

# CARRIER ORIENTATION

2017/2018



**Top Spray**



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# Site Safety Requirements

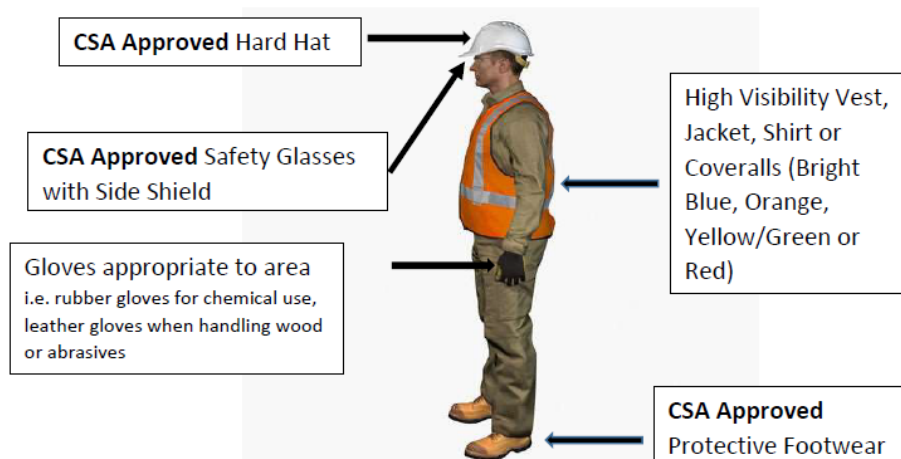
## PPE

It is the carrier's responsibility to provide his or her own PPE. PPE must be worn any time the driver is outside the vehicle, including coming into the main office, and at the tarping station. As a minimum, all carriers will wear gloves, hard hats, steel-toed boots, high visibility vests, and CSA-approved safety glasses.

All PPE used at Spray Lake Sawmills will conform to OH&S regulations, CSA, or equivalent standards.

**Failure to comply with Spray Lake Sawmills' PPE Policy will result in a refusal to load.**

### Spray Lake Sawmills PPE Policy – No Exceptions



Preferred



Acceptable



Unacceptable



High Visibility Requirements – Light or Royal Blue, Red, Orange, Yellow/Green with 3 color Stripes greater than 2 inches. Dark (Navy) blue or black with thin (spaghetti) stripes (less than 2 inches) are not allowed.

## Loading Times

Loading hours are as follows;

Monday to Thursday 6:30 am to 4:00 pm

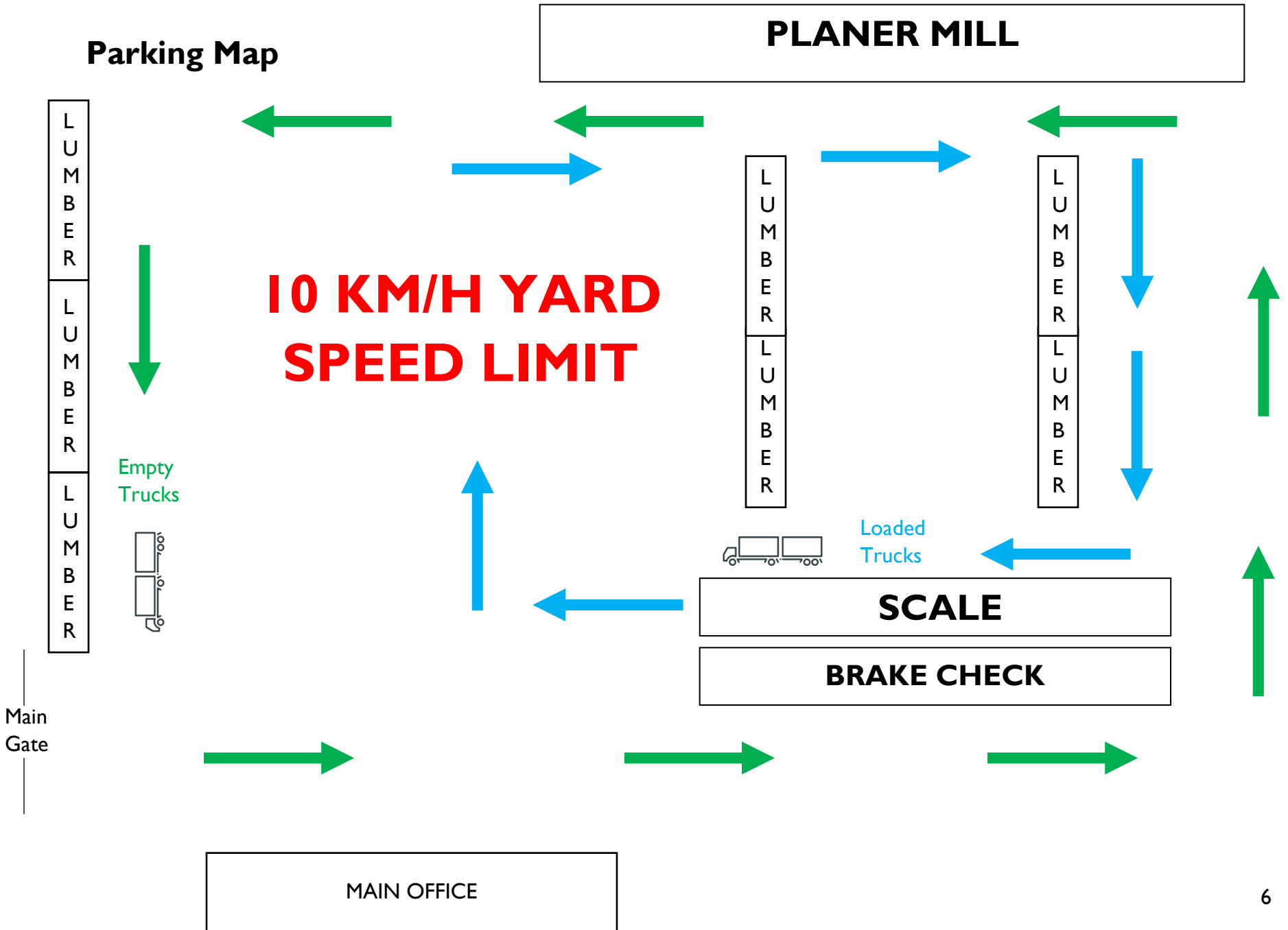
Friday 6:30 am to 3:00 pm

If you arrive after loading hours, you will not be loaded. There is no overnight parking available on site; the closest location is the Petro Canada on Highway 1.

## Parking






When you first enter the Spray Lake Sawmills main yard, follow the road along the right hand side of the scale, circle left along the rows of lumber to our planer building. Circle left around the rest of the lumber rows and pull to the right side where the rows of lumber are along the fence line, and pull forward to be in line with the yellow safety wall. The speed limit of the yard is 10km/h and all yard equipment is to be given the right of way. Use extreme caution when circling around the lumber rows as yard equipment may be loading or directing a lumber truck in that area. Please see map on page 5.

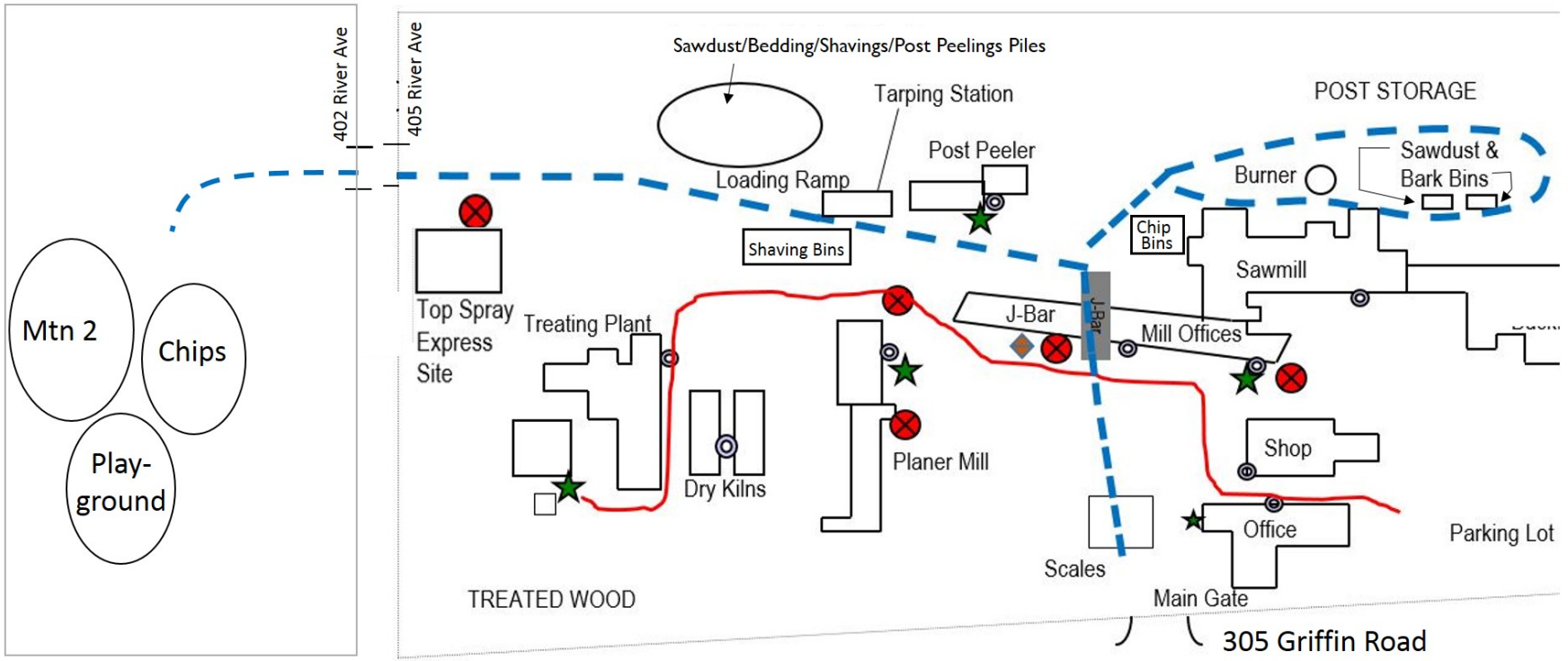
**In the event there is an overflow of trucks in the yard, an onsite supervisor will coordinate where to park.**



# Site Map

**LEGEND**

-  Truck Route
-  Fire Hydrant
-  Evacuation Meeting Place
-  Natural Gas Shut Off
-  Dedicated Walkway



# Main Yard

## General Hazards That May Be Encountered

- Mobile equipment – forklifts, loaders, log and lumber trucks.
- Pedestrians
- Vehicle Traffic around shop and main office
- Weather conditions
- Uneven ground which may cause slips or trips
- Limited visibility around buildings/tunnel
- Yard can be very muddy, icy or have accumulations of snow during various times
- Yard can be very dusty during windy conditions
- Objects may be covered by snow that can be a tripping hazard
- Fall hazards while working on ladders, scaffolding, or some equipment
- Entering/Exiting vehicles or mobile equipment – use 3-point contact

## Site Rules

- NO SMOKING on SLS property.
- Maximum yard speed is 10km/hour.
- Backing up is a high-risk activity, contact the Bucket Loader Operator if assistance is needed.
- The log yard and landing is off-limits to all pedestrians and other traffic.
- Watch for pedestrians and yard equipment such as forklifts, lumber trucks, and log trucks.
- All incidents must be reported to the Bucket Loader Operator or office.
- All spills must be reported to the Bucket Loader Operator as soon as possible and cleaned up appropriately.
- Absolutely no leveling of loads unless you are stationed at the Leveling/Tarping Station.
- Always remain with your vehicle with the exception of when you are in the office.



# Scale and Paperwork

## Paperwork in Scale (for sawdust, shavings, post peelings or bedding pickups)

Once you've come into the office for your scale card, proceed to the scale to weigh in. Follow the *Using the Scale* instructions. While you are waiting for the light to turn green again, proceed to the scale shack to retrieve your paperwork. You will find your paperwork in the slot labelled with your trucking company's name.

Once you are loaded and tarped and have weighed in using the "Out" scale, proceed to the scale shack to drop off your completed paperwork. Your gross weight will be shown on the reader, please record this on the paperwork. Your paperwork has 3 copies to it. The white copy is yours, the pink and yellow go in the empty slot for the corresponding pile you found your paperwork. Make sure it is filled out as shown on page 10.

