



R. Fryer Forest Products LTD.
Monetville, Ontario
Policies & Procedures

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Originated By:
Heather Fryer

Approved By: Mark Fryer

Subject: **HAZARD RECOGNITION**

POLICY:

To have a program in place that is used to identify potential hazards and prevention of those hazards.

PROCEDURES:

1) General Hazard Awareness:

During orientation, employees are cautioned to be aware of potential hazards and to take appropriate action to prevent possible injury to themselves and co-workers. For example,

- do not stand under a lift device, such as a crane
- keep work area tidy, to prevent tripping, falling
- Watch for any missing guards and notify millwrights or supervisor if any are missing.
- Any hazards or concerns can be reported using the "Trouble Report" form

Trouble Report - original to Supervisor

- Copy to Management
- Copies to JH&SC Employee Rep. and Secretary to be discussed at the next safety meeting.
- After matter has been resolved, a copy with completion notes will be brought

to the attention of the originator.

2) Tractor Trucks:

Prior to starting, a circle check will be performed by the driver, which he will record in the circle check section of his driver's log book. If any repairs are required, he will report them to the Garage Supervisor.

3) Yard Loaders:

a) The operator will do a circle check of his machine and make notes on his Operator's Daily Report. General information such as fluid levels and general functions are to be completed daily to ensure proper maintenance. If there is a problem with the equipment the attached "Trouble Report" is to be filled out and handed into the garage, where they will determine the priority of the repair.

b) The JHSC will periodically check the daily circle checks from the loaders to check on any problems which may have arisen.

c) An annual examination will be done for the loader's ability to lift loads as rated – as per section 51 of the Occupational Health and Safety Act.

4) Monthly Inspection:

Once per month, a member of the Joint Health & Safety Committee along with a worker from the area being inspected, if possible, will inspect one third of the buildings or areas. Their findings will be recorded on an Inspection Report form, a copy of which will be provided to the person overseeing that area immediately afterwards, as well as to Management. Copies will be available for discussion at the next JHSC meeting. The Committee will address all hazards that are persistent or outstanding. All inspection reports shall be retained in a central file with to be readily available in the event that management or a MOL inspector asks to review them. Files will be kept on hand for a minimum period of 4yrs. Distribution of Monthly Inspection Reports will be as follows: Management, person responsible for area being inspected and bulletin board.

5) Preventative Maintenance:

Each machine has its own PM checklist which is looked at daily by a millwright. This is used as a log to indicate when the next scheduled maintenance should be and what is to be looked at or repaired. Operators also are required to fill out Trouble Reports for any piece of equipment in their use which is not working correctly.

6) Safety Talks:

Safety talks will be done periodically as the need arises. These talks cover items of concern in the workplace, industry alert topics, H&S policy changes etc. Employee questions and discussions are part of these. These are recorded with attendance taken and topics outlined.

Attach: Guard Check Lists (Planer, Roundshed)
Yard Loader circle checks
H & S Physical Conditions Evaluation form
Inventory of Hazardous Materials form
Trouble Report form