

# MCSWEEN CUSTOM FABRICATING

159-55202 SH825 Sturgeon Industrial Park Sturgeon County, Alberta T8L 5C1 Canada  
Phone: 780-998-0600 Fax: 780-992-0600 www.mcsweenfab.com

## Contract Employee Information

Company Name:	
Alberta WCB#:	G.S.T./BN #:

### Personal Information

First Name:	Last Name:
Address:	City:
Province:	Postal Code:
S.I.N. #:	Date of Birth:

### Contact Information

Home Phone #:	Cell #:
Email:	
Emergency Contact:	Emergency Ph#:

### Trade/Certification

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### Payroll Information

Position:	Date of Hire:
Hourly Rate:	Flat Rate:
Rate Change:	Rate Change Date:

### Signatures

Department Supervisor / Manager	Date:
Nelson Martin	Date:

*Privacy policy: We respect our employee's rights to personal privacy. This information will only be used for the purpose of maintaining employee and payroll records and will not be shared with any outside parties. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information contained in this document.*

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## WORKER INDOCTRINATION

Name:	
Position/Trade:	Plant Location:

<i>POINTS COVERED</i>	<i>INITIAL</i>	<i>POINTS COVERED</i>	<i>INITIAL</i>
Welcome to McSween		Permit Procedure	
Safety Program		Drug & Alcohol Policy (Mcsween's/Owner Client's)	
Safety Responsibilities		Housekeeping Requirements	
Emergency Response & Evacuation		Disposal of Waste	
Reporting of Accidents		Location of Lunch/Meeting Room	
Reporting of Near Miss		Hours of Work / Breaks	
Location of Medical Center		Operation of Vehicles and Equipment	
Tool Box Safety Meetings		Defective Tools and Equipment	
Personal Protective Equipment		Site Security	
Right to Refuse, Know, Participate		Review Area Hazards	
WHIMIS Controls		Familiarization Tour	
Modified Work Program		New Hire Forms/Void Cheque	
Fit for Duty		Overall, Lock and Training Policies	

### Safety Training

<i>COURSE</i>	<i>DATE</i>	<i>COURSE</i>	<i>DATE</i>
First Aid / CPR      Y    N		WHIMIS 2015      Y    N	
CSTS/PST:      Y    N		Confined Space:      Y    N	
SCBA      Y    N		Fit Test (Half Mask):      Y    N	
H2S:      Y    N		Full Face Mask:      Y    N	
Fall Arrest:      Y    N		Fire Extinguisher:      Y    N	
Forklift Training:      Y    N		Aerial/Man lift:      Y    N	

### PLEASE ANSWER THE FOLLOWING QUESTIONS

Do you have any medical conditions we should be aware of? If yes give details	Y	N
Are you currently taking any medication? If yes give details	Y	N
Have you been on W.C.B. in the last 12 months? If yes give details	Y	N
Do you have physical limitations we should be aware of? If yes give details	Y	N
Are you afraid of heights or confined spaces? If yes give details	Y	N
Do you have a valid driver's license? Driver License #      Class:	Y	N

The above named worker has received and understands the requirements on the identified points.

Orientated by: \_\_\_\_\_ Worker: \_\_\_\_\_ Date: \_\_\_\_\_

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## DIRECT DEPOSIT AUTHORIZATION

**EMPLOYEE NAME:** \_\_\_\_\_

Please circle a or b: *Direct deposit is a mandatory employment condition*

a) *My direct deposit information has **not** changed.*

b) *My direct deposit information is below.*

**Please Provide Email address:** \_\_\_\_\_

***PLEASE ATTACH A VOIDED CHECK OR DEPOSIT SLIP  
FROM YOUR BANK HERE  
\*\*PLEASE NOTE: WE DO NOT ACCEPT HAND WRITTEN BANKING INFO\*\****

