

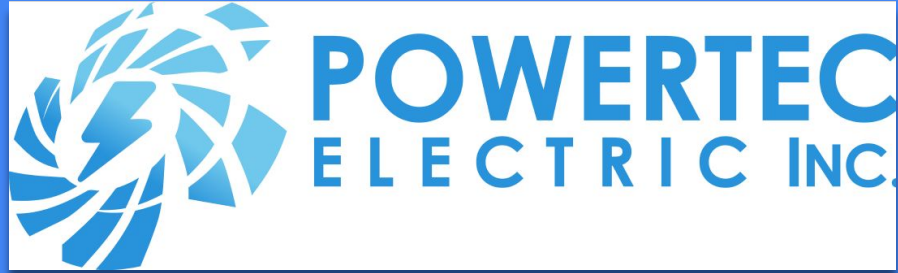
Orientation

Powertec Electric Inc.

Welcome

- Introduction
- Health & Safety
- Paperwork
- Procedures
- Tool List

Introduction



Welcome to Powertec!

We have been around since 2014, covering residential, commercial, industrial, and solar. Our commitment is to do every job in a timely fashion and to leave every jobsite clean. Our mission is to leave each client feeling confident that their project has been professionally completed, and that they have received good value for their project dollars.

Health & Safety

Company Safety

- Review & Sign Company Safety & Health Policy
- Use and Care of PPE (Personal Protective Equipment)
- Roles and Responsibilities
- Hazard Assessments
- Reporting an Incident
- Emergency Response
- Company Rules
- WHIMIS and MSDS

PPE

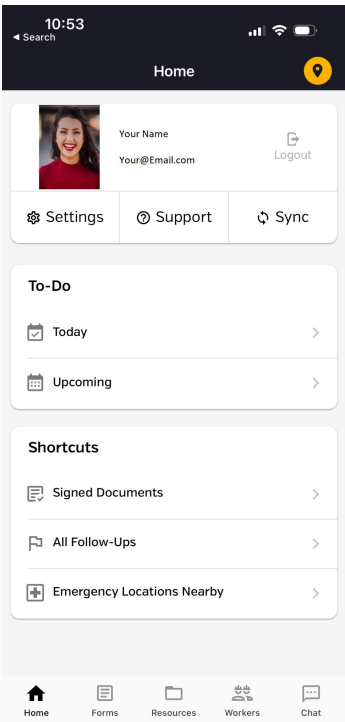
If you need Clarification on how to use any of the listed PPE, let us know and we can go over it with a demonstration.

- Hard Hat
- Safety Glasses
- High Visibility Safety Apparel
- Cut Resistant Gloves
- Steel Toe Boots

Task Specific PPE:

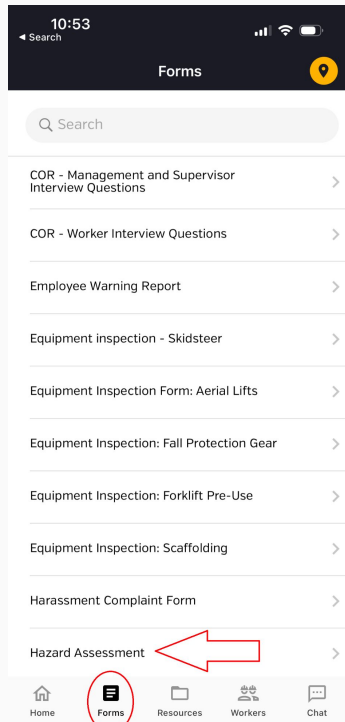
- Fall Protection
- Hearing Protection
- Respirators

How to Do A Hazard Assessment



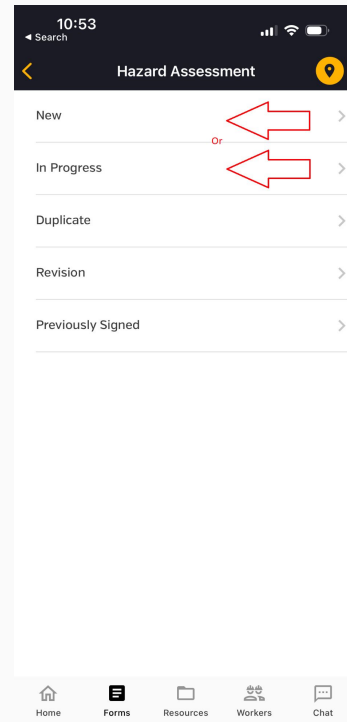
Open Sitedocs App
-Double Check Location

1



Open Forms
Hazard Assessment

2



Either Start "New"
or "In Progress"

3

Example:
Working indoors on outlets is one task(Hazard Assessment) for the morning.
After lunch going outdoors and working on a ladder to fix a light is another task(Hazard Assessment).

