BCTS Safety
Field Handbook
BCTS FIELD
SAFETY HANDBOOK

August 2007

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Program Scope
This program applies to BCTS employees and their work situations.

The program will cover all aspects of employee responsibilities for safety, including how BCTS staff must deal with timber sale licence holders, contractors, service providers, visitors, and the public.

Co-operation with Ministry of Forests and Range District Office Staff and Program
This program is necessary to meet BCTS requirements and to enable BCTS to meet the SAFE Company standard and be fully SAFE Company certified.

The program is a provincial standard that acknowledges, expects, and utilizes some local procedures. BCTS will jointly carry out many functions tied to this manual and utilize common man check, joint committee, and other systems with MOFR operations division.

Integration with the BCTS Environmental Management System (EMS), ISO 14001, and Other Land Base Certifications
BCTS will integrate the safety program as closely as possible with other management systems and administrative needs to gain efficiencies.

Staff must remain aware that the key difference between the safety program and other management systems is that timber sale holders and contractors do not fall under the scope of the BCTS Safety Program.

Workers’ Rights
Workers have three basic rights that help them carry out their responsibilities for safety:
Right to Know—workers have the right to know about the hazards of their jobs. We should all know how to recognize and deal with those hazards so they won’t cause injury to or health problems for themselves or others.

Right to Participate—workers have the right to participate in health and safety in the workplace. Employers should consult with workers on matters that affect their safety.

Right to Refuse—workers have the right to refuse work that they believe to be unusually dangerous to themselves and/or others in the workplace.

Refusal of Unsafe Work
The right to refuse unsafe work allows a worker to step away from work she or he believes is unsafe to perform, or that which they are not competent to perform safely. This right allows the worker to have the refused work investigated, and appropriate mitigation put in place before undertaking the activity.

An employee must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
BCTS General Internal Responsibilities for Health and Safety

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Workers</th>
<th>Supervisors</th>
<th>Managers</th>
<th>Employer/ Senior Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For work</strong></td>
<td>Perform job</td>
<td>Assign tasks and schedule work</td>
<td>Determine objectives</td>
<td>Establish goals and objectives</td>
</tr>
<tr>
<td><strong>For people</strong></td>
<td>Support and mentor direct helpers/new hires</td>
<td>Orientate and train new hires</td>
<td>Assign jobs to supervisors and support supervisors</td>
<td>Establish hiring policies</td>
</tr>
<tr>
<td><strong>For work performance</strong></td>
<td>Use training, knowledge, and skills to perform work</td>
<td>Specify who does what, including safe work practices and assigning authority</td>
<td>Assign jobs to supervisors and support supervisors</td>
<td>Determine who does what and delegate authority</td>
</tr>
<tr>
<td><strong>For direction of work</strong></td>
<td>Follow safe work practices and co-operate with supervisor</td>
<td>Follow safety policies and programs</td>
<td>Implement safety policies and programs</td>
<td>Establish safety policies, programs, and procedures</td>
</tr>
<tr>
<td><strong>For relations with people</strong></td>
<td>Follow policies, programs, and procedures</td>
<td>Co-ordinate implementation of programs, policies, and procedures on shop floor</td>
<td>Implement policies</td>
<td>Determine and ensure compliance with policies, procedures, and programs</td>
</tr>
<tr>
<td><strong>For facilities and equipment</strong></td>
<td>Safely use tools, equipment, and machinery</td>
<td>Provide adequate tools, equipment, and machinery</td>
<td>Provide supervisors with adequate resources</td>
<td>Authorize expenditures and assign adequate resources to managers</td>
</tr>
<tr>
<td><strong>For input and practice at the workplace</strong></td>
<td>Take an active role in training, reporting, input, and membership in the JOHSC</td>
<td>Implement standards and train workers</td>
<td>Help employer develop standards</td>
<td>Determine health and safety philosophy and policies</td>
</tr>
<tr>
<td></td>
<td>Co-operate with committee</td>
<td>Co-operate with committee</td>
<td>Train supervisors to implement standards</td>
<td>Maintain and support JOHSC training, membership, and activities</td>
</tr>
<tr>
<td></td>
<td>Inspect tools and equipment</td>
<td>Inspect work areas, tools, equipment, and machinery</td>
<td>Report problems to managers and recommend solutions</td>
<td>Accountable to directors and society for safe operation of work</td>
</tr>
<tr>
<td><strong>For accountability</strong></td>
<td>Report hazards to supervisor</td>
<td>Report problems to managers and recommend solutions</td>
<td>Develop effective solutions to problems</td>
<td>Accountable to employers for operations</td>
</tr>
</tbody>
</table>
BC Timber Sales Safety Policy

BCTS is committed to maintaining an organizational culture where all staff proactively participate to ensure a safe and healthy workplace as a fundamental component of every day business.

The management of BCTS is committed to promoting incident free workplaces by:

1. Providing BCTS staff with opportunities for effective education, training, and supervision to minimize risk and the potential for injury;
2. Implementing, maintaining, monitoring and reporting on a comprehensive Occupational Health and Safety Program that effectively covers the scope of BCTS operations;
3. Requiring compliance with applicable health and safety legislation, regulations, and jurisdictional requirements on BCTS operations;
4. Providing adequate resources to support the promotion and achievement of BCTS health and safety objectives;
5. Participating and collaborating with organizations within the overall forest industry sector to promote forest sector safety;
6. Subscribing to the Health and Safety Accord of the British Columbia Forest Industry and requiring companies who conduct operations under the overall BCTS program to obtain SAFE Company certification; and
7. Continually improving BCTS health and safety performance through evaluation of input from employees and other parties, periodic review of program elements, and monitoring other evolving and changing factors within the forest industry.

BCTS supervisory personnel will be accountable for ensuring employees are properly trained for their jobs, making employees aware of safety hazards, ensuring unsafe action or conduct is not tolerated in the workplace, and endorsing sound health and safety work practices on a daily basis.

BCTS workers will be accountable for conducting their work activities in accordance with sound health and safety practices and will endorse these practices with their fellow workers.

Dave Peterson
Assistant Deputy Minister
BC Timber Sales
FOREST SAFETY ACCORD

Our Key Beliefs:
- We believe that all fatalities and injuries are preventable.
- We believe in a culture where the health and safety of all workers is an ever-present priority.
- We believe that excellence in health and safety is important to our long-term success.

Shared Responsibility:
- We are collectively and individually responsible for the safety of all workers and all workplaces.
- Individuals must assume responsibility for their own safety and the safety of co-workers by following all safety rules, procedures, and practices, by refusing to perform unsafe work, and by taking collective responsibility for the unsafe conduct of others.
- Team leaders, line supervisors and prime contractors must take a leadership role in ensuring worker health and safety and assuring accountability for safety on the workplace.

Recognition of Safety Performance and Practice:
- The commitment to health and safety is to all workers, not just direct employees. When engaging contractors, sub-contractors and others to provide services, the selection process and administration of contracts will include recognition and support of good safety performance and practices.
- Employers will recognize and support the safety performance of their employees.
- All owners of forested lands, tenures, holders and licensees will give weight to the safety record and current practice of companies in the awarding of contracts and in the determination of fees and bonuses.

Commitment to Training and Supervision:
- We understand the importance of workers being fully prepared for the work they do and the provision of competent supervisors who will insist on and enforce safe work practices. All workers on the workplace must be competent and fully trained and certified for the work they are performing.

Legislation:
- It is understood that the regulatory environment of the Forest Industry can have profound impacts on safety. Accordingly, government committees and agencies must take into account the importance of health and safety when developing, reviewing and drafting applicable areas of law and regulation.

Continual Improvement:
- We are committed to the ongoing improvement of our practices and support efforts to develop and implement new methods, procedures and technologies that have the potential to improve safety.
Safety Meetings, Safety Alerts, Bulletins, and Corrective Action Logs

The best way to keep current on forest sector safety, BCTS initiatives, and new or emerging trends or hazards in your work is to participate in safety meetings. BCTS has the following strategy for meetings.

Section Safety Meetings

Your field team or division section is prescribed to hold monthly meetings to discuss safety issues which affect your section, including corrective action logs, safety alerts, and new procedures; as well as reviewing aspects of the safety program and safety in the forest sector. These meetings require an agenda and a formal set of meeting minutes to be filed.

Joint Occupational Health and Safety Meetings

Each BCTS office will take part in a joint committee with the MOFR. BCTS will be represented on these committees. The committees will meet monthly and publish minutes for review by all BCTS staff in the office.

Safety Alerts and Bulletins

Your BCTS office will post safety alerts or bulletins from other BCTS operations, MOFR operations, and forest industry operations for you to review. These alerts or bulletins will provide updates on events that happened in other areas which are likely to occur in your area. Control measures and/or hazard identification methods are identified.

Corrective Action Logs

Your BCTS office will keep a corrective action log for any hazards identified requiring further action to correct deficiencies in the program or operating conditions in your area. All employees should be familiar with and frequently review the corrective action logs.
Due Diligence

The primary goal of BCTS in understanding and showing due diligence in implementing the safety program is to ensure BCTS employees do everything they can to reasonably foresee and identify safety hazards arising from their activities, and to take reasonable care to prevent a harmful event from occurring. Being fully diligent with safety is not only essential for staff, it is also essential from a business perspective. Organizations that are diligent with safety and have good safety records also tend to be well-organized and successful businesses.

Due diligence means that one must be able to show in a measured and objective way that they have taken all reasonable precautions to protect the health and safety of workers, which may include exceeding generally accepted practices. For the purpose of showing compliance with health and safety legislation, and establishing a defence, if prosecuted or issued an administrative penalty, the employer, a manager, a supervisor, or a worker must be able to show they have met the standard of “due diligence.”

If prosecuted, a defence of due diligence cannot be successfully established by simply stating either that you intended to provide a safe workplace, or that you had a program in place. One must be able to provide proof of real actions taken. A defence of due diligence can only be established based on the actions taken prior to the incident or infraction.

