



FLAWLESS STEEL WELDING NEW HIRE BOOKLET

NEW-HIRE ORIENTATION

WELCOME TO FLAWLESS STEEL WELDING!

We are delighted to have you join our team!

This booklet is designed to help you get acquainted with our company, understand our policies and procedures, and set you up for success in your new role.

NEW-HIRE ORIENTATION

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Company Overview

Flawless Steel Welding is a leader in the steel welding industry, renowned for our commitment to quality, precision, and innovation. Our mission is to deliver flawless welding solutions that exceed our clients' expectations and contribute to the advancement of the industry.

Our Values

- **Quality:** We strive to achieve the highest standards in everything we do.
- **Integrity:** We conduct our business with honesty and transparency.
- **Innovation:** We continuously seek out new technologies and methods to improve our processes.
- **Teamwork:** We believe in the power of collaboration and support our employees in their professional growth.

General

All Flawless Steel Welding employees, when hired and prior to beginning work, shall undergo a detailed safety and health orientation training process. This training shall consist of:

1. FLAWLESS STEEL WELDING, safety and health policies, procedures, rules and regulations.
2. FLAWLESS STEEL WELDING, security policies, procedures, rules and regulations.
3. Site-specific safety and health policies, procedures, rules and regulations.
4. Site-specific security policies, procedures, rules and regulations.
5. Special safety program training, as needed.

The purpose of this new-hire orientation training process is to make every employee aware of his or her responsibilities concerning safety. The new-hire orientation will stress safety as a matter of awareness and attitude. It will also address the concept of teamwork, communication and self-discipline.

Upon completion of this orientation, each employee shall have the ability to address any questions, comments or concerns they may have regarding the safety and health policies, procedure, rules and regulations set forth by FLAWLESS STEEL WELDING.

No employee shall be permitted to begin work until this process has been completed. At any time, the employee is found to be working outside of the scope of safety work practices and assessment of the employees' understanding of procedures will be conducted and retrained for any deficiencies of understanding before the employee returns to his or her job scope.

This training will be conducted on an annual basis pursuant to the employees hired on date or in the event of understanding deficiencies. The annual training may include additional training that is not provided for in the new-hire orientation.

FSW Security, Health and Safety Policies and Procedures.

- **Adverse Weather** – Types, precautions, securing materials and equipment, evacuation, accounting for employees, mustering, returning to work, inspection of work area.
- **Aerial Lifts** – Daily pre-shift inspection prior to use, tag out/remove from service damaged/defective equipment, certified operators only, safe operation of equipment, weight capacities, fall protection – 100% tie-off (zero tolerance), tie-off to designated anchorage points only, procedures for accessing and egressing elevated aerial lifts (100% tie-off), observe ground conditions and adjacent areas, spotters, pinch points.
- **Assigned Work Area** – Location of work areas, security policies.
- **Barricades** – Types of barricades and purpose, only authorized personnel permitted, ground personnel, proper set-up, maintaining, removing when complete.
- **Compressed Gas** – Use, storage (oxygen to be separated from fuel gases by a minimum of 20 feet or a ½ hour rated firewall), handling, transporting, flash arrestors, dial caps, shut off and bleed when not in use or leaving unattended (break/lunch) and before removing regulators.
- **Confined Space** – No work permitted unless authorized, review of confined space entry requirements, confined space entry permits, responsibilities of individuals involved (supervisor, attendant, entrants), atmospheric testing, rescue systems.
- **Critical Lifts** – 75% of crane capacity, tandem lift, personnel basket hoisted, engineered lift, permit procedures, pre-lift meeting.
- **Deck Installation** – Fall protection (use, inspecting, erecting, maintaining, disassembling) leading edges, controlled access zones, warning line system, safety monitoring system, hand protection, securing materials.
- **Disciplinary Policy** – Review of disciplinary action policy, serious/life-threatening offenses, less serious/non-life-threatening offenses, written reprimands, work suspensions, termination.

- **Dress Wear** – Proper work attire, shirt with 4” sleeves, ankle length trousers, sturdy leather work boots, no alcohol-drug-offensive attire. (Any offensive wording to race or religion)
- **Drugs & Alcohol** – Review of drug and alcohol policies (no use, possession, solicitation), testing requirements (pre-employment, random, cause, post-incident), reporting use of prescription medication and/or medical conditions.
- **Electrical** – Inspect cords prior to use, tag out/destroy/remove damaged cords, grounding (3 prong type), assured grounding, GFCI’s (on all electrical), double insulated tools, trip hazards, protect from damage, power cables.
- **Emergency Preparedness** – Types of emergencies (medical, weather, storms, bomb threat, fire, environmental), reporting procedures, contact procedures, precautions, evacuation, accounting for employees, mustering, returning to work, inspection of work area.
- **Emergency Phone Numbers** – Numbers, location, postings.
- **Environmental** – Procedures for reporting spills and leaks, procedures for clean-up and disposal, protection from exposure, use-selection-inspection-location of PPE.
- **Equipment Use & Inspections** – Daily pre-shift inspection prior to use, tag out/remove from service damaged/defective equipment, qualified/authorized operators only, safe operations, speed limits, seat belts, PPE, barricades, ground person, spotters, back-up alarms, blind spots, swing radius, pinch points, signals/communication, operator to have last say, power lines, fueling equipment (fire protection).
- **Fall Protection** – 6’ fall protection policy, 100% tie-off policy, zero tolerance, proper use-storage-inspection of fall protection equipment (harness, lanyard, D-ring extender, SRL, beamers, fall protection chokers, beam straps, horizontal lifelines, rope grabs), anchorage points (5,000 pounds per person), guardrail systems (cable, angle iron, clamps, performance criteria, deflection), safety nets, personal fall arrest systems, hole covers (secured, support twice the anticipated load, marked “hole” with visible paint), positioning devices, fall restraint device.

- **Fighting** – No fighting, no workplace violence, reporting procedures, zero tolerance.
- **Fire Protection** – Remove combustible and flammable materials from area, housekeeping, fire extinguisher within 35 feet of all hot work, use-type-maintenance-location-inspection of fire extinguishers, use-storage-handling-transporting flammable materials, fire watch, fire blankets, fire extinguisher on all fuel powered equipment, approved fuel cans (no plastic, flash arrestor screen, spring lid, labeled, colored), dispensing flammable liquids (shut off engines, grounding, bonding).
- **GFCI** – To be used on all electrical, inspect/test prior to use, tag out/remove/destroy damaged/defective GFCI's.
- **Hand Protection** – Wear appropriate gloves for task being performed, types of gloves and uses (cotton, leather, hot work), protect from cuts, lacerations, abrasions, punctures, etc.
- **Hand Tools** – Inspect prior to use (cords, tips, handles, triggers, guards, etc.), tag out/remove from service damaged/defective hand tools, do not alter tool, keep guards and attachments in place, use proper PPE.
- **Harassment** – Review of harassment policy, reporting procedures, zero tolerance.
- **Hazard Communication** – Review of policy/program, worker right-to-know, quantity and type of hazardous materials at the workplace, location of hazardous materials, safe use-handling-storage of hazardous materials, safety data sheets (SDS), how to read and locate SDS, labeling requirements, how to read labels, use-maintenance-storage-location-inspection of PPE.
- **Hearing Protection** – 85 dba or greater, high noise level areas and activities, hazards of high noise exposure, types of hearing protection equipment, use-storage-maintenance-location of hearing protection.
- **Heat Stress** – Types of heat stress illnesses, protection and prevention, personal habits, drinking fluids, electrolyte products, first-aid and medical treatment.
- **Horseplay** – No horseplay, running, etc.
- **Hot Work** – Fire prevention/protection, remove combustibles and flammables from area, housekeeping, barricades, ground person, fire watch, fire extinguisher

