



BCTS
BC Timber Sales
Strait of Georgia
EMS ISO 14001 Registered

**SUMMARY OF KEY EXPECTATIONS &
REQUIREMENTS OF LICENSEES,
PERMITTEES AND CONTRACTORS
UNDER OUR CERTIFICATION PROGRAMS**



Training:

1. All Supervisors must receive **EMS Awareness training** from a provincial trainer. This is cost of the BCTS Licensee, Permittee or Contractor.
 - a. Provincial Trainer website:
<http://www.for.gov.bc.ca/bcts/Forestcertification/trainer/trainers.htm>. The training is organized by the Licensee, Permittee or Contractor (LPC), not BCTS.
 - b. A trained Supervisor must be on-site at all times while a Timber Sale or high risk project is active. On low or medium risk projects, a Supervisor must be available while the site is active and make periodic visits to the worksite.
2. All workers must receive an EMS Awareness **tailgate training** session. Information included in the EMS Binder.
3. All training required by the LPC Training Needs Matrix must be completed and recorded on the **LPC Training Summary** prior to start-up. Both documents are in the binder and on the EMS website.

EMS Binder:

1. Supervisors must maintain the **EMS Binder** at the worksite at all times while the site is active.
2. Supervisors must be familiar with all information in the EMS Binder.
3. All prework and inspection reports received from BCTS must be inserted into the binder.

Pework:

1. As directed by the BCTS representative, the Supervisor must attend a prework meeting either in the office or in the field. Other employees may attend as well.
2. All employees at a worksite, must receive a prework from the Supervisor prior to starting work.
3. Any new workers to the worksite must receive a prework from the Supervisor prior to starting work.
4. All employees that receive a prework must sign the prework form.

Self-Inspections:

1. Supervisors must complete worksite self-inspections at a frequency communicated at the prework meeting.
2. Supervisors must follow-up with actions noted in self-inspections.

BCTS Inspections:

1. Supervisors must provide BCTS representatives with a safety orientation to the worksite when they enter to complete an inspection.
2. Supervisors and all workers must cooperate with BCTS representatives that visit the worksite to perform inspections.
3. Supervisors must follow-up with any action plans agreed upon during inspections.

Emergency Response:

1. Supervisors must fill out the Emergency Response Plan (ERP) & Supplement for each worksite.
2. All workers must know where to find the ERP in the binder.
3. A test or drill of the ERP may be required and will be communicated at the prework meeting.
4. Emergency Response equipment must be maintained on-site, including fire equipment as required under the Wildfire Act and spill response equipment, as required under the EFP-06.

Worksite Signage:

1. A BCTS-provided sign must be erected at all entrances to the worksite.

Every worker needs to carry with them:

1. A map
2. The relevant EFP (orange) cards for their work
3. The SFI/EMS (blue) general card

Environmental Incidents:

1. Whenever a reportable spill, fire, landslide or erosion event occurs, LPCs must inform BCTS.
2. Whenever a non-conformity with the plan or a potential non-compliance with legislation occurs, LPCs must inform BCTS.
3. Supervisors must complete the first page of the incident investigation form to report the details of the incident to BCTS.

Safety Concerns/Incidents:

1. Supervisors and all workers must report safety concerns that they believe to be BCTS responsibility to BCTS.
2. LPCs are encouraged to share all safety incident investigation reports and close call hazard reports conducted under their Safety program with BCTS.