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**: The immediate supervisor of the employee will give job safety instructions. Mangers and supervisors will give job assignments in such a way that allows the employee to work safely. **If at any time employees do not understand their assignment, ask for assistance.**

_____ ____/____/____
Employee Signature Date

_____ ____/____/____
Employer/Supervisor Signature Date

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