|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **HA #** |  | **President** | **General Manager** | **Controller** |  | **Admin. Supervisor** | **Shop Superintendent** | **Day Shift Foreman** | **Night Shift Foreman** | **Engineering Supervisor** | **H&S Coordinator** | **Warehouse Supervisor** |  | **HR Clerk** | **Payroll Clerk** | **Admin. Assistant** |  | **QA/QC Inspector** | **Draftsman** |  | **Shipper** | **Receiver** |  | **Welder** | **Fitter** | **Crane Operator** | **Maintenance Tech** | **Labourer** | **Forklift Operator** |
|  | **Job Tasks** | **Management** | | | **Supervisors** | | | | | | |  | **Admin.** | | | **Engineers** | | **Warehouse** | | **Shop** | | | | | |
| HA-01 | Office work | ✓ | ✓ | ✓ |  |  |  |  |  | ✓ |  | ✓ | ✓ | ✓ |  |  | ✓ | ✓ |  |  |  |  |  |  |
| HA-02 | Operate vehicle | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |  | ✓ |  |  |  |  |  |  | ✓ |  |  |
| HA-03 | Refuel (gas) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  | ✓ |  |  |  |  |  | ✓ | ✓ |  | ✓ |
| HA-04 | Refuel (diesel) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ✓ | ✓ |  | ✓ |
| HA-05 | Operate hand-held electric tools |  |  |  | ✓ | ✓ | ✓ | ✓ |  |  | ✓ |  |  |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |  | ✓ | ✓ |  |
| HA-06 | Operate stationary electric tools |  |  |  | ✓ | ✓ | ✓ | ✓ |  |  | ✓ |  |  |  |  |  | ✓ | ✓ | ✓ | ✓ |  | ✓ | ✓ | ✓ |
| HA-07 | Operate jib crane |  |  |  |  | ✓ | ✓ | ✓ |  |  |  |  |  |  |  |  |  |  | ✓ | ✓ | ✓ | ✓ | ✓ |  |
| HA-08 | Operate cutting torch |  |  |  |  | ✓ | ✓ | ✓ |  |  | ✓ |  |  |  |  |  |  |  | ✓ | ✓ |  | ✓ | ✓ |  |
| HA-09 | Operate hand grinder |  |  |  |  | ✓ | ✓ | ✓ |  |  | ✓ |  |  |  |  |  |  |  | ✓ | ✓ |  | ✓ | ✓ |  |
| HA-10 | Manual handling | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |