



BRT Group - Human Resources Policy Manual

Policy Title:	Material Handling	Policy Number:	4.8
Effective Date:	May 1, 2017	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	President

4.8.1 Material Handling Policy Overview

BRT Group supports and is committed to providing a safe and healthful workplace for all our employees. One way of supporting this and working towards continuous improvement, is by conducting workplace hazard assessments. Assessments carried out in the past indicate that the nature of BRT Group's business necessitates significant material handling tasks. These are currently both mechanical and manual in nature. For the purposes of this guidance document, storage shelves and racking will be considered to be part of BRT Group material handling tasks. This policy will cover:

- Manual Handling 4.8.2
- Mechanical Handling 4.8.3
- Racking and Shelves 4.8.4

4.8.2 Manual Material Handling Policy/Procedures

Manual material handling refers to the physical moving of materials by lifting, carrying, pushing, lowering, pulling, or stacking. It may involve work support devices such as dollies or carts. These devices are not considered mechanical material handling.

Materials required to be lifted, carried or moved should be moved in such a way as to minimize the potential for injury. Care must be shown to ensure the item being moved will not tip, fall, or collapse, and can be removed or withdrawn from its storage locations without creating a hazard.

4.8.3 General Procedure/Guidelines

1. Wear appropriate footwear to reduce risks of slipping during lifting.



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2. If item to be lifted is not familiar check packaging for warnings, weight, etc.
3. Test load to determine stability, approximate weight, center of load etc.
4. Lift only as much as you can safely lift on your own.
5. If walking with the load quickly look to ensure floor is clear of trip hazards. This is especially important if carrying a large load that may obstruct your view.
6. Always seek help from a co-worker if you have a concern.
7. Always use both hands and ensure a secure grip.
8. Avoid jerking by using slow even motions.
9. Keep load as close to body as possible.
10. Do NOT twist body to turn.
11. Keep upper body as straight as possible.
12. Use dollies/carts if appropriate. Ensure dolly/cart is in good condition prior to use.
13. If at any times there is a question or concern discuss with your manager.

4.8.4 Diagonal Lift Procedure

The diagonal lift procedure will be the most common form of manual material handling at BRT Group.

1. Get close to the object to be lifted.
2. Stand with a wide stance, at least shoulder width apart.
3. Put one foot forward and to the side of the object.
4. Keep your back straight, push your buttocks out, and use your legs and hips to lower yourself down to the object.
5. Move load as close to you as possible.
6. If item to be moved has handles, grasp them firmly.



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7. Put the hand that is on the same side of your body as the forward foot on the side of the object furthest from you.
8. Put the other hand on the side of the object closest to you. Your hands should be on opposite side corners of the object.
9. Grasp firmly with both hands.
10. Prepare for the lift. Look forward.
11. Lift upwards following your head and shoulders. Hold the load close to our body. Lift by extending your legs with your back straight, buttocks out. Breathe out as you lift.

4.8.5 Overhead Lift Procedure

Many items at BRT Group are required to be placed on shelving and racking. Often these items will be close to or above head level. The following procedure will be followed for this type of lift:

1. Ensure the shelf or rack the item will go on is clear and accessible.
2. Keep the item as close to your body as possible.
3. Keep feet shoulder width apart, one foot slightly ahead of the other.
4. Prepare for lift. Look forward.
5. Raise the object to shelf height using the arm and shoulder muscles. Keep the object close to your body and breathe out as you lift.
6. At NO time should an employee be stepping on "tip toes" to reach a shelf. If this is required then a step stool or portable steps should be used.
7. As you reach the shelf, slowly shift your weight from your back foot to your forward foot. Keep back straight.
8. When the load reaches the edge of the shelf, push the object on to the shelf.
9. Before leaving ensure that the object is not at risk for falling off.



