

Table 17-1 BCTS SAFETY PROGRAM

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DOCUMENT CONTROL MATRIX-RECORDS FILING GUIDE

Document Type or #	Document Title	Document Use	Level of Consistency	HQ File #'s ¹	RC File #'s ²	File Classification	Description	Retention
Safety Manual Chapters 1-31(All)	As per manual on BCTS safety Website	Directives and guidance to BCTS staff to ensure consistent approach and discharge of safety elements of BCTS business. Shared publicly to ensure client awareness of BCTS role and function.	1	FOR-23850-00	N/A	N/A	N/A	N/A
Safe Work Practices 1-13	As per SAFE Practice	Operational direction to BCST staff to ensure consistent discharge of duties and management of corporate risk.	2	FOR-23850-02	ARCS 01560-00	Policies, Procedures, Rules	Safety program information generally falls under Occupational Safety and Health in ARCS.	SO Nil DE
Appendix 05-1	Goals and Objectives	Guides focus of program and provides for monitoring of program effectiveness.	1	FOR-23850-01	N/A	N/A	N/A	N/A
Appendix 06-1 Checklist 6-1	Management Field Review	Guidance for use by RC managers or HQ managers to enable and facilitate a safety focus to field visits.	3	FOR-23850-20	ARCS-01560-06 by year	OHS Inspection Files		SO 7Y DE
Appendix 09-1 Form 9-1	Task Inventory Listing and Risk Analysis	Operational assessment to ensure consistent risk management can be augmented but not altered at local level.	2	FOR-23850-25	ARCS-01560-01	Occupational Safety and Health and Accidents-General		CY + 1Y Nil DE
Appendix 10-1 Form 10-1	Table of Engineering Controls	Operational guidance and information to provide consistent understanding of the nature and type of corporate controls in place.	2	FOR-23850-25	ARCS-01560-01	Occupational Safety and Health and Accidents-General		CY + 1Y Nil DE
Appendix 10-2 Form 10-2	Personal Protective Equipment	Operational guidance and information to provide consistent understanding of the nature and type of corporate PPE in use and responsibility for provision and maintenance.	2	FOR-23850-25	ARCS-01560-08	Personal protective equipment information		SO Nil DE
Appendix 11-1 Checklist 11-1	Emergency Evacuation Plan Template	Suggested template for use at discretion of RC however RC must have an EEP in place.	5	FOR-23850-20	ARCS-00275-02	Emergency Evacuation Procedures	Government worksites-includes facilities and grounds.	SO+1Y Nil DE

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Appendix 11-2 Checklist 11-2	Test Drill Report Form Template	Suggested template for use at discretion of RC however RC must record all tests and drills in same manner.	5	FOR-23850-20	ARCS-000275-02	Emergency Evacuation Procedures	Government worksites-includes facilities and grounds.	SO+1Y Nil DE
Appendix 11-3 Template 11-3	Emergency Response Template	Suggested template for use at discretion of RC however RC must have an ERP in place.	5	FOR-23850-20	ARCS-00275-02	Emergency Evacuation Procedures	Government worksites- includes facilities and grounds.	SO+1Y Nil DE
Appendix 12-1 Template 12-1	Corrective Action Log	Ensures consistent content across BCTS to allow for roll up and analysis of information at a corporate scale. Can be augmented at local level for local purposes.	2	FOR-23850-25	ARCS-01560-07/CAL (name by alphanumeric code) BA's add location (TCC) and file by year	OHS Inspection Files		SO NIL DE
Appendix 12-2 Checklist 12-2	Section Safety Meeting Checklist	Different formats may be used to record meetings, however they must reflect the provincial core content as presented in the 12-2 to ensure consistent and effective meeting provincially.	2	FOR-23850-01	ARCS-00102-20 (name by alphanumeric code e.g. TCC Monthly Safety Meeting 2010) or ARCS-00202-20	Meeting Minutes or Ministry Committees JOHSC/Safety meetings		SO 07Y SR CY +1Y 2Y SR
Appendix 13-1 Checklist 13-1	Safety Training Matrix	Document provides guidance for potential mandatory training and retraining periods as well as potential availability as corporate minimums where local offices determine that the training applies to a person, position and function of staff. Alternative courses and training can be substituted at local management discretion providing it offers the same learning opportunity as suggested courses.	2	FOR-23850-02	ARCS-01730-00	Training and Development- Policy and Procedures		SO Nil DE

