

Read Your Log Haul Permit

LOAD SPECIFICATIONS:

Load Height

- 4.8 meters to the highest point of the load
- Center of load must not be crowned more than 50 cm above stake height
- Side logs can not be more than ½ diameter of the log above the stakes

Load Length

- Maximum of 30.5 meters from front bumper to end of logs
- Rear overhang length as per rout map measured from center of last axle
- Front overhang 3.0 meters on standard truck; 1.5 meters for jeep loggers

Load Width

- As per permit

Axle Spacing

- Minimum of 5.0 meters spacing between truck, tandem-jeep and trailer
- Minimum of 7.0 meters spacing between truck and trailer (5 axle)
- Check permit or with AT&U for weights allowed below minimum spacing

Check Your Log Haul Permits

Trucks exceeding the dimensions and specifications of their permits will be subject to fines



Log Yard Manual 2019-2020

North Central Woodlands

Alberta Plywood, Slave Lake Pulp, High Prairie Forest Products

A division of West Fraser Mills Ltd.

Important Contacts

Emergency Services

Ambulance , R.C.M.P, Fire	911
Forest Fire	310 FIRE (3473)
Workplace Health & Safety	1-866-415-8690 (24hrs)

Alberta Plywood

Weigh Scale Help Line (24hrs)	780-849-1376
Log Haul Admin	780-805-3726
Woodlands	780-849-4145
Scale House	780-805-3693
Emergency After Hours	780-805-1989

Slave Lake Pulp

Weigh Scale Help Line (24hrs)	780-849-1376
Grant Pearson	780-849-7760
Log Haul Admin	780-805-3726
Woodlands	780-849-4145
Scale House	780-849-7717
Emergency After Hours	780-805-1989

High Prairie Forest Products

Log Haul Admin	780-523-9545
Keith Branting	780-523-7641
Main Office	780-523-4544

ALL SERIOUS ACCIDENTS MUST BE REPORTED
IMMEDIATELY TO
WORK PLACE HEALTH AND SAFETY

All accidents are required to be reported to North Central Woodlands
(NCW)

- Always ensure the loader operator is aware of your location at all time during offloading.
 - The loader operator will advise you where you are required to move forward or reverse to facilitate offloading.
9. The driver, before leaving will:
- Report any damage caused to his truck by yard equipment;
 - Report any breakdowns that may cause delays;
 - Clean off trailers in designated area only, Absolutely no getting up on rigging to clean truck/trailer. Cleaning must be completed with feet firmly on the ground.

NOTES

- Wear required PPE at all times.
 - Never exceed the maximum lifting capacity of the trailer hoist posted at the trailer loader.
 - Never walk under a suspended trailer.
 - Always plan an escape route before moving equipment.
 - Use a pike pole to guide trailer into proper alignment.
 - Report any slippery conditions or tripping hazards to the Log Yard Supervisor.
 - Report any incidents or faulty equipment to the Log Yard Supervisor immediately.
12. The driver will then proceed to the weigh scale to weigh out.
- If you have a scan sticker TM9 (ticket), stick it to the print out where it says 'Place Ticket Here' and drop it into the slot located in the desk.
 - If you have a manual paper TM9 (ticket), leave the **WHITE** copy for the mill. Staple one print out to the white copy and drop it in the slot (hole) located in the desk. You may take the other copies and print outs with you.

NOTES

- Log trucks waiting to be unloaded will stay thirty (30) meters from the unloading area, and a safe distance from other trucks in front/behind them.
- Crane or loader operator will indicate to truckers when to enter or leave the unloading area.
- No one shall walk under or near suspended loads of logs.
- The log yard operators have the right to refuse an offload if the truck operator is not conforming to set policies and procedures or is working in and uncooperative manner, or if the load is not acceptable/dangerous.

