Health & Safety Manual Index

Boniferro Mill Works Health and Safety Policy

SECTION 1 - Required Documents
SECTION 2 - Standard First Aid
SECTION 3 - Fire Protection Program
SECTION 4 - Lockout
SECTION 5 - Guarding Program
SECTION 6 - PPE
SECTION 7 - Emergency Measures
SECTION 8 - Accident Investigations
SECTION 9 - Worker Education & Orientation
SECTION 10 - WHMIS
SECTION 11 - Site Access
SECTION 12 - Confined Space
SECTION 13 - Planned Work Place Inspection
SECTION 14 - Industrial Hygiene
SECTION 15 - Early and Safe Return to Work
SECTION 16 - Fuel Safety Program
SECTION 17 - Musculoskeletal Disorder Prevention Program
SECTION 18 - Safety Personnel Program
SECTION 19 - Working Alone
SECTION 20 - Management & Supervisor Health & Safety Training
SECTION 21 - Travel Restraint Fall Protection
SECTION 22 - Violence In The Workplace
Health and Safety Policy

Management of Boniferro Mill Works ULC is vitally interested in all of its employees and their safety. Protection of employees from injury or occupational disease is a major and continuing objective. Boniferro Mill Works will make every effort to provide a safe, healthy and pleasant work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury and property damage.

Employees at every level, including management are responsible and accountable for the company’s overall safety initiative. As president and chief executive officer, of Boniferro Mill Works ULC, I give you my personal promise that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety and the safety of those directly affected by their actions, by working in compliance with the law and with safe work practices and procedures established by Boniferro Mill Works ULC. All employees, contractors and visitors will wear the Personal Protection Equipment. It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

“Our Goal is ZERO incidents.”

May 17, 2010.

Jim P. Boniferro
President & CEO

Please note: Harvesting and Bush Workers are to follow Clergue Forest Management Safety Policy Manual.
REQUIRED UNDER THE OCCUPATIONAL HEALTH AND SAFETY ACT ARE TO BE POSTED IN CONSPICUOUS LOCATIONS THROUGHOUT THE WORKPLACE.

LEGISLATION

The Occupational Health and Safety Act (OH&S Act) includes the following requirements for documents to be posted in the workplace:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>25(2)(j)</td>
<td>Employer to prepare and review annually a written occupational health and safety policy and develop and maintain a program to implement the policy.</td>
</tr>
<tr>
<td>25(2)(k)</td>
<td>Post a copy of the occupational health and safety policy in a conspicuous location in the workplace.</td>
</tr>
<tr>
<td>25(2)(i)</td>
<td>Post a copy of the OH&amp;S Act and any explanatory material in the workplace.</td>
</tr>
<tr>
<td>9(32)</td>
<td>Post the names and work locations of joint health and safety committee (JHSC) members.</td>
</tr>
<tr>
<td>12(2)</td>
<td>Post a summary of WSIB data for the workplace if it has been requested.</td>
</tr>
<tr>
<td>57(10)</td>
<td>Post copies of orders issued by a Ministry of Labour (MOL) inspector.</td>
</tr>
</tbody>
</table>

In addition to the above, the following section of Regulation 1101 (First Aid Requirements) of the Workplace Safety and Insurance Act requires the posting of documents related to first aid:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(1)(b)</td>
<td>First aid station to contain a notice board displaying Form 82, valid first aid certificates of trained workers on duty and a record of the most recent inspection of the first aid box.</td>
</tr>
</tbody>
</table>
STANDARD

When required, proper and timely first aid treatment is to be administered by ensuring that:
- Appropriate first aid supplies are maintained in the workplace;
- An appropriate number of people are trained in first aid;
- Appropriate documents are posted;
- Appropriate records are maintained;
- Proper treatment is readily available.

LEGISLATION

The following sections are in Regulation 1101 (First Aid Requirements) of the Workplace Safety and Insurance Act:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(1)(a)</td>
<td>First aid station to be equipped with a first aid box containing the prescribed items.</td>
</tr>
<tr>
<td>1(1)(b)</td>
<td>First aid station to contain a notice board displaying Form 82, valid first aid certificates of trained workers on duty, and a record of the most recent inspection of first aid box.</td>
</tr>
<tr>
<td>1(2)</td>
<td>First aid station to be in the charge of a qualified worker in the immediate vicinity of the station.</td>
</tr>
<tr>
<td>1(3)</td>
<td>First aid stations to be located for the prompt treatment of any worker.</td>
</tr>
<tr>
<td>2(1)</td>
<td>First aid box to contain all the prescribed items in good condition.</td>
</tr>
<tr>
<td>2(2)</td>
<td>First aid box to be large enough that each item is in plain view.</td>
</tr>
<tr>
<td>3</td>
<td>A copy of Form 82 to be posted at all times.</td>
</tr>
<tr>
<td>4</td>
<td>Employer to bear the expense of furnishing and maintaining first aid material and services.</td>
</tr>
<tr>
<td>5</td>
<td>Employer to keep a record of all circumstances regarding an incident — date and time, names of witnesses, nature of first aid treatment, etc.</td>
</tr>
<tr>
<td>6</td>
<td>Employer to inspect first aid boxes and contents at least every three months and record the inspection.</td>
</tr>
<tr>
<td>12</td>
<td>If the first aid station is not easily accessible by all workers, additional station(s) to be established.</td>
</tr>
</tbody>
</table>
### Appendix A: First Aid Requirements (General)

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Number of Employees</th>
<th>Bush or Farm Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-5</td>
<td>6-14</td>
</tr>
<tr>
<td>Section in Regulation 1101</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>First Aid Training</td>
<td>Emergency</td>
<td>Standard</td>
</tr>
<tr>
<td>First Aid Manual</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Safety Pins</td>
<td>1 Card</td>
<td>1 Card</td>
</tr>
<tr>
<td>Adhesive Dressings</td>
<td>12</td>
<td>24</td>
</tr>
<tr>
<td>Rolls of 1” Adhesive Tape</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3” Square Gauze Pads</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Rolls of 2” Gauze bandage</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Rolls of 3” Gauze bandage</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Rolls of 4” Gauze bandage</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>Field/Pressure Dressings</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Triangular Bandages</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Basin</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Splints</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Rolls of Splint Padding</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Stretcher</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Blankets</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stretcher</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Blankets</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>First Aid Manual</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Safety Pins</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Adhesive Dressings (bandaids)</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>Rolls of 1&quot; Tape</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3&quot; Square Gauze Pads</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>Rolls of 1&quot; Gauze Bandage</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Rolls of 2&quot; Gauze Bandage</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Rolls of 4&quot; Gauze Bandage</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Field/Pressure Bandages</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Triangular Bandages</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Basin</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Assorted Splints</td>
<td>~</td>
<td></td>
</tr>
<tr>
<td>Rolls of Splint Padding</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latex Gloves</td>
</tr>
<tr>
<td>Disposable Facial Barriers</td>
</tr>
<tr>
<td>Absorbent Applicators (Q-Tips)</td>
</tr>
<tr>
<td>Eye Dressings</td>
</tr>
<tr>
<td>Non-stick Telfa Pads</td>
</tr>
<tr>
<td>Scissors</td>
</tr>
<tr>
<td>Instant Cold Pack</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Valid Certificates Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refill Required</td>
</tr>
<tr>
<td>Refill Completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eyewash Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Wood Dust</td>
</tr>
<tr>
<td>Accessible</td>
</tr>
<tr>
<td>Refill Required</td>
</tr>
<tr>
<td>Refill Completed</td>
</tr>
</tbody>
</table>
FIRE PROTECTION PROGRAM

LEGISLATION

The Fire Code (Regulation 213/07) under the Fire Protection and Prevention Act sets standards for the regular inspection and replacement of used fire protection equipment. The following are relevant sections of the Fire Code. The complete text of the Fire Code is available online at www.e-laws.gov.on.ca by clicking on “Search” and typing “Regulation 213/07” in the search window.

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2.6</td>
<td>Portable extinguishers to be distributed in the workplace based on relative fire hazard levels. (Tables 6.2.6.A and 6.2.6.B in Appendix D.)</td>
</tr>
<tr>
<td>6.2.7.2</td>
<td>Portable extinguishers to be inspected monthly.</td>
</tr>
<tr>
<td>6.4.2.1</td>
<td>Hose stations to be inspected monthly for position and condition.</td>
</tr>
<tr>
<td>6.4.2.2</td>
<td>Hose system to be used for fire protection only.</td>
</tr>
<tr>
<td>6.4.2.4</td>
<td>Hose valves to be inspected annually for tightness and leaks.</td>
</tr>
<tr>
<td>6.4.2.5</td>
<td>Standpipe hoses to be inspected annually and re-racked annually and after use.</td>
</tr>
<tr>
<td>6.4.2.5(2)</td>
<td>Ensure that folds do not occur at the same place when hose is re-racked.</td>
</tr>
<tr>
<td>6.2.7.6</td>
<td>Portable extinguishers to be replaced and recharged after use.</td>
</tr>
</tbody>
</table>

The following applicable sections of the Fire Code are associated with the development and implementation of an emergency fire plan.

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8.1.2</td>
<td>Supervisors to be instructed in fire emergency procedures.</td>
</tr>
<tr>
<td>2.8.2.1</td>
<td>Elements of a fire safety plan.</td>
</tr>
<tr>
<td>2.8.2.3</td>
<td>Schematic diagrams showing type, location and operation of fire emergency systems.</td>
</tr>
<tr>
<td>2.8.2.7</td>
<td>Fire emergency procedures to be prominently posted.</td>
</tr>
<tr>
<td>3.2.2.12 (12-15)</td>
<td>Fire department access routes to be established.</td>
</tr>
</tbody>
</table>
Plant Fire Protection Policy

Boniferro Mill Works ULC is committed to the preservation of personnel, plant and equipment from loss due to fire and other disasters. The safety of the employee shall be the primary responsibility in the undertaking of any task.

To achieve this objective;

**Management** shall ensure that the fire plan and related fire practices are written current and as a minimum, comply with all necessary legislation. Management will ensure supervisors are instructed in Fire Safety prevention and procedures.

**Supervisors** have a responsibility to ensure that detailed records are kept on fire incidents. They are to ensure all employees under their direction understand and follow established emergency and evacuation procedures.

**All employees** must understand that they have a responsibility to follow fire procedures, report any noticed deficiencies in the system, as well as reporting any fires that may occur. Employees must be aware of their responsibility to the safety of all personnel.

Boniferro Mill Works believes that acceptance and practice of these basic fire safe principles by management, all employees and union representatives will assure the speedy resumption of operations in the event of this type of emergency situation.

_______________________
Jim P. Boniferro
President & CEO
GENERAL EMERGENCY PROCEDURES

- Be familiar with the location of fire extinguishers and hoses in your work area
- No one shall enter the hydrant houses except in the case of fire
- No one shall remove or use fire equipment from any hydrant house except in the case of a fire
- Horseplay with fire equipment will be dealt with severe disciplinary action
- Before any welding, cutting, grinding or heat generation of any means is commenced a Hot Work Permit must be issued
- All fire watch personnel must attend a training session and follow “fire watch” duties
- In the event of a fire the supervisor responsible for the area must complete a loss report and forward it to management.
- Since most of the mobile equipment does not have automatic extinguishing systems, there cannot be any unattended idling of these machines
- No piling of logs, snow or debris within 20ft of the hydrant houses
- Bring all fire extinguishers to supervisor for immediate recharge if used
- Report all fires to your supervisor/lead hand
- After fire is completely extinguished and there is no chance of flare-up all equipment must be put away properly

In Case of Serious Fire or Explosion

1. Fire alarms can occur in one of three ways:
   i) **Automatic sprinkler system** - when a sprinkler head trips an automatic alarm is activated at the Boiler House (alarm panel) as well as the City Fire Department
   ii) **Pull alarms** (6) or **push evacuation alarms** (2) located throughout the plant will activate alarms at the Boiler House and the City Fire
Department. The six (6) pull alarms are located in the lumber yard (old filing room), #1 cooling shed, planning mill by return tank, veneer mill (shop wall by lockers), #4,5,6 sprinkler shack and sawmill across from edger. The two (2) evacuation alarms are located in the sawmill by the edger and dryline by grader shack.

iii) **Telephoned in** to the City Fire Department (911) Automatic alarms will not be activated.

2. The shift engineer’s beeper will inform him/her as to the location of the fire. The engineer will then proceed to the location of the fire and assess the situation.

3. A.) During regular production hours, the shift engineer is to notify the main office by radio with details of the fire and its location. The main office personnel will call the fire department direct line **949-3334 or 949-3335** and their dispatch can pass the information on to the fire truck to save time. Although, in most cases the alarm is sounded automatically at the Fire Department, it does **not** indicate where on the premises the fire is; it only indicates that there is a fire at Boniferro Mill Works. B.) During off production hours the fire department can access the building by obtaining the keys in the key box located at the scale house. The fire department will proceed to the boiler house where they will have access to the fire alarm panel that indicates which alarm was triggered.

4. The area where the alarm is engaged should be evacuated without delay. If the fire was called into the fire department the caller is responsible for activating an alarm to signal the remaining workers of the fire. All workers should then proceed to the designated marshalling area in the employee parking lot. The shift supervisor will conduct a head count of all personnel to assure that everyone has safely exited the building. Each department has an established evacuation plan, identifying escape routes and a marshalling area.
Only those persons specifically trained in fire suppression techniques should attempt to extinguish a fire.

5. **Do not attempt to telephone the main office** when an alarm is activated to get more details on the fire. Once the alarm has been received by the City Fire Department, **main office personnel or the shift engineer will be contacting their dispatcher** to provide additional information. This information will be forwarded to the responding unit(s) via their radio system prior to their arrival on site. Fire department direct line is **949-3334 or 949-3335**.

6. A record must be maintained of all fires or emergency situations in the plant. Loss reports must be filled out for all fire occurrences regardless of if the Fire Department is involved or not. Supervisors will be responsible for forwarding these reports to Boniferro Mill Works management.

**Remember:** Never individually try to fight a fire when more people are needed. As a general rule get more help than is required. Each case will be a matter of judgement. We are charged with responsibility to preserve this investment and our jobs, do not lose sight of your responsibility for the safety of all personnel.

**Individual Responsibilities Main Office Personnel**

When the fire alarm is engaged during regular production hours, main office personnel and the shift engineer must immediately be in contact by radio. The engineer will inform the main office personnel in which area the fire alarm has sounded and any other relevant details. The main office personnel will then notify the City Fire Department of the location of the fire, and any other details by calling direct line 949-3334 or 949-3335. Although an alarm is sounded automatically in most cases, at the Fire Department, it does...
not indicate where on the premises the fire is, it only indicates that there is a fire at Boniferro Mill Works. For all fires a call must be placed to dispatch direct line 949-3334 or 949-3335 and as many details as possible should be given. The Electric Contractor Elteck is to be called in immediately at 949-7833 ask for Rob Lee or Brian Beilhartz.

The main office personnel will inform management of the situation. The sign in record should be checked to determine how many people are on site that will be unaccounted for by the supervisors. Use the radio to determine the location of each person on the sign in list. The main office and/or maintenance personnel are to remain at the main office or scale house to direct fire crews to the appropriate areas if required. Main office personnel are to keep notes of the incident. Record the date and time of the reported fire, the time of arrival of the fire department, the area involved and any other information that would be helpful information for the fire department.

Electricians—must respond to every fire. The Supervisor and/or Chief Engineer must work with Electrical contractors to identify all power switches, generators, extension cords and emergency power equipment in a given area. They must be available to shut down the necessary equipment. For example machines blowers and exhaust systems must be shut down as soon as it is safe to do so. The fresh air supply needs to be eliminated from the fire. Members of the electrical department should marshal in front of the boiler house with other maintenance workers and await orders from the fire department. They will be on hand to assist fire department and rig temporary powers connections and lighting as needed.
Shift Engineer--In the event of a fire alarm is activated, the engineer’s beeper will inform them as to the location of the fire. Notify the main office of the fire’s location immediately via the radio. Proceed directly to fire and assess the situation. If safe to do so determine if electrical equipment or chemicals are involved. If the fire is small, attempt to extinguish it. If the fire is severe, immediately proceed to the marshalling area in front of the boiler house and co-ordinate the first line of defense against fire with all willing participants. Be prepared to advise the fire department of the status of the fire. Be aware of the gas valves, in case of threat do not hesitate to shut off. (see appendix, figure 1)

Never cancel a fire truck unless you are very sure it is a false alarm. In the event of a false alarm the fire department will not cancel all trucks. They will attend the site in all cases even false alarms. They must review the incident to fill reports and advise on improved practices.

The fire truck will always be directed by main office personnel, maintenance personnel or engineers as to the location of the fire. After the fire is out or the situation is under control,

**GIVE THE ALL CLEAR SIGNAL notification via radio.**

**Shift Supervisor**- Ensure all employees have exited the building. Visually check roofs and remote areas if look possible for contractors or workers. Be sure to check basement and sawfiler’s room. Attempt to determine the location of all employees unaccounted for. Keep employees calm. If a contractor reports to shift supervisor then inform the main office that they are accounted for. If the complete evacuation signal is given, proceed to lead the
employees to plant marshalling area to the eastern most part of the property in between the main office and the forestry building.

If fire was in your area, be observant as to the time and cause of the fire, as well as, procedures followed. As soon as it is safely possible, question employees as to cause and make notes, as this will aid in preventing a future occurrence. Contact main office personnel, as they are to keep notes on the incident. The shift supervisor will be responsible for completing the loss report.

Contact a manager and report situation. When fire is deemed completely extinguished and the all-clear signal has been given, instruct employees and make the necessary arrangements to restore mill to operating condition. If damage is severe, consult manager as mill personnel may be notified not to report to the site until future notice. Results of the investigation are to be reviewed by the management team and recommendations are to be made to prevent a future occurrence.

Contractors- upon hearing an alarm, ensure that the area you are working in is safe to leave unattended (i.e. no hot work left unattended, etc.) and report to the marshalling area (employee parking lot). All contractors are to sign in to the site, as the supervisor needs to know if all persons on site are accounted for.

Tenants as of April 1, 2010:  
Rainone 
Odena Reload 
Morgan Holdings 
Service Rental 
Essar Steel
Note: Once individuals have exited the building safely, proceed IMMEDIATELY to the designated Marshalling Area. If complete evacuation order is given proceed with the group to the eastern most part of the property in between the main office and the forestry building.

Sawmill

Marshalling Area: Employee parking lot east of boardway, near main office

Upon hearing an evacuation alarm all machine operators are to cease operating, clear machine and then properly shut down provided it is possible to do so safely, before exiting the building.

Shift Supervisor-

Mill Helper/Labour/ Cleanup-ensure tools are not in an area that would hinder the escape of other personnel, exit at the nearest location safely. Shut down equipment. If assigned to more than one department on a shift evacuate to the marshalling area of the department you are working in at the time of the alarm. Report to the Departmental Supervisor, who is to inform by radio, the other Supervisors of your location.

Boardway Racker - nearest to shut off switch will disengage the conveyor belt and then exit through boardway. All others exit at the sound of the alarm. Graders-stop conveyors turn cooling fans off, shut doors and exit through boardway or safest alternative.

Trimmer Operator- shut down equipment, shut off cooling fans, close doors and exit at safest point.
Bull Edger Operator - stop infeed, clear bull edger, shut off cooling fan and proceed with shut down procedures. If safe, exit by way of catwalk, if blocked, proceed to filing room and/or use alternative exit(s).

Edger Operator - stop infeed, clear edger, shut down machine, conveyors, exhaust fan on east wall, cooling fans and close doors. Exit at loading dock or safest alternative.

Resaw Operator - cease infeed, clear machine, shut down resaw, both conveyor systems cooling fans and exhaust fan on south wall. Proceed to safest exit.

Sawyer #1, #2 and #3 - do not finish sawing the entire log just clear machine at the last cut, shut down saw, conveyors and hammer hog, exit carriage and proceed to safest exit.

Graders (2) - stop conveyors, turn cooling fans off, shut doors and exit through boardway or safest alternative. Grader one goes to the Weigh Scales to get the sign in sheets for the contractors and then proceeds to the Marshalling Area of the building where the contractors are working. Grader 2 goes to the supervisors office to get the manning sheets and proceeds to the marshalling area in the parking lot to do a head count.
Debarker Operator - cease in-feed, clear machine of logs, use stop button or key switch to shut down de-barker, notify equipment operators in log yard to cease piling and exit safely through sawmill. If not possible exit onto log deck radio loader and exit off of log deck. Close doors.

Filer - shift supervisor will contact and inform as to the location of the problem. Shut down filing machines, shut off cooling fans and cease all operations. Ensure welding and other hot materials do not pose an addition fire hazard if left unattended. Close doors and use judgment and exit through safest route.

Chipper Operator - shut down blower, cooling fans and all chipping operations. Close doors upon exit. Exit when it is safest to do so. DO NOT wait for chipper to wind down.

Log Yard
Marshalling Area- at Parking lot by the office

Mobile Equipment Operators - should be informed of evacuation by radio. Cease operations and drive machine to designated parking area. Contact Log Scaler. Upon arrival perform proper shut down procedures. Exit machine safely.

Scalers – bring in equipment if possible, if left in yard it could be a hazard for emergency crews. Proceed to marshalling area.

Equipment Operators – all equipment should be returned to the night parking area if possible (depending on fire location) and shut down unless. Supervisor advises otherwise.

Maintenance Shop
Marshalling Area- outside to east of shop, towards boiler house. All occupants of the maintenance shop are to cease operations, shut down the machinery, ensure hot work and or other work that may prove hazardous if left unattended is under control and then proceed to marshalling area. Maintenance personnel working in other areas are to exit the area safely and proceed to this marshalling area.
Dryline

Marshalling Area- north of kiln #6, on green leads.

Mobile Equipment- If the fire is in Lumber Yard, machines are to be removed to the Green Leads if safe to do so. If the fire is NOT in the Lumber Yard ensure Mobile Machinery is not blocking access to an area, turn off machine and Proceed to the Lumber Yard marshalling area.

Sticker- Cease in feed of wood, assist planer feeder and exit safely.

Planer Feeder- Cease in-feed, stop conveyors, shut down planer and exit safely.

Dryline Racker- Racker closest to trimmer will stop conveyor as all others proceed to exits.

Dry Kiln Operator- Proceed to Lumber Yard marshalling area unless instructed otherwise.

Package Maker- Shut down all machinery and exit safely.

Graders- Cease conveyors, ensure tools are out of line of traffic and exit safely.

Trimmer- Clear machine, shut down trimmer and conveyor, exit safely.

Resaw Operator – Shut down equipment, conveyors and exit safely.

Yard Labour- Ensure it is safe to leave task and proceed to marshalling are.

Main Office

Marshalling Area-is in front of woodlands office, entrance to 45 Third Line West, out of traffic way

Financial Manager—Ensure all office staff has exited the building. Proceed to marshalling area at woodlands office and conduct a head count. Attempt to determine
location of all employees unaccounted for. Keep employees calm. If complete evacuation
signal is given lead office staff to plant marshalling area in employee parking lot

Material Handling

Marshalling Area- near Woodlands office and Gatehouse, North-East area of
property

BE SURE TO PARK AS FAR TO THE EAST AS POSSIBLE SO AS NOT TO BLOCK
ANY INCOMING EMERGENCY VEHICLES.

Mobile Equipment Operators – should be informed of evacuation by their departmental
supervisor via radio. They are to cease operations and drive their machine to the
designated marshalling area. Upon arrival perform proper shut down procedures, exit
machine safely. In the event a mobile equipment operator is loading or unloading a truck
they are to inform the truck driver of the situation and what action to take. If a truck can
safely exit the property then they will be encouraged to do so. If it is not safe to drive the
truck off the property then the truck driver is to leave their truck and report to the gate
house. Under no circumstances should the truck driver completely leave the premises
during an emergency unless given specific permission by the President or designate.

Truck Drivers-Follow instructions given by loader. If truck is in the process of
loading or unloading shut off truck and safely exit property to the Gate House. If
fully loaded or not yet unloaded and can safely do so, drive truck off of property to
employee parking lot or further. Always inform the main office as to your location
and DO NOT leave the property without specific permission.
In Case of Fire During Off Production Hours

It is important that emergency crews are aware of the number of individuals unaccounted for in case of an emergency. For this reason, employees on site during off production hours (afternoons, weekends etc.) will use the in/out board posted by the boiler house entrance. Each employee is responsible to mark themselves in or out so emergency crews have accurate information on the staff they need to seek in the mill.

Loss Report

Once a fire is deemed to be completely extinguished and cleanup procedures have begun the departmental Supervisor is responsible for completing a loss report. If management was involved then they too should be consulted for completing the report. The individual(s) who were involved in detection and primary defense as well as the main office personnel should be consulted to assist in completion of this report. Upon completion the report is to be forwarded to Administration to be kept on file. (See appendix, figure 5)

The loss reports are to be audited by the Joint Health and Safety Committee annually. They will review the process and report itself, as well as the in-plant’s fire chief’s file. The file will be analyzed for problem areas/persons and other patterns and procedures.
Who discovered the Occurrence
Name: __________________________
Position: _________________________
Department: _______________________

Facility and Location involved in loss, be specific

Describe Immediate Actions Taken

Emergency Crews Called? What Time?

Was production shut down, where, for how long?

Cause and Type of Damage:

Were all established procedures followed? Explain
List all Company Safety Equipment used. Was it in Proper Working Order? Explain

Was Production Stopped? For How Long? Estimated Loss

Estimation of Loss  

<table>
<thead>
<tr>
<th>In dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
</tr>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Machinery</td>
</tr>
<tr>
<td>Contents</td>
</tr>
</tbody>
</table>

(specify)

Other

Insurance Notified  Y/N

List of Others Notified

Suggestions for Prevention of a Future Occurrence

Name of Supervisor who completed this report

Names of all who assisted
Upon completion please forward this copy to management for filing

<table>
<thead>
<tr>
<th>Equipment used</th>
<th>Inspected?</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Re-charged?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 3- FIRE PROTECTION

Boniferro Mill Works ULC

Section: Appendix Figure 2
Issue Date: March 6, 2008

Legend: Plant Marshalling Areas

BONIFERRO MILL WORKS

Marshalling Area

Plant Marshalling Area

100% HEALTH AND SAFETY MANUAL
Fire Protection Equipment Inspection Form

Third Party Inspections are completed by the Fire Department on an Ad Hoc basis, and the Insurance Companies conduct inspections as well as Fire Suppression System Inspections are conducted on an annual basis.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>No.</th>
<th>Location</th>
<th>Ok?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Inspected by: ___________________________ Date: ___________________________

The equipment listed in the table above should include the following, as appropriate:

- fire extinguishers
- fire hoses
- standpipes
- sprinkler systems
- fire pumps
- alarms
### Fire Extinguisher Inspection Form

#### BONIFERRO MILL WORKS

**YEAR:** ________________

**Inspected by:** ______________________

<table>
<thead>
<tr>
<th>EXTINGUISHER</th>
<th>LOCATION</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
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</tbody>
</table>

The engineer on duty conducts fire extinguisher inspections.
## Fire Drill Summary Results

<table>
<thead>
<tr>
<th>Date</th>
<th>Proper Response?</th>
<th>Effective?</th>
<th>Head Count Conducted?</th>
<th>Suggestions for Improvement</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Fire Drills are conducted on an annual basis.
SECTION 4: LOCKOUT PROGRAM

STANDARD
When any piece of equipment involving energy sources is to be repaired, serviced or maintained, all of the energy sources associated with that piece of equipment are to be assessed and locked out and a zero-energy state achieved before work is begun. The lockout procedure is to be carried out only by qualified people who have received training on that piece of equipment. Any associated pieces of equipment whose operation could have a detrimental effect on the work being done are also to be locked out.

LEGISLATION
Several sections of the Occupational Health and Safety Act (OH&S Act) and the Regulations for Industrial Establishments (RIE) address either directly or indirectly the issue of lockout.

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH&amp;S Act 25(2)(h)</td>
<td>The employer to take every reasonable precaution for worker protection.</td>
</tr>
<tr>
<td>OH&amp;S Act 27(2)(c)</td>
<td>The supervisor to take every reasonable precaution for worker protection.</td>
</tr>
<tr>
<td>42(1)</td>
<td>Power supply to be disconnected, locked out of service and tagged before any work is done.</td>
</tr>
<tr>
<td>68(b)</td>
<td>Mechanical equipment in a confined space to be disconnected from the power source and locked out before the space is entered.</td>
</tr>
<tr>
<td>75(a)</td>
<td>Repair or maintenance to be done to equipment only after mechanical motion that may endanger a worker has stopped.</td>
</tr>
<tr>
<td>75(b)</td>
<td>Repair or maintenance to be done to equipment only after any part that may subsequently move has been blocked to prevent movement.</td>
</tr>
<tr>
<td>76(a)</td>
<td>Control switches to be locked out if the starting of a machine or equipment may endanger a worker.</td>
</tr>
<tr>
<td>76(b)</td>
<td>Other necessary precautions to be taken to prevent any starting of a machine or equipment.</td>
</tr>
</tbody>
</table>
BONIFERRO MILL WORKS LOCKOUT POLICY

Before any piece of equipment involving energy sources is repaired, serviced or maintained, all of the energy sources associated with that piece of equipment are to be assessed and locked out and a zero-energy state is to be confirmed before work is begun.

The lockout procedure is to be carried out only by qualified people who have received training on that piece of equipment.

Any associated pieces of equipment whose operation could endanger the person(s) doing the repair, service or maintenance are also to be locked out.

______________________________ (Date) _________________________
Jim Boniferro
THE LOCK OUT procedures must be followed during the servicing or maintenance of machines, to avoid the unexpected energization or start up of the machinery or equipment, or the release of stored energy, which could cause injury to employees.

Procedures will vary depending upon (1) whether the source of hazardous energy is electrical, hydraulic, pneumatic, mechanical, thermal or chemical, and (2) how many employees are affected. Nevertheless, all employees should be familiar with lockout/tag procedures for their company’s operations and a review of these should take place periodically.

LOCKOUT PROCEDURE FOR EACH WORK STATION WILL LOOK LIKE THIS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Location</th>
<th># of locks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td></td>
<td></td>
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<tr>
<td>3</td>
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<td></td>
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</tr>
<tr>
<td>4</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Equipment must be reduced to a ZERO ENERGY STATE to be safe
# Sample

## Lockout Procedure for Sawmill #1 Sawyer

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Location</th>
<th># of locks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log Kickers (from debarker bull chain)</td>
<td>#1 hydraulic pump disconnect is at pump in north end of basement under #2 log deck labeled as “#1 hydraulic pump”</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Kickers are activated by kick plate at end of bull chain which has a control switch on west side of wall behind sawyers shack.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Log Deck Chain (feeds logs to carriage)</td>
<td>Local disconnect is behind #1 sawyer station on the east side of the wall.</td>
<td>1</td>
</tr>
</tbody>
</table>
| 3    | Log Loader (to put logs on carriage) | Two (2) possible locations to lockout air valves.  
1) **Air shut off** in basement underneath #1 log deck beside the log loader cylinder attached to lubricators.  
   OR  
2) **Air shut off** valve located at north end of sawmill beside air lockout device cabinet. | 1 |

### Equipment Location
- #1 Sawyer

### Written By
Domtar

### Reviewed By
Brad McGonegal  
April 12, 2007

### Safety Notes/Special Consideration
Personnel to assess work area for rotating saws, moving elements, stored energy, hydraulic and air shut offs to ensure complete lockout.  
**Warning lights are not a substitute for lockout**
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>NOTE:</strong> The switch inside sawyer shack is not a lockout device. When a power failure occurs, the loaders will come up.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Two (2) possible locations to lockout air valves.</strong> 1) <strong>Air shut off</strong> valve is located on the floor at north end of #1 roller line. <strong>OR</strong> 2) <strong>Air shut off</strong> in the basement on north west wall with lubricators.</td>
<td></td>
</tr>
</tbody>
</table>
| 4 | Jump skid – North side of Log Turner  
**AIR SHUT OFF** | 1 |
| 5 | Jump Skids – Two (2) jump skids on the south side of log turner  
**AIR SHUT OFF** | 1 |
| 6 | Log Turner Roller Line  
Disconnect is located on west side of wall behind #1 sawyer station. | 1 |
| 7 | Log Turner  
**AIR SHUT OFF** | 1 |
| 8 | Carriage  
**AIR SHUT OFF** | 1 |
| 9 | #1 Carriage Drive (gunshot pump)  
**Two (2) possible locations to disconnect.** 1) Local disconnect is across from the #1 sawyer station on the walkway at west wall. **OR** 2) Main disconnect in the hydraulic pump shack west side of the basement. | 1 |
| 10 | Setworks (Brake and Clutch)  
Switch Control Transformer  
Carriage local disconnect is on the east wall behind #1 sawyer station. | 1 |
| 11 | Bandsaw Guide  
Local disconnect on east side wall behind #1 sawyer station. | 1 |
| 12 | Bandsaw Strain - Nitrogen  
Nitrogen valves and bottle are located at the south side of | 1 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Two (2) possible locations to disconnect.</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>#1 Bandmill Saw</td>
<td></td>
</tr>
</tbody>
</table>
|   |   | 1) Local disconnect on the West wall by walkway steps across from the Resaw chain.  
|   |   | OR  
|   |   | 2) Main disconnect on panel “A”.  |
| 14 | Slab Belt | Local disconnect behind #1 sawyer station on the west side of the wall.  |
| 15 | Tipple Belt | Two (2) steps – electrical and air.  
|   |   | 1) Local disconnect behind #1 sawyer station on west side of the wall.  
|   |   | &  
|   |   | 2) Air shut off valve in basement on support beam beside air cylinder.  |
| 16 | Roller Line To Resaw & Crossover to Bull | Two (2) possible locations to disconnect.  
|   |   | 1) Local disconnect is behind #2 sawyer station on the west wall.  
|   |   | OR  
|   |   | 2) Disconnect beside oil reservoir on west wall.  |
| 17 | Lumber Sweep | Two (2) steps – electrical and air.  
|   |   | 1) Local disconnect is hooked up to the clutch and brake and 2 speed located on the east side of wall behind sawyer shack.  
|   |   | &  
|   |   | 2) Air shut off valve located beside sweeps on floor.  |
| 18 | Lumber Stop Plate | Two (2) possible locations to lockout air valves.  
|   |   | 1) Air shut off valve ahead of the stop plate under roller line  
|   |   | OR  
|   |   | 2) Air shut off valve is under rolls and in basement under resaw.  
|   |   | Power off with setworks disconnect on the #1 sawyer panel.  |
If Working in the basement on Waste System, Also lockout the starters following:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Setworks Panel Main Disconnect</td>
<td>Disconnect on #1 sawyers panel. On the #1 sawyers panel, lock out the following: Log Deck Chain, Jump Skid, Roller Line, Carriage, Setworks, Bandsaw Guide, Bandsaw Strain, #1 Bandmill Saw, Slab Belt, Tipple Belt, Lumber Sweep, Lumber Stop Plate, Setworks Panel above.</td>
</tr>
<tr>
<td>20</td>
<td>Sawdust Screw</td>
<td>Starter located on Hammer Hog panel in the basement.</td>
</tr>
<tr>
<td>21</td>
<td>#1 Log Deck Slide Conveyor Waste Belt</td>
<td>Local disconnect in basement west wall across from the conveyor waste belt.</td>
</tr>
</tbody>
</table>
| 22 | #1 Side Waste Belt | Two (2) possible locations to disconnect.  
1) Main disconnect is on the west side of the wall in the middle of the basement beside the hammer hog disconnect.  
   OR  
2) Local disconnect is beside the belt on a steel post west side of the mill in the basement. |
| 23 | #1 Computer | Disconnect on west side of wall outside #2 sawyers shack. |

Equipment must be reduced to a ZERO ENERGY STATE to be safe

Boniferro Mill Works lockout procedure follows this three step process:

1) Shut down the equipment

2) Lock out equipment

3) Test to ensure proper and complete lockout has been accomplished.
LOCKOUT PROCEDURE AUDIT GUIDELINE FOR ELECTRICIANS

SAWMILL

<table>
<thead>
<tr>
<th>Revision Date:</th>
<th>Written By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Location:</td>
<td>Verified By:</td>
</tr>
</tbody>
</table>
**Special Consideration/Safety Notes:**
These should be identified and included in a full lockout procedure.

**Lockout verification** must include actual lockout of each item listed and a test by using the normal starting means to ensure 100% accuracy.

**Lockout training** should emphasis to employees that testing is important for the following reasons:
1) To verify that you have locked out correctly and completely
2) **Lock out devices are mechanical and they fail**
   1) Moving elements/saws?
   2) stored energy?
   3) air shut offs/pneumatic pressure, hydraulic pressure, gravity -any blocking, bracing, clamps, slings etc. required?
   4) confined spaces?
   5) Any other harmful/potential sources of energy?
   6) use of warning lights, notification to other operators?
   7) Other –
Lockout Procedures for Mobile Equipment

Responsibilities

The supervisor is responsible for providing lockout training to all employees when they are hired or any time they transfer to another job. They are to be shown where to find the main power sources to properly lock out the equipment, are to be provided with or made aware of the location of locks and related lockout equipment, and are to demonstrate proper lockout procedures.

The supervisor is responsible for monitoring and enforcing proper lockout procedures.

Each worker is responsible for following all established lockout procedures at all times.

Lockout violations are subject to disciplinary action.

General Lockout Procedures

1. Park equipment on solid level ground by lowering all attachments to the ground or by solidly blocking and supporting them in an elevated position. If it is not possible to park on level ground, block the machine to prevent movement.

2. Shut down the equipment following the manufacturer’s specifications, apply locking mechanisms, shut off the engine and verify that a zero-energy state has been achieved.

3. Turn off the ignition switch and remove the key, keeping it in a secure location, then turn off and lock out the master switch (if available). If no master switch is available, it is recommended that the battery cable be disconnected.

4. Apply lockout tags and locking devices to ensure that the equipment cannot be inadvertently energized.

5. When the work is complete, clean up all tools, replace all guards and ensure that no one is in the danger area.

6. Unlock the power sources and return to work.
**Equipment Repairs / Maintenance General Overview**

**LOCK OUT** Notify all affected employees that the equipment will be shut down

1. Shut down the equipment by normal stopping procedures

2. Isolate all the equipment’s energy sources.

3. Lockout and/or tag the energy isolating devices with assigned, individual locks.

4. Release or restrain any stored energy by grounding, blocking, bleeding down etc.

5. Assure that no personnel are exposed, and then test equipment to assure that it will not operate.

6. RE-ENERGIZE EQUIPMENT

Check to assure that all employees have been safely positioned or removed from the area

1. Shut down the equipment by normal stopping procedures

2. Verify that equipment controls are in neutral.

3. Remove lockout devices and/or tags and re-energize the machine or equipment.

4. Notify affected employees that servicing is complete and the equipment is ready for use.
SECTION 5: GUARDING PROGRAM

STANDARD

All pieces of equipment, processes and situations that pose a hazard to workers are to be properly guarded or barricaded to prevent exposure to the hazard. Proper lockout and entry procedures are to be used before entry to a hazardous area where barriers are used to prevent exposure to a hazard. Guards or barriers that must be temporarily removed are to be replaced as soon as the need is over.