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Appendix 13-2 Checklist 13-2	Safety Competency Evaluation Checklist	Mandatory use checklist which can be augmented with locally required content. Used annually or more frequently to document supervisory diligence. Maintained for on-site training and verification of competency.	2	FOR-23850-20	ARCS-01735-03 by year	Training Evaluations	Maintained for on-site training and verification of competency.	SO Nil DE
Appendix 13-3 Checklist 13-3	Safety Program Orientation Checklist	Mandatory use checklist which can be augmented with locally required content. Used for new employees or for employees who have been absent for more the 6 weeks.	2	FOR-23850-20	ARCS-01735-03 by year	Training Evaluations		SO Nil DE
Appendix 14-1 Checklist 14-1	Project Workplan and Hazard Assessment Checklist	Mandatory use checklist which can be augmented with locally required content. Used for planning high risk or longer duration (+ 1 day) field projects involving BCTS/Protection Staff on BCTS project sites.	2	FOR-23850-20	ARCS-01560-06	OHS Inspection Files		SO 7Y DE
Appendix 14-2 Checklist 14-2	Mobile Equipment Operator Checklist	Provides guidance to staff to support vehicle circle checks.	3	FOR-23850-02	ARCS-00877-20/ (vehicle # or unique identifier) Off-road vehicles ARCS-00872-20/ Boats ARCS 00890-04/	Equipment files- Vehicles		SO NIL DE SO+01Y NIL DE FY+ 1Y NIL DE
Appendix 14-3 Template 14-3	Matrix of Inspection Requirements Template	Ensures consistent inspection regiment for key risk areas and must be augmented with local items.	2	FOR-23850-02	ARCS-01560-06	OHS Inspection Files		SO 7Y DE
Appendix 15-1 Form 15-1	Hazard, Unsafe Act or Condition Report	Written records submitted by workers when reporting hazards. Information is recorded in the Corrective Action Log, and ensures consistent capture of data for corporate roll up.	2	FOR-23850-20	ARCS-01560-20 by year	Work Related Incident Reporting Files		SO 7y DE

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Appendix 15-2 Form 15-2	BCTS Incident Report Form	Written records submitted by workers when reporting near misses or accidents. Information is recorded in the Corrective Action Log, and ensures consistent capture of data for corporate roll up.	2	FOR-23850-20	ARCS-01560-20 by year	Work Related Incident Reporting Files		SO 7y DE
Appendix 16-1 Checklist 16-1	Safety Alert Template	Ensures consistent approach to information release from BCTS. Used to share learnings internally and externally typically subsequent to a 15-1 or 15-2.	1	FOR-23850-20	ARCS-01560-07 by year	OHS Inspection Files		SO NIL DE
Appendix 17-1 Table 17-1	BCTS Safety Document Control Matrix	Ensures consistency in use of safety control documents.	1	FOR-23850-00	N/A	N/A	N/A	N/A
Appendix 18-1 Checklist 18-1	Timber Sale Planning Checklist	Ensures consistent capture of data to manage corporate risk. Road Use Committees may provide all necessary information.	2	FOR-23850-20	FOR-19620-20 or FOR-10068-20	FOR-19620-20 Tenures TSL's- General operational FOR-10068-20 EMS Inspections	FOR-19620-20 Assists in TSL development and diligence record. FOR-10068-20 Inspections - includes all EMS inspection checklists, inspection reports, field notes and final report.	19620-20 SO+02Y 20Y DE 10068-20 SO+01Y 10Y SR DRAFT
Checklist 18-2 replaced by EMS CHK-003	Pre Work Meeting Safety Checklist	Ensure consistent sharing of information and expectations to provide optimal client service and manage risk appropriately.	2	FOR-23850-20	FOR-19620-20 or FOR-10068-20	FOR-19620-20 Tenures TSL's- General operational FOR-10068-20 EMS Inspections	FOR-19620-20 Assists in TSL development and diligence record. FOR-10068-20 Inspections - includes all EMS inspection checklists, inspection reports, field notes and final report.	19620-20 SO+02Y 20Y DE 10068-20 SO+01Y 10Y SR DRAFT

