

Boniferro Mill Works ULC

# **CONTRACTOR ORIENTATION**

45 Third Line West  
Sault Ste. Marie, ON  
P6C 3B5



# Introduction and Purpose

The purpose of this training is to provide contractors on site with information regarding Boniferro Mill Works Health and Safety Policies.

All Boniferro Mill Works contractors are obligated to follow a prescribed set of safety rules in order to control accidents to people, property and the environment.

The employees of all contractors, as well as Boniferro Mill Works employees, are required to comply with the provisions of the Occupational Health and Safety Act and the Regulations contained therein.



Boniferro Mill Works ULC

# Contractor Management

**The following must occur so that contractors and their workers can perform their jobs safely and efficiently.**

- 1) All contractors will attend an orientation session at BMW.
- 2) All contractors will sign in and out at either the scale house or administration offices upon entering and exiting the premises.
- 3) All contractors must provide their employees with WHMIS training.
- 4) If chemicals or hazardous materials are being brought on site by a contractor they must provide us with a current MSDS.
- 5) All contractors will provide their own personal protective equipment and safety gear.
- 6) All contractors must provide proof of workplace safety and insurance, or third party liability insurance.



# Health and Safety Policy

Management of **Boniferro Mill Works** 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 the president and chief executive officer, of **Boniferro Mill Works**, Jim gives you his 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**. 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.



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# Worker Rights and Responsibilities



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# Worker Rights and Responsibilities

**All Workers Have The Following Rights Under the OSHA Act:**

## **Right To Know:**

About possible hazards and hazardous materials in the workplace.

Contractors will provide their employees with WHMIS training.



Material safety data sheet binder  
located in sawmill lunchroom.

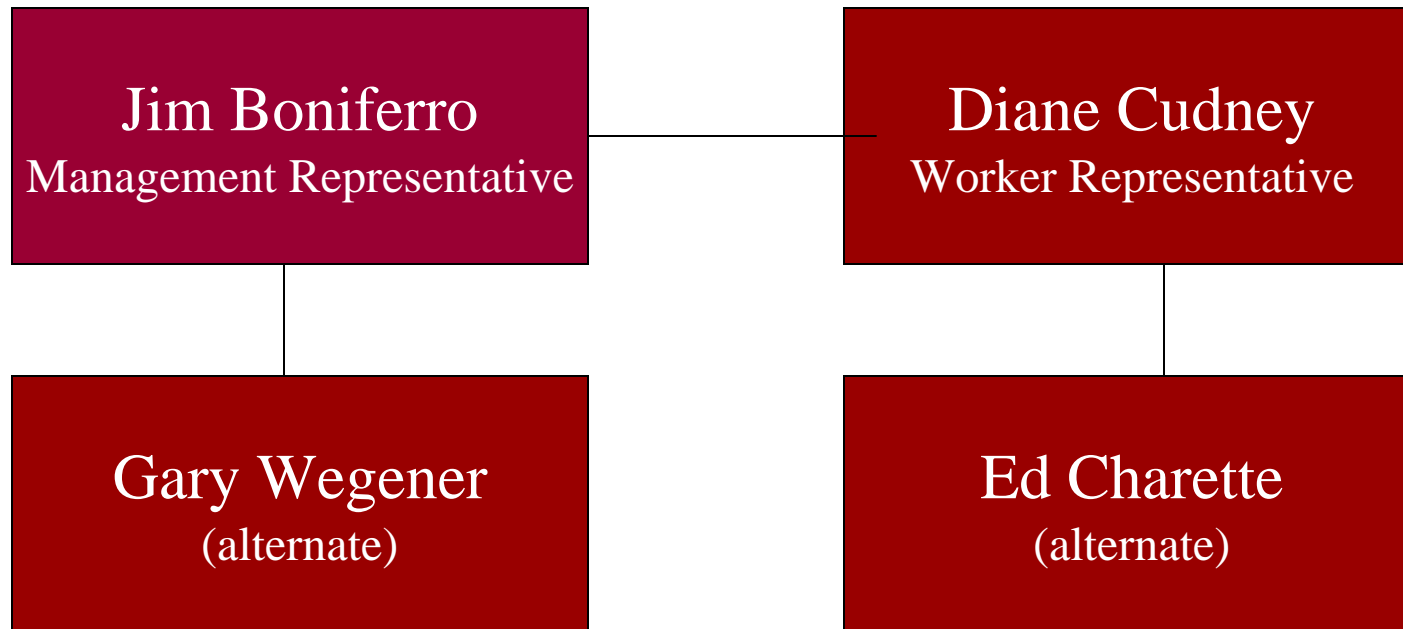


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# Worker Rights and Responsibilities

**Right To Participate:** In decisions affecting workplace safety and working conditions

Joint Health and Safety Committee at Boniferro Mill Works



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Boniferro Mill Works				Date Issued:		
Hazardous Materials Inventory				Date Revised:		
Sawmill Binder				MSDS		
Product Name	Purpose	Manufacturer	Supplier	Location	Present	Valid
NUTO H 150	Hydraulic fluid	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
EXXON NUTO H 68	Hydraulic fluid	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
ESSO HD ANTIFREEZE 50/50 PREMIUM	Engine antifreeze coolant	Imperial Oil	McDougall		Yes	
LIDOK EP MOLY GREASE	Lubricating grease	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
POLYREX EM GREASE	Petroleum Lubricating Grease	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
ESSO CHAINOIL LIGHT	Lubricant	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
UNIVIS N 22	Hydraulic fluid	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
SPARTAN EP 150	Industrial gear oil	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
XD-3 EXTRA ENGINE OIL 15W-40 ESSO	Mineral oil for gasoline & diesel engines	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
XD-3 EXTRA ENGINE OIL 10W-30 ESSO	Mineral oil for gasoline & diesel engines	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
XD-3 EXTRA ENGINE OIL 10W ESSOLUB	Mineral oil for gasoline & diesel engines	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
EXXON HYDRAUL 56 EXXON TORQUE FLUID	Transmission and hydraulic fluid	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
UNIREX MOLY H GREASE	Lubricating grease	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
UNIREX EP 2	Grease	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
COMMERCIAL PROPANE (NON ODORIZED)	Multi-purpose fuel or chemical feedstock	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
HD-5 PROPANE (NON ODORIZED) ESSO	Multi-purpose fuel or chemical feedstock	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
ESSO GEAR OIL GX 80W-90	Transmission and gear lubricant	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
EXXON ESSO ATF	Automatic transmission fluid	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
EXXON HYDRAUL 50	Transmission and hydraulic fluid	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
MINERALUBE 10W	Lubricating oil for diesel & gasoline engines	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
EXXON NUTO H 32	Hydraulic fluid	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
EXXON NUTO H 46	Hydraulic fluid	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
COMPRESSOR OIL 32	Compressor lubricant	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
HYDRESSTIC 32	Hydraulic fluid	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
HYDRESSTIC 46	Hydraulic fluid	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
HYDRESSTIC 68	Hydraulic fluid	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
RONEX EXTRA DUTY MOLY 2 GREASE	Lubricating grease	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
VARSOL DX 3139 SOLVENT	Solvent, diluent, chemical feedstock, or feed	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
UNIREX EP 1	Grease	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
UNIREX EP 1 MOLY GREASE	Lubricating grease	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
DIESEL, MINES SPECIAL-LS (DYED OR UNLEADED)	Motor diesel fuel, for use in underground	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
UNLEADED GASOLINE	Motor gasoline fuel, for use in internal combustion	Imperial Oil	McDougall	Oils/Greases	Yes	Yes
TECH COOL™ 3700C	Metalworking coolant	Nalco	Nalco		Yes	
COATED ABRASIVES	Abrasive materials used for sanding metal	United Abrasives	Praxair		Yes	Yes
SILVALOY 25, SILVALOY 25L, SILVALOY 25S	Welding/Brazing/Soldering	Wolverine Joining Technology	Praxair		Yes	Yes
RESINOID BONDED ABRASIVES	Abrasive materials used for cutting and grinding	United Abrasives	Praxair		Yes	Yes
OUTERSHIELD 71 ELITE		Lincoln Electric	Praxair		Yes	Yes
OXYGEN	Many	Praxair	Praxair	Gases	Yes	
CARBON DIOXIDE/INERT GAS MIXTURE	Many	Praxair	Praxair	Gases	Yes	Yes
ARGON	Metal industry: welding and cutting of metal	Praxair	Praxair	Gases	Yes	
ACETYLENE	Metal industry: welding and cutting of metal	Praxair	Praxair		Yes	
NITROGEN	Many	Praxair	Praxair	Gases	Yes	
EASY ARC 528 MR		Arcweld Products Limited			Yes	Yes
KOBELCO ELECTRODES FOR FLUX CORED ARC WELDING		Kobelco			Yes	
MG 200, MG 210, MG 220, MG 240, MG 250	Covered electrode for shielded metal arc welding	MG Systems & Welding			Yes	
AWS A5.22/ASME SFA 5.22, ABS, CWI	Gas shielded flux cord arc welding electrode	Sandvik Steel Company			Yes	Yes
W1060(R45) - W1200 (R60) WELDING ROD	Metal oxyfuel gas welding			Metal Alloy	Yes	Yes
INERT GAS/OXYGEN MIXTURE	Not available	Praxair	Praxair	Gases	Yes	Yes
LESTOIL CONCENTRATED HEAVY DUTY	Cleaning	Clorox			Yes	
460-S0127 SOLN PHC-1 (INDICATOR), F	Indicator Liquid	Nalco	Nalco		Yes	
Stix Toilet Bowl Cleaner	Cleaning Urinal and Baths	Lawrason's Inc.		Janitorial	Yes	Yes
Solut Triumph	Solute Triumph			Janitorial		
Drano	Household Cleaning Product	S.C Johnson & Son, Inc.	S.C Johnson & Sons	Janitorial	Yes	
20/20 Vision	Glass Cleaner	Lawrason's Inc.		Janitorial	Yes	Yes
	T.P.S			Janitorial		



# Worker Rights and Responsibilities

## Responsibilities of Workers

### A worker shall:

- a) Work in compliance with the Ontario Health and Safety Act and the regulations.
- b) Use or wear the equipment, protective devices, or clothing that the worker's employer requires to be used or worn;
- c) Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- d) Report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.



