



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

Number of Pages: 1

SWO Number: BAS 1

Revised:

Date:
September 4 2007

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Subject: **GENERAL RULES AND RESPONSIBILITIES**

POLICY:

R. Fryer Forest Products expects every worker to protect his or her own health & safety by working in compliance with safety laws and with safe work practices and procedures established by the company. The following general safety rules apply for all workers.

PROCEDURES:

- 1 Consuming of alcoholic beverages during working hours will not be tolerated. Any employee who appears to be under the influence of alcohol or illegal substances will jeopardize his/her employment. Any employee using prescribed medication that causes drowsiness or other similar conditions must report it to their Supervisor.
- 2 Smoking on company property is not allowed due to new Ontario Standards. Employees are to smoke at the parking lot in the designated area for smoking only.
- 3 All employee vehicles must be parked at the main parking lot outside the gate. Only those with explicit permission may park elsewhere on the property.
- 4 All employees must use proper safe procedures as described in the company safety procedures and as instructed by their supervisor. When in doubt of proper procedure you must ask the supervisor and/or experienced co-workers.
- 5 Before starting of any machinery it must be inspected for safe condition, that guarding is in place, that nothing is obstructing its start, or that no one (including yourself) can get hurt.
- 6 Equipment must never be operated dangerously such that it may endanger yourself or someone else. Always be aware of others in the area.
- 7 Any hazard or situation that could harm someone must be corrected immediately. If it cannot be corrected it must be reported to the supervisor or manager.
- 8 Employees must keep their work areas clean of accumulations of dust & debris.
- 9 Employees are expected to work cooperatively and warn each other of possible hazardous situations.
- 10 All injuries or accidents must be reported immediately to the supervisor or manager.
- 11 There is a safety bulletin board in the lunch room with all pertinent H&S documentation (Company H&S Policy, OHSA, WSIB Form 82, 1st Aid Reg. 1101, JHSC/H&S Rep name(s), etc.)