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## 5 RULES

### *Safety/General Rules*

- The following rules outline some basic requirements for all of McSween Custom Fabricating worksites. These rules and enforcement will be reviewed on all orientations
- The use of alcohol or illegal drugs while on company business will NOT be tolerated and will lead to dismissal.
- The following personal protective equipment requirements shall be adhered to:
  - CSA approved hard hats, CSA approved safety glasses with side shields and CSA approved safety footwear are the minimum personal protective equipment, which must be worn in the proper manner on client worksites.
  - CSA approved safety footwear, CSA approved safety glasses with side shields are required in all company shops and yards.
  - CSA approved hearing protection will be worn in all areas with noise levels in excess of 85dBa or as specified by client regulations.
  - Clean protective clothing suitable to the job being done and weather conditions must be worn. (No tank tops or summer shorts). Long sleeve shirts and pants must be worn at all times.
  - Other special safety equipment or clothing requirements, as determined by the job hazards or client regulations will be worn.
- Accidents, injuries or “near misses”, regardless of their nature, shall be promptly reported to supervisors.
- Personnel may not operate or use any equipment/ tools without the proper training
- Smoking is permitted only in designated areas.
- Riding on equipment is prohibited. No person shall ride any hook, hoist or other material handling equipment, which is used strictly for handling material and not specifically designed to carry riders.
- Appropriate government regulations will be adhered to when performing any work.
- Company vehicles / equipment will be operated as per posted speed limits, regulations and operating manuals. Seat belts must be worn at all times. Always walk around the vehicle / equipment before operations. Each individual will be responsible to drive according to the rules of the traffic act.
- If vehicle is being misused or damages occur under the care of the employee, driving privileges will be revoked.
- Horseplay, fighting, gambling or possession of firearms are strictly forbidden on the job and constitute grounds for dismissal.
- Running is not permitted anywhere, except in the case of extreme emergency.
- Personal Cell phones, portable stereos, I-Pods, etc. are prohibited in the McSween offices, workshops /on client processing areas or as specified by client regulations. Exceptions are for company designated personnel such as Supervisors, Foreman, Project Managers, etc., when phones are used for client communications

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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## Employees / Contract Employees

### Coverall Policy (Reference 4.10)

All field personnel are required to wear FR (Fire Resistant) coveralls at all plant sites unless otherwise specified. McSween Custom Fabricating will provide coveralls for the cost of \$110.00. The \$110.00 fee will be deducted from your first paycheck with the signed payroll authorization deduction form. McSween Custom Fabricating will not be responsible for lost or stolen coveralls.

**NOTE:** Coveralls must be returned to Coverall room (162-55202 SH825) with a completed form for reimbursement.

### Training Policy (Reference 4.14)

The minimum safety ticket requirements for all McSween Custom Fabricating personnel are WHIMIS 2015, CSTS, Fall Protection and Confined Space. McSween Custom Fabricating will reimburse employees for additional training under the following conditions:

- Course must be approved in writing by Management
- Employee must pass the course

Payroll deduction can be arranged for course payment with Management approval with signed payroll deduction authorization form. Employee's wages and cost of course will be paid if the employee has worked over 300 man-hours. Foreman will be paid at Journeyman rate.

If employee has not worked the 300hrs employees must pay for the course by payroll deduction and meet the above conditions and will not be paid for the day in the course. A permanent ticket will be issued by the certifying body.

Contract employees will be deducted for training off the next payroll invoice period and wages are not paid for the day in the course.

### Locks

Employees needing locks sign one out from McSween Custom Fabricating. If the lock is not returned you will be charged a fee of \$25.00. The \$25.00 fee will be deducted from your last paycheck.

