



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

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*Subject:* **HOUSEKEEPING**

**POLICY:**

The Company expects all employees to understand that it is every employee's responsibility to practise "good "housekeeping" all of the time. This means not only keeping their own work area tidy, but also, clearing debris wherever it is found.

**PROCEDURES:**

- 1) Spills of any kind--oil, grease, water or anything else that could cause someone to slip and fall--must be cleaned up **immediately**.
- 2) Any materials, such as scrap lumber, sticks, electrical cords, ropes and metal strapping must be picked up regularly and **never** left in walkways where someone could trip over them.
- 3) Debris must not be allowed to accumulate as it is a **fire hazard** as well as a **safety hazard**.
- 4) Garbage must be put in the provided **garbage containers. ABSOLUTELY NO GARBAGE IS TO BE THROWN INTO ANY CONVEYOR OR MACHINE EVER!**  
Wood chips produced by the Sawmill must be free of any contamination.  
This means **NO PLASTIC, PAPER, POP CANS OR METAL** is to be put in the system whatsoever. **THIS IS EXTREMELY IMPORTANT.**
- 5) All employees are expected to be thoughtful about where they place items, ensuring that walkways, doors and exits are never blocked.
- 6) When items are piled, they must be secure so they will not fall.
- 7) Following any repair job, it is the responsibility of the repair person to pick up his tools and leave the area tidy.
- 8) Any housekeeping problems that require a management decision are to be brought to the attention of the supervisor as soon as possible.
- 9) There will be specific assignments made for certain employees to do regular clean-up of designated areas, such as Debarker, Twin Saw, Re-Saw, and the Chipper Room (in the Sawmill) and in other locations/buildings, as appropriate. These assignments will be made by the Supervisor in charge.
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**PROCEDURES:**

The above policy will be implemented by the following actions:

- housekeeping requirements will be included in the Safe Operating Procedures for all jobs
- during orientation, new employees will be informed of the above policy and their duties with regard to housekeeping
- during re-orientation sessions, all employees will be reminded of their responsibilities
- wilful neglect or refusal to perform housekeeping duties or improper disposal of garbage may result in the issue of a warning (verbal or written) Reference: Company Discipline Policy in BAS 7 Orientation Policy & Procedures