



***Skeates
Contracting
Inc.***

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New Employee Package

Revised : Feb 2010

To all New Employees:

Enclosed is a copy of our Occupational Health & Safety Policy & Workplace Safe Work Procedures. **Please review this book in its entirety.**

Sign & Return the Employee's Acknowledgment Form to the office as soon as possible.

Extra time sheets have been included in this package for your convenience. **Time sheets must be handed in to the office on Friday by 6:00pm.** You may also fax in you time sheet to 905-333-6894.

In the event of an injury or illness, please contact the office immediately. During after hours, please leave a message.

You will also find a list of **Reverse Calling Numbers**. These are used to **call the office locally from various job sites**. To make a Reverse call simply locate the city which is closest to your location, dial the number and wait for the tone, then dial 905-333-3252 ext 222. **Do not use 1 or 0.**

Bill's Cell Number is # 905-520-6594.

If you are calling the office after hours - please leave a detailed message. Messages are checked regularly in the evening and on weekends.

Should you have any Questions or Concerns, please contact the Office.

****PLEASE READ THROUGH ENTIRE PACKAGE AND RETURN
THE ORANGE FORMS TO THE OFFICE****