# Worker Rights and Responsibilities

## Responsibilities of Workers

### No worker shall:

- a) Remove or make ineffective any protective device required by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- b) Use or operate any equipment, machine, device or thing or work in any manner that may endanger himself, herself, or any other worker;  
or
- c) Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.



# Rules and Personal Protective Equipment



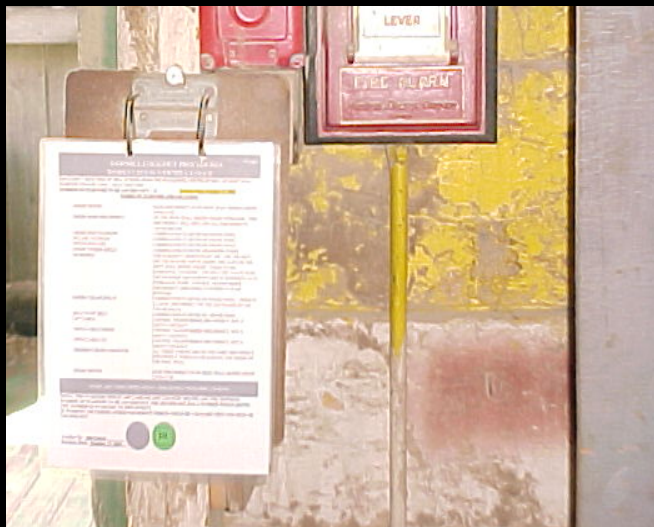
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# Rules and PPE - Lockout

## Lock-Out Policy

The purpose of the Lock-Out Policy is to ensure that we have a system that allows us to work safely on all energy activated equipment. Before commencing clean-up, maintenance, repair work or any other activity where inadvertent starting or movement of equipment could endanger an employee, all sources of energy including electrical, mechanical, hydraulic, pneumatic(air) and gravity must be isolated from that equipment. The goal is Zero Energy.

## Equipment specific lockout procedure



Equipment lockout procedures are posted at each workstation and complete lockout procedures for mill located in the sawmill lunch room.



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# Rules and PPE - Lockout

## Three Step approach to Proper Lock-Out

Step One: **STOP IT**

**STOP IT:** Stop all drives on the equipment by means of the control device.

Why stop it?

- 1) To ensure we have the right equipment
- 2) To ensure a disconnect will not be pulled while under “load”. An MCC panel or disconnect can explode if pulled under load.



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# Rules and PPE - Lockout

## Three Step approach to Proper Lock-Out

### Step 2: **LOCK IT**

**LOCK IT:** Lock-Out all sources of energy to the equipment. Sources of energy include electrical, mechanical, hydraulic, pneumatic(air), and gravity.

Why lock it?

- 1) You have to physically isolate all energy sources to be 100% safe.
- 2) Equipment has three ways to start with only the stop button pushed, (test button, MCC control, or by PLC).



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# Rules and PPE - Lockout

## Three Step approach to Proper Lock-Out

### Step Three: **TEST IT**

**TEST IT:** The first employee to Lock-Out will test (by testing the operator controls) This will ensure that the equipment to be worked on will not start or move from any energy source. Upon completion of the test, the operator's start/stop controls must be returned to the OFF position.

#### **Why Test It?**

- 1) To verify that you have locked out correctly.
- 2) Lock-Out devices are mechanical and they can fail.

“If in doubt it is the responsibility of the employee doing the re-test to ensure that all employees are standing clear before retesting.”



# Rules and PPE - Lockout

## Guidelines for Lockout Procedures

### General

The unexpected starting and operation of electrical equipment is a major cause of serious injuries and fatalities throughout industry. For this reason, when persons are maintaining, repairing, or assisting in these functions, they must lock out the isolating device/disconnect that controls the operation of the equipment. ***Remember, you are not protected until your lock is properly installed on the lock out device!***

**WARNING:** 440 Volt Motor Control Centre (MCC) equipment may be isolated by operators or maintenance personnel. Open blade disconnects and 11.5 KV equipment shall be isolated by electricians **ONLY**.



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# Rules and PPE - Lockout

## Guidelines for Lockout Procedures

- 1) After the lockout has been placed on the main isolating device that person shall ensure that the proper equipment has been locked out. If equipment will be further damaged by starting, an electrician will perform tests to assure equipment has been identified properly.
- 2) Lockouts must not be used on control devices such as push button stations, operator controls, etc. A lockout must be used on the main isolating device for the piece of equipment being repaired; e.g. main electrical disconnect switch, main steam isolating valve, main air supply valve, etc.
- 3) The person in direct charge of a job may isolate electrical equipment and is responsible to see that the lockout is placed on the correct isolating device.
- 4) Push button stations and operators controls must not be used as an alternative to locking out the equipment at the main disconnect or isolating point; a ground or other disturbance on the control system may permit the circuit to close causing the unexpected operation of the equipment



# Rules and PPE - Lockout

## Guidelines for Lockout Procedures

- 5) After the person in charge is sure that the equipment is inoperative and de-energized, both electrically and/or dynamically, each and every person, or work group's lead hand, working on that piece of equipment will install his/her own lock.

**NEVER WORK UNDER SOMEONE ELSE'S LOCK!!!**

- 6) Lockouts are to be attached so that the isolating device cannot be operated until all locks are removed.
- 7) **Moving Elements:** After locking out, ensure that all moving elements of the equipment have come to a complete stop. **Note:** Some equipment requires several minutes to coast to a stop. Examples are trimmer saws, carriage saws, edger saws, etc.



# Rules and PPE - Lockout

## Guidelines for Lockout Procedures

- 8) **Removal of Locks:** Normal Procedure – When an employee has completed the task which required Lock-Out, he/she will:
- a) Remove all tools and debris from the work area.
  - b) Replace all guards and safety devices.
  - c) Inspect the work area to ensure it is **“SAFE TO OPERATE”**.
    - It is important to leave the equipment in a **“START READY”** state with the MCC disconnect switches in the proper operating position. This also includes all Hydraulic Valves and Air Valves. This will ensure a smooth start up for the operator when he/she goes to start the equipment.
- 9) When any person’s phase of a job is complete, he/she will remove his/her own lock. The person who is in charge of the job and the electrician (if one is involved) should be the last to remove their locks, after they are satisfied that the equipment can be operated without hazard to any personnel.



# Rules and PPE - Lockout

## Guidelines for Lockout Procedures

- 10) For any job that involves a change of shift or personnel, the personnel leaving the job shall not remove his/her lock until their relief has been advised of conditions and observe his/her relief placing their own lock on the lockout.
  
- 11) An employee shall remove only his/her own lock. In the event an employee leaves his/her lock on the isolating device after the work is completed, he/she will be recalled (without pay) to remove their lock. In case the owner of the lockout cannot be contacted; the following supervisory personnel may remove the lockout after satisfying themselves that the equipment can be operated without injury to personnel:

- Boniferro Mill Works Supervisor (or their designate)

This may require a check by maintenance or mechanics personnel to check why the machine was left with the lock on in the first place. The manager must be notified of all such cases, as soon as possible, preferably before the lockout is removed.



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# Rules and PPE – Lockout

## Penalties for Non Compliance to Lock-Out Procedures

The critical injury potential and the grave risk to life presented by the failure to properly lock out equipment makes non compliance to the lock out procedures a very serious violation of safe working practices. Any such violation is subject to possible termination of contract.



# Rules and PPE – Confined Space

## POLICY

Entry into a confined space must be assessed and approved by a supervisor prior to a worker entering. The supervisor must ensure that all the following procedures and precautions are adhered to whenever it becomes necessary for an employee to enter a confined space.

The supervisor or a trained employee appointed by the supervisor shall complete a *Confined Space Entry Check List Form* and review it with all persons concerned and shall sign and date the form. All personnel involved in the entry should also sign the form.

