



Employee Hire Package Safety Documents

Employee Name: _____ Date: _____

Address:	
Phone:	
Cell:	
Email:	
Emerg. Contact Info	Name: _____ Phone: _____
Allergies:	

The following documents must be submitted before you will be able to commence work:

Document Checklist	Complete
Driver's License – Front & Back	
NPrint Drivers Abstract – Call 1-800-663-3051 and have the abstract faxed from ICBC directly to Infracon at 250-374-3700 *For other provinces please submit an abstract to the above fax number or email.	
Driver's License Information Sheet	
Worker Safety Orientation completed on line	
Employee Acknowledgement Checklist - Excavations	
WHMIS 2015 (if you do not have valid WHMIS, instructions for the course are on page 2)	
Copies of any current safety tickets (i.e., CSTS, First Aid, Ground Disturbance)	

The signatures below are evidence that the worker has completed the Infracons General Safety Orientation and has a basic understanding of Infracons Health and Safety Program to the satisfaction of the worker and the supervisor and that both parties accept responsibility for maintaining a safe and healthy workplace.

Date: _____

Employee Signature: _____

Company Representative: _____



To complete your online Orientation, please do the following:

- Go to www.infracon.com
- Click on Staff Login
- Username: safety1st (all one word)
- Password: lunchbox
- Follow the steps to complete the Online Orientation
- Complete Drivers License Information Sheet and Gold Shovel Checklist – sign and date and forward to head office.
- Send your WHMIS or CSTS ticket to head office. If you don't have one you must complete Infracon WHMIS on line after you complete your general safety orientation.

If you have any problems with this process, please call Sandy Markvicka at 250-319-5249. It is your responsibility to ensure these documents are submitted PRIOR to starting work.



Employment Safety Sheet – Driver’s License Information

First Name: _____	Last Name: _____	Preferred Name: _____		
Driver’s License #: _____	Class 1 <input type="checkbox"/>	Class 3 <input type="checkbox"/>	Class 5 <input type="checkbox"/>	Air Breaks <input type="checkbox"/>
Province of Issue: _____	Expiry Date: _____			

Your driver’s abstract must be submitted and confirmed on the cover page that this has been done.

For BC residents call 1-800-663-3051 and have the abstract faxed from ICBC directly to 250-374-3700 or attached with your onboarding package.

Other Provinces can be requested by a local agency and faxed to 250-374-3700 or attached with your onboarding package.

Infracon must be notified immediately of any driving infractions or changes to your drivers abstract. Please sign below to indicate your understanding and agreement to comply with this requirement:

Date: _____
Employee Name: _____
Employee Signature: _____



EMPLOYEE ACKNOWLEDGMENT CHECKLIST – EXCAVATIONS

Acknowledgment / Affirmation	Confirmation (initial)
I have been trained on safe excavation practices and agree to always follow those procedures and understand that I will be breaking the law (BC Occupational Health and Safety Regulations s. 20.78-20.95 and Alberta Occupational Health and Safety Code, Part 32) if those procedures are not followed.	
I will make sure that there is a valid One-Call ticket physically present (whether electronic or paper) on all worksites with excavations.	
I will notify the One-Call Centre of continuing work and obtain a ticket renewal before a ticket expires if work is to continue past the expiration date.	
I understand that BC and Alberta law requires a one metre tolerance zone from the outside diameter of the buried facility. I understand that I must hand excavate within 1 metre of the outside diameter of the facility. Facilities that conflict with my excavation are to be located with hand tools and protected. No mechanized equipment is to be used without permission from the owner of the buried line.	
If, during the job, the location markings become no longer visible, I will stop excavation in the surrounding area and request the operator to re-mark the lines before resuming any excavations.	
If a utility cannot be found where it was marked, I will stop excavation in the surrounding area and call the One-Call center, and resume excavation when the operator has properly marked the facility.	
If a utility is found where none was marked, I will stop excavation in the surrounding area and call the One-Call center, and resume excavation when the operator has properly marked the facility or confirmed the facility to be inactive or abandoned.	
I know I can speak up without fear of retribution when I observe any unsafe situation or a situation that is unsafe or in conflict with safe excavation policies, rules or laws.	

Date: _____

Employee Name: _____

Employee Signature: _____