- with 25 feet, use-storage-maintenance-location-inspection of PPE (safety glasses, side shields, hard hats, face shields, goggles, hoods, gloves, jacket, leather, etc.), eye, face, hand, arm and body protection, proper shaded lens for eye protection (cutting – minimum 5 – welding – minimum 10) protection of property and equipment, fire blankets, inspection of equipment (hose, leads, regulators, etc.), tag out/destroy/remove damaged/defective equipment, no repairs within 10 feet of the stinger, grounding, welding blinds.
- **Housekeeping** – Keep all walking, working and storage areas free from debris and trash, neatly store and stack materials, trash cans in work and break areas, empty trash cans on regular basis, slip-trip-fall hazards, individual responsibilities.
 - **Incident Reporting** – Report all incidents immediately to your supervisor-no matter how slight or severe (injury, vehicle, equipment, property, fire, environmental, material, near miss, etc.), investigation procedures must take place to assure similar type incidents are prevented from happening again.
 - **Job Safety Analysis (JSA)** – Explanation of JSA, to be conducted daily by foreman, participation from crew needed and required.
 - **Ladders** – Proper selection-use-maintenance-inspection-storage of ladders, tag out/remove from service damaged/defective ladders, 3 points of contact, fall protection, do not carry materials in hands when climbing up/down a ladder, set-up on flat-stable ground, weight capacities and restrictions, 4:1 height to base ratio, secure ladder, slip-resistant footing, extend 36” above landing/platform, ladder fully open with spreaders locked, never work off the top two rungs, always face the ladder, keep body within frame of ladder, no aluminum or painted wooden ladders permitted, electrical hazards.
 - **Lifting** – Use proper lifting techniques, keep feet shoulder width apart, squat down to load, get a good grip on the load, lift with your legs, keep load close to your body, turn with your feet (don’t twist your back), set load down opposite way, don’t attempt to lift more than you can handle, if too heavy get help (another person, piece of equipment, etc.).
 - **Lockout/Tagout/Tryout** – Procedures for locking out, tagging out and trying out energized equipment, one lock per person, locks individually keyed, never remove another individual’s lock (zero tolerance).

- **Material Handling** – Use proper lifting techniques, never lift more than you can handle-get help, walk path to ensure it is clear and free of obstructions prior to handling material, use proper hand protection, secure load, spotters.
- **Medical** – Report all injuries immediately to your supervisor – not matter how slight or severe, review established medical and first aid procedures, location of medical facility, location of first-aid supplies, workers compensation coverage, recordkeeping requirements.
- **Multiple Lift Rigging** – Specialized rigging to be used (multiple lift rigging assembly – independent sling design), inspect rigging prior to use, tag out/destroy/remove from service damaged/defective rigging equipment, rigging to have a 5:1 safety factor, maximum of 5 pieces to be hoisted, only structural type members to be hoisted, must stay within capacities of rigging and crane, loads rigged from the top down, 7 feet clearance maintained between pieces (bottom flange to top flange), loads set from the bottom up, crane must employ controlled load lowering.
- **Openings (Holes)** – Shall be protected with guardrails and/or hole covers, guardrails to be cable/angle iron/wood, top rail to be set at 42” (above finished floor) and support 200 pounds of outward or downward force, mid rail to be set at 21” (above finished floor) and support 150 pounds of outward or downward force, rails cannot deflect more than 3”, rails cannot be used as anchorage point for fall protection unless designed for this purpose, covers to be secured, covers to support twice the anticipated, covers to be identified “hole” with visible paint.
- **PPE** – Safety glasses with side shield-hard hats-proper attire-work boots required at all times, additional PPE required for specific tasks (face shield, hot work jackets, hearing protection, respirators, etc.), use-maintenance-storage-location-inspection of PPE, tag out/remove from service damaged/defective PPE, compliance is mandatory.
- **Parking**- Parking is only permitted in established, designated areas.
- **Pneumatic Tools & Equipment** – Inspect prior to use, tag out/remove from service damaged/defective equipment, use of hearing protection and additional PPE (eye and face protection), anti-free flow device on air compressor, hoses secured with clips and/or wire, air not to be used to clean clothing or skin, turn off and bleed when not in use or leaving unattended (break/lunch) and before removing tool.

- **Powder Actuated Tools** – Inspect prior to use, tag out/remove from service damaged/defective equipment, only trained and certified personnel permitted to use, never point at another individual, tool should never be loaded unless to be used immediately, tool must be unloaded (powder and pins) before servicing the tool-when leaving the tool unattended-before storing the tool at the end of use/shift, use of eye, face and hearing protection, barricades below/opposite side of use, keep body parts clear from the end of the barrel, never use in an explosive atmosphere.
- **Respiratory Protection** – Use-selection-cleaning-inspecting-location of respiratory protection equipment, capabilities and limitations, pulmonary function testing, fit testing, check seals, medical signs and symptoms, effective use in an emergency, method to put on and remove.
- **Rigging & Hoisting** – Inspect all rigging equipment prior to use, tag out/destroy/remove from service damaged/defective rigging equipment, rigging to have 5:1 safety factor, proper size rigging for load, do not overload rigging, qualified rigger, use softeners where needed, tag lines on all loads, pre-planned hoisting paths, barricades, only authorized personnel permitted in area, stay clear of suspended loads (rigger and connector only), pinch points, use of hand protection, designated signal person, sound horn prior to swinging load, operator to have last say, shutting down operation due to weather (lightning, high winds, storms).
- **Rights of Employees** – Any/all employees have the right to shutdown/stop work operations in the event of an unsafe/hazardous condition/situation arises. No employee has the right to continue work operations when an unsafe/hazardous condition arises. All potentially unsafe/hazardous condition/situations must be reported immediately to your supervisor.
- **Safety Incentive Program** – (TBA) Safety Incentive Program being updated.
- **Scaffolds** – Must be assembled, disassembled, moved, etc. under the supervision of a competent person, fall hazards, fall protection – 100% tie-off (zero tolerance), falling object protection, set-up on flat-stable ground (use of mud sills), proper footings/base plates, bracing requirements (4 times the minimum base dimension), tagging system (green, yellow, red), must be inspected and signed-off by competent person prior to use, electrical hazards, no riding on scaffolds, type-use-criteria-securing of planks, do not climb cross braces, material handling, design criteria, weight capacities.
- **Signage** – Appropriate signage to be posted where needed (Flammable, No Smoking, Full, Empty, Oxygen, Acetylene, Propane, Gas, Diesel, Overhead

Work, Caution, Danger, Overhead Work, Mag Drill in Use, etc.), compliance with signage is mandatory.

- **Signals** – To be posted on or near required equipment, designated signal person established, operator to shut down if signals are not understood or individuals other than the designated signal person attempts to give signals.
- **Stairways** – Top rail and mid rail required, step required for areas where there is a change in elevation of 19” or more, fall protection required when installing stairways and handrails, fall protection required when accessing and egressing stairways with incomplete handrails, use of handrails.
- **Steel Erection (Subpart R)** – Overview of the standard – site layout, site specific erection plans, construction sequencing, hoisting and rigging, structural steel assembly, column anchorage, beams and columns, open web steel joists, systems-engineered metal buildings, falling object protection, fall protection and training. The fall protection requirements to be utilized are more stringent than OSHA – we enforce a 6’ fall protection policy, 100% tie-off, zero tolerance.
- **Suspended Personnel Platforms** - Critical lift, rated capacities and maximum personnel, fall protection, test pick with weight (125% capacity), trial lift (with weight in basket to intended location), safety latch on hook in use, safety line above headache ball, pre-lift meeting, crane must employee-controlled load lowering.
- **Toolbox Talks** – To be conducted daily to weekly, every Monday, at a designated pre-established location.