**Death or serious injury could result if these procedures and precautions are not followed.**



# Rules and PPE – Confined Space

## Definition of a Confined Space

- a) A space that because of its location, construction or contents can allow the accumulation of hazardous, toxic, or combustible gases, dust, and fumes, or the creation of an environment with an oxygen content harmful to life (less than 18%, greater than 23%).

**Examples:** Storage tanks, pits, vats, kilns, cyclones, and sewer tunnels.



# Rules and PPE – Confined Space

## Procedures:

1. All sources of energy, including mechanical, electrical and hydraulic equipment related to the confined space must be locked out according to the Lock Out Policy.
2. All pipeline valves entering or leaving the confined space must be shut off, locked out. Drain valves are to be opened where applicable. All pipes and other supply lines whose contents are likely to create a hazard must be blanked off.
3. The supervisor is responsible for having gas levels in the confined space tested. Gas tests are to be performed at the start of each job, at the beginning of each subsequent shift change (do not exceed 12 hours without re-testing) and as requested.



# Rules and PPE – Confined Space

## Procedures, cont'd.

- 4) The gas tester will record the results of the tests on the **Authorization to Enter a Confined Space Permit**. Should the gas test show that a hazard exists, the Confined Space must be purged and ventilated and then retested following Item # 3 above. If after a re-test the hazard is still present then entry will not be allowed.
- 5) The supervisor by evaluating the gas test results and having knowledge of the operation will render the confined space safe for entry by signing the **Authorization to Enter a Confined Space Permit**. This certifies that no hazard exists or is likely to exist within the confined space during the period of work. The **Authorization to Enter a Confined Space Permit** will be posted at every point of entry for the duration of the job. Afterwards it will be sent to Administration once work in the confined space has been completed



# Rules and PPE – Confined Space

## Procedures, cont'd

- 6) If there is a likelihood of a hazard developing during the performance of work then the Confined Space will be ventilated by natural or mechanical means and a monitoring device with alarms will be kept with the workers at all times.
- 7) A worker **must have authorization** prior to entering a confined space, and must also complete and sign the “entry/exit” checklist on the back of the **Authorization to Enter a Confined Space Permit**.
- 8) In some instances, Boniferro Mill Works may decide to prohibit entry to a confined space. On such occasions, entry to the space may be permanently blocked and signs designating the space a NO ENTRY/RESTRICTED ACCESS area will be posted. Permits cannot be issued for a space with prohibited entry.



# Rules and PPE – Confined Space

## Confined Space Team Members; Definitions and Responsibilities

**Entrant:** This is the person who is entering the confined space. He/she must understand all the details on the permit and use and report any problems with safety equipment. She/he must obey the instructions of the attendant and leave the confined space when told to do so.

**Gas Tester:**(can also be the attendant) Is responsible for performing all pre-entry testing and recording all results. Must sign and validate test results. This person must maintain and calibrate equipment in accordance with manufacturer's instructions.

**Attendant:** A person who is required at all confined space entries to monitor and guard the confined space. She/he will be a competent person and should be certified in First Aid and CPR. He/she can supervise up to two entrants and must remain at the entrance while someone is inside.



# Rules and PPE – Confined Space

## Responsibilities of the Attendant

- Complete and sign Permit verifying that all procedures have been followed;
- Control, observe, and track those who enter. Contact will usually be verbal
- Makes sure entrance(s) is up to standards and is kept unobstructed;
- Ensures that no permit exceeds 12 hours;
- Logs and reports all defects or problems
- Terminating the work at any time. This is to be reported immediately.
- Closing and blocking the entry point upon completion and sending the permit to Administration.



**CONFINED SPACE ENTRY PERMIT**

<b>Valid This Date &amp; Time Only:</b>	<b>Location of Confined Space:</b>	<b>In case of emergency call:</b>
<b>Date:</b> _____	_____	<b>Rescue Team:</b>
<b>Time:</b> _____ m to _____ m		<b>Call 911</b>

**Description of Work:** \_\_\_\_\_

**Hot Work: Yes No Comments:** \_\_\_\_\_

**Cold Work: Yes No Comments:** \_\_\_\_\_

**Contractors or more than one employer to enter and work in space: Yes No**

**If YES, co-ordination document and procedures must be followed.**

**ATMOSPHERIC TESTING RESULTS**

<b>Gas Tests</b>	<b>Safe Level</b>	<b>Testers Initial</b>
Oxygen	19.5 – 23%	
Carbon Dioxide	0.5%	
Carbon Monoxide	35 PPM	
Hydrogen Sulphide	10 PPM	
<b>Flammable Gas – Hot Work Continuous Monitoring Required</b>	<b>5% LEL</b>	
Flammable Gas – Cold Work	10% LEL	
Flammable Gas – Inspection Work ONLY	25% LEL	

Time of atmospheric testing: \_\_\_\_\_ Name of Tester: \_\_\_\_\_

Test location in space: \_\_\_\_\_

**ATTENDANT CHECKLIST-EMERGENCY INFORMATION**

Location on nearest phone	
Communication with entrant determined and tested for proper functioning (must maintain voice contact with entrant in the confined space)	
Location of nearest emergency door	
Location of nearest stretcher	
Location of nearest fire extinguisher	
Space secured against unauthorized entry or has been provided with barriers and/or warning signs	
<b>Attendants Signature:</b>	

**CHECKLIST OF ENTRY REQUIREMENTS**

<b>Pre-work Requirements</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Attendant assigned and properly instructed				(print name)
Qualified first aid person in immediate area and notified of entry				(print name(s))
Emergency rescue team advised of				



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**CONFINED SPACE COORDINATION DOCUMENT**

<b>Location of space:</b>				
<b>Name of equipment or space to be entered:</b>				
Responsibilities of Lead Employer: <ul style="list-style-type: none"> <li>o Shall prepare the coordination document</li> <li>o Shall outline in the coordination document who will be responsible for:</li> </ul>	Lead Employer	Employer #1	Employer #2	Employer #3
a) confined space program				
b) hazard assessment				
c) written plan				
d) plan-specific training				
e) entry permits				
f) written on-site rescue procedures and equipment				
g) isolation of energy and control of materials movement				
h) attendant (s) assigned				
i) adequate means of entering and exiting				
j) protection against unauthorized entry				
k) atmospheric testing				
l) control of explosive and flammable substances				
m) ventilation and purging of atmospheric hazards				
Responsibility of all Employers: (additional required duties besides those listed above)				
<ul style="list-style-type: none"> <li>o Shall provide general confined space training to workers.</li> <li>o Shall provide adequate personal protective equipment relevant to the specific plan and ensure adequate training on use and care.</li> <li>o Shall maintain and have available on site all required records.</li> </ul>				
Has a copy of Confined Space Program been given to all other employers (contractors) and the JHSC? <i>If an employer does not have a JHSC or H&amp;S Rep, a copy of hazard assessment must be given to each worker.</i>				
<ul style="list-style-type: none"> <li>o YES</li> <li>o NO</li> </ul>				
Has a copy of the hazard assessment for the relevant confined space been given to all other employers (contractors) and the JHSC? <i>If an employer does not have a JHSC or H&amp;S Rep, a copy of hazard assessment must be given to each worker.</i>				
<ul style="list-style-type: none"> <li>o YES</li> <li>o NO</li> </ul>				



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# Rules and PPE – Confined Space

## Confined Space Team Members; Definitions and Responsibilities

### Supervisor:

- Organizes the entry, including evaluating all potential hazards
- Ensures that the proper procedures and precautions have been followed
- Procures all proper equipment including safety items for the entry.
- Gives proper instruction to each entrant about the confined space being worked on.
- Ensures that the Attendant and Gas Tester are properly trained.
- Controls the issuance of permits and ensures that they are properly recorded.



# Rules and PPE – Confined Space

## In the Event of an Emergency Situation or Incident

**Entrant:** An entrant working in a confined space should exit the area as speedily as possible when:

- The attendant gives the order to evacuate
- An automatic alarm calls to evacuate.
- If the entrant believes themselves to be in danger



# Rules and PPE – Confined Space

## **In the Event of an Emergency Situation or Incident:**

**Attendant, Supervisor, and other Workers:** If the entrant is physically unable to extricate him or herself from the confined space when the need to evacuate occurs, the attendant or the supervisor will call 911 immediately and have the fire department dispatched.

**UNDER NO CIRCUMSTANCES SHOULD WORKERS ATTEMPT ANY SORT OF RESCUE OPERATION ON THEIR OWN.**

Doing so could further exacerbate the situation and put additional lives at risk. Fire department personnel can reach the site within three to four minutes and are properly trained and equipped for such rescue missions. The attendant, supervisor, and any other employees involved with the confined space work should remain in the immediate vicinity to provide fire department personnel with information and to offer assistance if requested.



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# Rules and PPE – Confined Space

## **In the Event of an Emergency Situation or Incident:**

**Reporting to Management:** When any evacuation or emergency situation arises relating to confined space work, management must be notified immediately by the supervisor or their designate. The supervisor is responsible for completing a written report detailing the nature of the incident, including all steps that were taken to rectify the situation, and is also responsible for forwarding it to management for filing.



