



Section 6: Safety Orientation and Training

1. General Information

- 1.1 This section establishes basic training and instruction activities to ensure that employees are trained in hazard recognition and are informed of their responsibilities in carrying out their assignments in an efficient and accident-free manner.
- 1.2 The provisions in this section will also help employees comply with specific OSHA, state, and local safety requirements, as well as the requirements of this safety manual.
- 1.3 It is the contractor's responsibility to provide training in a language that their employees can understand.
- 1.4 The contractor's supervisor must instruct employees on the safest way to perform each task of the work assignment before beginning work.

2. Orientation and Refresher Training

- 2.1 Contractors must instruct newly employed, promoted, or transferred personnel in the safety practices required by their assignments. Employees must receive an EQ EHS orientation prior to starting work.
- 2.2 Initial safety orientation for new employees must include a discussion of the basic safety and environmental regulations at the site. The initial orientation must be performed by EQ or certain pre-approved contractors, and must be documented.
- 2.3 Employees are required to attend safety orientation before going unescorted into the work area.
- 2.4 Other specific, identified training requirements (e.g., Confined Space Entry, Respiratory Protection, Forklift certification, etc.) must be met in addition to this safety orientation before employees are permitted to perform work at an EQ site.
- 2.5 The safety orientation is site-specific, therefore attendance at a separate orientation is required for work performed at each EQ site.
- 2.6 Contractors are required to understand and comply with each safety requirement. Refresher training is required every 2 years for construction/operations/maintenance contractors.

3. Safety Sticker Requirement

- 3.1 Safety stickers will be issued to contractors after they have attended contractor safety orientation. Each sticker indicates the site for which it is valid.
- 3.2 Contractors must have a valid, site-specific safety sticker in their possession when on a work site. The sticker must be readily visible or available.

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- 3.3 Training is required every 2 years. The sticker indicates the calendar year during which the safety orientation was attended.
- 3.4 Contractors must attend a safety orientation course as refresher training before a new sticker is issued.

4. Documentation Requirements

- 4.1 At the conclusion of the orientation, contractors will receive the “Environmental, Health and Safety Pocket Guide for Contract Employees” (QES-CM-003-ALL) handbook.
- 4.2 The last section of the handbook has a tear-out sheet. Contractors are required to complete the form on this sheet and give it to their instructor to be forwarded to the site EHS files.

5. Contractor Self-Certification

- 5.1 Contractors may orient their employees and issue safety stickers on behalf of EQ if they comply with the following requirements:
 - A. The contractor has an instructor authorized by the EQ EHS manager who is a member of the contractor’s staff assigned to work at that site.
 - B. The contractor submits their safety record to the site safety organization for consideration.
 - C. The orientation program is evaluated and approved in writing annually by the EQ EHS manager.
- 5.2 Upon approval by the EQ EHS manager, the EQ representative will provide copies of the “Environmental, Health and Safety Pocket Guide for Contract Employees” (QES-CM-003-ALL) handbook and site-specific stickers for the contractor’s use.
- 5.3 Contractors must document training and provide records to EQ as requested.
- 5.4 A current list of orientation attendees will be maintained by EQ, and the list will be the authority for answering questions regarding employee training.