

Chapter 10: Control Measures

Introduction

BCTS will utilise a variety of control measures to eliminate or reduce worker exposure to hazards.

Effective Control Measures

As described in Chapter 9, the following is a hierarchy of types of solutions that need to be considered when developing control measures to deal with identified hazards.

| Hierarchy of Risk Control | | |
|--|---|---|
| Most Preferred ↓ Least Preferred | Eliminate | Remove Hazard(danger tree removal) |
| | Substitute | Use other machine, process |
| | Engineering controls | Modify, repair, barriers |
| | Admin Controls Training Supervision | Safe Work Procedures (SWP) Policies Rules |
| | PPE | Wear hearing protection, masks, gloves, etc. |

Eliminate or Substitute

The most desirable step in making workplaces safe is to eliminate the hazard or substitute another machine or process to keep workers from being exposed to the hazard. In many cases, it is not practicable to do this or do it in its entirety. Additional types of controls may be needed.

Engineering Controls

Engineering controls consist of physical measures designed to take away the capability of producing harm or otherwise protect the worker from the hazard. If a hazard cannot be eliminated, this type of control is the most effective, and should be utilized whenever possible.

Examples of engineering controls are handrails, barriers, guards, exhaust ventilation, mufflers, ergonomic work stations, pick-up headache racks, or other designs or alterations of workstations, equipment, materials, production facilities or other aspects of the physical work environment.

BCTS will maintain engineering controls as described in the Table 10-2.

Administrative Controls

Administrative Controls are used when the hazard cannot be removed or isolated. They are often designed to reduce the amount of exposure a worker has to the hazard.

Examples of administrative controls include SWP, policies, rules, changes in work practices, changes in purchasing decisions, and/or changes in hours of work.

The management of BCTS recognizes that written policies, rules, and SWP or supplementary instructions are extremely important to ensure a safe work environment and form an essential part of the overall OHS program.

SWP provide information necessary to assist all workers and supervisory staff in performing their various tasks safely. They also assist in the training and orientation of new employees in job hazards, as well as providing the rules and procedures necessary to ensure that they can perform their work in a safe manner.

All staff are expected to familiarize themselves with these requirements. All BCTS staff are expected to follow the policies and SWP listed in this chapter. Additional local procedures may be required in individual local areas. Local procedures are supplemental to procedures found in this chapter and apply only to the areas approved by the timber sales manager.

BCTS Policies and Rules

BCTS policies (BCPSA and MOFR) policies are described in Chapter 4. These are important administrative controls in place to reduce BCTS workers exposure to hazards. All staff must be aware of these policies and follow the rules stated in the policies.

These policies are:

- BCPSA Policy on establishment of an Occupational Health and Safety Program
- Injury management and Return to work policy
- Harassment Prevention policy
- Violence in the Workplace policy
- Critical Incident Stress management
- Impairment policy
- Smoking Policy
- Personal Protective Equipment (PPE) policy
- BC Forest Service Aviation Safety Directive
- Ergonomics policy
- Indoor Air Quality Policy
- Working Alone policy Workplace Hazardous materials Policy
- Transportation of Dangerous Goods policy
- Ministry of Forests Policy Use of Firearms
- Discipline and Enforcement policy

Provincial BCTS Safe Work Procedures (SWPs)

A SWP lists the steps necessary to complete a task. It describes the tools and procedures necessary to complete each step and outlines personal protective equipment necessary to complete the task.

The BCTS safety task team has reviewed a number of MOFR OHS programs, utilised the experience of task team members and developed a number of provincial SWP to be used by BCTS staff.

It is recognized that on a provincial basis, some important local elements may not be included in the SWPs. Each SWP has room to add local procedures as supplements. Management of BCTS is committed to keeping as much consistency as possible on a provincial basis without limiting the effectiveness of the procedures relative to staff safety.

After training, it is incumbent upon each employee to carefully read and understand the safe work procedures. Supervisors must verify employee competence with using SWPs as part of their on the job training and performance review.

The following link will take you to the Safe Work Procedure specified for use by BCTS on a Provincial basis: <http://www.for.gov.bc.ca/bcts/safety/manual.htm#swp>

- Conducting office Activities SWP #1
- Conducting General Field Activities SWP #2
- Man-Checks and Working in Isolation SWP #3
- Entering Another Employer's Workplace SWP #4
- Working Around Active Industrial Forestry Operations SWP #5
- Working in Extreme Weather Conditions SWP #6
- Using Motor Vehicles and Trailers SWP #7
- Using Boats and Watercraft SWP #8
- Using ATVs, Motorcycles, or Snow mobiles SWP #9
- Using Fixed Wing Aircraft and Helicopters SWP # 10
- Using Small Hand Tools and Equipment SWP#11
- Road Maintenance Functions SWP#12
- Dealing With Civil Disobedience / Blockade SWP #13

Provincial SWPs must be made available and used by all BCTS staff.

Additional SWPs may be proposed at any time. BCTS staff should provide input to business area contacts who will forward the recommendations to the provincial level. The provincial level contact works with the local safety contacts to draft a provincial document for approval by the senior management and inclusion in the manual.

Exposure Control Plan

Exposure control relates to controlling the hazards associated with chemicals, biological agents and other hazardous materials. BCTS activities generate minimal or low risk in this regard however some basic procedures and approaches can further reduce any such risk with minimal investment and have been integrated into the exposure control

plan Appendix 10-3 and into provincial SWP's. Key areas of exposure that have been identified include pesticide use, blood borne pathogens, and common disease vectors.

Pesticide handling and use in BCTS shall be undertaken as directed by a Pest Management Plan and certified staff.

First Aid attendants shall follow standard precautions as trained and BCTS will ensure access to appropriate PPE for First Aid Attendants. SWP provide requisite control of disease through standard etiquette and precautions. Further information is available at: <https://employee.gov.bc.ca/src/sections.cfm?sectionID=627>

Local Safe Work Procedures

BCTS business areas may prescribe; where necessary to address unique circumstances, additional safe work procedures for hazards specific to their worksites or supplemental to the provincial safe work procedures. These local procedures should be either noted in the provincial procedure or noted and attached, as an addition to the provincial procedure. Entirely new local safe work procedures may be added to local websites if distinct risk warrants their inclusion. These local procedures will become part of this manual for the specific business area and will be maintained by the business area safety contact. Local procedures must be approved by the local manager. Business area safety contacts will submit these local procedures to the provincial safety lead to review and determine if they are suitable for posting on the website and or need to be included in the manual on a provincial basis.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is used when hazards cannot be eliminated, isolated, or their potential danger reduced. PPE is the last method to lessen the potential harmful effects of exposure to a hazard. This required safety equipment will be used by all employees as a requirement of the WorkSafe BC regulations, policies and as a requirement of the BCTS Safety Program. Employees must use any type of safety equipment as directed and will report to their supervisor any deficiency or shortfall as related to safety equipment. Failure to comply with any regulation to acquire or make use of safety equipment may result in disciplinary action. PPE includes physical equipment such as hard hats, high visibility vests, hearing protection, eye protection, etc. A PPE maintenance chart is located in Appendices see Table 10-2

Local Procedures

Yes. Additive to Safe Work procedures as required by local risk.

Forms and Checklists

Safe Work procedures 1 to 13

Appendix 10-1 BCTS Table of Engineering Controls

Appendix 10-2 BCTS Personal Protective Equipment PPE

Appendix 10-3 BCTS Exposure Control Plan