

Arkay Policy regarding Toolbox Talks

All Arkay workers, on all sites, are required to:

- Attend scheduled talks by the prime contractor through their site first aide team
- Know when and where the toolbox talk will be held
- Arrive on time
- Participate to share and learn
- Conduct themselves as valued site workers contributing their skills, experience and knowledge

Arkay worker obligations and responsibilities

- Identify, address and correct hazards
- Communicate and coordinate with other site workers
- Leave the toolbox talk with knowledge of site conditions
- Keep notes and ask questions
- Leave with an action plan to implement the toolbox topic contents where applicable to their work environment
- Every Arkay worker is encouraged to ask for a toolbox talk on topics they see as adding value to a site they are working on
- Develop a way of thinking about safety on the work site as efficient and successful
- Adopt a position that safety is not negotiable... there are no trade -offs
- Arkay workers are required to review their safety skills, knowledge and training every year, or as work environments change, and sign-off they are fit, trained and capable to work safely

Resources for Arkay workers

- Peer worker skills, experience and knowledge regarding safe production specific to the site you are working
- Arkay Safety Coordinator, Management and OSH Manual
- Site First Aide Office

ARKAY is 100% committed to ensuring all our workers are safety aware and follow safe production procedures in their work environments. All Arkay workers, as of January 2019, are required to complete and sign-off on a full safety review in which they have reviewed safe working procedures for tools, materials, solvents, ladders and machinery, including a review of the jobs they are trained and certified.