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Checklist 18-3 replaced by EMS CHK 007	Timber Sale Inspection Considerations	Ensures consistent and expected approach on TSL by BCTS Staff and supports corporate data summary.	1	FOR-23850-20	FOR-19620-20 or FOR-10068-20	FOR-19620-20 Tenures TSL's- General operational FOR-10068-20 EMS Inspections	FOR-19620-20 Assists in TSL development and diligence record. FOR-10068-20 Inspections - includes all EMS inspection checklists, inspection reports, field notes and final report.	19620-20 SO+02Y 20Y DE 10068-20 SO+01Y 10Y SR DRAFT
Appendix 19-1 Checklist 19-1	Contract Planning Safety Checklist	Ensures consistent capture of data to manage corporate risk.	2	FOR-23850-20	FOR-10005-40 or FOR 10068-20	FOR-10005-40 Operational Contract- Case Files FOR-10068-20 EMS Inspections	FOR-10005-40 Planning background info for contracts considering safety elements FOR-10068-20 Inspections - includes all EMS inspection checklists, inspection reports, field notes and final report	10005-40 SO+01Y 10Y DE DRAFT 10068-20 SO+01Y 10 Y SR DRAFT
Appendix 19-2 Checklist 19-2 or EMS CHK 001, 002 or 004	Contract Pre work Safety Checklist	Ensures consistent sharing of information and expectations to provide optimal client service and manage risk appropriately. May be superceded by use of BCTS EMS CHK 001, 002, 004 as applicable for the project.	2	FOR-23850-20	FOR- 10005-40 or FOR 10068-20	FOR-10005-40 Operational Contract- Case Files FOR-10068-20 EMS Inspections	FOR-10005-40 Planning background info for contracts considering safety elements. FOR-10068-20 Inspections - includes all EMS inspection checklists, inspection reports, field notes and final report.	10005-40 SO+01Y 10Y DE DRAFT 10068-20 SO+01Y 10 Y SR DRAFT
Appendix 19-3 Checklist 19-3 or EMS CHK 005, 006 or 008	Contract Inspection Safety Checklist	Ensures consistent and expected approach on contracts by BCTS staff and supports corporate data summary. Maybe superceded by use of BCTS EMS CHK 005, 006, 008 as applicable.	1	FOR-23850-20	FOR-10005-40 or FOR-10068-20	FOR-10005-40 Operational Contract- Case Files FOR-10068-20 EMS Inspections	FOR-10005-40 Planning background info for contracts considering safety elements FOR-10068-20 Inspections - includes all EMS inspection checklists, inspection reports, field notes and final report	10005-40 SO+01Y 10Y DE DRAFT 10068-20 SO+01Y 10 Y SR DRAFT

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Appendix 19-4 Checklist 19-4	Contractor Safety Performance Checklist	Ensures corporate consistency for safety factors that may be used to adjudicate contract renewals extensions and future awards where contracts have suitable eligibility criterion.	1	FOR-23850-20	FOR-10005-40 or FOR-10068-20	FOR-10005-40 Operational Contract-Case Files FOR-10068-20 EMS Inspections	FOR-10005-40 Planning background info for contracts considering safety elements. FOR-10068-20 Inspections - includes all EMS inspection checklists, inspection reports, field notes and final report.	10005-40 SO+01Y 10Y DE DRAFT 10068-20 SO+01Y 10 Y SR DRAFT
Appendix 19-5 Template 19-5	Certification Exemption Template	Used to document TSM exemption from SAFE company policy. May document exemption of contracts or clients and guide appropriate considerations and conditions associated with any such exemptions.	2	FOR-23850-20	FOR-10005-40 or FOR-10068-20	FOR-10005-40 Operational Contract-Case Files FOR-10068-20 EMS Inspections	FOR-10005-40 Planning background info for contracts considering safety elements FOR-10068-20 Inspections - includes all EMS inspection checklists, inspection reports, field notes and final report	10005-40 SO+01Y 10Y DE DRAFT 10068-20 SO+01Y 10 Y SR DRAFT
Appendix 21-1 Agreement 21-1	Prime Contractor Agreement	Ensures consistent approach and risk management by BCTS can be used in conjunction with contracts or a stand alone agreement. Must always be used if the prime contractor will be discharging exclusive BCTS owner obligations.	1	FOR-23850-20	FOR-10005-40 or FOR-19620-20	FOR-10005-40 Operational Contract-Case Files FOR-19620-20 Tenures TSL's-General operational	FOR-10005-40 Planning background info for contracts considering safety elements. FOR-19620-20 Assists in TSL development and diligence record.	10005-40 SO+01Y 10Y DE DRAFT
Appendix 22-1 Checklist 22-1	Visitor/Service Provider Orientation Checklist	Used to orient visitors to BCTS controlled worksites sites.	5	FOR-23850-20	ARCS-1560-01 by year	Occupational Safety and Health and Accidents-General		CY + 1Y Nil DE
Appendix 23-1 Checklist 23-1	Access Pre Assessment	Ensures consistent capture of data to manage corporate risk. Road Use Committees may provide all necessary info.	2	FOR-23850-20	FOR-19620-20 and or FOR-10005-40	FOR-19620-20 Tenures TSL's-General operational FOR-10005-40 Operational Contract-Case Files	FOR-19620-20 Assists in TSL development and diligence record. FOR-10005-40 Planning background info for contracts considering safety elements.	19620-20 SO+02Y 20Y DE 10005-40 SO+01Y 10Y DE DRAFT