Proper documentation is extremely important in the BCTS safety program in order to do two things:

- provide a path of due diligence in our effort to deliver on statutory responsibilities for safety; and
- provide documentation and information to support BCTS desire to be a safe employer, and be acknowledged as such by achieving and maintaining SAFE certified status through successful audits.
Examples of Not Showing Due Diligence

A person (manager, supervisor, or worker) has not been duly diligent if they:

- should have reasonably known about a hazard and did not address it;
- knew about a hazard and did nothing to correct it, or did not refer it to someone who could or would correct it;
- knew about the hazard but did not warn or advise workers;
- did not follow established safety rules or safe work procedures;
- did not comply with relevant OHS legislation;
- did not ensure personal protective equipment was available, maintained, and used as required; and/or
- did not co-operate with others in the workplace to make a safe work environment.

Reporting and Investigations

Reporting

Failure to report critical hazards, unsafe acts and conditions, or near misses sets the stage for further accidents to occur. The reporting process is fundamental to an effective occupational health and safety program, and for preventing injuries and fatalities in the workplace. Depending on the nature of the issue, the reporting process will vary.

All incidents or close calls which resulted in injury, or with the potential for injury and/or equipment or property damage, must be reported to your supervisor as soon as possible after they occur. Depending on the type of incident and need for medical aid, other personnel and agencies may also be involved in the reporting chain of events.
On the same day, a written incident report must be submitted that includes details of the incident, along with any corrective action and future recommendations to prevent its recurrence.

**All Injuries or Incidents, No Matter How Minor, Must Be Reported**

Supervisors are required to take the necessary action to address the situation. Incidents will trigger an investigation. Management should also be notified as soon as possible after all serious incidents.

The manager must notify WorkSafeBC in any of the following situations:

- resulted in serious injury to or the death of a worker;
- involved a major structural failure or collapse of building, bridge tower, crane, hoist, temporary construction support system, or excavation;
- involved the major release of a toxic or hazardous substance; or
- blasting incident.

Except as otherwise directed by WorkSafeBC or a peace officer, a person must not disturb the scene of an incident (as listed above) except where it is necessary to:

- attend to persons injured or killed;
- prevent further injuries or death; and/or
- protect property that is endangered as a result of the incident.
## Reporting Types

<table>
<thead>
<tr>
<th>Reporting</th>
<th>Possible Contacts</th>
<th>Method</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1: Fatalities/serious injuries</td>
<td>BCTS supervisor</td>
<td>Verbal &amp; written report</td>
<td>Verbal—immediate Written—on the same day</td>
</tr>
<tr>
<td>#2: Damage/loss of property</td>
<td>First Aid (FA) attendant, WorkSafeBC, Police</td>
<td>Verbal &amp; written report</td>
<td>Verbal—immediate Written—on the same day</td>
</tr>
<tr>
<td>#3: Emergency incidents</td>
<td></td>
<td>Verbal</td>
<td>Verbal—ASAP Written—within one week</td>
</tr>
<tr>
<td>#4: Minor injuries</td>
<td>BCTS supervisor, FA Attendant, WCB</td>
<td>Verbal &amp; written report</td>
<td>Verbal—immediate Written—on the same day</td>
</tr>
<tr>
<td>#5: Near miss incidents</td>
<td>BCTS supervisor</td>
<td>Verbal</td>
<td>Verbal—ASAP Written—within one week</td>
</tr>
<tr>
<td>#6: Unsafe acts or conditions</td>
<td>BCTS supervisor, LPC supervisor</td>
<td>Verbal &amp; written report</td>
<td>Verbal—immediate Written—within 24 hours</td>
</tr>
<tr>
<td>#7: Hazards</td>
<td>BCTS supervisor, LPC supervisor</td>
<td>Verbal</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

### Reporting Hazards

**What should I do if I notice a hazard?** Report it immediately to your supervisor or the onsite supervisor. The immediate hazard reporting process allows employees to report hazardous conditions or practices as they notice them. This procedure enables prompt reporting and subsequent corrective action without waiting for the next round of regular inspections.

Hazards are reported by completing a simple form.

### Investigations

The main purpose of incident investigation is to identify the immediate and underlying or root causes and improve the health and safety management system to prevent the incident from recurring. This will protect worker safety, reduce financial losses, and improve legal compliance.

Investigations must be conducted by qualified personnel who have been trained for this purpose. When there is an incident...
or accident, more than one investigation may occur simultaneously. BCTS must conduct its own, but may also work in concert with investigations by WorkSafeBC, the major licensee, or other government agency.

Any incident that resulted in a serious or major loss will be investigated as early as possible. Such losses include: injury, illness or occupational disease, property damage, fire, or theft.

In addition, any close call which had the potential to cause a serious injury to a worker must be fully investigated to the same standard as required for an incident with serious injury or major loss.

The investigation committee will include one or more of the following persons depending on the level of investigation. At least one will be trained in incident investigation:

- Joint Occupational Health and Safety Committee (JOHSC) member(s);
- the site supervisor; and
- the injured worker or another appropriate employee.

There are three levels of investigation.

**Level 1 investigation**

Where a minor injury or damage to equipment has occurred, the supervisor on the site has the necessary skills and can conduct the investigation with their personnel on site. This is a simple investigation which takes very little resources or in-depth knowledge to complete, and includes injuries up to, but excluding, LTIs (loss of time incidents) and equipment damage less than $5,000.

**Level 2 investigation**

With a major injury or damage to equipment, the intervention of a health and safety professional may be necessary. It is a more complex investigation which takes a noteworthy amount of time, personnel, knowledge, or resources to complete. This includes injuries such as LTIs and equipment damage over $5,000.
**Level 3 investigation**
A Level 3 investigation is required after a catastrophic event. This includes major disabling injuries, fatally injured workers, and equipment damage in excess of $100,000. This level of investigation normally involves media scrutiny and a special team of investigators from the jurisdictional body.

**Audits, Management Review, and Continuous Improvement**

**Audits**
BC Timber Sales is committed to achieve and maintain SAFE Company certification from the BC Forest Safety Council (Safety Council or BCFSC). In order to be a SAFE certified company, BC Timber Sales 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.

**General SAFE Company BASE Audit Program**
The BASE audit will evaluate the 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

An external audit will be conducted every three years. An internal SAFE Company safety program audit will be conducted in each of the intervening years.
Management Review
Management of BCTS is committed to conducting a full review of the OHS program on an annual basis. Intermediate or partial reviews may be conducted as required.

Continuous Improvement
The BCTS safety program is based on continuous improvement. Feedback, input, reporting and investigating hazards and incidents, and employee involvement will all drive the program to address new situations, changing industry practices, and employee needs. It will also keep the program robust and become an essential part of everyday work.
BCTS Field Safety Handbook

Owner: ______________________

BCTS Location

BC Timber Sales is committed to continually improving forest safety and having safe worksites by demonstrating and promoting safe forest management practices and implementing a systematic approach to safety in all Business Areas.

This handbook is intended to provide the owner with the key details of the safety program which may be needed in field situations. The BCTS safety program manual is the only controlled document, and complete version of the program.

The handbook also serves as a record of diligence on the part of the BCTS staff member in contributing to safety program implementation. This includes quick records of awareness and other training, on-the-job training by supervisors, and action taken by the employee, including involvement in safety meetings. The records retained in this field book should reflect—at minimum—the last year’s worth of activity. Records should be integrated into Arcs and Orcs files for historical purposes as your Field Handbook is maintained and updated.

In an effort to be efficient, workers and supervisors may keep notes or journal entries supporting the program, but must either photocopy these notes and put them in files, or otherwise have them available for audits or investigations. This handbook is designed to accommodate such diligence records where the program does not have a template for them. All staff are encouraged to use the Handbook as a record of their diligence in participating in the program.
Orientation Process

Statistics indicate that new workers experience the highest rate of injuries, usually within the first six months of employment. Orientation training is an important opportunity to convey existing and potential hazards, along with control measures, to keep them in check. There are three distinct occasions when an orientation should occur. They are:

- a new worker (new to BCTS);
- a worker is in a new role/job; and
- a worker is returning to work after an absence of two months or more.

Orientations are provided to familiarize the worker with the general process and the step-by-step procedures required for safe completion of the job. Management is responsible for the orientation process, but can include: on-site supervisors, safety reps/committee members, or other designated personnel. BCTS Orientation Checklist 13-3 is included in this handbook.

On-the-Job Training

On-the-job reviews (or on-the-job training, “OJT”) are crucial in reinforcing worker competency and establishing same during orientation through hands-on instruction and observation on the workplace. This type of review/training is an important method for a Supervisor to exercise their due diligence by verifying the competency of the worker. OJT can be provided by a one-on-one with the Supervisor or through the use of a “buddy system” with another competent worker who is familiar with doing the job safely and efficiently.

BC Timber Sales Training Matrix

All staff should refer to the BCTS Safety Program Manual to review the training matrix which lays out required safety training for BCTS employees.
### Training Certification and Competency Record

<table>
<thead>
<tr>
<th>Topic</th>
<th>Owner’s Initials/ Date</th>
<th>Supervisor’s Initials/ Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Explanation of Program Manual and Handbook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Completion BCTS Safety program Awareness Training</td>
<td></td>
<td></td>
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<tr>
<td>3) Survival First Aid certificate / expiry</td>
<td></td>
<td></td>
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<tr>
<td>4) ATV operator certificate / expiry</td>
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<td></td>
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<tr>
<td>5) Marine vessel operator certificate / expiry</td>
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<tr>
<td>On-the-job training/safety review</td>
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<td>On-the-job training/safety review</td>
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<td>On-the-job training/safety review</td>
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<tr>
<td>On-the-job training/safety review</td>
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</tbody>
</table>
**Vehicle Operator Inspection, Record of Activity**

*Circle Checks (Guided by Checklist 14-2)*

<table>
<thead>
<tr>
<th>Vehicle or Equipment Inspected</th>
<th>Date</th>
<th>Deficiencies Found and Corrected or Reported</th>
<th>Equipment or Vehicle Tagged Out of Service (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
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B-4
Tailgate or Work Hand-off Meetings

These are informal meetings held by BCTS employees to go over specific workplaces, emergency response procedures, or new hazards to ensure that the worker is familiar with the situation or hazard and the control measures in place to deal with it. Workers taking on different work, or work in different locations, should ensure they have such a meeting with their peers or supervisor.

