



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

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Originated By:
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Approved By: Mark Fryer

Subject: CONTRACTOR/SUBCONTRACTOR ORIENTATION AND SAFETY PROGRAM

POLICY:

To make all contractors, subcontractors and their employees aware of our Safety Policies and Procedures that they are expected to follow. As well as Company rules, contractors, subcontractors and their employees must obey the Occupational Health & Safety Act and Regulations.

PROCEDURES:

1) Contractors and subcontractors must report to the Office and provide the following:
Business Name, Address and Telephone No.

W.S.I.B. Account No.

GST No.

Copies of professional qualification certificates, WHMIS, First Aid and any other training

Names of their employees

They shall receive the Company's Health & Safety Orientation for Contractors (attached)

2) At each visit, the contractor or subcontractor shall stop in at the office upon arrival to advise of their presence on the property.

3) Contractors are responsible to the Supervisor of the area in which they are working. The Supervisor is responsible for the Contractor's safety. The JH&SC has the right to inspect the Contractor's work area during their monthly inspections and address any safety concerns.

4) The following Personal Protective Equipment is mandatory:

hard hat

safety glasses (or substitute such as welding shield)

safety footwear

other PPE as prescribed by the PPE list, depending upon the type of work being performed

contractors will be vigilant to ensure that their employees are wearing the PPE required for their job. Violations regarding PPE will result in:

1) a verbal warning

2) a written warning

3) a third warning will result in termination of the contractual relationship with the Company

5) The Company's No-Smoking Policy must be strictly observed. Smoking is permitted only in the designated Lunch Room.

6) Contractors and Subcontractors are responsible for Housekeeping in their work area, which is to be kept tidy enough to be safe and free from hazards.

7) Contractors, Subcontractors and their employees are required to read the Emergency Fire Plan and to familiarize themselves with the location of Fire Extinguishers, First Aid Kits & Supplies and the nearest telephone in their work area.

8) Contractors and Subcontractors are to follow our Lockout Policy & Procedures (attached)

9) If an Accident or Incident occurs the Contractor or Subcontractor is to use the Company's Accident/Incident Report Form (attached)

10) If any Property Damage occurs to the Company's or Contractors property, the Contractor/Subcontractor is to report it on the Company's Property Damage Report Form (attached) Blank forms may be acquired at the Office.

11) Contractors/subcontractors cannot work on company operations on weekends or holidays or whenever operation is shutdown unless the company is notified, at which point the "Working Alone Policy" comes into effect.

12) By signing a copy of this page, the Contractor or Subcontractor indicates their understanding and willingness to comply with the above.

Signature

Print Name

Name of Company

Date

12) The Company will accept recent proof of Contractor/Subcontractor Orientation performed by other companies, such as INCO, Columbia Forest Products, Tembec.

attach: Health & Safety Orientation for Contractors