

# Safety Process Training Guidelines

## **I STANDARD**

Minimum Training Guidelines for the Safety Process.

## **2 OBJECTIVE**

To provide minimum Training standards for the Safety Process.

## **3 GUIDELINES**

All newly hired employees, including clerical and permanent part-time employees will receive an introduction to the Safety process prior to starting work.

The Mine will assist in the development of the Safety training material used for this introduction to the SAFETY process.

Existing employees who have not attended established safety process training will be scheduled for an introduction to the SAFETY process.

The training will be conducted by safety personnel, training instructors, or supervisors using the course material and techniques developed and approved by Corporate Safety.

The minimum standard will require this training to allow participants to practice/apply the techniques taught in the class.

Contractors that are considered regular, “everyday” on site contractors should receive the same SAFETY training as any regular or “everyday” employees. Specific determination for training should be made by the Mine Safety & Health Team.

All newly hired supervisory employees will receive SAFETY training, which will include the auditing process, auditing standards and documentation, incident investigation training and incident investigation documentation, at the next scheduled SAFETY training class or as soon as practical.