- After returning protection arms to ready position, the driver is no longer allowed between the unwrapping stations steel frame and unwrapped load.
- Do a visual check before getting in truck to ensure all arms are in the ready position.
- Any logs hung-up in protective arms, or any other mechanical problems need to be reported immediately
- Before driving away, look in truck mirrors to ensure protection arms are in the ready position.
- If any of the protection arms get caught in the load, do not back up; call Log Yard Supervisor for assistance.

NOTES

- Wrappers, lights, and flags are to be removed only at the unwrapping station.
 - If unwrapping station is not working or closed for maintenance, a loader or Kranco Crane must restrain the load before wrappers are removed.
 - Only one truck allowed in unwrapping station at a time.
 - When performing maintenance at unwrapping station, a “Temporarily Closed” sign must be posted on the roadway/entrance of the unwrapping station.
 - Report any slippery conditions or tripping hazards to the Log Yard Supervisor.
 - The unwrapping stations are zero tolerance facilities, any infraction of the above procedures will result in the immediate suspension of hauling privileges.
6. The driver will establish radio contact with the Crane Operator and proceed to the offloading area as directed by the Crane Operator. Under no circumstances is a driver to report their TM9# & Plate #s while driving!
 7. Drivers and passengers are required to leave the log truck and establish contact with the Crane Operator with radio provided in the off-loading station.
 - Driver must ensure the truck is parked clear from the Kranco rail tracks.
 - The driver shall stay within the off-loading station provided until the Crane Operator indicates he may return to the log truck.
 - The driver will be required to assist the Crane Operator with grapple placement to ensure grapple doesn't contact trailer.
 - Crane operator will not unload until the area is clear and safe.
 - Any truck damage caused by the unloading operator must be reported to the operator before leaving the unloading area.
 8. When off-loading with the Butt and Top:
 - Always remain in your truck while being offloaded
 - If you must exit your vehicle; make contact with the loader operator and wait for him to idle down to allow you to do so safely. No offloading will occur while driver is outside of vehicle, loading will resume once driver has returned to the cab of the truck.

Registration Requirements

Truck Registration

All log trucks must register at the mill before any logs can be hauled. All log trucks hauling must clearly display their assigned placards from the mill on the front driver side bumper.

The following is required:

- Truck Registration Form
- Truck Matrix (Submitted by Primary Contractor and encompasses all Sub Contractors)
- Winter Haul Permit (when in season)

The Primary Contractor/Truck Owner is responsible to ensure that NCW has up-to-date information (shown on Truck Matrix) as renewals/updates take place during the log haul season. Failure to do so will result in deactivation.

Driver Registration

All Drivers must complete Driver Orientations and new drivers must do a drive along with an experienced driver prior to hauling.

The following is required:

- Driver Orientation /Application Form
(completed and signed by both Contractor and Driver)
- Orientation Quiz (with passing score of 90%)
- Driver's Abstract

A Driver ID Number will be issued upon completion of orientation.

Submit Required Documentation To Your Primary Mill

Alberta Plywood & Slave Lake Pulp

Christina Majsai
christina.majsai@westfraser.com
780-805-3726 (office)

High Prairie Forest Products

Brenda Anderson
brenda.anderson@westfraser.com
780-523-9545 (office)

Please give the office 48 hours after submitting paperwork to process newly registered trucks.

Alcohol and Drug Policy

North Central Woodlands maintains a Zero Tolerance Alcohol and Drugs Policy.

Anyone who is found to be or is suspected of being under the influence of Alcohol and Drugs on the work site will be parked and suspended immediately. Transportation from the work site will be provided to the suspended individual.

Suspended Individuals may be permanently barred from all West Fraser Mills worksites.

Log Truck Inspections

North Central Woodlands (NCW) has contracted a third party company to conduct spot safety inspections on all Log Trucks hauling into the mills.

- All trucks will report to the inspection area as they are selected. Trucks that refuse to report will be suspended.
- NCW will honor other company programs if that inspection was performed within the previous 30 days.
- Trucks found with serious problems will be suspended until the necessary repairs are completed.