These meetings should be recorded in a brief note or diary or in the field handbook to verify their occurrence.

Record of Tailgate or Work Hand-off Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Attended by</th>
<th>Project or Task Discussed</th>
<th>Key Points Discussed</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
## BC Timber Sales Occupational Health and Safety Program
### Form #10-2—BCTS Personal Protective Equipment (PPE)

<table>
<thead>
<tr>
<th>Type of PPE</th>
<th>When required</th>
<th>Maintenance schedule/care (indicators for replacement)</th>
<th>Attain from</th>
<th>Responsible to attain and maintain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard hats</td>
<td>When in the field and outside of a vehicle, or an overhead hazard may exist</td>
<td>Cracks or discoloration; avoid petroleum products or insect repellent contact</td>
<td>Supervisor</td>
<td>Field staff</td>
</tr>
<tr>
<td>Helmets (approved type)</td>
<td>When operating ATVs, motorcycles, and snowmobiles</td>
<td>Cracks or discoloration or history of extreme impact; keep inside clean and free of debris</td>
<td>Supervisor</td>
<td>Field staff</td>
</tr>
<tr>
<td>High-visibility vests</td>
<td>On any industrial setting where machinery or vehicle traffic may be encountered; in locations where being able to locate a co-worker by sight is essential</td>
<td>Fading or loss of reflective properties; keep clean</td>
<td>Supervisor</td>
<td>Field staff</td>
</tr>
<tr>
<td>Field footwear</td>
<td>When working in the field where there is a risk of twisting or injuring the foot</td>
<td>Maintain integrity of ankle support and foot protection; ensure good fit and comfort</td>
<td>Employee</td>
<td>Field staff</td>
</tr>
<tr>
<td>Specialized safety footwear</td>
<td>When there is a risk of heavy objects falling or impacting the feet or lower legs, or where assessment shows the need for caulks</td>
<td>Regular inspections (dependent on use) looking for indicators of wear that could render the footwear ineffective</td>
<td>Employee supplied, allowance provisions in collective agreement as applicable</td>
<td>Field staff</td>
</tr>
<tr>
<td>Hearing protection (ear muffs, ear plugs)</td>
<td>When there is a risk of injury to the ear or hearing loss through sustained noise levels (aircraft)</td>
<td>Loss of function; no longer sanitary</td>
<td>Supervisor</td>
<td>Field staff</td>
</tr>
<tr>
<td>Type of PPE</td>
<td>Maintenance schedule (check and record)</td>
<td>Responsible to</td>
<td>Additional notes</td>
<td></td>
</tr>
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<td>-------------</td>
<td>----------------------------------------</td>
<td>----------------</td>
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<td></td>
</tr>
<tr>
<td>Eye protection (glasses, face shields, face screens)</td>
<td>As per manufacturer’s recommendations</td>
<td>Supervisor</td>
<td>Eye protection that is cracked, broken, or severely scratched, obstructing visibility</td>
<td></td>
</tr>
<tr>
<td>NIOSH personal air purification systems</td>
<td>Clean, not ripped, reusable</td>
<td>Staff</td>
<td>Clean, not ripped, reusable; keep dry, away from oil or grease</td>
<td></td>
</tr>
<tr>
<td>Respirators</td>
<td>When there is a risk for objects to strike or penetrate the face or eye</td>
<td>Supervisor</td>
<td>Clean, not ripped, reusable; keep dry, away from oil or grease</td>
<td></td>
</tr>
<tr>
<td>Clean, not ripped, reusable</td>
<td>Clean, not ripped, reusable</td>
<td>Supervisor</td>
<td>Clean, not ripped, reusable; keep dry, away from oil or grease</td>
<td></td>
</tr>
<tr>
<td>Clean, not ripped, reusable</td>
<td>Clean, not ripped, reusable</td>
<td>Supervisor</td>
<td>Clean, not ripped, reusable; keep dry, away from oil or grease</td>
<td></td>
</tr>
<tr>
<td>Clean, not cracked, functioning</td>
<td>Clean, not cracked, functioning</td>
<td>Supervisor</td>
<td>Clean, not cracked, functioning</td>
<td></td>
</tr>
<tr>
<td>Dry undamaged containers</td>
<td>Dry undamaged containers</td>
<td>Supervisors</td>
<td>Dry undamaged containers</td>
<td></td>
</tr>
<tr>
<td>Good condition, not damaged to reduce effectiveness</td>
<td>Good condition, not damaged to reduce effectiveness</td>
<td>Supervisor</td>
<td>Good condition, not damaged to reduce effectiveness</td>
<td></td>
</tr>
<tr>
<td>As per manufacturer’s recommendation</td>
<td>As per manufacturer’s recommendation</td>
<td>Supervisor</td>
<td>As per manufacturer’s recommendation</td>
<td></td>
</tr>
<tr>
<td>Fully stocked and current</td>
<td>Fully stocked and current</td>
<td>Supervisor</td>
<td>Fully stocked and current</td>
<td></td>
</tr>
<tr>
<td>Gloves</td>
<td>Clean, not ripped, dry free of oil or grease</td>
<td>Supervisor</td>
<td>Clean, not ripped, dry free of oil or grease</td>
<td></td>
</tr>
<tr>
<td>Whistles</td>
<td>When there is a risk for objects to strike or penetrate the face or eye</td>
<td>Supervisors</td>
<td>Whistles that are not plugged, not torn, and not damaged</td>
<td></td>
</tr>
<tr>
<td>Bear spray/insect repellent</td>
<td>When there is an elevated level of risk for pests</td>
<td>Supervisors</td>
<td>Bear spray/insect repellent that is not expired and is properly stored</td>
<td></td>
</tr>
<tr>
<td>Chainsaw chaps</td>
<td>When there is a risk for objects to strike or penetrate the face or eye</td>
<td>Supervisors</td>
<td>Chainsaw chaps that are properly fitted and are not damaged</td>
<td></td>
</tr>
<tr>
<td>Sunscreen</td>
<td>When there is a risk for objects to strike or penetrate the face or eye</td>
<td>Supervisors</td>
<td>Sunscreen that is not expired and is properly stored</td>
<td></td>
</tr>
<tr>
<td>Personal survival kit</td>
<td>When there is a risk for objects to strike or penetrate the face or eye</td>
<td>Supervisors</td>
<td>Personal survival kit that is not expired and is properly stored</td>
<td></td>
</tr>
</tbody>
</table>

BC Timber Sales Occupational Health and Safety Program
Form #10-2—BCTS Personal Protective Equipment (PPE) (cont.)
### BCTS Emergency Evacuation Plan
#### Checklist #11-1

<table>
<thead>
<tr>
<th>Worksite Details</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical location of worksite:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-ordinates of worksite: Lat/Northing:</td>
<td>Long/Easting:</td>
<td></td>
</tr>
<tr>
<td>Type of emergency access:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Land</td>
<td>□ Air</td>
<td>□ Air and Land</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Aid Details</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid attendant on site: Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons who could be of assistance Name 1.</td>
<td></td>
<td>How to contact 1.</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td>Location and types of First Aid kits Types 1.</td>
<td>Location 1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication Details</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>On site radio frequency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate radio frequency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On site telephone number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication devices Type of unit 1.</td>
<td>Location of unit 1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Telephone Numbers</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dial &quot;911&quot; for Police, Fire, or Medical assistance. If &quot;911&quot; access is not available at your worksite, use the alternate emergency numbers below.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provincial Ambulance 1-800-461-9911</td>
<td>Helicopter Contractor</td>
<td></td>
</tr>
<tr>
<td>RCMP 1-250-774-2777</td>
<td>Emergency Response Centre (spills/contamination) 1-800-222-6514</td>
<td></td>
</tr>
<tr>
<td>WorksafeBC 1-866-922-9221</td>
<td>WorkSafeBC (after hours) 1-604-273-7711</td>
<td></td>
</tr>
<tr>
<td>Poison Control Centre 1-800-332-1414</td>
<td>Reporting Fire 1-800-663-5555</td>
<td></td>
</tr>
</tbody>
</table>

B-8
BCTS Test/Drill Report Form
Checklist #11-2

<table>
<thead>
<tr>
<th>Operating area/location:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Conducted by:</td>
<td></td>
</tr>
</tbody>
</table>

**Personnel in Attendance**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Scope of the Drill**

Scenario:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Summary of the Drill Results**

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledgeable, trained personnel were available for this drill</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate communication equipment was available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency information was available and effectively utilized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper outside emergency contacts were notified in a timely manner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All essential steps were followed for this drill (see back of form)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper reports and documentation were completed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This drill demonstrated positive results</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Action Items

Example: further crew training is required; communication equipment is not adequate for the worksite

### Drill steps and sequence

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Completed successfully?</th>
<th>Deficiency or Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Warn people in the immediate area and secure the zone from further entry if possible.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Check if anyone is present in the danger zone by using some form of alert (shouting, whistle, horn)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Evacuate the zone if necessary to prevent injury to any worker or member of the public.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>If there is an injury, obtain local or outside assistance—do not ask them to enter the zone unless safe.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>If no assistance is available, provide First Aid to the extent of your training and abilities.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Notify licensee personnel as soon as possible.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Complete an Incident Report after the emergency has been mitigated.</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

### Actual drill steps and sequence

<table>
<thead>
<tr>
<th>Step #</th>
<th>Description</th>
<th>Completed successfully?</th>
<th>Deficiency or Issue</th>
</tr>
</thead>
</table>

B-10
# BCTS On-the-Job Training
## Checklist #13-2

<table>
<thead>
<tr>
<th>Description</th>
<th>Competency verified</th>
<th>Previous exp.</th>
<th>Date to complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection Training/Document Familiarity: Determine competency of worker by accompanying during a field inspection.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Accident Investigation Training: Determine competency of trainee by accompanying during an investigation.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Legal &amp; Regulatory Training: Observe competency of worker in legal and regulatory issues during regular work activities and provide instruction as needed.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Standard Work Procedures: Review applicable company SWP with trainee and provide demonstrations as necessary to ensure competency.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Emergency Response: Review drill steps with trainee and demonstrate use of emergency equipment and evacuation procedures.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>WHMIS: Review the hazardous substances used during the job and observe the trainee demonstrating the handling and storage of these substances.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TDG: Review the dangerous goods transported within the job activities and observe the trainee identifying and securing these items.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Hazard Reporting: Ask the trainee to identify a hazard in the workplace and demonstrate how to report the hazard.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Fire Extinguishers: Instruct the trainee in the process of using an extinguisher and observe them demonstrating its use.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>PPE: Provide instruction as to what PPE to wear in different circumstances; ask the trainee to demonstrate how to care for and maintain the PPE.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Worker receiving OJT—I acknowledge that I understand the training received, and accept the legal responsibility for my role in fulfilling what I have initialled on this page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Person conducting OJT

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The following is a list of topics to be covered in a new workers' orientation to Occupational Health and Safety. This is not a comprehensive list. Each supervisor will need to modify the list of topics to meet the operational demands of the worksite.