LEGISLATION

Guarding requirements are contained in the following sections of the Occupational Health and Safety Act (OH&S Act) and Regulations for Industrial Establishments (RIE):

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH&amp;S Act 25(2)(h)</td>
<td>Employer is to take every reasonable precaution for protection of worker.</td>
</tr>
<tr>
<td>OH&amp;S Act 25(1)(a),(d)</td>
<td>Employer to ensure that protective devices are provided and used as prescribed.</td>
</tr>
<tr>
<td>OH&amp;S Act 25(1)(b)</td>
<td>Employer to ensure that protective devices are maintained in good condition.</td>
</tr>
<tr>
<td>OH&amp;S Act 27(1) (b)</td>
<td>Supervisor to ensure that a worker uses the protective devices as required by the employer.</td>
</tr>
<tr>
<td>OH&amp;S Act 27(2)(c)</td>
<td>Supervisor to take every reasonable precaution for protection of worker.</td>
</tr>
<tr>
<td>OH&amp;S Act 28(1)(b),(c)</td>
<td>Worker to use protective devices as required by employer and report to employer or supervisor any absence or defect in any protective device.</td>
</tr>
<tr>
<td>OH&amp;S Act 28(2)(a)</td>
<td>No worker to remove a protective device without providing an adequate temporary protective device.</td>
</tr>
<tr>
<td>RIE 13, 14</td>
<td>Circumstances in which a guardrail is required and requirements for a top rail, mid rails and toe-board.</td>
</tr>
<tr>
<td>RIE 15</td>
<td>Circumstances in which a covering on an opening in a floor, roof or other surface is required.</td>
</tr>
<tr>
<td>RIE 24</td>
<td>Guards to prevent access to any moving parts if a machine or equipment has exposed moving parts that may endanger the safety of any worker.</td>
</tr>
<tr>
<td>RIE 25</td>
<td>Guards to prevent access to an in-running nip hazard or any part of a machine or equipment that may endanger the safety of any worker.</td>
</tr>
<tr>
<td>RIE 26</td>
<td>Machine to be shielded and guarded so that the material being processed or waste stock does not endanger the safety of any worker.</td>
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</tbody>
</table>
### Section 5 - Guarding Program

#### Summary

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIE 28</td>
<td>Operating control that acts as a guard for equipment that isn’t otherwise guarded to be located so that moving machinery does not endanger any worker, cannot be operated inadvertently and must not be made ineffective.</td>
</tr>
<tr>
<td>RIE 29, 30</td>
<td>Grinding wheel to be equipped with a protective hood that encloses the wheel as closely as the work allows and tool rest properly positioned.</td>
</tr>
<tr>
<td>RIE 34, 35</td>
<td>Guards to be provided beneath conveyors that pass over any worker or from which falling material, including broken conveyor parts, may be a hazard. Overhead protection to be provided wherever falling material is a hazard.</td>
</tr>
<tr>
<td>39</td>
<td>Chainsaw to be equipped with a chain that minimizes the possibility of kickback and a device that effectively stops the chain in the event of a kickback.</td>
</tr>
<tr>
<td>115</td>
<td>Truck used for logging purposes must have rear windows adequately guarded.</td>
</tr>
</tbody>
</table>

#### BONIFERRO MILL WORKS GUARDING POLICY

All pieces of equipment, processes and situations that pose a hazard to workers are to be properly guarded or barricaded to prevent exposure to the hazard.

Proper lockout procedures are to be used before entry to a hazardous area where barriers are used to prevent exposure to a hazard.

Manufacturer’s guards are to be maintained on all equipment. Where manufacturer’s guards do not adequately prevent access to hazards, custom guards are required.

Operators will inspect equipment for proper safeguards prior to starting it each day. Any critical safety concerns or missing guards will be addressed prior to starting work. Non-critical concerns will be reported to the supervisor.

Do not disable any safety device on the equipment and do not operate equipment with a disabled safety device unless a temporary safeguard is in place.

Protective guards and barrier screens on equipment can only be removed or bypassed for maintenance purposes when done in accordance with the lockout procedures.

_________________________ (Date) _________________________

Jim Boniferro

---

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SECTION 6: PERSONAL PROTECTIVE EQUIPMENT PROGRAM

STANDARD

Workers are to receive training and wear or use the appropriate personal protective equipment that meets company standards while on the job.

LEGISLATION

The duties of employers, supervisors and workers regarding PPE are covered in the following sections of the Occupational Health and Safety Act (OH&S Act):

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>25(1)(a),(d)</td>
<td>Employer to ensure that PPE required by the Regulations for Industrial Establishments is provided and used.</td>
</tr>
<tr>
<td>27(1)(a),(b)</td>
<td>Supervisors to ensure that workers are using PPE required by the Regulations and by the employer.</td>
</tr>
<tr>
<td>28(1)(b)</td>
<td>Workers to use or wear the PPE the employer requires them to use or wear.</td>
</tr>
</tbody>
</table>

The Regulations for Industrial Establishments (RIE) contain PPE requirements regarding hazards to specific areas of the body, as well as training requirements:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>Workers who wear PPE to be instructed and trained in the care and use of the PPE.</td>
</tr>
<tr>
<td>80</td>
<td>Workers exposed to the hazard of head injury to wear appropriate head protection.</td>
</tr>
<tr>
<td>81</td>
<td>Workers exposed to the hazard of eye injury to wear appropriate eye protection.</td>
</tr>
<tr>
<td>82</td>
<td>Workers exposed to the hazard of foot injury to wear appropriate foot protection.</td>
</tr>
<tr>
<td>83(1),(2)</td>
<td>Long hair to be suitably confined and loose jewellery or clothing not to be worn near entanglement hazards.</td>
</tr>
<tr>
<td>84(a) to (f)</td>
<td>Workers exposed to hazards of skin injury from harmful materials, punctures, cuts or burns to wear sufficient apparel or a shield, screen or similar barrier.</td>
</tr>
<tr>
<td>85</td>
<td>Workers exposed to a fall from a height of 3 metres (10 feet) or more to use fall protection equipment.</td>
</tr>
<tr>
<td>139</td>
<td>Workers exposed to a sound level of 90 decibels or more to wear hearing protection.</td>
</tr>
</tbody>
</table>

The regulation for the Control of Exposure to Biological or Chemical Agents (833) contains specific duties for employer to first apply engineering controls before issuing the appropriate PPE:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>If possible, employers are to protect workers from exposure to agents without requiring the workers to wear and use PPE.</td>
</tr>
<tr>
<td>7</td>
<td>Where engineering controls are not practical, employers to provide and workers to wear and use the appropriate PPE.</td>
</tr>
</tbody>
</table>
Boniferro Mill Works Standards for PPE

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Company Standard</th>
<th>RIE Section</th>
</tr>
</thead>
</table>
| **Eye protection**     | 1. CSA-approved eye shields or goggles when exposed to the danger of small flying particles striking the eye.  
2. Welding shields when welding.  
3. Darkened safety glasses with side shields when cutting with torches. | 38, 81      |
| **Head protection**    | CSA-approved hardhat with fitted inside cradle, peak to the front, in good condition.                                                                                                                                | 80          |
| **Hearing protection** | CSA-approved over-the-ear muff-style ear guards or earplug-style hearing protection.                                                                                                                                  | 139         |
| **Foot/ankle protection** | 1. CSA-approved over-the-ankle boots with reinforced toe and shank, high-grip soles, properly laced.  
2. Steel-toed shoes for visitors | 82, 93      |
| **Entanglement hazards** | 1. Caps or hair nets if long hair is worn around entanglement hazards.  
2. Jewellery or loose clothing not worn near entanglement hazards.                                                                                      | 83          |
| **Skin/hand protection** | Workers exposed to hazards of skin injury from harmful materials, punctures, cuts or burns wear sufficient apparel or a shield, screen or similar barrier.                                                        | 84          |
| **Respiratory Protection** | 1. Dust masks for simple wood dust.  
2. Respirators for specific contaminants.                                                                                                               |             |
| **Fall protection**    | Travel restraint or fall arrest equipment to be used when there is a hazard of falling more than 3 metres (10 feet).                                                                                                  | 85          |
| **High visibility**    | High-visibility clothing with reflective strips when traveling in high-traffic areas.                                                                                                                               |             |
## PPE Summary by Task

<table>
<thead>
<tr>
<th>TASK</th>
<th>BODY PART</th>
<th>Head</th>
<th>Hands</th>
<th>Face/eyes</th>
<th>Legs</th>
<th>Feet/ankles</th>
<th>Respiration</th>
<th>Hearing</th>
<th>Fall</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chainsaw operation</td>
<td></td>
<td>Hardhat</td>
<td>Leather mitts or gloves</td>
<td>Face screen</td>
<td>Chainsaw pants or chaps with calf protection</td>
<td>CAS approved steel toed boots</td>
<td></td>
<td>Ear muffs or plugs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head saw operation</td>
<td></td>
<td>Hardhat*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean-up with</td>
<td></td>
<td>Hardhat</td>
<td>Safety glasses or goggles</td>
<td>Over the ankle steel-toed boot</td>
<td>Over the ankle steel-toed boot</td>
<td>Dust mask</td>
<td>Ear muffs or plugs</td>
<td>Harness with lanyard**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>compressed air</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All tasks completed</td>
<td></td>
<td>Hardhat</td>
<td>Safety Glasses or Goggles</td>
<td>Steel toed</td>
<td></td>
<td></td>
<td>Ear protection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>in the Sawmill</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Notes:*  
* when out of the sawyer’s cab  
** when at a height of 3 metres or more.
SECTION 7: EMERGENCY RESPONSE PROGRAM

LEGISLATION

The following legal requirements regarding workplace emergencies are found in the Occupational Health and Safety Act (OH&S Act). It is also a reasonable precaution for an employer and supervisor to ensure that an effective emergency response plan is in place. Regulation 834 under the OH&S Act defines a critical injury.

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH&amp;S Act 51</td>
<td>In the event of a fatal or critical injury, employers are required to immediately notify the Ministry of Labour, health and safety representative or JHSC member and trade union (if any) and send a written report within 48 hours.</td>
</tr>
<tr>
<td>OH&amp;S Act 53</td>
<td>Constructor of a project to notify, in writing, the Ministry of Labour, H&amp;S rep or JHSC member and trade union (if any) of an occurrence (explosion, fire, flood, etc.) within 2 days.</td>
</tr>
<tr>
<td>25(2)(h)</td>
<td>Employers are required to take every reasonable precaution for worker safety.</td>
</tr>
<tr>
<td>27(2)(c)</td>
<td>Supervisors are required to take every reasonable precaution for worker safety.</td>
</tr>
</tbody>
</table>

Regulation 834, Occupational Health and Safety Act

1. For the purposes of the Act and the Regulations, “critically injured” means an injury of a serious nature that,
   (a) places life in jeopardy;
   (b) produces unconsciousness;
   (c) results in substantial loss of blood;
   (d) involves the fracture of a leg or arm but not a finger or toe;
   (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
   (f) consists of burns to a major portion of the body; or
   (g) causes the loss of sight in an eye.

Regulation 213/07, Fire Code

Section 2.8.2 requires the preparation and implementation of a fire safety plan.
## Procedure in Case of an Incident

<table>
<thead>
<tr>
<th>1. Determine Severity:</th>
<th>MEDICAL AID</th>
<th>CRITICAL*</th>
<th>FATAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Administer First Aid:</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>3. Transport Victim:</td>
<td>Co-worker</td>
<td>Co-worker or Ambulance</td>
<td>Do Not Move (only at request of O.P.P.)</td>
</tr>
<tr>
<td>5. When to Call:</td>
<td>When Time Permits</td>
<td><strong>At once!</strong> Seal area to preserve evidence Retain Witnesses</td>
<td><strong>At once!</strong> Seal area to preserve evidence Retain Witnesses</td>
</tr>
<tr>
<td>6. Reports Required:</td>
<td>WSIB Form 7 (within 3 days)</td>
<td>WSIB Form 7 (within 3 days)</td>
<td>WSIB Form 7 (within 3 days)</td>
</tr>
<tr>
<td></td>
<td>Report to Ministry Labour (within 48 hrs) (see sample incident investigation report form in Section 8)</td>
<td>Report to Ministry Labour (within 48 hrs)</td>
<td></td>
</tr>
<tr>
<td>7. When to Complete Reports:</td>
<td>As soon as possible</td>
<td>At once (while memory is fresh)</td>
<td>At once (while memory is fresh)</td>
</tr>
</tbody>
</table>

**TELEPHONE NUMBERS:**

Ambulance: 911 City Police: 911  
Fire Dept: ____________________________ Labour: ____________________________  
Company Phone: ____________________________

**Suggested Procedures:**

1. Qualified first aid provider(s) is called to the scene to take charge of the situation.  
2. First aid is administered to the victim.  
3. If required, someone calls or goes for assistance.  
4. Proper directions and extent of injuries are given to the response team.  
5. In the event of a critical or fatal injury, the MOL is notified and evidence is preserved.
Maps and Site Plans

- Figure 1: Gas Shut Off Valves
- Figure 2: Plant Marshalling Area
- Figure 3.1: Veneer Mill Evacuation Plan
- Figure 3.2: Saw Mill Evacuation Plan Main Floor
- Figure 3.22: Sawmill Lower Level Evacuation Plan
- Figure 3.23: Sawmill Filing Room Evacuation Plan
- Figure 3.3: Evacuation Plan Sawmill Lumber Yard
- Figure 3.4: Evacuation Plan Sawmill Stacker
- Figure 3.51: Evacuation Plan Main Office Main Floor
- Figure 3.53: Evacuation Main Office Second Floor
- Figure 3.6: Evacuation Maintenance Shop
- Figure 3.7: Evacuation Boiler House
- Figure 6: Fire Access Route
- Figure 7: Fire Hydrants by Location Number
- Figure 8: Post Indicator Valves
- Figure 9: Sprinkler System
- Figure 10: Areas Controlled by Post Indicator Valves
Boniferro Mill Works ULC

Section: Appendix Figure 2
Issue Date: March 6, 2008

Legend: Plant Marshalling Areas
Figure 3.3

Boniferro Mill Works Evacuation Plan
Sawmill - Lumber Yard

Legend
Exit Door
Bay Door
Marshalling Area
Critical Incident Plan of Action: Manager Administration Staff

1. Call the police-911 & ambulance let them know the potential number of injured involved. If necessary make sure someone is applying first aid and be especially vigilant to observe signs of shock

2. Call Victim Crisis Assistance & Referral Service 949-6300

3. Call business line of Crisis Services 759-3803 to warn them of the potential of calls or visits to the Crisis Service.

4. Gather people together a) may sure everyone accounted for; make sure no one leaves the premises. Again make observations for signs of shock and administer first aid accordingly (see insert)

5. Await arrival of police, vcars and ambulance. Assess situation and determine if a counselor should come to the office.

6. Follow police instructions and if people are not in shock get them to call their family members to pick them up or call for a bus or cabs to arrange transportation home and or to the crisis unit. Provide a list of numbers for the implicated staff to call to get emotional supports. 759-3398 Crisis Services Line

7. Get Safety officer to fill out incident reports

8. Get Safety officer to fill out form sevens if required

9. Make sure that someone from Shipping is monitoring that all staff are being observed for signs of shock, treat as required and call their family members to pick them up or arrange for transportation.

10. Arrange for debriefing meeting and notify the mental health professional of that date
EMERGENCY PREPAREDNESS

Crisis Assignment Checklist
The following is a checklist to follow and people to be contacted in the event of an emergency.

Who notifies the fire department, police and medical attention?
- Fire Department – Supervisor and/or Administration
- Police and Doctor – Supervisor and/or Administration
- Hospital – Supervisor and/or Administration
- Ambulance – Supervisor and/or Administration

What action are employees to take in the affected area, and to whom do they report?
- First Aid
- Restrict access if necessary
- Contact Supervisor

What action is to be taken by employees in other areas?
- Respond as requested

Who notifies the local press?
- Manager

Who acts as official spokesperson for the corporation?
- Manager

What action is to be taken to reassure employees? By whom?
- Depending on situation (Supervisor or Manager)

What action is to be taken to reassure employee’s families? By whom?
- Manager

Which customers are to be notified? By whom?
- To be determined by Manager

Emergency Telephone Numbers

EMERGENCY PHONE NUMBERS:
- Ambulance: 911___________________________
- Fire: 911___________________________
- Ministry Of Labour: 1-800-641-4049_______________________
- Ontario Provincial Police: 911___________________________
DEFINITION OF A CRITICAL INJURY (Regulation 834, Occupational Health and Safety Act)

1. For the purposes of the Act and the Regulations, “critically injured” means an injury of a serious nature that,

   (a) places life in jeopardy;
   (b) produces unconsciousness;
   (c) results in substantial loss of blood;
   (d) involves the fracture of a leg or arm but not a finger or toe;
   (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
   (f) consists of burns to a major portion of the body; or
   (g) causes the loss of sight in an eye.

ACTION TO BE TAKEN IN RESPONSE TO CRITICAL OR FATAL INJURY

Ministry of Labour advised by: Mgr_____________________

POLICE advised by: Mgr_____________________

JHSC or H&S Rep Advised by: Mgr_____________________

Other key individuals advised, and by whom: Mgr_____________________

________________________________________________________

________________________________________________________
EMERGENCY PREPAREDNESS

EMERGENCY RESPONSE

Property Damage

Do not disturb site except to prevent further injury or damage (use judgment).

Contact:
- Supervisor
- Manager
- Conduct investigation

Hazardous/Dangerous Goods Spill

Contact Supervisor immediately.

Take action on spill (use sand to control spillage (diking) from leaking into waterways, etc.).

Contact - Manager

Manager may contact Ministry of Environment to report spill. M.O.E.environmental spill reporting number is 1-800-268-6060.

What is a Spill?

A spill is a discharge of any amount of a chemical which causes or is likely to:

a) impair the quality of the environment;
b) injure or damage property, plant or animal life;
c) harm or discomfort any person;
d) adversely affect the health of any person;
e) impair the safety or any person;
f) render any property, plant or animal life unfit for human use over and beyond normal operations.

Examples
1. Fuel
2. Wax

Spill Prevention

Responsibilities of Each Employee:
SECTION 7- EMERGENCY RESPONSE

Each person working with or around chemicals, toxins, and fuels is responsible for remaining aware of the hazards of the materials that they are working with and around the site. Be sure to consult the MSDS materials located in the lunch room. Each person is responsible for knowing how to handle a hazardous materials safety according to its types of hazards and if that person is unsure of a hazard or safety procedure be sure to ASK!

Everyone shares the responsibility to ensure that all containers of chemicals are properly labeled with the identity of the chemical and its hazards.

REMEMBER- NO AMOUNT OF INSURANCE CAN CURE BLINDNESS OR RESURRECT THE DEAD! SO BE RESPONSIBLE FOR YOUR WELL-BEING!

When you are draining fuel or oil tanks, suitable containers (pails) must be used at all times to collect the contaminants. AT NO TIME can we allow contaminated chemicals (oil/water mix, fuel mix) to drain on the ground in any amount.
SPILL RESPONSE INSTRUCTIONS & PHONE NUMBERS

How to handle a spill or leak:

1) **Evaluate the area.** Determine if you are in imminent danger. If a spilled substance is flammable, extinguish all nearby sources of ignition. Is the spill headed for a drain, dry goods or co-workers? Can you act safely to stop the leak at an upstream valve? Can you block the leak with absorbent materials?

2) **Take immediate action to protect people, property and the environment.** If a person has been splashed with a chemical, wash them with plenty of water for at least 15 minutes, remove all contaminated clothing, and GET MEDICAL ATTENTION. In other cases of overexposure, GET MEDICAL ATTENTION AND follow the instructions of the medical professional. Turn off the pump, close the valve; plug drains or ditches-absorbent booms are stored at the debarker. Do not flush product into sewers.

3) **Notify your supervisor.** Be sure to advise re: location, material spilled and amounts spilled.

4) **Secure the work area.** Clear the immediate area. Block off the spill site and keep all sources of ignition away from the area. Shut down machinery that could ignite the spill. Be aware of potential for electrical shock.

5) **Control and contain the spill.** Check the MSDS for the safety measure to follow. Be ready to react for your own safety:
   - Recognize signs of overexposure
   - Have a fire extinguisher ready for immediate use
   - Locate first aid supplies
   - Plan your emergency escape route
   Contain the spill. You may need to prevent the spill from coming into contact with other containers or flammable materials.

6) **Clean up.** You can clean up a spill by absorbing it, neutralizing the chemical or by recovering it. It is important to have adequate information to perform this task safely.

7) **Decontaminate.** Set up a decontamination area away from the spill. Make sure all equipment, material and personnel used to respond to the spill are properly decontaminated.
Report Spill To:

1) Jim Boniferro at 942-4269, ext 222 cell 542-8305
   Report on what, when, and how much was spilled – facts only, don’t speculate on cause.
   Do not discuss with the media! Mill Management is charged with this responsibility.
2) Ministry of Environment, Monday to Friday: 949-4640, After hours: 1-800-268-6060
3) City of Sault Ste. Marie, Jim Elliot: 759-2500

Clean-up Contacts:

1) Clean-up service contact is Lajoie Bros. Contracting (24 hrs). Telephone 253-6935.
2) Vacuum Truck contact is Soo Septic Services (24 hrs). Telephone 253-2500
3) Superior Petroleum Jim or Tim See- 759-1515 Clean up contractor alternative
4) Water way clean up- back of property stream Soo Environmental Services – Keith Clay 941-1665
5) Algoma Industrial- Jerry Artuso 945-9338 or 941-8261
6) Conestoga Rovers Damage Assessment- Don’t call unless Jim Boniferro instructs them to be called . 254-2438

Dispose of contaminated product/material after approval of the Ministry of Environment.

Assess the extent of the spill and note any obvious damages.
1) Did the waste reach any surface waters?
2) Approximately how much was released and for what duration?
3) Did any damage occur, such as employee injury, fish kills or property damage?
4) What is the distance and direction to the nearest neighbour or wells.
5) Can the spill potentially reach surface waters?
6) Could a future rain event cause the spill to reach surface waters?
7) Are potable water wells in danger (either on or off the property)?
EMERGENCY PREPAREDNESS

Different Scenarios

Bomb Threat

Person Receiving Bomb Threat Telephone Call:

During call
- Stay calm and courteous.
- Take notes - exact time call received and exact words of caller, if possible.
- Have someone else listen in, if possible.
- Have telephone call traced if possible.
- Do not interrupt caller

Ask short questions:
- When will bomb explode?
- Where is it?
- What does it look like?
- How many bombs are there?
- Why did you place a bomb?
- Do you represent a group or organization?
- Where are you calling from?
- What is your name?

After caller has hung up
- Stay calm.

Take notes:
- How long call lasted
- Sex of caller
- Approximate age
- Accents, language spoken
- Type of voice (strong, weal, high pitched, low)
- Way he/she spoke (fast, slow, aggressive, affirmative)
- Manners (calm, nervous, excited, drunk)
- Background noises
- If I would recognize voice again
- Was caller familiar with plant/facility?

Immediately inform General Manager or designated person

<table>
<thead>
<tr>
<th>NAME</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Boniferro</td>
<td>941-9667</td>
</tr>
<tr>
<td></td>
<td>Cell: 705-542-8305</td>
</tr>
</tbody>
</table>

Demonstrations

Purpose of Demonstrations: A demonstration is an assembly of persons gathered together to express opinions or feelings. Demonstrations can be spontaneous or well organized; peaceful, aggressive or violent. Persons may demonstrate to disturb production or work; discourage or stop Boniferro Mill Works from doing something; or to bring the media or public’s attention to grievances against Boniferro Mill Works.
Anyone Seeing a Demonstration Near Boniferro Mill Works Premises
Inform immediately General Manager or designated person:
   Jim Boniferro  Telephone: 941-9667
                    705-542-8305 (Cell)

Manager or Designated Person
   − Determine purpose of demonstration (from signs carried, what they are yelling, public media coverage).
   − Determine who organized the demonstration.
   − Assess if demonstrators are peaceful, aggressive or violent.
   − If they pose a threat:
      ▪ Inform city police - 911
      ▪ Close all exterior points of entry.
      ▪ Limit entry and exit to essential minimum.
      ▪ Inform employees of demonstration, not to leave premises and not to get involved with demonstrators.
      ▪ If employees have to leave, try to get police escort.
      ▪ Obtain additional guard services, if necessary.
   − If demonstrators get violent:
      ▪ Inform police situation is deteriorating.
      ▪ Record on videotape or photograph, if possible, all acts of violence.
      ▪ Assign someone to take notes of events, identify demonstrators, if possible take license numbers, etc.

If demonstrators request a meeting:
   ▪ Determine what subjects they want to discuss.
   ▪ Try to keep public media away from meeting.
   ▪ Do not let more than five delegates enter company premises to attend meeting, preferably the less aggressive individuals.
   ▪ Demonstrate Boniferro Mill Work’s willingness to discuss the subject.
   ▪ Try to limit discussions to arranging another meeting, preferably away from company premises, such as at a hotel or community hall.

Removing Trespassers
If demonstrators are on the property, the police may ask the manager to ask the demonstrators to leave.
The following legal statement should be read in the presence of the police:

“You are trespassing on the private property of Boniferro Mill Works Inc. As the authorized representative of Boniferro Mill Works on this site, I must request that you leave immediately. If you do not leave immediately, the police will be asked to remove you. I must advise you that any damage caused to Boniferro Mill Works property during your presence will result in legal action being taken against you. Please co-operate.”
The police will carry out the evacuation. Company personnel or should not get involved unless specifically requested to do so by the police.

**Kidnapping/Extortion:**

**Person Receiving Extortion Telephone Call**
- Stay calm and courteous. Take notes - exact time call received and exact words of caller, if possible.
- Have someone listen in, if possible. Have telephone call traced, if possible. Do not interrupt caller.
- Ask short questions:
  - What are exact ransom demands?
  - How, where and when is ransom to be paid?
  - Will extortionist call again?
  - When, where and who?
  - Can we signal to extortionist if we want to talk to him?
  - What group or organization does he represent?
  - What is his name?

Get exact details of what the threat is - bomb, kidnapping, assassination, etc.

**If Extortion Threat is a Bomb**
- Ask short questions:
  - When will bomb explode?
  - Where is it?
  - What does it look like?
  - How many bombs are there?

If BOMB THREAT, activate BOMB THREAT PLAN.

**If Extortion Threat is Kidnapping**
- Ask short questions:
  - Who has been kidnapped?
  - When, where and how was it done?
  - Can I talk to hostage?
  - How can the extortionist prove he has the hostage?

**After Caller Has Hung Up:**
Stay calm. Take notes - how long call lasted; sex of the caller; approximate age; accents; language spoken; type of voice; way he spoke; manners; background noises; if voice heard before; if would recognize voice again; was caller familiar with plant/facility.

Inform immediately General Manager or designated person

<table>
<thead>
<tr>
<th>General Manager</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Boniferro</td>
<td>941-9667</td>
</tr>
<tr>
<td></td>
<td>Cell: 705-542-8305</td>
</tr>
</tbody>
</table>
**Person Opening Extortion Letter**
- Cease touching immediately to protect fingerprints.
- Keep letter and envelope to turn over to police.

Inform immediately General Manager or designated person

**General Manager**
- Copy, photocopy or photograph contents of extortion letter, taking care not to erase fingerprints.
- Make list of persons who have touched the letter.

**Manager or Designated Person**
- Take all extortion threats seriously.
- Inform local police having criminal jurisdiction specifying it is an extortion attempt and what the threat is.
- Interview person who received threat to obtain accurate details.

**Objective**
The objective of a kidnap plan is for Boniferro Mill Works and police to ensure the safe release of the hostage.

**If it is Kidnapping:**
Verify the person is really missing by checking secretary, co-workers, family or other persons who may know where the person is. Determine whether Boniferro Mill Works is in a position to meet kidnapper's demands.
(Example: if request includes release of prisoners under Federal or Provincial jurisdiction, Boniferro Mill Works cannot meet the demands).

Determine, by discussions with police and Boniferro Mill Works management what action will be taken regarding demands. Appoint someone to act as liaison between Boniferro Mill Works and the police. Co-operate with police in their investigation.

Appoint someone (General Manager) to inform and help family of hostage during ordeal.

Appoint a communications coordinator to handle media questions; statements to the press should be approved by the Police investigators.

Appoint someone, after discussing with Police, to negotiate with kidnappers. Police may want to do negotiation.

**Senior Management**

- Name
- Telephone:
- Obtain legal advice
EMERGENCY PREPAREDNESS

Person Opening Bomb Threat Letter:
- Cease touching immediately to protect fingerprints.
- Keep letter and envelope to turn over to police.
- Inform manager or designated person:

  General Manager
  Name: Jim Boniferro
  Telephone: 941-9667
  Cell: 705-542-8305

- Copy, photocopy or photograph contents of threat letter, taking care not to erase fingerprints.
- Make list of persons who have touched the letter.

Manager or Designated Person
- Take all bomb threats seriously.
- Do not automatically evacuate as you may evacuate personnel to where bomb is placed.
- Inform local police having criminal jurisdiction:
  - Other threats received (or bomb exploded) in area.
  - How specific threat was (time of explosion, where bomb placed, caller stated why bomb placed, who placed it).
  - Reliability of caller (serious, drunk, children).
  - Labour problems or social problems in area.

BONIFERRO MILL WORKS problems (employees fires, spills litigation, etc.).
- Decide if search is to be conducted based on seriousness of threat.
  IF YES, SEE SEARCH PLAN.
- Decide if operations are to be stopped.
- Decide if you are to evacuate. IF YES, SEE EVACUATION PLAN.
  Evacuate personnel only to areas that have been searched.
- Decide when operations are to be returned to normal.
- Prepare statement for media in case you are questioned.
Violence in the Work Place

WHAT WILL HAPPEN NEXT? You will call your supervisor. If you are hurt then first aid will be administered. Your supervisor will call the manager. Your supervisor will have you move to the office or to another place to gather all together so that we can account for everyone. You will be monitored for signs of shock and given the appropriate treatment for shock. We also need to you all together to arrange for interviews with police. We will also be arranging for transportation home by either calling your family members, arranging for a bus or rides to take everyone home.

Please do not wander off.

When you get home call 759-3398 if you need to talk about this incident with a counsellor; they will be expecting your call as the manager will notify the hospital crisis department.

WHAT WILL HAPPEN NEXT? The manager will call the police, ambulance and a crisis management team to come in and work with the management of the mill. This team is the Victim Crisis Assistance and Referral team and they are trained professionally to deal with violence. They know the impacts and they can make referrals to other agencies.
The next step is the recovery steps - management will be taking care of these tasks:
WHAT WILL HAPPEN NEXT? The manager will call the police, ambulance and a crisis management team to come in and work with the management of the mill. This team is the Victim Crisis Assistance and Referral team and they are trained professionally to deal with violence. They know the impacts and they can make referrals to other agencies.
STANDARD

Incidents that involve personal injury or damage to equipment, buildings, materials or the environment are to be investigated and appropriately reported so that corrective action can be taken. Significant near misses that could have resulted in personal injury or damage to equipment.

LEGISLATION

Pertinent requirements are contained in the following sections of the Occupational Health and Safety Act (OH&S Act) and Regulations for Industrial Establishments (RIE):

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH&amp;S Act 8(14)</td>
<td>Health and safety representative may inspect place and equipment where critical or fatal injury occurred and report in writing to a Ministry of Labour (MOL) inspector.</td>
</tr>
<tr>
<td>OH&amp;S Act 9(31)</td>
<td>Worker member of the JHSC may inspect place and equipment where critical or fatal injury occurred and report in writing to an MOL inspector and the JHSC.</td>
</tr>
<tr>
<td>OH&amp;S Act 51(1)</td>
<td>Employer to immediately notify the Ministry of Labour, H&amp;S Rep and trade union (if any) and send a written report to an MOL inspector within 48 hours.</td>
</tr>
<tr>
<td>OH&amp;S Act 51(2)</td>
<td>No one to disturb, destroy or alter the scene of a critical/fatal injury except to save a life or relieve suffering, maintain essential public service or prevent unnecessary damage.</td>
</tr>
<tr>
<td>OH&amp;S Act 52(1)</td>
<td>Written report within 48 hours of critical or fatal injury to include relevant names and addresses, circumstances of the incident, and machinery or equipment involved.</td>
</tr>
<tr>
<td>RIE 5(1)</td>
<td>Written report within four days of a lost-time injury other than a critical or fatal injury to include relevant names and addresses, circumstances of the incident, machinery or equipment involved, and steps taken to prevent a recurrence.</td>
</tr>
<tr>
<td>RIE 5(2)</td>
<td>Permanent record to be kept of a no-lost-time injury, including the circumstances of the incident, the time and place, and the name and address of the injured person.</td>
</tr>
<tr>
<td>RIE 6</td>
<td>The report or permanent record to be kept for at least one year or for a longer period to ensure that at least the two most recent reports or records are kept.</td>
</tr>
<tr>
<td>Reg. 834</td>
<td>The definition of a critical injury is its own regulation made under the Occupational Health and Safety Act. The regulation is quoted in full in Appendix C.</td>
</tr>
<tr>
<td>WSIA 21</td>
<td>Under the Workplace Safety and Insurance Act, employers are to submit a Form 7 (Employer’s Report of Injury or Disease) within three calendar days of learning of a work-related injury or illness.</td>
</tr>
</tbody>
</table>
LEADING PRACTICES

1. Conducting effective incident investigations is a critical component of a workplace health and safety program. These investigations are carried out primarily to determine what happened and what steps can be taken to prevent a similar situation from happening in the future.

2. Workplace incidents are a major concern to all employers. These incidents may involve personal injury or damage to buildings, equipment, materials or the environment. Incidents involving no serious injury or damage are called “near misses” or “close calls”. Incidents involving personal injury include:
   - fatalities in which a life is lost;
   - critical injuries (as defined in Regulation 834);
   - lost-time injuries (LTIs) are injuries that are serious enough to prevent the injured party from returning to work on the next working day;
   - no-lost-time injuries (NLTIs) are injuries that result in the injured party requiring off-site medical attention (but can return to work on the next working day);
   - first aid injuries (FAIs) are injuries that can be treated with on-site first aid supplies and staff.

3. Under the OH&S Act, fatalities and critical injuries are to be reported to the Ministry of Labour immediately and a written report is to be submitted within 48 hours. Evidence at the scene is also to be preserved until an inspector gives permission to disturb it. Note the requirement in Section 51(2) of the Occupational Health and Safety Act to preserve evidence:

   “Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of,
   (a) saving life or relieving human suffering;
   (b) maintaining an essential public utility service or a public transportation system;
   or
   (c) preventing unnecessary damage to equipment or other property,

   interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by an inspector.”

4. In order to properly prepare a written report, an investigation of the incident will have to be carried out.

5. While investigations of critical and fatal injuries are legally required, it is also prudent to investigate less serious incidents. The factors that led up to these less serious incidents may result in more serious situations unless corrective action is taken. Identified workplace hazards should be investigated and corrective action taken before an incident occurs. Forms for investigating hazards (Appendix A), near misses (Appendix B), serious incidents (Appendix C) and less serious incidents (Appendix D) are provided.

6. It is recommended that incidents investigated in the workplace be summarized in a form such as the one in Appendix E. This provides of an overview of workplace incidents and can assist in identifying trends that may be occurring in the workplace. It also provides documentation to verify that recommendations and follow-up have been implemented.
### Appendix A: BONIFERRO Mill Works Hazard Report Form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td></td>
</tr>
<tr>
<td>Equipment:</td>
<td></td>
</tr>
<tr>
<td>Description of the hazard:</td>
<td></td>
</tr>
<tr>
<td>Suggested corrective action:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Supervisor's remarks:</td>
<td></td>
</tr>
<tr>
<td>Corrective action taken:</td>
<td></td>
</tr>
<tr>
<td>Signature of Supervisor:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Notes:**

1. Investigation Tool Kit should consist of:
   - Pen, paper pads
   - Measuring tape
   - Camera / video camera
   - Forms
   - Danger tape for securing area

2. Investigate all causes, remember PEMEP:
   - People
   - Equipment
   - Materials
   - Environment
   - Process
### Incident Information

<table>
<thead>
<tr>
<th>Primary Type of Incident: (select one)</th>
<th>If Injury/Illness, Enter Person’s Name</th>
<th>Recordability of Injury/Illness</th>
<th>Exact Location of Incident</th>
<th>Facility Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Chemical Spill or Release</td>
<td>☐ Injury</td>
<td>☐ First Aid</td>
<td>☐ Employee</td>
<td>☐ Normal</td>
</tr>
<tr>
<td>☐ Environmental</td>
<td>☐ Near Mishap</td>
<td>☐ Medical Treatment</td>
<td>☐ Contractor</td>
<td>☐ Project Work</td>
</tr>
<tr>
<td>☐ Fire/Explosion</td>
<td>☐ Product Damage</td>
<td>☐ Modified Work</td>
<td>☐ Witness - name</td>
<td>☐ Routine Maintenance</td>
</tr>
<tr>
<td>☐ Hazard Observation</td>
<td>☐ Property Damage</td>
<td>☐ Critical injury</td>
<td></td>
<td>☐ Shutdown Maintenance</td>
</tr>
<tr>
<td>☐ Illness</td>
<td>☐ Security</td>
<td>☐ Lost Workday</td>
<td></td>
<td>☐ Upset</td>
</tr>
<tr>
<td>☐ Vehicle</td>
<td>☐ Vehicle/Mobile Equipment</td>
<td>☐ Fatality</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Type of Contact: (select one)</th>
<th>Causal Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Absorption</td>
<td>☐ Authority to Operate Equipment</td>
</tr>
<tr>
<td>☐ Bodily Reaction</td>
<td>☐ Awareness of Surroundings/Changing Conditions</td>
</tr>
<tr>
<td>☐ Caught In, Under or Between</td>
<td>☐ Awkward or Static Postures</td>
</tr>
<tr>
<td>☐ Exposure To, Contact With</td>
<td>☐ Clothing (other than P.P.E.)</td>
</tr>
<tr>
<td></td>
<td>☐ Contact Stress</td>
</tr>
<tr>
<td></td>
<td>☐ Driver Actions</td>
</tr>
<tr>
<td></td>
<td>☐ Drugs or Alcohol</td>
</tr>
<tr>
<td></td>
<td>☐ Equipment Operator Actions</td>
</tr>
</tbody>
</table>

#### Sequence of Events
(Describe what happened before, during and after the incident. Be concise, use bullet format. Attach additional pages, diagrams and photos as necessary)

#### Causal Analysis
(Behaviors: (select all that apply))

<table>
<thead>
<tr>
<th>Authority to Operate Equipment</th>
<th>Mixing or Combining of Substances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness of Surroundings/Changing Conditions</td>
<td>Mobile Radio/Cell Phone Use</td>
</tr>
<tr>
<td>Awkward or Static Postures</td>
<td>Need for Assistance</td>
</tr>
<tr>
<td>Clothing (other than P.P.E.)</td>
<td>Operating Speed/Haste</td>
</tr>
<tr>
<td>Contact Stress</td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td>Driver Actions</td>
<td>Placement or Storage</td>
</tr>
<tr>
<td>Drugs or Alcohol</td>
<td>Positioning for Task</td>
</tr>
<tr>
<td>Equipment Operator Actions</td>
<td>Pushing or Pulling</td>
</tr>
</tbody>
</table>
### SECTION 8 – INCIDENT INVESTIGATION PROGRAM

<table>
<thead>
<tr>
<th>Failure To Secure</th>
<th>Repetitive Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grip or Hold</td>
<td>Safe Work Practices or Rules</td>
</tr>
<tr>
<td>Horseplay or Fighting</td>
<td>Safety Devices</td>
</tr>
<tr>
<td>Intentional Act/Sabotage</td>
<td>Servicing Equipment In Operation</td>
</tr>
<tr>
<td>Lifting</td>
<td>Use of Equipment</td>
</tr>
<tr>
<td>Loading or Stacking</td>
<td>Use Of Defective Equipment or Tools</td>
</tr>
<tr>
<td>Lockout/Tagout</td>
<td>Warning or Instruction</td>
</tr>
</tbody>
</table>
### Casual Analysis (continued)

**Conditions: (select all that apply)**
- [ ] Environmental Conditions (gases, dusts, smoke, fumes)
- [ ] Equipment Failure
- [ ] Exposure To Cold Temperatures
- [ ] Exposure To Hot Temperatures
- [ ] Fire/Explosion
- [ ] Guards or Barriers
- [ ] Housekeeping
- [ ] Illumination
- [ ] Labeling
- [ ] New or Modified Equipment
- [ ] New or Modified Procedure
- [ ] Noise
- [ ] Personal Protective Equipment (PPE)
- [ ] Radiation
- [ ] Tools/Equipment Availability
- [ ] Ventilation
- [ ] Vibration
- [ ] Visibility
- [ ] Walking or Working Surface
- [ ] Warning Systems
- [ ] Weather Conditions
- [ ] Workspace Conditions (congested or restricted access/egress)

Write a Brief Description for Each Box Checked Above -

**Basic or Root Causes: (select all that apply)**
- [ ] Abuse or Misuse
- [ ] Employee Knowledge
- [ ] Employee Skill
- [ ] Engineering or Design
- [ ] Inspections
- [ ] Maintenance
- [ ] Management Systems
- [ ] Mental/Physical Stress or Fatigue
- [ ] Mental or Psychological Capability
- [ ] Motivation
- [ ] Natural Factors
- [ ] Physical Capability
- [ ] Procurement/Purchasing
- [ ] Supervision or Leadership
- [ ] Tools, Equipment, or Materials
- [ ] Training Standards
- [ ] Wear and Tear
- [ ] Work Planning
- [ ] Work Standards or Procedures

Write a Brief Description for Each Box Checked Above -

### Corrective Actions

**Corrective Actions (actions short term, intermediate, and long term)**

<table>
<thead>
<tr>
<th>Corrective Actions</th>
<th>By When</th>
<th>By Whom</th>
</tr>
</thead>
</table>

### Approvals

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigation Leader’s Signature (Supervisor)</td>
<td></td>
</tr>
<tr>
<td>Safety/Environmental Representative’s Signature</td>
<td></td>
</tr>
<tr>
<td>Approved By Management Signature</td>
<td></td>
</tr>
</tbody>
</table>

BONIFERRO MILL WORKS
If injury/illness is involved, complete page 3.
### Nature of Injury/Illness (select all that apply)

- Allergies/Sensitivities
- Amputation
- Asphyxiation
- Bruise/Contusion
- Burn-Chemical
- Burn-Radiation
- Burn-Thermal
- Carpal Tunnel Syndrome
- Cold Related Condition
- Concussion With Loss Of Consciousness
- Contagious Conditions
- Cut, Puncture, Open Wound
- Dermatitis
- Dislocation
- Disorders Associated With Repeated Trauma
- Disorders Due To Physical Agents
- Dust Diseases Of Lungs
- Electric Shock
- foreign Body-Eye
- foreign Body-Other Than Eye
- Fracture
- Hearing Loss
- Heart Condition
- Heat Related Conditions
- Hermia/Rupture
- Infection
- Inflammation/Irritation of Joints, Tendons or Muscles
- Internal Bleeding
- Occupational Skin Diseases or Disorders
- Pneumoconiosis
- Poisoning
- Respiratory Conditions
- Scratch/Abraison
- Sprains/Strains-Joints, Muscles, Tendons
- Stress, Mental
- All Other Occupational Illnesses

### Part of Body Affected (select all that apply and if applicable, check R=Right, L=Left or B=Both)

- Abdomen/Internal organs
- Ankle R L B
- Arm R L B
- Lower Arm (ulna/radius)
- Upper Arm
- Back (lower, mid, upper)
- Cervical Spine
- Chest (including ribs)
- Chest, Frontal
- Chest, Frontal & Lateral
- Circulatory System
- Digestive System
- Ear - External R L B
- Ear - Internal (hearing) R L B
- Elbow
- Eye
- Face
- Femur
- Fingers
- Index (first) Finger
- Middle (second) Finger
- Ring (third) Finger
- Little (fourth) Finger
- Thumb
- Foot R L B
- Groin
- Hand R L B
- Head/Skull/Scalp
- Hip R L B
- Jaw
- Knee R L B
- Leg (above ankle) R L B
- Lumbar Spine
- Mouth/Teeth
- Multiple Parts
- Neck
- Nervous System
- Nose
- Prosthetic Devices
- Respiratory System
- Shoulder R L B
- Thoracic Spine
- Thread
- Tibia/Fibula
- Fifth Toe
- Fourth Toe
- Great (first) Toe
- Toes
- Second Toe
- Third Toe
- Wrist R L B

### Agency of Injury/Illness (select all that apply)

- Air Pressure
- Animals/Insects/Birds/Reptiles
- Asbestos
- Boiler
- Building/Structures
- Chemicals
- Chips
- Clothing/Shoes
- Cold
- Containers (boxes, barrels, packages)
- Containers (cartons, bins, cages)
- Conveyor
- Debris/Scrap
- Drugs/Medicine
- Electrical Apparatus
- Excavation/Trenching
- Fasteners
- Fire/Smoke
- Food
- Glass Items
- Hand Tools
- Heat
- Hoisting Apparatus/Elevator
- Ladders
- Liquids
- Logs
- Lumber/Other Wood Items
- Machine Parts
- Metal Parts
- Mineral Items - Metallic/Nonmetallic
- Mobile Equipment
- Noise
- Office Equipment
- Pallets
- Paper/Pulp Items
- Particles, Unidentified
- Pathogens (airborne, bloodborne)
- Petroleum Products
- Plants/Trees
- Plastic Materials
- Power Tools
- Radiating Substances
- Silica
- Slivers
- Soaps/Detergents
- Steam
- Tarps
- Transportation Equipment (including vehicles)
- Work Area or Environment
- Working Surface - Elevated
- Working Surface - Floors/Stairs
- Working Surface - Outside

### Probability of recurrence: If no changes are made to the workplace or to the way things are done, what are the chances of an incident like this happening again?
<table>
<thead>
<tr>
<th>Health Care Professional:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment Required:</td>
<td>Modified Work Required:</td>
</tr>
<tr>
<td>Yes  No</td>
<td></td>
</tr>
<tr>
<td>Returned to Work:</td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

INSERT PICTURES, DRAWINGS, WITNESS STATEMENTS ETC.
SECTION 9 WORKER EDUCATION AND TRAINING PROGRAM

STANDARD
All employees are to receive appropriate training, including formal orientation and specific instruction for assigned tasks.

LEGISLATION
The occupational Health and Safety Act (OH&S Act) requires the proper training of workers and outlines the specific duties and responsibilities of employers, supervisors and workers in the following sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>25(2)(a)</td>
<td>Employer to ensure that information, instruction and supervision are provided to workers to protect their health and safety.</td>
</tr>
<tr>
<td>27(1)</td>
<td>Supervisors to ensure that workers work safely and wear appropriate PPE.</td>
</tr>
<tr>
<td>27(2)</td>
<td>Supervisor to advise workers of hazards and provide them with written instructions on the procedures and measures to be taken for their protection.</td>
</tr>
<tr>
<td>28</td>
<td>Workers to work safely, wear required PPE, report hazards and unsafe acts, and never remove or disable protective devices without providing an adequate temporary protective device.</td>
</tr>
<tr>
<td>41(1)</td>
<td>Distributor, supplier or manufacturer of hazardous material to ensure that required information regarding proper use or operation of material is available.</td>
</tr>
<tr>
<td>41(2)</td>
<td>Employer to ensure that information on hazardous material has been obtained and is made available to applicable workers and the health and safety representative or joint health and safety committee.</td>
</tr>
</tbody>
</table>
BONIFERRO MILL WORKS Employee Orientation Form

EMPLOYEE ORIENTATION CHECKLIST

Employee's Name: ________________________________ Date Hired: __________________________

1. Introduction:
   (   ) Payroll, benefits, collective agreement etc.
   (   ) Other _______________________

2. Personal Protective Equipment Required:
   (   ) Safety Boots
   (   ) Eye Protection
   (   ) Hearing Protection
   (   ) Hard Hat
   (   ) Reflective/high visibility Vest
   (   ) Special Operating Equipment – refer to Safe Work Practices
   (   ) Other _______________________

3. Explanation of Health, Safety and Environmental Policies
   (   ) Occupational Health and Safety Policy
   (   ) Worker Rights and Responsibilities
   (   ) Joint Health and Safety Committee
   (   ) Work Refusal
   (   ) Hazard Reporting Procedure
   (   ) Personal Protective Equipment Policies
   (   ) Industrial Hygiene – First aid kits/eye wash stations
   (   ) Accident/Incident Reporting Requirements
   (   ) Rules covering ladders, handrails, guards, compresses air, hand tools
   (   ) Handling of compresses gas cylinders
   (   ) Material handling
   (   ) Mobile equipment
   (   ) Safe Lifting Technique
   (   ) Lockout Procedure and Guidelines
   (   ) Confined Space
   (   ) Hot Work Permit
   (   ) Environmental Awareness
   (   ) Smoking Policy
   (   ) Housekeeping Rules
   (   ) Fire Protection Policy
   (   ) Extinguisher Training
   (   ) Safe Work Practices and Job Standards
   (   ) Internal Responsibility System
   (   ) WHMIS Training
EMPLOYEE ORIENTATION CHECKLIST

4. Job Instruction from Supervisor:
   ( ) Instructed employee in the safe, correct and easiest way to do his/her job
   ( ) Tell ( ) Show ( ) Try ( ) Check
   ( ) Made sure employee clearly understands instructions
   ( ) Placed employee with experienced, safe worker
   ( ) Given departmental tour, introduced to co-workers, representative from
      joint health and safety committee and union
   ( ) Explained specific departmental rules
   ( ) Explained how to report all health and safety hazards

Other Comments and Notes: __________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Administration Review: ___________________________ Date: ____________________________

Health and Safety Review: ___________________________ Date: ____________________________

Environmental Review: ___________________________ Date: ____________________________

Supervisor: ___________________________ Date: ____________________________

Employee: ___________________________ Date: ____________________________

WHEN COMPLETED, THIS FORM IS TO BE SENT TO ADMINISTRATION TO BE PLACED IN
EMPLOYEE’S FILE.
**BONIFERRO MILL WORKS SAFE WORK PRACTICES SUMMARY**

**Job Name:** EACH IN MILL POSITION HAS A SAFE WORK PROCEDURE

<table>
<thead>
<tr>
<th>A) Personal protective equipment to be worn:</th>
<th>1. HEAD PROTECTION</th>
<th>2. HEARING PROTECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3. FOOT PROTECTION</td>
<td>4. EYE PROTECTION</td>
</tr>
<tr>
<td></td>
<td>5. HAND PROTECTION</td>
<td>6. FALL ARREST</td>
</tr>
<tr>
<td></td>
<td>7. SAFETY LOCKS</td>
<td>8 APRON</td>
</tr>
<tr>
<td></td>
<td>9. RESPIRATORY</td>
<td>10. SAFETY PANTS</td>
</tr>
<tr>
<td></td>
<td>11. LOCKS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. ELECTRIC SHOCK</td>
<td>2. SLIVERS</td>
</tr>
<tr>
<td></td>
<td>3. SLIPS/FALLS</td>
<td>4. FALLING OBJECTS</td>
</tr>
<tr>
<td></td>
<td>5. CONTUSIONS</td>
<td>6. BACK &amp; ANKLE STRAIN</td>
</tr>
<tr>
<td></td>
<td>7. FUMES/DUST</td>
<td>8. BURNS</td>
</tr>
<tr>
<td></td>
<td>9. LACERATIONS</td>
<td>10. EYE PARTICLES</td>
</tr>
<tr>
<td></td>
<td>11. CONFINED SPACES</td>
<td>12. PLUG UPS</td>
</tr>
</tbody>
</table>

| B) Hazards associated with the job: (electrical shock, pinch points, cut potential, etc.) |
| 1. ELECTRIC SHOCK | 2. SLIVERS |
| 3. SLIPS/FALLS    | 4. FALLING OBJECTS |
| 5. CONTUSIONS     | 6. BACK & ANKLE STRAIN |
| 7. FUMES/DUST     | 8. BURNS |
| 9. LACERATIONS    | 10. EYE PARTICLES |
| 11. CONFINED SPACES | 12. PLUG UPS |

| C) Energy sources associated with the job: (electrical, hydraulic, pneumatic, etc.) |
| 1. ELECTRICAL | 2. PNEUMATIC |
| 3. HYDRAULIC  | 4. GENERAL CONDUCTORS |

| D) Correct start-up / operate / shutdown procedures: |
| 1. PROCESS DESCRIPTION AND OPERATOR FUNCTIONS |

| E) Correct lockout procedures: |
| 1. COVERED IN LOCK OUT SECTION |

| E) Safety features: (guards, special equipment/procedures, etc.) |
| SPECIFIC TO EACH JOB |

RESTRICTED AREAS SET OUT
DEPARTMENT: Dryline

POSITION: Baker Resaw Operator

SOURCE OF SUPERVISION: Supervisor/Lead Hand

EQUIPMENT TO BE OPERATED:
Baker "A" band resaw and accompanying transfers systems

JOB DESCRIPTION:
Resaw: To resaw product as per customer orders
To set up saw/check alignment/perform basic maintenance

PERSONAL PROTECTIVE EQUIPMENT:

<table>
<thead>
<tr>
<th>Protection</th>
<th>X</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Protection</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foot Protection</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hearing Protection</td>
<td></td>
<td>As req'd</td>
<td></td>
</tr>
<tr>
<td>Hand Protection</td>
<td></td>
<td>As req'd</td>
<td></td>
</tr>
<tr>
<td>Eye Protection</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Safety Belt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Locks</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Apron</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Locks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Pants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory Protect.</td>
<td>As req'd</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

POTENTIAL HAZARDS OF JOB:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>X</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B Falling Objects</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>C Contusions</td>
<td></td>
<td>X</td>
<td>C Back Strains</td>
</tr>
<tr>
<td>C Lacerations</td>
<td>X</td>
<td></td>
<td>C Slivers</td>
</tr>
<tr>
<td>B Moving Parts</td>
<td>X</td>
<td>C Slivers</td>
<td></td>
</tr>
<tr>
<td>C Particles in Eye</td>
<td></td>
<td>X</td>
<td>C Plug Ups</td>
</tr>
<tr>
<td>C Ankle Strains</td>
<td></td>
<td>X</td>
<td>C Slips/Falls</td>
</tr>
<tr>
<td>C Limited Visibility</td>
<td>X</td>
<td></td>
<td>C Fumes/Dust</td>
</tr>
<tr>
<td>C Electric Shock</td>
<td></td>
<td>X</td>
<td>C Confined Spaces</td>
</tr>
</tbody>
</table>
A-Likely to cause permanent disability, loss of life or body part and/or extensive property damage. Correct immediately

B-Likely to cause serious injury/illness, temporary disability or serious property damage that is not extensive. Correct As Soon As Possible

C-Likely to cause minor injuries: non-disabling injury or illness or non-disruptive property damage. Correct As Soon As Possible

Working with sharp saws creates potential hazards. Ensure proper PPE is worn and ensure the saw is properly secured in place and aligned before start up.

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**PROCESS DESCRIPTION AND OPERATOR FUNCTIONS**

**Start Up:**

Ensure at the time of start up, all systems are clear of other mill personnel.

When starting saw ensure that the strain is at proper level, adjust saw tracking if required, check guides for proper rotation

Check the condition of saw blades and tracking as outlined in the Baker operators manual page 9.

Ensure the saw is clear and bump the saw to test tracking before each start.

Ensure that the motor is at full revolutions before feeding stock into saw.

Never operate machine with headrig door open and without other guards in place.

**Ensure main saw guard is in place before starting.**

Never place anything on the conveyor that is not meant to be cut.

**Operator Procedures/Functions**

Ensure that saw is in good running condition and changed on a routine basis, lubrication of the machinery is carried out as assigned.

When feeding pieces on to the infeed rolls take care not to bang fingers or hands on the rolls as lumber can cause crushed fingers.

To avoid pinching, use caution when placing material on conveyor.

Maintain a steady, even, flow of lumber and avoid surges as much as possible.

Monitor the tailing system for plug ups. Prior to clearing plug ups or when the accidental or unintended start up of the equipment may cause injury, **lockout procedures must be followed.**

Ensure **ALL moving elements** have come to a complete stop before starting work on machine or clearing jams.
Moving elements include: saws, rollers, belts etc. **Never open headrig door with blade in motion.**

Ensure no possible kickback when clearing jam if resaw is kept running. Stand back from resaw and do not position yourself or any body parts near infeed.

When removing boards, avoid twisting as this could potentially damage the saw and guides.

Ensure that the saw and transfers are shut down when unattended.

When breakdowns occur, stay at you work station and perform any necessary cleanup, should your assistance be required you will be asked by supervision or millwrights.

After shut down, plug up, or maintenance - follow start up procedures.

**Maintenance of Resaw/Saw Change:**

Maintain any oil, greasing, and general lubrication of machine. As well as, adjustments, tightening, loosening, and proper guarding of equipment.

When changing, lubricating or working in or around machinery **ensure that lockout** procedures are followed.

Dispose of scrap saws in metal waste bin in front of shop.

Take care and wear proper hand protection when removing or working with saw blades.

Ensure **ALL moving elements** have come to a complete stop before starting work on machine.
Moving elements include: saws, rollers, belts etc.

Follow maintenance instructions as outlined in the Baker Resaw owners manual.

**GENERAL:**

No person shall use or operate any piece of equipment in which they have not received proper training.

Ensure that gloves are in good shape; worn out gloves are to be turned in for replacement.

Ensure that clothing is not loose and dangling to minimize the possibility of entanglement in the chain transfers

Immediately report any unsafe condition or act to your supervisor or leadhand to ensure proper follow up.

When the starting of a machine or process could endanger a worker, he/she must lock out the controls with a personal "lock out device" before beginning any work on machine.

Ensure that personal protective equipment for your job is in good repair and worn as required.

Immediately report any injury, regardless of how slight, to your supervisor or lead hand.

Jewelry, clothing that is loose or dangling, or rings must not be worn. Long hair must be suitably confined to prevent entanglement in any rotating shaft, gear, sprocket, chain, etc.
Lift with your legs, not with your back. Avoid excessive strain by requesting help when it is required.

Always maintain good housekeeping in your work area.

Reviewed by: Joint Health & Safety Committee Date: October 31, 2006

Reviewed by: Brad McGonegal Date: October 27, 2006

Reviewed by: Date: October 24, 2006

Reviewed by: Date:
SECTION 10: WORKPLACE HAZARDOUS MATERIALS
INFORMATION SYSTEM PROGRAM

STANDARD

Hazardous materials are to be used in the workplace only when they are properly labeled, when there is a valid MSDS, and by individuals who have received appropriate training.

LEGISLATION

Materials that pose a hazard to human health and safety are found in many industrial workplaces. These include flammable or explosive materials, toxic substances and corrosive products such as acids. Over the years, many workers have suffered illnesses or been severely injured or killed because of exposure to hazardous materials. For this reason, legislation has been developed regarding the use of hazardous materials in the workplace. The following sections of the Occupational Health and Safety Act (OH&S Act) relate to hazardous materials.

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>37(1)</td>
<td>Employer to ensure that all hazardous materials are identified and that an unexpired material safety data sheet (MSDS) for each hazardous material is present in the workplace.</td>
</tr>
<tr>
<td>37(2)</td>
<td>No one to remove or deface identification for a hazardous material.</td>
</tr>
<tr>
<td>37(3)</td>
<td>Employer to ensure that a hazardous material is not used, handled or stored unless the requirements for identification, MSDS and worker instruction and training are met.</td>
</tr>
<tr>
<td>37(4)</td>
<td>Employer to advise Ministry of Labour in writing if employer can’t find a label or MSDS for a hazardous material.</td>
</tr>
<tr>
<td>37(5)</td>
<td>MSDS expires three years after the date of its publication.</td>
</tr>
<tr>
<td>38(1)</td>
<td>A copy of every MSDS to be made available to allow examination by workers, to be furnished to the JHSC or health and safety representative, and to be furnished on request to the local medical officer of health, fire department and Ministry of Labour.</td>
</tr>
<tr>
<td>42(1),(2),(3)</td>
<td>Employer to ensure that a worker exposed or likely to be exposed to a hazardous material receives appropriate instruction and training that are developed and implemented in consultation with the JHSC or health and safety representative.*</td>
</tr>
<tr>
<td>42(4)</td>
<td>The review of instruction and training is to be held more often than annually if the employer determines it’s necessary or if there is a change in circumstances that may affect the health and safety of a worker.</td>
</tr>
</tbody>
</table>

04/11/2009

go.on.ca/…/posting_training.php

WHMIS<../hs/publ/whmis/whmis/whmis 1.php

http://www.ontario.ca/english/atwork/>> posting and training requirements
Training in the WHMIS is not required every year. However, certain employers are required to conduct an annual review to determine whether worker re-training is required. Re-training may be required if new materials have been introduced into the workplace, or if the workplace conditions have changed or new information on a hazardous material is available. The review must be done in consultation with the joint health and safety committee, or with the health and safety representatives. These reviews are designed to highlight the need for training at the appropriate time. There is no prescribed “schedule” for such training.

The WHMIS Regulation (860) made under the OH&S Act includes the following requirements:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Employer to ensure that a worker who works with or near a controlled product is informed about all the hazard information the employer receives from the supplier of the product concerning its use, storage and handling.</td>
</tr>
<tr>
<td>7(1)</td>
<td>Employer to ensure that a worker who works with or near a controlled product is instructed in the contents required on the supplier label and workplace label, the contents required on the MSDS, the procedures for safe use, storage, handling and disposal, and procedures to be followed when emissions are present or in an emergency.</td>
</tr>
<tr>
<td>7(2)</td>
<td>Employer to ensure that the required education of the worker is developed and implemented specifically for the employer’s workplace.</td>
</tr>
<tr>
<td>7(3)</td>
<td>Employer to ensure that the required instruction of the worker results in workers being able to use the information to protect their health and safety.</td>
</tr>
<tr>
<td>17(1)</td>
<td>Employer who receives a controlled product from a supplier is to obtain an MSDS for that product.</td>
</tr>
<tr>
<td>17(3)</td>
<td>When a supplier MSDS is three years old, employer to obtain an unexpired MSDS from the supplier if any of the controlled product remains in the workplace.</td>
</tr>
</tbody>
</table>
Examples of Hazardous Materials Found in the Workplace

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Purpose</th>
<th>Manufacturer</th>
<th>Supplier</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kleen Start Starting Fluid</td>
<td>Engine Starting Fluid</td>
<td>Kleen-Flo Tumbler Industries</td>
<td>H E Brown</td>
<td>Gases</td>
</tr>
<tr>
<td>Propane</td>
<td>Fork Lift Fuel</td>
<td>ICG Propane</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acetylene</td>
<td>Cutting/Welding Torch</td>
<td>Air Liquide</td>
<td>Master Welding</td>
<td>Gases</td>
</tr>
<tr>
<td>Bluesheid 8</td>
<td>Carbon Dioxide in Argon gas mix</td>
<td>Air Liquide</td>
<td>Master Welding</td>
<td>Gases</td>
</tr>
<tr>
<td>Nitrogen</td>
<td>Various/Welding</td>
<td>Air Liquide</td>
<td>Master Welding</td>
<td>Gases</td>
</tr>
<tr>
<td>Oxygen</td>
<td>Cutting/Welding Torch</td>
<td>Air Liquide</td>
<td>Master Welding</td>
<td>Gases</td>
</tr>
<tr>
<td>Natural Gas</td>
<td>Boiler Fuel/Heating systems</td>
<td>Union Gas</td>
<td></td>
<td>Gases</td>
</tr>
<tr>
<td>Contact Cement Premium Grade</td>
<td>Woodworking Adhesive</td>
<td>Lepage Div of Henkel Canada</td>
<td>Weber Supply</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Clean Lube 11</td>
<td>Lubricant</td>
<td>Premier Farnell Corp.</td>
<td>C-T Industries</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Gasket Eliminator 504</td>
<td>Sealants</td>
<td>Loctite</td>
<td></td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Heavy Duty Hydraulic Brake Fluid</td>
<td>Brake Fluid</td>
<td>Kleen-Flo Tumbler Industries</td>
<td>H.E. Browns</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>290 Threadlocker Adhesive Sealant</td>
<td>Adhesive/Sealant</td>
<td>Loctite Canada Inc.</td>
<td>Hugh J. O'Neill</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Electra 600 Aerosol</td>
<td>Solvent Based Blend Lubricant/Cleaner</td>
<td>Enviro-Safe Chemicals</td>
<td>Hugh J. O'Neill</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>LPS Heavy Duty Silicone Lubricant</td>
<td>Lubricant</td>
<td>LPS Laboratories</td>
<td>Hugh J. O'Neill</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>LPS Tapmatico Tricut Cutting Paste</td>
<td>Tapping Fluid</td>
<td>LPS Laboratories</td>
<td>Hugh J. O'Neill</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Big-Tex</td>
<td>Water Based Degreaser</td>
<td>Mantek Div of Canada</td>
<td>Mantek</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>3M 992955 Penetrating Oil</td>
<td>Lubricant</td>
<td>Shrader Canada</td>
<td>Prouse Motors</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Penetrating Oil, GM 992955</td>
<td>Lubricant</td>
<td>Shrader Canada</td>
<td>Prouse Motors</td>
<td>Industrial Fluids</td>
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<tr>
<td>#2 Non-leaded Babbit</td>
<td>Tin-Anitimony-Copper</td>
<td>Soo Foundry and Machine</td>
<td>Soo Foundry&amp;Machine</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Belt Dressing</td>
<td>Stops Belts From Slipping/Squeaking</td>
<td>The Fastener Centre</td>
<td>The Fastner Centre</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Babbitrite</td>
<td>Shaping Material used to Babbit &amp; Repair</td>
<td>Marquette Industrial Materials</td>
<td>Traders Steel</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Anchorseal</td>
<td>Winterized with Propylene Glycol</td>
<td>U-C Coatings Corporation</td>
<td>U-C Coatings Corp.</td>
<td>Industrial Fluids</td>
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<tr>
<td>Anchorseal</td>
<td>Sealer</td>
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<td>U-C Coatings Corp.</td>
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<tr>
<td>Anchorseal</td>
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<td>U-C Coatings Corporation</td>
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<td>111 Valve Lubricant &amp; Sealant</td>
<td>Lubricant</td>
<td>Dow Corning Canada</td>
<td>Weber</td>
<td>Industrial Fluids</td>
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<tr>
<td>243 Threadlocker Medium Strength</td>
<td>Adhesive/Sealant</td>
<td>Loctite</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>271(TM) High Strength</td>
<td>Adhesive/Sealant</td>
<td>Loctite Canada Inc.</td>
<td>Weber</td>
<td>Industrial Fluids</td>
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<tr>
<td>Product Name</td>
<td>Description</td>
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<td>Supplier</td>
<td>Department</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------</td>
<td>-----------------------------------</td>
<td>------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Threadlocker</td>
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<tr>
<td>404 Instant Adhesive-Quick Set</td>
<td>Adhesive</td>
<td>Loctite</td>
<td>Weber</td>
<td>Industrial Fluids</td>
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<tr>
<td>609 Retaining General Purpose 60931</td>
<td>Adhesive/Sealant</td>
<td>Loctite Canada Inc.</td>
<td>Weber</td>
<td>Industrial Fluids</td>
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<tr>
<td>732 Multi-Purpose Sealant, Black &amp; Clear</td>
<td>Sealant and Adhesive</td>
<td>Dow Corning Canada</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Antiseize Lubricant</td>
<td>Lubricant</td>
<td>Loctite Canada Inc.</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Black RTV Silicone Gasket Maker-59875</td>
<td>Adhesive/Sealant</td>
<td>Loctite</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Crown Blue Toolmaker's Ink, 66001</td>
<td>coating</td>
<td>North American Prof. Prod.</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Crown Cutting Oil- 67020</td>
<td>Cutting Oil</td>
<td>North American Prof. Prod.</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Masters Metallic Compound</td>
<td>Pipe Thread/ Gasket Sealant</td>
<td>G. F. Thompson Co. Ltd.</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Masters Pro-Dope</td>
<td>Thread Sealing Compound</td>
<td>G. F. Thompson Co. Ltd.</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Pipe Sealant with Teflon-567</td>
<td>Anaerobic High Temp Sealant</td>
<td>Loctite</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Pipe Sealant with Teflon-592</td>
<td>Anaerobic Sealant</td>
<td>Loctite Canada Inc.</td>
<td>Weber</td>
<td>Industrial Fluids</td>
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<td>RTV -Blue Silicone Gasket Maker 58775</td>
<td>Silicone Adhesive /Sealant</td>
<td>Loctite Canada Inc.</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Superflex TM Black RTV Silicone</td>
<td>Adhesive/Sealant</td>
<td>Loctite</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Crown Dry Film Lubricant, 68075</td>
<td>Lubricant</td>
<td>North American Prof. Prod.</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Ridge Premium Nuclear Thread Cutting Oil</td>
<td>Thread Cutting Oil</td>
<td>Ridgid Tool Company</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Threadlocker 242(R)</td>
<td>Adhesive/Sealant</td>
<td>Loctite Canada Inc.</td>
<td>Weber</td>
<td>Industrial Fluids</td>
</tr>
<tr>
<td>Duro Dyne, DSW Duct Sealer</td>
<td>Duct Sealant</td>
<td>Duro-Dyne Canada</td>
<td>Werners</td>
<td>Industrials Fluids</td>
</tr>
<tr>
<td>Duro Dyne, WBS Duct Sealer</td>
<td>Duct Sealant</td>
<td>Duro-Dyne Canada</td>
<td>Werners</td>
<td>Industrials Fluids</td>
</tr>
<tr>
<td>Blue Thunder</td>
<td>General Purpose Cleaner/Degreaser</td>
<td>Wood Wyant Inc.</td>
<td>Perigord Janitorial Sup.</td>
<td>Janitorial</td>
</tr>
<tr>
<td>Bon Air #2</td>
<td>Deodorant Block</td>
<td>Wood Wyant Inc.</td>
<td>Perigord Janitorial Sup.</td>
<td>Janitorial</td>
</tr>
<tr>
<td>Citro Clean</td>
<td>General Cleaner</td>
<td>G. Hardy</td>
<td>Weber</td>
<td>Janitorial</td>
</tr>
<tr>
<td>Drano Crystals</td>
<td>Plugged and Plumbing</td>
<td>S.C. Johnson</td>
<td>Weber</td>
<td>Janitorial</td>
</tr>
<tr>
<td>Dry Breeze Air</td>
<td>Air Freshener</td>
<td>Dymond Chemicals</td>
<td>Weber</td>
<td>Janitorial</td>
</tr>
<tr>
<td>GLA-MIRR</td>
<td>Glass Cleaner</td>
<td>Hardy</td>
<td>Weber</td>
<td>Janitorial</td>
</tr>
<tr>
<td>Hard Hat</td>
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<td>Hand Soap</td>
<td>Diacon</td>
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<td>Power Lube</td>
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<td>Used in Electric Arc Welding</td>
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<td>White Lightening</td>
<td>Salt (dust control &amp; De-icing)</td>
<td>ICM Salt Inc</td>
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<td>Wood Dust (Untreated)</td>
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### SECTION 10 – WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM PROGRAM

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<th>Lubricant</th>
<th>Manufacturer 1</th>
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<td>Engine Oil for Gas and Deisel Engines</td>
<td>Imperial Oil</td>
<td>McDougall</td>
<td>Oil/Greases</td>
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<td>ESSO ATF Dexron 111/Mercon</td>
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<td>Imperial Oil</td>
<td>McDougall</td>
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<td>2-Cycle Motor Oil</td>
<td>Low Ash Engine Oil</td>
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<td>Oils/Grease</td>
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<td>Chain Oil (Summer, Winter)</td>
<td>Lubricant for Chain Saw</td>
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<td>New North</td>
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<td>Lubrication Air/Inert Gas Compressors</td>
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<td>Harmony Aw22,32,46,68,80,100</td>
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<td>Paint thinner, Dissolver, Cleaner</td>
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<td>Precision Gold</td>
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<td>Senate 460,680,1000</td>
<td>Industrial Lubricant</td>
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### Section 10 – Workplace Hazardous Materials Information System Program

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<td>Base Component</td>
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<td>Glidden Paints</td>
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</tr>
<tr>
<td>SO297 Solin 3000 Micrombo Standard</td>
<td>Reagent/Water Treatment</td>
<td>Nalco Canada Inc.</td>
<td>Nalco Canada Inc.</td>
</tr>
<tr>
<td>Anti-Seize Lubricant Silver Grade</td>
<td>Aerosol Lubricant</td>
<td>Nalco Canada Inc.</td>
<td>Weber</td>
</tr>
<tr>
<td>2195 Resin Cleaner</td>
<td>Water Treatment/Softener</td>
<td>Nalco Canada Inc.</td>
<td>Nalco Canada Inc.</td>
</tr>
<tr>
<td>MMD - 2336</td>
<td>Boiler Water Treatment</td>
<td>Nalco Canada Inc.</td>
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</tr>
<tr>
<td>MMD - 2510</td>
<td>Boiler Water Treatment</td>
<td>Nalco Canada Inc.</td>
<td>Nalco Canada Inc.</td>
</tr>
<tr>
<td>MMD - 2343</td>
<td>Boiler Water Treatment</td>
<td>Nalco Canada Inc.</td>
<td>Nalco Canada Inc.</td>
</tr>
<tr>
<td>SO128 Solin Sed-1</td>
<td>Reagent/Water Treatment</td>
<td>Nalco Canada Inc.</td>
<td>Nalco Canada Inc.</td>
</tr>
<tr>
<td>SO226 Sulphuric Acid N/50, form Liquid</td>
<td>Titrating Solution</td>
<td>Nalco Canada Inc.</td>
<td>Nalco Canada Inc.</td>
</tr>
<tr>
<td>SO234 TDS-1, FORM LIQUID</td>
<td>Indicator Liquid</td>
<td>Nalco Canada Inc.</td>
<td>Nalco Canada Inc.</td>
</tr>
<tr>
<td>Norkem B320</td>
<td>Water Treatment Boiler return line</td>
<td>Norkem</td>
<td>Norkem</td>
</tr>
<tr>
<td>Alch #2 Babbit Nickel</td>
<td>Babbit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harris Stay Clean Soldering Fulx</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tech Cool 3700</td>
<td>Boiler Water Treatment</td>
<td>Nalco Canada Inc.</td>
<td>Nalco Canada Inc.</td>
</tr>
<tr>
<td>Sur-gard® 1700</td>
<td>Water Treatment/Oxygen Scavenger</td>
<td>Nalco Canada Inc.</td>
<td>Nalco Canada Inc.</td>
</tr>
<tr>
<td>Traser 22104</td>
<td>Boiler Feedwater Treatment</td>
<td>Nalco Canada Inc.</td>
<td>Nalco Canada Inc.</td>
</tr>
<tr>
<td>Tri-Act 1803</td>
<td>Boiler Steam Condensate Treatment</td>
<td>Nalco Canada Inc.</td>
<td>Nalco Canada Inc.</td>
</tr>
<tr>
<td>Kemira Water</td>
<td>water deodorant</td>
<td>Kemia Water Treatment</td>
<td></td>
</tr>
<tr>
<td>Sani-Fresh Gentle Lotion Cleanser</td>
<td>Hand and Body Soap</td>
<td>Weber</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 11: VISITORS, SUPPLIERS AND CONTRACTORS SAFETY PROGRAM

STANDARD

All non-employees entering the workplace are to be made aware of and follow company procedures.

LEGISLATION

Because many workplaces have free access to their sites by the public, suppliers and contractors, it is necessary to have a means of communicating and enforcing company health and safety policies with these individuals. Although legal requirements under the OH&S Act and Regulations are limited on the topic of visitors and suppliers on company property, the employer can be held liable for these individuals while they are on their property under the Workplace Safety and Insurance Act. Recent amendments to the Criminal Code of Canada also expand the employer’s due diligence obligations to include the protection not only of the company’s employees but of anyone who could be affected by unsafe work or tasks, including members of the public. The following section is from the Criminal Code:

<table>
<thead>
<tr>
<th>Criminal Code</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>217(1) Duty of persons directing work</td>
<td>Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.</td>
</tr>
</tbody>
</table>

Boniferro Mill Works

Site Access Policy

All persons requesting access to the work site of Boniferro Mill Works must fall under one of the following categories:

1) Visitor
2) Contractor
3) Truck Driver
4) Sales/Delivery

Boniferro Mill Works Visitor Policy

Visitors to Boniferro Mill Works must report to administration, or the scale house, where they will sign in with the Site Access Log. Upon leaving the premises all visitors must be sure to return and sign-out. It is crucial for Boniferro Mill Works staff to have a precise idea of the number of people on-site in the event of an emergency. Visitors will only be allowed on site when accompanied by a Boniferro Mill Works host employee. The visitor must stay with the employee at all times. Any visitor without a host employee will be removed from the site immediately.

All visitors must adhere to the following instructions at all times:
1) Stay with your host employee
2) Wear a high-visibility tear-away safety vest
3) Wear a hard hat and safety glasses (where required)
4) Wear a pair of CSA approved safety boots, or flat sole shoes
5) Have ear protection and wear it in designated areas
6) Wear any other necessary safety equipment in areas that require it
7) Obey all posted signs
8) Remove any jewelry
9) Long hair is to be tied up
10) Smoking is only allowed in the employee parking lot
11) Always give mobile equipment the right of way
12) Be aware of WHMIS requirements before handling products
13) Be aware of your right to avoid unsafe work or areas

**Boniferro Mill Works Contractor Access Policy**

All contractors entering the premises are required to stop at administration before initiating any work on site. An administrative staff member will be contacted to discuss meeting orientation arrangements with the contractor. An orientation session will be held before any work is commenced.

***NOTE*** Prior to beginning any work, contractors must provide proof of WSIB insurance coverage and clearance certificates.

**Personal Protective Equipment:**

1) Wear a high-visibility tear-away safety vest
2) Wear a hard hat and safety glasses (where required)
3) Wear a pair of CSA approved safety boots or flat sole shoes
4) Have ear protection and wear it in designated areas
5) Fall restraints and safety harnesses must be used when working at heights of ten feet (3 meters) or more.
6) Wear any other necessary safety equipment in areas that require it.

**Boniferro Mill Works Truck Driver Load Policy**

All truck drivers entering the site for the first time are required to sign in, read and sign off a Truck Driver’s Access Policy. It is expected that all rules are to be followed. If drivers do not have a hardhat one can be provided on loan. Log trucks are to stop at the weigh scales and follow the directions of the scale house personnel. Log truck drivers may be asked to exit their vehicle, at the un-loaders discretion. Drivers must comply with this if requested. Lumber trucks will sign in and then proceed to the designated load/unload area. Trucks will be handled on a first come first serve basis, unless the proper paperwork has been received. Once the paperwork has been processed drivers will be attended to as soon as possible.

Boniferro Mill Works employees will treat you with respect, and any concerns you may have will be dealt with.

Drivers are reminded that there is NO SMOKING allowed in the yard. Additional rules all truck drivers are required to follow in addition to the visitor policy include:

1) All passengers must stay inside the vehicle at all times. Passengers are **not** permitted to exit the vehicle on site, only drivers and co-drivers. 
2) No one under the age of 18 (eighteen) is allowed in the shipping or unloading area without the authorization of a Boniferro Mill Works supervisor.
3) Drivers outside of the cab are to be in appropriate work attire for a log/lumber yard i.e.) shirts and pants.
4) At no time is anyone allowed to get in or off a vehicle by riding the machine forks or grapple.
5) Always give mobile equipment the right of way.
6) Never position yourself between a load and a truck.
7) Never stand under a suspended load.
8) Drivers are to provide their own bed crossers
9) Drivers are responsible for the placement of their own bed crossers.
10) Fall restraints and safety harnesses must be used when working at heights of ten feet (3 meters) or more.
11) Sufficient tarps are to be provided by the driver as agreed by the contractor.
12) Loads must be tarped before leaving the yard, if specified by customer.
13) Boniferro Mill Works is not responsible for any damage caused while on site.
14) Drivers are to remove load tags and bring them to the shipping office upon request.

### Summary of Requirements for Non-Employees While on Site

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Check-in/Checkout Requirements</th>
<th>PPE Requirements</th>
<th>Accompaniment and/or Monitoring Requirements</th>
<th>Orientation/Training Requirements</th>
<th>Company Policy &amp; Procedure Manual Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors</td>
<td>Yes check in</td>
<td>Hard hat safety glasses</td>
<td>Yes</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>Truckers</td>
<td>No- Only first time coming to the site card swiping system for log trucks</td>
<td>Hard hat</td>
<td>Site Access</td>
<td></td>
<td>Site access policy read and signed</td>
</tr>
<tr>
<td>Contractors</td>
<td>Yes</td>
<td>Hard hats safety glasses boots</td>
<td>Contractor Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-contractors</td>
<td>No with</td>
<td>Hard Hats Safety glasses boots</td>
<td>Must be oriented by the contractor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Summary of Contractor Orientation

Following is a list of Boniferro Mill Work’s contractor safety orientation. The full contractor orientation can be found in the back of the section.

Summary:
1) Overview of Contractor Management & Expectations
2) BMW Health & Safety Policy
3) General Safe Practices
4) Personal Protective Equipment
5) Emergency Response
6) Incident Reporting
7) Fire Procedures
8) Evacuation & Spill Response
9) Construction Projects
10) Welding Equipment & Service Hazards
11) Confined Space
12) Lockout Procedure
13) Environmental Management
14) Disposal Procedures
15) Asbestos Control Program
16) Harassment Policy, Work Refusal, Smoking Policy
17) Harassment Policy
CONTRACTOR ENTRY NOTIFICATION
AND SAFETY AGREEMENT

GENERAL

DATE: _______________  BMW CONTACT PERSON: ______________________
DEPARTMENT: _______________________________________________________

CONTRACTOR INFORMATION

CONTRACTOR’S NAME: ________________________________
CONTRACTOR’S SUPERVISOR: ____________________________
NUMBER OF WORKERS ON SITE: ________________________

HAS CONTRACTOR MET ALL OF BMW SAFETY REQUIREMENTS:  YES  NO
(summary on reverse)
HAS EACH WORKER COMPLETED BMW SAFETY ORIENTATION:  YES  NO

IF EMPLOYEE HAS NOT RECEIVED ORIENTATION, PROVIDE SUGGESTED DATE:
________________________________________________________________

WILL CONTRACTOR BE USING ANY SUBCONTRACTORS?  YES  NO

<table>
<thead>
<tr>
<th>NAME OF SUB</th>
<th>SUPERVISOR</th>
<th>NO. WORKERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

WORK INVOLVED

START DATE: ___________________________  END DATE: ______________________
LOCATION OF WORK: __________________ HOURS OF WORK: __________________
FIRE WATCH DUTIES ASSIGNED TO: ______________________
EQUIPMENT TO BE USED: ________________________________
BRIEF DESCRIPTION OF WORK: __________________________
____________________________________________________________________
CONTRACTOR SAFETY AGREEMENT

The SAFETY ORIENTATION AND GUIDELINES have been read and the conditions are hereby accepted by the undersigned on behalf of the CONTRACTOR and its employees, agents, subcontractors, and subcontractor employees and agents.

The undersigned assumes responsibility to inform its employees, agents, and subcontractors of BMW safety guidelines, and agrees that it will conform and will have all of its employees, agents, subcontractors and subcontractor employees and agents conform. All persons working on site at BMW shall comply with the Occupational Health & Safety Act and applicable Regulations. Failure to comply with BMW safety guidelines could result in contract for work being terminated.

The acceptance of and compliance with these safety guidelines shall be automatically continued from job to job and year to year until changed or revoked by BMW.

Date: ________________

Print Name: ______________________ Signature: ______________________

BMW Contact:____________________ Signature: ______________________
CONTRACTOR SAFETY GUIDELINES

- Provide proof of WSIB coverage or Third Party Liability Insurance – prior to commencing work
- Upon initial contract, all employees must participate in safety orientation
- Be familiar with and comply with Occupational Health & Safety Act and Regulations
- Be familiar with BMW site Environmental Policy
- Inform all workers to sign IN and OUT at scale house for evacuation/emergency purposes
- Arrangements have been made for hot work/fire watch responsibilities
- Have current WHMIS training if applicable
- Discussion and approval of chemicals being brought on site (environmental coordinator to approve)
- Provide workers with proper PPE
- No employees allowed to work under the influence of alcohol, drugs or medically prescribed drugs that could affect work
Boniferro Mill Works Truck Driver Load Policy

All truck drivers entering the site for the first time are required to sign in, read and sign off a Truck Driver’s Access Policy. It is expected that all rules are to be followed. If drivers do not have a hardhat one can be provided on loan. Log trucks are to stop at the weigh scales and follow the directions of the scale house personnel. Log truck drivers may be asked to exit their vehicle, at the un-loaders discretion. Drivers must comply with this if requested. Lumber trucks will sign in and then proceed to the designated load/unload area. Trucks will be handled on a first come first serve basis, unless the proper paperwork has been received. Once the paperwork has been processed drivers will be attended to as soon as possible.

Boniferro Mill Works employees will treat you with respect, and any concerns you may have will be dealt with.

Drivers are reminded that there is NO SMOKING allowed in the yard. Additional rules all truck drivers are required to follow in addition to the visitor policy include:

15) All passengers must stay inside the vehicle at all times. Passengers are not permitted to exit the vehicle on site, only drivers and co-drivers.
16) No one under the age of 18 (eighteen) is allowed in the shipping or unloading area without the authorization of a Boniferro Mill Works supervisor.
17) Drivers outside of the cab are to be in appropriate work attire for a log/lumber yard i.e.) shirts and pants.
18) At no time is anyone allowed to get in or off a vehicle by riding the machine forks or grapple.
19) Always give mobile equipment the right of way.
20) Never position yourself between a load and a truck.
21) Never stand under a suspended load.
22) Drivers are to provide their own bed crossers
23) Drivers are responsible for the placement of their own bed crossers.
24) Fall restraints and safety harnesses must be used when working at heights of ten feet (3 meters) or more.
25) Sufficient tarps are to be provided by the driver as agreed by the contractor.
26) Loads must be tarped before leaving the yard, if specified by customer.
27) Boniferro Mill Works is not responsible for any damage caused while on site.
28) Drivers are to remove load tags and bring them to the shipping office upon request.
**Truck Driver Site Access Policy**

All truck drivers entering the site are required to sign in, read and sign off a Site Access Policy. It is expected that all rules are to be followed. If drivers do not have a hardhat one can be provided on loan. Log trucks are to stop at the weigh scales and follow the directions of the scale house personnel. Log truck drivers may be asked to exit their vehicle, at the un-loaders discretion. Drivers must comply with this if requested. Lumber trucks will sign in and then proceed to the designated load/unload area. Trucks will be handled on a first come first serve basis, unless the proper paperwork has been received. Once the paperwork has been processed drivers will be attended to as soon as possible. Boniferro Mill Works employees will treat you with respect, and any concerns you may have will be dealt with. Drivers are reminded that there is NO SMOKING allowed in the yard. Additional rules for all truck drivers are as follows.

**Personal Protective Equipment:**

- Wear a high-visibility tear-away safety vest
- Wear a hard hat and safety glasses (where required)
- Wear a pair of CSA approved safety boots, or flat sole shoes
- Have ear protection and wear it in designated areas
- Fall restraints and safety harnesses must be used when working at heights of ten feet (3 meters) or more.
- Wear any other necessary safety equipment in areas that require it.

**General Safety Guidelines:**

- All passengers must stay inside the vehicle at all times. Passengers are **not** permitted to exit the vehicle on site, only drivers and co-drivers.
- No pets allowed outside of vehicles.
- No one under the age of 18 (eighteen) is allowed in the shipping or unloading area without the authorization of a Boniferro Mill Works supervisor.
- Drivers outside of the cab are to be in appropriate work attire for a log/lumber yard i.e.) shirts and pants. At no time is anyone allowed to get in or off a vehicle by riding the machine forks or grapple.
- Always give mobile equipment the right of way.
- Never position yourself between a load and a truck.
- Never stand under a suspended load.
- Drivers are to provide their own bed crossers
- Drivers are responsible for the placement of their own bed crossers.
- Sufficient tarps are to be provided by the driver as agreed by the contractor.
- Loads must be tarped before leaving the yard, if specified by customer.
- Drivers are to remove load tags and bring them to the shipping office upon request.
- Boniferro Mill Works is not responsible for any damage caused while on site.
- Be reminded that Fall restraints and safety harnesses must be used when working at heights of ten feet (3 meters) or more.

Wear any other necessary safety equipment in areas that require it

Dated: ________________________ Driver’sName: ________________________
Trucking Company __________________ Driver’sSignature ________________________

BONIFERRO MILL WORKS
SECTION 12A: CONFINED SPACES PROGRAM

STANDARD

Confined spaces in the workplace are to be entered only after a written confined spaces program that meets legislated requirements has been developed and specific control plans have been prepared and followed.

LEGISLATION

Before a worker enters a confined space, the employer will have to ensure a written program is developed and maintained in accordance with the applicable regulation. The requirements for entering confined spaces are found in the Regulations for Industrial Establishments, Section 119.

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Definitions of “adequate”, “adequately”.</td>
</tr>
<tr>
<td>119.1</td>
<td>Definitions of “confined space”, “atmospheric hazards”, “cold work”, “hot work”, etc.</td>
</tr>
<tr>
<td>119.2</td>
<td>Exemptions from requirements.</td>
</tr>
<tr>
<td>119.3</td>
<td>Co-ordination document.</td>
</tr>
<tr>
<td>119.4</td>
<td>The creation of a written program.</td>
</tr>
<tr>
<td>119.5</td>
<td>Written hazard assessment for each confined space.</td>
</tr>
<tr>
<td>119.6</td>
<td>Written hazard control plan including procedures for training, entry permit, emergency equipment, PPE, atmospheric testing, emergency response, attendants and entry/exits. Review and update of hazard assessment and control plan.</td>
</tr>
<tr>
<td>119.7</td>
<td>Minimum training requirements in consultation with JHSC or H&amp;S Rep.</td>
</tr>
<tr>
<td>119.8</td>
<td>Employer’s responsibility to ensure training is completed.</td>
</tr>
<tr>
<td>119.9</td>
<td>Entry permit developed and implemented for each entry, including location, description of work, time period, entry and rescue equipment, description of hazards and results of atmospheric testing.</td>
</tr>
<tr>
<td>119.10</td>
<td>Written emergency response plan and appropriate training.</td>
</tr>
<tr>
<td>119.11</td>
<td>Appropriate emergency equipment to be available in case of a confined space emergency.</td>
</tr>
<tr>
<td>119.12</td>
<td>PPE to be provided in accordance with the hazard control plan.</td>
</tr>
<tr>
<td>119.13</td>
<td>Blanking of material flow and lockout of mechanical movement and energy sources.</td>
</tr>
<tr>
<td>119.14</td>
<td>Employer shall post an attendant at the entrance of the confined space.</td>
</tr>
<tr>
<td>119.15</td>
<td>Adequate means to enter and exit.</td>
</tr>
<tr>
<td>119.16</td>
<td>Posting of warning signs and barricades to prevent unauthorized entry.</td>
</tr>
<tr>
<td>119.17</td>
<td>Atmospheric testing by qualified person using appropriate instruments prior to each entry and as required while performing work in a confined space.</td>
</tr>
<tr>
<td>119.18</td>
<td>Ventilation, purging or rendering the atmosphere inert, if practical, to control a hazard of explosion.</td>
</tr>
<tr>
<td>119.19</td>
<td>Entry and work restrictions in presence of oxygen deficient/enriched atmosphere or exposure to atmospheric contaminants above legal limits.</td>
</tr>
<tr>
<td>119.20</td>
<td>Employer to keep all records (assessments, plans, training, entry permits, inspection of emergency equipment, etc.).</td>
</tr>
</tbody>
</table>
LEADING PRACTICES

RULES AND PERSONAL PROTECTIVE EQUIPMENT

CONFINED SPACE ENTRY PROGRAM AND PROCEDURE

Introduction
For years, many jobs have required workers to go into confined spaces. These jobs by their varying nature can be very hazardous. The following program and procedures must be followed whenever someone must enter a confined space.

Program Summary

The purposes of this confined space program are to provide a way to:

- Recognize each confined space to which the program applies;
- Assess the hazards workers might face in each space;
- Develop a plan specific to each space that controls the hazards;
- Provide adequate training in safe work practices and hazard recognition related to confined spaces to any worker who enters a confined space or performs related work.

The program shall be developed and maintained in conjunction with management and the joint health and safety committee.

Definitions

Industrial Regulations 851 – new Confined Space Regulation came into force September 30, 2006 and it defines confined space as:

“Confined space” means a fully or partially enclosed space,
(a) that is not both designed and constructed for continuous human occupancy, and
(b) in which atmospheric hazards may occur because of its construction, location or contents or because of the work that is done in it.

“Atmospheric hazards” means,
(a) the accumulation of flammable, combustible or explosive agents,
(b) an oxygen content in the atmosphere that is less than 19.5 per cent or more than 23 per cent by volume, or
(c) the accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists that could,
   i) result in acute health effects that pose an immediate threat to life, or
   ii) interfere with a person’s ability to escape unaided from a confined space;
“Acceptable atmospheric hazards” means that,
(a) the atmospheric concentration of any explosive or flammable gas or vapour is less than,
  (i) 25 per cent of its lower explosive limit, if paragraph 1 of subsection 119.18 (4) applies,
  (ii) 10 per cent of it lower explosive limit, if paragraph 2 of subsection 119.18 (4) applies,
  (iii) 5 per cent of its lower explosive limit, if paragraph 3 of subsection 119.18 (4) applies,
(b) the oxygen content of the atmosphere is at least 19.5 per cent but not more than 23 per cent by volume, and
(c) the exposure to atmospheric contaminants does not exceed any applicable level set out in a regulation made under the Act and listed in table 1.

“Cold work” means work that is not capable of producing a source of ignition.
“Hot work” means work that is capable of producing a source of ignition.
“Emergency work” means work performed in connection with an unforeseen event that involves an imminent danger to the life, health or safety of any person.
“Purging” means displacing contaminants form a confined space.
“Lead employer” means an employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that are located,
  (a) in the lead employer’s own workplace, or
  (b) in another employer’s workplace.
“Related work” means work that is performed near a confined space in direct support of work inside the confined space.

Listing of Confined Spaces at Boniferro Mill Works

Effective April 1, 2010

Chip/Sawdust Bins
Storm and Sanitary Sewers
Lift Station – lower half
Inside of Boilers – other than visual inspection

If in doubt as to whether or not a location is a confined space always consult with your supervisor before entering.
Requirements

1) Before any worker enters a confined space, the employer must make sure an adequate assessment of the hazards to that space has been carried out. The assessment must be carried out by a person with adequate knowledge, training and experience. The hazard assessment must be recorded in writing, signed dated and given to employer.

2) A hazard control plan must be written setting out duties, procedures and required equipment for that space and must be developed before any worker enters the space. The hazard control plan must cover all aspects of protecting the health and safety of the person or persons entering the confined space including:
   - worker duties related to work inside or near the confined space;
   - if more than one employer is performing work in the same confined space, a co-ordination document from the lead employer regarding the duties of the employers related to that space;
   - required personal protective equipment for the worker entering the space;
   - protection of the worker entering the space from exposure to hazardous substances and contact with electrical energy or moving materials;
   - attendant is assigned and stationed outside or near the confined space to monitor the worker entering the space;
   - required rescue procedures and equipment, including prior training in rescue procedures, first aid, CPR and the use of rescue equipment;
   - adequate means for entering and exiting the confined space;
   - the confined space is secured against unauthorized entry or has been provided with barriers and/or warning signs;
   - a qualified person is appointed to perform atmospheric testing of the confined space before the worker enters the space and while in the space to ensure acceptable levels as required;
   - ventilation and purging of atmospheric hazards, and no worker is permitted to enter a confined space that contains or is likely to contain an airborne combustible dust or mist, or flammable gas or vapour in sufficient concentration to create an explosion or fire hazard.

The Regulation allows for the use of one hazard control plan for two or more confined spaces that are of similar construction and present the same hazards as identified in the hazard assessment.

3) A separate entry permit must be issued each time work is to be done in a confined space. Each entry permit must be issued before the space is entered and it must include:
   - the location of the confined space and the time period for which the entry applies;
   - a description of the work to be done in the space;
   - a description of the hazards and hazard controls;
   - the name of the appointed attendant;
• a list of required equipment for entry and rescue, a verification that the equipment is in good working order;
• results of atmospheric testing;
• if hot work is to be done in the confined space, specific hazard controls;
• a record of each worker’s entries and exits

Before a worker enters the confined space, the entry permit must be reviewed by the supervisor, the worker and the attendant to verify that all necessary hazard controls are in place.

4) Atmospheric testing and personal protective equipment must be outlined in the entry permit and hazard plan and must be followed.

5) Written procedures for rescue and emergency response must be developed for each specific confined space and be ready for immediate use. The rescue procedures will list, identified equipment requirements such as a retrieval system, the location of anchor points for the retrieval system, respiratory equipment, lifelines and safety harnesses, stretcher or basket, first aid kit and flashlights for any possible rescue scenario. Rescue scenarios could include an injury while inside the space, hazardous atmosphere developing, electrocution, heat exhaustion, claustrophobia, becoming struck in the space or engulfment by bulk material. The rescue procedures will include the main steps involved in a rescue:
• survey the scene;
• test the atmosphere;
• assemble the required rescue equipment;
• enter the space;
• administer first aid if needed;
• and remove the worker from the space

All members of the rescue team will be trained in procedures and equipment.

6) Documents pertaining to confined space entry that must be kept include: hazard assessment, hazard control plan, co-ordination document, record of training, entry permit, record of inspection and record of atmospheric testing for the longer of the following periods – one year after creation of the last two.
Rules and Responsibilities

**Employer**

The employer has the overall responsibility of ensuring that the confined space regulation is complied with and the following is done:

- Qualified persons are appointed to identify and classify confined spaces;
- A written confined space program and hazard control plan are developed and implemented;
- A separate entry permit is issued each time work is to be done in a confined space;
- Hazard controls are in place;
- Training is provided to appropriate personnel;
- The confined space plan is reviewed as often as necessary to ensure it remains adequate.

**Supervisor**

- Organizes the entry, notifying appropriate personnel;
- Must be familiar with the hazards, the hazard control plan and entry permit information, and verifies that the requirements of the plan have been met;
- Makes sure the entry permit is filled out and signed as per the confined spaces regulation;
- Ensures the proper equipment including safety equipment for the entry is provided;
- Ensures the attendant and gas tester are properly trained;
- Makes sure the health and safety of workers entering, working in and exiting the space is protected;
- Controls issuance of permits.

**Entrant**

This is a person who is entering the confined space.

- Must be familiar with the hazards, the hazard control plan and the information on the entry permit, and verifies that the requirements of the plan have been met;
- Works in a safe manner according to the hazard control plan and follows any special instructions from the attendant or supervisor;
- Immediately report any problems with safety equipment;
- Evacuates immediately as directed by the attendant or supervisor, if the automatic alarm calls to evacuate or the entrant believes themselves to be in danger.

**Attendant**

A person is required at all confined space entries to monitor and guard the confined space. She/he must remain at the entrance while someone is inside. Their responsibilities include:
Must be familiar with the hazards, the confined space plan and the information on the entry permit, and verifies that the requirements of the plan and permit have been met signing where appropriate;
Remains near the entrance of the confined space or nearby and in the constant communication with the person inside, but does not enter the space at any time;
Controls, observes and tracks those who enter;
Makes sure the entrance(s) is up to standard(s) and is kept unobstructed;
Ensures no permit exceeds 12 hours;
Logs and reports any/all defects or problems, logs atmospheric test results if periodic testing is required;
Termination of work at anytime;
Summons adequate emergency response if required and has adequate communications for that purpose;
Closing and blocking the entry point upon completion and returning permit to the supervisor;
Can supervise up to two (2) entrants and must remain at the entrance while someone is inside;
The attendant should be trained in first aid and artificial respiration or able to contact quickly a person who is trained.

Gas Tester (can also be the attendant, supervisor or trained personnel)

To perform all “pre” entry testing prior to entry and record all results. Must sign and validate test results.

Emergency Response Team
The emergency response team must be trained in rescue procedures, first aid/CPR and the use of required rescue equipment.
Must be familiar with the hazards, the confined space plan and rescue equipment;
Must be notified of any entries;
Must be prepared to respond immediately to a call for rescue and is trained in first aid/CPR;
Must have appropriate means of communicating with the attendant who is monitoring the entry;
At least two (2) rescuers to be available to conduct immediate rescue should an emergency situation occur where a worker needs to be removed from the space.
Where onsite personnel and equipment are not adequate or feasible for rescue/retrieval then a qualified third party may be contracted to perform this work.

Joint Health and Safety Committee
Consults in the development of the confined space program and the hazard control plan and reviews them annually;
Verifies compliance with the program during audits;
Participates in a review of confined space training at least annually or whenever the training is modified.
Reporting to Management

When any evacuation or emergency situation arises relating to confined space work, management must be notified immediately by the supervisor or designate. The supervisor is responsible for completing a written report detailing the nature of the incident, including steps that were taken to rectify the situation and the report will be forwarded to management upon completion.
CONFINED SPACE EMPLOYEE QUESTIONNAIRE

As a review we will ask each employee to complete a questionnaire after relevant training has been completed. This questionnaire will be kept as part of our support documentation for training records.

➢ is to be done in the confined space, specific hazard controls;
INTRODUCTION TO CONFINED SPACES

For years many jobs have required workers to go into confined spaces. These jobs by the varying nature can be very hazardous.

Two thirds of the deaths that occur in confined spaces are a result of not enough oxygen in the space (too much oxygen can be just as deadly) and exposure to hazardous substances. Other causes are engulfment by liquids or free-flowing solid materials such as sawdust and factors that are not unique to confined spaces but often exist in them such as moving parts, heat, noise, vibration, electrical energy, slippery surfaces, ladders and scaffolds.

Among the common confined spaces in forestry operations are the cyclone tubes that remove dust from the air of sawmills and the firebox or water-jacket of boilers that heat the mills. In 1990, a 21 year-old worker died of asphyxiation after entering a bark chute of an Ontario sawmill in an effort to unplug it. In two separate incidents in the U.S., a worker suffocated to death in a sawdust bin after falling into and air pocket and becoming engulfed by sawdust. In board mills, resin tanks holding glue that is used in the plywood manufacturing are periodically entered for cleaning and maintenance and these present many hazards.

According to Ministry of Labour, 60% of people who die in confined space incidents are the persons who were trying to rescue co-workers. In many cases, both the person who got into trouble and his or her potential rescuer are killed. A lack of training and awareness of the hazards of confined spaces is the most common underlying cause of such incidents. Persons enter the space without adequate understanding of the hazards involved and the rescuers who try to save them are similarly unaware and unprepared.

Ministry of Labour has amended their regulations to ensure that workers entering, working in or working near confined spaces are protected. The amended regulation came into effect September 30, 2006. During this training session we will go through the regulations and look at our own confined spaces so that all persons involved in confined spaces are aware and trained.
DEFINITIONS

“Confined space” means a fully or partially enclosed space,
(c) that is not both designed and constructed for continuous human occupancy, and
(d) in which atmospheric hazards may occur because of its construction, location or contents or because of the work that is done in it.

If you have a space that is fully or partially enclosed, the two conditions (a) and (b) above – must both apply before the space can be considered a “confined space”

To determine whether a “space” meets the definition of a confined space consider the following 3 questions:

➢ Is the space fully or partially enclosed?
➢ Is the space NOT both designed and constructed for continuous human occupancy?
➢ Might an atmospheric hazard occur?

To determine if a space is designed and constructed for human occupancy, we must look at the intent and construction of the space – what is the purpose of the space, or in other words, what was it intended for, and to what standards has it been designed and constructed to allow people to occupy it?

“Atmospheric hazards” means,
(d) the accumulation of flammable, combustible or explosive agents,
(e) an oxygen content in the atmosphere that is less than 19.5 per cent or more than 23 per cent by volume, or
(f) the accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists that could,
   i) result in acute health effects that pose an immediate threat to life, or
   ii) interfere with a person’s ability to escape unaided from a confined space;
In the definition of confined space, what is meant by “in which atmospheric hazards may occur?"

The intent of this wording is to ensure that consideration is given to atmospheric hazards that may exist in the space or that may occur due to the following:

- The construction of the space
- The location of the space
- The contents of the space
- The work being done in the space

“Acceptable atmospheric hazards” means that,

(d) the atmospheric concentration of any explosive or flammable gas or vapour is less than,

(iv) 25 per cent of its lower explosive limit, if paragraph 1 of subsection 119.18 (4) applies,

(v) 10 per cent of its lower explosive limit, if paragraph 2 of subsection 119.18 (4) applies,

(vi) 5 per cent of its lower explosive limit, if paragraph 3 of subsection 119.18 (4) applies,

(e) the oxygen content of the atmosphere is at least 19.5 per cent but not more than 23 per cent by volume, and

(f) the exposure to atmospheric contaminants does not exceed any applicable level set out in a regulation made under the Act and listed in table 1.

“Cold work” means work that is not capable of producing a source of ignition.

“Hot work” means work that is capable of producing a source of ignition.

“Emergency work” means work performed in connection with an unforeseen event that involves an imminent danger to the life, health or safety of any person.

“Purging” means displacing contaminants from a confined space.

“Lead employer” means an employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that are located,
(c) in the lead employer’s own workplace, or
(d) in another employer’s workplace.

“Plan” means a plan for one or more confined spaces in a workplace, as
described in section 119.6

“Program” means a program for one or more confined spaces in a
workplace, as described in section 119.4

“Related work” means work that is performed near a confined space in
direct support of work inside the confined space.

“Competent person” means a person who,
(a) is qualified because of knowledge, training and experience to organize
the work and its performance,
(b) is familiar with the Act and the Regulations that apply to the work, and
(c) has knowledge of any potential or actual danger to health and safety in
the workplace

“Escape unaided” means being able to escape without the assistance of respiratory
protection, emergency or other devices, or other persons.

Flow Chart for Dealing with Confined Spaces (Section 119, Regulations for
Industrial Establishments)
BONIFERRO MILL WORKS CONFINED SPACE ENTRY
HAZARD ASSESSMENT
ENTRY PERMIT AND CONTROL PLAN

LOCATION of Confined Space: __________________________

PURPOSE of entry: ________________________________

DATE of entry: ________________________________

TIME of entry: _________ am / pm VALID TILL _________ am pm

NAME of entrant(s): ____________________________

____________________

____________________

NAME of attendant(s): ____________________________

____________________

NAME of supervisor: ____________________________

NAME of gas tester: ____________________________

CONTRACTORS WORKING IN SPACE: YES NO

IF yes, NAME of contractor: ____________________________

List Name of Contractor Employees Entering Space:

____________________

____________________

BEFORE ANY CONFINED SPACE IS ENTERED – THE FOLLOWING MUST BE COMPLETE:

➢ Hazard Assessment

➢ Entry Permit and Atmospheric Testing

➢ Control Plan and Rescue Procedure Review
CONFINED SPACE ENTRY ASSESSMENT / WORKSHEET

1) **Location:**  (Exact name and location of space to be entered – ex. door, top, bottom etc.)

3) **Hazard Identification and Determination:**  (circle ALL that apply)

   a) hazard identification due to design, construction, location or previous contents of space

<table>
<thead>
<tr>
<th>limited access/egress</th>
<th>blocked pathways</th>
<th>ladder/scaffold usage</th>
<th>work at heights</th>
</tr>
</thead>
<tbody>
<tr>
<td>lighting/visibility</td>
<td>noise</td>
<td>moving parts/equipment</td>
<td>doors/openings to be secured</td>
</tr>
<tr>
<td>traffic hazards</td>
<td>pressurized fluids</td>
<td>residual chemicals/materials</td>
<td>limited maneuverability</td>
</tr>
</tbody>
</table>

   b) hazard identification of **work to be performed (tasks) inside** the confined space

<table>
<thead>
<tr>
<th>welding/cutting/grinding (hot work)</th>
<th>solvent cleaning/use</th>
<th>painting</th>
<th>inspection or cold work</th>
</tr>
</thead>
<tbody>
<tr>
<td>mechanical repair</td>
<td>adding/removing chemicals</td>
<td>work with flammable/combustible material</td>
<td></td>
</tr>
<tr>
<td>electrical repair</td>
<td>piping repair/gas/steam</td>
<td>sawdust/cleanup</td>
<td></td>
</tr>
</tbody>
</table>

   c) **hazardous contents, physical, entrapment and engulfment hazards**

   Others: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4) **Hazard Elimination Procedures**
List the materials which require ventilation for dilution or to prevent build-up:

List the hazards which have not been eliminated and require further controls:

List any remaining entrapment or engulfment hazards:

5) **Hazard Control Requirements** (for all entries where the hazard has NOT been eliminated and those with engulfment or entrapment hazards)

Circle those items that apply and are required to control identified hazards.
### Personal Protective Equipment (PPE)

<table>
<thead>
<tr>
<th>Safety glasses/goggles/shield</th>
<th>Ear plugs/muffs</th>
<th>Steel toe foot protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coveralls/flame retardant/disposable</td>
<td>Fall protection/harness/lanyard/lifeline</td>
<td></td>
</tr>
<tr>
<td>Fresh air supply/respirator</td>
<td>Dust mask</td>
<td>Knee pads</td>
</tr>
</tbody>
</table>

### Continuous Mechanical Ventilation/Lighting/Barrier Warnings

Ventilation for entire space or local area (specify area) _________________

Fan or multiple fans (specify number) _____

Troublelight | Floodlight | Flashlight | Backup lighting
---|---|---|---
Warning signs | Cones | Portable rails | Saw horses | Doors secured open

Continuous atmospheric monitoring | Hot work permit | Wet down work area
Remove combustibles | Outside cylinder storage | Flame arresters | Fire blankets

### 6) Pre-entry Activity

**CONFINED SPACE ENTRY PERMIT**

<table>
<thead>
<tr>
<th>Gas Tests</th>
<th>Safe Level Testers Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen</td>
<td>19.5 – 23%</td>
</tr>
<tr>
<td>Carbon Dioxide</td>
<td>0.5%</td>
</tr>
<tr>
<td>Carbon Monoxide</td>
<td>35 PPM</td>
</tr>
<tr>
<td>Hydrogen Sulphide</td>
<td>10 PPM</td>
</tr>
<tr>
<td><strong>Flammable Gas – Hot Work Continuous Monitoring Required</strong></td>
<td><strong>5% LEL</strong></td>
</tr>
<tr>
<td>Flammable Gas – Cold Work</td>
<td>10% LEL</td>
</tr>
<tr>
<td>Flammable Gas – Inspection Work ONLY</td>
<td>25% LEL</td>
</tr>
</tbody>
</table>
ATMOSPHERIC TESTING RESULTS

<table>
<thead>
<tr>
<th>Gas Tests</th>
<th>Safe Level</th>
<th>Testers Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen</td>
<td>19.5 – 23%</td>
<td></td>
</tr>
<tr>
<td>Carbon Dioxide</td>
<td>0.5%</td>
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</tr>
<tr>
<td>Hydrogen Sulphide</td>
<td>10 PPM</td>
<td></td>
</tr>
<tr>
<td>** Flammable Gas – Hot Work</td>
<td>**</td>
<td></td>
</tr>
<tr>
<td>Continuous Monitoring Required</td>
<td>5% LEL</td>
<td></td>
</tr>
<tr>
<td>Flammable Gas – Cold Work</td>
<td>10% LEL</td>
<td></td>
</tr>
<tr>
<td>Flammable Gas – Inspection Work</td>
<td>25% LEL</td>
<td></td>
</tr>
</tbody>
</table>

Time of atmospheric testing: ________________________ Name of Tester: ____________

oxygen deficiency/oxygen enrichment carbon monoxide hydrogen sulfide
combustible/flammable atmosphere natural gas steam water fuel/oil acids/corrosives
solvents hot air/compressed air dust/fumes/mist reactive material temperature extremes
electrical hazards-lines, cables, exposed terminals physical obstacles walking/work surfaces
traffic hazards-pedestrian, mobile equipment fire soft material/free flowing material
falling open manhole moving parts slippery surfaces
Test location in space: _____________________________________________

Instrument/Detector Type: ___________________________ Date of Calibration: ________

Acceptable □ Unacceptable □

If second retest fails – NO entry permitted
ATTENDANT CHECKLIST-EMERGENCY INFORMATION


<table>
<thead>
<tr>
<th>Location on nearest phone</th>
<th>Verbal Signal Rope Visual Radio Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication with entrant determined and tested for proper functioning (must maintain voice contact with entrant in the confined space)</td>
<td>What is emergency evacuation signal?</td>
</tr>
<tr>
<td>Location of nearest emergency door</td>
<td></td>
</tr>
<tr>
<td>Location of nearest stretcher</td>
<td></td>
</tr>
<tr>
<td>Location of nearest fire extinguisher</td>
<td></td>
</tr>
<tr>
<td>Space secured against unauthorized entry or has been provided with barriers and/or warning signs</td>
<td></td>
</tr>
</tbody>
</table>

Attendants Signature:

7) Rescue/Retrieval Worksheet

IN CASE OF EMERGENCY CALL:
Rescue Team Contact: __________________________
Contact Method: __________________________

First Aid Equipment
Cross out any that will NOT apply
Oxygen Ventilator Bandages
Eye Wash Dressings Burn Dressings
Stretcher/Board Blankets Ice Pack

Possible Injuries
Cross out any that will NOT apply
Fractures Sprains Burns
Crush Injuries Punctures Spinal
Eye Injuries Unconsciousness
Respiratory Distress/Arrest Illness
Heat/Cold Stress Mental Distress
Lacerations Electrocution
Fall Injuries

Rescue Assignments – List Personnel Responsible
Retrieval System Set Up - __________________________
Entry Point Control - __________________________
Atmospheric Watch - __________________________
Equipment “Go-for” - __________________________
Retrieval Personnel - __________________________

Contact Method for Retrieval Personnel - □ Verbal □ Radio
□ Phone □ Horn □ Yell □ Signal □ Other

BONIFERRO MILL WORKS
Retrieval System Components

Entry Point Location: ______________________  Entry Point Size: ______________________
Primary Travel Distance: _______________  Vertical & Horizontal Distance: _______________
Retrieval from Outside the Space: Yes  No  Retrieval from Inside the Space: Yes  No

Assisting Devices: Cross out those that are NOT required:
Ladder  Full Body Harness  Fall Arrest System  Ramp/Deflector  Trolley  Basket
Rope Lowering System  Rope Protector  Hoist  Tripod  Slings  Man lift
Crane  Wristlets/Anklets  Fresh Air Supply  Mobile Equipment

Retrieval System Drawing – Sketch how the retrieval and equipment needs to be set up before entry

Notes:
<table>
<thead>
<tr>
<th>Attendant assigned and properly instructed</th>
<th>(print name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified first aid person in immediate area and notified of entry</td>
<td>(print name(s))</td>
</tr>
<tr>
<td>Emergency rescue team advised of entry</td>
<td></td>
</tr>
<tr>
<td>Emergency rescue procedures reviewed</td>
<td></td>
</tr>
<tr>
<td>Atmospheric conditions tested</td>
<td></td>
</tr>
<tr>
<td>Space purged and/or ventilated</td>
<td></td>
</tr>
<tr>
<td>All disconnects, switches, and energy sources locked out</td>
<td></td>
</tr>
<tr>
<td>All valves on any incoming lines closed</td>
<td></td>
</tr>
<tr>
<td>Any hazardous line locked and blanked</td>
<td></td>
</tr>
<tr>
<td>Doors/openings secured open</td>
<td></td>
</tr>
<tr>
<td>Entry procedure/control plan reviewed</td>
<td></td>
</tr>
<tr>
<td>Surrounding area checked for possible hazardous conditions</td>
<td></td>
</tr>
<tr>
<td>All valves on any incoming lines closed</td>
<td></td>
</tr>
<tr>
<td>Any hazardous line locked and blanked</td>
<td></td>
</tr>
<tr>
<td>Doors/openings secured open</td>
<td></td>
</tr>
<tr>
<td>Entry procedure/control plan reviewed</td>
<td></td>
</tr>
<tr>
<td>Surrounding area checked for possible hazardous conditions</td>
<td></td>
</tr>
<tr>
<td>Employees in immediate area alerted</td>
<td></td>
</tr>
<tr>
<td>All rescue equipment in place</td>
<td></td>
</tr>
</tbody>
</table>
ENTRANT INFORMATION - I have reviewed the entry permit and control plan. I understand what is required of me and will follow all safety precautions.

<table>
<thead>
<tr>
<th>No</th>
<th>Name –Print</th>
<th>Signature</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Supervisor’s Permit Approval – The confined space has been tested and is safe for entry. I certify that all necessary precautions have been taken to ensure the confined space is safe for entry and the fulfillment of the prescribed work during the specified time.

Name: _______________ Signature: _______________ Date: _______________ Time: _______________

Post -work Requirements | YES | NO | N/A | Comments
---|-----|----|-----|-------
Hot work – fire watch assigned |    |    |     |       
Tools and equipment removed from space |    |    |     |       
Doors/openings closed |    |    |     |       
Lockout/blanked lines re-opened |    |    |     |       
Valves re-opened |    |    |     |       
Rescue team advised of entry permit termination |    |    |     |       

COMPLETION OF WORK

The task is finished, clean-up is complete, worker(s) is/are safely out of the space, and regular operations can now commence.

Signature(supervisor): _______________ Date: _______________ Time: _______________
BONIFERRO MILL WORKS Summary of Potential Hazards in Confined Spaces

Space or area to be entered: _____________________ Location: _____________________

<table>
<thead>
<tr>
<th>Category</th>
<th>Hazards</th>
<th>Potential</th>
<th>Possible</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Atmosphere</strong></td>
<td>Oxygen deficiency</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oxygen enrichment</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explosive atmosphere</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Toxic atmosphere</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hazardous dusts, fumes, vapour, gases</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Odours</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supply lines</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stored energy (pneumatic, kinetic, electrical, mechanical)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vibration</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemical exposure</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Temperature (hot, cold, radiation)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access closure</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hot work (welding, grinding, cutting)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Limited space</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not designed and constructed for continuous human occupancy</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partially or fully enclosed space</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power failure</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engulfment (liquids, solids)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poor lighting</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mechanical equipment (mixers, conveyors, etc.)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physical</strong></td>
<td>Noise</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Distance</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall from height</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pinch points</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Struck by</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Surfaces (slippery, sharp)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Heavy lifting</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emergency removal of worker</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fear of enclosed spaces</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


## CONFINED SPACE COORDINATION DOCUMENT

<table>
<thead>
<tr>
<th>Location of space:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of equipment or space to be entered:</td>
<td></td>
</tr>
</tbody>
</table>

**Responsibilities of Lead Employer:**
- Shall prepare the coordination document
- Shall outline in the coordination document who will be responsible for:
  - confined space program
  - hazard assessment
  - written plan
  - plan-specific training
  - entry permits
  - written on-site rescue procedures and equipment
  - isolation of energy and control of materials movement
  - attendant(s) assigned
  - adequate means of entering and exiting
  - protection against unauthorized entry
  - atmospheric testing
  - control of explosive and flammable substances
  - ventilation and purging of

<table>
<thead>
<tr>
<th>Lead Employer</th>
<th>Employer #1</th>
<th>Employer #2</th>
<th>Employer #3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Responsibility of all Employers: (additional required duties besides those listed above)
- Shall provide general confined space training to workers.
- Shall provide adequate personal protective equipment relevant to the specific plan and ensure adequate training on use and care.
- Shall maintain and have available on site all required records.

### Has a copy of Confined Space Program been given to all other employers (contractors) and the JHSC? If an employer does not have a JHSC or H&S Rep, a copy of hazard assessment must be given to each worker.
- YES
- NO

### Has a copy of the hazard assessment for the relevant confined space been given to all other employers (contractors) and the JHSC? If an employer does not have a JHSC or H&S Rep, a copy of hazard assessment must be given to each worker.
- YES
- NO

### Have all workers received a copy of the hazard control plan and received plan-specific training?
- YES
- NO

### If lockout/tag-out is to be performed, have all workers received general and specific lockout/tag-out training?
- YES
- NO

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE (MM/DD/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Employer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer #1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer #2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer #3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 12B: BULK MATERIAL STORAGE STRUCTURES PROGRAM

STANDARD

All storage or containment structures for bulk materials (such as silos, bins and hoppers) that represent a hazard when being entered, are to be identified, assessed for hazards and entered only when appropriate procedures are carried out.

LEGISLATION

In many mills, wood products are stored or contained as bulk materials in structures such as silos, bins or hoppers that do not meet the definition of a confined space. These structures have particular hazards associated with them and the requirements for entering them are found in Section 50 of the Regulations for Industrial Establishments.

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>A silo, bin, hopper, structure or thing used for storing or containing bulk material is to be entered only when the supply of material to it is stopped, when the worker entering it is wearing a safety harness attached to a rope or lifeline, and at least one other worker equipped with a suitable alarm and capable of giving necessary help is keeping watch nearby.</td>
</tr>
</tbody>
</table>

LEADING PRACTICES

1. Many mills in the forestry industry have structures in which bulk materials (such as sawdust, wood chips, bark, etc.) are stored or contained. These structures are often in the form of silos, bins or hoppers. Due to the shape of the structures and the nature of the bulk materials contained in them, there may be serious risk to workers entering these structures.

2. A major concern with entering such a structure, for example, is the hazard of entrapment. Often bulk materials get hung up in these structures as the materials “bridge” over. A worker entering the bottom of a sawdust silo, for example, could be smothered should bridged material suddenly let go.

3. A similar hazard is the possibility of being covered with new material while inside the structure. It is therefore critical that supply lines be locked out before entry. Some hoppers or silos may have conveyors at the bottom of the structure to remove stored material. To ensure that a worker does not become entangled in this equipment, it is vital that it be locked out before entry. Some containment structures may have devices (such as agitators or vibrators) which must also be locked out. There may also be a hazard of falling within the structure. In such a case, fall protection is required. It is recommended that once all the structures have been identified and assessed for hazards, they be summarized on a form such as the one shown in Appendix A.

4. Once the structures have been identified and assessed for hazards, it is highly recommended that specific procedures to ensure control of the hazards be developed for each structure. These procedures can be outlined in a step-by-step manner using a form such as the one shown in Appendix B.

