CONTRACT EMPLOYEE INFORMATION

McSWEEN CUSTOM FABRICATING

SECTION 1 - REQUIRED FIELDS

Company Name:	**AB WCB #:**	**GST/BN #:**	
Last Name	**First Name:**	**Date of Birth (MMM,DD,YYYY):**	
Address:	**City:**	**Province:**	**Postal Code:**
Telephone #:	**Trade/Certification:**		
Email:			
Emergency Contact Name & Phone #:			

Employment Equity Questions (Information collected is voluntay and confidental. It is used for employment equity purposes only)

Gender:	**Are you an Aboriginal Person?**
☐ Male ☐ Female ☐ Other	☐ Yes ☐ No

OFFICE USE ONLY

Payroll Information	Position:	
	Date of Hire:	
	Hourly Rate:	Flate Rate:
Change	Rate Change:	Rate Change Date:
Signatures	Department Supervisor/Manager	Date
	Richard Rowswell	Date
Routing	Package to Payroll	Payroll Initials Date
Notes		

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.

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

WORKER INDOCTRINATION

NAME:	
POSITION/TRADE:	**PLANT LOCATION:**

POINTS COVERED	INITIAL	POINTS COVERED	INITIAL
Welcome to McSween		Permit Procedure	
Safety Program		Drug & Alcohol Policy	
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		Coverall, Lock and Training Policies	

SAFETY TRAINING

COURSE	EXP DATE	COURSE	EXP DATE
First Aid / CPR ☐		WHIMIS 2015 ☐	
CSTS/PST ☐		Confined Space ☐	
SCBA ☐		Fit Test (Half Mask) ☐	
H2S Alive ☐		Full Face Mask ☐	
Fall Arrest ☐		Fire Extinguisher ☐	
Forklift Training ☐		Aerial/Man lift ☐	

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/Subcontractor 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 attached or emailed

E-Mail Address: _____

PLEASE ATTACH A VOID CHEQUE OR DEPOSIT SLIP
FROM YOUR BANK HERE OR EMAIL TO PAYROLL@MCSWEENFAB.COM

****PLEASE NOTE: WE DO NOT ACCEPT HANDWRITTEN BANKING INFO****

.

_____ _____
Signature Date

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SAFETY/GENERAL RULES

- The following rules outline some basic requirements for all 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 more than 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

I have read and understand the rules outlined above and acknowledge I will follow & adhere to these rules.

Print Name: _____ **Date:** _____

Signature: _____

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INTRODUCING MCSWEEN LIFE SAVING RULES

The 10 life-saving rules help us manage the risks associated with the work we do every day. The rules are designed to prevent injuries and significant incidents at our operations and across our industry. We provide support materials to our staff and outline accountabilities for leaders to verify the rules are being followed as we conduct our work. The 10 life-saving rules are:

Compliance with the Life Saving Rules are a condition of employment within McSween Custom Fabricating and must be followed at all times.

The new rules align with our shared goal of **zero injuries and zero incidents**

The new rules are clear and concise and have the potential to save lives and reduce inefficiencies

I have read and understand the rules outlined above and acknowledge I will follow & adhere to these rules.

PRINT NAME: _____ DATE: _____

SIGNATURE: _____

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EMPLOYEES / CONTRACT EMPLOYEES

Coverall Policy (Reference 3.5)

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 all employees.

SUBCONTRACTORS may purchase McSween's covers for $110.00 or provide their own. To provide your own coveralls you **must** meeting the following requirements:

- **ATPV = 12 CAL, CAT 2**
- **CSA Z96-22 Class 1 Level FR**
- **No Company Logos**
- **Blue or Grey in color**
- **2" Striping**
- **UL Certified to NFPA 2112**

The $110.00 fee will be deducted from your first paycheck with the signed payroll authorization deduction form.

Winter Parka Policy (Reference 3.5.1)

All field personnel are required to wear FR (Fire Resistant) winter parkas at all plant sites unless otherwise specified. McSween Custom Fabricating will provide winter parkas for the cost of $215.00 per pair. The $215.00 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 parkas.

NOTE: Parkas must be returned to your Direct Supervisor with a completed form for reimbursement.

Training Policy (Reference 3.6.1)

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 the 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.

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Locks (Reference 3.6.1)

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.

Signature: _____ Date: _____

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PAYROLL DEDUCTION AUTHORIZATION FORM

First & Last Name: _____

Circle one:

Subcontractor / Employee

Deduction Effective Date: _____

Payroll Deductions:

- ❑ Coveralls - $110.00 pair Size _____
- ❑ Winter Parka- $215.00 pair Size _____
- ❑ Lock- $25.00 each Lock #_____
- ❑ Training - $ _____ Course _____

I agree that my gross pay will be reduced by the amount of my deduction as checked and indicated above. In the event of a deduction change during the year, my employer is authorized to deduct the new amount from my pay. If employed under 300 hours, you will be reimbursed after a total of 300 hours worked. All Subcontractors will be charged and not reimbursed.