Log Lights

NCW will enforce 24 hour Tree Light use on all log trucks hauling to all mills during Winter operations (Commencement dates will be posted at the weigh scales). During the summer they must be used after dark.

Streamers

NCW will enforce 24 hour use of streamers on all log trucks hauling tree length wood. There must be 10 strands, all 1 meter in length, per streamer.

5. Wrapper Station Procedure

- Approach unwrapping station smoothly, slowly and under complete control.
- Complete a thorough visual check to make sure last driver has returned the protection arms to the ready position.
- Stop truck when the front of the load/1st bunk is even with the first protection arm, set parking brake. Ensure your truck is parked parallel and centered to the unwrapping station's steel frame.
- Using a 3-point stance exit truck.
- Complete a visual check of the top of the load for any unforeseen hazards before swinging protection arms into place.
- Using the Hydraulic control handle active the protection arms. Ensure arms make contact with logs over the full length and on both sides of the load.
- Release load binders/boomers.
- Begin unwrapping load.
 - Enter protective structure to pull wrappers.
 - Remain under protective structure, pull wrappers from load.
 - If a log falls from the truck contact the Log Yard Supervisor to get assistance removing log from protective arms.
 - If wrapper gets caught, swing arms back to home position and move your load outside of protective structure and ask Kranco Crane operator for assistance. Load must be restrained by loader/ Crane before driver removes remaining or stuck wrapper.
 - If the 980 loader is used to secure the load, there must be a detailed Hazard Assessment completed prior to securing of the load.
 - Proceed to off-loading station and inform operator to lower grapple and secure load.
 - Upon securing of the load, operator will instruct driver that it is safe to enter the area and remove wrapper, coil at front of truck and return to off-loading station.
 - Once wrappers have been removed from load, the unrestrained load must not be moved if any worker is exposed to the risk of falling log or other falling debris.
 - Coil wrappers in protective structure or pull wrappers to the front of the truck to coil.
 - Return protection arms to ready position using the hydraulic control handle.

Slave Lake Pulp

WEIGH SCALING AND OFF-LOADING:

1. Ensure that you are on the SLP Yard channel (166.395 KHz) prior to entering the yard.
2. A log truck specific lane located at the far right is to be used. A sign and lane markers are present when approaching the scale.



NOTICE
REMOVAL OF LIGHTS,
FLAGS & WRAPPERS
TO BE DONE AT
UNWRAPPER STATION
ONLY

3. When approaching the weigh scale, the driver must bring his truck to a full stop and then proceed on the scale at a maximum speed of 10 KPH.
 - The weigh scales are set up with 2 sets of sensor beams;
 - The first sensor beam ensures that the scales have zeroed out before the next truck can proceed with a green light.
 - The second sensor beam ensures that the truck remains completely on the scales when weighing in or out as indicated by the incandescent lights.
 - If you proceed too fast onto the scale prior to a green light turning on or if the second set of beams are blocked your truck weight will not be registered in the computer.
4. The driver will then take his load ticket to the scale house and use the computer to weigh in. There will be no print outs until offloading is completed and the truck weighs out of the system.
 - In the event that your load is selected as a **sample load**, the driver will be required to bring the 3 sample cards that are automatically printed, to the wrapper station to staple them to the butt ends of 3 logs.

INFORM THE LOADER OPERATOR WHEN YOU HAVE A SAMPLE LOAD PRIOR TO LEAVING THE SCALE

Log Truck Speed (Proposed)

Log Truck Drivers are required to stay within the posted speed limits both loaded and empty on highway and off -highway.

Any Log Truck Driver found to be exceeding the posted speed limit will be subject to the following:

0-10 KPH Over - Warning

10-15 KPH Over - 24 hour Suspension

16-20 KPH Over - 48 hour Suspension

20+ KPH Over - Indefinite Suspension

Log Truck Drivers that have more than 3 speeding offences in one haul season, will be barred from entering West Fraser Worksites.

