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I. GENERAL

The purpose of this program is to ensure that all employees are competent in their work task and have the required safety training.

II. PURPOSE

GALLANT BUILDERS attempts to ensure that our employees have a work environment free from recognized hazards. The purpose of this program is to ensure all employees are appropriately trained and competent to perform their jobs and to establish general job competency requirements for all employees.

III. HSE POLICY COORDINATOR

The Safety Coordinator is the program coordinator, acting as the representative of GALLANT BUILDERS owners, who have the ultimate responsibility for all facets of this program. The Safety Manager is the sole person authorized to amend these instructions. GALLANT BUILDERS has authorized the Safety Manager and any Supervisor or Employee to halt any operation of GALLANT BUILDERS where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the basic awareness training before their assignment to work.

IV. WRITTEN PROGRAM

Job competency assessments will be conducted for all GALLANT BUILDERS personnel including subcontractors to identify safety training and qualifications requirements. Safety Training / Qualification documentation will be obtained and filed for each employee to verify their safety training / qualification requirements. Each employee's competency will be verified prior to allowing them to perform their tasks independently.

V. RESPONSIBILITIES

SAFETY MANAGER

- Identifies, updates and monitors minimum qualification requirements, job titles and training documentation.
- Supplies training reports to clients and company management.

PROJECT MANAGER AND SUPERVISORS

- Shall ensure all employees assigned to their project meet job competency requirements and complete training identified in the safety training index.

- Shall ensure that any work that may endanger an employee must be completed by an employee who is competent to do the work.
- Shall ensure all employees have sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

EMPLOYEES

- Attend and follow requirements of safety and health management training.

VI. GENERAL

Competence is a combination of knowledge, understanding and skill, and the appropriate level of competence cannot be acquired simply by attending a training session. The understanding and skill are acquired by experience. For individuals involved in exposure to HSE hazards and risks experience and training are essential. The following components are to be considered for each worksite's delivery team for competency assurance:

- Experience
- Level of Knowledge
- Capability to Perform

At GALLANT BUILDERS our view of competency assurance involves the continuous assessment of training and development needs against a person's responsibilities, abilities and critical activities. This process enables the continuous improvement loop that feeds back into training and development activities that ensure competency assurance is an ongoing career cycle process.

1. Job Description Identified → Candidate Selection and Hiring Process (Reference and Background Check, Drug Screen, Physical Assessment) → Person Assessed and Hired for Open Position

2. Experience, Qualifications Assessed for Initial Training ↔ Initial Induction Training Completion

3. Further Training Required? If no → Ready for Work → On the Job Training → Competency Continually Assessed

4. Annual Performance Appraisal → Ready to Promote? → Employee Promoted → Further Training Required?

Competency is verified before employees are permitted to perform tasks independently. A competent person (supervisor, mentor, instructor, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently. The new or transferred employee will fall under our Short Service Employee (SSE) program requirements as well.

IDENTIFICATION OF DOCUMENTATION

Documentation is obtained from employees to demonstrate they meet the qualifications of their job before being allowed to perform tasks independently. Based on the job description requirements, documentation may include educational, certifications, licenses, prior acceptable training course completion, etc. Documentation is reviewed and confirmed as actual during the employee hiring process.

IDENTIFICATION OF POSITIONS

An organizational chart and list of job titles has been established by GALLANT BUILDERS. Based on the positions and their exposure to risk, their required training is entered into the training matrix. Job descriptions are prepared for each job title.

IDENTIFICATION OF QUALIFICATIONS

Minimum qualification requirements for each job title have been established by GALLANT BUILDERS. Qualifications may include a combination of education, certifications and work experience. Safety training completion for the indicated job title is required before full qualifications are met to allow an employee to begin work.

IDENTIFICATION OF TRAINING AND COMPETENCY NEEDS

Employees (new or transferred) are provided job specific training related to their roles and responsibilities and trained on the tasks they perform on a regular basis. Training is identified in our training matrix which specifies safety and health training needs by job title. Our training matrix is updated based on changing risks. Minimum qualification requirements have been established for each role.

TRAINING RECORDS

All training records are maintained at the corporate office by the Safety Manager.

DELIVERY OF INDUCTION, TRANSFER & REFRESHER TRAINING

Employees receive initial induction training. No work by any employee is allowed to begin until the orientation is completed.

Training requirements are tracked by the Safety Officer and formal training sessions are conducted either on or off site by the Safety Officer or competent/qualified instructor for the required subject matter.

SUPERVISOR SAFETY MANAGEMENT TRAINING

Supervisors and managers receive annual, documented safety management system training.

VII. JOB COMPETENCY SAFETY TRAINING INDEX

SAFETY TRAINING INDEX

Safety Training Title	Group
Safety Program Responsibilities	A
New-Hire Core Safety Policy	A
New Employee Orientation Policy	A
Substance Abuse Policy	A
Hazard Communications Policy	A
Crisis Management Safety Policy	A
Fleet Safety Program	D
Fire Protection Safety Policy	A
Bloodborne Pathogen Policy	A
Stairway & Ladder Safety Policy	A
Equipment Tools and Ground Fault Safety Policy	A
Incident Management & Investigation Policy	A
Stop Work Authority Safety Policy	A
Hearing Conservation Safety Policy	A
Short Service Employee Policy	B
Personal Protective Equipment Policy	A
Hearing Conservation Safety Policy	A
Fall Protection Safety Policy	A
Workplace Back Safety Policy	A
Electrical Safety - Hot Work Policy	A
Stressful Environmental Conditions Safety Policy	A

Policies Terminology:

HSEP – Health, Safety, & Environmental Policies

Group:

A - All Employees

B - Junior & Senior Field Employees

C – Senior Field Employees Only (Supervisors)

D - Specific Employees (Fleet Drivers, Client Specific Location Requirements, etc.)