



# Safety Training & Orientation Policy

**Revision Date:** June 1, 2023

The J & G Group of Companies feels that it is vital that all new employees are given a thorough education of safety in the workplace prior to starting work. It is therefore our policy that each new employee receives a safety orientation upon employment.

Management & Foremen are responsible for providing these employees with their training and to document the progress as follows:

1. New employee orientation booklet is given to new employee
2. Job specific training as necessary
3. Specialized safety and related training
4. Work Safe Practices booklet

Following this training the new employee will have an understanding of our management's commitment to safety, and his or her responsibilities for safety within the company. It is required that the new employee pass a small quiz pertaining to this information before they can begin work.

Adherence to Workplace Safety and Health Regulations and our policies and procedures are not seen as an option. The health and safety of every person in the workplace is of the utmost importance and is the responsibility of ALL involved.