

SECTION IV: SAFETY BRIEFINGS POLICY

Objective:

- To ensure that all employees are aware of the specific safety considerations and requirements for each task or project before commencing work, thereby preventing accidents, and promoting a safety culture.

Scope:

- This policy applies to all employees at Nth Degree who are involved in work activities that pose safety risks or require specific safety precautions.

Responsibilities:

- Management: Support the implementation of safety briefings and provide the necessary resources and information.
- Director of Safety: Develop the Safety Briefings Policy, provide guidelines for conducting briefings, and ensure that safety briefing sheets are available and up to date.
- Supervisors: Conduct safety briefings before the start of any work activity, ensuring that all relevant safety information is communicated to employees.
- Employees: Attend safety briefings, understand the safety requirements for their tasks, and follow the guidelines and precautions discussed.

Conducting Safety Briefings:

- Safety briefings should be conducted before the start of any work activity, especially for tasks that involve new or unusual hazards.
- The briefing should cover specific hazards associated with the task, required personal protective equipment (PPE), emergency procedures, and any other relevant safety information.
- The Safety Briefing Sheet (see Appendix B) should be used as a guide to ensure that all necessary topics are covered.
- Employees should be encouraged to ask questions and clarify any doubts during the briefing.

Documentation:

- Attendance at safety briefings should be recorded, and employees should acknowledge that they have understood the information provided.
- A copy of the Safety Briefing Sheet used for each briefing should be retained for record-keeping purposes.

Review and Update:

- The Safety Briefings Policy and the Safety Briefing Sheets will be reviewed and updated regularly to ensure they remain relevant and effective in addressing the safety needs of all work activities.