



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

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Subject: **Personal Protective Equipment**

POLICY:

To ensure all employees are wearing the appropriate Personal Protective Equipment (PPE) for the job they are doing. **All workers, except office staff must wear safety boots (not shoes), hard hats and eye protection. Shorts, Capri's, or rolled up pants are not adequate protection for the environment.** Additional or special equipment requirements (such as High-Viz vests for yard workers) for each job and area are listed on the Personal Protective Equipment notice posted in the main lunchroom and the Office (copy attached). PPE must also be worn when walking between the parking lot and the lunchrooms or workstations. Office staff, visitors or contractors entering the yard must wear hard hats and safety glasses, which are available at the office.

- Garage workers are required to wear regular hard-hats while anywhere in the yard away from the garage. A bump hat purchased specifically for them may be used within the garage and in a 10 foot radius around the garage.
- In addition, long hair must be tied safely out of the way, as well as jewellery, so it cannot get caught in moving equipment. Loose clothing is prohibited, as sleeves and shirttails can get caught in rollers, etc.
- Any PPE's not returned when an employee quits or is dismissed shall be deducted from that employee's final pay. Any employee needing any replacement PPE's will need to produce the old ones or they will be charged for the new ones.

PROCEDURES:

During new employee orientation, employees are advised of our Personal Protective Equipment policy and introduced to the PPE list. They are also instructed that at some future date if they are transferred to a different building or job, it is their responsibility to check the PPE list to see if any different or additional equipment is required, e.g. operating the chain saw.

Superintendent and Lead-hands will be vigilant to ensure that all 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 time off without pay (amount of time to be determined by Supervisor)
4. A fourth warning will result in dismissal. (Reference: warning policy)