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# **Rules and PPE – Confined Space**

## **Listing of Confined Spaces at Boniferro Mill Works**

The areas on the following page have been identified as confined spaces. This list is intended as a guide. Check with your supervisor if you are unsure as to whether or not a location is a confined space.





# Rules and PPE – Confined Space

<p><b>Sawmill:</b></p> <ul style="list-style-type: none"><li>-Cyclone</li><li>-Blower Pipe</li><li>-Chip Bins and Cyclones</li><li>-Pit at Sawmill Chipper for Chip Feeder</li></ul>	
<p><b>Boiler Room</b></p> <ul style="list-style-type: none"><li>-Boiler house inside Boiler</li></ul>	<p><b>Lumber Yard</b></p> <ul style="list-style-type: none"><li>-Planer Building #1: Cyclone and blower pipes</li><li>-Planer Building #2: Cyclone and Blower Pipes</li></ul>
<p><b>General:</b></p> <ul style="list-style-type: none"><li>-Site storm sewers and drains</li><li>-Sanitary Sewers</li><li>-Lift station.</li></ul>	



# Rules and PPE – Confined Space

T&R Mill Cyclone



T&R Mill  
Blower Pipes



T&R Mill Blower Pipes  
over to Boiler House



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# Rules and PPE – Confined Space

Sawmill  
Cyclone(s)



Chip Bin



Chip Bin

Sawmill Blower Pipes over  
to T&R Mill



# Rules and PPE – Confined Space



Pit at Sawmill Chipper  
inside entrance.



Pit at Sawmill Chipper  
outside entrance.



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# Rules and PPE – Hot Work Procedures

Personnel who use cutting and welding equipment should always be aware of the serious fire hazard created by these operations. Molten metal holds heat for a considerable amount of time and sparks may travel 35 feet or more to set fire to any combustible material. In order to ensure all hot work is performed safely with minimum fire potential the following procedures must be followed, 24 hours a day 7 days a week.

Storage of cutting and welding material should be in a well-ventilated low traffic area. Cylinders are to be chained upright,

with valves shut and kept on and away from heat sources. Oxygen cylinders are to be stored at least 20ft away from combustibles and from other gas cylinders.

## Hot Work



Boniferro Mill Works ULC

# Rules and PPE – Hot Work Procedures

**General:** Hot work should only be performed by properly trained personnel.

- a) A cutting and welding permit system is used at Boniferro Mill Works. Hot Work Permits can be obtained in machine shop from the supervisors at all times.
- b) No cutting or welding shall be done until a Hot Work Permit has been filled out and approved by the Shift Supervisor of the area the hot work is being commenced in.
- c) Once completed, understood and approved the Hot Work Permit must be posted in a conspicuous place at the site of the hot work.
- d) Outside contractors involved in cutting and welding or any hot work operations shall adhere to the all necessary Boniferro Mill Works rules and precautions.



# Rules and PPE – Hot Work Procedures

**HOT WORK PERMIT**

**BEFORE INITIATING HOT WORK, CAN THIS JOB BE APPROVED?  
IS THERE A SAFER WAY?**

This Hot Work Permit is required for any temporary operation involving open flames or producing heat under any conditions, but is not limited to welding, cutting, grinding, soldering, torch applied heating and heating.

RESTRICTIONS	PART 1 REQUIRED PRELIMINARY CONDITIONS
<p><b>I. Authorized personnel</b></p> <p>A. Safety procedures listed in permit to be followed with the work.</p> <p>B. Supervisor and permit Part 1.</p> <p>C. Issue Part 1 to permit being done.</p>	<p><b>1. Available equipment</b></p> <p><input type="checkbox"/> Available quantity, flow, pressure and other factors as appropriate.</p> <p><input type="checkbox"/> No Hot Worked in past year.</p> <p><b>Requirements within 30 ft of work:</b></p> <p><input type="checkbox"/> Flammable liquids, fuel, oil and oils, vapors removed.</p> <p><input type="checkbox"/> Inflaming atmosphere is not allowed.</p> <p><input type="checkbox"/> Flare area clear.</p> <p><input type="checkbox"/> Combustible items are stored, covered with tarp and off of the immediate area.</p> <p><input type="checkbox"/> Protect other combustible when possible. Minimize contact with the reaction materials in work areas.</p> <p><input type="checkbox"/> If not used, the reaction control.</p> <p><input type="checkbox"/> Fire watch personnel assigned to work area.</p> <p><input type="checkbox"/> Permit is not given until all conditions are met and ready to begin work.</p>
<p><b>2. Work area</b></p> <p><input type="checkbox"/> Flammable</p> <p><input type="checkbox"/> Combustible</p> <p>DATE: _____ TIME: _____</p> <p>WORK BY: _____</p> <p>NAME OF PERSON ISSUED BY: _____</p>	<p><b>Work in confined spaces</b></p> <p><input type="checkbox"/> Confined spaces are not allowed.</p> <p><input type="checkbox"/> Confined spaces are not allowed unless approved by the permit issuer and permit is authorized for this work.</p> <p><input type="checkbox"/> Confined spaces are not allowed unless approved by the permit issuer and permit is authorized for this work.</p>
<p><b>3. PPE</b></p> <p><input type="checkbox"/> Approved eye protection.</p> <p><input type="checkbox"/> Approved respiratory protection.</p> <p><input type="checkbox"/> Approved hand protection.</p> <p><input type="checkbox"/> Approved foot protection.</p> <p><input type="checkbox"/> Approved hearing protection.</p> <p><input type="checkbox"/> Approved fall protection.</p> <p><input type="checkbox"/> Approved skin protection.</p> <p><input type="checkbox"/> Approved electrical protection.</p> <p><input type="checkbox"/> Approved radiation protection.</p> <p><input type="checkbox"/> Approved chemical protection.</p> <p><input type="checkbox"/> Approved high temperature protection.</p> <p><input type="checkbox"/> Approved high voltage protection.</p> <p><input type="checkbox"/> Approved high pressure protection.</p> <p><input type="checkbox"/> Approved high speed protection.</p> <p><input type="checkbox"/> Approved high noise protection.</p> <p><input type="checkbox"/> Approved high vibration protection.</p> <p><input type="checkbox"/> Approved high frequency protection.</p> <p><input type="checkbox"/> Approved high intensity protection.</p> <p><input type="checkbox"/> Approved high energy protection.</p> <p><input type="checkbox"/> Approved high power protection.</p> <p><input type="checkbox"/> Approved high temperature protection.</p> <p><input type="checkbox"/> Approved high voltage protection.</p> <p><input type="checkbox"/> Approved high pressure protection.</p> <p><input type="checkbox"/> Approved high speed protection.</p> <p><input type="checkbox"/> Approved high noise protection.</p> <p><input type="checkbox"/> Approved high vibration protection.</p> <p><input type="checkbox"/> Approved high frequency protection.</p> <p><input type="checkbox"/> Approved high intensity protection.</p> <p><input type="checkbox"/> Approved high energy protection.</p> <p><input type="checkbox"/> Approved high power protection.</p>	<p><b>4. Other</b></p> <p><input type="checkbox"/> No welding, cutting or grinding.</p> <p><input type="checkbox"/> No hot work in confined spaces.</p> <p><input type="checkbox"/> No hot work in areas with flammable or combustible materials.</p> <p><input type="checkbox"/> No hot work in areas with high voltage or high pressure.</p> <p><input type="checkbox"/> No hot work in areas with high speed or high frequency.</p> <p><input type="checkbox"/> No hot work in areas with high intensity or high energy.</p> <p><input type="checkbox"/> No hot work in areas with high power.</p> <p><input type="checkbox"/> No hot work in areas with high temperature.</p> <p><input type="checkbox"/> No hot work in areas with high voltage.</p> <p><input type="checkbox"/> No hot work in areas with high pressure.</p> <p><input type="checkbox"/> No hot work in areas with high speed.</p> <p><input type="checkbox"/> No hot work in areas with high noise.</p> <p><input type="checkbox"/> No hot work in areas with high vibration.</p> <p><input type="checkbox"/> No hot work in areas with high frequency.</p> <p><input type="checkbox"/> No hot work in areas with high intensity.</p> <p><input type="checkbox"/> No hot work in areas with high energy.</p> <p><input type="checkbox"/> No hot work in areas with high power.</p> <p><input type="checkbox"/> No hot work in areas with high temperature.</p> <p><input type="checkbox"/> No hot work in areas with high voltage.</p> <p><input type="checkbox"/> No hot work in areas with high pressure.</p> <p><input type="checkbox"/> No hot work in areas with high speed.</p> <p><input type="checkbox"/> No hot work in areas with high noise.</p> <p><input type="checkbox"/> No hot work in areas with high vibration.</p> <p><input type="checkbox"/> No hot work in areas with high frequency.</p> <p><input type="checkbox"/> No hot work in areas with high intensity.</p> <p><input type="checkbox"/> No hot work in areas with high energy.</p> <p><input type="checkbox"/> No hot work in areas with high power.</p>

ISSUED TO: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

WORK BY: \_\_\_\_\_

NAME OF PERSON ISSUED BY: \_\_\_\_\_

**FM**

**WARNING!**

**HOT WORK IN PROGRESS WATCH FOR FIRE!**

**IN CASE OF EMERGENCY**

CALL: \_\_\_\_\_

AT: \_\_\_\_\_

**WARNING!**

**FM**

# Rules and PPE – Hot Work Procedures

## Precautions:

- a) Before use pre-inspect equipment to ensure it is in good working order. Including the stability of cylinders, torches, regulators, hoses, and the installation of back flow preventors on oxy-acetylene hoses. Determine that sparks or molten metal will not pass through open windows, doorways, cracks or holes in walls and floors.
- b) If practical, move work to a safe area/designated hot work area.
- c) Determine that sparks or molten metal will not pass through open windows, doorways, cracks or holes in walls and floors.
- d) Ensure the local disconnect is off before connecting or disconnecting the power to welding machines.
- e) If working on a piece of machinery all proper lock-out procedures must be followed before work commences.



