tasks,</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Safe work permit process,</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Procedures for working alone or in isolation.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Other procedures such as confined space, hot work, electrical safety etc...</li> </ul> </li> </ul>	
<b>Personal protective equipment (PPE) controls</b>	
<ul style="list-style-type: none"> <li>• The worker shall be able to select Types of PPE hazard controls</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ CSA/ANSI approved Hard hats</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Fire-retardant /Resistant (FR) work wear</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ CSA Grade 1 Safety Boots</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ CSA Approved Eye protection/Safety Glasses</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ CSA Approved Hearing protection</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Respiratory Protection</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Personal Gas Detection and Monitoring equipment</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Workers will be able to recall that a combination of Hazard Controls is more effective at injury prevention than relying on a single control.</li> </ul>	
<b>First Aid Services</b>	
<ul style="list-style-type: none"> <li>• The worker shall be able to:</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Provide first aid attendant name and contact information</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ identify locations of first aid kits and eye wash facilities</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ explain how to report an illness, injury, or other incident (including near misses)</li> </ul> </li> </ul>	

General Safety Orientation Content	Program/Page # Where Covered
<b>Emergency Procedures (ERP) including Fire</b>	
<ul style="list-style-type: none"> <li>• The worker shall be able to:</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Identify Locations of emergency escape routes and muster points</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ recall the need to identify the locations of fire extinguishers, hoses and fire alarms</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ know how to use a fire extinguishers</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ will recall that they will be trained for what to do in an emergency situation, including evacuation</li> </ul> </li> </ul>	
<b>Workplace Hazardous Materials Information System (WHMIS)</b>	
<ul style="list-style-type: none"> <li>• The worker shall be able to:</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Recall what WHMIS is</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Recall Which controlled or hazardous materials are used at the worksite</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Recall the purpose and significance of the hazard information on the product labels</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Recall the needs to know the location, purpose and significance of the material safety data sheets (MSDS)</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ ask the employer for procedures for handling hazardous and controlled products.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ to ask for procedures for an emergency involving hazardous materials, including clean-up of spills</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ recall the need (if applicable) to be trained in the Transportation of Dangerous Goods</li> </ul> </li> </ul>	
<b>Other Information</b>	
<ul style="list-style-type: none"> <li>• The worker shall be able to:</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Recall that a Health and safety committee may be in place.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ identify the Key elements of an occupational health and safety program or management system</li> </ul> </li> </ul>	

# Appendix 1: Example Employee Record of Orientation

Employee name: \_\_\_\_\_

Position (tasks): \_\_\_\_\_

Date hired: \_\_\_\_\_ Date of orientation: \_\_\_\_\_

Person providing orientation (name and position): \_\_\_\_\_

Company name: \_\_\_\_\_

Topic	Initials (trainer)	Initials (worker)	Comments
1. Supervisor name: _____ Telephone #: _____			
2. Rights and responsibilities (a) General duties of employers, workers, and supervisors			
(b) Worker right to refuse unsafe work and procedure for doing so			
(c) Worker responsibility to report hazards and procedure for doing so			
3. Workplace health and safety rules a) _____ b) _____ c) _____ d) _____			
4. Known hazards a) _____ b) _____ c) _____ d) _____			
5. Safe work procedures a) _____ b) _____ c) _____			

Topic	Initials (trainer)	Initials (worker)	Comments
d) _____			
6. Administrative Controls including Procedures for working alone or in isolation			
7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations			
8. Personal protective equipment (PPE) — what to use, when to use it, and where to find it a) _____ b) _____ c) _____ d) _____			
9. First aid (a) First aid attendant name and contact information			
(b) Locations of first aid kits and eye wash facilities			
(c) How to report an illness, injury, or other accident (including near misses)			
10. Emergency procedures (a) Locations of emergency exits and meeting points			
(b) Locations of fire extinguishers and fire alarms			
(c) How to use fire extinguishers			
(d) What to do in an emergency situation			
11. Contents of the occupational health and safety program or safety management system			
12. Hazardous materials and WHMIS			
(a) What hazardous materials are in the workplace			

Topic	Initials (trainer)	Initials (worker)	Comments
(b) Purpose and significance of hazard information on product labels			
(c) Location, purpose and significance of material safety data sheets (MSDSs)			
(d) How to handle, use, store and dispose of hazardous materials safely			
(e) Procedures for an emergency involving hazardous materials, including clean-up of spills			
13. Where applicable, contact information for the occupational health and safety committee or the worker health and safety representative			

# Appendix 2: 10 Questions Young and New Workers in Alberta should ask their employer

---

## **1. What are the hazards of my job?**

By law, your employer must tell you about any hazards at the workplace.