5. In spite of all precautions, emergencies may arise while a worker is in a structure. It is critical that appropriate emergency procedures be established before a worker enters the structure. These procedures may involve the use of specialized extraction equipment (such as retrieval tripods, man lifts, stretchers, safety harnesses, lifelines, etc.) and responders with specific training. It is very important that the necessary equipment, procedures and personnel be in place before the structure is entered.

6. It is important that anyone entering these structures is aware of the hazards, follows proper procedures and complies with the requirements of Section 50 of the Regulations for Industrial Establishments noted
As indicated, a worker entering the structure is to be wearing a safety harness attached to a rope or lifeline while another worker is keeping watch nearby who has a suitable alarm (for summoning help) and is capable of providing assistance.

7. It is also recommended that these entry and emergency procedures be posted at each access point to the structures. These procedures should be reviewed on a regular basis to ensure that they remain valid. Training records to verify that appropriate people have been trained on entry and emergency procedures should be maintained and updated when required.

8. Many mills in the forestry industry have structures in which bulk materials (such as sawdust, wood chips, bark, etc.) are stored or contained. These structures are often in the form of silos, bins or hoppers. Due to the shape of the structures and the nature of the bulk materials contained in them, there may be serious risk to workers entering these structures.

9. A major concern with entering such a structure, for example, is the hazard of entrapment. Often bulk materials get hung up in these structures as the materials “bridge” over. A worker entering the bottom of a sawdust silo, for example, could be smothered should bridged material suddenly let go.

10. A similar hazard is the possibility of being covered with new material while inside the structure. It is therefore critical that supply lines be locked out before entry. Some hoppers or silos may have conveyors at the bottom of the structure to remove stored material. To ensure that a worker does not become entangled in this equipment, it is vital that it be locked out before entry. Some containment structures may have devices (such as agitators or vibrators) which must also be locked out. There may also be a hazard of falling within the structure. In such a case, fall protection is required. It is recommended that once all the structures have been identified and assessed for hazards, they be summarized on a form such as the one shown in Appendix A.

11. Once the structures have been identified and assessed for hazards, it is highly recommended that specific procedures to ensure control of the hazards be developed for each structure.

12. In spite of all precautions, emergencies may arise while a worker is in a structure. It is critical that appropriate emergency procedures be established before a worker enters the structure. These procedures may involve the use of specialized extraction equipment (such as retrieval tripods, man lifts, stretchers, safety harnesses, lifelines, etc.) and responders with specific training. It is very important that the necessary equipment, procedures and personnel be in place before the structure is entered.
SECTION 12C: RESTRICTED AREAS PROGRAM

STANDARD
All restricted areas that pose a hazard to workers are to be identified, assessed for hazards and entered only when appropriate procedures are carried out.

LEGISLATION
In many mills, there are areas where, due to the nature of hazards present, access should be restricted to qualified workers. These are areas where the hazards may be electrical, physical or chemical in nature but do not meet the definition of a confined space or a bulk storage structure. Although there may not be specific regulations that apply to these areas, under the Clause 25(2)(h) of Occupational Health and Safety Act (OH&S Act) an employer is to “take every precaution reasonable in the circumstances for the protection of a worker.” It is a reasonable precaution to ensure that only authorized workers enter these restricted areas and only when proper procedures are followed.

Restricted Areas at Boniferro Mill Works

Boiler House- Tunnel and Stair Area to Old Boiler Feeder

Dry Kilns

Chip Bins

Blower Pipes

Cyclones

Storms Sewers
### Summary of Restricted Areas and Confined Spaces

<table>
<thead>
<tr>
<th>Confined Space Review</th>
<th>Area</th>
<th>Entry</th>
<th>Hazards</th>
<th>Notes, Remedies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pit at chipper in basement</td>
<td>Sawmill</td>
<td>Top</td>
<td>Removal of floor panels eliminate hazards?</td>
<td>No longer confined space under regulation Sept. 2006. Verbal procedures in place for accessing and working in area. Look into complete written safe work practice for this area and making a restricted area. Only cleanup, chipper operator, and mice now access this area.</td>
</tr>
<tr>
<td>2. Chip Bins</td>
<td>Sawmill</td>
<td>Bottom</td>
<td>Atmospheric hazards, wood dust/particles, decomposition/mold, hot work creates additional hazards</td>
<td>Confined space – follow procedures.</td>
</tr>
<tr>
<td>4. Cyclone</td>
<td>Sawmill</td>
<td>No access/no inspection door. Only spot would be to remove top of cyclone</td>
<td>No entry into cyclones allowed any where on property</td>
<td>No longer a confined space under changes to regulation Sept. 2006. No entry to cyclones allowed. Work must be performed from outside.</td>
</tr>
<tr>
<td>5. Tunnel Boiler House to Sawmill Basement</td>
<td>Sawmill/Boiler House</td>
<td>Boiler house lower level &amp; sawmill basement</td>
<td>Limited access/egress if sawmill wall not opened up as this entrance is blocked off in sawmill, electrical, piping?</td>
<td>No longer confined space under changes to regulation Sept. 2006. Area is designed for human occupancy. Access from boiler house already restricted by authorization needed to enter boiler house but see about sawmill entrance.</td>
</tr>
<tr>
<td>6. Storm Sewers</td>
<td>Plant Wide/Yard</td>
<td>Top</td>
<td>access/egress, ladder usage, no lighting, traffic hazards, doors/openings to be secured, limited maneuverability, possible sewer gases, possible oxygen deficiency, walking/working surfaces,</td>
<td>Confined space – follow procedures</td>
</tr>
</tbody>
</table>
LEADING PRACTICES

1. Many mills in the forestry industry have designated areas where, due to the nature of the hazards present, access should be limited to qualified personnel. As some of these areas may not meet the definition of a confined space or bulk storage structure, there is no specific regulation pertaining to their entry. Examples of these areas include dry kilns, service pits in garages, pits under equipment such as planers, “basement” areas of mills where hazards include lumber falling from above and electrical rooms such as motor control centres. While it may not be feasible to provide guards for each of these areas, they should be delineated or defined (with the use of chains, ropes, barricades, painted lines, signs or some other means) so that they are clearly identified. Where barricades are used to prevent direct access to moving equipment, they should meet appropriate CSA standards and be accompanied by proper signage. Entry into these restricted (barricaded) areas may be necessary in certain conditions to perform troubleshooting and/or ‘inching and jogging’ on live and unguarded equipment. This program must address these hazards and include the application of lockout, guarding, and other procedures to ensure the safety of worker(s) who enter these restricted areas.
## ENTRY PROCEDURES FOR RESTRICTED AREA
### PIT AT CHIPPER IN SAWMILL

<table>
<thead>
<tr>
<th>Restricted Area:</th>
<th>Area beneath floor of chipper in sawmill basement. Removable floor panels to access area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazards:</td>
<td>Electrical, Moving parts (screw), Limited maneuverability</td>
</tr>
</tbody>
</table>
| Equipment to be locked out: | Chipper, Biomass feeder, Biomass screw, Biomass blower  
Dependent upon the task, all equipment, motors, conveyor/transfer systems, infeed and outfeed of work areas. Follow lockout procedures for chipper system and related equipment. |
| PPE required:    | Personal safety locks, Steel toe footwear, Hand protection, Dust mask, Hard hat          |
| Emergency equipment required and inspected: | Stretcher, first aid supplies, eye wash, fire extinguisher/fire hose need to be accessible |
| Entry Procedures: | 1. Notify Supervisor of entry and expected time frame to complete work. Maintain radio contact with supervisor or designate outside of pit.  
2. Shut down equipment – stop moving elements.  
3. Lockout equipment.  
4. Assemble work tools and PPE required.  
5. Open and remove floor panels. Ensure floor panels cannot fall into pit on workers.  
6. Commence work.  
7. If hot work required, follow procedures and complete hot work permit. It is recommended that atmospheric monitor be worn if welding in pit and additional PPE. Ensure proper fire watch is assigned.  
8. Upon completion – remove equipment, locks etc. and notify supervisor when work complete. |

Author: Boniferro Mill Works
Verified: ____________________
Date: **November 9, 2007**
## ENTRY PROCEDURES FOR RESTRICTED AREA
### UPPER HALF OF LIFT STATION

<table>
<thead>
<tr>
<th>Restricted Area:</th>
<th>Upper half of Lift Station located behind stacker along roadway.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazards:</td>
<td>Limited access/egress, limited maneuverability, Ladder usage, Traffic hazards, Electrical</td>
</tr>
<tr>
<td>Equipment to be locked out:</td>
<td>Lift station motors. Follow lockout procedure.</td>
</tr>
<tr>
<td>Emergency equipment required:</td>
<td>Stretcher, first aid supplies accessible.</td>
</tr>
</tbody>
</table>

### Entry Procedures:
1. Only qualified and trained personnel are allowed to enter the lift station.
2. The location of lift station creates a traffic hazard as it is along the roadway. Ensure appropriate control measures are in place to protect workers. Consider blocking/barricading around the lift station or placing work cones to identify work area.
3. Notify supervisor of entry and expected time frame to complete work.
4. Ensure the cover/lid is secured open for duration of work inside lift station.
5. Use three point contact when climbing ladder.
6. Check to see that access manhole is properly closed and sealed. If seal is broken – atmospheric hazard could be present and lift station will have to be treated as a confined space. Do not open the access manhole for any reason. Confined space procedures must be followed.
7. Follow lockout procedures before commencing work.
8. When work complete, remove tools, locks, close cover/lid and barriers etc.
9. Notify supervisor when work complete.
### ENTRY PROCEDURES FOR RESTRICTED AREA

**UPPER HALF OF DRY KILNS**

<table>
<thead>
<tr>
<th>Restricted Area:</th>
<th>Upper Half of Dry Kilns (1 through 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hazards:</strong></td>
<td>Electrical, limited lighting</td>
</tr>
<tr>
<td></td>
<td>Steam, temperature extremes</td>
</tr>
<tr>
<td></td>
<td>Limited access and egress, heights, ladder usage</td>
</tr>
<tr>
<td></td>
<td>Sprinkler system, moving parts (fans)</td>
</tr>
<tr>
<td><strong>Equipment to be locked out:</strong></td>
<td>Kiln #1 through #6. Follow lockout procedures for specific kiln to be worked on. Ensure moving elements (fans) have come to a complete stop before working on or around them. NOTE: # 3, 4 and 6 kilns have north and south motors for fans. If working in the kiln, both disconnects (fans) should be locked.</td>
</tr>
<tr>
<td><strong>PPE required:</strong></td>
<td>Personal safety locks</td>
</tr>
<tr>
<td></td>
<td>Steel toe footwear</td>
</tr>
<tr>
<td></td>
<td>Full body harness</td>
</tr>
<tr>
<td></td>
<td>Hard hat</td>
</tr>
<tr>
<td><strong>Emergency equipment required and inspected:</strong></td>
<td>Lifeline, stretcher, first aid supplies for burns (if steam on), rescue basket, mobile equipment</td>
</tr>
</tbody>
</table>

**Entry Procedures:**

1. Notify Supervisor of entry and expected time frame to complete work. Maintain radio contact with supervisor.
2. Stop equipment – shut down moving elements (fans).
3. Lockout equipment.
4. Assemble work tools and PPE required.
5. Position ladder and tie the top to supports. Where ladder cannot be tied off at the top, station a person at the foot to prevent it from slipping. This method is effective up to 5m (16’). Erect ladder so that it extends 1m (3’) above landing platform and so that the horizontal distance between the feet and top support is ¼ of the working length. The ladder will be leaning at a 75° angle from the ground.
6. Tie off to support and commence work. Set up appropriate lighting etc.
7. If hot work required, follow procedures and complete hot work permit. It is recommended that atmospheric monitor be worn if welding in kilns and additional PPE. Ensure proper fire watch is assigned.
8. If working in kilns while steam is on – take care to wear protective gloves/clothing and monitor temperature.
9. Consider heat stress exposure if steam on or kiln heated. Work in extreme temperatures should be limited with breaks and cool off periods. Maintain contact with supervisor.
10. Remove equipment, locks etc. and notify supervisor when work complete.
SAWMILL ENTRY PROCEDURES FOR RESTRICTED AREA
#3 SAW – ENTRANCE TO THE CHIPPER & #3 SAW STARTUP

<table>
<thead>
<tr>
<th>Restricted Area:</th>
<th>Gated area along side and underneath # 3 saw and chipper system starting at door to electrical shop.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazards:</td>
<td>Electrical Moving parts, conveyor systems, Saws, Overhead hazards, Falling debris, Noise exposure</td>
</tr>
<tr>
<td>Equipment to be locked out:</td>
<td>Depending upon the task, all equipment, motors, conveyor systems, infeed and outfeed of work areas. Follow lockout procedures for #3 saw and related equipment.</td>
</tr>
<tr>
<td>PPE required:</td>
<td>Personal safety locks, Steel toe footwear, Hard hat, Dust mask, Hearing protection, Hand protection</td>
</tr>
<tr>
<td>Emergency equipment required and inspected:</td>
<td>Stretcher, first aid supplies and eye wash station accessible.</td>
</tr>
</tbody>
</table>

**Entry Procedures for Chipper Area:**

1. Entrant must contact/signal #3 Sawyer before entering the chipper area.
2. Entrant must wait for equipment to come to a full stop before proceeding.
3. Lockout equipment following procedures as required for the task.
5. Once work is complete, remove tools and lockout.
6. Upon completion of work, the entrant contacting/signaling #3 Sawyer must ensure ALL persons are clear of the area before equipment start up.
7. Once area is clear, entrant will contact/signal #3 Sawyer to restart equipment and leave area.

**Entry Procedures for #3 Saw Start Up:**

1. #3 Sawyer to ask Mill Helper to start the left saw as operator cannot cross rollers.
2. Always use proper walkways and never walk across rollers or around saws when running.

**Clean up in and around Morbark #3 chipper area and #3 saw guarded areas:**

1. Clean up person(s) are required to take lunch break at 11:30am and other breaks at 9:10 am and 1:40 pm to accommodate work in restricted areas that must be completed when the mill is down.
2. Lockout procedures must be followed while clean up is in progress.
3. Operator must ensure clean up person(s) are safely out of restricted area prior to equipment start up.
SECTION 13: planned workplace inspection program

STANDARD

Regular inspections of the workplace are to be carried out by qualified inspectors and substandard items identified during the inspections are to be prioritized and acted upon in a timely manner.

LEGISLATION

Sections of the Occupational Health and Safety Act (OH&S Act) that pertain to workplace inspections include the following:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>8(6),(7) or 9(26),(27)</td>
<td>Health and safety representative (H&amp;S Rep) or worker member of joint health and safety committee (JHSC) to inspect the physical condition of the workplace at least once a month. If monthly inspections are not practical, the entire workplace to be inspected at least once a year with a part of the workplace inspected each month.</td>
</tr>
<tr>
<td>8(8) or 9(28)</td>
<td>Inspection to be conducted on a schedule agreed to by the employer and H&amp;S Rep or worker member of JHSC.</td>
</tr>
<tr>
<td>8(9) or 9(29)</td>
<td>Employer to provide H&amp;S Rep or worker member of JHSC with information and assistance required to carry out an inspection.</td>
</tr>
<tr>
<td>8(15) or 9(34),(35)</td>
<td>H&amp;S Rep or worker member of JHSC entitled to take necessary time off work to carry out inspection, and time is deemed to be work time.</td>
</tr>
<tr>
<td>25(2)(e)</td>
<td>Employer to assist and cooperate with H&amp;S Rep or JHSC in carrying any of their functions.</td>
</tr>
</tbody>
</table>
LEADING PRACTICES

1. Conducting regular inspections of the workplace is a key step in maintaining an effective health and safety program. The primary purpose of workplace inspections is to identify substandard acts and conditions within the workplace that, if left uncorrected, could result in personal injury or damage to buildings, materials, equipment or the environment. It is important that the persons doing the inspection have been properly trained to identify these substandard issues. Once identified, it is imperative that these issues are corrected before an incident occurs.

2. To ensure that inspections are carried out on a regular basis, it is recommended that a schedule of workplace inspections be established at the beginning of each year and that the dates be marked on a calendar dedicated to health and safety issues. Many companies find that it is best to conduct the inspections on the same day each month. If there is a JHSC at the workplace, committee meetings should be scheduled to follow workplace inspections so that the issues identified during the inspection can be discussed at the meeting.

3. While conducting workplace inspections, it is recommended that substandard issues be classified using the “ABC” hazard system where:
   - A Class “A” hazard is a condition or practice likely to cause permanent disability, loss of life or body part and/or extensive loss of structure, equipment or material. It must be controlled immediately.
   - A Class “B” hazard is a condition or practice likely to cause serious injury or illness resulting in temporary disability or property damage that is disruptive but not extensive. It must be controlled as soon as possible.
   - A Class “C” hazard is likely to cause a minor, non-disabling injury or illness, or non-disruptive property damage. It must be controlled as soon as practical.

4. It is also recommended that a selected number of workers be consulted during the inspection to determine if they have any health and safety concerns or issues. This helps the workers be aware of management’s concern for their well-being.
BONIFERRO MILL WORKS ULC
Monthly Workplace Inspection

Date of Inspection: 

Inspected By: 

<table>
<thead>
<tr>
<th>G= Good</th>
<th>P= Poor</th>
<th>N/A= Not</th>
</tr>
</thead>
</table>

**General Workplace**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Floors (walking &amp; working surfaces)</td>
<td>G P N/A</td>
</tr>
<tr>
<td>2. Aisles &amp; passageways</td>
<td>G P N/A</td>
</tr>
<tr>
<td>3. Ladders</td>
<td>G P N/A</td>
</tr>
<tr>
<td>4. Stairs</td>
<td>G P N/A</td>
</tr>
<tr>
<td>5. Exits/Egress - 3'</td>
<td>G P N/A</td>
</tr>
<tr>
<td>6. Roadways</td>
<td>G P N/A</td>
</tr>
<tr>
<td>7. Ventilation</td>
<td>G P N/A</td>
</tr>
</tbody>
</table>

**Facilities**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lighting</td>
<td>G P N/A</td>
</tr>
<tr>
<td>2. Environmental over all</td>
<td>G P N/A</td>
</tr>
<tr>
<td>3. Ergonomics</td>
<td>G P N/A</td>
</tr>
<tr>
<td>4. Housekeeping</td>
<td>G P N/A</td>
</tr>
</tbody>
</table>

**Materials**

<table>
<thead>
<tr>
<th>Material</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stacking &amp; storage</td>
<td>G P N/A</td>
</tr>
<tr>
<td>2. Chemicals and fuels</td>
<td>G P N/A</td>
</tr>
<tr>
<td>3. Compressed gases</td>
<td>G P N/A</td>
</tr>
<tr>
<td>4. Compressed air hoses</td>
<td>G P N/A</td>
</tr>
<tr>
<td>5. Waste disposal</td>
<td>G P N/A</td>
</tr>
</tbody>
</table>

**Equipment**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hand &amp; portable tools put away</td>
<td>G P N/A</td>
</tr>
<tr>
<td>2. Machine tools &amp; guarding</td>
<td>G P N/A</td>
</tr>
<tr>
<td>3 Conveyor belts</td>
<td>G P N/A</td>
</tr>
</tbody>
</table>

**Hazard Controls**

<table>
<thead>
<tr>
<th>Control</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lockout systems &amp; procedures</td>
<td>G P N/A</td>
</tr>
<tr>
<td>2. Warning signs</td>
<td>G P N/A</td>
</tr>
<tr>
<td>3. Materials labeling - WHMIS</td>
<td>G P N/A</td>
</tr>
<tr>
<td>4. Warning systems - fire protection</td>
<td>G P N/A</td>
</tr>
</tbody>
</table>

**Emergency Systems**

<table>
<thead>
<tr>
<th>System</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Emergency instructions</td>
<td>G P N/A</td>
</tr>
<tr>
<td>2. Fire protection - extinguishers</td>
<td>G P N/A</td>
</tr>
<tr>
<td>3. Eye wash stations</td>
<td>G P N/A</td>
</tr>
<tr>
<td>4. First aid kits</td>
<td>G P N/A</td>
</tr>
<tr>
<td>5. Spill kits</td>
<td>G P N/A</td>
</tr>
</tbody>
</table>

**PPE Observed**

<table>
<thead>
<tr>
<th>PPE Observed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Head protection</td>
<td>G P N/A</td>
</tr>
<tr>
<td>2. Foot protection</td>
<td>G P N/A</td>
</tr>
<tr>
<td>3. Ear protection</td>
<td>G P N/A</td>
</tr>
<tr>
<td>4. Eye protection</td>
<td>G P N/A</td>
</tr>
<tr>
<td>5. Hand protection</td>
<td>G P N/A</td>
</tr>
</tbody>
</table>
### SECTION 13 – PLANNED WORKPLACE INSPECTION PROGRAM

#### 6. Respiratory protection

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>G</th>
<th>P</th>
<th>N/A</th>
</tr>
</thead>
</table>

#### H. Legislated signage

| Occupational Health and Safety Extracts | G | P | N/A |
| Green Book | G | P | N/A |
| Form 82 WSIB In all cases of injury | G | P | N/A |
| First Aid Reg (Form 1101)-pamphlet | G | P | N/A |
| Company Policy | G | N/A | |
| Minutes of JHSC meetinsfs | G | P | N/A |
| Copies of Dept. Monthly Inspections | G | P | N/A |
| Names of JHSC members | G | P | N/A |
| First Aid Certifications(at first aid stations) | G | P | N/A |
| Emergency Phone Numbers | G | P | N/A |
| Fall Protection Signs(where required) | G | P | N/A |
| Confined Space(where required) | G | P | N/A |

#### I. Specific Environmental Issues

| Unlabelled containers | G | P | N/A |
| machinery dripping | G | P | N/A |
| Disposal issues ie Florescents | G | P | N/A |
| Batteries, Metal | G | N/A | |
| Spill Berms Empty | G | P | N/A |
| Tires | G | P | N/A |
| Garbage | G | P | N/A |
| Spill Kits in Basement | G | P | N/A |
| Proper storage of Flammables | G | P | N/A |
| Parking Lot | G | P | N/A |
| Rail yard | G | P | N/A |
SECTION 14: INDUSTRIAL HYGIENE ASSESSMENT AND MONITORING PROGRAM

STANDARD

Biological, chemical and physical agents in the workplace are to be identified, assessed and controlled to reduce worker exposure to acceptable limits.

LEGISLATION

Industrial hygiene requirements are contained in the following sections of the Occupational Health and Safety Act (OH&S Act), Regulations for Industrial Establishments (RIE), and Regulations for the Control of Exposure to Biological or Chemical Agents (Regulation 833).

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH&amp;S Act 1</td>
<td>“Hazardous material” means a biological or chemical agent named or described in the regulations as a hazardous material. “Hazardous physical agent” means a physical agent named or described in the regulation as a hazardous physical agent.</td>
</tr>
<tr>
<td>OH&amp;S Act 26</td>
<td>Employer to keep and maintain records of handling, storage and disposal of biological and chemical agents, make a record of exposure to such agents available to the affected worker, and other duties as prescribed.</td>
</tr>
<tr>
<td>RIE 124</td>
<td>Where a worker is exposed to a potential hazard of injury to the eye due to contact with a biological or chemical substance, an eyewash fountain to be provided.</td>
</tr>
<tr>
<td>RIE 125</td>
<td>Where a worker is exposed to potential hazard of injury to the skin due to contact with a substance, a quick-acting deluge shower to be provided.</td>
</tr>
<tr>
<td>RIE 126</td>
<td>Removal of material to be done in such a way as not to cause a hazard.</td>
</tr>
<tr>
<td>RIE 127,128 (1)(2)(3), 138(1)(2)</td>
<td>Industrial establishment to be adequately ventilated by either natural or mechanical means such that the atmosphere does not endanger the health or safety of workers.</td>
</tr>
<tr>
<td>RIE 129(1)(2)</td>
<td>Enclosed workplace to be at a temperature as prescribed.</td>
</tr>
<tr>
<td>RIE 130(a)(b)(c)</td>
<td>A worker who may be exposed to a biological, chemical or physical agent that may endanger the worker’s safety or health to be trained in the precautions and procedures to be followed in handling, use, and storage of the agent, in the proper use and care of required PPE, and in the proper use of emergency measures and procedures.</td>
</tr>
<tr>
<td>RIE 131</td>
<td>No food, drink or tobacco to be taken into, left or consumed in any room, area or place where any substance that is poisonous by ingestion is exposed.</td>
</tr>
<tr>
<td>RIE 132(1)(2)</td>
<td>Potable water to be provided.</td>
</tr>
<tr>
<td>Section</td>
<td>Summary</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>RIE 133(1)(2)</td>
<td>Except for emergency facilities, hot and cold water to be provided at each shower as prescribed.</td>
</tr>
<tr>
<td>RIE 134(a)(b)</td>
<td>Where workers are exposed to a substance that is poisonous by ingestion and can contaminate the skin, shower rooms and individual lockers for street and work clothes to be provided.</td>
</tr>
<tr>
<td>RIE 136</td>
<td>A place suitable for eating purposes to be provided where thirty-five or more workers are employed; or where there is any room, area, or place in which there is exposure to a substance that is poisonous by ingestion.</td>
</tr>
<tr>
<td>RIE 137</td>
<td>Protective clothing or other protective device that has been worn next to the skin to be cleaned and disinfected prior to being worn by another worker.</td>
</tr>
<tr>
<td>RIE 139 (1-10)</td>
<td>Where a worker is exposed to sound level of 85 decibels or greater, measures to be taken to reduce sound level below 85 decibels. Hearing protection is required where levels are exceeded. Clearly visible signs to be posted at every approach where the levels exceed 85 decibels.</td>
</tr>
</tbody>
</table>
If an assessment of biological and chemical agents reveals any of the following designated substances, the employer is subject to the requirements of one or more of the following Designated Substances Regulations under the Occupational Health and Safety Act:

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Substance</th>
</tr>
</thead>
<tbody>
<tr>
<td>835</td>
<td>Acrylonitrile</td>
</tr>
<tr>
<td>836</td>
<td>Arsenic</td>
</tr>
<tr>
<td>837</td>
<td>Asbestos</td>
</tr>
<tr>
<td>38</td>
<td>Asbestos on construction projects and in building and repair operations</td>
</tr>
<tr>
<td>839</td>
<td>Benzene</td>
</tr>
<tr>
<td>840</td>
<td>Coke oven emissions</td>
</tr>
<tr>
<td>841</td>
<td>Ethylene oxide</td>
</tr>
<tr>
<td>842</td>
<td>Isocyanates</td>
</tr>
<tr>
<td>843</td>
<td>Lead</td>
</tr>
<tr>
<td>844</td>
<td>Mercury</td>
</tr>
<tr>
<td>845</td>
<td>Silica</td>
</tr>
<tr>
<td>846</td>
<td>Vinyl chloride</td>
</tr>
</tbody>
</table>

1. There are three general categories for health hazards control:
   - **At the source**: utilizing engineering controls for the removal or reduction of hazards through engineering design which may isolate the worker from the hazard. Hazardous materials may also be eliminated from the workplace entirely if they are no longer required or they may be substituted with less hazardous products.
   - **Along the path**: typically employing ventilation systems to reduce exposure levels or by using administrative controls to reduce worker exposure by reducing work time, job rotation, safe work practices and proper training
   - **At the worker**: having workers wear the appropriate personal protective equipment (PPE)
Health Hazard Identification
The manager ensures that appropriate studies are done to identify and measure dangerous chemicals, noise levels, improper lighting, vibrations, and biological hazards.

These may be accomplished by requesting studies from safety organizations or by trained people at our location.

The joint health and safety committee helps to identify health hazards through inspections.

Health Hazard Control

Proper handling and storage will be communicated by the supervisor to employees.

The supervisor, makes sure that hazardous materials are labeled and handled correctly and that all alarm and control systems are operational.

The supervisor does not let any new material come into the department without having first taken all precautions recommended and makes sure that all workers use the required equipment in all circumstances.

The employee follows the instructions and procedures established regarding the handling of hazardous materials and execution of tasks.

Purchasing
Strict controls are placed on all the materials used and introduced into the workplace according to established standards.

Information, Training Education
The joint health and safety committee ensures that literature on specific health problems relevant to this plant is easily accessible to all workers.

During the new employee’s orientation to the department, the supervisor informs the employee of potential health hazards and teaches the procedures to follow, along with reviewing the safe work practices.

Health and Safety Monitoring
Manager
Approves the monitoring program and ensures that it is implemented.

Supervisor
Takes part in the monitoring program and informs the joint health and safety committee of any area requiring monitoring.

Administration
Sets up monitoring program to measure exposures (noise level testing), and ensures that health hazards have been contained within legally acceptable limits.
Maintains records for all cases recorded.

Assists in identifying and evaluating the features of work sites, the work carried out as well as in identifying contaminants and hazardous materials present in the operation.

**Procurement of Goods**
The purchasing and receiving policy specifies that primary consideration must be given to health and safety in the choice of materials and supplies.

**Joint Health and Safety Committee**
- Reviews and approves the Material Safety Data Sheets for all new products brought on-site.
- Proper handling and storage will be communicated to the supervisor who will ensure workers are informed.

**Purchaser of Products**
- Obtains all the required information from suppliers and makes the purchase.
- Ensures that all products are properly identified and their dangers outlined.
- Maintains strict inventory control of dangerous goods, listing of chemicals on site and listing of MSDS information.
- Advises appropriate management of all critical information received.
- Checks the identification of critical materials.

**General Manager**
- Complies with and oversees the purchasing and receiving policies and directives.

**Supervisor**
- Ensures that all employees are instructed in the inherent dangers of certain products, that they know how to use them, and that they follow the directives.
- Oversees the safe storage of dangerous products

**Employee**
- Follows the safety instructions for various products and discards them in a safe manner.

**Joint Health and Safety Committee**
- Examines the material safety data sheets of new products, ensures that the sheets are distributed to the appropriate department, and advises management of the suitability of the products with regards to the health and safety of the employees using it.
Wood Dust - Hazards & Controls

Equipment

Eyes
- Wear goggles or safety glasses.

Skin
- Protective gloves are recommended.

Respiratory
- Use approved dust respirator.

Special Precautions
- **Ventilation:** Use adequate general and local exhaust.
- **Storage:** Store under 212°F.
- Avoid open flame.
- Avoid eye and skin contact.
- Avoid breathing of wood dust in air.

Toxicity

Toxicity Data:
- Certain hardwoods are suspected carcinogens, such as beech and oak.

Health

Effects:
- **Inhalation:** May cause nasal dryness, irritation, obstruction, coughing, wheezing, sneezing, sinusitis and colds.
- **Skin:** May cause dermatitis.
- **Eye:** May cause irritation.

First Aid:
- **Inhalation:** Remove to fresh air. Obtain medical attention in all cases.
- **Skin:** If rash or persistent irritation or dermatitis occurs, get medical advice.
- **Eyes:** Flush with water to remove dust particles. Obtain medical attention.
SECTION 15: EARLY AND SAFE RETURN TO WORK PROGRAM

STANDARD

Employees, who are injured or become ill due to the workplace environment, are to be offered safe and sustainable work as soon as reasonably possible.

LEGISLATION

Part V of the Workplace Safety and Insurance Act (WSIA) contains the following requirements regarding early and safe return to work:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSIA 40(1)</td>
<td>Employer to cooperate in early and safe return to work of injured worker by maintaining communication with worker throughout period of recovery and impairment, by attempting to provide suitable employment consistent with worker’s abilities and pre-injury earnings and providing WSIB with information as requested.</td>
</tr>
<tr>
<td>WSIA 40(2)</td>
<td>Worker to cooperate in his/her early and safe return to work by maintaining communication with employer throughout period of recovery and impairment, by helping employer identify suitable employment consistent with worker’s abilities and pre-injury earnings and providing WSIB with information as requested.</td>
</tr>
</tbody>
</table>

LEADING PRACTICES

1. When an injury has occurred that required medical attention by a medical practitioner and the injury is of such a nature that the employee is unable to perform his/her normal duty, the medical practitioner completes a Functional Abilities form. A copy of the form is to be provided to the company and reviewed with the injured worker to determine the worker's ability to perform work.

2. Where necessary, the employee may be asked to authorize a consultation between the employee’s medical practitioner and the employer regarding such limitations and the appropriateness of workplace accommodation. This does not include information regarding the actual diagnosis.

3. The employee’s supervisor and/or the employer and employee will discuss and agree upon alternate work or modifications to the employee’s pre-injury position that will allow the employee to return to work. This may include a phased-in return to work schedule where the employee works progressively longer hours as the injury permits until the employee is able to return to his/her pre-injury full-time or other equivalent full-time position. The agreed schedule will be documented on the "Return to Work Plan" and be signed by both parties. The employer and/or supervisor will monitor and record the injured worker's progress on the "Return to Work Journal".

4. If the injured worker is unable to return to any form of work, a company representative is responsible for establishing a contact schedule with the worker. Failure of the worker to comply with the established schedule may result in disciplinary action being taken.
5. Employees will be encouraged to attempt modified tasks, but will not be asked to engage in work that could aggravate or impede healing of the existing injury. The employee is responsible for keeping the employer informed of progress, the success of the alternate work or modified work options, ongoing difficulties, etc.

6. Rate of pay will not be affected while the employee is working.

RESOURCES


2. www.wsib.on.ca/wsib/wsbsite.nsf/Public/ReturnToWork
Boniferro Mill Works Return to Work Plan

Please fill out and fax to the front office.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Claim #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTW Goal:</td>
<td>Plan Start date:</td>
</tr>
<tr>
<td>Pre-injury Job:</td>
<td>Plan Completion Date:</td>
</tr>
<tr>
<td>Health Care Provider:</td>
<td>Limitations:</td>
</tr>
<tr>
<td>Accommodations:</td>
<td></td>
</tr>
<tr>
<td>Hours of work:</td>
<td>Location of work:</td>
</tr>
<tr>
<td>Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>DUTIES</th>
<th>FOLLOW-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
We have agreed to this plan:

Worker Name: ______________________________________________
Worker signature: ____________________________________________
Date: ______________________________________________________

Plan Approved:

Manager Name: ______________________________________________
Manager Signature: ___________________________________________
Date: ______________________________________________________

Release of Information:

I give Boniferro Mill Works permission to speak to my health care provider or to my physiotherapist(s) or to WSIB agents about my functional abilities and my return to work action plan.
Name:________________
Date:_________________
Witnessed by___________

To be filled out weekly
Return to Work Progress Report

________________________________________
Date:
Employee Name:
Manager Name:
RTW Plan Outcome:

BONIFERRO MILL WORKS
WEEK #1

Date: From/To
Limitations:
Objective(s):
Duties:
Hours:

Date Completed:
Completed by: (RTW Coordinator)

WEEK #1 REVIEW

Objectives/Observations:
Employee’s Comments/Concerns:
Action(s) to Address Concerns:

Date Completed:
Completed by: (RTW Coordinator)

WEEK #2

Date: From/To
Limitations:
Objective(s):
Duties:
Hours:

Date Completed:
Completed by: (RTW Coordinator)

WEEK #2 REVIEW

Objectives/Observations:
Employee’s Comments/Concerns:
Action(s) to Address Concerns:
DATE COMPLETED:

COMPLETED BY: (RTW COORDINATOR)

WEEK #3

DATE: FROM/TO
LIMITATIONS:
OBJECTIVE(S):
DUTIES:
HOURS:

DATE COMPLETED:
COMPLETED BY: (RTW COORDINATOR)

WEEK #3 REVIEW

OBJECTIVES/OBSERVATIONS:
EMPLOYEE’S COMMENTS/CONCERNS:
ACTION(S) TO ADDRESS CONCERNS:

DATE COMPLETED:
COMPLETED BY: (RTW COORDINATOR)

RECORD OF CONTACT

<table>
<thead>
<tr>
<th>DATE OF CONTACT</th>
<th>PERSON CONTACTED</th>
<th>CONTENTS OF CONVERSATION</th>
</tr>
</thead>
</table>

BONIFERRO MILL WORKS
Example | Injured worker at home | Asked how they were. Asked if they needed anything from their desk (answered their briefcase and car keys). Told them I would contact them 3 days after their next assessment by their physician.

To be filled out once person returns to regular duty.

**Return to Work Closure / Evaluation Report**

What worked well in the return to work process?

**What are the opportunities for improvement?** (For example: what would you change about the process if you could?)

**General Comments:**
SECTION 16: FUEL SAFETY PROGRAM

STANDARD

All fuels in the workplace are to be properly identified, stored, handled and used. Spilled fuels are to be properly cleaned up and reported when required.

LEGISLATION

The following pieces of legislation pertain to handling of various fuels in the workplace.

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN/CSA B149.2-05 Propane Storage and Handling Code</td>
<td>Requirements for storing and handling propane.</td>
</tr>
<tr>
<td>Liquid Fuels Handling Code</td>
<td>Requirements for storage and dispensing of fuel for forestry management activities are found in Section 5.7. (Note TSSA Gasoline Standard No. 3/97 has been revoked.)</td>
</tr>
<tr>
<td>WHMIS Regulations (Reg. 860)</td>
<td>Requirements for labelling, valid MSDS sheets and training are laid out.</td>
</tr>
<tr>
<td>Regulations for Industrial Establishments (RIE) 22</td>
<td>Storage requirements for flammable liquids.</td>
</tr>
<tr>
<td>Regulations for Industrial Establishments (RIE) 23</td>
<td>Containers used for dispensing flammable liquids to have a spring-loaded cap and flame arrestor.</td>
</tr>
</tbody>
</table>
LEADING PRACTICES

1. The primary fuels used in forestry workplaces are gasoline, diesel fuel and propane. It is critical that these fuels be identified, stored, handled and transported according to the appropriate code.

2. Many workplaces use propane to power their forklift trucks. It is important that those who change propane tanks receive proper training so that they understand the hazards and proper procedures associated with propane handling. It is also important that these tanks be stored in proper enclosures that are located outside of buildings.

3. Most fuels come under the WHMIS regulations, so the requirements for labeling, MSDS and training apply.

4. It is recommended that an inventory of fuels be maintained to document where fuels are stored, that appropriate containers are used and that the training has taken place.

5. It is important that emergency procedures be implemented to address any spills that might take place. Where required, spills are to be promptly reported to the Ministry of the Environment.

6. A sample Spill Containment and Reporting Procedure is found in Emergency Response Section 7.
## Fuel Inventory

<table>
<thead>
<tr>
<th>Fuel Type</th>
<th>Storage Containers</th>
<th>Location</th>
<th>Training Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel</td>
<td>Tank</td>
<td>Outside Maintenance Shop</td>
<td>Yes, at Orientation</td>
</tr>
<tr>
<td>Gasoline</td>
<td>Tank</td>
<td>As above</td>
<td>Yes, at Orientation</td>
</tr>
<tr>
<td>Propane</td>
<td>Cage</td>
<td>At Boardway</td>
<td>Yes, at Orientation</td>
</tr>
</tbody>
</table>
Safe Handling of Propane (LPG) Fuel

What should an operator do when handling propane fuel?

Position the tank so the liquid propane does not come in contact with the relief valve.
Make sure the locking pin engages into the cylinder.
Make sure the valve is closed tightly.
Store the cylinder outside, in an upright position, in an area where it can be secured and is protected from being struck.

Put the cylinder down gently. Do not drop, dent or damage.
Always protect the valve from any damage.
Avoid contact with liquid propane, as it can cause frostbite.
Wear protective gloves while making or breaking connections.
Ensure that only qualified persons repair carburetors and fuel supply systems.
For repairs, use only components that agencies such as the Canadian Standards Association (CSA) have approved.
Exchange removable cylinders outdoors or in well-ventilated areas, away from sources of ignition.
Close the valve before breaking connections.

Procedure for changing propane (LPG) cylinders:

- Wear eye protection and insulated, loose fitting gloves such as leather (dry) or insulated neoprene.
- Close the valve on the cylinder.
- Run the engine until it stops. This ensures that the connection hose is empty.
- Shut off the engine.
- Open the connecting nut and inspect valves for leaking. Do NOT use metal tools.
- Disconnect the hose.


- Disconnect the holding straps.
- Remove the empty cylinder.
- Replace with a full cylinder in the proper position.
- Connect the holding straps.
1. Tighten the connecting nut (wiggle hose).
2. Open the valve on the cylinder slowly and check for leaks. Use solution of soap and water. Smell--listen--look.
3. If the valve leaks:
   1st time - Tighten the nut and continue.
   2nd time - Change the cylinder.
   3rd time - Change the hose.
4. Open the valve fully (slowly).
5. Check that the hose is turned inward.
6. Secure the hose downward.
7. Secure the cylinder.
8. Start the engine and resume operation.

What should an operator not do when changing a propane tank (cylinder)?