Note: Not all the items relate to each job.

<table>
<thead>
<tr>
<th>Critical Issues (1st day)</th>
<th>Competency verified</th>
<th>Date to complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Response: Fire, injury/death, spills, H2S, natural disasters.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Hazard ID and Reporting: Hazards are sources of danger to workers. See hazards identified in task inventory. Discuss risk analysis process and RAC IT for new hazards.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Report, Assess, Control Hazards: How to report hazards; discuss need for documentation and Corrective Action Log.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Rules: Review all rules; review use of PPE.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Rights: Review worker rights, refusal of unsafe work, etc.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Incidents &amp; Accidents: Review definitions of incidents and accidents, how to report.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Man Check Procedures: Review method of conducting man checks and the frequency.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Safety Meetings: Expectations for attendance and input.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Issues (1st week)</th>
<th>Competency verified</th>
<th>Date to complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety Accord: Review and identify location.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>BCTS Safety Policy: Review and identify location.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Safety Responsibilities: Review and distribute.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Training Requirements: Inspections, accident investigation, and legal requirements (WHMIS, TDG, WCB, Fuel, MVA, etc.).</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Hazard, Risk, and Controls: General review of hazard generators, how they are assessed and how risk is determined; types of controls.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Work Procedures &amp; Practices: How procedures are developed (Task Inventory); review of codes of practice, work practices, and general precautions.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Company Policies: Review of all policies.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Subject</td>
<td>Description</td>
<td>Competency verified</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Personal Protective Equipment:</td>
<td>Review of what PPE is to be worn, where, how to maintain PPE. Discuss specialized PPE such as bear spray, PFDs for marine and aircraft use, H2S monitors, whistles, and ATV helmets. Review maintenance of PPE.</td>
<td>Yes No N/A</td>
</tr>
<tr>
<td>Supervisor Requirements:</td>
<td>Inspection training, records training, orientation training, administrative training.</td>
<td></td>
</tr>
<tr>
<td>Safety Representative/Joint OHS Committee:</td>
<td>Worker representation in the workplace, duties, participation.</td>
<td></td>
</tr>
<tr>
<td>Incident and Accident Investigations:</td>
<td>Review purpose of investigations and how they are conducted.</td>
<td></td>
</tr>
<tr>
<td>Employment Standards:</td>
<td>Required breaks, hours of service, PPE.</td>
<td></td>
</tr>
<tr>
<td>Inspections:</td>
<td>Who conducts inspections; role of the Safety Representative, participation.</td>
<td></td>
</tr>
<tr>
<td>Reference Documents:</td>
<td>Types and locations of documents for worker reference.</td>
<td></td>
</tr>
</tbody>
</table>

Additional safety issues covered during orientation

Workers receiving orientation—I acknowledge that I understand the training received, and accept the legal responsibility for my role in fulfilling what I have initialed on this page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
</table>

Person conducting orientation

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
</table>
BCTS OHS Program Site Inspection Sheet
Checklist #14-1

14-1 Site inspection, adopted from BCFSC
(For use on BCTS worksites where no other independent employer or contractor or prime contractor is operating; for other sites see Appendix 15, Checklist #19-1)

Site __________________ Date of Inspection ____________

Part 1—Conditions

Number of workers on site: _______________________

Any significant changes to work site and operational conditions:
________________________________________________________________________________________
________________________________________________________________________________________

Any safety incidents relating to those changing conditions:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Part 2—Hazards

Risks and hazards on site:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Part 3—Corrective Action

Has a safety meeting been called regarding any new conditions or hazards identified?
Yes ☐  No ☐

Has a Corrective Action Log (CAL) been completed for any new conditions or hazards?
Yes ☐  No ☐

If Yes, indicate CAL number: _______________________

B-14
Part 4—Mobile Equipment & Facilities

Equipment requiring repair:


Facilities requiring maintenance/repair:


Part 5 – First Aid Requirements

Types of injuries likely to occur:


Barriers to providing First Aid to an injured worker on any part of the work site:


Potential time/logistical difficulties in transporting an injured worker to a treatment facility:


Recommended action:


Supervisor’s Name __________________________ Signature __________________________
BCTS OHS Program Mobile Equipment
Operator Checklist
Checklist #14-2

14-2 Mobile equipment checklist, adopted from BCFSC
(For BCTS owned and operated equipment only see Appendix 1, checklist 19-1 for contractors)

<table>
<thead>
<tr>
<th>Equipment number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment type:</td>
<td></td>
</tr>
<tr>
<td>Operator:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Any item found needing attention or repair should be brought to the attention of the supervisor and party responsible for follow up.

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>Visual checks</th>
<th>N/A</th>
<th>Operational checks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Oil level &amp; hydraulic fluid</td>
<td></td>
<td>Horn</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transmission oil level</td>
<td></td>
<td>Steering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Radiator water level</td>
<td></td>
<td>Service brakes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fuel level</td>
<td></td>
<td>Parking brake</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obvious damage and leaks</td>
<td></td>
<td>Controls</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire condition</td>
<td></td>
<td>PPE present / in good condition</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spare, jack, tire iron present</td>
<td></td>
<td>Emergency Information present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Head and tail lights</td>
<td></td>
<td>Risk management or repair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Warning lights</td>
<td></td>
<td>Radio check</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Air brakes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other gauges and instruments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Emergency Information present</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hazard identification</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Items posing immediate risk</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B-16
WorkSafeBC Regulation 3.10 requires that whenever a person observes what appears to be an unsafe or harmful condition or act, the person must report it as soon as possible to a supervisor or to the employer. The person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay. For the purposes of this form, a **hazard** is defined as any unsafe or harmful condition or act. This form is designed to document the reported hazard.

### Hazard Report

<table>
<thead>
<tr>
<th>Name of person reporting hazard:</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Workplace location/address:</td>
</tr>
<tr>
<td>Name of person receiving hazard report:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Job title:</td>
<td>Workplace location/address:</td>
</tr>
</tbody>
</table>

**Describe hazard observed or describe what happened and priority for mitigation:**

**Location of hazard observed:**

**Date hazard observed:**  **Time hazard observed:**

**Date hazard reported:**  **Time hazard reported:**

The person reporting the unsafe or harmful condition or act (hazard) must forward this **Hazard and Unsafe Act or Condition Form** to the appropriate supervisor or the employer at the workplace. The person receiving the report must investigate the reported unsafe or harmful condition or act (hazard) as soon as possible.
BCTS Incident Report Form  
Checklist #15-2

When to use this form  
All incidents must be reported on this form, including the following:  
• a close call that could have inflicted bodily harm  
• a close call that could have produced property damage over $250  
• an incident with injuries treated at the worksite  
• an incident with injuries that prevent a worker from returning to work duty  
• an incident that includes fatalities

General Information  
Date and time incident occurred:  
Location of incident:  
Name and title of worker involved:  
Occupation:  
Regular or trainee:  
Supervisor in charge:

Overview of Incident

<table>
<thead>
<tr>
<th>Description</th>
<th>Check applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Near miss (no injuries, no damage)</td>
<td>☐</td>
</tr>
<tr>
<td>Injuries sustained</td>
<td>☐</td>
</tr>
<tr>
<td>Property damage occurred</td>
<td>☐</td>
</tr>
<tr>
<td>Mobile equipment damage occurred</td>
<td>☐</td>
</tr>
<tr>
<td>Fire occurred</td>
<td>☐</td>
</tr>
<tr>
<td>Worker returned to work duty</td>
<td>☐</td>
</tr>
<tr>
<td>Worker required medical aid on site</td>
<td>☐</td>
</tr>
<tr>
<td>Worker sent to medical facility</td>
<td>☐</td>
</tr>
<tr>
<td>Fatality occurred</td>
<td>☐</td>
</tr>
</tbody>
</table>

Description of Incident  
List the individuals who witnessed or were affected by the incident:

List any equipment or tools that contributed to the incident:
Describe the weather conditions at the time of the incident (temperature, visibility, precipitation):

Describe the sequence of events that caused the incident to occur (include approximate measurements):

### Incident Results

<table>
<thead>
<tr>
<th>Near Miss</th>
<th>Accident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefly describe what injuries could have resulted from this incident:</td>
<td>Briefly describe what injuries occurred as a result of this accident:</td>
</tr>
<tr>
<td>Briefly describe what property damage could have resulted from this incident:</td>
<td>Briefly describe what property damage occurred as a result of this accident:</td>
</tr>
<tr>
<td>Briefly describe what mobile equipment damage could have resulted from this incident:</td>
<td>Briefly describe what mobile equipment damage occurred as a result of this accident:</td>
</tr>
</tbody>
</table>

### Analysis of the Incident

In your opinion, check which of the following best describes why you think the incident occurred (can be more than one):

- ☐ Worker inattention
- ☐ Worker impairment (drugs, alcohol, fatigue, stress)
- ☐ Lack of proper orientation or OJT training
- ☐ Lack of proper pre-job instruction
- ☐ Lack of proper worksite hazard assessment
- ☐ Faulty equipment
- ☐ Poor weather conditions
- ☐ Other (describe): ___________________
**Root Cause**

In your opinion, what key elements were in play to allow the incident or close call to occur?

**Recommendations**

In your opinion, what corrective action might be taken to help prevent an incident like this occurring in the future?

