

SAFETY & PPE



SAFETY FIRST - SAFETY STARTS WITH YOU

SAFETY INTRODUCTION



Port Hawkesbury Paper (PHP) is committed to ensuring the health and safety of employees, contractors and visitors. This takes precedence over all other responsibilities and activities within the Company. Please take the time to read PHP's PPE Policy at the end of this newsletter and post in your work areas.

Our Health & Safety Policy and Program complies with the Nova Scotia Occupational Health and Safety Act and associated regulations. PHP promotes the "Internal Responsibility System" concept, which is based on the principle that employers and employees share the responsibility for the health and safety of every person in the workplace. It is the responsibility of all employees to know and understand their rights and responsibilities as outlined in the Act located here:

[NOVA SCOTIA OCCUPATIONAL HEALTH & SAFETY ACT](#)

PERSONAL PROTECTIVE EQUIPMENT

➤➤➤ PURPOSE & BENEFITS OF PPE

- Personal Protective Equipment (PPE) is an essential tool designed to safeguard you from physical harm while working. It serves as the final line of defense by acting as a barrier between you and the potential hazard.
- While PPE is mandatory under PHP, it also plays a crucial role in ensuring your safety.
- Wearing PPE demonstrates a professional attitude and suggests that you are qualified to work at the site.
- Regularly wearing PPE develops a habit:
 - Consistently using PPE means you will be prepared in an emergency.
 - Wearing PPE throughout the work day ensures you are working safely as you transition to different work environments.
- Wearing PPE sets an example for other workers at the site, encouraging them to wear PPE to protect themselves.
- Contractors who prioritize safety by consistently wearing PPE are eligible for the "Safest Contractor Awards" at our annual spring meetings.

➤➤➤ RESPONSIBILITY

At minimum, the following Personal Protective Equipment is to be worn on PHP Woodlands operations*:

- CSA Grade 2 Boots or Equivalent
- CSA Approved Hard Hat (CSA Z94.1-15)
- Eye Protection (CSA Z94.3-20)
- High Visibility Clothing

*Variations to this list can be found in the table of PPE required on common PHP operations in the PPE Policy at the end of this newsletter. Additional task-specific Personal Protective Equipment will be communicated by a PHP Supervisor.



COMES
SAFETY
FIRST

ARRIVE SAFE

WORK SAFE

GO HOME SAFE

➤➤➤ **USE OF PPE**

- The use of Personal Protective Equipment is a requirement on all PHP Woodlands operations.
- PHP's Personal Protective Equipment Policy is to be followed by all PHP staff, contractors, and visitors to PHP Woodlands sites.
- Employees are responsible for keeping PPE in good working condition and notifying their supervisor if any PPE no longer meets safe standards.
- You are responsible to be aware of which PPE you need for your job.

➤➤➤ **UNINTENDED OUTCOMES**

- Negative outcomes for not wearing PPE include a mixture of social, economic, and legal implications. Some examples are as follows:
- Results of an injury can limit you from performing work to your best ability.
- This can have negative effects on your ability to earn a living.
- Injury can affect your physical and mental wellbeing.
- This can also affect the lives of those around you, including family and friends.
- There will be violations for not wearing PPE, which if a continuing problem, could lead to suspension or termination.
- PHP may choose not to hire a contractor who repeatedly violates our PPE policies.
- Non-compliance with regulations under the Occupational Health and Safety Act could result in monetary penalties to you, your supervisor, and/or your employer.



AVOIDING SLIPS, TRIPS AND FALLS

Working in the forest involves being subject to physically and mentally demanding working conditions in uneven, slippery terrain with a wide variety of obstacles. As a potential consequence, slips, trips, and falls are a common source of injury among forest industry workers.

- Slips happen with poor traction on the walking surface. They can be caused by uneven footing or moist ground conditions; including wet, icy or snowy ground, as well as greasy or oily spills.
- Trips occur when you catch your foot on an object and lose your balance. Trips are generally caused by uneven walking surfaces and obstructed views.
- Falls can happen from height or at ground level. Falls commonly occur when climbing in and out of a truck or piece of equipment, or stepping off slash, stumps, rocks, or debris.

PREVENTATIVE ACTIONS/BEST PRACTICES



Report & Eliminate Hazards	Identifying job site hazards helps spread awareness so other workers can correct or avoid them.
Wear Proper Footwear	CSA Approved Grade 2 or Higher. Snug fitting. Ankle support.
Take Your Time	Look before you step. Step squarely. When climbing, use three-point contact.
Be Physically Prepared	Stay nourished and hydrated. Take breaks.





