

Employment Agreement



Mandatory Requirements

- ✓ All *High Angle* employees in and around project areas must wear CSA approved personal protective equipment (P.P.E) as required. This includes but is not limited to: Safety glasses, Hard hats, CSA Approved Steel toed & shanked boots, Hearing protection, Reflective vests, Gloves, Welding shield, Safety harness & Lanyard.
- ✓ All *High Angle* employees are required to report any and all injuries, near misses, fire hazards, major concerns, unsafe working environment/practice or property damaging accidents immediately to your supervisor.
- ✓ Only qualified and certified *High Angle* employees may operate any vehicles and all mobile/rental equipment while on the jobsite. If you are not certified you are not allowed to operate the equipment for any reason or any amount of time.
- ✓ All *High Angle* employees must obey all General Foreman, Site Supervisors, Crew Foremen as well as all warning notices and signals while on the jobsite.
- ✓ All *High Angle* employees shall never attempt to perform any job that they are unfamiliar or feel unsafe doing. It is the employee's responsibility to request instruction from their supervisor should this situation arise.
- ✓ Smoking is permitted only in designated smoking areas.
- ✓ All *High Angle* employees must provide up to date safety tickets as requested and required prior to commencing employment. It is also the employee's responsibility to advise 30 days before any of their required safety tickets or certifications are going to expire so the necessary recertification can be booked.
- ✓ It is also the employee's responsibility to have all required safety tickets and certifications on their person while on the jobsite.

The following are prohibited at all times on all High Angle job sites.

1. Possession or consumption of alcohol or illegal drugs
2. Possession of firearms and/or other weapons
3. Fighting, horseplay, practical jokes or gambling
4. Violence and/or harassment

5. Theft and/or vandalism including damaging, disabling or interfering with safety, fire fighting or first aid equipment
6. Arriving at work or remaining at work when ability to perform is impaired
7. Riding on equipment. No person shall ride any hook, hoist or other material handling equipment that is used strictly for handling material and is not specifically designed to carry riders.
8. Cell phones are absolutely not to be answered and no texting is to be done while you are on shift. Cell phones can be used during break time only.

Employees of *High Angle Ironworks & Welding Ltd.* are expected to work and conduct themselves in a safe, respectful and orderly manner and to abide to the OH&S Act. It is the employee's responsibility to know the safe work practices and procedures for his/her job functions and to sign off on Field Level Hazard Assessments daily prior to starting their shift.

It is the employee's responsibility to show up for scheduled shifts by communicating and/or contacting their crew foreman or supervisor for start times and locations. Employees are required to be on time including having their tool belt and safety equipment on and be ready to start working when their shift starts.

If an employee is unable to attend their shift and/or are going to be late for their shift, they must notify Human Resources and/or their Foreman within one hour of the start of their shift. Failure to do so will result in discipline and/or may be grounds for dismissal. Human Resources can be contacted at 403-561-0014.

All employees are on probation for the first 3 months (90 days) of their employment with *High Angle*. Showing up late or missing a shift within your first 3 months of employment is grounds for dismissal.

Failure to comply with any of *High Angle's* company policies, rules and regulations shall be cause for disciplinary action up to and including termination.

THIS AGREEMENT made as of the _____ day of _____, 20____, between High Angle Ironworks & Welding Ltd. under the laws of the Province of Alberta, I _____ living in the city of _____ hereby agree to the terms and policies of employment stated above.

Employer signature:

Employee signature:
