

Letter of Understanding
Between
United Steel Workers Local 1-1937 and Local 1-85 and Council of Locals
(The Union)
And
Western Forest Products Inc.
(The Company)

Collectively referred to as “the parties”

Re: Maintenance Service Time and Hook Tender Responsibilities

The purpose of this document is to clarify the duties and responsibilities of machine operators and hooktenders with the additional 40 minutes (2/3 hour) paid to employees working in those job categories at Western Forest Products logging operations. This policy is not intended to replace current practices that specifically address Maintenance Service Time.

1. MACHINE OPERATORS

Maintenance Service Time

Definition

Maintenance Service Time refers to the performance of daily service checks and lubrication prior to the start of the shift and minor repairs/adjustments performed during the shift. Those employees whose job requires them to perform duties which fall under the heading of “Maintenance Service Time” will be paid 40 minutes at the overtime rate provided the regular work day is completed.

Eligible Employees

Those employees who are the operators of designated machines are covered by this policy. *Note: employees newly assigned to operating a piece of equipment will receive an orientation with the Master Mechanic regarding the proper servicing.*

Designated Equipment

No changes from current practice.

Duties and Responsibilities

- Gather up the supplies, parts, etc. required for the worksite prior to marshalling time
- Complete the applicable checklist for the machine (i.e. logging truck drivers’ pre-trip checklist)
- If there is no designated inspection checklist the operator should conduct a pre-operational inspection/walk-around consisting of:
 - a visual inspection for damage or leaks
 - checking the engine fluid levels, hydraulic fluid levels, and radiator coolant levels
 - performing all lubrication and greasing requirements in accordance with the manufacturer’s specifications or as demonstrated during an orientation

- The equipment operators will be required to warm up the machine prior to the start of the shift.
- Monitor the operating performance of the machine throughout the shift and document and report all malfunctions. Check with the maintenance department to see that repairs were completed as required.
- Perform minor maintenance including but not limited to: removing and replacing damaged hoses, tightening loose bolts, brake adjustment, tightening belts, fixing minor air leaks, etc. as required. Assist mechanics where possible
- Fuel machine as required, outside the regular shift if necessary.

Note: where a machine operator travels with a crew to a remote site, servicing will be completed as quickly and efficiently as possible at the beginning or the end of the shift to minimize the disruption to the workday. At a minimum, before the shift begins the operator will

- conduct a Pre-Trip walk-around looking for damage or leaks
- check engine fluid, hydraulic oil, and radiator coolant levels
- warm up the machine

During lunch time or other idle time opportunities the operator will complete the remainder of the necessary servicing.

Tools

Tools are the responsibility of the operator; however, tools broken on the job will be replaced in kind when presented to the master mechanic

2. Hooktenders

Western Forest Products holds that hooktenders are leaders who take responsibility on their side in a number of key areas:

- safety, including training, work practices and procedures, and equipment
- communications with the crew as well as supervisors and others
- equipment management
- efficiency, quality, and production
- operating mobile backspars

Hooktenders who assume these responsibilities will be paid 40 minutes at the overtime rate provided the regular work day is completed.

Eligible Employees

Hooktenders

Duties and Responsibilities

- Set a high standard of safety by example and monitor practices on the side with teaching and interventions as required
- Ensure necessary equipment and supplies are gathered prior to marshalling time
- Discuss work plans with the supervisor prior to leaving the marshalling yard and debrief with the supervisor upon return to the marshalling yard at the end of the day
- Coordinate activities of the worksite during the shift to optimize quality, efficiency, and production

- In the case of a mobile back spar, complete the designated inspection checklist or conduct a pre-operational inspection/walk-around consisting of:
 - a visual inspection for damage or leaks,
 - checking the engine fluid levels, hydraulic fluid levels, and radiator coolant levels
 - performing all lubrication and greasing requirements in accordance with the manufacturer's specifications or as demonstrated during an orientation
- Warm up backspar and be ready to start at the beginning of the shift if necessary
- Monitor the operating performance of the machine throughout the shift and document and report all malfunctions on a work order. Check with the maintenance department to see that repairs were completed as required.
- Assist mechanics where possible performing minor maintenance and repairs.
- Fuel machine as required, outside the regular shift if necessary

Read, Agreed and Accepted this 15th day of June, 2010.

Bob Matters, Chair
Wood Council
United Steel Workers

Harold Mercer, Manager
Labour Relations
Western Forest Products Inc.