Crystalline Silica—exposure levels and use of P.P.E. to mitigate hazards and program

Shop Specific

Flawless Steel employs some of the industry's most advanced fabrication tools and machinery. From our robotic welder to the drill line, this equipment is powered by Tekla Power Fab. This technology allows us to input data, enabling the equipment to scan the member and perform the required tasks for each station. As a result, employee exposure to hazards typically associated with these tasks is significantly reduced. Training is required for each piece of equipment. There are a lot of moving parts in the shop and employees need to exhibit 360-degree awareness for not only themselves but also their coworkers.

Ensure you Know:

- Equipment range of motion
- Pinch points associated with each piece of equipment
- Hazards for each piece of equipment
- Safe and unsafe areas around equipment during operation
- Have training on equipment before using equipment

If you are not trained to operate a piece of equipment, **do not operate it!** If you feel unconfident in operating a piece of the equipment, or task reach out to your supervisor for additional training and mentoring.

Review of General Information

- Introduction to the company and its history
- Overview of our products and services
- Tour of the facilities
- Meet and greet the team
- Safety training session
- Review of company policies and procedures
- Changes in personal information
- Changes in personnel information
- Work Hours and Pay Day
- Lunch and Break Times

Training Program

Our comprehensive training program is designed to equip you with the knowledge and skills necessary to excel in your role. It includes:

- Technical training on welding techniques and equipment
- Quality assurance training
- Safety protocols and procedures
- Hands-on practice sessions
- Regular assessments to track your progress

Company Policies

Code of Conduct

We expect all employees to adhere to the highest standards of professional conduct. Our code of conduct includes:

- Maintaining punctuality and attendance
- Respecting colleagues and clients
- Adhering to safety guidelines
- Following company procedures
- Upholding confidentiality

Safety Policies

Your safety is our top priority. We have established robust safety policies to ensure a safe working environment for everyone:

- Mandatory use of personal protective equipment (PPE)
- Regular safety drills and training
- Immediate reporting of any hazards or incidents
- Compliance with OSHA standards

Employee Benefits (shop)

As part of the Flawless Steel Welding team, you will enjoy a range of benefits designed to support your well-being and professional growth:

- Health insurance
- Retirement plans
- Paid time off

Professional Development

Career Growth

We are committed to helping our employees grow their careers. We offer various opportunities for professional development, including:

- In-house training programs
- Access to industry conferences and seminars

- Mentorship and coaching

Continuing Education

- We believe in the importance of continuous learning. We provide support for employees seeking further education through professional development opportunities and access to online courses and resources.

Conclusion

We are thrilled to have you on board and look forward to seeing your contributions to the Flawless Steel Welding team. Should you have any questions or need assistance, please do not hesitate to reach out to your supervisor or HR representative. Welcome to the team!

The management team of Flawless Steel Welding welcomes you. We take pride in our Safety, Quality, and Craftsmanship of our people. We are attaching some forms that must be filled out completely and returned to your orientation instructor. Not all forms are applicable on all projects. Your orientation instructor will inform you which forms need to be completed. These forms include the following:

Item Number	Training/Item
1	New-Hire Orientation Training
2	Hazard Communication Training
3	Steel Erection Training
4	Fall Protection Training
5	Personal Protective Equipment Training
6	Hearing Conservation Training
7	Ladder and Stairway Training
8	Scaffold Training
9	Multiple Lift Rigging Training
10	Fall Protection Training–Deck Access/Installation
11	Respiratory Protection Training
12	Personal Tool List
13	Equipment Issue List
14	Voluntary Self-Identification Form

When you have completed the required forms, return them to your orientation instructor. Your orientation instructor will need to verify your citizenship, and we ask for your cooperation.

You are required to:

1. Comply with the FLAWLESS STEEL WELDING safety and health policies and procedures.
2. Comply with the owners and controlling contractor's safety and health policies and procedures.

Again welcome! We look forward to working with you in servicing our customers with pride.

Sincerely,
Victor Garcia
President and CEO

COMPLETE IN FULL:

NAME

SOCIAL SECURITY NUMBER

STREET ADDRESS

TRADE

CITY, STATE, ZIP CODE

TELEPHONE NUMBERS

EMERGENCY CONTACT NAME

TELEPHONE NUMBER (INCLUDE AREA CODE)

Listed below are the items to be covered in your new-hire orientation training. Upon completion of the orientation, read the list below and verify these items have been covered with you and you are comfortable with the material covered by checking the appropriate box.

- | | | |
|--|--|--|
| <input type="checkbox"/> Project Rules | <input type="checkbox"/> GFCI | <input type="checkbox"/> Modified Duty |
| <input type="checkbox"/> Security Rules | <input type="checkbox"/> Hand Protection | <input type="checkbox"/> Openings/Holes |
| <input type="checkbox"/> Adverse Weather | <input type="checkbox"/> Hand Tools | <input type="checkbox"/> Excavation |
| <input type="checkbox"/> Assigned Work Areas | <input type="checkbox"/> Harassment | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Hazard Communication | <input type="checkbox"/> Rigging/Hoisting |
| <input type="checkbox"/> Compressed Gas | <input type="checkbox"/> Hearing Protection | <input type="checkbox"/> Rights of Employees |
| <input type="checkbox"/> Blood borne Pathogens | <input type="checkbox"/> Heat Stress | <input type="checkbox"/> Scaffolds |
| <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Horseplay | <input type="checkbox"/> Signs/Signals |
| <input type="checkbox"/> Dress Wear | <input type="checkbox"/> Hot Work | <input type="checkbox"/> Stairways |
| <input type="checkbox"/> Drugs/Alcohol | <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Process Safety |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> JSA's | <input type="checkbox"/> Toolbox Talks |
| <input type="checkbox"/> Emergency Preparedness prevention | <input type="checkbox"/> Ladders | <input type="checkbox"/> Environmental/spill |
| <input type="checkbox"/> Emergency Phone Numbers | <input type="checkbox"/> Lifting | <input type="checkbox"/> Confined Space |
| <input type="checkbox"/> Equipment Use/Inspections | <input type="checkbox"/> Lockout/Tagout | <input type="checkbox"/> Pneumatic Tools |
| <input type="checkbox"/> Fall Protection | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Powder Actuated Tools |
| <input type="checkbox"/> Crystalline Silica | <input type="checkbox"/> Manlifts/Aerial Lifts | <input type="checkbox"/> Respiratory Protection |
| <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Medical/First Aid | <input type="checkbox"/> Incident Reporting |
| <input type="checkbox"/> Critical Lift | <input type="checkbox"/> Multiple Lift Rigging | <input type="checkbox"/> Fork trucks/Industrial trucks |
| <input type="checkbox"/> Work Hours/Pay | <input type="checkbox"/> Cranes | <input type="checkbox"/> Automated Shop Equipment |
| <input type="checkbox"/> Distribution of PPE | <input type="checkbox"/> Safety Handbook | <input type="checkbox"/> Personnel Information |

By signing below, I acknowledge that I have received new-hire orientation training, I understand all the information presented to me and I have had the opportunity to ask my trainer questions.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

Trainer's Signature

Date

HAZARD COMMUNICATION TRAINING

This is to acknowledge that I have received Hazard Communication Training that has been revised and to be implemented on 12/1/2013. I certify that I have been trained in the following:

1. OSHA Hazard Communication Standard – Right-to-Know.
2. Flawless Steel Welding., hazard communication program.
3. Purpose of the hazard communication program.
4. Existence, availability and location of FLAWLESS STEEL WELDING's hazard communication program.
5. Existence, availability and location of a complete list of hazardous materials, I as an employee, may be exposed to.
6. Physical and health hazards of chemicals in the work area.
7. Labeling purposes, procedures and systems.
8. Existence, availability and location of Safety Data Sheets (SDS)
9. Existence, availability and location of personal protective equipment.

By signing below, I acknowledge that I have received updated Hazard Communication Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

**STEEL ERECTION TRAINING
(SUBPART R)**

This is to acknowledge that I have received Steel Erection Training (Subpart R). I certify that I have been trained in the following:

1. Site layout, site-specific erection plan and construction sequence requirements.
2. Hoisting and rigging requirements.
3. Structural steel assembly requirements.
4. Column anchorage requirements.
5. Beams and columns requirements.
6. Open web steel joist requirements.
7. Systems-engineered metal building requirements.
8. Falling object protection requirements.
9. Fall protection requirements.

By signing below, I acknowledge that I have received Steel Erection Training (Subpart R), I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

FALL PROTECTION TRAINING

This is to acknowledge that I have received Fall Protection Training. I certify that I have been trained in the following:

1. National Riggers and Erectors, Inc., fall protection policies and procedures.
 - a. Six (6) feet, 100% tie-off policy.
 - b. Zero tolerance policy.
2. The nature of fall hazards in the work area.
3. The correct procedures for erecting, maintaining, disassembling and inspecting the fall protection systems to be used.
4. The proper procedures for using, maintaining and inspecting the personal fall arrest systems and equipment to be used.
5. The use and operation of guardrail systems, personal fall arrest systems, safety net systems, positioning device systems, fall restraint systems, warning line systems, safety monitoring systems, controlled access zones and other protection, which may be used.
6. The role of each employee in the safety monitoring system when this system is used.
7. The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
8. The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
9. The roles of employees in the fall protection plan.

By signing below, I acknowledge that I have received Fall Protection Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

PERSONAL PROTECTIVE EQUIPMENT TRAINING

This is to acknowledge that I have received Personal Protective Equipment Training. I certify that I have been trained in the following:

1. Existence, location and availability of Personal Protective Equipment.
2. The required Personal Protective Equipment to be utilized for the tasks to be performed.
3. How to use the required Personal Protective Equipment to be utilized.
4. How to inspect, maintain and store the required Personal Protective Equipment to be utilized.

By signing below, I acknowledge that I have received Personal Protective Equipment Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

HEARING CONSERVATION TRAINING

This is to acknowledge that I have received Hearing Conservation Training. I certify that I have been trained in the following:

1. High noise areas and activities.
2. Hazards of high noise exposure.
3. Personal protective equipment types and use.
4. Exposure monitoring.

By signing below, I acknowledge that I have received Hearing Conservation Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

LADDER AND STAIRWAY TRAINING

This is to acknowledge that I have received Ladder and Stairway Training. I certify that I have been trained in the following:

1. Hazards related to ladders and stairways.
2. Procedures to be followed to minimize the hazards related to ladders and stairways.
3. The nature of fall hazards in the work area.
4. The correct procedures for erecting, maintaining and disassembling the fall protection systems to be used.
5. The proper construction, use, placement and care in handling of ladders and stairways.
6. The maximum intended load-carrying capacities of ladders.

By signing below, I acknowledge that I have received Ladder and Stairway Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

SCAFFOLD TRAINING

This is to acknowledge that I have received Scaffold Training. I certify that I have been trained in the following:

1. The nature of scaffold hazards.
2. The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting and maintaining the type of scaffold to be used.
3. The nature of any electrical hazards falls hazards or falling object hazards in the work area.
4. The correct procedures for dealing with electrical hazards and for erecting, maintaining and disassembling the fall protection systems and falling object protection systems to be used.
5. The proper use of scaffolds and the proper handling of materials on the scaffold.
6. The design criteria, maximum intended load-carrying capacity and intended use of the scaffold to be used.

By signing below, I acknowledge that I have received Scaffold Training, I understand all the information presented to me and I have had the opportunity to ask my trainer questions.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

MULTIPLE LIFT RIGGING PROCEDURE TRAINING

This is to acknowledge that I have received Multiple Lift Rigging Procedure Training. I certify that I have been trained in the following:

1. The nature of the hazards associated with multiple lifts.
2. The proper procedures and equipment to perform multiple lifts.

A multiple lift shall only be performed if the following criteria are met:

1. A multiple lift rigging assembly is used.
2. A maximum of five members are hoisted per lift.
3. Only beams and similar structural members are lifted.
4. Employees engaged in the multiple lift have been in these procedures.
5. No crane is permitted to be used for a multiple lift where such use is contrary to the manufacturer's specifications and limitations.

Components of a multiple lift rigging assembly shall be specifically designed and assembled with a maximum capacity for total assembly and for each individual attachment point. The capacity, certified by the manufacturer or a qualified rigger, shall be based on the manufacturer's specifications with a 5 to 1 safety factor for all components.

The total load shall not exceed:

1. The rated capacity of the hoisting equipment is specified in the hoisting equipment load charts.
2. The rigging capacity is specified in the rigging, rating chart.

The multiple lift rigging assembly shall be rigged with members:

1. Attached at their center of gravity and maintained reasonably level.
2. Rigged from the top down.
3. Rigged at least 7 feet apart.

The members of the multiple lift rigging assembly shall be set from the bottom up.

Controlled load lowering shall be used whenever the load is over the connectors.

By signing below, I acknowledge that I have received Multiple Lift Rigging Procedure Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

FALL PROTECTION TRAINING DECK ACCESS AND INSTALLATION

This is to acknowledge that I have received Fall Protection Training for Deck Access and Installation Activities. I certify that I have been trained in the following:

6. Fall protection policies and procedures.
 - a. Six (6) feet, 100% tie-off policy.
 - b. Zero tolerance policy.
7. The recognition and identification of fall hazards in the work area.
8. The use and operation of personal fall arrest systems, controlled access zones, warning line systems and other protection devices to be used.
9. The proper procedures for erecting, maintaining, disassembling and inspecting the fall protection systems to be used.
10. The procedures to be followed to prevent falls to lower levels and through or into holes and openings on walking/working surfaces and walls.

By signing below, I acknowledge that I have received Fall Protection Training for Deck Access and Installation Activities, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

RESPIRATORY PROTECTION TRAINING

This is to acknowledge that I have received Respiratory Protection Training. I certify that I have been trained in the following:

1. Why the respirator is necessary and how improper fit, usage or maintenance can compromise the protective effect of the respirator.
2. The capabilities and limitations of the respirator.
3. How to use the respirator effectively.
4. How to use the respirator effectively in emergency situations.
5. How to inspect the respirator.
6. How to put on and remove the respirator.
7. How to check the seals of the respirator.
8. The maintenance, cleaning and storage procedures for the respirator.
9. How to recognize medical signs and symptoms that may limit or prevent the effective use of the respirator.

By signing below, I acknowledge that I have received Respiratory Protection Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE



FLAWLESS STEEL WELDING NEW HIRE BOOKLET

NEW-HIRE ORIENTATION

WELCOME TO FLAWLESS STEEL WELDING!