I \_\_\_\_\_, have read and understand the policies outlined above, by signing I give authorization for McSween to take the above deductions off my pay.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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January 1, 2021

## ATTENTION: ALL CONTRACT EMPLOYEES

**RE: 1) GENERAL LIABILITY & COMMERCIAL AUTOMOBILE LIABILITY INSURANCE.**

**2) CERTIFICATE OF INCORPORATION**

**3) VALID WCB COVERAGE**

1) As a contract employee working for McSween Custom Fabricating, you are required to provide a certificate of insurance. RIGWELDERS are required to provide a copy of Commercial Automobile liability Insurance at a minimum of \$5,000.000, Vehicle Registration and Driver's License. We require 15 day's notice prior to change or cancellation of policy.

2) We also require a copy of your certificate of incorporation for our files.

3) Please provide WCB number and Clearance Letter

Please submit these as soon as possible. You can fax them to 780-992-1563 to the attention of Human Resources.

If these documents are not provided within 72 hours of first shift worked, McSween Custom Fabricating reserves the right to pay worker at the employee rate with the necessary statutory deductions withheld. Please acknowledge by signing below.

During the term of your employment with McSween Custom Fabricating as a Sub Contractor your Insurance and WCB must remain valid. This information is monitored by payroll, if at any point either one becomes invalid you will be paid as an employee for the next payroll run or until you update your information.

If you require any additional information, please contact Payroll ([payroll@mcsweenfab.com](mailto:payroll@mcsweenfab.com)) or Human Resources ([hr@mcsweenfab.com](mailto:hr@mcsweenfab.com)).

Regards,

McSween Custom Fabricating

\_\_\_\_\_  
Contract Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

# **MCSWEEN CUSTOM FABRICATING**

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January 1, 2021

**ATTENTION: ALL CONTRACT EMPLOYEES**

**RE: INVOICES**

I am enclosing a sample invoice which I would like all subcontractors to follow. The format is such that all information I require to process your payment is on the front of the invoice.

We have a blank example of this invoice in excel format which could be emailed to you for your use if you have access to excel. It could also be photocopied for you to do manually if you wish. If you want either one of these options, please feel free to call me.

If your invoice is not written out properly, I will have no choice but to return it to you which may result in a delay of your payment.

Please note that our bi-weekly pay period ending date is on a Friday, as per the attached list, and all invoices must be submitted by Monday at noon in order to be processed on time. If you are emailing your invoice, please send it to [payroll@mcsweenfab.com](mailto:payroll@mcsweenfab.com).

Regards,

McSween Custom Fabricating

# MCSWEEN FAB - SAMPLE INVOICE

CO/TRADE NAME: ABC WELDING  
 PERSONAL NAME: JOHN DOE

INVOICE NO: 12345  
 INVOICE DATE: MMM/DD/YYYY

ADDRESS: 12345 YOUR PLACE  
 EDMONTON, AB  
 T8L 1W2

PAY PERIOD DATES:MMM/DD/YYYY to MMM/DD/YYYY

WCB NO: SHOULD BE 7 DIGITS.

PHONE NO: 780-123-1234

GST./B.N.: 12345 6789 RT0001

DAY	DATE	JOB SITE	HOURS REG.	ST. RATE	HOURS O.T	O.T. HOURS	SHIFT DIF (\$2 PER HR)		
				X 1		X 1.38			
SAT	13-Sep		0.00						
SUN	14-Sep	SHERRITT	8.00	\$ 20.00	4.00	\$ 27.60			
MON	15-Sep	AGRIUM (NIGHTS)	8.00	\$ 20.00	4.00	\$ 27.60	12.00		
TUE	16-Sep	INLAND	8.00	\$ 20.00	4.00	\$ 27.60			
WED	17-Sep	AGRIUM (NIGHTS)	8.00	\$ 20.00	4.00	\$ 27.60	12.00		
THU	18-Sep	BUNGE	8.00	\$ 20.00	4.00	\$ 27.60			
FRI	19-Sep								
SAT	20-Sep								
SUN	21-Sep	SHERRITT	8.00	\$ 20.00	4.00	\$ 27.60			
MON	22-Sep	SHERRITT	8.00	\$ 20.00	4.00	\$ 27.60			
TUE	23-Sep	SHERRITT	8.00	\$ 20.00	4.00	\$ 27.60			
WED	24-Sep	INLAND	8.00	\$ 20.00	4.00	\$ 27.60			
THU	25-Sep	INLAND	8.00	\$ 20.00	4.00	\$ 27.60			
FRI	26-Sep		0.00						
<b>TOTAL</b>	<b>HOURS</b>		80.00		40.00		24.00		
	<b>RATE</b>		\$ 20.00		\$ 27.60		\$ 2.00		
	<b>TOTAL \$</b>		\$ 1,600.00		\$ 1,104.00		\$ 48.00	<b>SUBTOTAL</b>	\$ 2,752.00
								<b>G.S.T 5%</b>	\$ 137.60
								<b>TOTAL INV.</b>	\$ 2,889.60