_____ _____

Subcontractor / Employee Signature **Date**

_____ _____

Payroll Signature **Date**

Pay Period: _____

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January 1, 2025

ATTENTION: ALL CONTRACT EMPLOYEES

1) General Liability & Commercial Automobile Liability Insurance.

- As a contract employee working for McSween Custom Fabricating, you are required to provide a certificate of insurance with McSween Custom Fabricating listed as an additional insured. The policy coverage must be a minimum of $5,000,000.00.
- Rig Welders 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 days' notice prior to change or cancellation of policy.

2) Certificate of Incorporation

- We require a copy of your certificate of incorporation for our files.

3) Valid WCB Coverage

- Please provide a WCB Clearance Letter

Please submit these documents to Human Resources (hr@mcsweenfab.com)

If these documents are not provided within **72 hours** of your first shift worked, McSween Custom Fabricating reserves the right to pay the 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 Subcontractor 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 Human Resources (hr@mcsweenfab.com).

Regards,

McSween Custom Fabricating

_____ _____

Contract Employee Date

_____

Company Name

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January 1, 2025

INVOICES

ATTENTION: ALL CONTRACT EMPLOYEES

Enclosed is a sample invoice if you choose to use. The sample invoice is to show what needs to be included on your invoice.

If your invoice is not written out properly, McSween will return it to you which may result in a delay of your payment until the next payment run.

Overtime is calculated at 1.38 multiplier rate is applicable for all trades (except rig welders). 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). Shifts that commence between 3:00 p.m. and 6:00 a.m. if applicable. Do NOT add $2.00/HR to your rate as it is based on total hours per pay day, regardless of whether the time was Regular time or overtime.

All hours 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.

Please note that our bi-weekly pay period ending date is on a Friday, as per the attached payroll dates and must be submitted by Monday at noon to be processed on time. Email your invoice to payroll@mcsweenfab.com.

All contract employees must have a valid WCB account and Insurance in good standing. Your account must be valid and in force from the first day you work. Any subcontractor without a valid account will be deducted $3.00/hr. on the hourly rate regardless of Reg/OT.

If you require an electronic copy of the template or have any questions, please contact payroll at Payroll@mcsweenfab.com or 780-998-0600 Ext. 103.

Regards,

McSween Custom Fabricating

MCSWEEN FAB - SAMPLE INVOICE

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

ADDRESS: 12345 YOUR PLACE
EDMONTON, AB
T8L 1W2

PHONE NO: 780-123-1234

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

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

WCB NO: SHOULD BE 7 DIGITS.

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					$ -			
SUN	14-Sep					$ -			
MON	15-Sep	SHERRITT	8.00	$ 20.00	4.00	$ 27.60			
TUE	16-Sep	**AGRIUM (NIGHTS)**	8.00	$ 20.00	4.00	$ 27.60	12.00		
WED	17-Sep	INLAND	8.00	$ 20.00	4.00	$ 27.60			
THU	18-Sep	**AGRIUM (NIGHTS)**	8.00	$ 20.00	4.00	$ 27.60	12.00		
FRI	19-Sep	BUNGE	8.00	$ 20.00	4.00	$ 27.60			
SAT	20-Sep					$ -			
SUN	21-Sep					$ -			
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	SHERRITT	8.00	$ 20.00	4.00	$ 27.60			
THU	25-Sep	INLAND	8.00	$ 20.00	4.00	$ 27.60			
FRI	26-Sep	INLAND	8.00	$ 20.00	4.00	$ 27.60			
TOTAL	HOURS		80.00		40.00		24.00		
	RATE		$ 20.00		$ 27.60		$ 2.00		
	TOTAL $		$ 1,600.00		$ 1,104.00		$ 48.00	SUBTOTAL	$ 2,752.00
								G.S.T 5%	$ 137.60
								TOTAL INV.	$ 2,889.60

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MANDATORY TOOL LIST – RIG WELDER

