

New Employee Template

(COMPANY NAME)

The staff and management of (COMPANY NAME) would like to take a moment to welcome you to the company. We sincerely wish you the best and look forward to working with you. Your co-workers, as well as management and supervisory personnel will be happy to try and answer your questions as they arise. We expect you will have one or two! So get ready to start asking them, you have a lot to learn!

Our Employment Policies and Standard of Conduct Manual is provided to define and outline information concerning your job requirements, duties and responsibilities, attendance on the job and at regular (mandatory) staff meetings, your wages, wage increases, benefits and vacation. *Insert individual company information here.*

As an employee of this company, you are issued this handbook for the sole purpose of assisting you to thoroughly understand the guidelines under which you will be expected to operate. Your conduct in the future must reflect these guidelines!

All current active personnel, as well as all future employees, will be issued a personal copy of the manual. All staff is required to retain his/her copy and will be asked to verify this with your signature. Additional copies can be obtained upon request.

Staff members having additional suggestions, and/or new policy ideas which they believe worthy of consideration for inclusion in this manual may submit their proposals IN WRITING WITH SIGNATURE to management.

PLEASE NOTE - Final acceptance or rejection of any suggested policy idea will be made through management only. Suggestions will be reviewed, decisions will then be posted during regular quarterly staff meetings. Decisions shall be considered final.

IT IS AGAINST THE LAW TO DISCRIMINATE ON THE BASIS OF RACE, SEX, RELIGION, COLOR, AGE, OR COUNTRY OF NATIONAL ORIGIN.

WE AT *(YOUR COMPANY NAME)* ARE AN EQUAL OPPORTUNITY EMPLOYER.

COMPANY SAFETY PROCEDURES

Responsibilities of Employees

1. Learn and follow safe standard operating procedures.
2. Wear protective equipment and use safety devices that are provided.
3. Report all accidents and hazards to the supervisor.
4. Participate in the safety program in an active manner.

GENERAL REQUIREMENTS FOR CONDUCT

Reporting for work

1. All personnel are required to report promptly to the office and to the jobsite, as indicated on weekly schedule.
2. Complete sobriety is mandatory during all work hours; this does mean during the three hours prior to your individual schedule.
3. Proper identification must be carried at all times while at work.
4. Company staff meetings, as posted, are mandatory. Proper attire will be expected for these meetings.

Arrival at job-site

1. Proper dress (your uniform) is required for all in field operations.
2. Identification should always be presented upon your arrival to any job-site, primarily for security reasons.
3. All operations and conduct shall be carried out in a professional, workmanlike fashion.
4. Rudeness to any client representative will NOT be tolerated; this does NOT mean that you should not be firm where necessary.
5. Applicable job-data sheets must be completed for each job scheduled, preferably in the presence of the customer.
6. Theft of ANY customer goods (this includes food and soft drink items) SHALL NOT BE TOLERATED TO ANY DEGREE! Actions of this caliber will mandate severe disciplinary action, up to and including immediate termination.

Departure from job

1. The authorizing contract representative (usually on-duty manager) must sign for all goods/services provided to the customer on our Work Order and/or Service Report.
2. All work areas in customer facilities must be left clean and neat before any crew departs from any job site.
3. All crew personnel are responsible for a final job walk through so as to assure that all facilities are being left clean and that ALL of our company tools and equipment are accounted for and loaded onto our trucks.
4. All refrigerators and/or other applicable electrical appliances MUST be plugged into their proper outlets and operational prior to departure from any customer facilities.

Equipment and tools

1. Expensive tools and equipment have been provided for your use; it is expected that these tools and equipment be maintained in a good (and relatively) clean condition.
2. Tool and equipment damage must be reported at once for correction.
3. Pump and truck vital fluids **MUST** be inspected **EACH** day; oils must be kept at the appropriate level **AT ALL TIMES**.
4. Checking of fluids and pumps “hours used” **MUST** be logged on their respective sheets and signed off each night.
5. All safety equipment (goggles, respirators, gloves, etc.) which are provided for **YOUR** safety and good health **MUST BE USED** when necessary, maintained if in need and returned to the shop **CLEAN**.
6. A tool and equipment inventory will be conducted on a regular basis.
7. Any personal borrowing of company tools/equipment **MUST** be authorized in advance; you are expected to return any borrowed items in good, intact, operable condition and in time for the next upcoming job.

As one might expect, (YOUR COMPANY NAME) does have its established policies for conduct of its employees. In order to maintain close understanding and co-operation between our employees, each staff member must know what is expected of them. In addition, they must know and understand the consequences to which they may subject themselves should they violate these policies.