# Rules and PPE – Hot Work Procedures

## Precautions

- f) Do not perform cutting and welding where an open flame would be dangerous; i.e. where combustible liquids or vapours are present or near or exposed loose combustible materials. This includes checking confined spaces to ensure they are not explosive.
- g) Where operation must be conducted in the vicinity of combustible materials, special precautions will be put into effect:
  - i) Move exposed combustible material a sufficient distance from the operation (usually 35 feet) or soak or shield the materials where practical.
  - ii) Sweep floor, clean and wet down wooden floors or cover with a protective metal shield.

**NOTE:** When wetting down areas, serious consideration must be given to the proximity of electrical equipment and controls.

- iii) Utilize proper welding screens/shields between the operation and combustible materials when adequate separation cannot be maintained.



# Rules and PPE – Hot Work Procedures

## Precautions

- h) Any hot work performed in confined spaces must also conform to Boniferro Mill Works confined space policy.
- i) Provide a firewatch person if the person doing the hot work is not available to complete the firewatch duties.
- j) Ensure that an ABC dry chemical fire extinguisher is in the nearby vicinity of the hot work site.
- k) The immediate area and the areas above and below shall be inspected. It is the responsibility of the shift supervisor to ensure the checks are completed. The first check will occur ½ hour after the hot work has been completed and every hour for four hours thereafter by the designated fire watch assigned by the supervisor. The supervisor must verify engineer availability prior to signing the hot work permit. Hazardous areas shall be designated as “out-of-bounds” for any cutting or welding operations.
- l) When oxy-acetylene equipment is not in use (i.e. lunch breaks), the gas shall be turned off at the bottles. If working in a confined space remove all torches when not in use.



# Rules and PPE – Hot Work Procedures

## Precautions:

- m) Use, handling and storage of cutting and welding equipment including gas cylinders shall conform to the standards of the Occupational Health & Safety Act and its Regulations.
- n) A Hot Work permit card shall be used. Completion of the card is as follows:
  - i) The welder is to fill in the card with all information and then the supervisor of the area is to inspect the area and sign the permit.
  - ii) This type of card may be split into halves, with one half being left at the job site, by attaching it to a sign at a conspicuous place; and the other half by being returned to the machine shop.
  - iii) The supervisor will pick up the site card when the fire watch is complete and attach it to the half found in the machine shop. Both copies will then be returned to the Machine Shop area for collection by the supervisor, and verification that the necessary inspection of the area has occurred.

**DO NOT PERFORM HOT WORK IN AN AREA WHERE THE SPRINKLER SYSTEM IS INOPERATIVE.**

- iv) Once work is complete a continuous fire watch will commence for 30 minutes. When this time period has **expired the individual on fire watch will inform the supervisor of the location of the work.**



# Rules and PPE – Personal Protective Equipment

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## Personal Protective Equipment Requirements

**Head Protection:** Hard hats shall be worn at all times inside the Mill and in the Log Yard. Exceptions being offices, locker rooms, the lunch room and inside the enclosed cab of mobile equipment or vehicles.



**Hair Length:** Hair longer than collar length must be confined.

**Eye Protection:** Eye protection is recommended for all contractors. As a general rule, eye protection shall be worn where there is potential for eye injury.

**Prescription Safety Glasses:** In areas where safety glasses are required, prescription glasses must be safety glasses with side shields or over the glass safety glasses should be worn. Contact lenses are not allowed.

# Rules and PPE – Personal Protective Equipment

## Personal Protective Equipment Requirements:

**Hearing Protection:** All employees shall wear the CSA approved hearing protection.

**Reflective/High Visibility Vests:** Reflective/high visibility tear away vests, or reflective safety wear are to be worn while working outside in the yard.

**Hand Protection:** Where an employee is exposed to hazard of injury from skin contact with harmful liquids, or material or sharp jagged objects, appropriate hand protection will be worn.

**Foot Protection:** The safety boot must be CSA approved for heavy industrial use (ie. green patch). It must be steel-toed, leather, ballistic nylon or of suitable material to give adequate protection. It must be laced above the ankle to provide good support. CSA approved high top runners and hiking boots are acceptable if they provide adequate ankle support.



# Rules and PPE: Personal Protective Equipment

## Personal Protective Equipment Requirements:

**Rings and Jewelry:** Rings and loose jewelry are responsible for numerous injuries to fingers, resulting in lacerations and amputations. For this reason, they are recognized as hazards. Rings and loose jewelry shall not be worn.

**Loose Clothing:** Loose and baggy clothing can get caught around machinery, be responsible for serious injuries and therefore shall not be worn. Shorts do not provide adequate leg protection from abrasion and therefore are not permitted.

**Fall Protection:** Fall protection is required where employees are exposed to the hazard of falling and the surface to which they might fall is more than 3 meters (10 feet) below the position where they are situated.



## 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

<b>Section</b>	<b>Summary</b>
26	Where worker is exposed to falling hazards section 26.1-26.9 apply.
26.1(1)	Worker shall be protected by guardrail system.
26.1(2)	If not possible to protect workers from guardrail system, appropriate fall protection or travel restraint to be used.
26.1(3)	Components of any system to be designed by a professional engineer, and shall meet CSA standard.

# Where Fall Arrest Needed

- **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**



# Rescue Fallen Worker

- **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).



# Rescue

- **Fire Department assistance required for the following areas:**
- Cyclones
- Any other area not accessible by forklifts or BMW personnel
- 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.



# Rules and PPE – General Safety Rules and Guidelines

## Housekeeping:

- Spilled oil or grease to be cleaned up immediately.
- Hoses to be coiled and hung on proper hose rack.
- Use garbage cans provided throughout mill. Do not throw debris on floor.
- Contractor to clean up after work completed.
- All scrap steel to be placed in bins.
- Use washrooms do not urinate outside.

## Use of Guards

Guards shall be in place before any machinery is started. Any work that requires guards to be removed, will be replaced by worker after the job is complete.



Boniferro Mill Works ULC

# Rules and PPE – General Safety Rules and Guidelines

## **Location of First Aid Kits:**

- Maintenance shop offices
  - Sawmill office
- Sawmill Upstairs Lunch Room
- Administration photocopier room

## **Location of Eyewash Stations:**

- Sawmill Office
- Filing Room
- Near stairwell to Sawmill lunch room
  - Maintenance shop offices



# Rules and PPE – General Safety Rules and Guidelines

## Emergency Showers:

- Boiler House

## Health and Safety Bulletin Boards

- Sawmill lunchroom
- Administration (rear hallway)

## MSDS Binders

- Sawmill lunchroom
- Administration



# Rules and PPE – General Safety Rules and Guidelines

## Portable and Stationary Equipment:

### Scaffolds/Ladders

1. Inspect scaffolds/ladders before using. If found to be defective, report them to your supervisor
2. A scaffold or ladder shall not be moved with someone on it.
3. When working from a ladder, the ladder must be secured to prevent it from slipping or falling.
4. Face the ladder when climbing up or down or working from the ladder.
5. All portable ladders must comply with Section 73 or Regulation 851 for Industrial Establishments.
6. Do not use makeshift scaffold.



# Rules and PPE – General Safety Rules and Guidelines

## Ladders/Scaffolds cont'd

7. Correct placement for ladders is based to be one (1) foot from the wall for every four (4) feet of height.
8. When working overhead or in any other way as to pose a hazard to persons working in or passing through an area, post “WORKERS OVERHEAD” signs at both ends of the area.
9. Rope off areas where material is being dropped or thrown from above.
10. Do not elevate anyone standing directly on the forks of a truck. Special platforms should be provided for this purpose.



