



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

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**Subject: VISITORS & SUPPLIERS ORIENTATION & SAFETY PROGRAM**

**POLICY:**

To make all visitors and suppliers aware of our Safety Policies and Procedures that they are expected to follow to ensure their safety and protection.

**PROCEDURES:**

1) All visitors and suppliers are required to report to the Office on every visit, as posted on the sign at the front gate to the property.

2) While waiting to be served they will have access to the "Visitors & Suppliers Orientation & Safety Program" booklet which is on the front counter. Office personnel shall show the booklet to them, asking them to read it.

3) A supplier is to state their business and confirm that they have a hard hat and safety glasses. If they do not have safety equipment, they may borrow some from the office, which are to be returned at their leaving. They may drive their vehicle to their destination in the yard, i.e. Garage, if approval is granted by the office staff. Driving must be at minimal speed, with a watchful eye for moving vehicles.

If a visitor wishes to go into the yard to look at some lumber, he/she must borrow a hard hat and safety glasses from the office and give their name, which will be written on an open Packing Slip. Arrangements will be made for an employee to accompany them or meet them in the Yard.

4) While walking in the Yard, watch for moving vehicles, such as Loaders and Trucks. Presume that the driver cannot see you and stay close to the buildings as much as possible. The employee who accompanies them is responsible for their safety while on the property.

5) Some regular visitors may be permitted to visit unaccompanied subject to their orientation using the Contractor Orientation form\* and their signature on same. (\*attached)

6) The Company's No-Smoking Policy must be strictly observed.

attach: Visitors & Suppliers Orientation & Safety Program  
Contractor Orientation Form