



Employee Sign Off Sheet

To all ARKAY workers & new ARKAY workers at hiring orientation to complete Human Resources paperwork.

SAFETY PROCEDURES

I _____ (initial) have read, or have been read, the ARKAY Safety Procedures, and have asked any questions needing clarification on, or in addition to, my safety responsibilities and expectations as outlined.

I _____ (initial) understand that for each & every site 1st aide visit I **MUST** immediately report the incident to ARKAY and get a copy of the 1st aide report (and incident report if possible) to ARKAY.

GUIDELINES / EXPECTATIONS re attire, cell usage, attitude, tools, work area, time sheets

I _____ (initial) have read, or have been read, the ARKAY Guidelines and Expectations, and have asked any questions needing clarification on, or in addition to, these guidelines and expectations as outlined.

ATTIRE CHECKLIST (initial beside each item)

- | | |
|----------------------------------|---|
| ✓ Hard Hat | ✓ Safety Glasses |
| ✓ Green Tagged Safety Work Boots | ✓ Work Gloves |
| ✓ High Visibility Vest | ✓ <u>NO shorts, leggings, low necklines</u> |

COMMUNICATION (initial beside each item)

- ✓ I will contact my site immediately upon knowing I'll be missing a day or so. This is both a safety AND scheduling consideration.
- ✓ I will contact the ARKAY office if I'll be missing more than two days. This is both a safety AND scheduling consideration.
- ✓ I will check with my site and the ARKAY office when vacation planning. This is both a safety issue AND scheduling consideration.
- ✓ I will NOT make special arrangements with my site re working hours. If I have a special circumstance requiring a reasonable modification, I will contact the ARKAY office.
- ✓ I will always be ON TIME to ensure I don't miss, e.g., tool box mtgs and the day's scheduling.
- ✓ I will have, at all times, contact names/numbes for (1) site supervisor, e.g., Supt, QS or CSO (2) Jim Castle 604-202-4339 or Ralph 604-880-4564 (3) ARKAY office 778-590-5233.

Signature

date