We are delighted to have you join our team!

This booklet is designed to help you get acquainted with our company, understand our policies and procedures, and set you up for success in your new role.

Shawn Richardson

NEW-HIRE ORIENTATION

Rev.1 3-18-25

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Company Overview

Flawless Steel Welding is a leader in the steel welding industry, renowned for our commitment to quality, precision, and innovation. Our mission is to deliver flawless welding solutions that exceed our clients' expectations and contribute to the advancement of the industry.

Our Values

- **Quality:** We strive to achieve the highest standards in everything we do.
- **Integrity:** We conduct our business with honesty and transparency.
- **Innovation:** We continuously seek out new technologies and methods to improve our processes.
- **Teamwork:** We believe in the power of collaboration and support our employees in their professional growth.

General

All Flawless Steel Welding employees, when hired and prior to beginning work, shall undergo a detailed safety and health orientation training process. This training shall consist of:

1. FLAWLESS STEEL WELDING, safety and health policies, procedures, rules and regulations.
2. FLAWLESS STEEL WELDING, security policies, procedures, rules and regulations.
3. Site-specific safety and health policies, procedures, rules and regulations.
4. Site-specific security policies, procedures, rules and regulations.
5. Special safety program training, as needed.

The purpose of this new-hire orientation training process is to make every employee aware of his or her responsibilities concerning safety. The new-hire orientation will stress safety as a matter of awareness and attitude. It will also address the concept of teamwork, communication and self-discipline.

Upon completion of this orientation, each employee shall have the ability to address any questions, comments or concerns they may have regarding the safety and health policies, procedure, rules and regulations set forth by FLAWLESS STEEL WELDING.

No employee shall be permitted to begin work until this process has been completed. At any time, the employee is found to be working outside of the scope of safety work practices and assessment of the employees' understanding of procedures will be conducted and retrained for any deficiencies of understanding before the employee returns to his or her job scope.

This training will be conducted on an annual basis pursuant to the employees hired on date or in the event of understanding deficiencies. The annual training may include additional training that is not provided for in the new-hire orientation.

FSW Security, Health and Safety Policies and Procedures.

- **Adverse Weather** – Types, precautions, securing materials and equipment, evacuation, accounting for employees, mustering, returning to work, inspection of work area.
- **Aerial Lifts** – Daily pre-shift inspection prior to use, tag out/remove from service damaged/defective equipment, certified operators only, safe operation of equipment, weight capacities, fall protection – 100% tie-off (zero tolerance), tie-off to designated anchorage points only, procedures for accessing and egressing elevated aerial lifts (100% tie-off), observe ground conditions and adjacent areas, spotters, pinch points.
- **Assigned Work Area** – Location of work areas, security policies.
- **Barricades** – Types of barricades and purpose, only authorized personnel permitted, ground personnel, proper set-up, maintaining, removing when complete.
- **Compressed Gas** – Use, storage (oxygen to be separated from fuel gases by a minimum of 20 feet or a ½ hour rated firewall), handling, transporting, flash arrestors, dial caps, shut off and bleed when not in use or leaving unattended (break/lunch) and before removing regulators.
- **Confined Space** – No work permitted unless authorized, review of confined space entry requirements, confined space entry permits, responsibilities of individuals involved (supervisor, attendant, entrants), atmospheric testing, rescue systems.
- **Critical Lifts** – 75% of crane capacity, tandem lift, personnel basket hoisted, engineered lift, permit procedures, pre-lift meeting.
- **Deck Installation** – Fall protection (use, inspecting, erecting, maintaining, disassembling) leading edges, controlled access zones, warning line system, safety monitoring system, hand protection, securing materials.
- **Disciplinary Policy** – Review of disciplinary action policy, serious/life-threatening offenses, less serious/non-life-threatening offenses, written reprimands, work suspensions, termination.

- **Dress Wear** – Proper work attire, shirt with 4” sleeves, ankle length trousers, sturdy leather work boots, no alcohol-drug-offensive attire. (Any offensive wording to race or religion)
- **Drugs & Alcohol** – Review of drug and alcohol policies (no use, possession, solicitation), testing requirements (pre-employment, random, cause, post-incident), reporting use of prescription medication and/or medical conditions.
- **Electrical** – Inspect cords prior to use, tag out/destroy/remove damaged cords, grounding (3 prong type), assured grounding, GFCI’s (on all electrical), double insulated tools, trip hazards, protect from damage, power cables.
- **Emergency Preparedness** – Types of emergencies (medical, weather, storms, bomb threat, fire, environmental), reporting procedures, contact procedures, precautions, evacuation, accounting for employees, mustering, returning to work, inspection of work area.
- **Emergency Phone Numbers** – Numbers, location, postings.
- **Environmental** – Procedures for reporting spills and leaks, procedures for clean-up and disposal, protection from exposure, use-selection-inspection-location of PPE.
- **Equipment Use & Inspections** – Daily pre-shift inspection prior to use, tag out/remove from service damaged/defective equipment, qualified/authorized operators only, safe operations, speed limits, seat belts, PPE, barricades, ground person, spotters, back-up alarms, blind spots, swing radius, pinch points, signals/communication, operator to have last say, power lines, fueling equipment (fire protection).
- **Fall Protection** – 6’ fall protection policy, 100% tie-off policy, zero tolerance, proper use-storage-inspection of fall protection equipment (harness, lanyard, D-ring extender, SRL, beamers, fall protection chokers, beam straps, horizontal lifelines, rope grabs), anchorage points (5,000 pounds per person), guardrail systems (cable, angle iron, clamps, performance criteria, deflection), safety nets, personal fall arrest systems, hole covers (secured, support twice the anticipated load, marked “hole” with visible paint), positioning devices, fall restraint device.

- **Fighting** – No fighting, no workplace violence, reporting procedures, zero tolerance.
- **Fire Protection** – Remove combustible and flammable materials from area, housekeeping, fire extinguisher within 35 feet of all hot work, use-type-maintenance-location-inspection of fire extinguishers, use-storage-handling-transporting flammable materials, fire watch, fire blankets, fire extinguisher on all fuel powered equipment, approved fuel cans (no plastic, flash arrestor screen, spring lid, labeled, colored), dispensing flammable liquids (shut off engines, grounding, bonding).
- **GFCI** – To be used on all electrical, inspect/test prior to use, tag out/remove/destroy damaged/defective GFCI's.
- **Hand Protection** – Wear appropriate gloves for task being performed, types of gloves and uses (cotton, leather, hot work), protect from cuts, lacerations, abrasions, punctures, etc.
- **Hand Tools** – Inspect prior to use (cords, tips, handles, triggers, guards, etc.), tag out/remove from service damaged/defective hand tools, do not alter tool, keep guards and attachments in place, use proper PPE.
- **Harassment** – Review of harassment policy, reporting procedures, zero tolerance.
- **Hazard Communication** – Review of policy/program, worker right-to-know, quantity and type of hazardous materials at the workplace, location of hazardous materials, safe use-handling-storage of hazardous materials, safety data sheets (SDS), how to read and locate SDS, labeling requirements, how to read labels, use-maintenance-storage-location-inspection of PPE.
- **Hearing Protection** – 85 dba or greater, high noise level areas and activities, hazards of high noise exposure, types of hearing protection equipment, use-storage-maintenance-location of hearing protection.
- **Heat Stress** – Types of heat stress illnesses, protection and prevention, personal habits, drinking fluids, electrolyte products, first-aid and medical treatment.
- **Horseplay** – No horseplay, running, etc.
- **Hot Work** – Fire prevention/protection, remove combustibles and flammables from area, housekeeping, barricades, ground person, fire watch, fire extinguisher