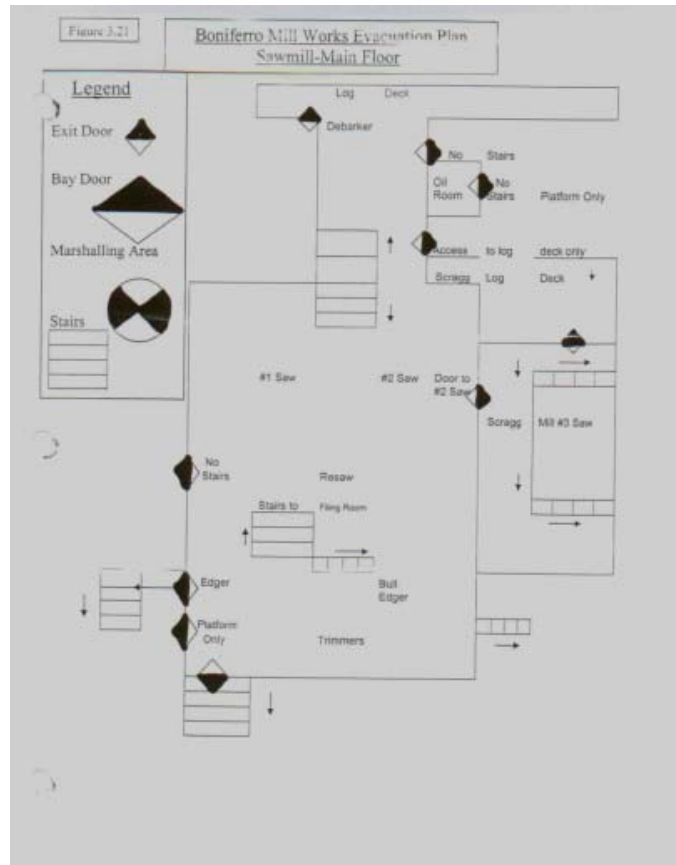
# Fire Plan



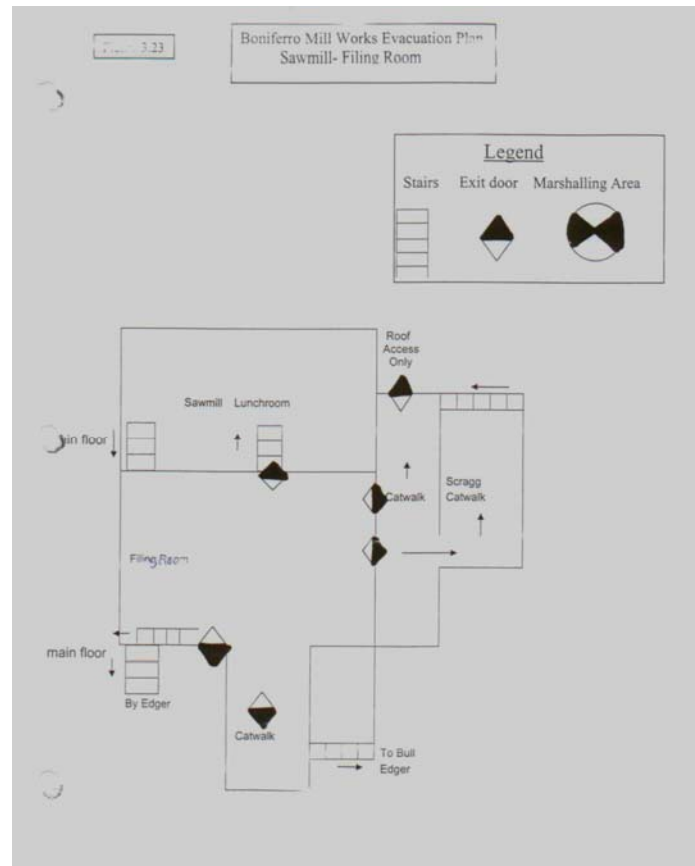
Boniferno Mill Works ULC



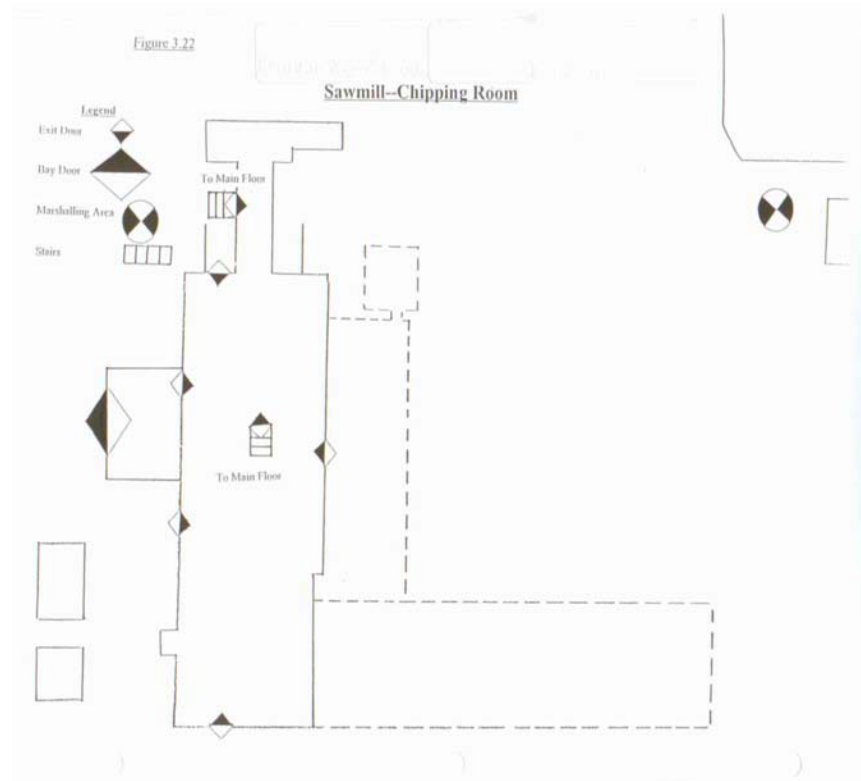
# Exits



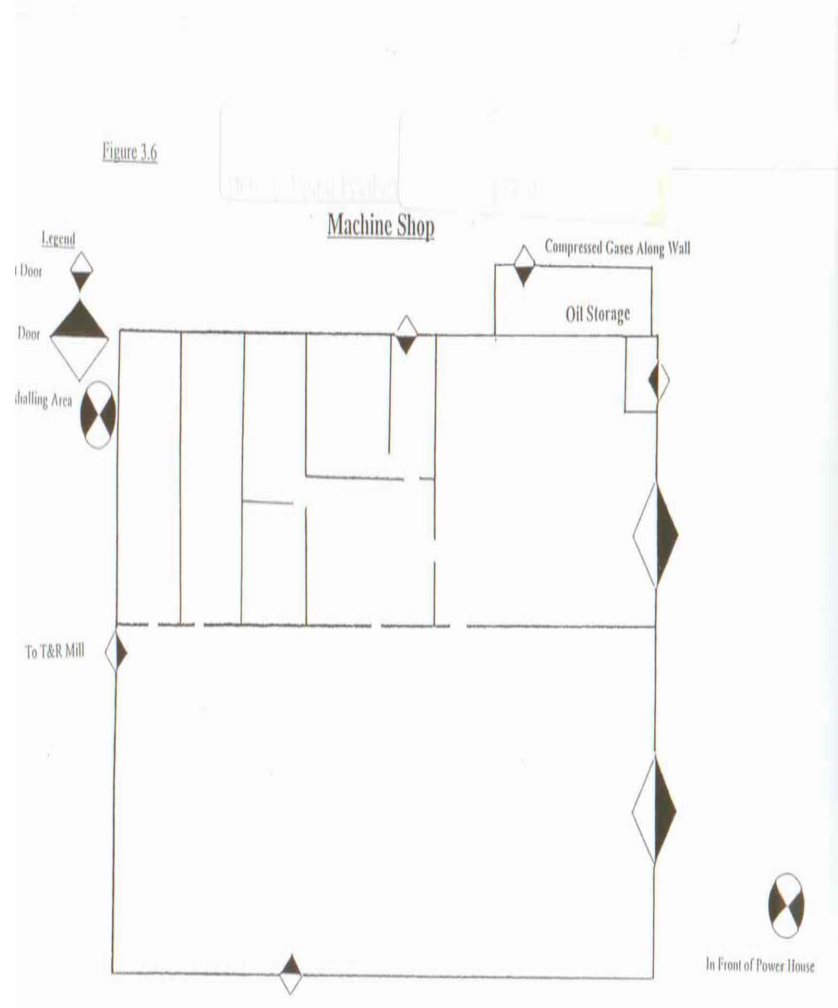
# Exits Saw Mill Filing Room



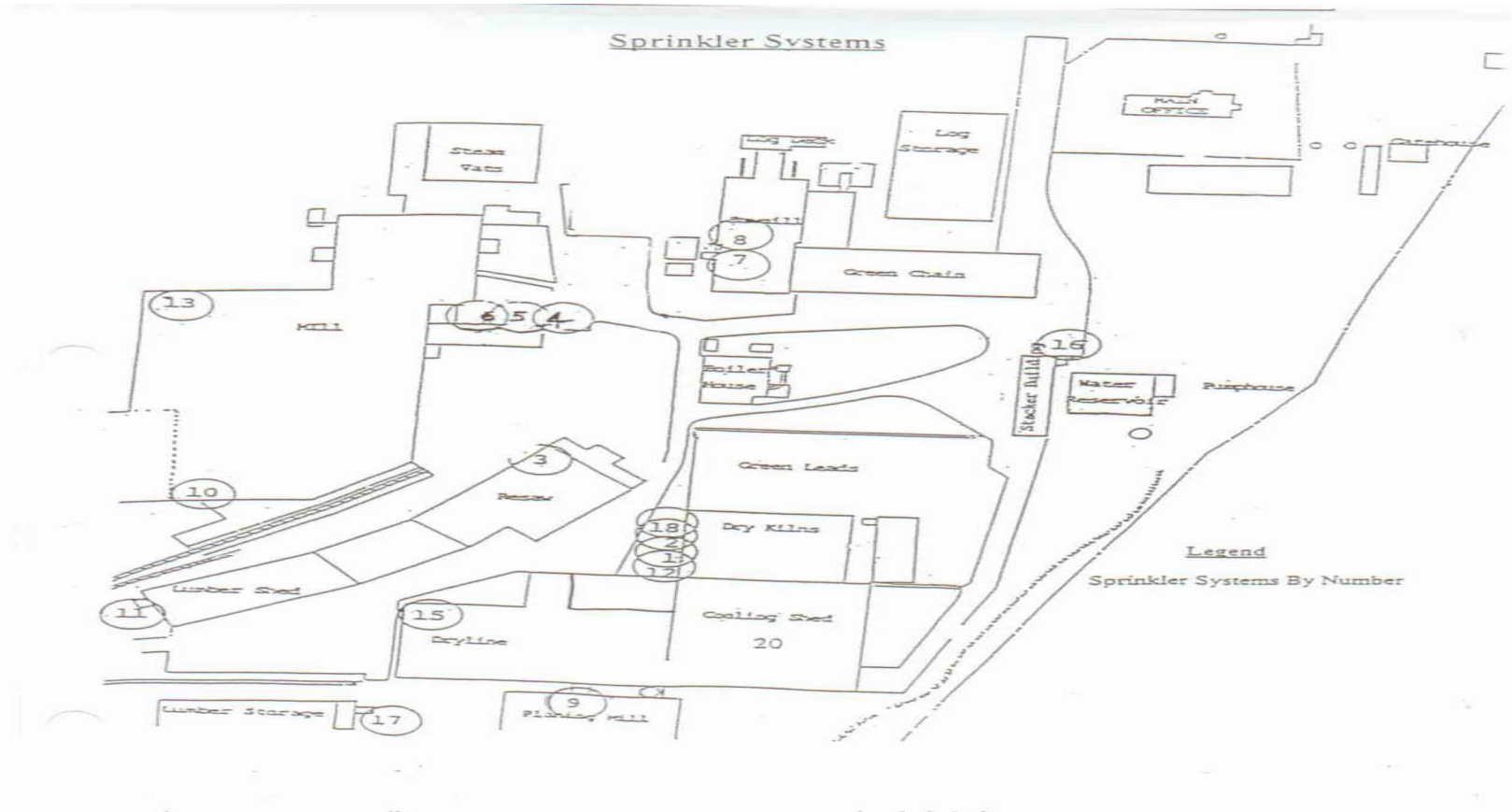
# Sawmill Chipping Room



# Machine Shop Exits



# Sprinkler Systems



# Fire Plan

## General Emergency Procedures

- Be familiar with the location of fire extinguishers and hoses in your work area
- No one shall enter one of the hydrant houses except in case of fire.
- No one shall remove or use fire equipment from any hydrant house except in case of 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.
- 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.



# Fire Plan

## Upon Detecting a Fire

- If electrical equipment, chemicals or thick black smoke is present immediately exit, these are toxic fumes
- Sound the fire alarm
- If it is safe to do so take immediate action on the fire
- Inform supervisor and assist in completion of fire report
- Supervisors will inform shift engineer who will then periodically check the area
- One employee must be sent to gatehouse to direct emergency vehicles.
- The shift engineer is to ensure that the fire pump has been started. When available shift supervisors will act as the sprinkler valve operator. At times when production is down, the shift engineer will ensure the fire pump is on and then assume the duties of the sprinkler valve operator as set by the chief engineer.



# Fire Plan



Fire extinguisher signs located throughout the mill.

# Fire route



Boniferro Mill Works ULC

# Fire Plan

## Individual Responsibilities – 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 a shift supervisor or to the gate house. All contractors are to sign in to the site, as the gate house needs to know if all persons on site are accounted for.

**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 gatehouse and the forestry building.**



Boniferro Mill Works ULC

# Asbestos Control Program



# Asbestos Control Program

Asbestos is a known carcinogen that is designated as a controlled substance under Regulation 837 of the Occupational Health and Safety act. Asbestos is present in discrete quantities on the premises of Boniferro Mill Works, and it is unlikely that employees will be exposed to asbestos. Any work or maintenance performed where there is exposure to asbestos will be contracted to a certified contractor for proper containment and/or removal. Boniferro Mill Works to take all reasonable steps to limit the hazards posed by this substance.



Boniferro Mill Works ULC

# Asbestos Control Program

## Locations of Asbestos On-Site

The following areas have been found to contain concentrations of asbestos.

<b>Boniferro Mill Works</b>	
<ul style="list-style-type: none"><li>• Veneer Mill</li><li>• Sawmill Building</li><li>• Forestry Building</li><li>• Main Office</li></ul>	<ul style="list-style-type: none"><li>• Boiler house</li><li>• Planer</li><li>• Re-Saw Building</li></ul>

Asbestos in these areas is largely confined to floor tiles or insulation.

# Asbestos Control Program

## Preventative Measures

The following are steps that can be taken to minimize exposure to and the danger of health effects associated with asbestos:

- Never use compressed air for cleaning purposes around asbestos