## **2. Are there any other hazards that I should know about?**

Not all hazards affect you right away. Exposing to high noise levels over time, can lead to hearing loss. Working with radiation, dusts and chemicals can increase your risk of diseases like cancer. Your employer must tell you about these "hidden" hazards.

## **3. Will I receive job training?**

Your employer must make sure you have the skills to safely do your work. If you're still learning, you must be under the direct supervision of someone who has these skills. Learn all the skills you need before you do a new job on your own or alone.

## **4. Do you have health and safety meetings?**

Health and safety meetings are not mandatory in Alberta but if your employer holds them, it's a sign of their commitment to your health and safety.

## **5. Is there safety equipment I'll be expected to wear? Will I receive training in how to use it? When?**

Lungs and ears...The law requires employers to provide personal protective equipment (PPE) where there is a breathing hazard or where legal noise limits are exceeded. However, your employer isn't required to provide hard hats, safety boots, flame resistant clothing or eye protection. If PPE is necessary, your employer must make sure you use it.

## **6. Will I be trained in emergency procedures (fire, chemical spill...) When?**

You must be trained in emergency procedures – in case of fire, chemical spills, etc. If you're working with chemicals, special training is required before you start work.

## **7. Where are fire extinguishers, first aid kits and other emergency equipment located?**

Your employer must control the hazards at your workplace by providing fire extinguishers and other special equipment. You must be told where this stuff is and how to use it.

## **8. What do I do if I get hurt? Who is the first aid person?**

If you're injured, get first aid and report your injury to your employer as quickly as possible. The law says your employer must provide on-site first aid equipment. Most employers are required to have people present with first aid training.

## 9. What are my health and safety responsibilities?

You are expected to do your best to protect your own and your co-workers' health and safety. This means if you're asked to do something that may put you or your co-workers in danger, the law says you must refuse to do that task.

## 10. Who do I ask if I have a health or safety question?

If you have a health or safety question, the first person you should ask is your employer, usually your supervisor, as they know your workplace the best.

### The Health and Safety Partnership

Workplace health and safety is a partnership between workers and their employer. When the partnership is working well, it might look like this.

Employer	Worker
Tells you there is a hazard	Listen up! Pay attention
Provides training	Take the training
Holds safety meetings	Attend the meetings
Provides protective equipment	Wear it properly (according to the instructions)
Provides fire extinguishers	Know where they are and how to use them
Provides trained first aid staff and kits	Know who and where they are

Sometimes workers may have to take the lead for the partnership to work effectively. Then it may look like this.

Employer	Worker
Ignores safety	Talk to the employer about the benefits of workplace safety. Be involved in making changes.
Asks you to do something dangerous	Don't do it. Talk it out. Take a stand. Share this information with them.

Courtesy of: Alberta Workplace Health and Safety (2010), Top 10 Questions to Ask Your Employer:  
<http://www.employment.alberta.ca/SFW/5373.html>

# Appendix 3: British Columbia OHS Guideline on Young or New Worker Orientation and Training

---

## **G3.23 Young or new worker orientation and training**

Issued July 26, 2007; Revised July 9, 2009

### **Regulatory excerpt**

Section 3.23 (Young or new worker orientation and training) of the *OHS Regulation* ("Regulation") states:

#### **3.23 Young or new worker orientation and training**

- (1) An employer must ensure that before a young or new worker begins work in a workplace, the young or new worker is given health and safety orientation and training specific to that young or new worker's workplace.
- (2) The following topics must be included in the young or new worker's orientation and training:
  - (a) the name and contact information for the young or new worker's supervisor;
  - (b) the employer's and young or new worker's rights and responsibilities under the *Workers Compensation Act* and this Regulation including the reporting of unsafe conditions and the right to refuse to perform unsafe work;
  - (c) workplace health and safety rules;
  - (d) hazards to which the young or new worker may be exposed, including risks from robbery, assault or confrontation;
  - (e) working alone or in isolation;
  - (f) violence in the workplace;
  - (g) personal protective equipment;
  - (h) location of first aid facilities and means of summoning first aid and reporting illnesses and injuries;
  - (i) emergency procedures;
  - (j) instruction and demonstration of the young or new worker's work task or work process;
  - (k) the employer's health and safety program, if required under section 3.1 of this Regulation;
  - (l) WHMIS information requirements set out in Part 5, as applicable to the young or new worker's workplace;
  - (m) contact information for the occupational health and safety committee or the worker health and safety representative, as applicable to the workplace.

## Purpose of guideline

This guideline is to assist employers and workers in implementing the requirements of s. 3.23. It provides information on:

- The objectives of the orientation and training requirements listed in section 3.23
- Possible means of delivery of these requirements
- Where to get further information to assist with the orientation

The guideline also provides an overview of age-related requirements regarding children in the workplace under the BC *Employment Standards Act*, for information only, should this issue arise at a workplace.