**Person completing the report:**

**Other investigation team members:**

**Supervisor on site:**

**Report completion date:**

**Office use only**

Hazards transferred to Action Plan process: ☐ Yes Date:

File closed by:

NOTE: Incidents of serious injury, death, structural or excavation collapse, or release of hazardous substances must be immediately reported to WorkSafeBC.
BCTS Timber Sale Planning Safety
Checklist #18-1

The purpose of this checklist is to confirm that the required safety-related steps in the timber sale planning process have been considered and integrated into the licence document.

<table>
<thead>
<tr>
<th>ESSENTIAL ELEMENTS</th>
<th>CONFIRMATIONS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term: Does the planned term provide adequate time to complete the work on the TSL given seasonal and access considerations?</td>
<td></td>
</tr>
<tr>
<td>Access: Is there safe access to the timber? Have the hazards on the access route been identified and documented? Will the access routes be able to accommodate the increased traffic as a result of the TSL?</td>
<td></td>
</tr>
<tr>
<td>Adjacent operations: Are there conflicts with adjacent operations relative to timing or hazards (major licensees, salvage, silviculture, other industrial or public operations)?</td>
<td></td>
</tr>
<tr>
<td>Silviculture prescriptions and harvest systems: Have the proposed plans been reviewed to ensure they can be implemented safely? Have hazards been identified and documented (high retention, windthrow, snags, unstable slopes)?</td>
<td></td>
</tr>
<tr>
<td>Other conditions:</td>
<td></td>
</tr>
</tbody>
</table>

Follow-up action required:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
BCTS Timber Sale Holder Pre-work Meeting
Safety
Checklist #18-2

Date:  
Timber Sale Licence #  
BCTS Representative:  

The purpose of this pre-work meeting is to review the requirements for safety on the timber sale licence (TSL highlights) attached to the tender document for the TSL. This checklist will serve as a record of these key elements having been discussed.

Compliance with WorkSafeBC requirements remains solely the responsibility of the timber sale licence holder.

<table>
<thead>
<tr>
<th>ESSENTIAL ELEMENTS</th>
<th>CONFIRMATIONS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Known safety hazards as identified by BCTS as described in the TSL highlights summary with the TSL tender.</td>
<td></td>
</tr>
<tr>
<td>Timber sale holder’s obligations as an Owner under Workers Compensation Act.</td>
<td></td>
</tr>
<tr>
<td>Timber Sale Holders obligations as a Prime Contractor under the Workers Compensation Act.</td>
<td></td>
</tr>
<tr>
<td>BCTS relationship to the timber sale holder relative to providing direction including the role of the site plan for the harvest area.</td>
<td></td>
</tr>
<tr>
<td>BCTS obligation to report unsafe acts or conditions (OHS Reg. 3.10).</td>
<td></td>
</tr>
<tr>
<td>BCTS requirement for mandatory registration/certification with the BCFSC SAFE companies program, including follow-up inspections to ensure compliance.</td>
<td></td>
</tr>
<tr>
<td>BCTS licence conditions which states that if there is a conflict between the licence requirements and the Workers Compensation Act, the Workers Compensation Act prevails.</td>
<td></td>
</tr>
</tbody>
</table>

Follow-up action required:
________________________________________________________________________
________________________________________________________________________

B-22
BCTS Contractor Safety (Pre-work Inspection)  
Checklist #19-1

Date: ____________________________  
Contract #: ________________________  
Contract Representative: ________________  
BCTS Representative: ________________

The purpose of this inspection is to determine that the contractor has established and is implementing the major elements of a required occupational health and safety program. The objective is to verify the contractor is addressing the intent of their program, not to assess the adequacy of the safety program relative to the *Workers Compensation Act*, WorkSafeBC requirements, or BC Forest Safety Council standards. Compliance with WorkSafeBC requirements remains solely with the contractor as an employer.

<table>
<thead>
<tr>
<th>ESSENTIAL ELEMENTS</th>
<th>CONFIRMATIONS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAFE Company registration or certification for employers on site.</td>
<td></td>
</tr>
<tr>
<td>A written company safety policy.</td>
<td></td>
</tr>
<tr>
<td>Provision for, and records of, regular supervision and inspection of the worksite.</td>
<td></td>
</tr>
<tr>
<td>Written instructions for workers.</td>
<td></td>
</tr>
<tr>
<td>Management meetings or discussions with staff on safety.</td>
<td></td>
</tr>
<tr>
<td>Investigations of accidents: written process and follow-up.</td>
<td></td>
</tr>
<tr>
<td>Procedure for maintaining records and statistics.</td>
<td></td>
</tr>
<tr>
<td>Process for joint safety committees, toolbox meetings, orientation, review sample of meeting minutes.</td>
<td></td>
</tr>
<tr>
<td>First Aid requirements and observation of equipment.</td>
<td></td>
</tr>
<tr>
<td>WHMIS instruction and visible evidence of implementation.</td>
<td></td>
</tr>
</tbody>
</table>

Follow-up action required:

______________________________________________________________________________

______________________________________________________________________________

B-23
BCTS Prime Contractor Safety Program (Pre-work Inspection)
Checklist #21-1

Date:
Worksite location: ________________________________
Contract #: ____________________________________
Prime Contractor Representative: ______________________
BCTS Representative: ______________________________
Other Employers present: ____________________________

The purpose of this pre-work conference/follow-up inspection is to go over the basic requirements and responsibilities of the prime contractor (PC) at this workplace. This inspection is not a review of the adequacy of the safety program relative to the WorkSafeBC requirements. Compliance with WorkSafeBC requirements remains solely with the prime contractor.

<table>
<thead>
<tr>
<th>ESSENTIAL ELEMENTS</th>
<th>COMMENTS ACCEPTED Y OR N</th>
</tr>
</thead>
<tbody>
<tr>
<td>All employers on the site will have SAFE Company registration or certification.</td>
<td></td>
</tr>
<tr>
<td>Written agreement between BCTS and PC signed.</td>
<td></td>
</tr>
<tr>
<td>Only one PC has been designated for the specific workplace.</td>
<td></td>
</tr>
<tr>
<td>PC has records of all other employers’ WorkSafe BC registrations and filed notices of project. Ensure all independent operators or contract workers are covered off by employers (Chapter 19).</td>
<td></td>
</tr>
<tr>
<td>PC has ensured adequate signage to communicate who is prime contractor and how to contact same for visitors of site and all workers.</td>
<td></td>
</tr>
<tr>
<td>PC reports any new hazards to BCTS contract administration.</td>
<td></td>
</tr>
<tr>
<td>PC has a system in place to remedy unsafe conditions.</td>
<td></td>
</tr>
<tr>
<td>PC has a record of review of each employer’s OHS program and policies.</td>
<td></td>
</tr>
<tr>
<td>PC has a designated contact or site supervisor for each employer and a record of each employer’s employees.</td>
<td></td>
</tr>
<tr>
<td>PC has confirmed adequacy and testing of the emergency response plan for the workplace.</td>
<td></td>
</tr>
<tr>
<td>PC has a process for identification, communication, and correction of hazards brought forward through inspections or by workers or employers.</td>
<td></td>
</tr>
<tr>
<td>PC has records of investigations of incidents and close calls, with a written process and follow-up. Review requirements to report to BCTS.</td>
<td></td>
</tr>
<tr>
<td>ESSENTIAL ELEMENTS</td>
<td>COMMENTS ACCEPTED Y OR N</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>PC has reviewed training record of all employers.</td>
<td></td>
</tr>
<tr>
<td>PC has a process for checking employers’ joint safety committees, toolbox meetings, orientation (review sample of meeting minutes).</td>
<td></td>
</tr>
<tr>
<td>PC has record of total number of workers on site and of the First Aid requirements for the site, and these have been declared adequate.</td>
<td></td>
</tr>
<tr>
<td>PC has a process for WHMIS instruction.</td>
<td></td>
</tr>
<tr>
<td>PC has a copy of Workers Compensation Act and Regulations at the workplace that is available to all workers.</td>
<td></td>
</tr>
<tr>
<td>PC ensures employers and workers understand and comply with PPE requirements for the site and other practice expectations.</td>
<td></td>
</tr>
<tr>
<td>PC needs to co-operate and work with WorkSafeBC regarding activities on the workplace.</td>
<td></td>
</tr>
<tr>
<td>PC needs to ensure employers report hazards, close calls, and incidents as per regulations.</td>
<td></td>
</tr>
</tbody>
</table>

Follow-up action required:

_________________________________________________________________________
_________________________________________________________________________
BCTS Visitor/Service Provider Orientation
Checklist #22-1

Date: _____________________________
Event #: ___________________________
BCTS Representative: __________________

The purpose of this checklist is to confirm that the required safety steps to properly orient visitors or service providers have been communicated to non-BCTS employees.

<table>
<thead>
<tr>
<th>ESSENTIAL ELEMENTS</th>
<th>COMMENTS ACCEPTED Y OR N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation log in and out: BCTS organizing events for visitors will maintain a log of the names of visitors or service providers who attend the event.</td>
<td></td>
</tr>
<tr>
<td>Building or site orientation: Prior to each event, BCTS staff leading the event will ensure all participants know where the exits are, where marshalling points are in case of emergencies; where washrooms are; as well as any other rules or procedures to be followed during the event.</td>
<td></td>
</tr>
<tr>
<td>Hazards: BCTS staff will make known the hazards of participating in the event, such as steep slopes, slippery trails, or moving machines.</td>
<td></td>
</tr>
<tr>
<td>Transportation: BCTS staff will provide adequate safety instruction for use in travelling—seatbelts, personal flotation devices, aircraft instruction.</td>
<td></td>
</tr>
<tr>
<td>Service providers: Will be provided adequate information on hazards, access routes and rules of use, and expectations of BCTS while on BCTS workplaces.</td>
<td></td>
</tr>
<tr>
<td>Other conditions: (describe)</td>
<td></td>
</tr>
</tbody>
</table>

Follow-up action required:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
# BCTS Section Safety Meeting

## Checklist #12-2

<table>
<thead>
<tr>
<th>Team:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Lead:</td>
<td></td>
</tr>
</tbody>
</table>

## Personnel in attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Discussion

- **Information sharing:** recap close calls, incidents, and safety alerts throughout the industry.