## Main Office (for mulch or soil blend pickups)

Once you are parked in the correct location, wearing ALL the required PPE, make your way towards the main office. The front desk employee will take your information, provide you with a scale card, and inform the bedding loader that you are here. Before being loaded, you will need to use the scale to get your tare weight. See instructions below. Once you have scaled, loaded and scaled again, make your way to the office (full PPE) to return the scale card provided and finalize your paperwork. You will be asked to sign 2 copies, and will be given a third copy for yourself.

## Using the Scale

- Proceed to the "In" scale, scan your scale card, wait for the light to turn green, and drive onto the scale.
- The light will turn red, stay on the scale and record your tare weight on your loading slip from the reader, there is a second display reader in the scale shack.
- Wait for the light to turn green again, then you can proceed to the loading area.
- Once you are loaded and tarped, proceed to the "Out" scale, scan your scale card, wait for the light to turn green, and drive onto the scale.
- The light will turn red, stay on the scale and the reader will display your weight. Record this weight in the event it does not get transferred to the front desk computer.
- Wait for the light to turn green again, then you can drive off the scale.



**Spray Lake Sawmills**

305 Griffin Road West, Cochrane, AB T4C 2C4  
Phone: 403-932-2234 • Fax: 403-932-6675  
Top Spray - Phone: 403-932-1464  
G.S.T. No. R104970470

**PLEASE PRINT CLEARLY**

COMPANY NAME BOOT

DATE 08-15-17

DRIVER NAME John

TRUCK NUMBER 100

TRAILER NUMBER 25

QUANTITY	DESCRIPTION
1	Sawdust
2	
3	
4	
5	
6	
7	GROSS: 45620
8	TARE: 19370
9	NET: 26250
10	
11	
12	
13	

DRIVER SIGNATURE [Signature]

REC'D BY

KEEP THIS SLIP FOR REFERENCE

No 4751

SALES FORM

SPRAY LAKE SAWMILLS  
LICENSE NO. B80204

## Loading From Bins (sawdust or shavings only)

To manage our bins more efficiently and reduce contamination of our roadways, our shavings and sawdust bins are accessible to walking floor trailers. As such, we need to review loading procedures with each driver before their first pickup.

All drivers who are picking up sawdust or shavings for the first time, must report to the Top Spray office to go through our loading procedure with a Top Spray team member at the bin.

Once you have completed the onsite orientation, you may access the sawdust bins on your own.

	Contact loader operator to determine where you should load from
	Access the sawdust bin from the west so the truck is facing the east.
	Please review sign on the west side of the sawdust bin before loading
	Ensure concrete pad is clear and that there is no build-up of material on the concrete pad.
	Release air on the truck and trailer suspension to decrease trailer height.
	Ensure tarp is rolled as tight as possible and stowed away properly
	Drive truck and trailer under bin and ensure the trailer is centered under the bin doors
	Operate bin doors and load trailer.
	Once loaded, ensure trailer is completely clear of sawdust bin before putting air to trailer suspension.
	If load needs to be leveled off, please do so at the bedding pile and use leveling station at this location.
	Please inspect the pad under the sawdust bin and leave in a clean and tidy manner. If there is spillage because of loading, please let the Bucket Loader Operator know.

## Loading From Piles

### Sawdust, Shavings and Bedding

Contact the Bucket Loader Operator to let him know that you are here for sawdust or shavings, or our sawdust/shavings mix. Once you have scaled in and started your paperwork head to the pile you have been instructed to go from the bucket loader. Sometimes our bucket loader is already loading another truck and may have other trucks ahead of you; he will meet you there as soon as he can.

### Mulch and Soil blends, Coloured Mulch, Cedar, and Douglas Fir Nuggets

The main office will contact the bucket loader operator to let him know you're here. Once you have scaled in and started your paperwork, head down through the tunnel, and follow the roadway through the yard to the gates of the Top Spray express site. Once it is safe, cross the road (River Avenue) and into the east yard. When you enter the gate continue through the east yard until you reach the mulch piles. The bedding loader operator take you to the correct pile. Sometimes our bucket loader is already loading another truck, and may have other trucks ahead of you; he will meet you there as soon as he can.

When being loaded, remain in your vehicle, or in view of the Bucket Loader Operator at all time at the front or rear of your vehicle.

## Leveling and Tarping Station

If you need to level your load you **MUST** use the provided station area to do so. The station can also be used to tarp your load. Tarping can be done from the ground if load leveling is not required.