- Launder work clothes separate from other clothes at home
- Avoid areas known to have high asbestos concentrations, when possible.
- When performing repairs or maintenance work, isolate work areas with temporary barriers or enclosures to avoid spreading fibers.
- Avoid handling or disturbing loose insulation.
- Use wet clean up methods as opposed to dry sweeping or shoveling methods that could kick up clouds of dust, when possible.
- Maintain clean work areas and good hygiene practices to help prevent asbestos fiber buildup
- Smoking when combined with asbestos exposure has a synergistic impact on the chances of getting Lung Cancer.



# Spill Response

## Spill Prevention:

When 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

## Spill Response Instructions and Phone Numbers

How to handle a spill or leak

- 1) **Evaluate the area.** Determine if you are in imminent danger. 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.** Turn off the pump, close the valve, plug drains or ditches – absorbent brooms 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 electric shock.



# Spill Response

## Spill Response Instructions and Phone Numbers

- 5) **Control and contain the spill.** Check the MSDS for the safety measures 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 the equipment, material, and personnel used to respond to the spill are properly decontaminated.



# Spill Response

## Report Spill To:

- 1) **Jim Boniferro** at 942-4269 ext 222, cell 542-8305 or Brad McGonegal at 942-4269 ext 226

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.

This information is posted throughout the mill.



# Emergency Phone Number Listing

## FIRE/AMBULANCE/POLICE

9-1-1

<u>Fire Non Emergency</u>	(705) 949-3335
<u>Ambulance Non Emergency</u>	(705) 256-5621
<u>City Police Non Emergency</u>	(705) 949-6300
<u>O.P.P</u>	(705) 945-6833
<u>Ministry of Labour</u>	(705) 945-6600
<u>Ministry of Environment</u>	(705) 541-2170
<u>Poison Control</u>	(705) 759-3800

MAIN PHONE LINE (705) 942-4269

## SAWMILL

Brad McGonegal ext. 226  
(705) 949-6844

## WOODLANDS

Mike Thompson ext. 224 or (705) 945-7856  
Jody Cooke ext. 227

## TRANSPORTATION

CHECKER CAB (705) 942-3600

## ADMINISTRATION

Jim Boniferro ext 222 or (705) 542-8305  
Gary Wegener ext 223 or (705) 971-0819  
Cathy McLelland ext 232 or (705) 942-4269

## SCALE HOUSE

## EMERGENCY VEHICLES

ADMINISTRATION OFFICE TO BE  
INFORMED WHEN FIRE TRUCK OR  
AMBULANCE EXPECTED AND  
INFORMED OF REQUIRED DESTINATION.

## JOINT H&S COMMITTEE CO-CHAIRS

Jim Boniferro (705) 542-8305 Gary Wegener (705) 971-0819

Edward Charrette and Diane Cudney (Union Representatives)

**THE FOLLOWING PERSONS WILL BE CONTACTED BY THE IMMEDIATE SUPERVISOR OF INJURED WORKER.**

- General Manager
- Health & Safety Representatives
- Joint Health & Safety Committee Co-Chairs
- OPP
- Departmental Supervisor.

**MINISTRY OF LABOUR TO BE CONTACTED ONLY BY THE CERTIFIED MEMBERS.**

**This information is posted by all phones**



Boniferro Mill Works ULC

# Incident and Near Miss Reporting



Boniferro Mill Works ULC

# Incident and Near Miss Reporting

All injuries, illnesses, property damage (\$500 and greater), fires and serious incidents must be reported and investigated by the contractor as well as Boniferro Mill Works. Contractors are required to forward a copy of their final report to Administration.

