1.0 Policy

The Sunbelt Controls Program has been developed to assist new and pre-apprentices with less than 2 years' experience in their trade, learning and developing new skills while working alongside experienced journeymen. In working with a journeyman it is our goal the apprentice will be able to see and gain knowledge of their trade by working with tools, materials and equipment all in a safe manner. When hired, the apprentice will be assigned by an Sunbelt Controls Foreman to work side by side with a journeyman for a period of 30 days. If after this evaluation period the journeyman and foreman still feel the apprentice's skill level is deficient, the apprentice will continue to work for the journeyman for an additional 30 calendar days. After the first 30 days the journeyman will give an oral evaluation report containing the progress and skill level of the apprentice to the foreman.

2.0 Guidelines

The following will be guidelines for new and pre-apprentices working for Sunbelt Controls:

2.1 All new and pre-apprentices will go through Sunbelt Controls Safety Orientation.

2.2 The new apprentice will be assigned to work side-by-side with a journeyman. This new apprentice will not be allowed to work or do any task on their own. Except for clean-up, material handling and duct sealing.

2.3 The journeyman will teach and demonstrate Sunbelt Controls' Policies and Procedures with regards to safety. Ex: personnel protective equipment and pre-task plans.

2.4 The journeyman will also teach and demonstrate proper procedures in the use of tools and equipment. At no time during this 30 day evaluation period will this new apprentice be able to operate a grade-all, forklift, scissor lift or boom lift by themselves unless proof the apprentice was trained by another company on that piece of equipment. The 30 day evaluation period will be waived if the apprentice can show proof of certification, but will still have to go through Sunbelt Controls training to operate any equipment

2.5 After the journeyman's 30 day evaluation period, the apprentice will have the opportunity to be certified on motorized equipment by Sunbelt Controls Safety Department.

2.6 If the journeyman is unable to be with this apprentice for a period of time during the work day this apprentice will be reassigned to another journeyman for that period.

2.7 The general foremen, foremen and/or the safety coordinator/manager will make periodic checks with the journeyman on the progress of the apprentice during the 30 day evaluation period.