Maximum Speed limits on non-posted DLO (bush roads) are 70 Km/Hr.

In the event of poor weather and road conditions, North Central Woodlands will enforce a safe speed regardless of the posted limit.

Adjusting Over-weight Loads

North Central Woodlands monitors the weigh scale for illegal adjustment of over-loaded log trucks.

Any load adjustments such as not weighing the complete load, cutting of and/or removal of logs, removal of tire chains etc. will not be tolerated.

**NOT WEIGHING THE FULL LOAD CHEATS
THE LOGGER, THE LAND OWNER,
THE GOVERNMENT, AND THE COMPANY**

Any Driver found doing so will face an immediate suspension and may be permanently barred from the operation.

Any Truck Owner that is found to be encouraging load adjustments will have their truck(s) permanently barred.

Failure to Report Sample Loads

North Central Woodlands is required by regulation and contractually to sample loads as they enter the log- yards.

Loads are picked randomly by the scale computer and notifies the driver during the scale-in process if a load has been selected.

NCW has equipped all scales with a Sample Load card printer. **The Driver is responsible to report and attach the sample cards to the load.**

Failure to Report or Attach the Sample Cards will not be tolerated.

- The First Offence will result in a 48 hour suspension
- The Second Offence will be barred from entering West Fraser Worksites

Radio Use Procedures and Regulations

All log trucks must be equipped with a multi-channelled two-way radio using the following frequencies prior to entering the mill yards:

165.300	<i>Alberta Plywood (APL South)</i>
166.395	<i>Slave Lake Pulp (SLP Yard)</i>
171.210	<i>High Prairie Forest Products (Buchanan Yrd or 2)</i>

Other channels will be specified as necessary.

Mile 0 is to be called prior to entering the log haul road, kilometers are to be called in both directions, and all log trucks shall remain on the posted frequency channel. Posted radio channels are to be used for Haul Operations only (Calling Kilometers Loaded/Empty, Emergencies). Trivial conversation is not permitted at any time. Use of Profanity and Verbal abuse is prohibited.

Failure to comply with NCW's radio procedures, or failure to repair a radio upon request will result in a suspension and/or termination.

High Prairie Forest Products

WEIGH SCALING AND OFF-LOADING:

1. While waiting in line do not park in front of driveways to residential houses.
2. In order to maintain the accuracy of the scale, you must come to a complete stop before the scale and roll onto it.

**Use 3 Point contact when exiting and entering Log Truck
There is a no smoking, alcohol, drug policy within the log yard**

3. Flags, Log Lights, and Wrappers may only be removed at the Wrapper Station.
4. Once you have weighed in, 4 load tickets will immediately print. Staple these load identifiers to the front and back of any two logs.
5. In the event your load has been selected as a **sample load**, the Driver will attach the 2 sample cards to the front and back of any one log on your load. Driver must report his load as a sample prior to dismounting the scale.
6. After completing the weigh-in procedure proceed to the wrapper station. When the station is free drive your truck into it ensuring the length of the load is within the station. Pull down the joystick to lower the log fall protection bars. Only when the light turns red is it safe to de-wrap. Once your de-wrap is complete raise the log fall protection bars by pushing the joy stick up. Only when the light turns green are the bars fully up and you may leave the station. Before leaving the de-wrap station radio out your load time, condition, form, and whether or not it is a sample load.
7. Proceed as directed to the off-loader. You must remain in the truck while being unloaded. If you must leave the truck for any reason, ensure you communicate with the loader operator so he may give you the 'okay' to exit the truck cab safely. Once you return to your cab, inform the loader operator so he may commence with off loading.
8. The loader operator will inform you as to the yard location you are at. Remember this as it **must be entered correctly** in the weigh scale computer when you weigh out.

Before leaving the mill yard, you must leave your ticket (TM9) in the box in the scale house.

WEIGH SCALING AND OFF-LOADING:

1. If Scale area is congested, pull into the overflow area (located around the deck immediately north of the scale house) until the congestion is relieved.