Contractors and their workers will be expected to participate in investigations and provide an accurate account of events.

# Incident & Near Miss Reporting

## Responsibilities and Procedures

### Worker Responsibilities

- Obtains first aid if required and reports the incident to supervisor immediately.
- Provides supervisor with all details of the incident



# Incident and Near Miss Reporting

## Responsibilities and Procedures

### Supervisor

- Ensures employee has received adequate appropriate first aid.
- If medical aid is required calls 911
- Ribbons off the area if warranted.
- Contacts designated personnel as required (may include Joint Health and Safety Committee members)
- Investigates at the site of the incident – has worker describe the incident if possible.
- Interviews witnesses and obtains signed statements.
- Completes investigation report including pictures and drawings as applicable.
- Takes action on preventative measures.



# The Aim of The Investigation

- The key result should be to prevent a recurrence of the same accident.
- Fact finding:
  - What happened?
  - What was the root cause?
  - What should be done to prevent recurrence?

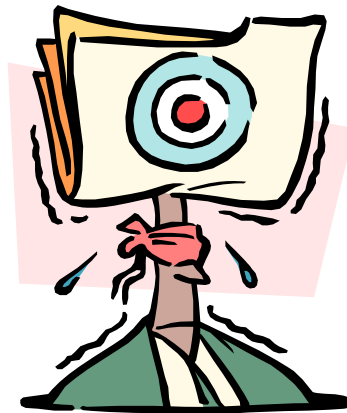


# Incident and Near Miss Reporting

## Responsibilities and Procedures

### Retention of Records

All incident reports and accident investigation reports will remain on file for a minimum of one year from the date of occurrence.



# **ENVIRONMENTAL AWARENESS**

**Each worker must be alert to his or her surroundings on the the job. Protecting the environment (inside the plant and outside), is as critical as maintaining production, quality, and safety. Abuses will not be tolerated.**

**Working in an environmentally responsible way is a part of every job.**

## **Each Worker is Required to:**

- 1) Observe for acts and conditions around the assigned work area that could affect the environment.
- 2) Consider how the environment will be affected (eg. Hydraulic oil or glue leak onto the floor in the plant).
- 3) Take action to eliminate acts and condition that could harm the environment (eg. Activate spills/leak procedure which includes containment, reporting to the supervisor, clean-up and investigating ways to prevent a re-occurrence.).



# SMOKING POLICY

Boniferro Mill Works is a non-smoking plant. There is a designated smoking area in the employee parking lot. Smoking in all other areas is expressly forbidden.



Boniferro Mill Works ULC

# HARASSMENT POLICY

Boniferro Mill Works is committed to maintaining a comfortable working environment for all employees. Any form of harassment or any other conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment **will not be tolerated**. Any worker who feels that he/she has been the victim of harassment or witnessed a case of harassment should report it to your BMW contact and BMW supervisor.



Boniferro Mill Works ULC

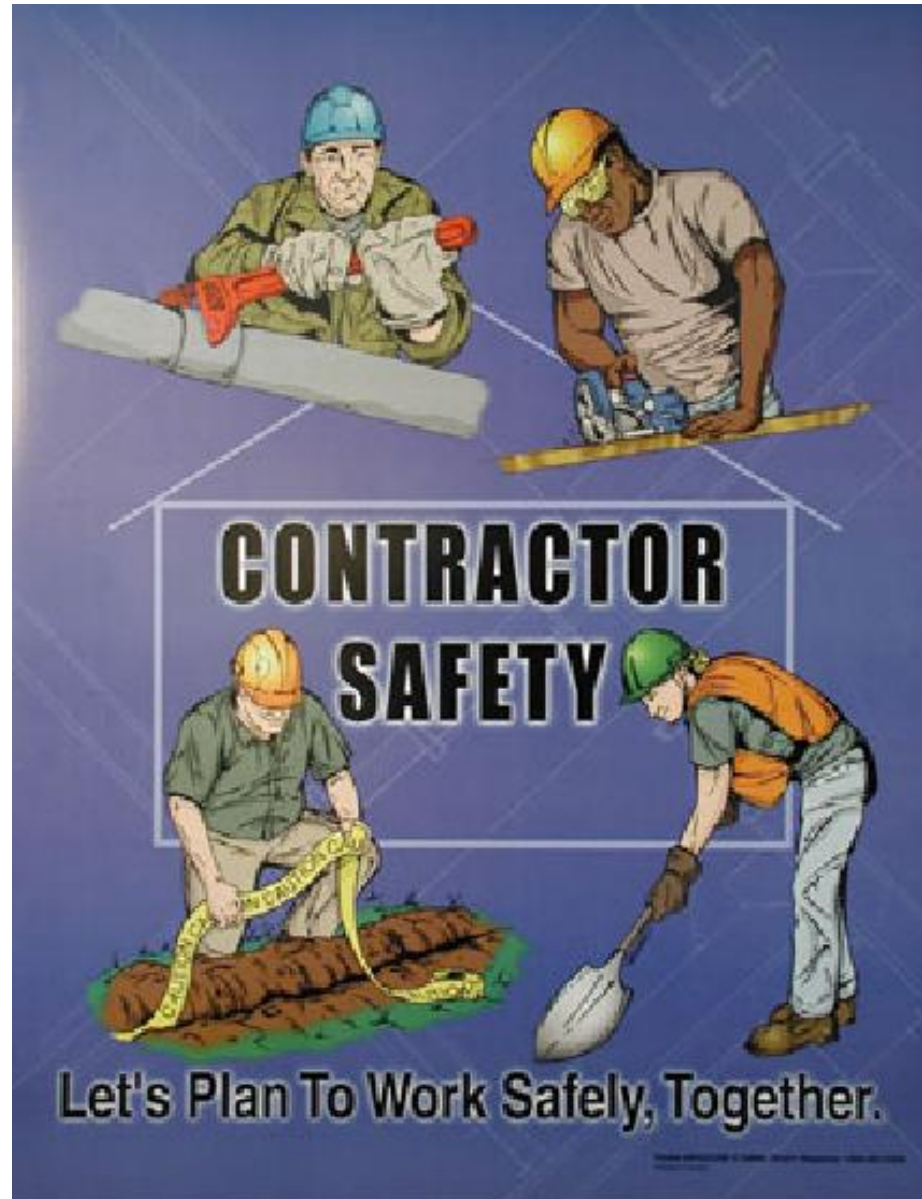
# HARASSMENT POLICY

It is the intent of Boniferro Mill Works to foster a work environment free from all forms of abuse and harassment. All employees are asked to be sensitive to the individual rights of their co-workers.



Boniferro Mill Works LLC

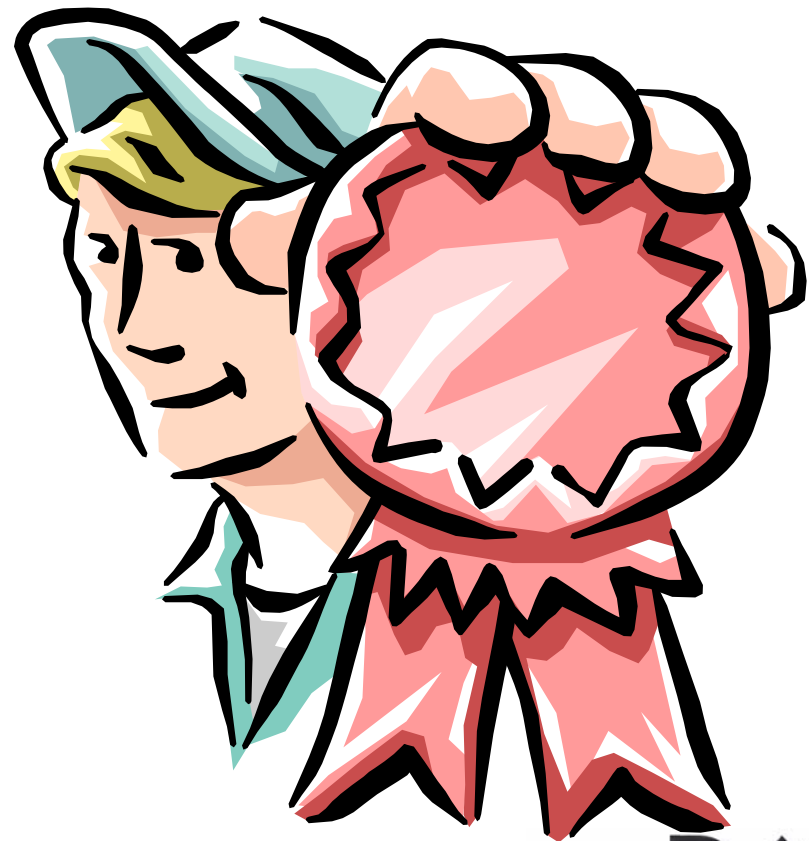
# Our Ultimate Goal



# Orientation Complete!

**This concludes your  
Boniferro Mill  
Works Orientation.**

**BMW staff members  
will now be happy to  
answer any questions  
you may have**



Boniferro Mill Works ULC