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# SAFETY TRAINING AND MEETINGS

Safety training is required by CenturyLink policy and by government regulatory agencies (e.g., OSHA, EPA, FRA, DOT) to ensure employees understand and can perform safe work procedures associated with job tasks they perform. Certain employees must receive initial training for specific tasks and then refresher training at required intervals. In addition, the supervisor must familiarize the employee with certain types of hazards that may be encountered on the job and how to avoid and control potential hazards.

## TRAINING AND MEETING PROCESS

Supervisors must ensure that initial or developmental training is conducted for employees that are new to a job assignment or are required to perform a specific task for the first time. For requirements regarding initial training, refreshers, and documentation, visit the [Environmental Health & Safety website](#).

Initial training should include all work operations performed by an employee. In many cases, hands-on training with equipment or tools must accompany other forms of training. For example, an employee who will operate a forklift as a part of his or her job must have hands-on training prior to operating the equipment on the job. The supervisor is responsible for ensuring the employee receives and understands the training provided, and the employee must demonstrate that he/she can safely perform the job function prior to beginning work.

Training is conducted and documented through formal classroom training, self-paced training such as computer-based training (CBT), or the equivalent and is scheduled through the company's Learning Management System.

Safety meetings are held by the supervisor to review and refresh mandatory training, designated safety topics and miscellaneous safety materials.

Monthly supervisor led safety meetings are mandatory for all operations and subsidiary field employees to include inside and outside plant technicians.

Quarterly supervisor led safety meetings are mandatory for office-based employees.

Supervisor led safety meetings must be recorded in the Safety Meeting Reporting System.

Whenever a supervisor observes safety performance deficiencies, he/she must provide refresher training to reinforce the safety knowledge of affected employees. The supervisor accomplishes this training through immediate feedback. If unsafe work practices cause an accident, supervisors must provide appropriate retraining on the correct procedures prior to re-assigning that particular task.

## TRAINING FREQUENCY

Training is based on a needs analysis which may include:

- Work observations

- Proficiency requirements
- Inspections
- New or transferred employees
- New or changed job functions, products, tools and equipment
- Regulatory requirements

## DOCUMENTATION

Documenting safety training is important to demonstrate that employees have been properly trained and that they are complying with company safety policies and practices. Mandatory safety training for CenturyLink is documented in the companies Learning Management System and Safety Meeting Reporting System.