



BRT Group - Human Resources Policy Manual

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|------------------------|---------------------------------------|---------------------------------------|------------|
| 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 |

3. Never use chainsaw over shoulder height.
4. Do not carry a running saw over rough terrain or for long distances.
5. Apply chain brake when cut is complete.

Cutting Instructions

1. Avoid using the nose of the chainsaw and keep it away from other objects.
2. Avoid low engine revs while cutting, particularly when bar nose is covered by timber.

Refueling and Oiling

1. Place chainsaw in cleared area and allow engine to cool.
2. Prohibit smoking and keep chainsaw away from naked flames.
3. Use funnel to avoid spillage and clean all traces of fuel and oil from saw.
4. Keep fire-fighting equipment handy.

Transport and Storage

1. Allow engine to cool. Ensure all safety guards are in place.
2. Stow chainsaw securely in load space of vehicle (in a box or tie it down).
3. Chainsaw is to be cleaned and fuelled as per pre-start checks.
4. Place in correct storage area.

4.9.2 Operating Guidelines for Firewood Processing Equipment

The Cord King 60 and associated equipment (Bobcat, chainsaw, and receiving truck) may only be operated by those employees that have been specifically authorized.



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These operating guidelines cover most day to day operational use of the equipment. Should any issues or questions arise that are out of the ordinary immediately bring them to the attention of supervisor.

Before commencing any work, ALL employees working on the unit shall have all of their required Personal Protective Equipment (PPE). It should be clean and in serviceable condition at all times. If a problem is identified with missing or defective PPE, work must stop and supervisor notified immediately.

The following PPE is required as a minimum:

- CSA Green Patch Safety Boots
- CSA Type II, Class E Hard Hat w/mesh shield
- CSA approved Ear plugs
- Reflective Coat/Vest
- Work Gloves
- Chainsaw tear away chaps

Operational Checks

Before starting work, ensure the following pre-operational checks have been completed:

1. All guards are in place and secure, and in good repair. Clear guards on the cab of both the Bobcat and Cord King 60 must be clean inside and out to ensure clear field of views.
2. All equipment is fully fueled.
3. All fluid levels checked and topped up as needed.
4. Visual inspection for missing or abnormal condition in any working parts.
5. Circle check of the Bobcat. (Forms available)



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6. Pre Inspect (Forms available) chain saw including:

- a. Chain tension should not allow a gap between bar when pulled up.
- b. Test chain kick back brake to ensure chain will not move with brake engaged.

Operating Procedures

1. Smoking is not permitted at any time in or around the wood processor or the Bobcat/Chainsaw due fuel and flammable safety requirements.
2. Ensure that no vehicles are parked in the vicinity that could have falling wood or flying items come in contact with them.
3. Ensure warning barriers are in place to keep unauthorized employees or site visitors from the work area. This system must be in place prior to starting the equipment.
4. When processing fire wood the sliding window must be in the closed position at all times to prevent through back of material. If the window needs to be opened to clear a jamb then the operators face shield must be down and a pole or other tool be used to free the jamb.
5. The operator loading the unit must maintain visual eye site with the operator of the Bobcat so that loading can be stopped if needed.
6. When loading the unit, look for foreign material on the logs such as wire, chain, nails etc. If detected set aside.
7. When chain saw is required, it must be far enough away from Cord King 60 so as not to be in a hazard area of flying debris.
8. No employee shall stand at a side of row of logs. Should pile dislodge logs could roll off.
9. No visitors are permitted inside the cordoned off safety area at any time. Exceptions will be made on a case by case basis as needed (trouble shooting for repair purposes for example).
10. If contact must be made with either operator, eye contact must be made first. The operator(s) will turn off equipment and give permission to approach by "waving" the person



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forward. As a minimum any such visitor to the area should have safety footwear and high visibility clothing.

** See Appendix 4.9a for the Bobcat Pre-Use Checklist

Shut Down Procedures

1. Visual inspection of Cord King, Bobcat, and chainsaw for any damage that may have been incurred during the day's work. Notify supervisor if defects noted.
2. Visual inspection for any leaks, discharges etc. from any of the equipment.
3. Report to supervisor any abnormalities during the days work such as odd sounds, smells, difficult or sluggish controls, etc.
4. Ensure no logs are left on the cord king.
5. Close all windows and & hatches and secure. No keys to be left in equipment.
6. Ensure all guards are in place and secured.
7. Leave Bobcat implement in down position.
8. Turn off Propane fuel source on Bobcat.
9. Only refuel gasoline/diesel powered equipment at the end of this shutdown procedure. This allows hot surfaces to cool. Fuel spilled on hot surfaces poses a safety risk.

If at any time there are any concerns with these procedures, equipment, PPE, or the work being performed contact Supervisor Immediately!