## Objectives of the orientation topics

Under section 3.23 employers will be required to provide young and new workers with orientation and training about safe work procedures and how to recognize hazards on the job. It lists a number of topics that must be addressed.

In many workplaces some of the requirements in section 3.23 will already be in place as part of the general safety measures in the workplace. To conduct proper orientation, the topics must be provided to young and new workers.

There may be topics beyond those listed in section 3.23 that an employer would wish to include in the orientation. The *Regulation* sets a minimum standard, which employers may exceed. In some cases, one or more of the topics may not be applicable in a given workplace and would not need to be included.

In the discussion below any reference to "worker" means "young or new worker."

### **(a) Name and contact information for the worker's supervisor**

The worker must know the identity of the individual(s) responsible for providing work direction to him/her, and how to contact him/her if they are not immediately available. This can be particularly helpful to ensure any ongoing questions in the early period of time on the job are addressed.

### **(b) The employer's and worker's rights and responsibilities**

The worker must be informed about his/her rights and responsibilities and those of the employer under the *Workers Compensation Act* ("Act") and the *Regulation*. For example, the worker has the right to be informed about workplace hazards (including WHMIS), the duty to report hazards, the duty to refuse unsafe work, and the right to participate in workplace health and safety activities. The worker should also be advised of the protection from discrimination provisions in the *Act*, and provisions related to first aid and reporting any injuries and diseases.

### **(c) Workplace health and safety rules**

The worker must be trained in the workplace health and safety rules applicable to the workplace

and the tasks the worker will perform. The rules are expected to address any hazards that the worker may encounter, including various types of controls, such as work procedures, use of personal protective equipment, and the safe means of operating equipment.

**(d) Hazards to which the worker may be exposed**

The worker must be informed about the hazards he/she could encounter while performing assigned work tasks. Depending on the work setting, these hazards may be physical in nature and involve a risk of injury, or may pose a risk of disease (e.g. when handling a hazardous substance). If a worker is in a location that involves contact with the public, the employer must advise of any risks that may arise, including, as applicable, abusive behaviour, robbery, assault, or other possible confrontation.

**(e) Working alone or in isolation**

If the worker is assigned to work alone or in isolation, the worker must be trained in the policies and procedures to be followed. Under the requirements of the *Regulation* the employer must set up a system for checking on the well being of the worker. When establishing the system, the employer must consult with the worker on the time intervals to be used. In some cases working alone is linked to a potential for violence in the workplace.

**(f) Violence in the workplace**

The worker must be provided with orientation and training on the policies and procedures to be followed in the event of violence in the workplace. The worker should be advised of the meaning of the term "violence," which includes any threatening statement or behaviour, and the circumstances in the workplace where a risk of violence may be present. The worker should be trained in the procedures to follow to eliminate or minimize any risk in such situations, for example, when handling money, and opening or closing the business. He/she should also be trained in the steps to take to eliminate or minimize the risk of injury to the worker in the event of an incident.

In part, this topic is already covered under topics (c), (d), and (e). However, instruction in this topic will ensure that the worker is given an understanding of the overall measures in the workplace for protection from violence.

**(g) Personal protective equipment (PPE)**

The worker must be provided with appropriate orientation and training in the use and care of any personal protective equipment or clothing that the worker is required to use to safely perform his/her work. This is also a requirement under Part 8 of the *Regulation*, and will help the worker meet his or her obligations to use PPE properly.

**(h) Location of first aid facilities, the means of summoning first aid, and reporting illnesses and injuries**

The worker must be advised of the location of first aid facilities, the identity of the first aid attendant(s), and how to summon an attendant. This topic also covers the employer's obligation to inform the worker of the procedures to follow to report an illness or injury to WorkSafeBC.

**(i) Emergency procedures**

The worker must be advised of potential emergency situations that could occur in his/her work location, and trained in the procedures to follow. This topic is a companion to topic (h) on first aid,

and addresses other aspects of emergency response, such as evacuation in the event of fire, or if hazardous substances are handled, how to contain a spill of the substance.

**(j) *Instruction and demonstration of the worker's work task or work process***

The worker must be provided with both instruction and demonstration - not simply a verbal description - of work tasks that the worker will be required to perform when he/she begins work. Further training may be required as new tasks are assigned.

The demonstration should address the aspects of the work that will involve safety risks if not performed correctly. For example, if the worker will be operating a piece of mechanical equipment, the employer will need to ensure that all safety points are demonstrated, including the use of guarding and other safety devices, means of equipment startup, and how to follow safe operating procedures.

**(k) *The employer's occupational health and safety (OHS) program***

Under this topic the employer is expected to provide an orientation to the OHS program in the workplace. If a program is required under section 3.1 of the Regulation the orientation would describe the program elements, which are outlined in section 3.3 of the Regulation, and how they are implemented. If, for a small workplace, the program is less formal, then the orientation would be on the elements of the program outlined in section 3.2.