NEW! Overhead Lift Procedure

1. Lifting Time	1. Lifting Time	1. Lifting Time
2. Lifting Date	2. Lifting Date	2. Lifting Date
3. Lifting Qty	3. Lifting Qty	3. Lifting Qty

1. Put the load on the floor at your feet. Do not lift the load off the floor.
2. Put the other hand on the side of the object. Do not lift the load off the floor.
3. Grasp the object with both hands.
4. Lift the object following the following steps: a. Bend the knees and hips. b. Keep the back straight. c. Lift the object with the feet.

4.2.5. Overhead Lift Procedure

- Any time an overhead lift is required, the following steps must be followed for the type of lift:
1. Before the lift, the lift must be in the correct position.
 2. Keep the feet at shoulder width apart.
 3. Keep the feet shoulder width apart and the body straight.
 4. Bend the knees and hips.
 5. Place the object on the floor with both hands.
 6. Lift the object with the feet.
 7. As you reach the shelf, slowly turn your body to face the shelf.
 8. Place the object on the shelf with both hands.
 9. Before leaving the shelf, the object must be placed on the shelf.



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4.8.6 Pivot Lift Procedure

This technique is used when you must lift an object and then turn to carry it away. This twisting motion if not carried out properly can cause discomfort and potential injury. The following procedure will be used:

1. Lift the load using the previous Diagonal lift procedure.
2. Hold the load very close to the body at waist level.
3. Turn the leading foot 90° toward the direction you need to turn.
4. Bring the lagging foot next to the leading foot. At NO time twist the body.

4.8.7 Mechanical Material Handling

Many materials arrive at BRT Group from suppliers on pallets. BRT Group employs powered and non-powered pallet jacks to safely move and handle these materials. The following procedure will be used:

Non Powered Pallet Jack

1. Only operate the non-powered pallet jack if you have been trained.
2. Visually inspect unit to ensure in good repair.
3. Ensure proper safety shoes are being worn.
4. Ensure route to be taken is clear. Small items such as pebbles can stop the cart instantly and potentially cause an injury to the worker pushing/pulling the load. Do NOT force load.
5. Never exceed the load rating on the unit being used.
6. Ensure load is distributed evenly over width and length of the forks.
7. NEVER pick up a load with only one fork or try to position the load with only the fork tips.
8. NEVER put hands or feet under or between the pallet truck frame.
9. Do not allow the pallet truck to "shock load" by dropping from one level to another.



POST-OPERATION - Human Resources Policy Manual

Policy Title	Human Resources	Policy Number	1.1
Effective Date	May 1, 2017	Revised By	Human Resources
Approved By	Human Resources	Approved For	Post-Operation

A.2.2. Policy Purpose

This document is used to ensure that all employees are aware of the policy and its purpose. The purpose of this document is to ensure that all employees are aware of the policy and its purpose. The purpose of this document is to ensure that all employees are aware of the policy and its purpose.

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A.2.3. Technical Material Handling

Many a technical error at the time of the accident was caused by the fact that the employees were not properly trained in the use of the equipment. The purpose of this document is to ensure that all employees are aware of the policy and its purpose.

Non-Operational Policy

1. Only operate the equipment when it is in good condition.
2. Always use the correct technique when operating the equipment.
3. Always use the correct technique when operating the equipment.
4. Always use the correct technique when operating the equipment.
5. Always use the correct technique when operating the equipment.
6. Always use the correct technique when operating the equipment.
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10. Make sure the length of pallet truck forks match the length of the pallet. It is important that the rollers drop between the pallet bottom boards.
11. Hand pallet trucks are intended to be operated on hard and flat surfaces, and should not be operated on gravel or dirt.
12. Hand pallet trucks should be moved via "pushing" style motions whenever possible.
13. Be alert to any change in movement resistance. Do NOT exert excess force to overcome an issue. Stop and reposition jack. If problem persists inspect the surface being travelled for debris or damage.
14. At any time consult the manufacturer's manual for additional information and maintenance recommendations.

Powered Pallet Jack

1. Only those operators that have completed a formal training course, and have been issued a license, may operate the powered power jack. This license is good for three (3) years. Operators are required to have their license on them, or posted in the workplace.
2. It is important that non trained individuals do not operate the unit. This also includes small movements just to move the unit out of the way. A list of trained and authorized users is on the Joint Health and Safety Committee bulletin board. Should you need the unit moved please see one of these employees.
3. The above basic precautions for non- powered jacks will be adhered to, in addition to specific requirements outlined in the licensing training.
4. A circle check will be completed at the start of each work day to ensure unit is in serviceable and safe condition.