- **Review hazard identification and any actions in corrective action logs from previous meetings.**

- **Discussion of site conditions:** changing weather, seasons, operating areas, and other factors that bring new challenges and hazards.

- **Broad policies and procedures or important safety issues or aspects of the OHS manual can be reviewed periodically to keep staff up to date.**

- **Policies and procedures—review other continuing education elements.**

- **Other discussion.**

## Hazards for entry into corrective Action Log with Recommended Action, including recommended responsible party and completion timeline for action.

## TSM agreement or alteration of recommendation:

## Notes:
BCTS Contractor Planning Safety
Checklist #19-2

Date: ____________________________
Contract #: _______________________
BCTS Representative: ________________

The purpose of this checklist is to confirm that the required safety-related steps in the contract planning process have been considered and integrated into the tender provisions and contract expectations.

<table>
<thead>
<tr>
<th>ESSENTIAL ELEMENTS</th>
<th>CONFIRMATIONS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term: Does the planned term provide adequate time to complete the work given seasonal, work co-ordination, and access considerations?</td>
<td></td>
</tr>
<tr>
<td>Access: Is there safe access to the worksite? Have the hazards on the access route been identified and documented, and is there a plan to address same prior to worker exposure as applicable? Will the access routes be able to accommodate the increased traffic as a result of the works?</td>
<td></td>
</tr>
<tr>
<td>Adjacent operations: Are there conflicts with adjacent operations relative to timing or hazards (major licensees, salvage, silviculture, other industrial or public operations)?</td>
<td></td>
</tr>
<tr>
<td>Eligibility and organization: Has consideration been given to the eligibility criteria with respect to performing the works in a safe manner? Will the contractor be integrated into a multi-employer worksite created by BCTS, and if so, which contract is most logical to advertise as prime, and which will need to be aware of the prime relationship and co-operate with same?</td>
<td></td>
</tr>
<tr>
<td>Other conditions: (describe)</td>
<td></td>
</tr>
</tbody>
</table>

Follow-up action required:

__________________________________________________________________________
__________________________________________________________________________
Section C-1
EP/Emergency Preparedness
# EMERGENCY CONTACT/TELEPHONE NUMBERS:

*For emergencies dial 911.*

<table>
<thead>
<tr>
<th>Non-emergency</th>
<th>Phone Numbers</th>
<th>Radio Call Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCMP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMBULANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poison Control Centre</td>
<td>1-800-567-8911</td>
<td></td>
</tr>
</tbody>
</table>

**MOFR, District/Business Area First Aid Contacts:**

| First Aid Attendant            |                   |                    |
| First Aid Attendant            |                   |                    |

**BC Timber Sales Office**

| Main office                   |                   |                    |
| Timber Sales Manager          |                   |                    |

**MOFR, District, and Regional Office**

| District Manager              |                   |                    |
| Regional Executive Director   |                   |                    |

**MOFR, Branch**

| Deputy Minister               | 250-356-5012      |                    |
| Assistant Deputy Minister     | 250-387-1143      |                    |
| Health and Safety Co-ordinator| 250-387-8753      |                    |

**WorkSafeBC**

| General Provincial Calls      | 1-800-663-7382    |                    |
| Local office                  |                   |                    |

**Transportation Companies**

| Water Taxi                   |                   |                    |
| Fixed Wing Air               |                   |                    |
| Helicopters                  |                   |                    |

**Others:**

| Coast Guard (Tofino)         | 250-726-7312      |                    |
| Provincial Emergency Program | 1-800-663-3456    |                    |
| Critical Incident Stress Management | 1-800-324-9988 |                    |
| Joint Rescue Co-ordination Centre | 1-800-567-5111 |                    |
| (Overdue or missing marine or aircraft) | |                    |
**Injury or other Emergency Reporting**

It is mandatory for all employees to report any personal injury, regardless of the significance of the situation. If the individual is working alone and the injury occurs in the field, the office should be notified, if medical attention is required. Any personal injury must be reported to your immediate supervisor and to the First Aid attendant on site.

Valuable time can be saved when reporting or receiving information regarding an emergency situation if a standard checklist is used to convey critical information to emergency workers and rescuers. Include the following:

- Exact location: be as specific as possible
- Accurate GPS co-ordinates and UTM zone
- Type of emergency: injury, vehicle accident, missing co-worker
- Number of people injured; do not give out names of the injured persons over the radio
- Weather conditions at the scene: e.g., cloud cover, snowfall, fog, wind
- Physical conditions at the scene: e.g., ice, wash-out, unstable slope, fire
- Has First Aid been given?
- Is medical attention required?
- Special medical conditions: victim’s history, heart condition, diabetes, medic alert
- Accessibility and distance: air, marine, 4x4, walk-in, whether any special equipment is required
- Special requests: e.g., basket stretcher, spine board, oxygen, dry clothing, flashlights, etc.

**Fatality Reporting**

When reporting an obvious fatality, **NEVER RELAY THE NAME OF THE SUBJECT OVER THE RADIO.** It is
sufficient to report that an accident has occurred resulting a fatality.

- Notify the office immediately and ensure the message is relayed to senior management. Use a secure line if possible. Identify it as an extreme emergency. Ask for a senior manager immediately.
- Protect the scene: do not move the subject if they are obviously deceased.
- Make notes of your observations of the incident and sketch or photograph the scene before any disturbance takes place.
- Do not leave the scene unless relieved or are advised by the RCMP, or if staying at that location will place you at personal risk (e.g., approaching fire or landslide).

**Timber Sales Manager or Designate**

This responsible person will make the necessary notifications.

**First Aid Kit Requirements**

All employees working in the field must carry a personal First Aid kit, which must include at least the following items. Supplementing this list is strongly recommended:

- One pressure dressing;
- Six sterile adhesive dressings, assorted sizes, individually packaged;
- One wallet-sized card advising the worker to report any injury to the employer for First Aid records, including instructions on how to call for assistance; and
- Six 14×19-cm wound cleansing towelettes, individually packaged.

These items must be kept clean and dry. A weatherproof container is recommended.
Survival Kit Requirements

All employees working in the field must carry a personal survival kit, which must include at least the following items. Augmenting this list may be prudent. Staff are also strongly recommended to take the time to deploy and use these materials to become highly competent in key areas, such as starting fires and constructing shelters under normal field conditions.

- Multiple fire starting systems;
- Material to support shelter construction in your normal environment;
- Signalling devices (sound and sight);
- Water or materials to support water access, potability, and portability;
- Food or materials to aid in food gathering; and
- General multi-purpose tool or tools to support the use of the above resources.

Earthquakes

Outside buildings

- Stay outside.
- Do not seek protection near the exterior of buildings.
- Beware of windows.
- Move to an open space away from trees, power lines, and buildings.
- Lie down or crouch, protecting your neck and face by whatever means available.
- Attempt to make your way to the rendezvous location after the shaking subsides.
- Report to the Chief Warden: inform them of any trapped or injured co-workers.
- Find a safe place to sit and be prepared for aftershocks.
Inside vehicles

- Pull over and stop, avoiding overpasses, power lines, and large trees.
- Do not leave the vehicle.
- Attempt to make radio contact with the office.
- Ensure no power lines cross the vehicle before attempting to step outside.
- Proceed only after the shaking has completely stopped; be prepared for aftershocks.
- Use caution when crossing bridges and overpasses that may have been damaged.
- Check-in with office contacts as soon as possible.
Section C-2
Local ERP/Emergency Response Plan
Section C-3
Local Man Check Protocol
Hazard Identification, Risk Assessment, and Controls

Hazards are sources of danger to workers.

Risk occurs when a person is exposed to a hazard. Risk is the likelihood that exposure to a hazard will lead to an injury or a health issue. It is a measure of the probability and potential severity of harm or loss.

Risk assessment is a systematic method of identifying and analyzing the hazards associated with an activity, and establishing a level of risk for each hazard.

There are three steps to hazard and risk management. BCTS calls it the “RAC IT” (Recognize/Report, Assess, Control IT) approach to dealing with hazards.

To determine risk, BCTS uses a ranking system developed by the U.S. National Safety Council. Two things are determined:

- How severe an injury would be if it occurred, and
- What the probability is of this happening.

BCTS uses the same categories for the severity of risk in this assessment as it does to describe what level of investigation is needed in the event of an incident or close call (see Chapter 16).

Severity

N) Negligible: minor injury requiring First Aid or less severe incidents.

1) Minor: includes injuries which are non-time loss incidents and equipment damage less than $5,000.

2) Serious: includes loss of time injuries which do not involve loss of life or limb, and/or equipment damage of more than $5,000, but less than $100,000.
3) **Imminent danger:** a catastrophic event may occur. This includes major disabling injuries, fatally injured workers, and equipment damage in excess of $100,000, or a close call with the risk of this type of injury or damage.

**Probability**

- **Probable:** likely to occur immediately or soon.
- **Reasonably probable:** likely to occur eventually.
- **Remote:** could occur at some point.
- **Extremely remote:** unlikely to occur.

**Risk control** is the process used to identify, develop, implement, and continually review all practicable measures for eliminating or reducing the likelihood of injury, illness, or disease in the workplace.

The most effective methods of control are:

1. **Elimination of hazards:** removing exposure to the hazard. E.g., falling a danger tree alongside an access road.
2. **Substitute something safer:** change the sequence of steps or use another process. E.g., use a different machine.
3. **Use engineering/design controls:** e.g. enclosures, guards, restraints.
4. **Use administrative controls:** fully explain to and train staff how to do jobs in a manner that reduces the exposure to the hazard and therefore reduces the risk. E.g., safe work procedures.
5. **Protect the workers:** e.g., use PPE, ensure competence through supervision and training.