**(l) *WHMIS information requirements, as applicable to the worker's workplace***

This topic is intended to ensure the worker is provided with an orientation on the Workplace Hazardous Materials Information System (WHMIS), and its application to controlled products in the workplace. The orientation should explain the WHMIS hazard classes, and the use of WHMIS labels and Material Safety Data Sheets (MSDS). In addition, there are four WHMIS objectives for training a worker in how to work safely with controlled products. Workers need to know the hazards of the products, how they can protect themselves, what to do in case of an emergency or spill, and where to get more information on the products. The first three of these will already be addressed under other topics such as (c), (d), (h), and (i). To address the fourth, typically workers will need to be informed of where MSDS are located or how they can be accessed if available electronically.

If there are hazardous products in the workplace not covered by WHMIS, the orientation under topics such as (c), (d), (h), and (i) should be given to address safety with those products.

**(m) *Contact information for the joint occupational health and safety (OHS) committee, or worker health and safety representative***

If applicable, the employer must inform the worker on how to contact the joint OHS committee, or the worker health and safety representative.

**Delivering the orientation**

The employer must determine how to deliver the orientation and training to the worker. However, there are a number of options to consider.

- ***Address topics according to applicability:*** As previously noted, some topics listed in section 3.23 may not be applicable in a given workplace. The employer can adjust the orientation accordingly.
- ***Organize topics into groups:*** Section 3.23 requires that applicable topics be covered in the orientation or training, but not necessarily as separate items. The employer can organize the

orientation or training in any manner, as long as the content intended by the topics is addressed. For example, three of the topics involve contact information, and could be presented as a unit. Two of the topics (first aid and emergency procedures) involve a common theme of emergency response. The topics on working alone and violence often cover aspects of the same issue, and could be presented together. Other combinations are also possible.

- **Use generic instruction and orientation coupled with site-specific information:** Information on some of the topics listed in section 3.23 may be applicable from one workplace to another while site-specific instructions will only apply at the worksite in question. Generic instruction and orientations can serve as a good basis on which an employer can add employer or site-specific information. Generic instruction and orientation, coupled with site-specific information can be particularly useful where a worker is performing the same work under different circumstances. Examples include circumstances where
  - Employers have a number of workplaces
  - The industry has highly mobile workers, such as in construction
  - Workers are performing casual or temporary work, such as substitute teachers

In determining the right combination of generic and site-specific topics that will meet the requirements of section 3.23, the circumstances of each scenario need to be considered. By way of example, generic topics for workers under the above noted circumstances could include:

- Employer and worker rights and responsibilities
- Employer's occupational health and safety program
- Generic aspects of WHMIS
- Personal protection equipment

Topics that will be specific to a site include:

- Workplace health and safety rules
- Name and contact of supervisor
- Location of first aid facilities
- Emergency procedures
- Generic instruction and orientation could be provided at a corporate or district level. In some cases workers could carry documentation as proof that they have received generic orientation for their respective occupation or trade. Generic orientation and training that includes an expiry date will help ensure that workers receive up-to-date information.