- Do not use metal tools when changing a cylinder.
- Do not use excessive force when opening valve.
- Do not let the cylinder get too hot.
- Do not drag, drop, roll or slide cylinder or allow it to bang against other objects.
- Do not use matches or a flame to check for leaks. Use soap or a leak detector.
- Do not mount more than two LPG cylinders on any forklift truck.

Document last updated on October 13, 2006

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Flammable liquids are volatile, flammable, toxic liquids commonly used as fuels, solvents, cleaning agents, thinners, adhesives, paints, waxes and polishes and raw materials. For example, gasoline, acetone, toluene, and vinyl acetate include some of the more common types of flammable liquids. Most people don’t realize how easily flammable liquids can ignite, or even explode. Don’t risk your life or the life of the neighbors by using or storing flammable liquids improperly. Follow these safety guidelines.

Fire Facts

- Flammable liquids are stored in low-pressure containers as a liquid and release invisible vapours. It is these vapours that ignite, given the right flammability range, not the liquid itself. These vapours are easily ignited by weak ignition sources such as a single spark of static electricity or even just high temperatures. Gasoline is a flammable liquid and can self ignite at high temperatures.
- The vapours of flammable liquids are toxic and can be hazardous to breathe. They can cause vomiting, dizziness, mental confusion, coma, brain damage, and even death.
- Exposure to flammable liquids in a confined, unventilated area can also cause an asphyxiation hazard (when the vapours displace the oxygen in the air). Without oxygen in the air, death can occur.
- Flammable liquids can strip away natural oils in the skin, leaving the skin vulnerable to irritation, infection and chronic skin problems.
- The vapours of flammable liquids will ignite only when their percentage falls within a certain range of air by volume (Flammability range). If the vapour to air ratio is within this limit and an ignition source is present a fire or explosion will occur. Gasoline has a flammability range of 1.4 and 7.6 percent vapour in air by volume.
- When temperatures rise, the vapour process may accelerate and cause too much pressure to build up in the container; vapour may vent/release from the container as a result. If this gas builds up in an enclosed, unventilated area it can lead to an explosion. Flammable gases will explode where the correct fuel and air ratio have been allowed to mix intimately before ignition. This allows the combustion reaction process to proceed very rapidly without being delayed by the need for first mixing.
- Flammable liquids have a flash point. This is the lowest temperature at which a liquid will give off enough vapour to form an ignitable mixture with air. Flammable liquids will ignite at any temperature above this point. Gasoline has a flash point of –45 degrees Celsius.
- Once ignited, the flames “Flash back”. This means the flames travel back, through the vapour-air mixture, to the container or source of the gasoline creating an explosion.
- Gasoline and almost all other flammable liquids produce heavier than air vapours, which can spread considerable distances along the floor and be ignited by a distant heat, spark or flame.

- The vapours of flammable liquids are toxic and can be hazardous to breathe. They can cause vomiting, dizziness, mental confusion, coma, brain damage, and even death.
- Exposure to flammable liquids in a confined, unventilated area can also cause an asphyxiation hazard (when the vapours displace the oxygen in the air). Without oxygen in the air, death can occur.
• Flammable liquids can strip away natural oils in the skin, leaving the skin vulnerable to irritation, infection and chronic skin problems.

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• When flammable liquid containers fail (crack or rupture) due to fire, contact or impact they are exposed to a type of pressure release explosion called BLEVE (boiling liquid expanding vapour explosion). Liquid gases are stored in pressurized containers at temperatures above their flash point. If the pressure is reduced, such as through container failure, the liquid will heat causing rapid vapourization and provide a large liquid to vapour expansion. The pressure relief valve may not be able to release this large amount of vapour and additional pressure from the vapour will build up in the container. This pressure will stress the container and can provide enough energy to produce fireballs, blasts, projectiles and possible toxic clouds or vapour cloud explosions.

Safety Tips

• Ensure that flammable liquid containers are certified and labeled by a recognized testing agency, such as the Canadian Standards Association (CSA), or Underwriter’s Laboratories (UL/ULC). Do not store flammable liquids in glass containers. Metal containers are best, but approved plastic containers are also available. Approved containers for portable use and storage will have welded seams, are vapour proof, with spark or flame arresters, and pressure release valves or spring closing lids with spout covers. Approved containers
for bulk storage and dispensing will also have metal ground wiring to prevent static build-up.

- Regularly inspect and maintain containers and dispensing units for visible product labels, damage, and wear. Ensure the above safety devices are in place and operational. Bulk Storage and dispensing drums should also have a safety drip can in place with a fire baffle and a bonding process and materials for dispensing.

- Only fill or dispense flammable liquid containers outdoors.

- Make sure flammable liquids are stored and used well away from any heat source or flame. Locate operating heaters in garages high above the ground and never smoke around flammable liquids.

- When fuelling flammable liquid equipment, fuel outdoors in a well ventilated area away from combustibles. Avoid activities that could create an electrical charge while fueling.

- Never fuel flammable liquid equipment when the engine is running. Cool the motor before refueling.

- Before starting the motor of your flammable liquid equipment, move the equipment at least three metres away from the fuelling spot if possible. This prevents vapours from igniting.

- Wear proper protective clothing when handling flammable liquids. Wear safety goggles, long sleeves and pants, and protective shoes. These will prevent the possible toxic effects of flammable liquids from harming the skin.

- Do not wash clothes soaked in flammable liquids in the washing machine. Take them to a dry cleaner.

- Dispose of flammable liquid wastes promptly and properly. Throw away wastes such as used liquids, paper or rags in metal containers with sealed lids. Empty waste containers at least once a day.

- Be careful not to spill flammable liquids and immediately wipe them up if a spill occurs.

- Never use water to extinguish a flammable liquid fire. Water will spread the liquid while allowing the vapours to continue to burn.

- There are three types of extinguishers that may be used for flammable liquid fires: carbon dioxide, dry chemical and halon. Have a Type B fire extinguisher immediately available in case of fire. Follow the manufacturer’s operating instructions.

At the Mobile Equipment Refill Station: Gasoline and Diesel

- You must turn off your vehicle’s engine when refuelling; no smoking.

- Use only the refuelling latch on the gasoline dispenser nozzle, if there is one. Do not jam the latch open with an object to hold it open.

- To avoid spills, do not overfill your portable gasoline container or vehicle gas tank.

- Never fill a portable gasoline container when it is in the vehicle. Always place the container on the ground first.
In addition:

- Discharge any static electricity by touching metal on the outside of the vehicle away from the filling point before inserting and removing the nozzle from your vehicle.
- If a fire starts while you are refuelling the vehicle or a container, don’t remove the nozzle from fill point or try to stop the flow of the gasoline. Leave the area immediately and call for help.
- After pumping gasoline, leave the nozzle in the tank opening for a few seconds to avoid drips when you remove it.
- Do not wash gasoline soaked clothes in the washing machine. Hang them outdoors to deplete the gasoline vapours.
- Never siphon gasoline by mouth. Use flammable devices carefully and follow the manufacturer’s directions. A drop of gasoline in the lungs can cause fatal chemical pneumonia.

**Spill Containment and Reporting Procedure Summary**

Full Procedure found in Section Seven Emergency Response Program

If a serious injury has occurred as a result of the spill, tend to the injured worker first.

When a spill is identified, take immediate action to contain the spill by:

- Stopping the source, turn off valves, emergency shut off switches, fasten lids, straighten overturned tank or container;
- Minimizing the extent of the contaminated area, create dikes, trenches, build dams and use absorbent material from spill kit;
- Recovering the spilled material, use absorbent material from your spill kit and prepare for disposal.

Ensure you have the appropriate personal protective equipment when working with spills (safety goggles, impervious gloves, etc.).

For large spills, evacuate the area within 300 metres for gasoline and 100 metres for other fuels.

Report spills immediately to the onsite supervisor and/or the Ministry of the Environment and Energy Spills Action Centre at **1-800-268-6060**. A written report may be necessary at a later date.

Spills that have the potential to:

- impair water, air or land quality;
- injure, damage or cause harm to property, plants, animals or humans;
- impair safety, enjoyment of use of property or interfere with normal conduct of business;

by law **MUST** be reported. **IF IN DOUBT, REPORT IT!**

Regardless if the spill is reported, no one is exempt from the obligation to adequately address the containment and clean up of any spillage of a toxic substance.
The most effective action required will depend on the spilled material type, the time of year, amount spilled and the land-use purpose of the area.

Focus on the main priority of public and personal safety by eliminating all sources of ignition in the area.

Dispose of waste at a Ministry of Environment and Energy approved dump site.
STANDARD

MSD-susceptible tasks are to be identified and assessed for risks, and effective controls are to be implemented and then evaluated.

LEGISLATION

Although there are no specific sections under the Occupational Health and Safety Act (OH&S Act) or the Regulations for Industrial Establishments (RIE) that make it mandatory for employers to implement a musculoskeletal disorder (MSD) prevention program for workers, the manual nature of many tasks in the forest industry results in a large number of MSDs every year. It is therefore a reasonable precaution for employers and supervisors to implement a MSD prevention program.

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH&amp;S Act 25(2)(h)</td>
<td>Employers are required to take every reasonable precaution for worker safety.</td>
</tr>
<tr>
<td>OH&amp;S Act 27(2)(c)</td>
<td>Supervisors are required to take every reasonable precaution for worker safety.</td>
</tr>
<tr>
<td>OH&amp;S Act 28</td>
<td>Workers are to work safely and use the proper personal protective equipment for the job.</td>
</tr>
<tr>
<td>RIE 45</td>
<td>Materials are to be lifted, carried and moved in such a way as not to endanger the safety of any worker.</td>
</tr>
</tbody>
</table>
LEADING PRACTICES

1. The fact that many workers in the forestry industry have been doing the same manual tasks for a number of years has led to a significant number of MSDs. Encouraging these workers to try alternative work (job rotation or job enlargement) may lead to resistance, as they feel that they are being penalized in some way. Explaining the following reasons for job rotation or enlargement may help companies to overcome this resistance:

   i. reduction in MSDs;
   ii. reducing the monotony of the job (inattention may lead to substandard acts);
   iii. more versatility (therefore more employable as competency develops in multiple tasks);
   iv. greater appreciation of the tasks that others perform (understanding that there may be ways to help others perform their tasks more safely and efficiently if the worker has also done these other tasks).

2. It is recommended that all tasks in the workplace with the potential to cause MSDs be listed on a form such as the one shown in Appendix B. The Worker Discomfort Form and the Task Observation Form has been used to identify potential tasks.

3. After controls have been implemented, they should be evaluated as documented on the form shown in Controls that prove to be ineffective should be replaced with other, more effective controls. This is a constant evaluation process.


RESOURCES

The musculoskeletal disorder (MSD) prevention guideline for Ontario describes a recommended framework for employers and workers to prevent MSDs. The accompanying MSD prevention resource manual contains information on implementing the process described in the guideline, understanding and recognizing MSD hazards, risk assessment and hazard controls. Electronic copies of these documents are other resources are available from the WSIB website, at

WWW.WSIB.ON.CA/WSIB/WSIBSITE.NSF/PUBLIC/PREVENTMSD.
Physical Demands Analysis Work Sheet

A Physical Demands Analysis (PDA) helps integrate general principles of MSD-type injury prevention with the specific activities of a job. A PDA can serve as a training aid, be used as a standard for workplace inspections and incident investigations, and help with an early and safe return to work plan.

A PDA describes the particular job requirements and working environment. Some of the evaluation will focus on the movements required to complete the task, and the frequency, forces or loads involved. It details how a job is performed from the standpoint of body movements and the working environment. Each basic step of a job is examined to identify potential hazards and to determine the safest way to deal with them.

A completed PDA can be a chart or a written summary and should contain the following information:

- **Tasks**: a list of the physical duties associated with the job being analyzed.
- **Summary**: a general description of required physical movements such as stretching, bending, gripping and lifting, as well as the various physical postures involved. The summary should also include a general description of job-design factors such as shift schedules, the number of workers performing the same task or job, lunch and break periods, and job rotation intervals, if any.
- **Demands Checklist**: a step-by-step analysis of the demands the work places on the worker’s hands, wrists, arms and back, as well as posture demands, aspects of tool design, work methods, and any abnormal working conditions. Recommendations for improvements can be noted in each section of the checklist.

The first step in the development of a PDA is to familiarize yourself with the job you are analyzing. Stand back and watch the person work for a few minutes, looking for the range of physical movements the worker is required to use in order to do the work. After this period of observation, approach the worker and ask him or her a few questions about the job, such as if and when they get tired or have difficulty doing any particular part of the job, if they experience any aches or pains that they feel are related to the work they do, and what they would suggest if they could improve the way their work is done.

This PDA is in a chart form/checklist and allows an area for discussion. This PDA focuses on four areas (strength, mobility, work environment, posture/joint position and dexterity), which are the main areas of concern for most MSDs. It is generally a good practice to attach to the completed PDA the purpose of the task, a job description, job-design factors such as shift schedules, the number of workers performing the same task or job, lunch and break periods, job rotation intervals, if any, and PPE required.

- **Demands**: the task or position you are evaluating
- **Checked if Performed**: √ if while doing evaluation this task was observed
- **Usual Weight**: √ the appropriate category
- **Frequency**: √ the appropriate category (please note that the definitions are in the footnotes)
- **Discussion (required or essential)**: this section allows for any recommendations, comments or other relevant information, as well as classifying the job as required or essential (the definitions can be found at the top of the first page)
- **Possible Recommendations**: this section outlines some possible recommendations to correct the issue
- **Controls in Place**: this section allows for an expansion of controls currently in place to address these concerns (for example: job rotation, job enlargement, tool/equipment modifications)
- **Worker Recommendations**: include any recommendations that the workers might have as they are the ones performing the job and it allows them to feel part of the process
- **Supervisors/Management Recommendations**: include any recommendations that they might have.
**PHYSICAL DEMANDS ANALYSIS WORK SHEET**

<table>
<thead>
<tr>
<th>FIRM NAME:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE:</td>
<td>HOURS OF WORK:</td>
</tr>
<tr>
<td>TIME OF DAY WHEN CONCERN HAPPENS:</td>
<td>MAIN CONCERN:</td>
</tr>
</tbody>
</table>

*Essential* – A task that must be completed by the worker in order for the job objective to be fulfilled  
*Non-Essential* – A task is not performed on a regular basis OR the objective can still be completed if the task is removed.

**PHYSICAL DEMANDS ANALYSIS – FORCE**

<table>
<thead>
<tr>
<th>DEMANDS</th>
<th>Check if Performed</th>
<th>Usual Weight (lb)</th>
<th>Frequency</th>
<th>DISCUSSION (Essential or Non-Essential)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1-20</td>
<td>20-50</td>
<td>≥50</td>
</tr>
<tr>
<td>Lifting/Lowering (floor to work area)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifting/Lowering (above shoulder)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrying</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pushing (waist or shoulder level)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulling (waist or shoulder level)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Possible Recommendations:
- Add Another Lifter
- Reduce Load Lift
- Raise Load off Floor
- Lower Load to Shoulders
- Redesigned Package
- Chutes and Hoppers
- Add handles
- Use Scissor Lift
- Use Power Lift
- Change Layout
- Use Tilted Surface
- Smaller Lot Size
- Use Mechanical Aid
- Automate Job
- Training
- Use Lazy Susan
- Adjustable Stands

Note: N = Never  S = Seldom  O = Often  F = Frequent  C = Constant
### PHYSICAL DEMANDS ANALYSIS – WORK ENVIRONMENT

<table>
<thead>
<tr>
<th>DEMANDS</th>
<th>Check if Performed</th>
<th>Frequency</th>
<th>DISCUSSION (Essential or Non-Essential)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congested Worksite or Locations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conditions of Working or Walking Surfaces</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(level? clear?)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of Work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition of Stairs/Ramps</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Possible Recommendations:
- □ Dampen Vibration
- □ Better Maintenance
- □ Eliminate Task
- □ Training
- □ Video Tape Analysis
- □ Motion Analysis Study
- □ Work Load Balance
- □ Task lighting
- □ Job Rotation
- □ Exercise Break

### PHYSICAL DEMANDS ANALYSIS – MOBILITY

<table>
<thead>
<tr>
<th>DEMANDS</th>
<th>Check if Performed</th>
<th>Frequency</th>
<th>DISCUSSION (Essential or Non-Essential)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twisting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bending (at waist)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crouching (bend knees)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climbing (indicate ladder or stairs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balancing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crawling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awkward Positions</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Possible Recommendations:
- □ Add Foot Rest
- □ Use Anti-Fatigue Mats
- □ Use Cushioned Insoles
- □ Better Stool/Chair
- □ Sit-Stand Stool
- □ Reduce Surface Size
- □ Tilted Work Surface
- □ Adjustable Chair
### PHYSICAL DEMANDS ANALYSIS – DEXTERITY

<table>
<thead>
<tr>
<th>DEMANDS</th>
<th>Check if Performed</th>
<th>Frequency</th>
<th>DISCUSSION (Essential or Non-Essential)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reaching</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Above or Below Shoulder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To the side</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fingering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i.e. typing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Handling</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gripping</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pinch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hook</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screw or Turn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cut</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Eye/Hand Coordination</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Eye/Hand/Foot Coordination</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Possible Recommendations:**
- Use Power Grip
- Improve Heights
- Adjustable Work Height
- Reduced Weight
- Align Work Heights
- Use Lighter Tool
- Redesign Job
- Supply Smaller Tools
- Supply Larger Tools
- Modify Tool Handle
- Use Torque Bar
- Supply Gloves
<table>
<thead>
<tr>
<th>DEMANDS</th>
<th>Check if Present</th>
<th>Frequency</th>
<th>DISCUSSION (Essential or Non-Essential)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Neck Position</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexion (bend downward)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension (bend upward)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rotation (looking to the side)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shoulder Joint</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexion (arm brought in front)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension (arm brought behind)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abduction (arm brought out to the side)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Wrist</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexion (bend forward)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension (bend backward)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ulnar Deviation (to the little finger side)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radial Deviation (to the thumb side)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pronation (palm down)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supination (palm up)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Back</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexion (bend forward)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension (bend backward)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### PHYSICAL DEMANDS ANALYSIS – POSTURE/JOINT POSITION REQUIRED (continued)

<table>
<thead>
<tr>
<th>Rotation (twisting to side)</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Lateral Bend (bending to the side)</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Straight</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

#### Possible Recommendations:
- Power tool
- Different Tool
- Improved Tool
- Layout changes
- Work Methods
- Counter Balanced Tool
- Angled Tool Grip
- Titled Work Surface
- Grip Wrap
- Automated Job
- Fixture for Product
- Counter Balanced Arm
- Better Gloves
- Mechanical Assisted
- Fixture for Tool
- Bend Tool Handles
- Arm Supports

#### CONTROLS IN PLACE:

#### WORKER RECOMMENDATIONS:

#### SUPERVISOR/MANAGEMENT RECOMMENDATIONS:

#### Possible Recommendations:
- Dampen Vibration
- Better Maintenance
- Eliminate Task
- Training
- Video Tape Analysis
- Motion Analysis Study
- Work Load Balance
- Task Lighting
- Job Rotation
- Exercise Breaks
- Reduce Workload
- More Frequent, Shorter Rest Breaks
Appendix F: Worker Discomfort Form

This tool can be used to help employers track the areas in which workers feel pain and discomfort. This is an excellent tool to assess areas in which ergonomic intervention may be necessary.

To use this tool, have the worker indicate on the diagram the type of pain he or she experiences. **Please note:** There is sometimes more than one form of pain. If this is the case, have the worker indicate both types.

*Use the symbols below to indicate the type and location of your sensations.*

- **Burning:** XXXX
- **Numbness:** = = = =
- **Pins and Needles:** 0000
- **Stabbing:** ////
Task Observation Form

Task: _________________________ Observer:_________________________ Date: ______________

<table>
<thead>
<tr>
<th>Issue</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a significant amount of force required to perform this task? (while lifting, pulling, pushing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the task require a significant amount of abnormal body positions? (for example: bending, flexing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the task require a significant number of repetitions? (several times a minute)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Is this task carried out for a significant part of the shift?</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Do people performing the task appear to be experiencing any discomfort? (for example: rubbing parts of their body, grimacing)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Would better lighting improve the performance of this task?</td>
<td></td>
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</tr>
<tr>
<td>Are there any obstructions in the way of people performing this task?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Are there obvious simple changes that could be made to reduce the risks associated with this task?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have any workers performing this task indicated discomfort in the past?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have workers performing the task made suggestions for improvement in the past?</td>
<td></td>
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</tr>
</tbody>
</table>

**Note:** The purpose of this form is to act as a screening tool in the selection of the tasks that warrant further assessment to determine methods of preventing MSDs. The number of “Yes” responses is proportional to the urgency required for the assessment of the task.
## Susceptible Tasks Summary Form

<table>
<thead>
<tr>
<th>Task</th>
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</table>
Appendix C: Potential Controls Form

<table>
<thead>
<tr>
<th>Task</th>
<th>Job Rotation/Enlargement</th>
<th>Equipment/Tool Modification</th>
<th>Task/Workstation Modification</th>
<th>Anti-fatigue Mats</th>
<th>Administrative</th>
<th>Training</th>
<th>Other</th>
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</table>
Appendix D: Implemented Controls Evaluation Form

Evaluation Completed by: __________________________   Date: __________________

<table>
<thead>
<tr>
<th>Task</th>
<th>Control(s) Implemented</th>
<th>Evaluation</th>
<th>Comments (Rationale for evaluation and suggestions for improvement)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Very Effective</td>
<td>Somewhat Effective</td>
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</tbody>
</table>
# Physical Demands Analysis

**Boniferro Mill Works**

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Sawmill</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSUE DATE:</td>
<td>05-29</td>
</tr>
<tr>
<td>POSITION:</td>
<td>BOARD EDGER</td>
</tr>
<tr>
<td>REPLACES DATE:</td>
<td>08/03/10</td>
</tr>
<tr>
<td>REVIEWED BY:</td>
<td>WORKER-SUPERVISOR-</td>
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</tbody>
</table>

## Work Schedule

<table>
<thead>
<tr>
<th>Hours per Shift</th>
<th>Shifts per Week</th>
<th>Breaks per Shift</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8</td>
<td>5</td>
<td>40</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Rotation Interval</th>
<th># Workers doing same Job per shift</th>
<th>NOC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>1</td>
<td>9431</td>
</tr>
</tbody>
</table>

## Exertion Level

- Sedentary
- Light
- Medium
- Heavy
- Very Heavy

## Physical Demand

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Never/Rare</td>
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<tr>
<td></td>
<td>0-10%</td>
<td></td>
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<td></td>
<td>Occasional</td>
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</tr>
<tr>
<td></td>
<td>11-33%</td>
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<tr>
<td></td>
<td>Frequent</td>
<td></td>
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<tr>
<td></td>
<td>34-66%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Constant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;66%</td>
<td></td>
</tr>
</tbody>
</table>

- **Sitting**: X Breaks only
- **Standing**: X On wooden floor
- **Running**: X Not observed
- **Walking**: X A steady shift of weight between the legs, one step back and forth as moves with the boards
- **Carrying**: X Not observed
- **Climbing**: X Stairs to workstation, stairs to out feed conveyor used if jam up
- **Bending**: X Infeed rollers waist height
- **Crouching**: X If jam up in out feed
- **Kneeling**: X If jam up in feed
- **Crawling**: X Not observed
- **Twisting**: X Slightly as reaches for boards on the left and pulls them onto infeed rollers, holds toggle switch on belt

---

BONIFERRO MILL WORKS ULC
# Physical Demands Analysis

## Boniferro Mill Works

**DEPARTMENT:** Sawmill  
**POSITION:** BULL EDGER  
**ISSUE DATE:** 05-29-2003  
**REPLACES DATE:** 08/03/10  
**REVIEWED BY:** WORKER-SUPERVISOR-

### Work Schedule

<table>
<thead>
<tr>
<th>Work Schedule</th>
<th>Hours per Shift</th>
<th>Shifts per Week</th>
<th>Breaks per Shift</th>
<th>Hours per Week</th>
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</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8</td>
<td>5</td>
<td>2-10 min, 1-30 min</td>
<td>40</td>
</tr>
</tbody>
</table>

### Rotation Interval

- **# Workers doing same Job per shift:** N/A 1  
- **NOC #** 9431

### Exertion Level

- Sedentary  
- Light  
- Medium  
- Heavy  
- Very Heavy

### Physical Demand

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Never/Rare 0-10%</td>
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<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Frequent 34-66%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Constant &gt;66%</td>
<td></td>
</tr>
</tbody>
</table>

- **Sitting**  
  - X  
  - Option to sit or stand while operating controls; steady movement from infeed to outfeed makes standing more convenient for operators; non-ergonomic chair 65 cm high, control panel 95 cm high.

- **Standing**  
  - X  
  - Anti fatigue matting at workstation

- **Running**  
  - X  
  - Not observed

- **Walking**  
  - X  
  - To clear up minor jams at outfeed waterfall, to unjam any cants at the infeed, 5 m across workstation

- **Carrying**  
  - X  
  - Saws up and down filing room stairs once a day

- **Climbing**  
  - X  
  - Stairs to filing room, over conveyors/chains to get to cant infeed, series of stairs and catwalks to get to workstation

- **Bending**  
  - X  
  - To clear minor jams at waterfall

- **Crouching**  
  - X  
  - To change saws

- **Kneeling**  
  - X  
  - To change saws

- **Crawling**  
  - X  
  - Not observed

- **Twisting**  
  - X  
  - To changes saws, clear minor jams at waterfall
## Physical Demands Analysis

### Boniferro Mill Works

**DEPARTMENT:** Sawmill  
**ISSUE DATE:** 2003-05-29  
**POSITION:** DEBARKER OPERATOR  
**REPLACES DATE:** 08/03/10  
**REVIEWED BY:** WORKER-SUPERVISOR-

### Work Schedule

<table>
<thead>
<tr>
<th></th>
<th>Hours per Shift</th>
<th>Shifts per Week</th>
<th>Breaks per Shift</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8</td>
<td>5</td>
<td>2-10 min, 1-30 min</td>
<td>40</td>
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</tbody>
</table>

### Rotation Interval

<table>
<thead>
<tr>
<th># Workers doing same Job per shift</th>
<th>NOC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>9434</td>
</tr>
</tbody>
</table>

### Exertion Level

- Sedentary
- Light
- Medium
- Heavy
- Very Heavy

Generally a light job, but forces required to move jammed logs with cant hooks class the job as medium.

### Physical Demand

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Standing</td>
<td>X</td>
<td>To pull tags</td>
</tr>
<tr>
<td>Running</td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td>Walking</td>
<td>X</td>
<td>From operators booth to log deck, every 15 logs or if jamups, distance 20 m</td>
</tr>
<tr>
<td>Carrying</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Climbing</td>
<td>X</td>
<td>Stairs to operators booth, over infeed chains on log deck</td>
</tr>
<tr>
<td>Bending</td>
<td>X</td>
<td>To pull tags, to lean forward for a better view of debarking operations</td>
</tr>
<tr>
<td>Crouching</td>
<td>X</td>
<td>To pull tags</td>
</tr>
<tr>
<td>Kneeling</td>
<td>X</td>
<td>To pull tags</td>
</tr>
<tr>
<td>Crawling</td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td>Twisting</td>
<td>X</td>
<td>To pull tags, to unjam logs</td>
</tr>
</tbody>
</table>

**Chair 66cm high, not ergonomic, has arm rests block to put feet on, control panels slated towards operator 87 cm from floor on lowest side.**
## Physical Demands Analysis

**Boniferro Mill Works**

### Work Schedule

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours per Shift</th>
<th>Shifts per Week</th>
<th>Breaks per Shift</th>
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<tbody>
<tr>
<td>Monday to Friday</td>
<td>8</td>
<td>5</td>
<td>2-10 min, 1-30 min</td>
<td>40</td>
</tr>
</tbody>
</table>

### Exertion Level

- [ ] Sedentary
- [ ] Light
- [ ] Medium
- [x] Heavy
- [ ] Very Heavy

### Physical Demand

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Sitting</td>
<td>X</td>
<td>During breaks</td>
</tr>
<tr>
<td>Standing</td>
<td>X</td>
<td>Sweding and shaping, grinding, saw inspection</td>
</tr>
<tr>
<td>Running</td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td>Walking</td>
<td>X</td>
<td>Transporting saws, around filing room, wooden floor, entire floor angled</td>
</tr>
<tr>
<td>Carrying</td>
<td>X</td>
<td>Saws, tools</td>
</tr>
<tr>
<td>Mobility</td>
<td></td>
<td></td>
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<tr>
<td>Climbing</td>
<td>X</td>
<td>Steps to filing room, step up to inspection bench</td>
</tr>
<tr>
<td>Bending</td>
<td>X</td>
<td>To inspect saws bench 97 cm from step, to inspect progress when grinding saw top 93 cm from floor, Resaw top 93cm from floor, changing tips on circular saws, sweeping and shoveling</td>
</tr>
<tr>
<td>Crouching</td>
<td>X</td>
<td>To inspect/fix bandsaws</td>
</tr>
<tr>
<td>Kneeling</td>
<td>X</td>
<td>To inspect/fix bandsaws, changing bandsaw guides</td>
</tr>
<tr>
<td>Crawling</td>
<td>X</td>
<td>Underneath bandsaws on grinder</td>
</tr>
<tr>
<td>Twisting</td>
<td>X</td>
<td>Changing saws</td>
</tr>
</tbody>
</table>
## Physical Demands Analysis

**Boniferro Mill Works**

### DEPARTMENT: Sawmill

**POSITION:** HARDWOOD GRADER

### ISSUE DATE: 2003-05-29

**REPLACES DATE:** 08/03/10

**REVIEWED BY:** WORKER-SUPERVISOR-

### Work Schedule

<table>
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<th>Work Schedule</th>
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<th>Shifts per Week</th>
<th>Breaks per Shift</th>
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<td>8</td>
<td>5</td>
<td>2-10 min, 1-30 min</td>
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### Rotation Interval

<table>
<thead>
<tr>
<th># Workers doing same Job per shift</th>
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<tr>
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<td>9436</td>
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### Exertion Level

- □ Sedentary
- □ Light
- X Medium
- □ Heavy
- □ Very Heavy

### Physical Demand

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
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<tbody>
<tr>
<td></td>
<td>Never/Rare 0-10%</td>
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<tr>
<td></td>
<td>Occasional 11-33%</td>
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<tr>
<td></td>
<td>Frequent 34-66%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Constant &gt;66%</td>
<td></td>
</tr>
</tbody>
</table>

#### Sitting

- X

- Breaks only

#### Standing

- X

- Wood platform with anti fatigue matting

#### Running

- X

- May run down the line to grade a missed board 3m

#### Walking

- X

- Along line to straighten/grade boards 3m, constant weight shifting without travel when grading

#### Carrying

- X

- Straightening boards, Reject boards to waste conveyors

#### Climbing

- X

- Step to workstation

#### Bending

- X or X

- Grading chains located 81 cm high-height dependant

#### Crouching

- X

- Not observed

#### Kneeling

- X

- Not observed

#### Crawling

- X

- Not observed

#### Twisting

- X

- As the chains move the boards the body may twist with it depending on the speed of the grader, when pulling boards into return belt
Physical Demands Analysis  
Boniferro Mill Works

**DEPARTMENT:** Sawmill  
**ISSUE DATE:** 2003-05-29  
**POSITION:** RESAW OPERATOR  
**REPLACES DATE:** 08/03/10  
**REVIEWED BY:** WORKER-SUPERVISOR-

### Work Schedule

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<th>Hours per Shift</th>
<th>Shifts per Week</th>
<th>Breaks per Shift</th>
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### Rotation Interval  

<table>
<thead>
<tr>
<th>Rotation Interval</th>
<th># Workers doing same Job per shift</th>
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<tbody>
<tr>
<td>N/A</td>
<td>1</td>
<td>9431</td>
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### Exertion Level

- [x] Sedentary  
- Light  
- Medium  
- [x] Heavy  
- Very Heavy

### Physical Demand

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Constant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;66%</td>
<td></td>
</tr>
</tbody>
</table>

#### Sitting
- [x] During breaks

#### Standing
- [x] Anti-fatigue matting on left infeed area but not on right side

#### Running
- [x] Not observed

#### Walking
- [x] A constant weight shift back and forth with a few steps as operator moves from one side to the other

#### Carrying
- [x] Boards from infeed chains to waste conveyors

#### Climbing
- [x] Up and over chain conveyors to get to workstation three 18cm steps, up onto chains to clear jam ups

#### Bending
- [x] When on chains bend to clear jam ups, rollers 92 cm high, first roller on right infeed 85cm

#### Crouching
- [x] Not observed

#### Kneeling
- [x] Not observed

#### Crawling
- [x] Not observed

#### Mobility

#### Twisting
- [x] To maneuver body from left back to the right infeed area while pulling lumber from the right, when working control panel above head on right side while reaching across body with left hand to pull boards
# Physical Demands Analysis

**Boniferro Mill Works**

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Sawmill</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSUE DATE:</td>
<td>2003-05-29</td>
</tr>
<tr>
<td>POSITION:</td>
<td>SAWYER</td>
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**Work Schedule**

<table>
<thead>
<tr>
<th>Work Schedule</th>
<th>Hours per Shift</th>
<th>Shifts per Week</th>
<th>Breaks per Shift</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8</td>
<td>5</td>
<td>2-10 min, 1-30 min</td>
<td>40</td>
</tr>
</tbody>
</table>

**Rotation Interval**

<table>
<thead>
<tr>
<th>Rotation Interval</th>
<th># Workers doing same Job per shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>2</td>
</tr>
</tbody>
</table>

**Exertion Level**

- Sedentary [X]
- Light [ ]
- Medium [ ]
- Heavy [ ]
- Very Heavy [ ]

**Physical Demand**

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>[X]</td>
<td>Ergonomic chair</td>
</tr>
<tr>
<td>Standing</td>
<td>[X]</td>
<td>To change saws</td>
</tr>
<tr>
<td>Running</td>
<td>[X]</td>
<td>Not observed</td>
</tr>
<tr>
<td>Walking</td>
<td>[X]</td>
<td>To and from sawyers shack to change saws etc.</td>
</tr>
<tr>
<td>Carrying</td>
<td>[X]</td>
<td>Small saw change tools</td>
</tr>
<tr>
<td>Climbing</td>
<td>[X]</td>
<td>Over carriage area to change saws</td>
</tr>
<tr>
<td>Bending</td>
<td>[X]</td>
<td>To change saws</td>
</tr>
<tr>
<td>Crouching</td>
<td>[X]</td>
<td>Not observed</td>
</tr>
<tr>
<td>Kneeling</td>
<td>[X]</td>
<td>Not observed</td>
</tr>
<tr>
<td>Crawling</td>
<td>[X]</td>
<td>Not observed</td>
</tr>
<tr>
<td>Twisting</td>
<td>[X]</td>
<td>Not observed</td>
</tr>
</tbody>
</table>
# Physical Demands Analysis

**Boniferro Mill Works**

**DEPARTMENT:** Sawmill  
**ISSUE DATE:** 2003-08-06  
**REPLACES DATE:** N/A  
**POSITION:** TRIMMER HELPER  
**AUTHOR:** M. Ward  
**REVIEWED BY:** WORKER-SUPERVISOR- Brad McGonegal  

**Work Schedule**

<table>
<thead>
<tr>
<th></th>
<th>Hours per Shift</th>
<th>Shifts per Week</th>
<th>Breaks per Shift</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8</td>
<td>5</td>
<td>2-10 min, 1-30 min</td>
<td>40</td>
</tr>
</tbody>
</table>

**Rotation Interval**

<table>
<thead>
<tr>
<th></th>
<th># Workers doing same Job per shift</th>
<th>NOC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>1</td>
<td>9431</td>
</tr>
</tbody>
</table>

**Exertion Level**

- Sedentary
- Light
- Medium (X)
- Heavy
- Very Heavy

**Physical Demand**

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>X</td>
<td>Not possible while working</td>
</tr>
<tr>
<td>Standing</td>
<td>X</td>
<td>No matting available at this time</td>
</tr>
<tr>
<td>Running</td>
<td>X</td>
<td>Not observed. Potentially hazardous activity</td>
</tr>
<tr>
<td>Walking</td>
<td>X</td>
<td>1-5m to straighten boards/dispose of boards. Retrieve boards that become jammed on chains.</td>
</tr>
<tr>
<td>Carrying</td>
<td>X</td>
<td>Boards to waste conveyors.</td>
</tr>
<tr>
<td>Climbing</td>
<td>X</td>
<td>Stairs to workstation. Sometimes must climb onto chains to retrieve jammed boards.</td>
</tr>
<tr>
<td>Bending</td>
<td>X</td>
<td>Occasional bending at waist when positioning boards, or disposing of them.</td>
</tr>
<tr>
<td>Crouching</td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td>Kneeling</td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td>Crawling</td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td>Twisting</td>
<td>X</td>
<td>During removal of boards to waste conveyors. Becomes pronounced when reaching for boards with pike.</td>
</tr>
</tbody>
</table>

**Mobility**

- X

- Not observed

- Not observed

- Not observed

- Not observed

- Not observed

- Not observed

- Not observed
# Physical Demands Analysis

## Boniferro Mill Works

**DEPARTMENT:** Sawmill  
**ISSUE DATE:** 2003-08-07  
**REPLACES DATE:** 2003-05-29  
**POSITION:** TRIMMER OPERATOR  
**AUTHOR:** M. Ward  
**REVIEWED BY:** WORKER-SUPERVISOR

## Work Schedule

<table>
<thead>
<tr>
<th>Work Schedule</th>
<th>Hours per Shift</th>
<th>Shifts per Week</th>
<th>Breaks per Shift</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8</td>
<td>5</td>
<td>2-10 min, 1-30 min</td>
<td>40</td>
</tr>
</tbody>
</table>

## Rotation Interval

<table>
<thead>
<tr>
<th>Rotation Interval</th>
<th># Workers doing same Job per shift</th>
<th>NOC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>2 with 1 trimmer helper</td>
<td>9431</td>
</tr>
</tbody>
</table>

## Exertion Level

- [ ] Sedentary
- [ ] Light
- [X] Medium
- [ ] Heavy
- [ ] Very Heavy

## Physical Demand

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Never/Rare</td>
<td>0-10%</td>
</tr>
<tr>
<td></td>
<td>Occasional</td>
<td>11-33%</td>
</tr>
<tr>
<td></td>
<td>Frequent</td>
<td>34-66%</td>
</tr>
<tr>
<td></td>
<td>Constant</td>
<td>&gt;66%</td>
</tr>
</tbody>
</table>

### Sitting

- [X] Not possible while working

### Standing

- [X] No matting available at this time

### Running

- [X] Not observed. Potentially hazardous activity

### Walking

- [X] 1m to straighten boards/dispose of boards

### Carrying

- [X] Boards to waste conveyors.

### Climbing

- [X] Stairs to workstation. Sometimes must climb onto chains to retrieve jammed boards.

### Bending

- [X] Occasional bending at waist when positioning boards.