- with 25 feet, use-storage-maintenance-location-inspection of PPE (safety glasses, side shields, hard hats, face shields, goggles, hoods, gloves, jacket, leather, etc.), eye, face, hand, arm and body protection, proper shaded lens for eye protection (cutting – minimum 5 – welding – minimum 10) protection of property and equipment, fire blankets, inspection of equipment (hose, leads, regulators, etc.), tag out/destroy/remove damaged/defective equipment, no repairs within 10 feet of the stinger, grounding, welding blinds.
- **Housekeeping** – Keep all walking, working and storage areas free from debris and trash, neatly store and stack materials, trash cans in work and break areas, empty trash cans on regular basis, slip-trip-fall hazards, individual responsibilities.
 - **Incident Reporting** – Report all incidents immediately to your supervisor-no matter how slight or severe (injury, vehicle, equipment, property, fire, environmental, material, near miss, etc.), investigation procedures must take place to assure similar type incidents are prevented from happening again.
 - **Job Safety Analysis (JSA)** – Explanation of JSA, to be conducted daily by foreman, participation from crew needed and required.
 - **Ladders** – Proper selection-use-maintenance-inspection-storage of ladders, tag out/remove from service damaged/defective ladders, 3 points of contact, fall protection, do not carry materials in hands when climbing up/down a ladder, set-up on flat-stable ground, weight capacities and restrictions, 4:1 height to base ratio, secure ladder, slip-resistant footing, extend 36” above landing/platform, ladder fully open with spreaders locked, never work off the top two rungs, always face the ladder, keep body within frame of ladder, no aluminum or painted wooden ladders permitted, electrical hazards.
 - **Lifting** – Use proper lifting techniques, keep feet shoulder width apart, squat down to load, get a good grip on the load, lift with your legs, keep load close to your body, turn with your feet (don’t twist your back), set load down opposite way, don’t attempt to lift more than you can handle, if too heavy get help (another person, piece of equipment, etc.).
 - **Lockout/Tagout/Tryout** – Procedures for locking out, tagging out and trying out energized equipment, one lock per person, locks individually keyed, never remove another individual’s lock (zero tolerance).

- **Material Handling** – Use proper lifting techniques, never lift more than you can handle-get help, walk path to ensure it is clear and free of obstructions prior to handling material, use proper hand protection, secure load, spotters.
- **Medical** – Report all injuries immediately to your supervisor – not matter how slight or severe, review established medical and first aid procedures, location of medical facility, location of first-aid supplies, workers compensation coverage, recordkeeping requirements.
- **Multiple Lift Rigging** – Specialized rigging to be used (multiple lift rigging assembly – independent sling design), inspect rigging prior to use, tag out/destroy/remove from service damaged/defective rigging equipment, rigging to have a 5:1 safety factor, maximum of 5 pieces to be hoisted, only structural type members to be hoisted, must stay within capacities of rigging and crane, loads rigged from the top down, 7 feet clearance maintained between pieces (bottom flange to top flange), loads set from the bottom up, crane must employ controlled load lowering.
- **Openings (Holes)** – Shall be protected with guardrails and/or hole covers, guardrails to be cable/angle iron/wood, top rail to be set at 42” (above finished floor) and support 200 pounds of outward or downward force, mid rail to be set at 21” (above finished floor) and support 150 pounds of outward or downward force, rails cannot deflect more than 3”, rails cannot be used as anchorage point for fall protection unless designed for this purpose, covers to be secured, covers to support twice the anticipated, covers to be identified “hole” with visible paint.
- **PPE** – Safety glasses with side shield-hard hats-proper attire-work boots required at all times, additional PPE required for specific tasks (face shield, hot work jackets, hearing protection, respirators, etc.), use-maintenance-storage-location-inspection of PPE, tag out/remove from service damaged/defective PPE, compliance is mandatory.
- **Parking**- Parking is only permitted in established, designated areas.
- **Pneumatic Tools & Equipment** – Inspect prior to use, tag out/remove from service damaged/defective equipment, use of hearing protection and additional PPE (eye and face protection), anti-free flow device on air compressor, hoses secured with clips and/or wire, air not to be used to clean clothing or skin, turn off and bleed when not in use or leaving unattended (break/lunch) and before removing tool.

- **Powder Actuated Tools** – Inspect prior to use, tag out/remove from service damaged/defective equipment, only trained and certified personnel permitted to use, never point at another individual, tool should never be loaded unless to be used immediately, tool must be unloaded (powder and pins) before servicing the tool-when leaving the tool unattended-before storing the tool at the end of use/shift, use of eye, face and hearing protection, barricades below/opposite side of use, keep body parts clear from the end of the barrel, never use in an explosive atmosphere.
- **Respiratory Protection** – Use-selection-cleaning-inspecting-location of respiratory protection equipment, capabilities and limitations, pulmonary function testing, fit testing, check seals, medical signs and symptoms, effective use in an emergency, method to put on and remove.
- **Rigging & Hoisting** – Inspect all rigging equipment prior to use, tag out/destroy/remove from service damaged/defective rigging equipment, rigging to have 5:1 safety factor, proper size rigging for load, do not overload rigging, qualified rigger, use softeners where needed, tag lines on all loads, pre-planned hoisting paths, barricades, only authorized personnel permitted in area, stay clear of suspended loads (rigger and connector only), pinch points, use of hand protection, designated signal person, sound horn prior to swinging load, operator to have last say, shutting down operation due to weather (lightning, high winds, storms).
- **Rights of Employees** – Any/all employees have the right to shutdown/stop work operations in the event of an unsafe/hazardous condition/situation arises. No employee has the right to continue work operations when an unsafe/hazardous condition arises. All potentially unsafe/hazardous condition/situations must be reported immediately to your supervisor.
- **Safety Incentive Program** – (TBA) Safety Incentive Program being updated.
- **Scaffolds** – Must be assembled, disassembled, moved, etc. under the supervision of a competent person, fall hazards, fall protection – 100% tie-off (zero tolerance), falling object protection, set-up on flat-stable ground (use of mud sills), proper footings/base plates, bracing requirements (4 times the minimum base dimension), tagging system (green, yellow, red), must be inspected and signed-off by competent person prior to use, electrical hazards, no riding on scaffolds, type-use-criteria-securing of planks, do not climb cross braces, material handling, design criteria, weight capacities.
- **Signage** – Appropriate signage to be posted where needed (Flammable, No Smoking, Full, Empty, Oxygen, Acetylene, Propane, Gas, Diesel, Overhead

Work, Caution, Danger, Overhead Wok, Mag Drill in Use, etc.), compliance with signage is mandatory.

- **Signals** – To be posted on or near required equipment, designated signal person established, operator to shut down if signals are not understood or individuals other than the designated signal person attempts to give signals.
- **Stairways** – Top rail and mid rail required, step required for areas where there is a change in elevation of 19” or more, fall protection required when installing stairways and handrails, fall protection required when accessing and egressing stairways with incomplete handrails, use of handrails.
- **Steel Erection (Subpart R)** – Overview of the standard – site layout, site specific erection plans, construction sequencing, hoisting and rigging, structural steel assembly, column anchorage, beams and columns, open web steel joists, systems-engineered metal buildings, falling object protection, fall protection and training. The fall protection requirements to be utilized are more stringent than OSHA – we enforce a 6’ fall protection policy, 100% tie-off, zero tolerance.
- **Suspended Personnel Platforms** - Critical lift, rated capacities and maximum personnel, fall protection, test pick with weight (125% capacity), trial lift (with weight in basket to intended location), safety latch on hook in use, safety line above headache ball, pre-lift meeting, crane must employee-controlled load lowering.
- **Toolbox Talks** – To be conducted daily to weekly, every Monday, at a designated pre-established location.