## Appendix 4: Industry General Safety Orientation Program Gap Analysis

Petroleum Safety Training (PST) ver. 1.25 2011	Pipeline Construction Safety Training (PCST) 2011	Construction Safety Training System (CSTS) 2010	Oil Sand Safety Awareness Video Orientation (OSSA) 2011
<b>Regulations</b> <ul style="list-style-type: none"> <li>• Occupational health and safety</li> <li>• Transportation of Dangerous goods</li> <li>• Environmental Responsibilities</li> <li>• Substance Abuse</li> </ul>	<b>Work Preparation</b> <ul style="list-style-type: none"> <li>• Legislative requirements</li> <li>• Employer duties and responsibilities</li> <li>• Employer rights and duties</li> <li>• Personal conducts</li> <li>• Prohibited Substances</li> <li>• Physical Activities on the Work site</li> <li>• Communications</li> <li>• Addressing Safety Issues</li> <li>• Meetings</li> <li>• Health and Safety Committees</li> </ul>	<b>Your Worksite and the Law</b> <ul style="list-style-type: none"> <li>• Legislation Awareness</li> <li>• Employer Responsibility</li> <li>• Employee Responsibility</li> <li>• Training and Competency</li> <li>• Reporting Requirements</li> <li>• Communication</li> </ul>	<b>Security and Conduct</b> <ul style="list-style-type: none"> <li>• Personal Identification</li> <li>• Photo/video Restrictions</li> <li>• Smoking Areas</li> <li>• Fire Prevention</li> <li>• Violence prevention</li> <li>• Workplace Diversity</li> </ul>
<b>WHMIS</b> <ul style="list-style-type: none"> <li>• Labels and Symbols</li> <li>• Material Safety Data Sheets</li> <li>• WHMIS Education</li> </ul>	<b>Personal Protective Equipment (PPE) Review</b> <ul style="list-style-type: none"> <li>• Purpose of PPE</li> <li>• Basic PPE (Head, Eye, Hearing, Hand, Clothing, Foot)</li> <li>• Specialized PPE</li> <li>• Maintenance of PPE</li> <li>• WHMIS</li> </ul>	<b>Personal Physical Care and Conduct</b> <ul style="list-style-type: none"> <li>• Fitness for Work</li> <li>• Working Outdoors</li> <li>• Fatigue Management</li> <li>• Stretching and Micro-Breaks</li> <li>• Back Care</li> <li>• Personal Conduct</li> <li>• Drugs and Alcohol</li> <li>• Alcohol and Drugs Guidelines / Work Rule</li> </ul>	<b>Getting Around</b> <ul style="list-style-type: none"> <li>• Designated Walkways</li> <li>• Overhead Doors</li> <li>• Gas Detection</li> <li>• Fire Alarms</li> <li>• Plant Evacuation</li> <li>• Emergency Assembly Area</li> </ul>
<b>Personal Protective Equipment</b> <ul style="list-style-type: none"> <li>• Basic PPE</li> <li>• Personal Protective Clothing</li> <li>• Specialized PPE</li> </ul>	<b>Hazard Recognition and Control</b> <ul style="list-style-type: none"> <li>• Hazard Recognition Process</li> <li>• Introducing Hazards and the danger zone</li> <li>• Danger zone near vehicles and equipment</li> </ul>	<b>Personal Protective Equipment</b> <ul style="list-style-type: none"> <li>• PPE Defined</li> <li>• Basic PPE</li> <li>• Use and Care of PPE</li> <li>• Specialized PPE</li> </ul>	<b>Reporting</b> <ul style="list-style-type: none"> <li>• Emergency Response</li> <li>• Reporting Emergencies</li> <li>• Emergency Reporting Numbers</li> <li>• Emergency Reporting Procedure</li> </ul>

Petroleum Safety Training (PST) ver. 1.25 2011	Pipeline Construction Safety Training (PCST) 2011	Construction Safety Training System (CSTS) 2010	Oil Sand Safety Awareness Video Orientation (OSSA) 2011
	<ul style="list-style-type: none"> <li>• Sources of hazards</li> <li>• Tools and equipment</li> <li>• Work site activities</li> <li>• Work site conditions</li> <li>• Human (hazards)</li> <li>• Dangerous goods</li> <li>• Physical Injury Hazards</li> <li>• Property Damage</li> <li>• Public Hazards</li> <li>• Environmental Hazards</li> </ul>	<ul style="list-style-type: none"> <li>• Clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Instructions</li> <li>• Ensure Safety</li> <li>• Reporting Emergency</li> <li>• Reporting Near Misses</li> <li>• Post Incident Drug and AI</li> </ul>
<b>Hazard Recognition and Control</b> <ul style="list-style-type: none"> <li>• The Importance of Recognizing Hazards</li> <li>• Types of Hazards</li> <li>• Evaluating and Controlling Hazards</li> </ul>	<b>Front End Operational Hazards and Controls</b> <ul style="list-style-type: none"> <li>• Types of utilities</li> <li>• Exposing utilities</li> <li>• Overhead electrical hazards and controls</li> <li>• Clearing right of way</li> <li>• Boring and directional drilling</li> <li>• Ground Disturbance</li> </ul>	<b>Workplace Hazards</b> <ul style="list-style-type: none"> <li>• Hazard Assessment</li> <li>• Causes of Workplace Hazards</li> <li>• Inspections</li> <li>• Investigations</li> <li>• Invisible Hazards</li> <li>• Confined Spaces</li> <li>• Respiratory Hazards</li> <li>• Hazard Control</li> </ul>	<b>Risk Assessment FLRA/FLHA</b> <ul style="list-style-type: none"> <li>• Stop</li> <li>• Identify Hazards</li> <li>• Assess the Risk</li> <li>• Eliminate or Control Hazards</li> <li>• Resume Work</li> </ul>
<b>Common work place hazards and controls</b> <ul style="list-style-type: none"> <li>• Vehicles</li> <li>• Lifting</li> <li>• Hand tools and equipment</li> <li>• Fire</li> <li>• Housekeeping</li> </ul>	<b>Pipe Hazards and Controls</b> <ul style="list-style-type: none"> <li>• Pipe characteristics</li> <li>• Stockpile safety</li> <li>• Offloading pipe</li> <li>• Load stability</li> <li>• Safe positioning, pipe hooks</li> <li>• Placing pipe on right of way</li> <li>• Handling skids</li> <li>• Fabricated materials</li> <li>• Pipe bending</li> </ul>	<b>Field Level Hazard Assessment</b> <ul style="list-style-type: none"> <li>• What is FLHA</li> <li>• STOP and Think</li> <li>• Look and Find Hazards</li> <li>• Assess Hazards</li> <li>• Controlling Hazards</li> <li>• Resume Work</li> </ul>	<b>Personal Protective Equipment</b> <ul style="list-style-type: none"> <li>• PPE</li> <li>• CSA Approved Work Boots</li> <li>• Hard Hat</li> <li>• Safety Glasses</li> <li>• Safety Gloves</li> <li>• Reflective Vest</li> <li>• Specialized PPE</li> <li>• Fall Protection</li> <li>• Respiratory Protection</li> <li>• Facial Hair rules</li> <li>• Limitations</li> </ul>
<b>Oil and Gas industry hazards and controls</b> <ul style="list-style-type: none"> <li>• Rotating Equipment</li> </ul>	<b>Pipe Assembly and Coating Hazards and Controls</b> <ul style="list-style-type: none"> <li>• Welding hazards</li> </ul>	<b>WHMIS</b> <ul style="list-style-type: none"> <li>• Purpose of WHMIS</li> <li>• WHMIS Responsibilities</li> </ul>	<b>Environment</b> <ul style="list-style-type: none"> <li>• Environmental Protection</li> <li>• Report any spills, land, air, water</li> </ul>