### Crouching

- [X] Not observed

### Kneeling

- [X] Not observed

### Crawling

- [X] Not observed

### Twisting

- [X] During removal of boards to waste conveyors
Physical Demands Analysis  
Boniferro Mill Works

**DEPARTMENT:** Lumber Yard/Sawmill  
**POSITION:** JANITOR/ CLEANUP

**ISSUE DATE:** 2003-05-29  
**REPLACES DATE:** 2002-08-16

**REVIEWED BY:** WORKER-  
SUPERVISOR-

<table>
<thead>
<tr>
<th>Work Schedule</th>
<th>Hours per Shift</th>
<th>Shifts per Week</th>
<th>Breaks per Shift</th>
<th>Hours per Week</th>
</tr>
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<td>Monday to Friday</td>
<td>8</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rotation Interval</th>
<th># Workers doing same Job per shift</th>
<th>NOC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>1</td>
<td>6663</td>
</tr>
</tbody>
</table>

**Exertion Level**  
- [ ] Sedentary  
- [X] Light  
- [ ] Medium  
- [ ] Heavy  
- [ ] Very Heavy

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>[X]</td>
<td>If a convenient position to clean in and on breaks</td>
</tr>
<tr>
<td>Standing</td>
<td>[X]</td>
<td>Sweeping, dusting, wiping down, general cleaning, surfaces include concrete, linoleum, wood</td>
</tr>
<tr>
<td>Running</td>
<td>[X]</td>
<td>Not observed</td>
</tr>
<tr>
<td>Walking</td>
<td>[X]</td>
<td>Moving while cleaning, and to each area in the mill to be cleaned, through dryline (mostly clear concrete), sawmill (wood floors, lots of dust, stairs), across yard (often uneven ground)</td>
</tr>
<tr>
<td>Carrying</td>
<td>[X]</td>
<td>Brooms, other cleaning necessities short distances, each area has storage cupboard for supplies</td>
</tr>
<tr>
<td>Climbing</td>
<td>[X]</td>
<td>Stairs to get to sawmill lunchroom, T&amp;R boardroom,</td>
</tr>
<tr>
<td>Bending</td>
<td>[X]</td>
<td>Sweeping, wiping waist height surfaces, cleaning under tables</td>
</tr>
<tr>
<td>Crouching</td>
<td>[X]</td>
<td>Cleaning under desks, low surfaces</td>
</tr>
<tr>
<td>Kneeling</td>
<td>[X]</td>
<td>If cleaning low surfaces for an extended period of time</td>
</tr>
<tr>
<td>Crawling</td>
<td>[X]</td>
<td>Not Observed</td>
</tr>
<tr>
<td>Twisting</td>
<td>[X]</td>
<td>Sweeping stairs, cleaning other hard to reach areas</td>
</tr>
</tbody>
</table>
# Physical Demands Analysis

## Boniferro Mill Works

### DEPARTMENT: Maintenance

### ISSUE DATE: 2003-05-29

### POSITION: ELECTRICIAN

### REVIEWED BY: WORKER-SUPERVISOR-

#### Work Schedule

<table>
<thead>
<tr>
<th>Work Schedule</th>
<th>Hours per Shift</th>
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<th>Hours per Week</th>
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<td>8</td>
<td>5</td>
<td>2-10 min, 1-30 min</td>
<td>40</td>
</tr>
</tbody>
</table>

### Rotation Interval

- **# Workers doing same Job per shift**: N/A
- **NOC #**: 7242

### Exertion Level

- **Sedentary**
- **Light**
- **Medium**
- **Heavy**
- **Very Heavy**

## Physical Demand

<table>
<thead>
<tr>
<th>Mobility</th>
<th>Frequency</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>❌</td>
<td>Reading, shift change over briefing, meetings</td>
</tr>
<tr>
<td>Standing</td>
<td>❌</td>
<td>Generally work area requires standing, extended periods of time, concrete floors</td>
</tr>
<tr>
<td>Running</td>
<td>❌</td>
<td>Only in emergencies</td>
</tr>
<tr>
<td>Walking</td>
<td>❌</td>
<td>Around yard to work sites</td>
</tr>
<tr>
<td>Carrying</td>
<td>❌</td>
<td>Tool pouch, parts to work sites</td>
</tr>
<tr>
<td>Climbing</td>
<td>❌</td>
<td>Stairs and ladders to get to work areas, using ladders to change bulbs/ballasts</td>
</tr>
<tr>
<td>Bending</td>
<td>❌</td>
<td>Most work sites not ideal heights, require bending</td>
</tr>
<tr>
<td>Crouching</td>
<td>❌</td>
<td>Short periods of time for maintenance work, installations less often but for longer time periods</td>
</tr>
<tr>
<td>Kneeling</td>
<td>❌</td>
<td>Some work sites</td>
</tr>
<tr>
<td>Crawling</td>
<td>❌</td>
<td>Under chains etc, to get to work sites</td>
</tr>
<tr>
<td>Twisting</td>
<td>❌</td>
<td>Reaching from work location to tools, often twisting</td>
</tr>
</tbody>
</table>
# Physical Demands Analysis
## Boniferro Mill Works

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION:</td>
<td>GENERAL EQUIPMENT OPERATOR (GEO)</td>
</tr>
<tr>
<td>ISSUE DATE:</td>
<td>2003-05-29</td>
</tr>
<tr>
<td>REPLACES DATE:</td>
<td>2002-08-16</td>
</tr>
<tr>
<td>REVIEWED BY:</td>
<td>WORKER-SUPERVISOR-08/03/10</td>
</tr>
</tbody>
</table>

### Work Schedule

<table>
<thead>
<tr>
<th>Work Schedule</th>
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<td>5</td>
<td>2-10 min, 1-30 min</td>
<td>40</td>
</tr>
</tbody>
</table>

### Rotation Interval

<table>
<thead>
<tr>
<th>Rotation Interval</th>
<th># Workers doing same Job per shift</th>
<th>NOC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>1</td>
<td>7421</td>
</tr>
</tbody>
</table>

### Exertion Level

- Sedentary
- Light
- Medium
- Heavy
- Very Heavy

### Physical Demand

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>X</td>
<td>To operate machinery, most non ergonomic chairs, more sitting in summer then winter</td>
</tr>
<tr>
<td>Standing</td>
<td>X</td>
<td>In yard, on grass, concrete, slippery surfaces in winter</td>
</tr>
<tr>
<td>Running</td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td>Walking</td>
<td>X</td>
<td>To operate smaller machinery lawn mower, weed-wacker, carts etc.</td>
</tr>
<tr>
<td>Carrying</td>
<td>X</td>
<td>Yard debris as cleans up, cants and wood butts from sawmill, crossers etc.</td>
</tr>
<tr>
<td>Climbing</td>
<td>X</td>
<td>Into and out of machinery, few stairs</td>
</tr>
<tr>
<td>Bending</td>
<td>X</td>
<td>Shoveling and while in machinery to keep a clear line of vision with load, down hills leaning forwards results, to pick up yard debris, bending at waist to ground (90degrees )half of the time other half only a leaning (45degrees)</td>
</tr>
<tr>
<td>Crouching</td>
<td>X</td>
<td>To clean yard</td>
</tr>
<tr>
<td>Kneeling</td>
<td>X</td>
<td>To clean yard</td>
</tr>
<tr>
<td>Crawling</td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td>Twisting</td>
<td>X</td>
<td>Shoveling snow/sawdust, observing behind machinery when backing up</td>
</tr>
</tbody>
</table>
### Physical Demands Analysis

**Boniferro Mill Works**

**DEPARTMENT:** Maintenance  
**POSITION:** MACHINIST  
**ISSUE DATE:** 2003-05-29  
**REPLACES DATE:** 2002-08-16  
**08/03/10**  
**REVIEWED BY:** WORKER-SUPERVISOR-

### Work Schedule

<table>
<thead>
<tr>
<th>Work Schedule</th>
<th>Hours per Shift</th>
<th>Shifts per Week</th>
<th>Breaks per Shift</th>
<th>Hours per Week</th>
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<td>5</td>
<td>2-10 min, 1-30 min</td>
<td>40</td>
</tr>
</tbody>
</table>

### Rotation Interval

<table>
<thead>
<tr>
<th># Workers doing same Job per shift</th>
<th>NOC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>7231</td>
</tr>
</tbody>
</table>

### Exertion Level

- **Sedentary**
- **Light**
- **Medium**
- **Heavy**
- **Very Heavy**

### Physical Demand

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Frequency</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sitting</strong></td>
<td>X</td>
<td>Lathe on automatic feed</td>
</tr>
<tr>
<td><strong>Standing</strong></td>
<td>X</td>
<td>To adjust and operate lathe, wrinkled anti fatigue matting or concrete surface</td>
</tr>
<tr>
<td><strong>Running</strong></td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td><strong>Walking</strong></td>
<td>X</td>
<td>Around machine shop for parts/tools</td>
</tr>
<tr>
<td><strong>Carrying</strong></td>
<td>X</td>
<td>Parts and tools to lathe area</td>
</tr>
<tr>
<td><strong>Climbing</strong></td>
<td>X</td>
<td>Small ledges to enter other rooms</td>
</tr>
<tr>
<td><strong>Bending</strong></td>
<td>X</td>
<td>Over lathe to set up, pick up tools, parts, scarp on floor</td>
</tr>
<tr>
<td><strong>Crouching</strong></td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td><strong>Kneeling</strong></td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td><strong>Crawling</strong></td>
<td>X</td>
<td>Not observed</td>
</tr>
<tr>
<td><strong>Twisting</strong></td>
<td>X</td>
<td>When setting up lathe</td>
</tr>
</tbody>
</table>
SAFETY PERSONNEL PROGRAM
JOINT HEALTH AND SAFETY COMMITTEE

Note: This section applies only to firms with 20 or more employees.

STANDARD
Where a JHSC is required by the OH&S Act, all members are to receive documented training in planned workplace inspection, incident investigation and the OH&S Act and Regulations, and at least two members are to be certified.

LEGISLATION
In workplaces with at least 20 workers or where designated substances are present, the OH&S Act requires the establishment of a Joint Health and Safety Committee (JHSC). The JHSC also has an obligation to perform specific duties as summarized below:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>9(2)</td>
<td>When a JHSC is required.</td>
</tr>
<tr>
<td>9(3.2)</td>
<td>Designation of JHSC worker member to inspect workplace.</td>
</tr>
<tr>
<td>9(6-8)</td>
<td>Composition of committee (at least 2 members for workplaces with 20 to 49 workers and at least 4 members for workplaces with 50 or more workers).</td>
</tr>
<tr>
<td>9(12)</td>
<td>Certified members required.</td>
</tr>
<tr>
<td>9(18)</td>
<td>Powers of JHSC members to:</td>
</tr>
<tr>
<td>9(18)(a)</td>
<td>Identify hazards,</td>
</tr>
<tr>
<td>9(18)(b)(c)</td>
<td>Make recommendations,</td>
</tr>
<tr>
<td>9(18)(d)(e)</td>
<td>Obtain information, and</td>
</tr>
<tr>
<td>9(18)(f)</td>
<td>Be consulted about, and present at, any health and safety testing.</td>
</tr>
<tr>
<td>9(19)</td>
<td>Worker member present during health and safety testing.</td>
</tr>
<tr>
<td>9(20)</td>
<td>Written recommendations to employer.</td>
</tr>
<tr>
<td>9(22)</td>
<td>Minutes of JHSC meetings to be kept.</td>
</tr>
<tr>
<td>9(23-29)</td>
<td>Workplace inspections.</td>
</tr>
<tr>
<td>9(31)</td>
<td>JHSC member to investigate critical injury/fatality.</td>
</tr>
<tr>
<td>9(32)</td>
<td>Posting of names and work locations of JHSC members.</td>
</tr>
<tr>
<td>9(33)</td>
<td>JHSC meeting frequency, at least once every three months.</td>
</tr>
<tr>
<td>9(34)</td>
<td>Entitlement to time from work.</td>
</tr>
<tr>
<td>9(35-36)</td>
<td>Entitlement to be paid.</td>
</tr>
<tr>
<td>25(2)(e)</td>
<td>Employer to assist the JHSC.</td>
</tr>
<tr>
<td>Section</td>
<td>Summary</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>25(2)(l)</td>
<td>Employer to provide JHSC with report respecting health and safety.</td>
</tr>
<tr>
<td>39(2)(b)</td>
<td>Assessment of hazardous material to be made available to JHSC.</td>
</tr>
<tr>
<td>42(2)(3)</td>
<td>JHSC to be consulted on hazardous material/physical agent(s) training for workers.</td>
</tr>
<tr>
<td>43(4)</td>
<td>JHSC worker member to attend work refusal.</td>
</tr>
<tr>
<td>45(1-9)</td>
<td>Bilateral work stoppage.</td>
</tr>
<tr>
<td>47(1-7)</td>
<td>Unilateral work stoppage.</td>
</tr>
<tr>
<td>48(1-2)</td>
<td>JHSC certified member to investigate dangerous circumstance.</td>
</tr>
<tr>
<td>51(1)</td>
<td>Employer to advise JHSC of critical injury/fatality at workplace.</td>
</tr>
<tr>
<td>54(3)</td>
<td>JHSC worker member to accompany MOL inspector.</td>
</tr>
<tr>
<td>57(10)</td>
<td>MOL inspector order(s) to be provided to JHSC.</td>
</tr>
<tr>
<td>62(5)</td>
<td>No person shall interfere with a JHSC or a committee member.</td>
</tr>
<tr>
<td>63</td>
<td>Confidentiality of certain information.</td>
</tr>
<tr>
<td>65</td>
<td>Immunity for JHSC members.</td>
</tr>
</tbody>
</table>

The following requirement is contained in the Regulations for Industrial Establishments (RIE).

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Pre-Start Review reports to be provided to JHSC.</td>
</tr>
</tbody>
</table>
MANAGEMENT PARTICIPATION

Manager

- Attends Joint Health and Safety Committee meetings
- Conducts health and safety audits of the plant twice yearly
- Reviews all accidents and incidents, and signs and comments on every investigation form
- Participates in formal training
- Attends safety meetings and actively participates when available

Supervisor

- Reviews monthly health and safety inspections along with the health and safety representative
- Ensures the appropriate follow-up is completed for all substandard conditions in a timely manner
- Investigates all accidents and incidents and ensures that all substandard acts and conditions are corrected according to priority of risk (A-B-C).

JOINT HEALTH AND SAFETY COMMITTEE

Introduction

Ontario’s Occupational Health and Safety Act is built upon the principle that employees and employers must act together to ensure a healthy and safe workplace environment.

The goal is to be achieved through the work of HEALTH AND SAFETY REPRESENTATIVES and the JOINT HEALTH AND SAFETY COMMITTEE.

Roles and Responsibilities of the Joint Health and Safety Committee Members

- Identify workplace hazards
- Inspect the department at least once a month
- Be consulted about any workplace testing
- Make recommendations to the supervisor
- Advise the health and safety committee member of progress regarding health and safety concerns and unresolved issues.
- Investigate work refusals and serious accidents
- Accompany Ministry of Labour Inspector on all inspections and investigations (certified member)
- Attend meetings regularly (if unable to attend, ensure the alternate is available)
- Ensure that activities to be followed-up are completed prior to the meeting
- Listen to concerns and suggestions from teammates and ensure that they are referred to management or to the committee, as appropriate
• Attend health and safety training
• Attend work refusal situations
• Participate in investigations for critical injuries and as requested by management
• Attend the start of any safety or hygiene testing

Dealing with Worker Complaints

It is the duty of all workers to report any hazard or contravention of the Act and Regulations to management. If the matter is not resolved, a worker should then refer it to a member of the Joint Health and Safety Committee. The committee member should then ask the supervisor who is responsible for that department to take part in resolving the problem.

The committee member then informs the worker who initially reported the concern once a decision or recommendation has been reached.

Committee Meeting Procedure

1. Co-chairpersons (1 worker, 1 management), alternate chairing the meeting each month
2. The secretary or designate will prepare the agenda.
3. Members are asked to give notice if they wish to submit items for the meeting.
4. Concerns are brought from the workers and safety meetings (those concerns for which remedial actions have not been taken or require the committee to look into the matter further).
5. The committee makes recommendations based on the concerns or hazards and management will be notified to take remedial action.
6. Issues that require further study or a significant expenditure will be sent in writing to the Manager. A written response will be given to the committee within 21 days.
7. The committee also reviews the inspections and follow-up progress, as well as accident investigations and corrective actions.
8. Accident statistics, noise level testing, hygiene monitoring results and recommendations are a part of the mandate of the joint health and safety committee.
9. Remedial actions to be taken are assigned to individuals during the meeting. The person assigned is responsible for the follow-up and reporting for the next meeting.

Recording of Minutes

Minutes must be recorded and made available for review by Ministry of Labour Inspector. Member’s names should be used for attendance purposes only. The minutes should be signed by the co-chairpersons and posted on all the health and safety bulletin board. Committee members will also receive a copy of the minutes.

Results of specific audits, hygiene surveys, Ministry of Labour or other inspections, and updates on program activities and progress are given and posted on the safety bulletin board.
Selection of Health and Safety Committee Members

Workers will elect one (1) representative to sit on the joint health and safety committee and one (1) alternate to attend the meeting in their absence.

The manager will appoint one (1) management representative to sit on the committee. An alternate will also be selected.

Duties of Committee Members

Role of the co-chair persons

- Alternate chairing the meetings
- Start the meeting on time and keep on track
- Bring all issues to a conclusion reaching a consensus
- Ensure that all members have an opportunity to contribute

Role of the Secretary

- Record the minutes
- Keep records of all the committee’s activities
- Compile the agenda
- Notify the committee members of the meeting times and location
- Circulate the minutes promptly (within a week)

INTERNAL RESPONSIBILITY SYSTEM

Handling Health and Safety Concerns

1. Worker reports a health and safety concern or hazard to their supervisor. The supervisor examines the concern or hazard, resolves the issue and advises the worker.

2. After a reasonable of time has passed and the problem has not been resolved, the worker contacts a worker joint health and safety committee member who addresses the problem with the leader and the problem is resolved.

3. If the worker is not satisfied with the results or the issue is still not resolved, the worker member advises the joint health and safety committee of the issue in writing.

4. The joint health and safety committee discusses the issue at their meeting.

5. The committee may either appoint a member to examine the problem further and report back to the committee, or makes a recommendation to the mill manager in writing, or the committee resolves the issue at the meeting and reports back to the worker who reported the concern.

6. If a recommendation is made to the manager in writing, the manager has 21 days to respond in writing to the joint health and safety committee.

7. If the issue is still unresolved, the Ministry of Labour inspector will be called in to settle the problem.
   a. If the issue in dispute involves a contravention of the Act, the inspector will issue an order with a time limit. Boniferro Mill Works must comply. The order can be appealed.
   b. If the issue is not a contravention of the Act, the inspector may suggest a solution or a compromise, which is not legally binding.
REFUSAL TO WORK WHERE HEALTH OR SAFETY ARE IN DANGER

The right to refuse to work may be exercised by an employee who has reason to believe that:

a) that the physical condition of the work place is likely to endanger them;
b) that any machine they are to use or place they are to work in is in contravention of the Act and is therefore likely to endanger themselves or another employee.

Procedures
Upon refusing to work, the employee immediately reports the circumstances of the refusal to the supervisor.

The supervisor will immediately investigate the report in the presence of the employee and the Health and Safety Committee representative.

If the case is resolved, the employee will return to work.

If the employee is not satisfied with the results of the investigation and has reasonable grounds to believe that the conditions are still dangerous, the employee could continue to refuse to work.

The worker must remain in a safe place near his workstation unless he is assigned to reasonable alternative work. Another employee may be assigned to work the machine, etc. which the first worker has refused, provided he is informed of the first worker's refusal to work and the reason. *Do not send the worker home!* The Certified Representative will then contact the other Certified Member (Management or worker) to resolve the problem.

The supervisor will then immediately notify the Manager in order that the circumstances can be reviewed once more.

If there still is a disagreement and the employee continues to refuse, the Certified Representatives will notify the Ministry of Labour so that an inspector can investigate the refusal to work in the presence of the employer, the employee and the Certified Health and Safety representatives.

The inspector decides whether there is a risk and gives a decision in writing to the employer the employee and the representatives.
HAZARD REPORTING PROCEDURE

**WORKER:** Reports concern or hazard to supervisor.

**SUPERVISOR:** Examines concern or hazard.

Problem unresolved after a reasonable time?

Worker contacts Health & Safety.

If problem still unresolved...


Joint Health & Safety Committee

Appoints member to

Makes recommendation to

Management has 21 days to respond

Problem resolved.

Advises worker.

Resolves

Advises worker.

Management has 21 days to respond

Joint Health & Safety Committee

Makes recommendation to

Management has 21 days to respond

Resolves

Advises worker.
DANGEROUS CIRCUMSTANCES

Section 44 of the Occupational Health and Safety Act defines dangerous circumstances as:

(1) a provision of this Act or the regulations is being contravened;
(2) the contravention poses a danger or a hazard to a worker; and
(3) the danger or hazard is such that any delay in controlling it may seriously endanger a worker.

* ALL THREE OF THESE CONDITIONS MUST SIMULTANEOUSLY EXIST BEFORE THERE ARE DANGEROUS CIRCUMSTANCES.

Complaints Concerning Dangerous Circumstances

- A complaint from anyone that dangerous circumstances exist must be immediately reported to a supervisor.
- If complaint is unresolved - certified member must be notified.
- Certified member will investigate immediately and thoroughly.
- If dangerous circumstances exist - they must be eliminated or controlled.
- Supervisor must take appropriate corrective action.
- If supervisor disagrees that dangerous circumstances exist - the opposite certified member is notified and both investigate.

a) If certified members agree, then work is stopped and corrective action is taken.
   - Certified members will then cancel the stop work order.

b) If the certified members disagree, the inspector is called in.
   - Inspector will give his decision in writing.
   - Corrective action is taken if ordered.
SECTION 18 – SAFETY PERSONNEL PROGRAM (JOINT HEALTH AND SAFETY COMMITTEE)

BILATERAL WORK STOPPAGE

Certified member has reason to believe dangerous circumstances exist.

Advise supervisor.

Supervisor investigates.

DOES SUPERVISOR AGREE THAT DANGEROUS CIRCUMSTANCES EXIST?

NO

Notify opposite certified member.

DO BOTH CERTIFIED MEMBERS AGREE?

YES

Stop work.

Corrective Action.

Certified members cancel stop work order.

YES

Stop work until corrective action is taken.

Call inspector.

Written decision.

Correct action if ordered.

NO
UNILATERAL WORK STOPPAGE

Certified Member finds dangerous circumstances exist.

Direct employer to Stop work

Supervisor investigates.

DOES SUPERVISOR AGREE THAT DANGEROUS CIRCUMSTANCES EXIST?

STOP WORK CONTINUES

Call inspector.

Written decision.

Corrective action or cancellation of stop work order.

YES

Corrective action.

Certified Member cancels stop work order.

NO
REPLY TO MINISTRY OF LABOUR REGARDING ORDERS ISSUED

Boniferro Mill Works is responsible for notifying the Ontario Ministry of Labour of all measures taken to comply with the directives issued by the Ministry. In order to ensure that corrective action is taken and a prompt follow-up report is made, the following procedure is in place:

1. Any orders issued by the MOL inspector is signed by both management and worker representatives. Copies of the orders are posted on the bulletin boards in the lunch room and the main office for 14 days (they can be removed after this timeframe). Copies of the orders are given to the members of the joint health and safety committee.

2. The supervisor reviews the inspection report with the orders related to his or her department with the committee member who accompanied the inspector.

3. The supervisor follows through and corrects the substandard act or condition within the dates given by the inspector. When corrective measures can’t be completed in the timeframe given, the manager will contact the MOL and advise the inspector of the circumstance. This will be documented in writing.

4. When the corrective actions are completed, the follow-up report form left by the MOL must be signed by the worker and management reps. and the report may be faxed to the MOL by the administration. A copy of this will be attached to the original order and posted for 14 days and given to the joint health and safety committee. After the fourteen days of posting, the original will be forwarded to administration for filing.

5. When corrective measures cannot be taken immediately, temporary immediate measures are taken to reduce the risk of hazard until more suitable corrections can be made.
ACKNOWLEDGEMENT

This will acknowledge that I, ____________________________

have read the Boniferro Mill Works Health & Safety Manual, and have been indoctrinated for the position of

__________________________________________________.

I understand that I must have a thorough knowledge of, and comply with the accident prevention policies and procedures contained in this manual.

Date________________ Signature________________________

Signature________________________
MANAGEMENT SAFETY POLICY & PROCEDURES TEST

NAME: _________________________  DATE: __________________

1. Define a “critical injury”.
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

2. Who can be held responsible for infractions of the Occupational Health
   and Safety Act?
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

3. What are the supervisor’s responsibilities under the Act?
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

4. List the steps used in dealing with a work refusal for health and safety
   reasons.
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

5. What steps should you take with your department if the evacuation/fire
   alarm is initiated?
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
6. Name at least one (1) union and one (1) management health & safety representative.
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

7. What is the purpose of the Accident/Incident Investigation Report?
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

8. List the regulations, acts, codes and standards that apply to the worksite at BMW in regards to health & safety.
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

Answer the following (multiple choice, true or false).

9. Collar length hair is acceptable to prevent entanglement with any rotating shaft, spindle, gear, belt or moving chain.
   True________ False________

10. It is mandatory to wear fall protection when there is a chance of falling 8 feet.
    True ________ False________

11. Before starting any maintenance on equipment, remember to shut it off and use lockout procedures for that equipment.
    True ________ False________

12. You can use water on electrical fires then an extinguisher if needed.
    True________ False________

13. To open a disconnect switch, stand to the side opposite the hinges of the panel – not in front of the panel to prevent possible flash from striking your face.
    True________ False________

14. All accident/incident reports must be completed:
    a) within 24 hours of the occurrence.
    b) when you get the time.
    c) when the manager demands it.
15. Late filing charges will be sent to the company if WSIB reports are not received within:
a) 24 hours after the incident
b) 48 hours after it has been reported to the supervisors
c) 72 hours after the company has been notified of an incident

16. Match the WHMIS symbols with the hazard.

1. Flammable/Combustible
2. Immediate and Serious Toxic Effects
3. Oxidizing Material
4. Dangerously Reactive
5. Other Toxic Effects
6. Corrosive
7. Biohazard/Infectious
8. Compressed Gas
17. You have been working in a dusty area and you want to know more about the untreated wood dust. (Refer to M.S.D.S. for these questions under Wood Dust)

a) What is the extinguishing media for fire?

b) List the SPECIAL FIRE FIGHTING PROCEDURES:

c) Emergency and First Aid procedures are listed for what 3 types of / or areas on contact. List below.

18. Entry into the confined spaces is allowed for maintenance personnel.

True________   False________

19. Ignorance of the safety rules will not be accepted as an excuse for their violation.

True________   False________

SCORE__________________________

Supervisor ______________________  Date ______________________

Manager ________________________  Date ______________________
2009 JOINT HEALTH AND SAFETY COMMITTEE

Jim Boniferro
Management Representative

Diane Cudney
Union Representative

Gary Wegener
Management Representative

Ed Charrette
Union Representative
INTERNAL RESPONSIBILITY SYSTEM

Handling Health and Safety Concerns
9. Worker reports a health and safety concern or hazard to their supervisor. The supervisor examines the concern or hazard, resolves the issue and advises the worker.
10. After a reasonable of time has passed and the problem has not been resolved, the worker contacts a worker joint health and safety committee member who addresses the problem with the leader and the problem is resolved.
11. If the worker is not satisfied with the results or the issue is still not resolved, the worker member advises the joint health and safety committee of the issue in writing.
12. The joint health and safety committee discusses the issue at their meeting.
13. The committee may either appoint a member to examine the problem further and report back to the committee, or makes a recommendation to the mill manager in writing, or the committee resolves the issue at the meeting and reports back to the worker who reported the concern.
14. If a recommendation is made to the manager in writing, the manager has 21 days to respond in writing to the joint health and safety committee.
15. If the issue is still unresolved, the Ministry of Labour inspector will be called in to settle the problem.
   a. If the issue in dispute involves a contravention of the Act, the inspector will issue an order with a time limit. Boniferro Mill Works must comply. The order can be appealed.
   b. If the issue is not a contravention of the Act, the inspector may suggest a solution or a compromise, which is not legally binding.
SECTION 19: WORKING ALONE PROGRAM

STANDARD
Whenever a worker is required to work alone, an appropriate working alone procedure is to be implemented.

LEGISLATION
Although there is no specific section under the Occupational Health and Safety Act (OH&S Act) or the Regulations for Industrial Establishments (RIE) that prohibits a worker from working alone, it is a reasonable precaution to establish a system for the protection of isolated workers. Employers are required to provide information and instruction as well as supervision.

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>25(2)(a)</td>
<td>Employers are to provide information, instruction and supervision.</td>
</tr>
<tr>
<td>25(2)(h)</td>
<td>Employers are required to take every reasonable precaution for worker safety.</td>
</tr>
<tr>
<td>27(2)(c)</td>
<td>Supervisors are required to take every reasonable precaution for worker safety.</td>
</tr>
</tbody>
</table>

LEADING PRACTICES:

1. People who are required to work alone may be at risk should something happen to them while they are alone. The risks depend upon the hazards associated with the job, the length of time the job is being performed and the remoteness of the job location. It is recommended that a formal Working Alone Protocol be established when significant risks are involved.

2. The assessment of available communication systems (cell phones, land-based phones, two-way radio service, satellite phones, etc.) should be carried out for each remote location where workers may be required to work alone.
Boniferro Mill Works Working Alone Protocol

This protocol is valid from: ________________________ to ______________________

<table>
<thead>
<tr>
<th>Location of work being done:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of work being done:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazards associated with work being done:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Normal duration of work being done:</th>
<th>minutes</th>
<th>hours</th>
<th>days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal frequency of work being done:</td>
<td>daily</td>
<td>weekly</td>
<td>monthly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication systems in place:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>Emergency No.</td>
<td></td>
</tr>
<tr>
<td>Two-way radio:</td>
<td>Emergency No.</td>
<td></td>
</tr>
<tr>
<td>CB</td>
<td>Emergency No.</td>
<td></td>
</tr>
<tr>
<td>Other (describe)</td>
<td>Action:</td>
<td></td>
</tr>
<tr>
<td>Other (describe)</td>
<td>Action:</td>
<td></td>
</tr>
</tbody>
</table>

| Special provisions: |

<table>
<thead>
<tr>
<th>Initial contact consists of: Phone Checker Cab at 949-3600</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Maximum elapsed time for contact to be made:</th>
<th>Hours:</th>
</tr>
</thead>
</table>

By signing below, both parties understand the hazards associated with working alone and the requirements for making contact as indicated above.

Signatures:

____________________________    _____________________________           (Worker)
(Person Authorizing Worker)
Boniferro Mill Works
Working Alone Policy

Working alone in certain circumstances or environments may be unsafe and requires special arrangements to minimize potential risks of injury. To work alone means to work at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.”

Management Commitment and Responsibility

Boniferro Mill Works is committed and responsible to provide as safe a work environment as is reasonably possible for any employees who are required to work alone.

Employee Commitment and Responsibility

While management is responsible to provide a safe work environment, employees are also expected to make every effort to assess hazards and to take steps to avoid unnecessary risks.

Safety Measures

To ensure your safety, the following measures have been implemented:
A working alone call system has been arranged with Checker Cab.

1. Phone: -942-3600- Checker Cab at the beginning of your shift to confirm what length of time must elapse before it is considered that you are in need of some help. Tell the operator if you don’t hear from me at a pre arranged time then it will be assumed that you are in need of help. If you arrange that you will call every thirty minutes, if you don’t call -942-3600 - at that prearranged time. Someone from Checker Cab will contact you to ensure that you are okay.

2. Carry cell phone with you at all times.
3. Do not enter any area designated as a confined space.
4. Make sure that all doors and windows are secured with appropriate barriers
5. Public access to the worksite is limited to emergency health officials, lessees, and contractors. Do not bring your children or friends to work with you.
6. Make sure at the end of your shift you call -942-3600- to tell them that you have finished and that are leaving the site.
**Working Alone Procedures**

Phone Checker Cab and establish a phone back time and adhere to the schedule or Checker cab will call a supervisor to investigate the lapse in response from the worker.

Do not empty the garbage after dark.

Phone the police if there is a trespasser on site.

**Search and Rescue**

a. In the event that any person fails to check in with checker cab within the designated 30 minute or 1 hour check-in time during the workday, the supervisor or designated person will immediately attempt to contact the worker. The supervisor will have to decide if 911 should be called immediately or not.

b. If no contact is made, the company call in designate representative will contact the department superintendent or manager to initiate a search for the missing worker.

c. If no contact is made, the company representative will check with the worker’s home and if the worker is not there, he or she will advise immediate family that the worker has missed his check-in.

d. At all times during the search for a worker that has not checked-in, one person must be designated to remain in radio and telephone contact at the office. All calls to be recorded with date, time and detail.

e. Upon finding the worker if the worker is okay then the worker will be disciplined for failing to follow safety protocol as per the collective agreement.

f. If upon finding the employee the employee is injured then 911 will be called for emergency help.

**Training**

This policy will be reviewed and, where necessary, whenever there is a change of circumstance(s) that may affect the health and safety of Boniferro Mill Works employees.
STANDARD
All managers and supervisors are to receive documented training so that they are able to fulfill their health and safety duties and responsibilities under the OH&S Act.

LEGISLATION
Sections of the Occupational Health and Safety Act associated with a supervisor’s health and safety responsibilities include:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>25(2)(c)</td>
<td>When appointing a supervisor, employer to appoint a competent person.</td>
</tr>
<tr>
<td>1(1)</td>
<td>“Competent person” means a person qualified because of knowledge, training and experience to organize the work, familiar with the OH&amp;S Act and Regulations that apply to the work and aware of any potential or actual hazards in the workplace.</td>
</tr>
<tr>
<td>25(2)(d)</td>
<td>Employer to acquaint any person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or potentially hazardous material.</td>
</tr>
<tr>
<td>27(1)</td>
<td>Supervisor to ensure that workers work in a manner and with protective devices, measures and procedures required by the OH&amp;S Act and Regulations.</td>
</tr>
<tr>
<td>27(2)</td>
<td>Supervisor to advise a worker of any potential or actual danger to the worker of which the supervisor is aware, to provide a worker with written procedures for a worker’s protection, and to take every precaution reasonable in the circumstances for the protection of a worker.</td>
</tr>
</tbody>
</table>
LEADING PRACTICES

1. Under the OH&S Act, the employer is ultimately responsible for everything that takes place in the workplace. While the employer can never shed this responsibility, he or she can delegate authority to supervisors and managers who then have responsibilities, under Section 27 of the OH&S Act, to ensure that work is carried out in a safe manner. In order to maintain an effective health and safety program in the workplace, it is vital that all workplace parties, from the employer down, are committed to working in a safe and productive manner.

2. Under Section 25(2)(c) of the OH&S Act, an employer is to appoint a “competent person” as a supervisor. This means that the supervisor is to be competent at the time of the appointment. In other words, they are not to “grow into” the position. To be competent, the supervisor or manager is to have sufficient knowledge of the work to be able to organize it, is to know the sections of the Act and Regulations that pertain to the work and is to be familiar with the hazards associated with the job. Training in these areas is to be conducted before the individual takes on supervisory duties. Copies of completed checklists should be maintained on file to verify that this training has taken place.

3. It is recommended that companies prepare an orientation manual for supervisors and managers. Company policies and procedures maintained in this manual provide a ready reference.

4. It is recommended that performance evaluations of supervisors and managers include an assessment of their compliance with the requirement to ensure that work is carried out properly in the workplace. This includes carrying out disciplinary action where substandard behaviour is observed. Records of any disciplinary action should be kept on file. In the event of serious injury, failure to take corrective action could result in charges being laid by the Ministry of Labour. The Ministry expects employers to set standards on how work is to be done, communicate these standards (such as through safe operating procedures) and enforce the standards by taking corrective action when required. As front-line members of the management team, supervisors are generally in direct contact with workers and are therefore usually the most aware of any substandard acts or conditions.
New Management Orientation and Training

INTRODUCTION

A primary responsibility of all levels of management is ensuring the safety and health of all employees and the control of material loss. Furthermore, most health and safety legislation requires that management and supervisors are knowledgeable about health and safety hazards associated with the workplace.

Management training provides the knowledge and skills necessary to manage a health, safety and loss control program.

Training provides the means with which to meet managerial responsibilities in the most important area of management.

The stages of training include:

1. Orientation
2. Formal review/update/refresher training.

MANAGEMENT ORIENTATION

The Manager ensures that all new members of management attend a formal orientation to the overall health, safety program during the first week on the job. This may be covered in several short sessions.

Administration develops guidelines for the orientations and holds sessions as necessary and maintains records of the attendees and of those who have not attended. These are stored company training binders.

Procedures for Management Orientation

1. Administration is informed when any new members of management are hired.

2. Administration gives each new member of management an orientation to the overall health and safety program including a description of their specific responsibilities if known.

3. A record of management who has received the orientation will be kept in the company training binders.

All management must attend the orientation as required and carry out their specific responsibilities in all matters.
NEW MANAGEMENT - SAFETY ORIENTATION

Purpose

To provide new management with an introduction and understanding of their role in maintaining a safe work environment.

Method

During the first week of employment, administration will present indoctrination including:
4. The role of management members as related to health and safety.
5. The new member’s personal responsibilities in health and safety activities.
6. Identifying and documenting all previous health and safety training.
7. WHMIS training.

STAGE I

Company Policies
a) A copy of the Health and Safety Policy - discussion.
b) The "Occupational Health & Safety Manual": its appropriate sections and responsibilities will be discussed.
c) Safe Work Practices - purpose and application will be discussed.

STAGE II

Legislation and Regulations
The new member will receive a copy of the "Occupational Health and Safety Act" specific sections and the application will be discussed.
An overview of the Workers' Compensation Act will be presented (i.e. rules, reporting costs, etc.).

STAGE III

Role of Management Members
The new member will receive information on:
a) The scope of Administration as related to health and safety
b) Reporting procedures.
c) Safety training.
STAGE IV

Personal Responsibility
The new member will be instructed on:

a) Their role in safety management
b) Auditing procedures
c) Personal example in safety
d) Due Diligence

STAGE V

Review
There will be a review of training and updates on program policy and legislative changes as required.

MANAGEMENT PARTICIPATION IN SAFETY

Manager

- Attends Joint Health and Safety Committee meetings
- Conducts health and safety audits of the plant twice yearly
- Reviews all accidents and incidents, and signs and comments on every investigation form
- Participates in formal training
- Attends safety meetings and actively participates when available

Supervisor

- Reviews monthly health and safety inspections
- Ensures the appropriate follow-up is completed for all substandard conditions in a timely manner.
- Investigates all accidents and incidents and ensures that all substandard acts and conditions are corrected according to priority of risk (A-B-C).
**Handling Health and Safety Concerns**

1. Worker reports a health and safety concern or hazard to their supervisor. The supervisor examines the concern or hazard, resolves the issue and advises the worker.
2. After a reasonable of time has passed and the problem has not been resolved, the worker contacts a worker joint health and safety committee member who addresses the problem with the leader and the problem is resolved.
3. If the worker is not satisfied with the results or the issue is still not resolved, the worker member advises the joint health and safety committee of the issue in writing.
4. The joint health and safety committee discusses the issue at their meeting.
5. The committee may either appoint a member to examine the problem further and report back to the committee, or makes a recommendation to the mill manager in writing, or the committee resolves the issue at the meeting and reports back to the worker who reported the concern.
6. If a recommendation is made to the manager in writing, the manager has 21 days to respond in writing to the joint health and safety committee.
7. If the issue is still unresolved, the Ministry of Labour inspector will be called in to settle the problem.
   a. If the issue in dispute involves a contravention of the Act, the inspector will issue an order with a time limit. Boniferro Mill Works must comply. The order can be appealed.
   b. If the issue is not a contravention of the Act, the inspector may suggest a solution or a compromise, which is not legally binding.

**DANGEROUS CIRCUMSTANCES**

Section 44 of the Occupational Health and Safety Act defines dangerous circumstances as:

(1) a provision of this Act or the regulations is being contravened;

(2) the contravention poses a danger or a hazard to a worker; and

(3) the danger or hazard is such that any delay in controlling it may seriously endanger a worker.

* ALL THREE OF THESE CONDITIONS MUST SIMULTANEOUSLY EXIST BEFORE THERE ARE DANGEROUS CIRCUMSTANCES.
Complaints Concerning Dangerous Circumstances

- A complaint from anyone that dangerous circumstances exist must be immediately reported to a supervisor.
- If complaint is unresolved - certified member must be notified.
- Certified member will investigate immediately and thoroughly.
- If dangerous circumstances exist - they must be eliminated or controlled.
- Supervisor must take appropriate corrective action.
- If supervisor disagrees that dangerous circumstances exist - the opposite certified member is notified and both investigate.

a) - If certified members agree, then work is stopped and corrective action is taken.
   - Certified members will then cancel the stop work order.

b) - If the certified members disagree, the inspector is called in.
   - Inspector will give his decision in writing.
   - Corrective action is taken if ordered.
HAZARD REPORTING PROCEDURE

WORKER: Reports concern or hazard to supervisor.

SUPERVISOR: Examines concern or hazard.

RESOLVES

Advises worker.

Problem unresolved after a reasonable amount of time.

Worker contacts Health & Safety

Addresses problem

Problem resolved.

Advises worker.

If problem still unresolved

Health & Safety Rep.
Advises Health & Safety

Joint Health & Safety Committee

Appoints member to

Makes recommendation to Senior Management in writing

Management has 21 days to respond

Resolves concerns at meeting and
REFUSAL TO WORK WHERE HEALTH OR SAFETY ARE IN DANGER

The right to refuse to work may be exercised by an employee who has reason to believe that:

a) that the physical condition of the work place is likely to endanger them;
b) that any machine they are to use or place they are to work in is in contravention of the Act and is therefore likely to endanger themselves or another employee.

Procedures
Upon refusing to work, the employee immediately reports the circumstances of the refusal to the supervisor.