Do Not Park Outside of the Mill Site

Use 3 Point contact when exiting and entering Log Truck

There is a no smoking, alcohol, drug policy within the log yard

2. Flags, Log Lights, and Wrappers may only be removed at the Wrapper Station.
3. In the event your load has been selected as a **sample load**, the Driver will attach the 3 sample cards to the butt ends of logs on the load with the staple gun provided at the weigh scale. Driver must report his load as a sample prior to dismounting the scale.
4. After completing the weigh-in procedure radio the Off-Loader to inform him of your load specifications, then proceed to the wrapper station. Pull into the station close enough to the safety arms that the arms will touch the load when activated. Activate the safety arms and remove wrappers. Both sets of arms must touch the load. There are two separate sets of arms. Release safety arms before leaving the wrapper station.
5. Proceed as directed to the off-loader. You must remain in the truck while being unloaded. If you must leave the truck for any reason, ensure you communicate with the loader operator so he may give you the 'okay' to exit the truck cab safely. Once you return to your cab, inform the loader operator so he may commence with off loading.
7. The loader operator will inform you as to the yard location you are at. Remember this as it **must be entered correctly** in the weigh scale computer when you weigh out.

Before leaving the mill yard, you must leave your ticket (TM9) in the drop box located in the slot behind the keyboard.

Overload Policy

All trucks hauling into North Central Woodlands will be monitored and subject to the overload policy, and applicable fines/suspensions.

An overload is defined as:

1. Any weight recorded in excess of permitted gross weight
2. Any axle weights measured by M.T.S. found to be in excess of permitted axle weights.

There will be no payment for weight in excess of a truck's permitted GVW.

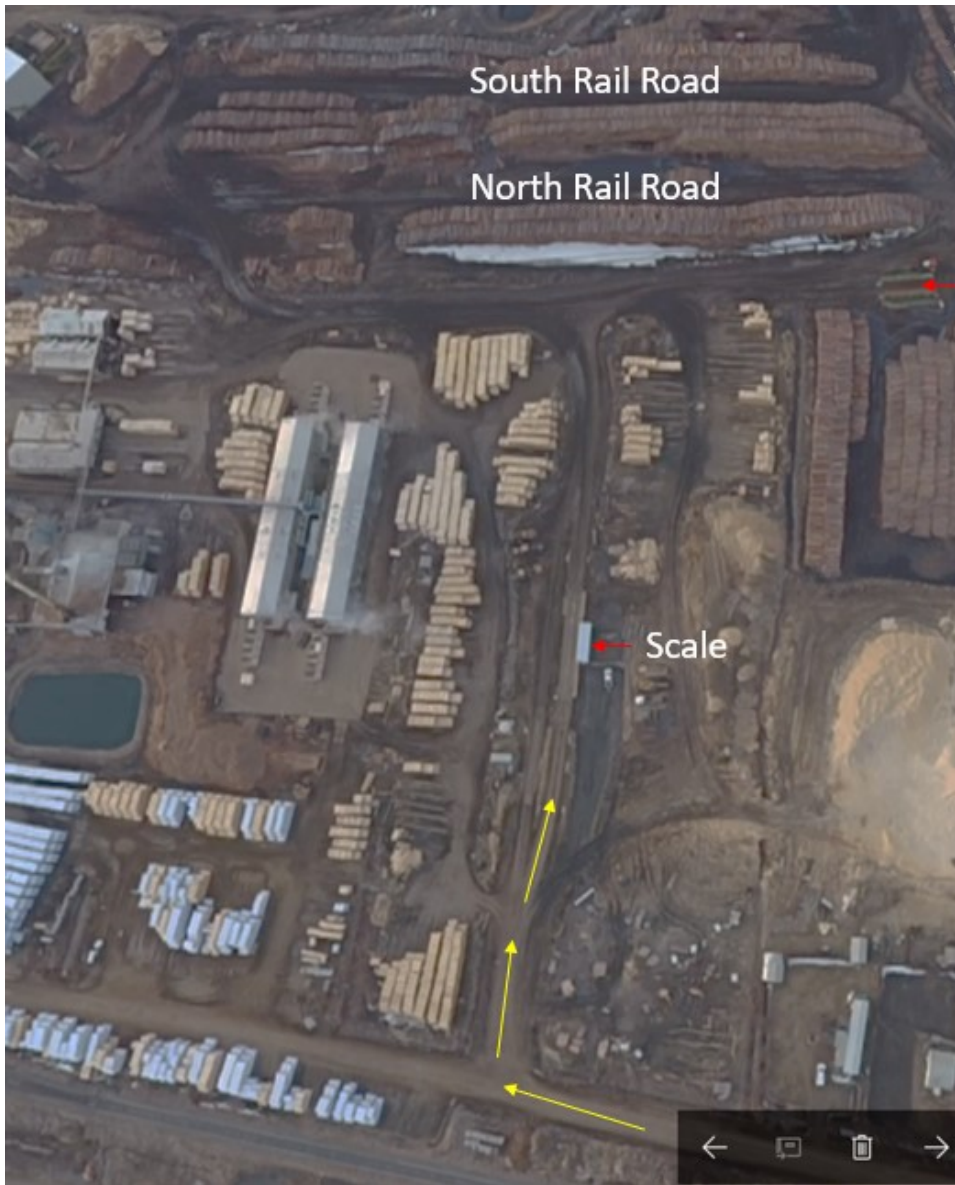
KG over	Fine Amount	Additional Action
0-100	\$0	
100-199	\$50	
200-299	\$100	
300-399	\$150	
400-499	\$200	
500-599	\$250	
600-699	\$300	
700-799	\$350	
800-899	\$400	
900-999	\$450	
1000-2999	\$500	24 hour suspension
3000-5000 +	\$1,000	Indefinite suspension- Interview