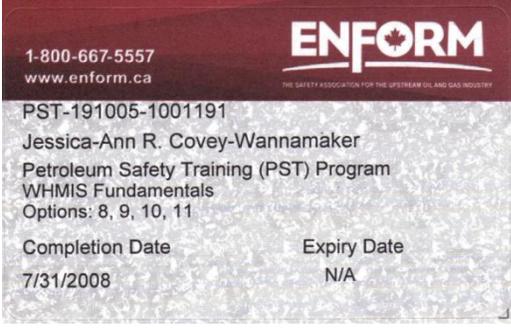
<b>Petroleum Safety Training (PST) ver. 1.25 2011</b>	<b>Pipeline Construction Safety Training (PCST) 2011</b>	<b>Construction Safety Training System (CSTS) 2010</b>	<b>Oil Sand Safety Awareness Video Orientation (OSSA) 2011</b>
<ul style="list-style-type: none"> <li>• Pipe handling and Lifting</li> <li>• Winching and Towing</li> <li>• Valves</li> <li>• Pipelines and Utilities</li> </ul>	<ul style="list-style-type: none"> <li>• Grinding and Buffing hazards</li> <li>• Compressed Gas</li> <li>• Storage of compressed gas</li> <li>• X-ray hazards</li> <li>• Joint coatings</li> <li>• Epoxy coatings</li> <li>• Shrink sleeve</li> <li>• Zap lock pipe assembly</li> <li>• PE fusion</li> </ul>	<ul style="list-style-type: none"> <li>• Labels</li> <li>• MSDS</li> <li>• Hazard Symbols</li> <li>• Protecting yourself</li> </ul>	<ul style="list-style-type: none"> <li>• No swimming or fishing</li> <li>• Wildlife and habitat</li> <li>• Garbage disposal</li> </ul>
<p><b>Gas hazards and control measures</b></p> <ul style="list-style-type: none"> <li>• Gases, fumes and dusts</li> <li>• Oxygen deficiency</li> <li>• Safety and Control Measures</li> </ul>	<p><b>Specialized Work Hazards and Controls</b></p> <ul style="list-style-type: none"> <li>• Traffic Control</li> <li>• Urban hazards</li> <li>• Rural hazards</li> <li>• Confined space</li> <li>• Ladders</li> <li>• Scaffolding</li> <li>• Hand power tools</li> <li>• Compressed air</li> <li>• Lockout/ Tag Out</li> <li>• Responsible housekeeping</li> </ul>	<p><b>Worksite Conditions</b></p> <ul style="list-style-type: none"> <li>• Housekeeping / Cleaning Up</li> <li>• Slips, Trips and Falls</li> <li>• Signs and Entryways</li> <li>• Compressed Gases</li> </ul>	<p><b>Permits and Controls</b></p> <ul style="list-style-type: none"> <li>• Safe Work Permits for</li> <li>• Hot Work</li> <li>• Cold Work</li> <li>• Confined Space Entry</li> <li>• Procedures and Training</li> <li>• Encroachment Procedures (overhead power)</li> <li>• Lock Out/Tag Out System</li> <li>• Energy Isolation</li> <li>• Zero Energy State</li> <li>• Flagging and Tagging</li> <li>• Towing</li> </ul>
<p><b>Exploration Hazards</b></p> <ul style="list-style-type: none"> <li>• Terrain</li> <li>• Wildlife</li> <li>• Helicopters</li> </ul>	<p><b>Environmental Hazards</b></p> <ul style="list-style-type: none"> <li>• Noise</li> <li>• Air Quality</li> <li>• Electrical</li> <li>• Ignition Sources</li> <li>• Fire Extinguishers</li> <li>• Environmental Hazards (terrain, water crossing, insects, wildlife, weather)</li> </ul>	<p><b>Environmental Factors</b></p> <ul style="list-style-type: none"> <li>• Dealing with Releases</li> <li>• Laws and Regulations</li> <li>• Classification, Storage and Disposal</li> <li>• Safeguards</li> </ul>	<p><b>Driving</b></p> <ul style="list-style-type: none"> <li>• Valid licensing</li> <li>• Seat Belts</li> <li>• Head Lights on at all times</li> <li>• Give right of way</li> <li>• No Cell Phone Use while drive</li> <li>• Fire Extinguisher in all vehicle</li> <li>• Working Amber Light</li> <li>• Buggy Whip</li> </ul>
<p><b>Rig Hazards and Controls</b></p> <ul style="list-style-type: none"> <li>• Drilling Equipment</li> <li>• Drilling Mud and footing</li> </ul>	<p><b>Back End Operational Hazards and Controls</b></p> <ul style="list-style-type: none"> <li>• Lower-in hazards</li> </ul>	<p><b>Emergency Response</b></p> <ul style="list-style-type: none"> <li>• Emergency Preparedness</li> <li>• First Aid</li> </ul>	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Ongoing Training</li> <li>• Right to refuse unsafe work</li> </ul>