Every task should have its own
Hazard Assessment

10:53

Search

Hazard Assessment

Company Information

Company: Powertec Electric Inc

Address: 1433 Erin Street - Powertec Shop [Switch](#)

Date: Mar 27, 2023 10:53 AM

Label

Label

Hazard and Control

Task
*Required

Short Answer

Hazard
*Required

Home Forms Resources Workers Chat

Fill out Tasks
Ensuring to separate
Tasks & Severity of
tasks & time corrected

Sign and Save Document
(Multiple people can sign on
the same device/task)

10:54

Search

Hazard Assessment

REPEAT THIS SECTION

Critical Tasks

Are there any critical tasks being performed today?

SELECT MULTIPLE

Additional Photos

ADD

SIGN & SAVE

Home Forms Resources Workers Chat

4

5

Every task should have its own
Hazard Assessment

Hazard Assessment

Worker Rights

1. Right to Know
2. Right to Participate
3. Right to work without being subject to discriminatory action
4. Right to refuse

Safety Orientation Quiz

Pause the video and take some time to do the Company Orientation Quiz.

Paperwork

Employee Info

Please fill out the Employee Information documentation.

Employee Agreement

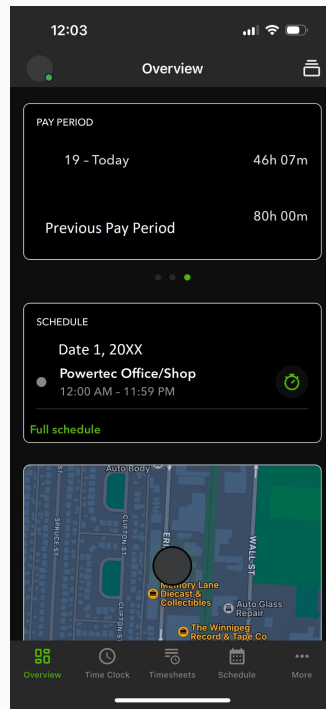
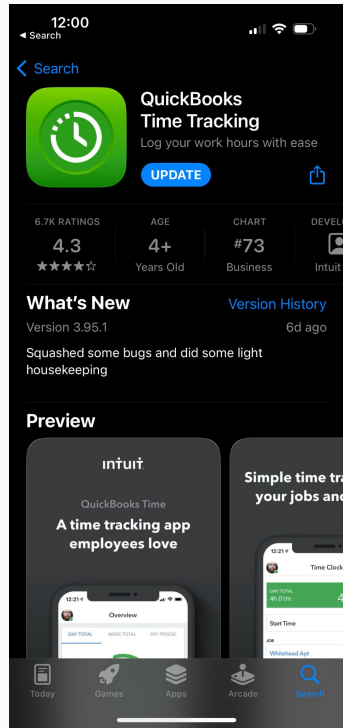
Policy Manual

Drivers Abstract Request Form

Additional Startup Paperwork

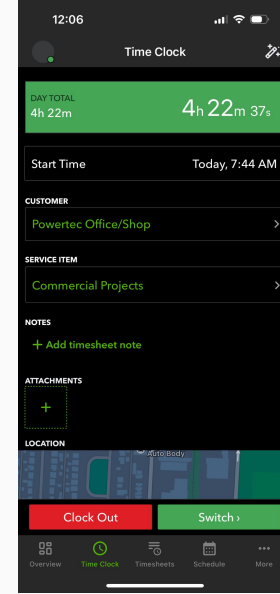
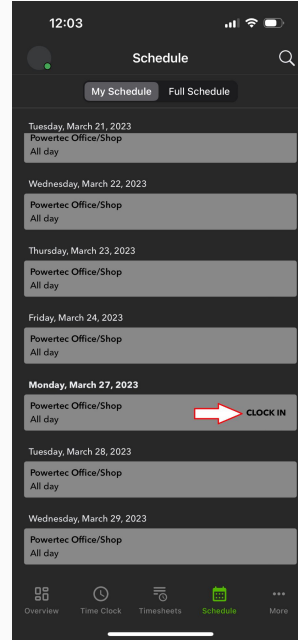
How to
clock In
and Out
for Work

