

## Template #1a

## Safety Orientation

It is company policy that all accidents must be reported to your immediate supervisor regardless of the seriousness of the incident. Report the injury to your supervisor as soon as possible. Do not move a victim except to prevent further injury. Render first aid to keep the person alive. Call for Emergency service and report the injury to your supervisor. Each manager has a list of latitude and longitude coordinates for remote camps and homes. Should it be necessary to call a helicopter ambulance these coordinates should be given to the dispatcher for navigational purposes.

- A. **Purpose:** Orientation of new employees, rehires and part time employees will provide an introduction of company policies and rules and will include a thorough safety briefing. The employee should also be advised how his/her job is important to the finished product or service.
- B. **Procedure:** Your supervisor will give job safety instructions. Managers and supervisors will give job assignments in such a way that allows you to work safely. **If at any time you do not understand your assignment, ask for assistance.**

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Employee Signature Date

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Employer/Supervisor Signature Date