

Turner Valley Golf Club

Young Workers Safety Policy

Intent

The purpose of this policy is to ensure the safety of all workers employed part time at Turner Valley Golf Club. In order to succeed with this goal, Turner Valley Golf Club is implementing this policy to outline the expectations of employees and employers in regards to the health and safety of the workplace. Young workers are especially at risk of workplace health and safety incidents and accidents, and as such there is special attention to the procedures that could minimize their risk.

Policy

At all times, Turner Valley Golf Club shall meet our legislative obligations when employing young persons, and will act reasonably in assigning duties taking into account the age, knowledge, education and work experience of the young person, identifying any potential danger and giving appropriate instructions, supervising the work by ensuring an experienced adult does so, and providing adequate training before authorizing a young person to perform unsupervised work.

Guidelines

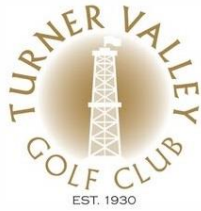
Assigning Suitable Work

Before developing or implementing any training Turner Valley Golf Club will take great care in assigning suitable work for young workers taking into consideration that jobs which require long training times or a high degree of skill, have a great deal of responsibility, contain critical or risky tasks to be performed (e.g. working with hazardous chemicals) or working alone provide high risk for health and safety issues for young workers.

Thus Turner Valley Golf Club will consider the following factors when considering the appropriate work for a young worker:

- Potential hazards are in the workplace environment around the worker;
- Special work situations which may come up which could lead to new risks for this worker; and
- Any occasional risks from co-workers, such as welding or machining which could affect the workers nearby.

In slow periods, a young worker might be asked to "help out" other employees. Turner Valley Golf Club will ensure that any hazards associated with those jobs are



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reviewed with the young worker, by both you and the co-worker which will supervise those tasks.

Training

Turner Valley Golf Club managers will have communication with the new worker about the job tasks clearly and frequently, repeating and confirming this training over the first few weeks of work, as some new workers may be overwhelmed with instructions at first, and may need to hear this information repeated more than once.

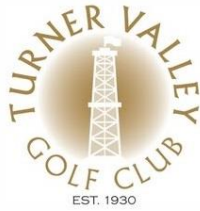
Young workers are specifically required:

- Not to perform any task until they have been properly trained;
- Not to leave their work area unless they've been told to do so. Other work sites may have special hazards of which they may be unaware; and
- Young workers are encouraged to ask before they do something they are unsure of.

Responsibilities

Managers

- Assist in developing, implementing, and enforcing Turner Valley Golf Club health and safety policies and procedures.
- Must continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Utilize the process of hazard identification, risk management and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Held accountable for the health and safety of workers under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.
- Ensure equipment, materials and protective devices required by law are provided and used. This includes guards on machinery and the use of protective equipment.
- Ensure that all hazards, illnesses and injuries are reported immediately.



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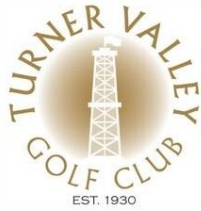
- Understand the hazards in the workplace and inform supervisors of said hazards and how to handle them.
- Encourage all workers, especially young ones, to alert their supervisors immediately if they see something that could endanger their safety.
- Ensure lots of time is allotted to train young workers.
- Demonstrate your commitment to health and safety with your own consistent, safe work practices – and emphasize that unsafe work practices are unacceptable.
- Respond promptly to all health and safety concerns.
- Distribute appropriate testing tools to ensure Young workers are knowledgeable, well trained and confident in their rights and responsibilities in their role.

Human Resources

- Liaison with government agencies to ensure workplace health and safety compliance
- Act as an advisor to management on safety and health policy issues
- Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions
- Develop best practices
- Develop and Implement programs using the Young Workers Awareness Safety program.
- Design and develop accident / incident reports and investigation procedures
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province / state
- Plan and implement company policies and procedures on workplace safety and health issues
- Review injury and illness trends, and identify problem areas and solutions
- Ensure workplace health and safety policies, procedures and programs are current.
- Ensure ample time is allotted to train young workers.
- Provide training for managers to ensure they maintain their competence.
- Respond promptly to all health and safety concerns.

All staff is responsible for the following:

- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.



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- Promoting a hazard-free workplace
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.
- Reporting all hazards, illnesses and injuries immediately.
- Understand the hazards in the workplace and inform managers of any unforeseen or potential hazards.

Accident and Incident Reports

- It is the responsibility of every young employee to complete an Accident and Incident Report in the event of a health or safety violation that the employee has either caused or witnessed.
- Accident and Incident Reports should be filled out and submitted to management promptly to ensure the safety of other employees, and to rectify the problem as quickly as possible.
- Failure to report health or safety violations will be viewed as gross negligence, and may result in disciplinary action up to, and including termination.
- If you are unable to complete a report, please contact human resources so they may guide you thru the process.

***** Failure to comply with Turner Valley Golf Club health and safety guidelines, or engage in conduct which creates risk for an employee, contractor, customer or visitor, will be met with disciplinary action and/or termination of employment.*****

Communication

Turner Valley Golf Club encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

To prevent any young worker from feeling apprehensive about voicing their concerns in regards to the health and safety of their role, all concerns will be kept anonymous.

- Employees that voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by Human Resources. The Human Resources team will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor or Human resources of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous, if so desired.