Title: Woodlands Personal Protective Equipment Policy

1.0 PURPOSE

- 1.1 Work in the Woodlands Unit can present a threat of injury. The implementation of a Personal Protective Equipment policy can significantly reduce the frequency and/or severity of such injuries.
- 1.2 The purpose of this policy is to define the Personal Protective Equipment Policy for the Port Hawkesbury Paper LP Woodlands Unit to help prevent personal injury at PHP Woodlands Unit job sites.
- 1.3 This policy applies to all Woodlands Unit staff, visitors, and contractors / forest workers on job sites.

2.0 PROGRAM REQUIREMENT

- 2.1 The Personal Protective Equipment Policy as defined in this instruction is a requirement on all Port Hawkesbury Paper LP Woodlands operations.
- 2.2 The following Personal Protective Equipment is to be worn on Port Hawkesbury Paper LP Woodlands operations*:

- CSA Grade 2 Boots or Higher
- CSA Approved Hard Hat (CSA Z94.1-15)
- Eye Protection (CSA Z94.3-20)
- High Visibility Clothing

*Variations to this list can be found below in the table of PPE required on common Port Hawkesbury Paper LP operations. Additional task-specific Personal Protective Equipment will be communicated by a PHP Supervisor.



Title: Woodlands Personal Protective Equipment Policy

Task	PPE Required
Supervision	-CSA Approved Hart Hat -CSA Grade 2 Boots or Higher -Eye Protection -High Visibility Clothing -Access to Hearing Protection
Mobile Equipment Operation	-CSA Approved Hard Hat (when cab is not fully enclosed) -CSA Grade 2 Boots or Higher -Hearing Protection -Eye Protection -High Visibility Clothing -Gloves or Mitts with Thick Leather Palms
Planting and Cruising	-CSA Approved Hard Hat -CSA Grade 2 Boots or Higher -High Visibility Clothing -Eye Protection -Hearing Protection (when heavy equipment is working in the area)
Brush Saw Operation	-CSA Approved Hard Hat -CSA Grade 2 Boots or Higher -Hearing Protection -Eye Protection -High Visibility Clothing -Pressure bandage

2.3 Personal Protective Equipment required for an assigned task is to be used based on the nature of the task, the location and conditions of the workplace, and any hazards that may affect workers' health and safety.

2.4 Personal Protective Equipment must be worn by all personnel on Port Hawkesbury Paper LP operations and forests where operations are not occurring with the following low hazard exceptions:

During a coffee or meal stop on roads or clearings.



Title: Woodlands Personal Protective Equipment Policy

When walking directly from the scalehouse parking lot to the scalehouse Woodlands office (safety equipment is required on the scaling ramps and in the woodyard).

At Woodlands district offices.

2.5 Personal Protective Equipment is to be worn in accordance with instruction and training provided and is to be maintained and inspected before each use in accordance with manufacture's specifications.

2.6 Where a defect in Personal Protective Equipment is detected, it is not to be used until it has been repaired or replaced.

2.7 It is not a violation of this policy to temporarily remove eye protection when cleaning the lenses.

2.8 Safety glasses are the minimal level of eye protection to be used and must meet CAN/CSA-Z94.3-20 Standard for Industrial Eye and Face Protectors.

Prescription safety glasses must meet the CAN/CSA-Z94.3-20 Standards for Industrial Eye and Face Protectors and must be fitted with permanently mounted side shields.

2.9 Subsection 2.8 does not apply if a person operating a chain saw or spacing saw is wearing adequate face protection as a substitute for the protective equipment referred to in subsection 2.8. A face screen is commonly used as face protection by saw operators. Screened glasses are also permitted for saw operators.

2.10 Visitors to Port Hawkesbury Paper LP Woodland's operations must wear Personal Protective Equipment. Woodlands staff are responsible for ensuring visitors are provided with PPE.

2.11 Contract personnel must provide their own Personal Protective Equipment to meet the guidelines set out in this policy.



Title: Woodlands Personal Protective Equipment Policy

3.0 REFERENCES

3.1 Nova Scotia Occupational Health and Safety Act. 1996. Section 13(1) of the Nova Scotia Occupational Health and Safety Act. 1996, c.7, s.1. States “every employer shall take every precaution that is reasonable in the circumstances to (a) ensure the health and safety of person at or near the workplace”.

3.2 Nova Scotia Occupational Health and Safety Act. 1996. Section 17(1) of the Nova Scotia Occupational Health and Safety Act states, “every employee, while at work, shall (a) take every reasonable precaution in the circumstances to protect the employee’s own health and safety and that of other persons at or near the workplace.”

3.3 Occupational Safety General Regulations
Part 3; Sections:
09 – Use of Personal Protective Equipment
10 – Hazard to Eyes, Face, or Neck
11 – Hazard to Head
12 – Hazard to Foot or Skin

3.4 The Forest Professional (Fifth Edition)