All invoices must appear as per sample or they will not be accepted. If you require an electronic copy please contact payroll at 780-998-0600 Ext 230.

**OVERTIME CALCULATED AT 1.38 MULTIPLIER RATE IS APPLICABLE FOR ALL TRADES (EXCEPT RIGWELDERS) FOR:**  
 Any work in excess of regular hours per day, Monday to Friday based on 40 hours / week.  
 Any work Saturdays and Sundays.

**SHIFT DIFFERENTIAL OF \$2.00/HR EXTRA IS APPLICABLE FOR ALL TRADES (FIELD ONLY):**

For work that commences between 3:00 PM and 6:00 AM if applicable.

Do NOT add \$2/hour to your rate as it is based on total hours per day, regardless of whether the time was Regular Time or Over Time.

**ALL INVOICES MUST BE IN TO THE OFFICE BY MONDAY AT NOON (FAX: 992-1563), THIS WILL ENSURE THAT YOUR CHEQUE IS READY BY FRIDAY AT NOON. IF EMAILING PLEASE SEND TO payroll@mcsweenfab.com**

Cutoff dates for payroll are up to and including Friday. Please refer to current calendar year payroll schedule for dates.

**ALL HOURS INVOICED MUST MATCH TIMECARDS. IF THERE IS A DISCREPANCY, YOUR INVOICE WILL BE ADJUSTED TO MATCH THE TIMECARD HOURS. IF YOU NOTICE AN ERROR IN TIMECARD HOURS, PLEASE NOTIFY YOUR SUPERVISOR IMMEDIATELY TO GET IT CORRECTED.**

All contract employees must have a valid WCB account in good standing. Clearances are requested every pay period and your account must be valid and in force from the very first day you work. Any subcontractor without a valid account will be paid as an employee with statutory deductions at the rate of an employee.



