

ORIENTATION OVERVIEW:

- 1) Start/End dates – beginning of May- August
- 2) Introduction:
 - Facilities Director
 - Assistant Director
 - Crew Supervisor
 - Emergency backup
 - SH&E Officer
- 3) Expectations of Pembina Trails School Division
 - We provide a service to the schools
 - We are responsible and respectful to Divisional property and equipment
 - Safety comes first
 - Reliability; good work ethic
- 4) Beautification Guidelines
 - PRIORITY # 1** - Track & field and painting play pads
 - PRIORITY # 2** - Sport fields and front entrances of schools – cutting grass, aerating and seeding
 - PRIORITY # 3** - Front entrances of all schools - weeding gardens, tilling, trimming shrubs, fertilizing, aerating, seeding and new soil (as required)
 - PRIORITY # 4** - Play pads – weeding surrounding area and in between cracks, tilling up sand/pea gravel
 - PRIORITY # 5** - Rainy day activities – paint bicycle racks, landscape work orders, inventory of existing equipment, cleaning the warehouses and other duties as assigned. TBD by their supervisor
- 5) Banking information and filling out forms
- 6) ID Cards – photos taken and cards developed by IT
- 7) Orientation: Review of the following:
 - Summer student safety orientation / agreement form;
 - S&H Policy;
 - Safety Rules;
 - Instruction on how to use/wear/store PPE.
- 8) Grounds Crew equipment bags: [List of Contents](#)
- 9) WHMIS Training
- 10) Purchasing of work boots
- 11) SWP and equipment training
 - [Safe Work Procedures for Grounds Crew](#)
 - Hands-On Equipment Training by Crew Supervisor