<b>Petroleum Safety Training (PST) ver. 1.25 2011</b>	<b>Pipeline Construction Safety Training (PCST) 2011</b>	<b>Construction Safety Training System (CSTS) 2010</b>	<b>Oil Sand Safety Awareness Video Orientation (OSSA) 2011</b>
<ul style="list-style-type: none"> <li>• Service Rig Hazards and Controls</li> </ul>	<ul style="list-style-type: none"> <li>• Tie-in hazards</li> <li>• Hydrostatic/Pneumatic testing</li> <li>• Backfilling hazards</li> <li>• Existing facilities</li> <li>• Site procedures Review</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Safety</li> <li>• Fire Extinguishers</li> <li>• Fighting Fires</li> </ul>	<ul style="list-style-type: none"> <li>• If you don't know ask</li> </ul>
<b>Oilfield Trucking Hazards and Controls</b> <ul style="list-style-type: none"> <li>• Truck Mounted Cranes</li> <li>• Opening and Closing Boomers</li> </ul>	<b>Vehicle Operation</b> <ul style="list-style-type: none"> <li>• Laws of vehicle operation</li> <li>• Distraction</li> <li>• Worksite driving hazards</li> <li>• Parking safely</li> <li>• Fueling procedures</li> <li>• Inspecting vehicles</li> <li>• TDG</li> <li>• Bus and vehicle transport</li> </ul>	<b>Ladders and Scaffolding</b> <ul style="list-style-type: none"> <li>• Ladders</li> <li>• Portable Ladders</li> <li>• Scaffolding</li> <li>• Working from Scaffolds</li> </ul>	
<b>Production and Plant Hazards</b> <ul style="list-style-type: none"> <li>• Emergencies</li> <li>• Plant Hazards and controls</li> <li>• Some Plant Procedures</li> </ul>	<b>Equipment Operation</b> <ul style="list-style-type: none"> <li>• Hoist signals</li> <li>• Heavy equipment</li> <li>• Working with equipment</li> <li>• Blind spots</li> <li>• Pinch points</li> <li>• Overhead hazards</li> <li>• Maintenance</li> <li>• Inspection</li> <li>• Reporting deficiencies</li> </ul>	<b>Mobile Equipment</b> <ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Operating Procedures</li> <li>• Hazards to Beware of</li> <li>• Visibility and Traffic Control</li> <li>• Rigging and Hoisting</li> </ul>	
<b>Work Procedures</b> <ul style="list-style-type: none"> <li>• Standard Work Procedures</li> <li>• Ladders and Scaffolds</li> <li>• Trenching</li> <li>• Lockout/Tag out Procedures</li> <li>• Safe Work Procedures</li> </ul>	<b>Emergency Response</b> <ul style="list-style-type: none"> <li>• Emergency Response Plan</li> <li>• First aid resources</li> <li>• Reporting emergencies</li> </ul>	<b>Machinery, Tools and Equipment</b> <ul style="list-style-type: none"> <li>• Inspecting Equipment</li> <li>• Electrical Tools</li> <li>• Pinch Points and Guards</li> <li>• Air Activated Tools</li> <li>• Power Actuated Tools</li> </ul>	
<b>Communications Techniques</b> <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Reporting</li> </ul>		<b>Excavating and Trenching</b> <ul style="list-style-type: none"> <li>• Potential Causes of Injury</li> <li>• Dial Before You Dig</li> </ul>	