INFRACTIONS -- SECTION ONE

Infractions which mandate a written warning

1. Violation of Fire Safety guidelines.
2. Loafing (not pulling your weight) on the job.
3. Excessive tardiness in reporting for work at appointed time.
4. Failure to perform and maintain quality or quantity of work.
5. Failure, or inability to follow instructions, verbal and/or written, from your crew chief, field supervisor or general manager.
6. Failure to comply with established work procedures.
7. Failure to make appropriate use of safety equipment provided for your use.

After a written warning, a second infraction of a Section One item within a 12-month period will result in a three-day suspension.

INFRACTIONS -- SECTION TWO

Infractions which mandate a three day suspension

1. Disorderly conduct on company or customer premises.
2. Reporting for work while under the influence of alcohol or psycho-active narcotics.
3. Neglectful, wasteful or careless utilization of company or customer tools, supplies, equipment or materials.

Any infractions committed after a three day suspension may result in further disciplinary action up to and including discharge.

All disciplinary actions issued within the terms of Sections Two and Three will expire 12 months from the date they were imposed.

INFRACTIONS - SECTION THREE

Infractions which mandate disciplinary action (up to an including automatic termination)

1. Theft or attempted theft of property belonging to either the Company, company co-workers, or customers, either within the confines of company property, or a customer's job site.
2. Willful or malicious intent to injure others, including fighting; also, the possession of dangerous weapons and/or explosives on company or customer property.
3. Intentional abuse or destruction of company, co-worker or customer property, tools, inventory, equipment or cash.
4. Insubordination or intolerably rude behavior toward your immediate supervisor or company officers.
5. The use or possession of psycho-active intoxicants (except prescription medication), dangerous narcotics, and/or weapons while engaged in the transaction of this company's business.
6. Threatening of co-workers, supervisors or customers while on duty will constitute cause for dismissal.
7. Failure to comply with stated company driving regulations, as set forth in the drivers section of the company handbook.

GENERAL VEHICLE STANDARDS AND RULES OF OPERATION

1. Obey ALL laws, Federal, State/Provincial.
2. All vehicular equipment damage and/or malfunctions need to be reported and dealt with immediately.
3. Immediately report any/all violations and/or accidents to management. This is absolutely vital, no matter how small.
4. Should you be involved in an accident in any way, you **MUST** complete a vehicle accident report.
5. Operate vehicles in a safe and courteous manner at all times. There is no place for reckless or careless driving.
6. Always have a vehicle insurance card in the vehicle (provided) and CURRENT State/Provincial. driver's license on your person at all times.
7. Report any vehicle troubles or deficiencies to management for correction.
8. Mileage logs are to be properly filled out at the end of each trip reflecting beginning mileage, ending mileage and total miles driven.
9. Never drive under the influence of alcohol or drugs (including prescription or non-prescription medications).
10. Never drive when drowsy.

11. Ensure all ladders or other roof top suspended equipment are securely fastened.
12. Seat Belts and other driving safety equipment must be used and policies complied with at all times.
13. Drivers of commercial vehicles must understand that they steer and maneuver differently than standard vehicles.

THE MANAGEMENT OF THIS COMPANY IS NOT, NOR SHALL BE, HELD IN ANY WAY RESPONSIBLE FOR CITATIONS, VIOLATIONS, IMPOUND FEES, FINES AND/OR ANY OTHER COSTS INCURRED BY AUTHORIZED DRIVERS DURING OPERATION OF COMPANY VEHICLES AT ANY TIME.

IT SHALL BE THE SOLE RESPONSIBILITY OF WHOMEVER WAS DRIVING TO SATISFY ALL FINANCIAL OBLIGATIONS SET FORTH BY PARTIES IN AUTHORITY (POLICE, JUDICIARY, ETC.)

ANY EMPLOYEES CAUGHT OPERATING COMPANY VEHICLES OUTSIDE OF THE PARAMETERS SET FORTH BY LAW SHALL BE SUBJECT TO TERMINATION AND SHALL REMAIN FINANCIALLY RESPONSIBLE FOR ANY RESULTANT COSTS INCURRED, INCLUDING COURT COSTS, AS ALLOWED BY LAW.

DRIVER'S RULES OF OPERATION

In order to limit exposure and operate in a safe manner, only qualified personnel are authorized to operate company vehicles on the roads, streets and highways.

It is the stated policy of this company:

1. That every effort will be made to prevent accidents.
2. To comply with all safety procedures and regulations during operation of any and all company vehicles.
3. To provide employees with safe equipment and a safe working environment. All persons, especially those employees who are eligible and authorized to drive company vehicles, are expected to obey all laws and traffic regulations, in order to maintain the safest environment possible for their fellow employees and the general public.
4. To periodically review and update company records at random. Management reserves the right to disqualify any previously authorized company driver, based on corroborated testimony or reports from either the insurance carriers or received from the general public at large.

