



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

Number of Pages: 3

SWO Number: BAS 12

Revised: June 7th 2007

Date:
Oct. 5 2001

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Subject: MANAGEMENT & SUPERVISION TRAINING

POLICY:

To have a standard of training and responsibilities for Managers, Supervisors and Lead-hands with regard to Health and Safety. It is the responsibility of Management to provide for the training of Managers, Supervisors and lead-hands.

DEFINITIONS:

Superintendent: Person placed in charge over and above Lead-hands and workers. The Superintendent is responsible for the everyday running of the plant in all areas. The Superintendent does not oversee the Garage. Directly accountable to Mark Fryer – Operations Manager/Sales and/or Liz VanAmelsfort – Controler.

Lead-hand: An experienced worker who acts as liaison between Superintendent and Workers. Lead-hands are accountable to Superintendent & Management.

PROCEDURES:

All Managers and Supervisors are to be trained in their responsibilities, and in the following areas: (*with retraining given every 3 years*).

- Legislative Awareness --- **Mandatory**
- Due Diligence --- **Optional**
- Accident Investigation --- **Mandatory**
- Workplace Inspection --- **Optional**
- Company Health and Safety Policies and Procedures --- **Mandatory**
- **Lead-hands need only be trained in company health and safety policies & procedures and Legislative Awareness all others are optional.**
- **Lead-hands will also be signed-off on all SOP/Lockout procedures in their specific work areas.**

1) General Responsibilities:

To promote by example, advice & assistance to do jobs better, assisting with the Company's Health & Safety Policy, the standards of the Occupational health & Safety Act and any other legislation pertaining to the workplace, such as the WSIB.

a) The Superintendent is responsible for the everyday running of the plant in all areas. Able to hire and fire. The Superintendent oversees safety, production, lead-hands, workers, training, repairs, job placements and posting of jobs, evaluations, shift schedules and some areas of financial responsibility.

- b) Lead-hands coordinate that work is performed to proper standards and that safety; quality control and production are maintained. A Lead-hand is also charged with monitoring safety performance, production and other irregularities. Lead-hands are the eyes and ears of the Superintendent. Lead-hands are required to assess problems that arise, identify safety hazards and notify Superintendent. Lead-hands may modify worker's assignments as needed.
- c) As they circulate in their areas of responsibility, the Superintendent and Lead-hands shall ensure the following:
 - That equipment is operating safely and efficiently, including necessary guards are in place.
 - Abiding by Section 27 of the Occupational Health and Safety Act.
 - That all workers are performing their duties as required by SOP's, and Section 28 of the Occupational Health and Safety Act.
 - Make suggestions as to how injuries and repetitive strains may be avoided.
 - Perform troubleshooting or diagnosing when there is a problem.

2) Orientation & Safe Operating Procedures:

The Superintendent or Lead-hands must orient and train each employee that is new to their area, in the specific Safe Operating Procedures for the workers job. This may be done by utilizing an experienced person. The employee will be asked to sign the documents, indicating his/her understanding. The Superintendent, Lead-hand or experienced person will sign also. When the Superintendent or Lead-hand assigns a worker to a different job, he must first train/orient them using the SOP, for that position.

New employees will be assessed by the Superintendent within the first month of employment.

- See also BAS #15 Employee Orientation Policy.

3) Personal Protective Equipment:

The Superintendent and Lead-hands are directly responsible for ensuring that the workers under their supervision are wearing the PPE appropriate for the jobs they are doing. Management is responsible for providing or making available for purchase the required PPE (i.e. gloves).

4) Discipline:

The Superintendent shall enforce the discipline policy of the company as outlined in the employee orientation. Lead-hands will inform the Superintendent of any infractions of policy. When difficult circumstances occur, they are to consult Management. In the event that Management receives a complaint directly from a worker, the Superintendent or Lead-hand will be contacted for discussion of the matter before any decision or action will be taken.

5) Accident or Incident:

- a) The Superintendent or Lead-hand on shift is responsible for the reporting of any accidents or incidents that occur in their area. If they are unable to fill out the report, they are to assign the responsibility to a competent person, such as a member of the Joint Health & Safety Committee.

b) In the case of **serious or critical injury**, the Supervisor shall call for:

- First aid
- Emergency Services – Ambulance, Fire Dept. etc. (depending on needs).
- Management and take direction with regard to further action
- O.P.P. and Ministry of Labour directly if Management is unavailable
 - **Superintendent is also responsible for followingup or assigning someone to followup on all accident/incident reports within 3 days after it was reported to see how the employee is doing and to determine if medical aid was sought, if the employee did seek medical aid the main office must be notified immediately so that a form 7 may be filled out. The Superintendent will also issue a written warning for any accidents that are not reported.**

6) Reporting:

At any time, when the Lead-hand has a concern or problem, they shall consult the Superintendent for their input. Every Friday, the Superintendent shall provide to Management a brief written report evaluating the past week, any concerns, recommendations or plans for the coming week and a list of repairs that may be required. The Superintendent shall retain a copy in a binder and Management will retain the original on file. These reports may serve as a reference for follow-up.

I have read and understand my responsibilities and will carry them out to the best of my ability.

Superintendent or Lead-hand Signature Date Management

Print Name