Petroleum Safety Training (PST) ver. 1.25 2011	Pipeline Construction Safety Training (PCST) 2011	Construction Safety Training System (CSTS) 2010	Oil Sand Safety Awareness Video Orientation (OSSA) 2011
		<ul style="list-style-type: none"> <li>• Soil Types and Groups Conditions</li> <li>• Shoring, Cutbacks and Spoil Piles</li> </ul>	
		<p><b>Fall Protection</b></p> <ul style="list-style-type: none"> <li>• Introduction to Fall Protection</li> <li>• Protection</li> <li>• Methods of Fall Protection</li> <li>• System Selection</li> <li>• Arrest Forces, Anchorage and Connectors</li> <li>• Fully Body Harness and Equipment Inspection</li> </ul>	

# Appendix 5: Proof of Orientation

Most operating companies require workers from contractors, vendor and services companies to provide proof of completion of a health and safety orientation prior to accessing operating field and construction sites.

<p>This is the current worker certificate that is issued by Enform as proof of completion of completing the <b>Petroleum Safety Training Program (PST)</b>.</p> <p>The PST program delivers to workers the general safety orientation information to assist in increasing awareness of industry expectations, hazards and controls.</p>	 <p>1-800-667-5557 www.enform.ca</p> <p><b>ENFORM</b> THE SAFETY ASSOCIATION FOR THE UPSTREAM OIL AND GAS INDUSTRY</p> <p>PST-191005-1001191 Jessica-Ann R. Covey-Wannamaker Petroleum Safety Training (PST) Program WHMIS Fundamentals Options: 8, 9, 10, 11</p> <table border="0"> <tr> <td>Completion Date</td> <td>Expiry Date</td> </tr> <tr> <td>7/31/2008</td> <td>N/A</td> </tr> </table>	Completion Date	Expiry Date	7/31/2008	N/A
Completion Date	Expiry Date				
7/31/2008	N/A				
<p>This is the new Enform wallet card that will be issued to workers beginning in 2012. The card will state <b>Petroleum Safety Training Program (PST)</b></p> <p>This wallet card has enhanced security features and will enable operating companies to verify completion of training through the use of a hand held device such as a blackberry or I-Phone.</p>	 <p><b>ENFORM</b></p> <p>Jane A. Student DOB: 1 JAN 1979 jane.student@company.com</p> <p>Student ID No: S123456789</p> <p>H<sub>2</sub>S Alive!™ Expires: 1 MAY 2011</p> <p>123456789-987654321</p>				
<p>The <b>Construction Safety Training System (CSTS)</b> is a recognized equivalency to the Petroleum Safety Training program (PST). This program is certified by the Alberta Construction Safety Association.</p>	 <p>Alberta Construction Safety Association</p> <p>This is to certify that _____ met the requirements and has successfully completed the <b>Construction Safety Training System</b> "CSTS Ver. 3.2" includes Generic WHMIS</p> <p>Reg. # _____ Issue Date: _____ Month Day Year</p> <p><i>Brent Schneider</i> Program Coordinator, ACSA</p>				
<p>The <b>Pipeline Construction Safety Training (PCST)</b> is a recognized equivalency to the Petroleum Safety Training program (PST). This program is certified by the Ontario Construction Sector Council and the Alberta Construction Safety Association.</p>	 <p>Certificate of Completion</p> <p>Name: _____ Organization: _____ Expiry Date: _____</p> <p>CONSTRUCTION SECTOR COUNCIL CONSEIL SECTORIEL DE LA CONSTRUCTION</p>				

## References:

Work Safe Alberta (2006) *X-Treme Safety: A Survival Guide for New and Young Workers*, Government of Alberta, Alberta Employment and Immigration

WorkSafeBC (2007) *Training and Orientation for Young and New Workers: an Employers Guide to the Ammendments in Part 3 of the Occupational Health and Safety Regulation*, WorkSafeBC

WorkSafe Saskatchewan (2011), *Health and Safety of Workers Orientation and Training: A Guide for Employers*, Saskatchewan Ministry of Labour Relations and Workplace Safety

Enform (2010), Petroleum Safety Training program Ver. 1.25

Construction Sector Council (2007) Pipeline Construction Safety Training (PCST) Course Ver. 2.0  
Alberta Construction Safety Association (2010) Construction Safety Training System (CSTS)

Oilsands Safety Association (2011) Oilsands Safety Awarness Video