Crystalline Silica—exposure levels and use of P.P.E. to mitigate hazards and program

Shop Specific

Flawless Steel employs some of the industry's most advanced fabrication tools and machinery. From our robotic welder to the drill line, this equipment is powered by Tekla Power Fab. This technology allows us to input data, enabling the equipment to scan the member and perform the required tasks for each station. As a result, employee exposure to hazards typically associated with these tasks is significantly reduced. Training is required for each piece of equipment. There are a lot of moving parts in the shop and employees need to exhibit 360-degree awareness for not only themselves but also their coworkers.

Ensure you Know:

- Equipment range of motion
- Pinch points associated with each piece of equipment
- Hazards for each piece of equipment
- Safe and unsafe areas around equipment during operation
- Have training on equipment before using equipment

If you are not trained to operate a piece of equipment, **do not operate it!** If you feel unconfident in operating a piece of the equipment, or task reach out to your supervisor for additional training and mentoring.

Review of General Information

- Introduction to the company and its history
- Overview of our products and services
- Tour of the facilities
- Meet and greet the team
- Safety training session
- Review of company policies and procedures
- Changes in personal information
- Changes in personnel information
- Work Hours and Pay Day
- Lunch and Break Times

Training Program

Our comprehensive training program is designed to equip you with the knowledge and skills necessary to excel in your role. It includes:

- Technical training on welding techniques and equipment
- Quality assurance training
- Safety protocols and procedures
- Hands-on practice sessions
- Regular assessments to track your progress

Company Policies

Code of Conduct

We expect all employees to adhere to the highest standards of professional conduct. Our code of conduct includes:

- Maintaining punctuality and attendance
- Respecting colleagues and clients
- Adhering to safety guidelines
- Following company procedures
- Upholding confidentiality

Safety Policies

Your safety is our top priority. We have established robust safety policies to ensure a safe working environment for everyone:

- Mandatory use of personal protective equipment (PPE)
- Regular safety drills and training
- Immediate reporting of any hazards or incidents
- Compliance with OSHA standards

Employee Benefits (shop)

As part of the Flawless Steel Welding team, you will enjoy a range of benefits designed to support your well-being and professional growth:

- Health insurance
- Retirement plans
- Paid time off

Professional Development

Career Growth

We are committed to helping our employees grow their careers. We offer various opportunities for professional development, including:

- In-house training programs
- Access to industry conferences and seminars

- Mentorship and coaching

Continuing Education

- We believe in the importance of continuous learning. We provide support for employees seeking further education through professional development opportunities and access to online courses and resources.

Conclusion

We are thrilled to have you on board and look forward to seeing your contributions to the Flawless Steel Welding team. Should you have any questions or need assistance, please do not hesitate to reach out to your supervisor or HR representative. Welcome to the team!

The management team of Flawless Steel Welding welcomes you. We take pride in our Safety, Quality, and Craftsmanship of our people. We are attaching some forms that must be filled out completely and returned to your orientation instructor. Not all forms are applicable on all projects. Your orientation instructor will inform you which forms need to be completed. These forms include the following:

Item Number	Training/Item
1	New-Hire Orientation Training
2	Hazard Communication Training
3	Steel Erection Training
4	Fall Protection Training
5	Personal Protective Equipment Training
6	Hearing Conservation Training
7	Ladder and Stairway Training
8	Scaffold Training
9	Multiple Lift Rigging Training
10	Fall Protection Training–Deck Access/Installation
11	Respiratory Protection Training
12	Personal Tool List
13	Equipment Issue List
14	Voluntary Self-Identification Form

When you have completed the required forms, return them to your orientation instructor. Your orientation instructor will need to verify your citizenship, and we ask for your cooperation.

You are required to:

1. Comply with the FLAWLESS STEEL WELDING safety and health policies and procedures.
2. Comply with the owners and controlling contractor's safety and health policies and procedures.

Again welcome! We look forward to working with you in servicing our customers with pride.

Sincerely,
Victor Garcia
President and CEO

COMPLETE IN FULL:

NAME

SOCIAL SECURITY NUMBER

STREET ADDRESS

TRADE

CITY, STATE, ZIP CODE

TELEPHONE NUMBERS

EMERGENCY CONTACT NAME

TELEPHONE NUMBER (INCLUDE AREA CODE)

Listed below are the items to be covered in your new-hire orientation training. Upon completion of the orientation, read the list below and verify these items have been covered with you and you are comfortable with the material covered by checking the appropriate box.

- | | | |
|--|--|--|
| <input type="checkbox"/> Project Rules | <input type="checkbox"/> GFCI | <input type="checkbox"/> Modified Duty |
| <input type="checkbox"/> Security Rules | <input type="checkbox"/> Hand Protection | <input type="checkbox"/> Openings/Holes |
| <input type="checkbox"/> Adverse Weather | <input type="checkbox"/> Hand Tools | <input type="checkbox"/> Excavation |
| <input type="checkbox"/> Assigned Work Areas | <input type="checkbox"/> Harassment | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Hazard Communication | <input type="checkbox"/> Rigging/Hoisting |
| <input type="checkbox"/> Compressed Gas | <input type="checkbox"/> Hearing Protection | <input type="checkbox"/> Rights of Employees |
| <input type="checkbox"/> Blood borne Pathogens | <input type="checkbox"/> Heat Stress | <input type="checkbox"/> Scaffolds |
| <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Horseplay | <input type="checkbox"/> Signs/Signals |
| <input type="checkbox"/> Dress Wear | <input type="checkbox"/> Hot Work | <input type="checkbox"/> Stairways |
| <input type="checkbox"/> Drugs/Alcohol | <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Process Safety |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> JSA's | <input type="checkbox"/> Toolbox Talks |
| <input type="checkbox"/> Emergency Preparedness prevention | <input type="checkbox"/> Ladders | <input type="checkbox"/> Environmental/spill |
| <input type="checkbox"/> Emergency Phone Numbers | <input type="checkbox"/> Lifting | <input type="checkbox"/> Confined Space |
| <input type="checkbox"/> Equipment Use/Inspections | <input type="checkbox"/> Lockout/Tagout | <input type="checkbox"/> Pneumatic Tools |
| <input type="checkbox"/> Fall Protection | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Powder Actuated Tools |
| <input type="checkbox"/> Crystalline Silica | <input type="checkbox"/> Manlifts/Aerial Lifts | <input type="checkbox"/> Respiratory Protection |
| <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Medical/First Aid | <input type="checkbox"/> Incident Reporting |
| <input type="checkbox"/> Critical Lift | <input type="checkbox"/> Multiple Lift Rigging | <input type="checkbox"/> Fork trucks/Industrial trucks |
| <input type="checkbox"/> Work Hours/Pay | <input type="checkbox"/> Cranes | <input type="checkbox"/> Automated Shop Equipment |
| <input type="checkbox"/> Distribution of PPE | <input type="checkbox"/> Safety Handbook | <input type="checkbox"/> Personnel Information |

By signing below, I acknowledge that I have received new-hire orientation training, I understand all the information presented to me and I have had the opportunity to ask my trainer questions.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

Trainer's Signature

Date

HAZARD COMMUNICATION TRAINING

This is to acknowledge that I have received Hazard Communication Training that has been revised and to be implemented on 12/1/2013. I certify that I have been trained in the following:

1. OSHA Hazard Communication Standard – Right-to-Know.
2. Flawless Steel Welding., hazard communication program.
3. Purpose of the hazard communication program.
4. Existence, availability and location of FLAWLESS STEEL WELDING's hazard communication program.
5. Existence, availability and location of a complete list of hazardous materials, I as an employee, may be exposed to.
6. Physical and health hazards of chemicals in the work area.
7. Labeling purposes, procedures and systems.
8. Existence, availability and location of Safety Data Sheets (SDS)
9. Existence, availability and location of personal protective equipment.

