

6. Orientation and Training

At the time of hire, all employees will attend a New Employee Safety Orientation. During the orientation the new employee will receive a copy of the Geocomp/GeoTesting HS&E Program.

General training and safety awareness training on topics applying to our industry will be provided. Safety training will be provided to ALL employees that is consistent with their job requirements. This may include some combination of Hazard Communication, Emergency Action and Response, Fire Prevention, Lockout /Tagout, Fall Protection, Personal Protective Equipment, Respiratory Protection, General Workplace Hazard Identification, Office Safety and any additional Geocomp/GeoTesting mandated and/or OSHA program required training .

Specific job related training will be provided by the employee's supervisor.

Specialized training will be provided at the appropriate times throughout the tenure of the employee. The following outlines the critical times when such training is required by Geocomp/GeoTesting:

1. Initially upon hire of a new employee. This will occur as part of the New Employee Safety Orientation. This will include the general and job specific hazards that the employee may be exposed.
2. Refresher training will be conducted as required based on program requirements and/or evidence that certain aspects of an employee's job performance need to be reviewed so they are conducted properly and especially safely.
3. Individual, group or all employees training will be given whenever there is the introduction of a new potential hazard, new equipment or new procedure that needs to be communicated to the employees.
4. Employees transferring to a new position or employees returning to a previous job after an extended absence will be trained/retrained in the job position requirements similar to the new employee training requirements.