All trucks hauling into NCW are subject to the following fines/actions:

All penalties will be deducted and placed into an Overload Safety Fund. Penalties will be used for education and training of contractors and their employees.

Government Scales

Log Trucks will be required to report to the Government Scales during the winter when amber lights are flashing UNLESS EXEMPT. If there is a sign posted for ALL TRUCKS TO REPORT TO SCALE, then all trucks must do so even if they are exempt.



TRAVELING:

1. **Log trucks shall travel with lights on at all times.**
2. All drivers must comply with all posted speed limits, yield and stop signs, highway legal and off-highway posted load limits, instructional type signs and unit direction arrows.
3. Drivers will call mileage locations and indicate whether the log truck is loaded or empty at safe regular intervals while driving on all radio controlled roads. Unnecessary talk should be restricted to other frequencies not required by the log haul.
4. Courtesy on the road is a must at all times; all drivers are to dim lights one hundred and fifty (150) meters ahead of another approaching vehicle.
5. Empty trucks, when meeting a moving loaded truck, must slow down and pull over and stop, if necessary.
6. All loaded trucks must stop at designated checkpoints to tighten wrappers, check trucks and tires, and to check their load of logs for sweepers or falling logs/debris. Failure to stop at a mandatory checkpoint will result in a fine.



Alberta Plywood & High Prairie Forest Products
Log Yard Operating Procedures

LOADING PROCEDURES IN THE YARD:

1. When approaching the loader with the truck to be loaded, the driver will watch for and follow instructions given by the loading operator using a two way radio.
2. Everyone in the loading area must stay clear of the truck and loader. The driver must stay completely within the cab of their truck during the loading operation to maintain radio contact.

The loader operator has the right to refuse loading any truck not following these rules.

