

Contractor's General SWP

SWP - GENERAL SAFETY RULES

- 1.0** The minimum distance allowed between the falling hazardous areas and other workers will be (2) two tree lengths.
- 2.0** Workers are to request assistance if a problem or hazard occurs during any work activity.
- 3.0** Unsafe conditions will be reported as soon as possible to the supervisor. Unsafe acts will also be dealt with immediately. Do not wait for a monthly meeting to bring up the situation or safety issue. This is the responsibility of all workers.
- 4.0** All accidents/near misses will be reported to the supervisor.
- 5.0** The supervisor is responsible to ensure all workers are accounted for at the end of the work day. This is to be done by either visual or radio communication.
- 6.0** Workers should not be at work in an impaired condition (alcohol or drugs). If an employee is impaired, he will be dealt with immediately by the employer.
- 7.0** Failure to comply with safety policies and regulations will result in one or more of the following the following:
 - A verbal communication between the employee and employer.
 - A written letter.
 - Temporary suspension without pay.
 - Termination.
- 8.0** If an employee is in doubt as to whether a work process is safe to carry out, he/she has the right to refuse to proceed. He/she must immediately report the situation to his supervisor so that corrective action can take place.
- 9.0** When falling along roadways, the roads will be blocked and active falling signs installed.
- 10.0** Hung-up trees during falling will be individually marked and a no work zone marked. This information is to be passed on to the supervisor. If can be safely felled, hung up trees must be removed as soon as possible.
- 11.0** Fighting, horseplay and practical jokes are prohibited.
- 12.0** Personal protective devices shall be worn by every worker.
- 13.0** All mobile equipment and machinery must be locked out or de-energized before maintenance work is carried out.
- 14.0** Be accountable to yourself, the company, the co-workers and your family for knowing and consistently following the safe work procedures.

SWP - SAFETY RESPONSIBILITIES – SUPERVISOR

1.0 Responsibilities for safety include:

- knowing and enforcing the firm's safety policy, knowing and enforcing the applicable
- Occupational Health and Safety Regulations affecting workers and subcontractors
- ensuring workers are adequately trained to safely perform their job functions
- all new workers receive an orientation of the Safety Program, the workplace, emergency procedures and First aid
- ensuring that written safe work procedures are reviewed with all new workers before they start work and periodically with all other workers
- maintaining a record of new worker orientation and worker training
- explaining to workers what is expected of them and what they can expect from management
- ensuring only authorized, adequately trained workers operate machinery and equipment
- correcting unsafe acts without delay
- conducting regular planned jobsite inspections as well as frequent supervisory checks of the workplace conditions and work practices
- investigating and reporting accidents and incidents
- ensuring equipment and machinery is properly inspected and maintained
- formulate safety rules to suit the particular needs of the situation
- detect, interview and refer troubled workers
- ensuring a designated, qualified supervisor is at the workplace in the absence of the regular supervisor
- supervisor must have a clinometer for measuring slope steepness
- ensuring safety recommendations are reviewed and implemented if possible
- instilling safety awareness amongst the workers
- setting good example to workers
- be accountable to yourself, the firm, workers and families for ensuring safe work procedures are known and followed

SWP - SAFETY RESPONSIBILITIES – WORKER

1.0 Responsibilities for safety include:

- knowing and following firm's safety policies, safe work procedures and safety regulations affecting your job
- ensuring you have received adequate training to perform your job
- if you are not sure, ask your supervisor for guidance
- work safely and encourage co-workers to do the same
- correct or immediately report any unsafe acts or conditions to your supervisor
- report any injury to a First Aid Attendant and your supervisor
- wear required personal protective equipment required to perform your work and maintain P.P.E. in good condition
- make suggestions for improved safety conditions
- be accountable to yourself, the firm, co-workers and your family for knowing and following safe work procedures

