



## Maintenance Chargehand Policy

Policies and  
Responsibilities

December 2014

### Purpose:

This policy was formed in an attempt to clarify the principles to be used when assigning maintenance chargehands and create consistency across the Southern Interior Tolko mills.

### Scope:

This policy applies to all Tolko mills operating within the Southern Interior Master Agreement.

### Policy:

The use of chargehands are essential to successfully coordinate and communicate with the employees at our operation. They provide a key role in ensuring work is properly assigned, completed, and reported. In no terms is this policy designed or intended to change the purpose or work normally performed by a chargehand as practiced at the division. This policy is to be used for the purposes of assigning chargehands only.

### Principles:

*The following guidelines are to be followed when designating chargehands:*

- *Chargehands should follow the crew they are assigned to.*
- *Chargehands should only be paid the premium when required to direct other employees.*
- *Maintenance chargehands are designated one per trade per shift unless additional chargehands are required for temporary projects in the department*

### RESPONSIBILITIES

| Job Role   | Responsibilities  |
|------------|---|
| Chargehand | <ul style="list-style-type: none"><li>• To perform the duties of a chargehand when designated.</li></ul>  |
| Supervisor | <ul style="list-style-type: none"><li>• To ensure that the assignment of chargehands are completed as noted in the policy.</li><li>• To properly communicate the designation of a chargehand to the crew.</li></ul> |
| Manager    | <ul style="list-style-type: none"><li>• Ensure supervisors are aware of the Maintenance Chargehand Policy and that it is being followed.</li></ul>  |