

Chapter 24: Safety Program Audits and SAFE Company Certification

Introduction

BC Timber Sales is committed to achieve and maintain SAFE company certification from the BC Forest Safety Council (Safety Council).

In order to be a SAFE certified company, BC Timber must effectively develop a safety program, train staff, implement the program and have the cycle audited to ensure that BC Timber Sales has created a working environment in which the worker has the opportunity to make the right decision at the right time.

Under the Safety Council's SAFE Company standard, BC Timber Sales is defined as a large company and must meet the BASE (Basic Audit and Safety Evaluation) designed for companies with greater than 19 employees.

The Safety Council maintains the BASE audit standard and also approves and maintains quality control on auditors who conduct actual audits. Further information on the Safety Council is available in Chapter 27 or on their website at: <http://www.bcforestsafes.org/>

General BASE Audit Program

The BASE audit will evaluate BCTS' health and safety program under eight key program areas. These are:

- Management Leadership
- Hazard and Risk Management
- Standards, Procedures, and Work Instructions
- Training, Education and Certification
- Health and Safety Communication Systems
- Incident Reporting and Investigation Systems
- Contractor Management
- Prime Contractor Selection and Management

The Base Audit standard and procedures for conducting the audit can be found on the Safety Council's website.

BC Timber Sales Audit Program

BC timber Sales has determined that it will seek certification as a provincial organisation and have one program cover all staff and locations.

Internal Audits

Each year, BCTS will conduct an audit to review the program and program implementation to ensure it is meeting the BASE audit standard. During the years when and external audit is required BCTS will not do an internal audit unless BCTS leadership directs one be done.

BC Timber Sales had determined that for the initial 3 years, it will engage the services of a Safety Council qualified SAFE company BASE program auditor. During the initial three year implementation period, BC Timber Sales will review the advantages of having internal staff trained and qualified to do future internal audits.

The provincial safety co-ordinator will:

- Be the contact and will co-ordinate the internal audits with local timber sales managers and business area safety contacts.
- Communicate the approved internal audit plan.
- Communicate audit findings including corrective action logs and timelines.
- Follow up on corrective action timelines and include summaries in the management review.

External audits

An initial external certification audit is required to be completed by an approved external auditor within six months of BC Timber Sales registering in the SAFE Companies program. A follow-up external audit is required every three years after the initial audit.

The provincial co-ordinator will establish and maintain external audit contracts.

The external auditor must be an independent qualified person with no recent contracts or other commitments with BC Timber Sales. The external auditor cannot have assisted BC Timber Sales with safety program development or with the internal audits.

BC Timber Sales Audit Schedule

Type of Audit	Anticipated Date	Conducted by	Purpose of Audit
Internal	Jun/Aug 2007	Qualified contractor	Maintenance audit
External	Sep/Oct 2007	External Auditor	Registration Audit
Internal	April /May 2008	Qualified contractor	Maintenance Audit
Internal	April /may 2009	Qualified contractor	Maintenance Audit
External	May /June 2010	External auditor	Certification Renewal Audit

Responsibilities during audits

Senior Management

- Ensure funding is in place to support both internal and external audits.
- Ensure the provincial safety co-ordinator is in place to manage contractor selection, direction and reporting on these contracts.
- Ensure local managers and BCTS employees are given the time to partake in audits and support the data collection and audit process.

Local Management

- Ensure a local business area contact is named and given direction and authority to support the provincial safety co-ordinator in organising and conducting the audits.
- Partake in the audit as required.
- Provide resources and access to BCTS employees to support the needs of the auditor and audit process.

Provincial Safety Co-ordinator

- Manage the internal and external audit contracts.
- Maintain annual audit plans and schedules and communicate these to timber sales managers, headquarters directors and BCTS staff.
- Co-ordinate audit process including staffing, specific business area scheduling and major travel arrangements.
- Receive audit reports and approve contractor work, provide audit reports to the individual Business areas and TSLT.
- Maintain corrective action logs on follow-up action.

Business Area Contacts

- Organise and co-ordinate aspects of the audit in the specific business area including auditor travel, interview scheduling and staff availability.
- Organise and have available information, files, documents, checklists, records and reports, corrective action logs and all necessary data for the auditor to review.
- Receive reports from the audit and communicate and follow-up on needed corrective action in the business area.
- Communicate among counterparts learning's from audits to assist other BA's.

Local Procedures

None

Forms and Checklists

None