



BCTS
BC Timber Sales

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Environmental Management System
ENVIRONMENTAL FIELD PROCEDURE

EFP 02 PROJECT SUPERVISION

Purpose and Scope

This EFP applies to all Licensee, Permittee and Contractor (LPC) workers who are responsible for supervising field activities within the scope of the BCTS EMS. It describes the supervisors' responsibilities to prepare and supervise workers in such a manner to prevent unnecessary environmental impacts. This EFP does not replace the requirements of legislation, licences, permits and contracts.

Pre-work

1. Complete a **pre-work** of the project plan with **your supervisor** and / or the BCTS representative. Understand the information that is provided on the relevant pre-work checklist. Ensure you obtain all information required to supervise the project and to prepare you for any emergencies.
2. **Prepare for, complete and document a pre-work** of the project plan **with all employees, workers and sub-contractors** involved in the project before the work commences:
 - **Review relevant project information** including contract, permit, map or plan, field markings, prescriptions, special conditions, requirements and specifications. Review project logistics, work instructions, environmental field procedures, emergency response plans and any resource features, resource values, sensitive areas, and special conditions as relevant. Provide copies of plans or maps to workers as necessary.
 - **View** the site with employees to familiarize them with any resource features, resource values, sensitive areas, and special conditions, as relevant to their function and activity.
 - **Document** the pre-work discussion and names of attendees.

Ensure, all stakeholders are notified as required(e.g. affected water licensees or purveyors, trappers, guides, lodges, residents etc.).

While supervising, ensure you:

1. **Look ahead** to make sure plans will work.
 - Ensure that all **resource features, resource values or sensitive areas** identified on the site map can be located by you on the ground and are identified on the site map. Know the associated management strategies.
 - Document any resource features, resource values or sensitive areas or areas found by you or the workers. Identify them on the map and report them to your supervisor and/or the BCTS representative.
2. **Know the location** of all employees on the site at all times.
3. Assess need for changes to plans. Obtain appropriate approvals / amendments and make required changes.

While supervising, ensure all employees:

1. **Understand** their roles and responsibilities:
 - Have received all necessary information and instructions.
 - Have relevant EFP's available to them, and follow the requirements of the EFP's.
 - Conduct the works according to the project plan(s).
2. **Notify** you of:
 - any works that do not conform to the plan(s).
 - any situations that have caused or have the potential to cause environmental damage.

3. **Contain waste** and remove it from the site on a regular basis.
4. **Inspect** equipment regularly and repair as required. Maintain spill kits, replacing used supplies promptly.

Inspect the Works

1. **Inspect current and completed works** to ensure that they conform to the project objectives. In the inspection, review relevant items including:
 - Conformance to the project plan (i.e.: licence/permit/contractual requirements),
 - Conformance to the EMS (i.e.: EFPs / ERP onsite, Emergency preparedness, Pre-works documented, EMS training),
 - Compliance with legislation (i.e.: TDG, WHMIS, FRPA, etc.) potential non-compliances are to be reported to the appropriate agency.
 - Changes to project plan,
 - Identify any non-conformances, assign corrective and preventive actions.
 - Follow-up on any corrective and preventive action(s) identified by previous inspection(s) completed by BCTS or the LPC Supervisor to ensure they have been completed.
2. Complete an inspection(s) and notify BCTS prior to demobilization and prior to any extended period of shutdown such as for season, fire, operational restrictions, economics etc. to ensure that the project area (licence or contract) is left in a state that will not result in an environmental impact. If any deficiencies are found such as inadequate water control (e.g. blocked ditches, culverts not installed), ensure corrective/preventative works are carried out prior to the shutdown of operations.
3. **At a frequency determined at the BCTS Prework, conduct inspections of the work. Document and file the results of the inspection, and provide copies as requested to BCTS.** The BCTS Client Self Inspection Report can be used for this purpose.

Manage Documentation:

1. Keep required documentation onsite:
 - BCTS prework form, and records of your Preworks with workers,
 - Operational plans and other materials provided at the prework, available to relevant workers,
 - Maps, distributed to relevant workers,
 - Emergency Response Plan (ERP) available to all workers,
 - EFP's, available to workers as relevant to their activities,
 - BCTS inspection reports and your self-inspection reports, and
 - Copies of completed Incident Report forms, for any incidents that may have occurred during the work.
2. Provide records for review upon request by BCTS:
 - Training records, and
 - Copies of completed emergency response test reports.

In the case of an emergency or environmental damage:

1. Follow the ERP as required, including reporting to BCTS and external agencies.
2. Complete an Incident Report Form and provide a copy to BCTS for any of required types of incidents this includes identifying contributing factors, root cause and applicable corrective and preventative actions. Ensure that corrective/preventative actions are followed up on and complete.

STOP WORK

And contact your project supervisor or the BCTS representative if:

- You are uncertain of the project plan, your responsibilities, or hazardous/sensitive areas.
- A previously unidentified resource feature, resource value or sensitive area is found.
- You experience unfavourable weather or site conditions that could cause environmental damage.
- You observe conditions that have the potential for immediate environmental damage.
- You feel the proposed project plan will not work to achieve the desired outcomes.