Ontario Ministry of Transportation

Project Title:	Midwest Highway	Project Number:	12345
Project Date:	May 1, 2017	Project Status:	Approved
Project By:	John Doe	Project Manager:	John Doe

The purpose of this report is to provide a detailed overview of the project's progress and to identify any issues that may arise. The report is intended for the project manager and the steering committee. It will provide a clear and concise summary of the project's status, including the current progress, any risks, and the recommended actions. The report will also provide a detailed overview of the project's budget and resources, and will identify any areas where additional resources may be required. The report will be updated on a regular basis, and will provide a clear and concise summary of the project's progress and status.

Executive Summary

1. The project is currently on track and is expected to be completed by the end of the year. The project manager has identified several key areas where additional resources may be required, and has recommended that these resources be allocated to the project as soon as possible.
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4.8.8 Storage Racks and Shelving

BRT Group utilizes a large inventory of shelving and racking to store our products. These range in types and sizes. Certain safety precautions and awareness are needed when working with and around these storage units. Below are some basic guidelines.

1. Racks and shelving must not be overloaded.
2. Odd shaped items should not protrude out into a walk way. This creates a trip hazard or a hazard that a worker could walk into.
3. When placing items on a shelf or rack, inspect the item. Many times there are visual aids on the item such as, how many can be stacked on each other, which side is up, if the weight is not centered, etc. This can help ensure the item is stored safely.
4. Any damage should be reported to management immediately. Specifically dents, bowed parts, missing parts, etc.
5. Shelving and racking should be adequately secured to prevent tipping.
6. If possible attempt to distribute the load over the shelf.
7. If possible heavier items should be stored on lower shelves and lighter items higher. This lowers the center of gravity and reduces chances of tipping.
8. Tall items, if possible, should be laid on their side to minimize chances of falling off in the event of a minor bump to the racking.
9. Round or cylindrical shaped items may need to be secured in a fashion that reduces the chance of rolling off.
10. If stacking heavy items on top of each other, ensure that the weight will not cause the items to crush in on themselves and thus create a fall hazard. Many heavy items will sometimes have warnings on them.



2011 Strategic Planning Framework Policy Manual

Policy Title	Strategic Priority	Policy Number	4.1
Strategic Priority	May 1, 2011	Strategic Priority	May 1, 2011
Strategic Priority	May 1, 2011	Strategic Priority	May 1, 2011

2.2 Strategic Planning Framework

The Strategic Planning Framework (SPF) is a key component of the Ministry's strategic planning process. It provides a clear and concise overview of the Ministry's strategic priorities and the actions required to achieve them. The SPF is a living document that is updated regularly to reflect changes in the Ministry's mandate and the external environment.

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11. Racking that can be bumped by handling equipment should be protected where possible.
12. At NO time should any part of a racking or shelving system be climbed on to reach materials. If needed portable stairs or ladders must be used.

4.8.9 Handling of Equipment and Tools

At BRT Group there are a wide variety of tools and equipment in use. Each piece has an operations manual or Safety procedure and these manuals are held by the supervisor in charge. Depending on your work area you must see your Supervisor to review the respective manuals that go with each piece of equipment that you use in your work area.

For example, all small tools (grinders, spray painting equipment etc) are held in the "Interco Shop" and all safe handling of this equipment falls under the responsibility of Bob Kempt or Ben Burrett.

Large equipment safe operations procedures are listed individually and are to be used only by trained authorized personnel. This area includes the following equipment :

- Clark/Michigan Loader
- Electric Fork Lift
- Propane Fork Lift
- Electric Handcart

It is expected that all required safety equipment is to be worn while operating any of the above equipment and that all inspections of the above equipment are performed before using these machines. All unauthorized personnel using the above equipment will be appropriately dealt with by their supervisor.



