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| **Name:** |       | **Position:** |       |
| **Type:** | [ ]  Employee [ ]  Contract Operator [ ]  Consultant (Work Site Supervisor) |
| **Start Date:** |       | **Area:** |       |
| **Supervisor:** |       | **Position:** |       |

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| Administrative |
| To be completed by hiring supervisor including: review resume; check references; discuss prior job history/competencies; current job description, organization chart, supervisor, etc. |

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| **Training/Certificates** Refer to HSE Program Section 4.5 Required Training | Drilling & Completions Required TrainingRefer to HSE Program, 13.5.2 Drilling & Completion Training Requirements |
| [ ]  | H2S | [ ]  | SARA |
| [ ]  | First Aid/CPR | [ ]  | Second Line Supervisor’s Well Control (Drilling) |
| [ ]  | WHMIS | [ ]  | Well Service Blowout Prevention (Completions/Workovers) |
| [ ]  | TDG | [ ]  | Detection and Control of Flammable Substances (Optional for Drilling, required for Completions) |
| [ ]  | Ground Disturbance (job dependent) | [ ]  | Insurance ($2MM CGL & Vehicle), and WCB |
| Note: Copies of tickets will be provided at time of hire. |

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| HSE |
| [ ]  | HSE Program (provide employee with copy and obtain signed acknowledgement form) | [ ]  | Personal Protective Equipment (fire retardant clothing, hard hat, steel-toed boots & safety glasses) |
| [ ]  | Permit Books, Forms, Emergency Phone List | [ ]  | Safe Work Permitting Procedure |
| [ ]  | HSE Policy | [ ]  | Contractor Safety (orientation requirements) |
| [ ]  | HSE Responsibilities | [ ]  | Hazard, Near Miss & Incident Reporting |
| [ ]  | Right and Obligation to Refuse Unsafe Work | [ ]  | Corporate ERP (including responsibilities) |
| [ ]  | Hazard Assessment & Control (hierarchy of controls) | [ ]  | Communication: safety meetings, corporate HSEC, monthly HSE Report. |
| Date Completed:      |

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| Other Management Systems |
| [ ]  | Pipeline Integrity Management  | [ ]  | APEGA Profession Practice Management Plan |
| [ ]  | Quality Assurance (Pressure Equipment Integrity Management, Management of Change, Preventative Maintenance) | [ ] [ ]  | Damage Prevention and Public Awareness ProgramEmergency Management Program (ERP) and Corporate Security Plan |
| Date Completed:      Completed by:       |

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| Work Site Tour |
| [ ]  | Location of First Aid Equipment | [ ]  | Location of Fire Extinguishers |
| [ ]  | Alarms, Muster Point, Emergency Phone List | [ ]  | Location of Eyewash and Shower Stations |
| [ ]  | Location of ESD’s | [ ]  | Housekeeping Expectations |
| [ ]  | Location of Fire/Gas Detection | [ ]  | Location of Specific ERP (if applicable) |
| Date Completed:       |

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| Site Specific Procedures (Work Site Supervisor should list all those that are discussed) |
| [ ]  | Working Alone | [ ]  | SDS Access (WHMIS 2015) |
| [ ]  | Audiometric Testing (noise exposed employees) | [ ]  | Site Specific ERP |
| [ ]  | CMDS (Production Operator Competency) |  |  |
| Date Completed:       |

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| On-the-Job Training |
| [ ]  | Field/Facility Orientation |
| Date Completed:       |

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| Acknowledgement |
| *I have participated in the employee orientation. The orientation covered the topics checked above. I understand my responsibilities and I will ask questions if in doubt.* |
| Employee’s Signature: |  | Date:       |
| Supervisor’s Signature: |  | Date:       |

CC: Supervisor, Employee, HSE