**Controls**

BCTS has ranked all known existing hazards for risk, and has determined that some form of control is needed for hazards ranking 2B or higher. The safety rules and Safe Work Procedures are key components of these controls and must be followed by all employees.
These controls (described in Chapter 10) are summarized as follows:

**BCTS Policies and Rules**

- **PSA Policy on Establishment of an Occupational Health and Safety Program**
  Requires all government agencies to have an OHS program

- **Injury Management and Return to Work Policy**
  Requires BCTS and the PSA to make every reasonable attempt to provide suitable or alternate employment for an employee who is unable to perform his or her normal duties as a consequence of an injury or health concern

- **Harassment Prevention Policy**
  Requires BCTS to promote an environment free from harassment and discrimination to avoid violating the fundamental rights, dignity and integrity of the individual

- **Violence in the Workplace Policy**
  Requires BCTS and all employees to report any act or threat of violence, and requires the employer to conduct an investigation into each report

- **Critical Incident Stress Management**
  Requires MOFR and BCTS to provide a critical incident stress program which includes: education and prevention, intervention for those suffering critical incident stress, and a resource and referral framework

- **Impairment Policy**
  BCTS will not tolerate impairment in the workplace, including excessive fatigue; mental stress or instability; improper use of medical drugs; substance abuse including illicit drugs or alcohol; or physical disability or illness. Programs are available to help individuals suffering from substance abuse.
• **Smoking Policy**  
Smoking is prohibited in government offices, vehicles, and facilities

• **Personal Protective Equipment (PPE) Policy**  
Requires designated PPE to be worn by employees

• **BC Forest Service Aviation Safety Directive**  
Provides the Protection program the authority to establish standards and procedures for MOFR/BCTS staff using aircraft

• **BCTS Ergonomics policy**  
Provides for all BCTS staff the right to have an ergonomic assessment within a reasonable period after hiring or relocation

• **BCTS Indoor Air Quality Policy**  
BCTS works through Operations to ensure adequate indoor air quality. Establishes the need for building evacuation to address risk relative to poor air quality

• **BCTS Working Alone Policy**  
BCTS staff should avoid working alone, and not work alone and in isolation at the same time. These terms are defined in this policy

• **BCTS Workplace Hazardous Materials Policy**  
Describes necessary training and appropriate handling of hazardous materials

• **BCTS Transportation of Dangerous Goods Policy**  
Refers to appropriate protocols for use, storage, and transport of pressurized containers (bear spray and marking paint)

• **MOFR Use of Firearms Policy**  
Use firearms as directed by local approved procedures only

• **Discipline and Enforcement Policy**  
Employees are expected to follow rules and Safe Work Procedures. Contrary behaviour will not be tolerated and will be addressed to ensure a disciplined workplace.
Section E
Safe Work Procedures
Provincial BCTS Safe Work Procedures (SWPs)

A SWP lists the steps necessary to complete a task. It describes the tools and procedures, including personal protective equipment needed to complete each step. All staff must know and follow provincial and local safe work procedures.

The 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. Safe work procedures were developed provincially but can be augmented locally. Your handbook should reflect the provincial and local expectations.
Conducting Office Activities
BCTS Provincial Safe Work Procedure #10-1

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PRIOR TO OPERATION

1. **Using computer workstations and alleviating repetitive stress injury**
   - Adjust the chair to keep thighs horizontal and knees at right angles, and position armrests so elbows are at a 90-degree angle when working.
   - Rest the back against the chair at all times, sit up straight and close to your work.
   - Place keyboard and mouse so wrists are in line with the elbows. Hold the mouse loosely and move it with the entire arm rather than just the wrist.
   - Position the monitor so that the screen height is at eye level. Adjust the brightness, contrast, and font size for ease of reading and reduction of eyestrain.
   - Perform office exercises on a daily basis by looking away from the monitor, standing up and moving around, changing positions, and shaking and stretching the arms, wrists, shoulders, neck, and back.

2. **When conducting general administrative work**
   - To avoid electrical shock, replace power cords as required when they show signs of wear. If outlets are damaged, notify the appropriate personnel to have them replaced. Do not attempt to repair equipment or machines if you are not trained.
   - To avoid slips, trips, and falls, don’t run in hallways or on stairs. Never stretch cords across walkways unless they are enclosed in a floor strip. Clean up spilled substances immediately. Don’t try to read while walking.
   - To avoid falls, bumps, bruises, or cuts, don’t climb on furniture to reach a high object. Make sure that desks, filing cabinets, drawers, etc. are not protruding out into walking zones. Do not open more than one file cabinet drawer at a time to prevent tipping.
   - To avoid unnecessary or prolonged exposure to hazardous products or activities, take regular breaks from the task and reduce your frequency to the hazard.

3. **Be familiar with the harassment and violence in the workplace policies:**
   - Update your supervisor or manager early if you encounter concerns.
   - Understand your right to refuse unsafe work.
GENERAL SAFE WORK PRACTICES

- All worksites should be kept clean and orderly.
- Work areas should be properly illuminated.
- The work area's ventilation system should be appropriate for the work being performed.
- Spilled materials or liquids must be cleaned up immediately.
- Tools and equipment used by employees at their work station should be in good condition.
- Broken or damaged tools/equipment should be repaired or replaced as necessary.
- Report all unsafe conditions to the supervisor or safety co-ordinator.
- Report all work-related accidents, injuries, and illnesses to the supervisor or safety co-ordinator.
- In the event of fire, call the supervisor and sound the alarm.
- Upon hearing the alarm, stop work safely, turn off machines, and evacuate to the appointed location.
- Fire extinguishers shall be kept clear at all times.
- Only trained and identified workers may attempt to respond to a fire or other emergency.
- Suitable fire extinguishing equipment is to be available for immediate use.
- Exits shall be kept unblocked, well-lit, and unlocked during work hours.
- Do not store excessive combustibles (paper) in work areas.
- Aisles and hallways shall be kept clear at all times.

EMERGENCY RESPONSE PROCEDURES

In the event of an accident, do the following:
- Assess the accident site to ensure no further danger is present.
- Stabilize the victim and provide First Aid treatment to the best of your ability or call for the First Aid attendant.
- The FA attendant will designate someone to immediately call 911 for help and relay the following information:
  - the caller's name and location,
  - the nature of the injuries and condition of the victim, and
  - a call-back number if possible.
- Continue to provide First Aid and update rescuers on a regular basis.

LOCAL PROCEDURES

BCTS OFFICE

ATTACHMENTS
Conducting General Field Activities
BCTS Provincial Safe Work Procedure #10-2

**KEY HAZARDS**
- Slips, trips, falls
- Items that may damage the eye
- Falling branches or trees
- Being lost or stranded
- Allergies/animals
- Harassment and violence

**APPLICABLE SAFETY EQUIPMENT**
- Appropriate clothing
- First Aid kits (Level 1)
- PPE
- Survival gear
- GPS, maps, compass

**OPERATION PROCEDURES**
1. Come to work prepared for today and tomorrow. You may be stranded.
2. Know your physical or health limitations. Explain those to your co-workers and supervisor and include them in the emergency response plan if required.
3. Explain any allergies, including treatment, to co-workers. Ensure you have your sting or allergy kit and you and your co-workers know how to administer them where applicable.
4. Have proper and adequate clothing, footwear, and raingear. Layer your clothing in changing weather conditions. When flying, consider natural fibres versus synthetics to protect from fire.
5. Have a First Aid kit, survival kit, emergency rations, pocket knife, safety matches, whistle worn close to your mouth, and emergency flare. Check them.
6. Understand the BCTS impairment policy. Advise your supervisor and co-workers of any impairment before you go out. It is your responsibility.
7. Have your PPE and communication equipment checked and ready prior to leaving, including batteries.
8. Maps, GPS when used, and emergency response. Know where you are going! Double check GPS co-ordinates (they are often inaccurate on maps). Ensure you have an emergency evacuation route, including accurate GPS landing or other identifiable pick up spots. 50 metres makes a difference if a helicopter has to find you in fog or snow.
9. Understand the BCTS SWPs including man-checks, working alone, and emergency response.
10. Know your rights and responsibilities as a worker.
11. Ensure you have had an orientation and a discussion on the hazards you will encounter on the job.
12. Know who else is working in the area you are going to, e.g., road use, traffic, radio controls, industrial logging settings, or other industrial work.
13. Be familiar with the harassment and violence in the workplace policies.
14. Update your supervisor or manager early if you encounter concerns.
15. Understand your right to refuse unsafe work.
16. Think safety: be efficient, but do it safely.
**USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All BCTS employees will wear PPE when working in the field outside of their vehicle, including: in cut blocks, on forest roads, in timber, and on all industrial operations, dry land sorts, log yards, log dumps, quarries, and gravel pits.

1. Hardhats and hi-vis vests must be worn at all times when BCTS staff are outside of their vehicles where overhead hazards exist. Equivalent visibility on cruisers’ vests, rain gear, or other apparel can be used, provided it meets WorkSafeBC requirements.
2. Whistle must be worn close to your mouth and used only to signal for assistance or ward off aggressive animals and gain assistance of others.
3. Adequate footwear, caulk boots or non-slip footwear must be worn when outside the vehicle as described by local management.
4. Ear protection must be used during activities that pose a risk of hearing loss.
5. Chainsaw pants or similar protection must be worn when using chainsaws.
6. Gloves must be worn when handling materials which are liable to puncture or irritate the skin or cause other injuries or disease.
7. Eye protection, prescription glasses, safety glasses, or shields must be worn when working with saws or other equipment, or working in thick brush or understorey.
8. Other required equipment may include First Aid kits, survival kits, bear spray, or insect repellent.

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**EMERGENCY RESPONSE PROCEDURES**

In the event of an accident, do the following:

- Assess the accident site to ensure no further danger is present.
- Refer to and follow your emergency response plan.
- Stabilize the victim(s), provide First Aid treatment to the best of your ability, and/or call for the First Aid attendant if required.
- The FA attendant may designate someone to immediately call 911 for help and relay the following information:
  - the caller’s name and location,
  - the nature of the injuries and condition of the victim, and
  - a call-back number if possible.
- Continue to provide First Aid and update rescuers on a regular basis.