To begin tarping, you must line up the front of the trailer with the front of the tarping station, and level the first 35 ft. After, move the truck forward until the back of the trailer is aligned with the back end of the tarping station, and continue leveling the load. **Level the load within the boundaries of the cage using the supplied implements.** Accessing areas outside the boundary of the cage is not permitted. Once your load is levelled you can start tarping the load.

On the stairs of the tarping station, there is a platform with hooks that can be used to help you with tarping your load. Further instructions of the tarping station will be provided to you by a supervisor during your orientation.

## Incident Reporting

It is Spray Lake Sawmills' policy to investigate all incidents with the potential for serious injury or damage so that corrective actions can be implemented to prevent recurrences.

All incidents must be reported to the bucket loader immediately. These incidents include, but are not limited to:

- Oil Leaks/Spills,
- Injury,
- Property Damage, and
- Mechanical Issues.

All spills in excess of 5 litres must be cleaned up and reported immediately to the bucket loader.

## Workplace Hazardous Materials Information System (WHMIS)

All carriers must provide Spray Lake Sawmills with all Safety Data Sheets (SDS) prior to bringing any chemical(s) onsite. All chemicals brought onsite will be removed and disposed of accordingly by the carrier once work has been completed.

## Control of By-Product Contamination (Plastic)

It is Spray Lake Sawmills' policy to minimize and/or eliminate contaminants from entering by-product (residual) streams.

Contaminates brought into the mill can easily find their way into the chip and sawdust products. Contaminates are to be controlled by; monitoring product handling procedures, maintaining staff and on-site loading driver awareness, training, using pulp friendly packaging, and being sure to clean up at the end of each project and/or day.

Plastics are a major problem and are not to be brought into the production areas. Glass, rubber, metal, rocks, and garbage are also not to be brought into the production areas and must be disposed of appropriately.

**All suspected instances of contaminate entering the by-product stream must be communicated to the Bucket Loader Operator immediately.**

# Emergency Response Plan

## Emergency Evacuation Procedure

Evacuation may be called when there is a natural gas leak, a fire, a medical emergency, or a security threat. An emergency evacuation is sounded by a long continuous horn blast from horns located in the planer mill and sawmill. When the emergency evacuation signal is sounded, leave the building or project site immediately and gather at the designated muster point for a head count.

Remain at the meeting place until directed by a Spray Lake Sawmills supervisor or other management. Do not re-enter the building.

## Location of First Aid Stations

Main Office.....Downstairs between men’s and ladies washroom  
Top Spray Site/East Yard.....Top Spray lunchroom  
Shop.....Main shop area by washroom

## Contact Information

Bucket Loader Operator.....403-312-4480  
Main Office.....403-932-2234  
Top Spray.....403-932-1464  
Cochrane Fire Department.....911  
Cochrane Ambulance Service.....911  
Cochrane RCMP.....911

The Cochrane Community Health Center is located across the road from the main office at 60 Grande Blvd, Cochrane, AB T4C 0S4, and they are open 7 days a week from 8am to 10pm.

# Sign Off Review

What are Spray Lake Sawmills' loading hours?

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What PPE is required onsite?

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When must you be wearing your PPE?

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Describe the route to follow for the correct parking location (unless directed otherwise by onsite supervisor):

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Is smoking (including use of e-cigarettes) permitted on SLS property:    Yes    or    No

Where must you be when the loader is loading you?

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What direction must you face when under the bins?

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When is it acceptable to climb on top of your load?

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What is the accepted procedure for using the tarping station?

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When filing out the paperwork in the scale, what information must you provide?

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**Spray Lake Sawmills reserves the right to refuse service to any person who is not 100% compliant with Spray Lake Sawmills' safety policies.**

\_\_\_\_\_  
Carrier Name

\_\_\_\_\_  
Driver Name

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
SLS Representative Name and Signature

\_\_\_\_\_  
Date

## **On-site Orientation**

A Top Spray or SLS employee will provide a yard orientation to show you the following areas:

<b>Shown</b>	<b>Area</b>
	Scale Shack
	Leveling/Tarping Station
	East Yard
	Sawdust Bins
	Shavings Bins

\_\_\_\_\_  
SLS Representative Name and Signature

\_\_\_\_\_  
Carrier Name and Signature