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Appendix 23-2 Checklist 23-2	Safe Road Use Plan	Used where the impact of Road Use Committees is insufficient to ensure well coordinated use of roads being used by multiple parties associated with BCTS activities.	2	FOR-23850-20	FOR-19620-20 and or FOR-10005-40	FOR-19620-20 Tenures TSL's- General operational FOR-10005-40 Operational Contract- Case Files	FOR-19620-20 Assists in TSL development and diligence record. FOR-10005-40 Planning background info for contracts considering safety elements.	19620-20 SO+02Y 20Y DE 10005-40 SO+01Y 10Y DE DRAFT
Appendix 25-1 Report 25-1	Management Review Report	Used to support local and corporate level management reviews	1	FOR-23850-20	ARCS-00410-20	OHS Inspection Files		SO 7Y DE
ADM Policy	BCTS Safety Policy	Overall strategic direction of BCTS safety initiative.	1	FOR-23850-00	N/A	N/A	N/A	N/A
Audit Reports		Maintained historical record of all safety program audits (both internal and external).	1		ARCS-00975-50	Audits and Compliance Reviews- Ministry Internal Audit		FY + 1Y 6Y SR
Field Guide	BCTS Safety Field Handbook	Coles Notes version of Safety Program and tool for tracking personal diligence.	3	FOR-23850-02	N/A	N/A	N/A	N/A
Ledger	Provincial Ledger of Amendments	Provides information to staff and clients about changes to Program Documents and a summary of the nature of those changes.	1	FOR-23850-03	N/A	N/A	N/A	N/A
Local Templates	Inspection templates	Machinery Inspection reports/log books produced by R.C. to support routine inspections of buildings and grounds.	4	N/A	ARCS-01560-06	OHS Inspection Files		SO 7Y DE
Local Procedures	Staff Field Monitoring Protocols	Provides staff tracking procedures to ensure staff return safely from field or other high risk scenarios.	5	N/A	ARCS-01560-07	OHS Program information	Safety Alerts Form Hazard Reports Checklist.	SO NIL DE

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Local Procedures	"Specified by RC"	Local SWP practices, directives procedures are used at RC discretion but must be consistent with provincial program and not in conflict with the provincial program. Local RC should be careful not to reiterate existing provincial procedure or direction so as to reduce resource consumption in document maintenance.	4	N/A	ARCS-01560-07	OHS Program information	Safety Alerts Form Hazard Reports Checklist/Corrective Action Logs.	SO NIL DE
MOU	MOU between MOFR and WSBC	Document amended and revised through joint dialogue only.	N/A	FOR-23850-00	N/A	N/A	N/A	N/A
Safety Bulletins	Various	Reference materials		FOR-23850-25	ARCS-0195-40 or ARCS-0195-45	0194-40 External to government 0194-45 Central agency (government)	Circulars, Directives, Orders, Manuals	SO+1 Y2 YSR
WCB Forms	WCB incident and Injury Forms 7, 9 and 6A (Time Loss)	Controlled by WSBC.	N/A	N/A	ARCS-01560-20	Work Related Incident Reporting Files		SO 7y DE
WCB Forms	WSBC Inspections Reports, Orders, Sanctions and Responses to orders as well as reviews and appeals	Controlled by WSBC with exception of employer responses which are free form. (HQ should corporately track all local level matters or a database established to do same to inform executive).	N/A	FOR-23850-25	ARCS-01560-06	Inspection Checklists	Must be maintained for equipment, facility and workplace inspections	SO 7Y DE
PSC 38	Joint Investigation Record	Jointly Controlled by PSA and BCGEU.	N/A	N/A	ARCS-01560-20	Work Related Incident Reporting Files		SO 7y DE
Accord	Forest Industry Accord	Controlled by BCFSC.	N/A	FOR-23850-00	N/A			
FARecords	First Aid Record Book	Controlled by WSBC.	N/A	N/A	ARCS-01560-04			SO 07Y DE

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VAS1	Vehicle Accident Report	Controlled by Technical Services MOFR and PHH.	N/A	N/A	ARCS-00110-20			SO + 6 M 02Y DE
FIN 597	General Incident of Loss	Controlled by Financial Services.	N/A	N/A	ARCS-00110-20			
Training Records	Various Training records	Local Office	N/A	N/A	ARCS-1735-30/ or electronic database tracking at locl office		Maintained for all employees and will identify the types of traing workers have recieved.	
Hearing TestsEquipement and machinery Inspections	Hearing TestsEquipement and machinery Inspections	Local Office	N/A	N/A	Arcs-1560-06		Specifc equipment related inspection Records	

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		<i>Levels of Consistency</i>						
		1) Provincial Core Documents (full format and content) Mandatory Use where applicable						
		2) Provincial Core Documents with Supplemental Content (supplemental content at RC discretion) Mandatory Use where applicable						
		3) Provincial Supplements (format only, content and use at RC discretion)						
		4) Local Supplements (format, content, use at RC discretion)						
		5) Local Documents (format, content at RC discretion but mandatory use.)						
Note when documents other than safety forms are referenced ie. EMS forms, these filing consistency guidelines apply to the safety portion on these forms.								
¹ For Document Development and Control (Headquarters)								
² For Records and Documents (Resource Centres)								