



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

Number of Pages: 1

SWO Number: BAS 8

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Subject: **Safe Operating Procedures**

POLICY:

- To have every new employee (except piece workers) trained in the Safe Operating Procedures that apply to the job they will be doing.
- To review and/or revise the Safe Operating Procedures for each job periodically or immediately when equipment has been altered or modified.
- An unsigned copy of the proper Safe Operating Procedure will be posted at each job location for worker's to use as a review.

PROCEDURES:

- 1) The Safe Operating Procedures for each job will outline the following:
 - Required personal protective equipment
 - Hazards associated with the job
 - Steps for safe start-up/operate/shut-down procedures
 - Lockout procedures
 - Any other important information pertaining to the job or equipment
- 2) The Supervisor or Competent person will train the new worker for the job using the steps in the Safe Operating Procedures. When the worker feels confident that all questions have been answered and they have an understanding of the job they will then sign the SOP. The Supervisor or Competent person will then sign and date the SOP when they feel the worker is performing the job properly. This should only be done after observing the worker for more than a day.
- 3) The Supervisor or Competent person must be able to observe the new worker performing the task, and be a competent operator on the particular job themselves.
- 4) Copies of the attached page of "instructions" are placed in the front of each SOP binder for supervisors to follow.

Attach:
Instructions for completing SOP's.