MINIMUM 300 AMP WELDER. 200 FT OF LEAD, GROUND & REMOTE CONTROL OXYACETYLENE BOTTLES
COMPLETE OXYACETYLENE OUTFIT WITH 150 FT. HOSE, ROSEBUD FLASHBACK ARRESTORS ON BOTTLES & TORCHES. MUST CARRY OXY & ACETYLENE BOTTLES ON TRUCKS AT ALL TIMES.
2 FIRE EXTINGUISHERS MINIMUM 10 LBS.
12 INCH AND 24 INCH SQUARES
9 INCH AND 24 INCH LEVELS
4 PIPE STANDS MINIMUM
4 PIPE ROLLERS FOR STANDS
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 PROPANE BOTTLE WITH TIGER TORCH FOR PREHEAT HARD HAT WELDING HELMET COMBO
WELDING AND SAFETY TICKETS ON HAND
SUGGESTED EQUIPMENT – NOT MANDATORY
14 INCH CUT OFF SAW AC-DC BEVELERS TO 8 INCH PIPE
FAB TABLE WITH VISE AND CHAIN VISE
DIESEL SHUT OFF MAY BE REQUIRED AT SPECIFIC SITES

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MCSWEEN CUSTOM FABRICATING MILLWRIGHT TOOL LIST

SMALL TOOL BOX
SMALL DOLLY TO MOVE TOOLS AROUND
SCREWDRIVERS
TAPE MEASURE (METRIC AND IMPERIAL)
COMBINATION WRENCHES (3/8" TO 1 ¼")
SOCKET SET (UP TO 1 ¼")
ALLEN SET (METRIC AND IMPERIAL)
UTILITY KNIFE
FLASHLIGHT (HAND AND HEAD)
ASSORTED LEVELS (MACHINIST LEVEL)
PLIERS, NEEDLE NOSE
CALIPERS
COMBINATION SQUARE
MICROMETER
TIN SNIPS
BALL PEEN HAMMER (1 LB AND 2 LB)
CENTER PUNCH
PLUMB BOB
FEELER GUAGE
GASKET SCRAPER AND PUTTY KNIFE
MISC PLIERS
SMALL 18" PRY BAR
SCRIBE
CHISELS, (COLD) ¼", 3/8", ½", ¾"
VICE GRIPS
ADJUSTABLE WRENCH 6", 8", 12"
DRIFT PINS
SLEDGE HAMMER, 3-4 LB
DVIDERS, 0-8"
DIAL INDICATOR
PLIERS, SNAP RING
SIDE CUTTERS

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Pay Period	Cut Off Date	Invoices Due Date	Payment Date
1	Friday, December 27, 2024	Monday, December 30, 2024	Friday, January 03, 2025
2	Friday, January 10, 2025	Monday, January 13, 2025	Friday, January 17, 2025
3	Friday, January 24, 2025	Monday, January 27, 2025	Friday, January 31, 2025
4	Friday, February 07, 2025	Monday, February 10, 2025	Friday, February 14, 2025
5	Friday, February 21, 2025	Monday, February 24, 2025	Friday, February 28, 2025
6	Friday, March 07, 2025	Monday, March 10, 2025	Friday, March 14, 2025
7	Friday, March 21, 2025	Monday, March 24, 2025	Friday, March 28, 2025
8	Friday, April 04, 2025	Monday, April 07, 2025	Friday, April 11, 2025
9	Friday, April 18, 2025	Monday, April 21, 2025	Friday, April 25, 2025
10	Friday, May 02, 2025	Monday, May 05, 2025	Friday, May 09, 2025
11	Friday, May 16, 2025	Monday, May 19, 2025	Friday, May 23, 2025
12	Friday, May 30, 2025	Monday, June 02, 2025	Friday, June 06, 2025
13	Friday, June 13, 2025	Monday, June 16, 2025	Friday, June 20, 2025
14	Friday, June 27, 2025	Monday, June 30, 2025	Friday, July 04, 2025
15	Friday, July 11, 2025	Monday, July 14, 2025	Friday, July 18, 2025
16	Friday, July 25, 2025	Monday, July 28, 2025	Friday, August 01, 2025
17	Friday, August 08, 2025	Monday, August 11, 2025	Friday, August 15, 2025
18	Friday, August 22, 2025	Monday, August 25, 2025	Friday, August 29, 2025
19	Friday, September 05, 2025	Monday, September 08, 2025	Friday, September 12, 2025
20	Friday, September 19, 2025	Monday, September 22, 2025	Friday, September 26, 2025
21	Friday, October 03, 2025	Monday, October 06, 2025	Friday, October 10, 2025
22	Friday, October 17, 2025	Monday, October 20, 2025	Friday, October 24, 2025
23	Friday, October 31, 2025	Monday, November 03, 2025	Friday, November 07, 2025
24	Friday, November 14, 2025	Monday, November 17, 2025	Friday, November 21, 2025
25	Friday, November 28, 2025	Monday, December 01, 2025	Friday, December 05, 2025
26	Friday, December 12, 2025	Monday, December 15, 2025	Friday, December 19, 2025