

ADVATEK SYSTEMS INC.  
WORKPLACE HEALTH  
AND  
**SAFETY PROGRAM**

SECTION 2  
TRAINING

## **SECTION 1 GENERAL INFORMATION**

### **1.0 GOAL**

Advatek Systems Inc. strives to provide a safe and secure workplace for all of its employees and customers.

### **1.1 TRAINING**

- A. Training will be provided to all employees of Advatek Systems by the designated Work Place safety trainer. This competent person will be assigned each year by the general manager of Advatek Systems Inc.
- B. All employee of Advatek Systems Inc. must under go safety training as outlined in this program before been permitted to work.
- C. Failure to complete the required training as described in this program will result in management actions been taken
- D. All employee certificates, tickets, and violations will be given to the employee and kept in their file as proof training.
- E. Covered topic will be: General Safety, Ladder Safety, Fall Arrest, WHMIS & Power Lift Trucks

### **1.2 PERSONAL PROTECTIVE EQUIPMENT(PPE)**

Advatek Systems Inc. will provide the required PPE required for your jobs. It will be the responsibility of the employee to report any defective PPE to the General Manager. New PPE will be provided to the employee upon request.

### **1.3 FIRST AID**

Advatek Systems Inc. will maintain an employee on staff at all time who is first aid qualified. These employees can request extra first aid training & equipment so as to better provide there services.

### **1.4 VIOLATIONS**

- A. Any Advatek Systems Inc. employee who notices a safety issue is required to act to stop & prevent this issues.
- B. Employees of Advatek Systems will be subject to violation write ups should they be caught performing unsafe work practices.
- C. The following are the disciplinary steps: recorded verbal warning, recorded written warning, recorded written infraction (requires re-training in area of violation), personal management review & action.

## **SECTION 2 TRAINING**

### **2.0 TOPICS**

The following topics will be covered by the Advatek Systems Inc. Work Place Safety Trainer:

- General Safety (ALL EMPLOYEES)
- WHMIS Training (ALL EMPLOYEES)
- Ladder Safety (ALL EMPLOYEES)
- Fall Arrest Safety (ALL SERVICE EMPLOYEES and ANY OTHER EMPLOYEES WHO REQUIRE IT)
- Power Lift Truck Safety (ALL LIFT OPERATORS)

### **2.1 TRAINING**

Training will be conducted in two parts.

- A. The first part will be done in the classroom and the employee knowledge of the topic will be validated through means of a written test. Advatek Systems Inc. requires a final mark of 100% to pass.
- B. The second part will be conducted on site while the employee is working. As they demonstrate their understanding of the program either through constructed demo training on live on site training their tickets will be updated

### **2.2 VERIFICATION**

Random spot checks will be performed by the Work Place Safety Trainer or their designated representative. Advatek Systems Inc employees must be able show their Work Place Safety tickets when asked for them

### **2.3 ENFORCEMENT**

Any violations will be written up on site as they are found.

### **2.4 DOCUMENTED CERTIFICATES & TICKETS**

Printed samples of the certificates and tickets are on the following pages.

### **2.5 DOCUMENTED TRAINING**

Printed copies of the covered training on the following pages.

### **2.6 COMPREHENSION TESTING**

Printed copies of the comprehension testing on the following pages.