Download "Quickbooks Time Tracking" app



Open App and ensure Data is on

Clock in. It rounds to the next 15 min



When Shift is done
Clock out
Ensure Service Type
Is correct

Note:
If you have multiple sites you visit during the day sign out of one and immediately sign into next site for the travel time over.



Quickbooks Time Tracking

It's always good practice to double check your hours every pay period



Tool List (Mandatory)

- Tool box/Bag/Pouch
- Wire Strippers
- Long/Needle nose pliers
- Multi-Screwdriver/ or set
- Tape Measure
- Hammer
- Linesman Pliers
- Voltage Tester
- Side Cutters
- Utility Knife
- Cordless Drill and/or Impact
- Plug in Tester

Tool List

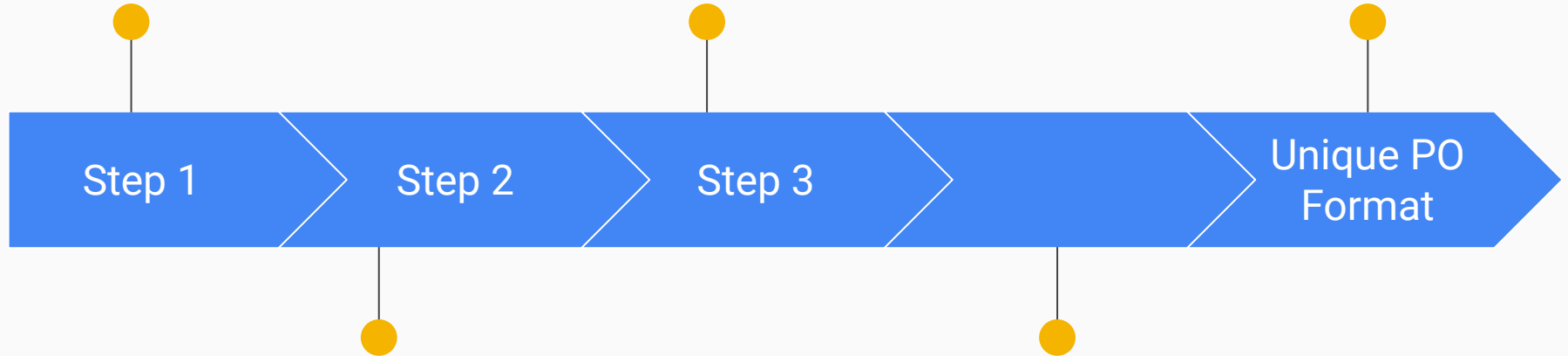
(Highly Recommended)

- Nut Driver
- Tin Snips
- Pipe Reamer
- Hacksaw/Sawzall
- Adjustable Wrench and/or Socket/Wrench Set
- Set of Allen Keys
- Chalk Line/Laser Level
- Head Light
- Drywall Saw
- Multimeter
- Channel Locks

Text - 204-999-8306
With Job Address, and
Supplier Name

Ask for the subtotal for
the order from the
supplier and text it back

CT-Jobnumber-yourinitials01
(eg. CT-9999-SR01) add one
to SR01 for every additional
PO - text number with all info



You will receive a text
with a PO to be given
to the supplier

If you do not get a text back within 10 min,
you can use your own Unique PO

Materials/Supplies/PO Procedure

Complete

Ensure to complete the following:

- Employment Agreement
- Personal & Deposit Information
- Safety Orientation Quiz
- Aerial & Scissor Lift Training
- Fall Protection Training Quiz
- WHIMIS/MSDS

Thank you for joining our team, we look forward to working with you. If you have any questions feel free to ask during your orientation.