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# Tips and Resources for Managing Green Workers

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CAGC INFORMATION ALERT

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This bulletin has been released to the membership in response to the large influx of new or 'Green' workers into the geophysical workforce. Due to this industry's cyclical nature, it can be difficult to attract and retain competent, experienced personnel. As a result, when a company goes to work it must hire a large proportion of 'green workers'. In response, a sub-committee of the CAGC Health, Safety and Environment Committee has compiled a number of resources that are available to help you in the orientation and management of 'Green Workers'.

### **1. Industry Recommended Practice Volume 16 (I.R.P. Vol. #16): 'Basic Industry Safety Orientation Program'**

I.R.P. Vol. #16 is a document that is available free-of-charge on the Canadian Petroleum Safety Council (C.P.S.C.) website at [www.psc.ca](http://www.psc.ca). In a nutshell IRP Vol. #16 lays out in general terms the content and considerations to be taken into account when orientating a new worker. If your company has an orientation for new workers already, compare your company's orientation to the I.R.P. Vol. #16 to ensure that it meets or exceeds the content of this IRP

The web address for this document in .pdf or.html format is: [http://www.psc.ca/irp\\_summary/irpvol\\_16.html](http://www.psc.ca/irp_summary/irpvol_16.html)

### **2. 'X-treme Safety: Survival tips for workers in the workplace'**

(Part of the 'Heads Up' workplace safety campaign) This is a booklet that is put out by Alberta Human Resources and Employment and addresses the young worker (15-24 years of age). It is available through Alberta government Workplace Health and Safety offices or available (.pdf) on the government website. The 'X-treme Safety' booklet contains important tips, strategies and information on workplace safety. The web address for this document is: <http://www.alis.gov.ab.ca/pdf/cshop/xtremesafety.pdf>

### **3. 'It's Not Safe Being Green'**

(Part of the 'Heads Up' workplace safety campaign) This is a booklet of information that was put out by Alberta W.C.B. for employers who hire young workers (the Alberta government no longer publishes this booklet but copies can still be found). Basically, the booklet explains your role / responsibilities as an employer to the new worker.

### **4. 'Job-One'**

(An initiative from the Canadian Centre for Occupational Health and Safety) Job-One' is a web portal that brings together information for young workers from all the Canadian provinces and territories. This site's aim is to help

everyone to understand the importance of working safely. The web address for this portal is: <http://job-one.ccohs.ca>

## **5. 'Working Alone Safely'**

'Working Alone Safely' is a handbook for employees and employers which outline obligations and how businesses can meet the regulatory requirements. It is in booklet form (available through Alberta Human Resources and Employment) or through the following web address: <http://www3.gov.ab.ca/hre/whs/publications/pdf/workingalone.pdf>

## **6. 'Working Safely Behind the Wheel'**

The frequency of motor vehicle collisions while decreasing in all other provinces is increasing in Alberta. Alberta at the moment is ranked number one in the total number of motor vehicle collisions in a year. At the same time, Alberta's collision fatality rate is going up. In the geophysical industry, driving is the number one source of worker hazard exposure. 'Working Safely Behind the Wheel' is an Alberta W.C.B. booklet that is designed to help you identify the hazards you and your workers face when they are driving on the road. This booklet can be picked up at any Alberta W.C.B. office or can be accessed through the following web site: [http://www.wcb.ab.ca/pdfs/driving\\_safely.pdf](http://www.wcb.ab.ca/pdfs/driving_safely.pdf)

In addition to the above outside materials, your own in-house company material, when used properly and professionally, will go a long way in bringing your new workers up to speed in a timely, efficient and safe manner. Examples of these would be:

### **1. Performance Evaluations**

Ensure that you as a supervisor follow through on employee performance evaluations. As the geophysical industry works in a compressed time frame, there are no reasons why these evaluations cannot be done monthly. Field crew managers, as the company representative, can do these. Sit down with the green worker and one other senior company representative, spend one-half hour reviewing and listening with your green worker. Remember to document the evaluation.

### **2. Reprimand System**

Every company has a reprimand system. More often than not the company reprimand system is perceived as negative or the excuse is used that there is no time to do follow-up. As a result of this, the system falls by the way side. Management and workers want and need accountability and structure. The company reprimand system, when used properly is a positive tool. As an employer you must ensure that the green worker follows policies and procedures. The company reprimand system is an integral part of the adherence to policies and procedures. Remember to document and follow through on your decisions as these are important tools in protecting and educating your green workers.

## **Modified Work Program**

In the event of an incident / accident that results in a work site injury, an effective modified work program will ensure the most timely and efficient method of getting your green worker back to work and keeping the associated company costs to a minimum. Make sure that your modified work program is professional, functional

and not perceived as easy money by the people on it. If you need help developing a Return-To-Work program, the Petroleum Safety Council has just the resource for you: **IRP VOLUME #10** Return to Work Program. You can obtain this document free-of-charge at: [http://www.psc.ca/manuals/pdffiles/irpvol\\_10.pdf](http://www.psc.ca/manuals/pdffiles/irpvol_10.pdf)

As well as above, be aware of double standards: You as a supervisor must ensure that if a, i.e. procedure, reads one way, that you do not cut corners or do it another way. A green / young worker who is taught the proper procedure then observes his / her senior doing it differently will most likely follow suit. The same goes if you see someone not following procedures. If you as a supervisor don't correct this, a double standard is set.

By allowing the double standard, your system breaks down and your green / young worker is set up for an incident / accident. Both the employee and supervisor must 'walk the talk'. As a supervisor there is a need to stay current with your business operations. Job site visits help to do this. By doing so you are showing the green / young worker that their company's management takes an active part in the company's core business and is staying current with job site / industry issues. 'Safety Stand Down Week' is an ideal time in which to visit your field operation(s) and to show industry that you are committed to the health and safety of your workers. Get involved! The web address is: <http://www.safetystanddown.ca>

Another area that will help you as a supervisor is an awareness of your green / young worker's values. In general, the worker entering today's workforce has priorities that are different than yours when you started in the workforce. This is a by-product of the 'information age' and the changing traditional family unit. As a result of both, societal values have changed. Today's new worker has a broader view of what is available to him / her. However, one thing has not changed - the need for structure. People need structure or a framework with which to work within. Using the above listed tools will provide some of the structure for your people and organization. When all of the listed information is combined and practice, you as a supervisor are providing your employees and yourself with specific boundaries and limits. While this information may not resolve all issues, it will help in bringing the best out of your people, yourself and will go a long ways in ensuring the safety and well being of your green / young worker. After all, is this not part of a company's 'due diligence'?