By signing below, I acknowledge that I have received updated Hazard Communication Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

**STEEL ERECTION TRAINING
(SUBPART R)**

This is to acknowledge that I have received Steel Erection Training (Subpart R). I certify that I have been trained in the following:

1. Site layout, site-specific erection plan and construction sequence requirements.
2. Hoisting and rigging requirements.
3. Structural steel assembly requirements.
4. Column anchorage requirements.
5. Beams and columns requirements.
6. Open web steel joist requirements.
7. Systems-engineered metal building requirements.
8. Falling object protection requirements.
9. Fall protection requirements.

By signing below, I acknowledge that I have received Steel Erection Training (Subpart R), I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

FALL PROTECTION TRAINING

This is to acknowledge that I have received Fall Protection Training. I certify that I have been trained in the following:

1. National Riggers and Erectors, Inc., fall protection policies and procedures.
 - a. Six (6) feet, 100% tie-off policy.
 - b. Zero tolerance policy.
2. The nature of fall hazards in the work area.
3. The correct procedures for erecting, maintaining, disassembling and inspecting the fall protection systems to be used.
4. The proper procedures for using, maintaining and inspecting the personal fall arrest systems and equipment to be used.
5. The use and operation of guardrail systems, personal fall arrest systems, safety net systems, positioning device systems, fall restraint systems, warning line systems, safety monitoring systems, controlled access zones and other protection, which may be used.
6. The role of each employee in the safety monitoring system when this system is used.
7. The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
8. The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
9. The roles of employees in the fall protection plan.

By signing below, I acknowledge that I have received Fall Protection Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

PERSONAL PROTECTIVE EQUIPMENT TRAINING

This is to acknowledge that I have received Personal Protective Equipment Training. I certify that I have been trained in the following:

1. Existence, location and availability of Personal Protective Equipment.
2. The required Personal Protective Equipment to be utilized for the tasks to be performed.
3. How to use the required Personal Protective Equipment to be utilized.
4. How to inspect, maintain and store the required Personal Protective Equipment to be utilized.

By signing below, I acknowledge that I have received Personal Protective Equipment Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

HEARING CONSERVATION TRAINING

This is to acknowledge that I have received Hearing Conservation Training. I certify that I have been trained in the following:

1. High noise areas and activities.
2. Hazards of high noise exposure.
3. Personal protective equipment types and use.
4. Exposure monitoring.

By signing below, I acknowledge that I have received Hearing Conservation Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

LADDER AND STAIRWAY TRAINING

This is to acknowledge that I have received Ladder and Stairway Training. I certify that I have been trained in the following:

1. Hazards related to ladders and stairways.
2. Procedures to be followed to minimize the hazards related to ladders and stairways.
3. The nature of fall hazards in the work area.
4. The correct procedures for erecting, maintaining and disassembling the fall protection systems to be used.
5. The proper construction, use, placement and care in handling of ladders and stairways.
6. The maximum intended load-carrying capacities of ladders.

By signing below, I acknowledge that I have received Ladder and Stairway Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

SCAFFOLD TRAINING

This is to acknowledge that I have received Scaffold Training. I certify that I have been trained in the following:

1. The nature of scaffold hazards.
2. The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting and maintaining the type of scaffold to be used.
3. The nature of any electrical hazards falls hazards or falling object hazards in the work area.
4. The correct procedures for dealing with electrical hazards and for erecting, maintaining and disassembling the fall protection systems and falling object protection systems to be used.
5. The proper use of scaffolds and the proper handling of materials on the scaffold.
6. The design criteria, maximum intended load-carrying capacity and intended use of the scaffold to be used.

By signing below, I acknowledge that I have received Scaffold Training, I understand all the information presented to me and I have had the opportunity to ask my trainer questions.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

MULTIPLE LIFT RIGGING PROCEDURE TRAINING

This is to acknowledge that I have received Multiple Lift Rigging Procedure Training. I certify that I have been trained in the following:

1. The nature of the hazards associated with multiple lifts.
2. The proper procedures and equipment to perform multiple lifts.

A multiple lift shall only be performed if the following criteria are met:

1. A multiple lift rigging assembly is used.
2. A maximum of five members are hoisted per lift.
3. Only beams and similar structural members are lifted.
4. Employees engaged in the multiple lift have been in these procedures.
5. No crane is permitted to be used for a multiple lift where such use is contrary to the manufacturer's specifications and limitations.

Components of a multiple lift rigging assembly shall be specifically designed and assembled with a maximum capacity for total assembly and for each individual attachment point. The capacity, certified by the manufacturer or a qualified rigger, shall be based on the manufacturer's specifications with a 5 to 1 safety factor for all components.

The total load shall not exceed:

1. The rated capacity of the hoisting equipment is specified in the hoisting equipment load charts.
2. The rigging capacity is specified in the rigging, rating chart.

The multiple lift rigging assembly shall be rigged with members:

1. Attached at their center of gravity and maintained reasonably level.
2. Rigged from the top down.
3. Rigged at least 7 feet apart.

The members of the multiple lift rigging assembly shall be set from the bottom up.

Controlled load lowering shall be used whenever the load is over the connectors.

By signing below, I acknowledge that I have received Multiple Lift Rigging Procedure Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

FALL PROTECTION TRAINING DECK ACCESS AND INSTALLATION

This is to acknowledge that I have received Fall Protection Training for Deck Access and Installation Activities. I certify that I have been trained in the following:

6. Fall protection policies and procedures.
 - a. Six (6) feet, 100% tie-off policy.
 - b. Zero tolerance policy.
7. The recognition and identification of fall hazards in the work area.
8. The use and operation of personal fall arrest systems, controlled access zones, warning line systems and other protection devices to be used.
9. The proper procedures for erecting, maintaining, disassembling and inspecting the fall protection systems to be used.
10. The procedures to be followed to prevent falls to lower levels and through or into holes and openings on walking/working surfaces and walls.

By signing below, I acknowledge that I have received Fall Protection Training for Deck Access and Installation Activities, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE

TRAINERS SIGNATURE

DATE

RESPIRATORY PROTECTION TRAINING

This is to acknowledge that I have received Respiratory Protection Training. I certify that I have been trained in the following:

1. Why the respirator is necessary and how improper fit, usage or maintenance can compromise the protective effect of the respirator.
2. The capabilities and limitations of the respirator.
3. How to use the respirator effectively.
4. How to use the respirator effectively in emergency situations.
5. How to inspect the respirator.
6. How to put on and remove the respirator.
7. How to check the seals of the respirator.
8. The maintenance, cleaning and storage procedures for the respirator.
9. How to recognize medical signs and symptoms that may limit or prevent the effective use of the respirator.

By signing below, I acknowledge that I have received Respiratory Protection Training, I understand all the information presented to me and I have had the opportunity to ask questions to my trainer.

EMPLOYEES NAME

employee ID Number

EMPLOYEES SIGNATURE

DATE