SWP - CREW TRANSPORTATION & RULES OF THE ROAD

1.0 ALL VEHICLES

- 1.1 All persons operating a vehicle shall have a valid drivers license for the type of vehicle being driven.
- 1.2 All vehicles must be maintained in a safe operating condition consistent with the applicable governing agencies.
- 1.3 All industrial vehicles shall be loaded within the maximum legal G.V.W.
- 1.4 All vehicles traveling on forest roads will yield the right of way to "loaded" traffic. Loaded traffic is any vehicle traveling out of the woods or towards town.
- 1.5 Seatbelts must be worn by the driver and all passengers.
- 1.6 Turn headlights on while traveling on the forest roads.
- 1.7 Drivers must operate the vehicles in a defensive driving manner. The two-way radios are intended as an aid for negotiating the roads. All forest roads must be driven as if there is known to be traffic approaching.
- 1.8 Forest roads are generally narrow and single lane with blind corners. Always stay to the right side where possible.
- 1.9 Vehicles must be driven at safe speeds guided by any posted speed limits and by the conditions of the roadway.
- 1.10 All supplies and materials carried in vehicles must be properly secured.
- 1.11 Active forestry operations such as logging, snag falling etc. taking place along roadways must be clearly signed. Where active falling within two tree lengths of the road is in progress. The roadway must be blocked and warning signs posted or other effective traffic control systems must be set up.
- 1.12 No tools or equipment shall be carried inside a passenger vehicle. The inside of a crew vehicle must be kept clear and free of debris.
- 1.13 Crew transportation vehicles and ETV's shall be parked facing towards town at the landing or workplace.
- 1.14 When an emergency message is reported, all vehicles traveling the roadway must stop and refrain from using the two-way radio except for the relaying of messages until the emergency
- 1.15 message has been acknowledged at the receiving end.

2.0 CLEARING TRAFFIC

- 2.1 Vehicles traveling in the loaded direction have right of way over vehicles traveling empty.
- 2.2 Vehicles are not to pass each other on single lane forest roads while both are moving. Pull over and stop to allow other vehicles by.
- 2.3 Clear for oncoming vehicles approximately one kilometer in advance.
- 2.4 Empty vehicles should dim lights during darkness when clearing traffic.

3.0 TWO-WAY RADIO USAGE

- 3.1 Forest roads must be posed as to the name of the road and the 2-way radio frequency to be used while driving on the road.
- 3.2 Two-way radio use is restricted to calling kilometer locations and for important messages.

- 3.3 All messages must be brief to avoid blocking the channel. For other radio use, the driver must pull over and switch to another channel which is not in use.
- 3.4 Improper language or needless chatter is not permitted.
- 3.5 Radio equipped vehicles should call the location and direction of any vehicle not equipped with a radio. Vehicle operators without a radio should be told to follow radio equipped vehicles if possible.
- 3.6 When stopping, leaving or re-entering a haul road, advise status, location and direction.
- 3.7 When switching channels at a designated site:
- 3.8 Call km. on first frequency and state you are switching channels. Call km. on the second frequency and ask if there is any oncoming traffic traveling in your direction

4.0 CALLING KILOMETER LOCATIONS

- 4.1 The preferred method for calling kilometers is: road name, kilometer and direction.
- 4.2 Graders, snow plows and other slow moving vehicles must call every kilometer in either direction.

SWP – FIRE SAFETY

1.1 The Contractor shall:

- take every precaution to prevent unintentional fire from occurring on or about the Work Area, ensure that no person burns any debris on or about the Work Area unless authorized under a Burning Reference Number issued by the Ministry of Forests and Range,
- ensure all workers are familiar the procedures to be followed when they come across a wildfire or smoke,
- ensure that, with respect to smoking, no person smokes except in areas that are free of or fully cleared of all flammable material,
- no burning material falls outside cleared areas,
- all burning material is completely extinguished before leaving cleared areas,
- report all forest fires to the MOFR and the Company