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|  | Annual Safety Refresher Instructions | CON-TRN 2.214 | Revision #: 3 | Page 1 of 1 |
| | Prepared by: Amy Fuerth | Approved by: Andrea Chenette | Effective Date: 07/08/2019 | Origin Date: 15/05/2014 |

ANNUAL SAFETY REFRESHER INSTRUCTIONS

The ***BSO Plus Annual Safety Refresher*** is an annual checkpoint designed from the monthly safety topics and based on the Basic Safety Orientation (BSO) Plus course content. The refresher is released at the beginning of each calendar year.

Completing the refresher is a recommendation to supplement the Basic Safety Orientation (BSOP) course. Each contractor is responsible for administering the refresher to their employees and retaining the tests.

The information contained in this document is intended to help you deliver safety refreshers in the workplace.


Required Training Materials

- Attendance sheet
- Copies of the Safety Topic Refresher Test Questions (enough for all participants)
- Copy of the Safety Topic Refresher Test Answers for the facilitator
- Pencils
- *(Recommended)* Copy of the Occupational Health & Safety Act

Annual Safety Refresher documents are available for download at:
<http://www.iecpartnership.com/safety-topics-and-refreshers/>

Instructions for Completing the Annual Safety Refresher

1. Print off one copy of the Attendance Sheet
2. Print off one copy of the Annual Safety Refresher Test Questions for each participant, including the facilitator
3. Print off one copy of the Annual Safety Refresher Answer Sheet
4. Have everyone, including the facilitator, sign the attendance sheet with their name, signature, IEC number, and date
5. Ensure employees fill in the Name, Date, Company and IEC # sections on their test sheet
6. Allow participants 10-15 minutes to complete the safety refresher - workers are encouraged to work together to discuss the refresher test questions
7. Take up the answers, providing rationale for the correct response(s) – workers should self-correct answers to 100%
8. Collect completed test sheets and file them in accordance with your company procedure

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| Rev. Date | Rev No. | Reason for Rev. | Rev. Description | Person Revising | Rev. Approval |
|------------|---------|--|--|-----------------|------------------|
| 15/05/2014 | 0 | New form required for website instructions | Developed for 2014 Safety Refreshers | Jessica Crowe | Andrea Chennette |
| 27/01/2015 | 1 | Change from semi-annual to annual | Description updated to reflect change. | Jessica Crowe | Andrea Chennette |
| 18/12/2018 | 2 | Change made to Requirements | Annual Safety Refresher is no longer required to be uploaded to the database | Amy Fuerth | Andrea Chennette |
| 07/08/2019 | 3 | Clarity on Website | Changed wording to improve clarity re: use of Annual Refresher | Amy Fuerth | Andrea Chennette |