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## CURRENT YEAR 2021

Pay Period Number	Pay Period Ending Date	Invoice Submitted by	Payment Date
1	Friday, January 01, 2021	Monday, January 04, 2021	Friday, January 08, 2021
2	Friday, January 15, 2021	Monday, January 18, 2021	Friday, January 22, 2021
3	Friday, January 29, 2021	Monday, February 01, 2021	Friday, February 05, 2021
4	Friday, February 12, 2021	Monday, February 15, 2021	Friday, February 19, 2021
5	Friday, February 26, 2021	Monday, March 01, 2021	Friday, March 05, 2021
6	Friday, March 12, 2021	Monday, March 15, 2021	Friday, March 19, 2021
7	Friday, March 26, 2021	Monday, March 29, 2021	Thursday, April 01, 2021
8	Friday, April 09, 2021	Monday, April 12, 2021	Friday, April 16, 2021
9	Friday, April 23, 2021	Monday, April 26, 2021	Friday, April 30, 2021
10	Friday, May 07, 2021	Monday, May 10, 2021	Friday, May 14, 2021
11	Friday, May 21, 2021	Monday, May 24, 2021	Friday, May 28, 2021
12	Friday, June 04, 2021	Monday, June 07, 2021	Friday, June 11, 2021
13	Friday, June 18, 2021	Monday, June 21, 2021	Friday, June 25, 2021
14	Friday, July 02, 2021	Monday, July 05, 2021	Friday, July 09, 2021
15	Friday, July 16, 2021	Monday, July 19, 2021	Friday, July 23, 2021
16	Friday, July 30, 2021	Monday, August 02, 2021	Friday, August 06, 2021
17	Friday, August 13, 2021	Monday, August 16, 2021	Friday, August 20, 2021
18	Friday, August 27, 2021	Monday, August 30, 2021	Friday, September 03, 2021
19	Friday, September 10, 2021	Monday, September 13, 2021	Friday, September 17, 2021
20	Friday, September 24, 2021	Monday, September 27, 2021	Friday, October 01, 2021
21	Friday, October 08, 2021	Monday, October 11, 2021	Friday, October 15, 2021
22	Friday, October 22, 2021	Monday, October 25, 2021	Friday, October 29, 2021
23	Friday, November 05, 2021	Monday, November 08, 2021	Friday, November 12, 2021
24	Friday, November 19, 2021	Monday, November 22, 2021	Friday, November 26, 2021
25	Friday, December 03, 2021	Monday, December 06, 2021	Friday, December 10, 2021
26	Friday, December 17, 2021	Monday, December 20, 2021	Friday, December 24, 2021

# MCSWEEN CUSTOM FABRICATING

## RIGWELDER TOOL LIST

	DESCRIPTION
	<b>MANDATORY</b>
	MINIMUM 300 AMP WELDER C/W 200 FT. LEAD AND 200 FT. GROUND REMOTE CONTROL (SUGGESTED)200ft
	OXY/ACETYLENE BOTTLES
	COMPLETE OXY/ACETYLENE OUTFIT WITH 150 FT. HOSE, ROSEBUD FLASHBACK ARRESTORS ON BOTTLES AND TORCHES
	TWO (2) FIRE EXTINGUISHERS MINIMUM 10 LBS.
	12 INCH AND 24 INCH SQUARES
	9 INCH AND 24 INCH LEVELS
	FOUR (4) PIPE STANDS MINIMUM
	ROLLERS
	PIPE FAB SPINNER FOR BACK OF TRUCK
	FLANGE LEVELING PINS
	COMBINATION WRENCHES 3/8 - 1 1/4 INCH(2 SETS)
	PIPE WRENCHES TO 18"
	12 INCH & 18 INCH CRESCENT WRENCHES
	1/2 INCH SOCKET SET
	HAMMERS - BALL-PEEN, SLEDGE, CHIPPING
	SCREWDRIVERS
	PIN BARS
	ALLAN WRENCHES
	C CLAMPS - CHANNEL GRIPS
	CHAIN GRIPS
	TAPE MEASURES 16 FT. - 50 FT. OR EQUIVALENT
	FACE SHIELD - GOGGLES
	GLOVES
	ALL REQUIRED LENSES AND COVER PLATES
	CUTTING GOGGLES - HELMET
	TIP CLEANERS
	GRINDERS, ALL WITH PROPER FACTORY GUARDS-NO LOCKING TRIGGERS
	FILES - WIRE BRUSHES, ETC.
	ROD OVEN
	3/4 TON COME-A-LONG
	1/2 INCH ELECTRIC DRILL WITH DRILL BITS AC-DC
	INDUSTRY APPROVED SAFETY HARNESS & LANYARD
	WELDING AND SAFETY TICKETS ON HAND
	<b>SUGGESTED EQUIPMENT - NOT MANDATORY</b>
	FAB TABLE WITH VISE AND CHAIN VISE
	PROPANE BOTTLE WITH TIGER TORCH FOR PREHEAT
	14 INCH CUT OFF SAW AC-DC
	BEVELERS TO 8 INCH PIPE