The supervisor will immediately investigate the report in the presence of the employee and the Health and Safety Committee representative.

If the case is resolved, the employee will return to work.

If the employee is not satisfied with the results of the investigation and has reasonable grounds to believe that the conditions are still dangerous, the employee could continue to refuse to work.

The worker must remain in a safe place near his workstation unless he is assigned to reasonable alternative work. Another employee may be assigned to work the machine, etc. which the first worker has refused, provided he is informed of the first worker’s refusal to work and the reason. Do not send the worker home! The Certified Representative will then contact the other Certified Member (Management or worker) to resolve the problem.

The supervisor will then immediately notify the Manager in order that the circumstances can be reviewed once more.

If there still is a disagreement and the employee continues to refuse, the Certified Representatives will notify the Ministry of Labour so that an inspector can investigate the refusal to work in the presence of the employer, the employee and the Certified Health and Safety representatives.

The inspector decides whether there is a risk and gives a decision in writing to the employer the employee and the representatives.
 Certified member has reason to believe dangerous circumstances exist.

Advise supervisor.

Supervisor investigates.

**DOES SUPERVISOR AGREE THAT DANGEROUS CIRCUMSTANCES EXIST?**

**NO**

Notify opposite certified member.

**DO BOTH CERTIFIED MEMBERS AGREE?**

**YES**

Stop work. 

Corrective Action.

Certified members cancel stop work

**NO**

Call inspector.

Written decision.

Correct action if ordered.

**YES**

Stop work until corrective action is taken.

Correct action if ordered.
UNILATERAL WORK STOPPAGE

Certified Member finds dangerous circumstances exist.

Direct employer to Stop work

Supervisor investigates.

DOES SUPERVISOR AGREE THAT

NO

Stop Work

Call inspector.

Written decision.

Corrective action or cancellation of stop work order.

YES

Corrective action.

Certified Member cancels stop work order.
Incident investigation

1. A full incident investigation will be conducted on serious injuries including critical, fatal or lost-time injuries. Job-related occupational illnesses will also be fully investigated.

2. In the case of critical or fatal injuries the Ministry of Labour must be notified immediately, and the scene must not be disturbed until the Ministry of Labour inspector releases it.

3. The supervisor will conduct a full investigation by filling out all sections of the Injury/Incident Investigation form. He/she will also be trained on how to conduct a proper investigation using the following investigative steps:

   1. Survey the scene for perishable evidence and take measurements, pictures, sketches.
   2. Interview witnesses including any injured persons.
   3. Examine company records for additional information.
   4. Fill out the Injury/Incident Investigation form, sign it, and then implement recommendations.

4. In the event of a critical or fatal injury, the completed first page of the Injury/Incident Investigation report will be submitted to the Ministry of Labour within 48 hours of the injury.

5. Minor injuries (first aid or medical aid), or near misses/incidents with high injury severity potential, will also have the details recorded on an Injury/Incident Investigation form.

6. Other incidents involving major losses (but not injuries), or have the potential for major losses, will also be investigated at the supervisor’s discretion – including fires, chemical spills or property damage.

7. Revised by: _____________________ Signature: ____________ Date: __________
Injury notifications and reporting

In all cases of workplace death, injury or occupational illness, the employer has legal obligations under the Occupational Health and Safety Act to notify and/or report particulars of the injury to the Ministry of Labour, WSIB and certain workplace parties. As well, the employer must keep a record of past injury reports for at least 1 year.

**Fatality or critical injury**

Notify the following parties immediately by telephone, fax, telegram or other direct means to inform them that a fatality or critical injury has occurred: (In case of fatality, also contact the local police)

1. The nearest Ministry of Labour office
2. The JHSC or H&S Rep in the workplace (if there is one)
3. The trade union in the workplace (if there is one)
4. Complete a written report that complies with the requirements of the Occupational Health and Safety Act and Regulations and submit it to the nearest Ministry of Labour office within 48 hours.

Complete a Workplace Safety and Insurance Board Form 7 and submit it within three days. (Workplace Safety and Insurance Act)

**Lost-time Injury or no-lost-time Injury**

Complete a written report and submit it within four days to the following parties:
The nearest Ministry of Labour office *(if ordered to do so by an inspector)*

1. The JHSC or H&S Rep in the workplace (if there is one)
2. The trade union in the workplace (if there is one)

Complete a Workplace Safety and Insurance Board Form 7 and submit it within three days. (Workplace Safety and Insurance Act)

**Occupational illness**

Complete a written report and submit it within four days to the following parties:

1. The nearest Ministry of Labour office
2. The JHSC or H&S Rep in the workplace (if there is one)
3. The trade union in the workplace (if there is one)

Complete a Workplace Safety and Insurance Board Form 7 and submit it within three days. (Workplace Safety and Insurance Act)

**Note:** In all of the above cases, keep a copy of the last 2 or 3 written reports on file for at least one year.

**First aid**

Keep a written record of the particulars. No reporting is required.
Definitions
The following definitions are offered as a guide to classifying a workplace injury at the time that it is first reported. In many cases it will be difficult to make an accurate decision based on the limited amount of information available soon after an incident, and the medical status of the injured worker may change.

Fatality*
A fatality is an incident in the workplace in which a person is killed.

Critical injury*
Ontario Regulation 834 of the Occupational Health and Safety Act defines a critical injury as follows:
"For the purposes of the Act and the Regulations, critically injured means an injury of a serious nature that,
  a) places life in jeopardy;
  b) produces unconsciousness;
  c) results in substantial loss of blood;
  d) involves the fracture of a leg or arm but not a finger or toe;
  e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
  f) consists of burns to a major part of the body; or
  g) causes the loss of sight in an eye."

Occupational illness
The Occupational Health and Safety Act, Section 1, defines an occupational illness as follows:
"Occupational illness means a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997."

For the purposes of an incident report, an occupational illness is any situation in which the employer is advised by a worker or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board (WSIB).

Lost-time injury
A lost-time injury is a serious injury that is less severe than a critical injury. Such injuries result in time off work beyond the day of the incident, a loss of wages, or a permanent disability.

No-lost-time injury
A no-lost-time injury is any injury in which no time is lost from work other than on the day of the incident, but in which medical aid (not just first aid) is required.
First aid
The term first aid is used here to refer to injuries of a minor nature which do not fit the above descriptions and in which injured workers receive attention from a first aider (including themselves) or a company nurse and return immediately to work.

Preserving evidence
*Note the requirement in Section 51 (2) of the Occupational Health and Safety Act to preserve evidence: "Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of (a) saving life or relieving human suffering; (b) maintaining an essential public utility service or a public transportation system; or (c) preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by an inspector."

MANAGERS MUST FOLLOW THIS PROTOCOL FOR CONSTRUCTION PROJECTS ON SITE FITTING INTO THESE CATEGORIES:

REGISTRATION AND NOTICES FOR CONSTRUCTION PROJECTS
5. (1) Before beginning work at a project, each constructor and employer engaged in construction shall complete an approved registration form. O. Reg. 145/00, s. 3.

(2) The constructor shall ensure that,
(a) each employer at the project provides to the constructor a completed approved registration form; and
(b) a copy of the employer’s completed form is kept at the project while the employer is working there. O. Reg. 145/00, s. 3.

6. (1) This section applies with respect to a project if,
(a) the total cost of labour and materials for the project is expected to exceed $50,000;
(b) the work is the erection or structural alteration of a building more than two storeys or more than 7.5 metres high;
(c) the work is the demolition of a building at least four metres high with a floor area of at least thirty square metres;
(d) the work is the erection, structural alteration or structural repair of a bridge, an earth-retaining structure or a water-retaining structure more than three metres high or of a silo, chimney or a similar structure more than 7.5 metres high;
(e) work in compressed air is to be done at the project;
(f) a tunnel, caisson, cofferdam or well into which a person may enter is to be constructed at the project;
(g) a trench into which a person may enter is to be excavated at the project and the trench is more than 300 metres long or more than 1.2 metres deep and over thirty metres long; or

(h) a part of the permanent or temporary work is required by this Regulation to be designed by a professional engineer. O. Reg. 213/91, s. 6 (1).

(2) The constructor shall comply with subsection (3) or (4) before beginning work at the project. O. Reg. 145/00, s. 4.

(3) The constructor shall complete an approved notification form and file it at the Ministry office located nearest to the project. O. Reg. 145/00, s. 4.

(4) If the constructor believes that the work at the project will not take more than 14 days, the constructor may provide the relevant information to an inspector at the Ministry office located nearest to the project,

(a) by faxing the completed form to the inspector; or

(b) by providing the information that would be required to complete the form to the inspector by telephone. O. Reg. 145/00, s. 4.

(5) Despite subsection (2), the constructor may begin work at a project before complying with subsection (3) or (4) if the following conditions are met:

1. It is necessary to do the work immediately to prevent injury to people or damage to property.

2. Before beginning the work, the constructor gives an inspector notice of the information required in the form by telephone or fax. O. Reg. 145/00, s. 4.

(6) The constructor shall keep the completed notification form posted in a conspicuous place at the project or available at the project for review by an inspector. O. Reg. 145/00, s. 4.

(7) Revoked: O. Reg. 145/00, s. 4.

7. If section 6 does not apply to a project but the project includes work on a trench more than 1.2 metres deep into which a worker may enter, the constructor shall, before any work at the project is begun, give notice in person, by telephone or by fax to the Ministry office located nearest to the project. O. Reg. 145/00, s. 5.
Electronic Notice of Project

Getting started

Welcome to the Ministry of Labour's online Notice of Project application system.

The constructor must provide a Notice of Project (NOP) to the Ministry of Labour (MOL) prior to starting projects that meet the standards set out in section 6(1) of the Regulation for Construction Projects, O. Reg. 213/91 (the Regulation). Read more about when a Notice of Project is required.

Please read the information below before proceeding with the electronic Notice of Project (eNOP).

- Use the **Previous** and **Next** buttons to move between the pages.
- Use the **Help** link to view additional information to assist you while completing this form.
- You can use your browser's "Close window" feature to exit the eNOP application at any time.
- **You should have all of your information ready as you must complete the Notice of Project in one session. You cannot save a partially completed form.**
Manager or Supervisor Checklist

This is to document that the topics signed and dated below have been communicated to and clearly understood by: _______________________________ (name of supervisor or manager)

<table>
<thead>
<tr>
<th>Topic</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Health and safety policy</td>
<td></td>
</tr>
<tr>
<td>2. Copy of OH&amp;S Act and Regulations for Industrial Establishments</td>
<td></td>
</tr>
<tr>
<td>2.1 Employer, Supervisor and Worker responsibilities (Sec. 25, 26, 27, 28)</td>
<td></td>
</tr>
<tr>
<td>2.2 Competent Person Definition (Sec. 1)</td>
<td></td>
</tr>
<tr>
<td>2.3 Requirement for H&amp;S Rep or JHSC (Sec. 8, 9)</td>
<td></td>
</tr>
<tr>
<td>2.4 Work Refusal (Sec. 43)</td>
<td></td>
</tr>
<tr>
<td>2.5 Reprisals Prohibited (Sec. 50)</td>
<td></td>
</tr>
<tr>
<td>2.6 Response to Critical or Fatal Injuries (Sec. 51)</td>
<td></td>
</tr>
<tr>
<td>2.6 Ministry of Labour Powers and Workplace Inspections (Sec. 54)</td>
<td></td>
</tr>
<tr>
<td>2.7 Maximum penalties for individuals and corporations (Sec. 66)</td>
<td></td>
</tr>
<tr>
<td>2.8 Dangerous Circumstances (Sec. 44)</td>
<td></td>
</tr>
<tr>
<td>2.9 Work Stoppage (Sec. 45-49)</td>
<td></td>
</tr>
</tbody>
</table>
3. Injury management responsibilities and reporting

4. Responsibilities in case of fire

5. Responsibilities on health and safety training for new employees

6. Responsibilities involving interaction with JHSC or HS Rep

7. Responsibilities involving work refusal or work stoppage

8. Responsibilities involving workplace inspections and associated reports

9. Lockout and guarding

10. Confined space and restricted area Program

11. Discipline policy and procedures

__________________________________________

Signature orientation   Date
SECTION 21: FALL PROTECTION PROGRAM

STANDARD
Workers who are required to perform work on elevated surfaces are to be protected from falling.

LEGISLATION
Pertinent fall protection requirements are contained in the following sections of the Regulations for Industrial Establishments (RIE):

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Requirement for guardrails around elevated surfaces.</td>
</tr>
<tr>
<td>18</td>
<td>Requirements for fixed ladders.</td>
</tr>
<tr>
<td>52</td>
<td>Requirements when using a crane, lift truck or similar equipment to support, raise or lower a worker.</td>
</tr>
<tr>
<td>73</td>
<td>Requirements for portable ladders.</td>
</tr>
<tr>
<td>79</td>
<td>Workers to be instructed and trained on the proper care and use of personal protective equipment.</td>
</tr>
<tr>
<td>85</td>
<td>Requirements when a worker is exposed to a fall hazard from a height of three meters or more.</td>
</tr>
</tbody>
</table>

LEADING PRACTICES
1. Frequently workers are required to work on elevated surfaces. Employers have an obligation to ensure that these workers do not fall from these surfaces. There are basically three choices when it comes to fall protection:
   - Fall prevention – the use of handrails or other means that are designed to prevent a fall from occurring.
   - Travel restraint – the use of a lanyard which is attached to the worker to limit the amount of travel and thus eliminate the possibility of a fall.
   - Fall arrest systems – the use of special lanyards that, once a worker starts to fall, keep the worker from falling to a lower surface. There are basically two types of lanyards. The first is a retractable lanyard that acts like an automobile seatbelt and engages as soon as a worker starts to fall. The amount of travel is limited to a few inches and the worker never actually falls. The second is a tear-away lanyard with stitches that get torn away when
the worker falls. This tearing action slows down the rate at which a worker comes to a stop and thus prevents injury to the body. With the second system, some form of retrieval system for the fallen worker is usually required.

2. It is recommended that all tasks involving workers at elevated surfaces be identified and then evaluated for the most effective means of fall protection. In many cases, fall prevention with the use of handrails is the preferred method. Once the handrails have been constructed there is no need for the regular inspections that the other methods require. If handrails are not appropriate, travel restraint should then be considered. An anchor point is required to which a lanyard of proper length is attached. The other end of the lanyard is typically attached to a D-ring on the worker’s safety belt. The anchor point, lanyard and belt must be inspected by a competent person on a regular basis.

3. Basic training on the inspection, usage, hazards and ongoing maintenance of the equipment should all be elements of the training conducted.

4. A worker who experiences a fall and is protected with a body harness and arrest system may be left hanging on the side of the load with no way to escape. It not only is very uncomfortable but dangerous. Even a full body harness can exert significant pressure on limbs and internal organs, causing serious secondary injuries over time. A policy and procedure must be in place that prevents this long waiting period if a worker is left hanging in a fall arrest system. For example, a policy and procedure for loading and tie down should include a requirement that the worker use the fall arrest or travel restraint system within sight of another employee or through electronic monitoring. The observing employee is required to monitor the tie down activity and offer assistance if a fall occurs. Other types of procedures involving monitoring, routine checks and communication may also be put in place but at the very least, a worker should not be left without assistance for more than a few minutes.

5. Fall protection also extends to other types of equipment used by workers on elevated work surfaces. These include ladders (both fixed and portable), scaffolding, scissor lifts and lifting platforms used on forklifts. These devices should be carefully examined to ensure that they meet legislative requirements. Those who use them should be properly trained in their use.

6. It is recommended that specific procedures be developed for tasks involving workers in elevated work surfaces.

- The Regulations for Construction Projects identify more comprehensive requirements for fall protection. It is recommended that these requirements be reviewed and incorporated when developing a fall protection program.
Summary of Fall Protection Requirements  
For Construction Projects

The following is a summary of Construction Projects Regulation 213/91 Section 26, 26.1 – 26.9

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Where worker is exposed to falling hazards section 26.1-26.9 apply.</td>
</tr>
<tr>
<td>26.1(1)</td>
<td>Worker shall be protected by guardrail system.</td>
</tr>
<tr>
<td>26.1(2)</td>
<td>If not possible to protect workers from guardrail system, appropriate fall protection or travel restraint to be used.</td>
</tr>
<tr>
<td>26.1(3)</td>
<td>Components of any system to be designed by a professional engineer, and shall meet CSA standard.</td>
</tr>
<tr>
<td>26.2</td>
<td>Requirement for written program, training, and records.</td>
</tr>
<tr>
<td>26.3</td>
<td>Guardrail system requirements.</td>
</tr>
<tr>
<td>26.4</td>
<td>Travel restraint system requirements.</td>
</tr>
<tr>
<td>26.5</td>
<td>Fall restricting system requirements (wood pole climbing).</td>
</tr>
<tr>
<td>26.6</td>
<td>Fall arrest system requirements.</td>
</tr>
<tr>
<td>26.7</td>
<td>Permanent anchor system requirements.</td>
</tr>
<tr>
<td>26.8</td>
<td>Safety net requirements.</td>
</tr>
<tr>
<td>26.9</td>
<td>Lanyard and lifeline requirements.</td>
</tr>
</tbody>
</table>
FALL PROTECTION POLICY AND PROCEDURE

Policy

Fall arrest systems are to be used at all times where an employee will be exposed to the hazard of falling if the surface to which the employee might fall is more then 3 m (10 feet) below the position where the employee is situated. The employee will wear a serviceable safety harness and have a lanyard adequately secured to a fixed support. It will be arranged that the employee cannot fall freely for a vertical distance of more than 1.5 m (5 feet). As per the OHSA for Industrial Establishments “A worker required to wear or use any protective clothing, equipment or device shall be instructed and trained on its care and use before wearing the protective clothing, equipment or device”. Only trained employees are to be using the fall arrest systems.

Regular inspections of the entire system by a competent person, other than the regular user are to occur bi-annually and are to be recorded. Any equipment showing defects are to be removed from service immediately and properly disposed of or returned to service after adequate corrective maintenance. The inspection and cleaning guidelines from the manufacturer are to be followed. These records are to be kept by Administration.

The supervisor of the employee using the fall arrest gear is responsible for ensuring compliance with this program.

All fall arrest equipment is to be stored to prevent damage from environmental factors such as light, heat, excessive moisture, oil, chemicals, vapors and other degrading elements.

Procedure

Management and workers are to identify fall hazards and eliminate them or find appropriate protection from them.

Fall protection must be worn in the following areas as per OHSA and Industrial Regulations:
Shipping and loading at rail line
Truck tarping
Chipper room roof – sawmill
Cyclone access
Upper half of dry kilns
Light access – various locations
And other fall potential areas

There are three components to a personal fall arrest system (PFAS).

*Body Wear:* gear worn by workers while performing the task. Full body harnesses are the only appropriate equipment to be worn in the event of a free fall.

*Connecting Devices:* can be a rope or web lanyard, rope grab or retractable lifeline. Shock absorbing lanyards are recommended because they significantly reduce the forces generated in a fall.

*Anchorage Point:* often referred to as a tie off point. This point must be capable of supporting 5000 pounds per worker. Examples include support beams, cross arm strap or beam trolley.

**Locations of Anchorage Points:**
1) Chip Loader – Sawmill
2) T&R Mill Loading Ramp Area
3) West of T&R Rail Switch – (not in use now decommissioned do not use)
4) Transloading Area

Fall arrest equipment used on site at Boniferro Mill Works can be classed as fall arrest or travel restraint.

The *Fall Arrest* System is passive and only comes into play when needed. For this system the personal protective gear is to be a full body harness, the connecting device is to be a shock absorbing lanyard, the anchoring point and anchoring connector must be stable enough to support 5000 pounds.

*Travel restraint* systems should be used where possible. A travel restraint system consists of equipment that will keep the worker from reaching a fall point, such as the edge of a load on top of a log trailer, chip van or rail car. It is a type of tether or leash that prevents the worker from approaching too close to the point where a trip or fall or high winds could cause the worker to fall over the edge. With this type of a system no free-fall can occur because the worker will not fall from the work area where he or she is positioned because the lanyard and anchor point have a predetermined length and are attached at a height that prevents the worker from reaching the fall-off point.
1) Before using any fall arrest system at BMW, be sure to read all manufacturers
warning labels
2) Before use inspect the entire system i for obvious infractions as well as any
cuts, cracks, tears, mildew, wear, damage or distortion and corrosion of parts.
Equipment showing defects will be removed from service immediately.
3) Only those properly trained in fall arrest systems shall use them
4) Ensure anchoring point is set so no free fall greater then 1.5 m (5 feet) will
occur
5) Ensure anchoring point is set so no lower level is struck during a fall
6) Ensure all components are fully compatible with each other, most pieces are
designed to work with an entire system of the same brand
7) If a fall occurs all components of the fall arrest system should be removed
from service immediately.

**Rescue/Retrieval Procedure**

Boniferro Mill Works will use the following procedures for rescue/retrieval of fallen
employees.
It has been determined that the first line of rescue/retrieval for the following areas
shall be attempted by Boniferro Mill Works employees with the assistance of
mobile equipment that has the ability to reach 12’ (Hyster Forklifts and Daewoo).

**BMW Internal Rescue Locations:**
1) Rail line – car loading
2) Truck tarping areas
3) Chipper roof
4) Light access for electricians if accessible by mobile equipment

**Fire Department assistance required for the following areas:**
1) Cyclones
2) Any other area not accessible by forklifts or BMW personnel
3) If requested by Supervisor/Lead Hand or Safety Representative
An ambulance will be dispatched if the employee has fallen unconscious, is injured or is requested by Supervisor/Lead Hand or Safety Representative. An investigation must be completed and reviewed by the Joint Health & Safety Committee should a fall occur. All equipment shall be removed from service after a fall occurs.
SECTION 21: FALL PROTECTION PROGRAM

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</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Requirement for guardrails around elevated surfaces.</td>
</tr>
<tr>
<td>18</td>
<td>Requirements for fixed ladders.</td>
</tr>
<tr>
<td>52</td>
<td>Requirements when using a crane, lift truck or similar equipment to support, raise or lower a worker.</td>
</tr>
<tr>
<td>73</td>
<td>Requirements for portable ladders.</td>
</tr>
<tr>
<td>79</td>
<td>Workers to be instructed and trained on the proper care and use of personal protective equipment.</td>
</tr>
<tr>
<td>85</td>
<td>Requirements when a worker is exposed to a fall hazard from a height of three meters or more.</td>
</tr>
</tbody>
</table>

LEADING PRACTICES
1. Frequently workers are required to work on elevated surfaces. Employers have an obligation to ensure that these workers do not fall from these surfaces. There are basically three choices when it comes to fall protection:
   - Fall prevention – the use of handrails or other means that are designed to prevent a fall from occurring.
   - Travel restraint – the use of a lanyard which is attached to the worker to limit the amount of travel and thus eliminate the possibility of a fall.
   - Fall arrest systems – the use of special lanyards that, once a worker starts to fall, keep the worker from falling to a lower surface. There are basically two types of lanyards. The first is a retractable lanyard that acts like an automobile seatbelt and engages as soon as a worker starts to fall. The amount of travel is limited to a few inches and the worker never actually falls. The second is a tear-away lanyard with stitches that get torn away when...
the worker falls. This tearing action slows down the rate at which a worker comes to a stop and thus prevents injury to the body. With the second system, some form of retrieval system for the fallen worker is usually required.

2. It is recommended that all tasks involving workers at elevated surfaces be identified and then evaluated for the most effective means of fall protection. In many cases, fall prevention with the use of handrails is the preferred method. Once the handrails have been constructed there is no need for the regular inspections that the other methods require. If handrails are not appropriate, travel restraint should then be considered. An anchor point is required to which a lanyard of proper length is attached. The other end of the lanyard is typically attached to a D-ring on the worker’s safety belt. The anchor point, lanyard and belt must be inspected by a competent person on a regular basis.

3. Basic training on the inspection, usage, hazards and ongoing maintenance of the equipment should all be elements of the training conducted.

4. A worker who experiences a fall and is protected with a body harness and arrest system may be left hanging on the side of the load with no way to escape. It not only is very uncomfortable but dangerous. Even a full body harness can exert significant pressure on limbs and internal organs, causing serious secondary injuries over time. A policy and procedure must be in place that prevents this long waiting period if a worker is left hanging in a fall arrest system. For example, a policy and procedure for loading and tie down should include a requirement that the worker use the fall arrest or travel restraint system within sight of another employee or through electronic monitoring. The observing employee is required to monitor the tie down activity and offer assistance if a fall occurs. Other types of procedures involving monitoring, routine checks and communication may also be put in place but at the very least, a worker should not be left without assistance for more than a few minutes.

5. Fall protection also extends to other types of equipment used by workers on elevated work surfaces. These include ladders (both fixed and portable), scaffolding, scissor lifts and lifting platforms used on forklifts. These devices should be carefully examined to ensure that they meet legislative requirements. Those who use them should be properly trained in their use.

6. It is recommended that specific procedures be developed for tasks involving workers in elevated work surfaces.

- The Regulations for Construction Projects identify more comprehensive requirements for fall protection. It is recommended that these requirements be reviewed and incorporated when developing a fall protection program.
### Summary of Fall Protection Requirements

**For Construction Projects**

The following is a summary of Construction Projects Regulation 213/91 Section 26, 26.1 – 26.9

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Where worker is exposed to falling hazards section 26.1-26.9 apply.</td>
</tr>
<tr>
<td>26.1(1)</td>
<td>Worker shall be protected by guardrail system.</td>
</tr>
<tr>
<td>26.1(2)</td>
<td>If not possible to protect workers from guardrail system, appropriate fall protection or travel restraint to be used.</td>
</tr>
<tr>
<td>26.1(3)</td>
<td>Components of any system to be designed by a professional engineer, and shall meet CSA standard.</td>
</tr>
<tr>
<td>26.2</td>
<td>Requirement for written program, training, and records.</td>
</tr>
<tr>
<td>26.3</td>
<td>Guardrail system requirements.</td>
</tr>
<tr>
<td>26.4</td>
<td>Travel restraint system requirements.</td>
</tr>
<tr>
<td>26.5</td>
<td>Fall restricting system requirements (wood pole climbing).</td>
</tr>
<tr>
<td>26.6</td>
<td>Fall arrest system requirements.</td>
</tr>
<tr>
<td>26.7</td>
<td>Permanent anchor system requirements.</td>
</tr>
<tr>
<td>26.8</td>
<td>Safety net requirements.</td>
</tr>
<tr>
<td>26.9</td>
<td>Lanyard and lifeline requirements.</td>
</tr>
</tbody>
</table>
FALL PROTECTION POLICY AND PROCEDURE

Policy

Fall arrest systems are to be used at all times where an employee will be exposed to the hazard of falling if the surface to which the employee might fall is more than 3 m (10 feet) below the position where the employee is situated. The employee will wear a serviceable safety harness and have a lanyard adequately secured to a fixed support. It will be arranged that the employee cannot fall freely for a vertical distance of more than 1.5 m (5 feet). As per the OHSA for Industrial Establishments “A worker required to wear or use any protective clothing, equipment or device shall be instructed and trained on its care and use before wearing the protective clothing, equipment or device”. Only trained employees are to be using the fall arrest systems.

Regular inspections of the entire system by a competent person, other than the regular user are to occur bi-annually and are to be recorded. Any equipment showing defects are to be removed from service immediately and properly disposed of or returned to service after adequate corrective maintenance. The inspection and cleaning guidelines from the manufacturer are to be followed. These records are to be kept by Administration.

The supervisor of the employee using the fall arrest gear is responsible for ensuring compliance with this program.

All fall arrest equipment is to be stored to prevent damage from environmental factors such as light, heat, excessive moisture, oil, chemicals, vapors and other degrading elements.

Procedure

Management and workers are to identify fall hazards and eliminate them or find appropriate protection from them.

Fall protection must be worn in the following areas as per OHSA and Industrial Regulations:

Shipping and loading at rail line
Truck tarping
Chipper room roof – sawmill
Cyclone access
Upper half of dry kilns
Light access – various locations
And other fall potential areas

There are three components to a personal fall arrest system (PFAS).

*Body Wear*: gear worn by workers while performing the task. Full body harnesses are the only appropriate equipment to be worn in the event of a free fall.

*Connecting Devices*: can be a rope or web lanyard, rope grab or retractable lifeline. Shock absorbing lanyards are recommended because they significantly reduce the forces generated in a fall.

*Anchorage Point*: often referred to as a tie off point. This point must be capable of supporting 5 000 pounds per worker. Examples include support beams, cross arm strap or beam trolley.

**Locations of Anchorage Points:**

1) Chip Loader – Sawmill
2) T&R Mill Loading Ramp Area
3) West of T&R Rail Switch – (not in use now decommissioned do not use)
4) Transloading Area

Fall arrest equipment used on site at Boniferro Mill Works can be classed as fall arrest or travel restraint.

The *Fall Arrest* System is passive and only comes into play when needed. For this system the personal protective gear is to be a full body harness, the connecting device is to be a shock absorbing lanyard, the anchoring point and anchoring connector must be stable enough to support 5000 pounds.

*Travel restraint* systems should be used where possible. A travel restraint system consists of equipment that will keep the worker from reaching a fall point, such as the edge of a load on top of a log trailer, chip van or rail car. It is a type of tether or leash that prevents the worker from approaching too close to the point where a trip or fall or high winds could cause the worker to fall over the edge. With this type of a system no free-fall can occur because the worker will not fall from the work area where he or she is positioned because the lanyard and anchor point have a predetermined length and are attached at a height that prevents the worker from reaching the fall-off point.
1) Before using any fall arrest system at BMW, be sure to read all manufacturers warning labels
2) Before use inspect the entire system for obvious infractions as well as any cuts, cracks, tears, mildew, wear, damage or distortion and corrosion of parts. Equipment showing defects will be removed from service immediately.
3) Only those properly trained in fall arrest systems shall use them
4) Ensure anchoring point is set so no free fall greater than 1.5 m (5 feet) will occur
5) Ensure anchoring point is set so no lower level is struck during a fall
6) Ensure all components are fully compatible with each other, most pieces are designed to work with an entire system of the same brand
7) If a fall occurs all components of the fall arrest system should be removed from service immediately.

**Rescue/Retrieval Procedure**

Boniferro Mill Works will use the following procedures for rescue/retrieval of fallen employees.

It has been determined that the first line of rescue/retrieval for the following areas shall be attempted by Boniferro Mill Works employees with the assistance of mobile equipment that has the ability to reach 12’ (Hyster Forklifts and Daewoo).

**BMW Internal Rescue Locations:**

1) Rail line – car loading
2) Truck tarping areas
3) Chipper roof
4) Light access for electricians if accessible by mobile equipment

**Fire Department assistance required for the following areas:**

1) Cyclones
2) Any other area not accessible by forklifts or BMW personnel
3) If requested by Supervisor/Lead Hand or Safety Representative
An ambulance will be dispatched if the employee has fallen unconscious, is injured or is requested by Supervisor/Lead Hand or Safety Representative. An investigation must be completed and reviewed by the Joint Health & Safety Committee should a fall occur. All equipment shall be removed from service after a fall occurs.
SECTION 22: VIOLENCE IN THE WORK PLACE PROTECTION PROGRAM

STANDARD

Legislation

Everyone should be able to work without fear of violence or harassment, in a safe and healthy workplace. Violence and harassment in the workplace are not tolerated in Ontario. The Bill 168 amendments to Ontario’s Occupational Health and Safety Act (OHSA) will come into force on June 15, 2010. These amendments will strengthen protection for workers from workplace violence and address harassment at work, and will apply to all workplaces to which the OHSA currently applies.

It is the Boniferro Mill Work’s policy to promote a safe environment for its employees. The Mill is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Boniferro Mill Works’ Collective Agreement addresses this issue:

Article - 4 -
4.01 There shall be no discrimination exercised or practiced by the Company or its employees for any of the reasons outlined in the Human Rights Code.

4.02 The parties are committed to a violence-free workplace. Violence is an act of aggression, verbal assault, physical assault, or threat in the workplace. Acts of workplace violence will not be tolerated and will be grounds for discipline up to and including dismissal.

Our goal is zero incidents.

_____________________
Jim Boniferro,
CEO
Violence in the Work Place

A violent incident happens:
WHAT WILL HAPPEN NEXT? You will call your supervisor. If you are hurt then first aid will be administered. Your supervisor will call the manager. Your supervisor will have you move to the office or to another place to gather all together so that we can account for everyone. You will be monitored for signs of shock and given the appropriate treatment for shock. We also need to gather all staff together to arrange for interviews with police. We will also be arranging for transportation home by either calling your family members, arranging for a bus or rides to take everyone home. Please do not wander off.
WHAT WILL HAPPEN NEXT? The manager will call the police, ambulance and a crisis management team to come in and work with the management of the mill. This team is the Victim Crisis Assistance and Referral team and they are trained professionally to deal with violence. They know the impacts and they can make referrals to other agencies.

Violence Paradigm:
When you get home call 759-3398 if you need to talk about this incident with a counselor; they will be expecting your call as the manager will notify the hospital crisis department.

If you are a victim of domestic violence and you choose to inform the management of the mill the safety department will refer you to agencies to help you to develop a safety plan.

If you do not want the person abusing you to come on to the mill site you must inform your supervisor and a notification will go out to staff to have the person abusing you removed from the site.
Because violations of this workplace violence policy must be treated seriously and may result in disciplinary action, investigative procedures must be done fairly, consistently and recorded accurately on a case-by-case basis. The following guidelines are intended to aid the safety office in conducting a sound investigation. Upon notification by an employee of a threat of danger, violence, actual violence, etc., the following **P.R.O.C.E.D.U.R.E.S.** will apply.

Supervisors and the Safety Department will:

**P**—Provide immediate notification of the threat to the intended harmed person (if they are not knowledgeable of the threat) that the threat has been made, the exact nature of the threat, and the identity or the person who made the threat. Thereafter, notify supervisors, security or law enforcement as appropriate.

**R**—Resolve complaints and disputes in a timely manner.

- Separate subjects and victims as appropriate for their safety.

**O**—Obtain complete details of the complaint from the victim and witnesses.

**C**—Conduct a preliminary investigation to determine the immediacy and/or the severity of the violence and/or threat of violence and make a determination concerning the type of continuing investigation to be conducted, *i.e.*, informal discussions or full-scale investigation.

**E**—Evidence preservation is critical.

**D**—Document every aspect of the investigation. Signed statements should be obtained from victim(s), witness(es), and the perpetrator, if possible.

**U**—Understand the facts completely, the nature of the complaint, the violation of policy, and all of the information gathered prior to concluding the investigation.

**R**—Report if necessary to the police, JHSC, the management team

**E**—Evaluate facts gathered; ensure that the analysis is perceived as being fair and impartial overall.

**S**—Secure opinion from a lawyer if it is necessary
How the interview will be conducted:

The following questions can aid the safety office in gaining the needed information to properly conduct the investigation. Begin the interview process with the complainant who is usually the victim. You first need to consider whether the complainant is in immediate danger or, if not, who is in immediate danger and what action should be taken, or avoided, to ensure safety.

You may have a complaint filed by someone other than the victim; it could be a witness or someone else. The questions below can be asked of all parties.

1. What happened, or what was said, or what gesture was made, etc.?

2. Where did it happen?

3. When did it happen?

4. Who did it happen to?

5. Why did it happen?

6. Who caused it to happen?

7. Was anyone else present? (Get names.)

8. Is there corroborative evidence?
**Section 22   Violence in the Work Place**

**Victim**

Some specific questions you should ask the complainant if he/she is the victim are as follows:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was your supervisor notified?</td>
<td></td>
</tr>
<tr>
<td>Was your union representative notified?</td>
<td></td>
</tr>
<tr>
<td>Were you alone when the incident occurred?</td>
<td></td>
</tr>
<tr>
<td>Were you singled out or was the violence directed at more than one person?</td>
<td></td>
</tr>
<tr>
<td>Do you have any idea why this happened?</td>
<td></td>
</tr>
<tr>
<td>Was the assailant involved in previous incidents? If so, describe.</td>
<td></td>
</tr>
<tr>
<td>Has this type or similar incident(s) every happened to you or your co-workers previously? If yes, please describe.</td>
<td></td>
</tr>
<tr>
<td>If you were injured, were you treated at the scene? If yes, by whom?</td>
<td></td>
</tr>
<tr>
<td>Were you transported to a hospital? If so, by what means of transportation? What medical facility did you receive treatment at?</td>
<td></td>
</tr>
<tr>
<td>Were the police notified?</td>
<td></td>
</tr>
<tr>
<td>Did they respond to the scene at the time of the incident? If yes, please provide approximate time of arrival.</td>
<td></td>
</tr>
<tr>
<td>Was a police report filed? If so, please provide a report number and if available attach a copy of the report.</td>
<td></td>
</tr>
</tbody>
</table>

Date: _______________

Employee ___________________ Management ________________

Management will ask the following in a follow up interview:

Are you still under doctor's care? Have you received any counseling or other similar support since the incident? If yes, please describe. What, if anything, do you believe can be done in the future to prevent similar incidents from occurring?
Reporting a Workplace Violence Incident
Workplace Violence/Client Aggression Event Report Form And Investigation Tool

Part 1 - Employee Information (to be completed by employee)

Name ___________________________ Position ___________________________
Dept / Unit ___________________________ Shift ___________________________

Date and time of incident ___________________________

Date and time incident reported ___________________________

Incident reported to ___________________________

Location of incident

☐ Client care area ☐ Public area on-site ☐ Restricted area on-site

☐ Parking lot or walkway ☐ Community ☐ Client’s home

Work location if off-site ___________________________

Were the emergency response measures initiated? ☐ Yes ☐ No

Please indicate the classification of the incident (please refer to explanation provided)

☐ Type I (Criminal Intent) Person has no relationship to the workplace

☐ Type II (Client or Customer) Person is a client, visitor or family member of a client at the workplace who becomes violent toward a worker or another client; or worker becomes violent toward a client, visitor or family member of a client

☐ Type III (Worker-to-worker) Perpetrator is an employee or past employee of the workplace

☐ Type IV (Personal Relationship) Perpetrator usually has a relationship with an employee (e.g., domestic violence in the workplace)

Describe the event including persons involved: ___________________________

Does the person involved have a history of previous incidents?

☐ Yes ☐ No ☐ Don’t know
Incident Type

- Threat
- Discrimination or harassment
- Physical assault
- Robbery, arson, vandalism
- Verbal abuse
- Carrying a weapon

Injury Type

- Strain or Sprain
- Bitten
- Cut or laceration
- Pinched
- Contusion
- Psychological

Other (specify)

Was medical attention or first aid required?  
- Yes
- No

If yes, provide details:

Description of incident: (Please describe what happened in the space below)

Who was involved?

What event lead up to the incident?

Were other individuals involved? (e.g., staff, visitors, clients, etc.)

What precipitated the incident?

Other:

Actions taken

Please indicate concerns, issues and actions taken (e.g., initiated emergency response plan, contacted supervisor, police or security, emergency service personnel, etc.)

Witness(es)

Name:  

1.  

2.  

Contact Information:
3.

4.

Other Information

Are you aware of any similar incidents in the past?  
☐ Yes  ☐ No

If yes, provide details

Are you aware of any controls, measures or procedures to prevent a similar incident?  
☐ Yes  ☐ No

Please provide any other information you think may be relevant, including any recommendations that you think would be helpful:

---

**Reporting**

Reported to supervisor?  
☐ Yes  ☐ No

If yes, name of supervisor

Reported to police?  
☐ Yes  ☐ No

If yes, police report number

Report to human resources  
☐ Yes  ☐ No

If yes, name of human resources personnel:

Reported to WSIB (Form 7)?  
☐ Yes  ☐ No

If yes, by whom?

Modified work offered?  
☐ Yes  ☐ No
If yes, describe:

Signature of worker

Signature of supervisor

**Part 2 - Supervisor's report** (To be completed by supervisor)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
</table>

Date reported

Date of investigation:

Security contacted

- [ ] Yes
- [ ] No

If yes, how? By whom?

Was security obtained? did they respond immediately?

- [ ] Yes
- [ ] No

If yes, by whom?

Police contacted?

- [ ] Yes
- [ ] No

If yes, by whom?

Human resources contacted?

- [ ] Yes
- [ ] No

If yes, by whom?

Persons participating in investigation:

Description of findings (identify immediate cause, underlying cause):
Witnesses and statements:

Corrective action taken or recommendations for corrective action:

**Post-crisis intervention**

Referral to employee assistance program or other community resource? □ Yes □ No

Critical Incident Street Debriefing where required? □ Yes □ No

Advised to consult a physician for treatment or referral? □ Yes □ No

Follow-up: 

Print Form

Submit by Email