3. When the loading of the truck is complete, the truck driver will get his load ticket (TM9) from the loader operator. The loader operator shall fill in the following on the TM9:

Date	Legal Description	Product
Source ID	Loader Number	Form
Disposition	Operator's Signature	Loading Time
Species	Truck Unit Number	Driver ID
Condition	Truck Configuration	Truck License Plate

**It is the truck drivers responsibility to check over the TM9 to ensure the ticket pertains all the information required to legally haul.
 Drivers must sign their TM9 before leaving.**

4. Before leaving the mill yard, ensure your load is properly secured and safe with all safety requirements to legally haul on highways and public roads.

If you are stuck in the yard:

If the truck needs to be towed by heavy equipment to help it out of the loading area, the driver will properly fasten the winch line to the specified tow hook arrangement on the bumper of the truck. The driver will then signal to the heavy equipment operator to proceed. The driver must ensure that the winch line is kept tight at all times when being towed. The driver will signal the operator to stop, remove the winch line from the truck and proceed.



High Prairie Forest Products

A division of West Fraser Mills Ltd.



- When at the clean off station/area, you are not permitted to stand on/crawl under your bunk. You must use a brush to clean off your trailer standing on the ground.
- All accidents, incidents (including close calls), and damages, must be reported and documented by the operators and/or log yard supervisors **before** leaving the yard.
- There is a no smoking, no alcohol, and no drug policy within all West Fraser Locations.
- At High Prairie Forest Products, be mindful and do not block any entry/exit ways to residential housing while waiting in line.
- At Alberta Plywood, do not park log trucks on the highway. All trucks must use the overflow deck while waiting in line to use the scale.
- Muster Points:
 High Prairie Forest Products: Outside Scale House
 Alberta Plywood: North Side of Main Employee Parking Lot
 Slave Lake Pulp: Outside Main Mill Entrance
- When being offloaded by the portal crane at Slave Lake Pulp, ensure you are parked a safe distance from the rail tracks which the portal crane uses, as any damage which occurs from parking too close is not the fault of the crane operator.

All trucks and drivers failing to comply with these Safe Working Procedures, Transportation Alberta regulations, and North Central Woodlands specifications will be subject to suspension from the operations of West Fraser.

DRIVERS MUST SIGN THEIR TICKET

All loads being hauled must have a TM9 signed by the Driver.
 First and second offence will result in a written warning
 Third offence will result in a Suspension.

Safe Working Procedures

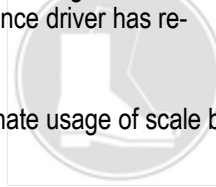
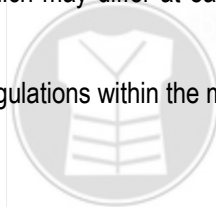
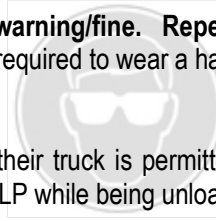
GENERAL:

- All personnel working in the loading, hauling, and off-loading area of any North Central Woodlands operation must wear Personal Protective Equipment (PPE):
 - ◇ CSA certified hard hat
 - ◇ CSA certified safety footwear
 - ◇ High visibility reflective vest
 - ◇ CSA certified eye protection (with side shields)



Failure to use any of the listed PPE will result in a warning/fine. Repeat offenders will be fined/suspended. Drivers will not be required to wear a hard hat while sitting in the cab of the truck.

- No one at any time during the loading/offloading of their truck is permitted outside of their cab (unless in the offloading shed at SLP while being unloaded by the portal crane).
- When entering/exiting your truck, you must use 3 point contact at all times.
- All log trucks must adhere to posted speed limits which may differ at each mill.
- Log trucks must comply with all posted traffic signs/regulations within the mill yards.
- While in the yard, Loaders have the right of way.
- Keep all radio communication brief.
- If you must exit your vehicle; make contact with the loader operator and wait for him to idle down to allow you to do so safely. No offloading will continue while driver is outside of vehicle, loading will resume once driver has returned to the cab of his truck.
- When the scale is in high demand, drivers are to alternate usage of scale by alternating loaded then unloaded for efficiency.



Slave Lake Pulp
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