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I. REVIEW

The supervisor doing the hiring shall review the applications and select the applicant that best fits the position that is open.

II. INTERVIEW AND DRUG SCREEN

The supervisor will interview the applicants and those to be hired are asked to sign the medical authorization and release form (See Section A. Corporate Procedures and Safety Policies—Drugs, Alcohol and Other Prohibited Items) and arrange for the drug screen. If the drug screen is negative, the applicant is called in and signed up. If the applicants test is confirmed positive, the applicant cannot be hired, as the applicant failed to meet one of the conditions of employment. Read the rehire section under Drugs/Alcohol and Other Prohibited Items for full explanation on transfers and rehires.

III. BACKGROUND CHECK

Check the selected applicants' references thoroughly. Applicants who previously worked for the company shall also be checked by calling Gallant Builders payroll department.

IV. SIGN UP

A designated employee will prepare the following sign up packet.
The packets will consist of:

1. Company Safety Policy Statement (See A. Corporate Procedures and Safety Policies)
2. Drugs, Alcohol and Other Prohibited Items Policy (See A. Corporate Procedures and Safety Policies)
3. Prescription Drug Form
4. Safety Orientation Material
5. Medical Authorization and Release (See A. Corporate Procedures and Safety Policies—Drugs, Alcohol and Other Prohibited Items Policy)
6. Acknowledgment Copy (See A. Corporate Procedures and Safety Policies—Drugs, Alcohol and Other Prohibited Items Policy)
7. Project Safety Rules (See A. Corporate Procedures and Safety Policies)

All safety forms should be included in the hiring packet. These items, including standard safety requirements, are to be reviewed with the applicant and all questions answered. Each employee will view the safety orientation video.
The applicant is then asked to sign the above Items 5 and 6.

V. HAZARDOUS COMMUNICATION

All new employees shall be informed of the Hazcom Standards and be familiar with their site specific programs.

Hazcom training is typically provided by Human Resources at their date of hire.

VI. SPECIAL SAFETY HAZARDS

Before the employee starts work, he/she shall be advised of any special safety hazards in their work area and the methods and procedures to be used to work safely. The employee's foreman is to handle this training prior to the employee starting work. A hard hat and other personal protective devices as required are then issued to the new employee.

VII. SAFETY TRAINING

Continuous safety training will be provided at weekly tool box meetings.

VIII. PROJECT INJURY LOG

(See Reporting and Recordkeeping)

IX. OSHA INJURY LOG

(See Reporting and Recordkeeping)

X. COMPANY FIRST AID KIT

All first aid kits shall be kept fully stocked and visually inspected weekly to be sure expended items are replaced. (For standard contents, see Appendix)

A portion (minimum of 2) of the project office staff shall be trained in first aid and CPR. A refresher course is required every year for CPR and every three years for first aid.

A minimum of two people should be current on CPR.
A valid certificate in first-aid training must be obtained from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence.

Each tool box should contain a small first aid kit and should be maintained by the foreman. The kit should be kept fully stocked and checked weekly. First aid supplies shall be easily accessible when required.

Refill items should be purchased locally. (For standard contents, see Appendix)

The tool box must be weatherproof. First aid kits shall consist of appropriate items which will be adequate for the environment in which they are used. For construction operations, items shall be stored in a weather proof container with individual sealed packages of each type of item.

All Gallant Employees are required to report any injuries (no matter how slight) to their supervisor at the time they occur. Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary ambulance service shall be provided.

In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first-aid shall be available at the worksite to render first aid.

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities shall be provided within the work area.