Joint Force Human Resources Policy Manual

Policy Title	Effective Date	Author	Version
Human Resources	1 May 2011	Human Resources	1.0
Human Resources	1 May 2011	Human Resources	1.0
Human Resources	1 May 2011	Human Resources	1.0

1.1. The purpose of this manual is to provide a common understanding of the policies and procedures that govern the human resources of the Joint Force. This manual is intended to be used by all personnel who are involved in the management of the human resources of the Joint Force.

1.2. Handling of Personnel and Data

At Joint Force, there are a wide variety of tasks and duties that must be performed. The personnel who perform these tasks are the human resources of the Joint Force. The management of the human resources of the Joint Force is a complex task that requires the use of a variety of tools and techniques. This manual provides a common understanding of the policies and procedures that govern the human resources of the Joint Force.

For example, all personnel who are involved in the management of the human resources of the Joint Force must be aware of the policies and procedures that govern the handling of personnel and data. This manual provides a common understanding of these policies and procedures.

The purpose of this manual is to provide a common understanding of the policies and procedures that govern the human resources of the Joint Force. This manual is intended to be used by all personnel who are involved in the management of the human resources of the Joint Force.

Classification: Confidential

Control: Level 1

Program: Level 1

System: Level 1

It is expected that all personnel who are involved in the management of the human resources of the Joint Force will be aware of the policies and procedures that govern the handling of personnel and data. This manual provides a common understanding of these policies and procedures.

Version: 1.0



BRT Group - Human Resources Policy Manual

Policy Title:	Sawmill Standard Operating Procedures	Policy Number:	4.9
Effective Date:	May 1, 2017	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	President

4.9.1 Chain Saw Pre-Start Procedure

1. Place chainsaw at suitable working height.
2. Ensure chain is sharpened and tension is as per manufacturer's specification.
3. Clean and check condition of the air filter, sprocket covers and grill on fan housing.
4. Check for loose parts and ensure all cover bolts are tight.
5. Ensure chain catcher is in place and anti-vibration mountings are in good condition.
6. Top up the fuel and oil reservoirs and clean all traces of fuel and oil from saw.
7. Ensure chain brake mechanism is in good condition.
8. In fire season, ensure spark arresters are in place and cleaned. (Country Fire Act requirement).

***Carry out Pre-Start checks at least daily*

Starting Chainsaw

1. Wear PPE including safety boots, hard hat, hearing protection, cut-resistant leg protection (chaps), eye protection, close fitting clothing, gloves.
2. Place chainsaw on cleared area on the ground away from other personnel and fuel close to the job.
3. Check that choke throttle control is set correctly.
4. Place right foot through rear handle and left hand on front handle with left thumb under front handle.
5. Kneel on left knee to help brace chainsaw and to avoid bending.
6. Engage chain brake before starting.
7. Operate starter with right hand - **keep clear of running chain.**

Operating Chainsaw

1. Use both hands to hold the chainsaw, with left-hand thumb under front handle.
2. Always stand with secure footing and stance.



SRP Group - Human Resources Policy Manual

Policy Title:	Human Resources Policy	Policy Number:	HR-001
Effective Date:	May 1, 2011	Revision Number:	1.0
Approved By:	Human Resources	Approved By:	Human Resources
		Approved By:	Human Resources

4.9.1 Chain of Command Procedures

1. Report all incidents to the appropriate authority.
2. Ensure that all incidents are reported in a timely manner.
3. Chain of command is the order of authority from top to bottom.
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4.9.2 Chain of Command Procedures

- #### Starting Chain of Command
1. When the incident occurs, the first person to arrive should take control of the situation.
 2. Assess the situation and determine if there is a need for further action.
 3. Check the status of the incident and determine if there is a need for further action.
 4. Assess the situation and determine if there is a need for further action.
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 9. Check the status of the incident and determine if there is a need for further action.
 10. Assess the situation and determine if there is a need for further action.
- #### Operating Chain of Command
1. The first person to arrive should take control of the situation.
 2. Assess the situation and determine if there is a need for further action.