



MAGNUM CONSTRUCTION SERVICES INC.

NEW-HIRE ORIENTATION PACKAGE

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1. PURPOSE

To provide a comprehensive onboarding framework ensuring that all new employees, subcontractors, and temporary personnel understand Magnum’s policies, safety expectations, and professional responsibilities prior to engaging in work activities.

2. SCOPE

Applies to:

- All Magnum Construction Services Inc. employees (field and office)
 - Subcontractor and temporary staff under Magnum supervision
 - All domestic and international project sites
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3. OBJECTIVES

- Establish baseline safety awareness and regulatory compliance.
 - Communicate company values, ethics, and expectations.
 - Verify employee competence and training requirements before mobilization.
 - Ensure all personnel are aligned with Magnum’s **“Zero-Incident Culture.”**
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4. ORIENTATION MODULES

Section	Topic	Key Points	Reference Document
1	Welcome & Corporate Overview	History, mission, leadership structure, corporate ethics	Code of Ethics (MCS-ADM-01)

Section	Topic	Key Points	Reference Document
2	Safety Commitment & Policy	Magnum's safety vision, zero-tolerance for unsafe acts	HSE Policy Statement (MCS-QHSE-01)
3	Employee Rights & Responsibilities	OSHA worker rights, reporting protocols, stop-work authority	Field Safety Program (MCS-QHSE-02)
4	Site-Specific Hazards & Controls	PPE requirements, emergency routes, project-specific JHAs	PSSP (MCS-QHSE-06)
5	Incident Reporting & Investigation	How to report near-misses and injuries	Incident Procedure (MCS-QHSE-18)
6	Environmental & Housekeeping Practices	Waste segregation, spill response, stormwater protection	Environmental Plan (MCS-QHSE-17F)
7	Tools & Equipment Safety	Equipment inspection logs, tool tagging system	Equipment Inspection Program (MCS-QHSE-17E)
8	Emergency Response & Evacuation	Alarm signals, assembly points, role assignments	EAP (MCS-QHSE-16)
9	HR & Administrative Policies	Timekeeping, drug & alcohol policy, harassment policy	Employee Handbook (MCS-HR-02)
10	Training & Competency Verification	Review Safety Training Matrix requirements	MCS-QHSE-18D



5. REQUIRED DOCUMENTS CHECKLIST

Each new hire must complete and submit the following before assignment:

Form / Document	Completed By	Verified By HR
Employee Information Sheet	Employee	☐
Emergency Contact Form	Employee	☐
Orientation Acknowledgment Form	Employee	☐
PPE Issue Form	Supervisor	☐
Training Verification Record	HR	☐
Job Description / Competency Checklist	Supervisor	☐
Confidentiality & Code of Conduct Agreement	Employee	☐
Substance Abuse Policy Acknowledgment	Employee	☐
ID Badge Issuance Record	HR	☐

6. ORIENTATION SIGN-IN RECORD

Date	Location / Project	Instructor	Employee Name	Trade / Position	Employer Signature	PPE Issued (Y/N)
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7. EVALUATION & UNDERSTANDING TEST

Each participant must complete a **10-question quiz** covering:

- Hazard recognition
- PPE usage
- Reporting procedures
- Emergency response
- Magnum's ethics and behavior expectations

A passing score of **80 % or higher** is required for site access.

8. RECORD RETENTION

- All orientation records must be stored electronically in the **Corporate EHS Database** for **five (5) years**.
 - Copies of sign-in sheets and tests shall be kept at project sites for the project's duration.
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9. APPROVALS

Approved By	Title	Signature	Date
Michael Gaya	Executive Director / CEO	_____	_____
Anthony Magadino	President / Managing Partner	_____	_____
Corporate EHS Director		_____	_____