“Selected Driver” Procedure

Authorized drivers will be selected from current employees, and/or applicants who comply or surpass eligibility standards set forth by both management, as well as company's insurance carriers.

All or part of the following shall determine these factors:

1. Completion of drivers' application.
2. Complete insurability, as required by insurance carriers.
3. Submission of a current Motor Vehicle Record (MVR) from local regulatory body.
4. Hard copy with photograph of current State/provincial driver's license.

For information on this subject see Section 9-7.

LOCKOUT PROCEDURE

Our field is in the business of providing cleaning and repair services to the food service industry. During such activities, personnel are engaged in working on commercial/institutional kitchen exhaust hoods, ductwork, and exhaust removal fans (or blowers). The Lockout Procedure is designed primarily to ensure the safe de-energization of exhaust fans so that work can proceed with minimal risk to servicing employees.

The nature of our services is such that our personnel are engaged in service work in numerous, different customer facilities. These are, by nature, very diverse, ranging from old, outdated facilities, to “state of the art” facilities, and utilizing a similar range of exhaust removal equipment. We have attempted to devise and implement a Lockout and Tagout Procedure that can be applied to most situations with which our personnel could be faced.

However, not all situations can be anticipated, and therefore, we have granted considerable latitude to authorized employees with respect to implementing this procedure. Where possible, lockout shall be the preferred method of isolating exhaust fans from energy sources, and a combination of lockout and tagout shall be employed. In those instances where a lockout device is not possible, tagout shall be utilized, and the client representative shall be notified of its use so that client staff can be advised not to remove tag, or activate any switch(s) so tagged during our service work. This is necessary, as we frequently encounter clients utilizing personnel who may not be totally conversant in the English language.

Purpose

This procedure establishes the minimum requirements for the lockout or tagout of energy isolating devices. It shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

Such unexpected energization or start-up of an exhaust fan could result in severe personal injury, due to having hands and arms within the fan blade carriage, and could be as slight as sustaining cuts and abrasions if the exhaust fan in question is fairly small in size. In the occasion where the exhaust fan in question is larger in size, the injury could be as severe as the amputation of an employee’s limb.

In the extreme case where employees are engaged in service/cleaning work on very large exhaust fans; their bodies could be, in whole or in part, inside of the fan blade carriage. If such equipment should become re-energized, servicing personnel could be decapitated or bisected, since the energy required to operate such equipment is very great.

Responsibility

All employees shall be instructed in the safety significance of the lockout or tagout procedure. Each new employee shall be instructed in the purpose and use of the lockout or tagout procedure. Therefore, we will review this particular policy within this New Employee Template. Expanded information is found in the Lockout Section 9-8.

PREPARATION FOR LOCKOUT OR TAGOUT

Sequence of Lockout or Tagout Procedure

1. Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

2. If the machine or equipment is operating, shut it down by the normal stopping procedure.
3. Operate the switch(s) so that the equipment is isolated from its energy sources; preferably via the service disconnect at the electrical breaker box.
4. Lockout and/or tagout the energy isolating devices with assigned individual locks and/or tags.
5. After ensuring that no personnel are exposed; check that energy sources are disconnected by attempting to operate controls. This will confirm that the equipment will not operate.

CAUTION: RETURN OPERATING CONTROLS TO “NEUTRAL” OR “OFF” POSITION AFTER TEST

6. The equipment is now locked out or tagged out.

Restoring Machines or Equipment to Normal Operations

1. After the servicing and/or maintenance are complete and equipment is ready for normal operations, check the area around the equipment to ensure that no one is exposed.
2. After all tools have been removed from the equipment, guards have been reinstalled and employees are in the clear, remove all lockout and/or tagout devices.
3. Operate the energy isolating devices to restore energy to the equipment involved.

COMPENSATION PACKAGE

Insert information applicable to your individual company such as:

WAGES

VACATIONS

BENEFITS

APPROVED SICK LEAVE PROCEDURES

MEDICAL PLAN

EMPLOYEE ACCEPTANCE OF CONDITIONS AS SET OUT IN NEW EMPLOYEE TRAINING PROGRAM

I, print employee name here hereby acknowledge that I have read and understand the information presented in the (YOUR COMPANY NAME) Employee Manual. I also received training in WHMIS, OSHA, and etc. regulations.

Date: _____ Employee Signature _____

Date: _____ Trainer/Supervisor Signature _____