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**LOCAL PROCEDURES**

**BCTS OFFICE**

**ATTACHMENTS**
Man-Checks and Working Alone or in Isolation
BCTS Provincial Safe Work Procedure #10-3

KEY HAZARDS

- Lacerations/abrasions/bruising (eye and skin)
- Impacts (overhead, falls from heights)
- Exposure to substances (oils, fuels, solvents)
- Unable to get to a pick-up location
- Unable to summon emergency help

APPLICABLE SAFETY EQUIPMENT

- Radio or phone communications
- Hard hats, high visibility vest
- Protective footwear, appropriate clothing
- Hearing protection, protective eyewear, gloves
- First Aid kits (personal, basic)

PRIOR TO OPERATION

1. Determine where you will be working and who you will be working with. Will you be working alone or in an isolated area? You are working alone if you are in a situation where no one else is near enough to be able to determine your well being and secure immediate assistance in the event of an incident. You are working in isolation if whether you are alone or not; conditions of the site may prevent timely arrival of help (i.e., boat or air access only at the back of an un-roaded valley).
2. BCTS staff should avoid working alone whenever possible, and must not work alone and in isolation.
3. Quickly review and ensure that you have the BCTS SWPs applicable to the work.
4. Check emergency and survival equipment (FA kits, whistle, radio, GPS, maps, and GPS co-ordinates, survival kits, clothing, and PPE).
5. Ensure you have an emergency evacuation route including accurate GPS (if used) co-ordinates for heli-landing, or rendezvous spots.

WORKING ALONE

1. Sign out accurately. Refer to local procedures at the office in charge for required information.
2. Confirm local procedures for the check-in interval. This should be a maximum of two hours but could be less depending on factors such as:
   - weather and time of year,
   - distance from emergency response,
   - experience of the person working alone, and
   - type of work being done.
3. Local procedures must outline weather or other conditions which make working alone not permissible (no emergency response capability).
4. Ensure you have a final sign off check-in when you are at a point where it is safe to do so in accordance with local procedures.
WORKING WITH ANOTHER EMPLOYEE IN NON-ISOLATED AREAS

1. Sign out accurately. Refer to local procedures at the office for required information.
2. Check in on the frequency required by local procedures.
3. Change your itinerary with the local office check-in person if your situation changes.
4. Ensure you have a final sign off check-in when you are at a point where it is safe to do so in accordance with local procedures.

WORKING IN ISOLATION

1. Sign out accurately. Refer to local procedures at the office in charge for required information. Ensure that emergency pickup locations are defined and co-ordinates given.
2. Confirm local procedures for the check-in interval.
   - weather and time of year;
   - access to another employer’s emergency response and local first aid (where applicable and arrangements have been made, i.e., remote camp); and
   - type of work being done.
3. Local procedures must outline weather or other conditions which preclude working in isolation
4. Ensure you have a final sign off check-in when you are at a point where it is safe to do so in accordance with local procedures.
5. Ensure that end of day check-ins at local camps, temporary crew camps, or boats are clearly made.
6. Ensure that emergency responses for after-hours situations are in place.

EMERGENCY RESPONSE PROCEDURES

In the event of an accident, do the following:
- Assess the accident site to ensure no further danger is present.
- Stabilize the victim and provide First Aid treatment to the best of your ability—stop the bleeding!
- Refer to emergency response plan.
- If no one else is present, call for help immediately using available communication and relay the following information:
  - your name and location,
  - the nature of the injuries and condition of the victim,
  - whether land or air evacuation is required, and
  - a call-back number if possible.
- Continue to provide First Aid and update rescuers on a regular basis.

LOCAL PROCEDURES

BCTS OFFICE

ATTACHMENTS
Entering Another Employer’s Workplace

BCTS Provincial Safe Work Procedure #10-4

KEY HAZARDS

- Blasting, moving machines, logs or falling trees
- Impacts (overhead, falls from heights)
- Exposure to substances (oils, fuels, solvents)
- Rock drilling sites, unstable slopes, logs, or active blasting

APPLICABLE SAFETY EQUIPMENT

- Hard hats, high visibility vests
- Protective footwear, appropriate clothing
- Hearing protection, protective eyewear, gloves
- First Aid kits (personal, basic)

PRIOR TO OPERATION

1. Determine which sites you will visit, who the owner of the workplace is, and what type of operations may occur.
2. Clarify your purpose and what rights you have to enter the workplace (from the legislation or licence/contract conditions).
3. Determine who is the workplace owner’s representative, prime contractor or site supervisor, and know how to contact them.
4. Have your communication equipment and PPE inspected and in use when you leave your vehicle, boat, or aircraft.
5. Sign out, know your emergency response plan, and rendezvous co-ordinates.

ENTERING THE WORKPLACE ON FOOT OR BY VEHICLE

1. Contact the owner, prime contractor, or site supervisor before entering if possible by radio or telephone to make them aware of your intention to enter the workplace and what you intend to do while on site.
2. Entry cannot be refused, but may be delayed or restricted, depending on the hazards. If entry is delayed, get the rationale and arrange for a time when you can access what you need as per the legislation, licence, or contract.
3. The person in charge of the workplace must provide you with a briefing, including:
   - existing hazards currently on site and during the visit,
   - requirements of the workplace safety plan and of persons attending the site,
   - PPE requirements for site specific hazards to which you will be exposed, and
   - locations of First Aid and emergency response plans.
4. Workplace owner can accompany you or have someone else accompany you but cannot interfere with official duties.
5. Complete your inspection or other work, inform the site supervisor of the results, and tell the person you are leaving.
ENTERING THE WORKPLACE BY AIR

1. It is essential to contact the workplace owner or site supervisor before committing to any low level flight over the work area. This can be done by radio or phone during or prior to the flight.
2. Arrange with the person in charge for clearance for a low level overview (beware of falling or blasting) and arrange for a safe and suitable place to land the helicopter.
3. Proceed as described for entering a workplace on foot.

EMERGENCY RESPONSE PROCEDURES

In the event of an accident, do the following:

- Assess the accident site to ensure no further danger is present.
- Stabilize the victim and provide First Aid treatment to the best of your ability—stop the bleeding!
- Refer to emergency response plan.
- If no one else is present, call for help immediately using available communication and relay the following information:
  - your name and location,
  - the nature of the injuries and condition of the victim,
  - whether land or air evacuation is required, and
  - a call-back number if possible.
- Continue to provide First Aid and update rescuers on a regular basis.

LOCAL PROCEDURES

BCTS OFFICE

ATTACHMENTS
E-10

Working around Industrial Forestry Operations
BCTS Provincial Safe Work Procedure #10-5

KEY HAZARDS
- Moving machines, logs, or falling trees
- Impacts (overhead, falls from heights)
- Exposure to substances (oils, fuels, solvents)
- Rock drilling sites, unstable slopes, logs, or active blasting

APPLICABLE SAFETY EQUIPMENT
- Hard hats, high visibility vest
- Protective footwear, appropriate clothing
- Hearing protection, protective eyewear, gloves
- First Aid kits (personal, basic)

PRIOR TO OPERATION
1. Understand the BCTS SWP #10-2, 10-3, and 10-4.
2. Follow the SWP for entering another employer’s workplace. Know the hazards.

WHILE WORKING ON SITE
1. Get a safety briefing from the on-site supervisor.
2. Wear your PPE. Make sure machine operators and fallers/blasters can see you.
3. Do not leave a safe zone or approach a machine, faller, or blaster until they have seen you and give you a signal that it is clear to approach them.
4. Be aware of unstable material, rocks, debris, or logs crossing felled and bucked timber, log decks, or fill slopes.
5. Do not walk under overhead hazards. Near helicopter logging, be alert for changes in flight path and debris which can fall from suspended logs.
6. Get approval for parking locations and helicopter landing spots from the local site supervisor.

EMERGENCY RESPONSE PROCEDURES
In the event of an accident, do the following:
- Assess the accident site to ensure no further danger is present.
- Stabilize the victim and provide First Aid treatment to the best of your ability—stop the bleeding!
- If no one else is present, call for help immediately using available communication and relay the following information:
  o your name and location,
  o the nature of the injuries and condition of the victim,
  o whether land or air evacuation is required, and
  o a call-back number if possible.
- Continue to provide First Aid and update rescuers on a regular basis.

LOCAL PROCEDURES

BCTS OFFICE

ATTACHMENTS
Working in Extreme Weather Procedures
BCTS Provincial Safe Work Procedure #10-6

**KEY HAZARDS**
- Extreme heat above 35°C
- Extreme cold below -20°C or equivalent cold wet conditions
- Extreme or unusual winds
- Extreme rainfall or fog
- Extreme snowfall, blowing snow, or ice

**APPLICABLE SAFETY EQUIPMENT**
- Extreme weather clothing
- Survival gear
- Emergency locator transmitter

**PRIOR TO DEPARTURE**

1. Be aware of the weather and the weather forecast. Get an up-to-date report.
2. Inspect personal survival gear and communication equipment.
   - Survival gear should include emergency rations, fire starters, signalling tools, heat retention covers, etc.
   - Test portable radios and phone/repeater systems.
   - Based on location and risk, determine check in frequency and process, and notify appropriate personnel.
3. Sign out on scheduling board. Establish who will be receiving check-in calls more frequently than in normal weather, as determined in local procedures or predetermined in the workplan.

**OPERATIONAL PROCEDURES**

1. Wind
   - Assess your situation: are you flying, travelling by truck, or walking?
   - Are there other hazards such as dangerous trees, or snags which could be brought down in high or erratic winds?
   - Move into safe areas away from such hazards, or leave the forested area entirely.
2. Extreme cold
   - Use discretion when going out, refrain from travelling, and do not work alone.
   - Dress appropriately for inside and outside of vehicles with reserve clothing and layers.
   - Check and pack a winter survival kit.
3. Extreme heat
   - Use discretion when going out, refrain from travelling, and do not work alone.
   - Understand and be able to recognize symptoms of heat stress and heat stroke.
   - Take a supply of juice, sports drinks, or a solution of water and salt (not caffeinated beverages or alcohol).
   - Take appropriate rest breaks out of the direct heat.
4. Heavy rain events, heavy snow or fog, freezing rain
   - Check your vehicle for maintenance and equipment (tires, chains, lights).
   - Reduce your speed; drive according to conditions.
   - Watch for road washouts, flooding, and white-outs. If you don’t absolutely need to go then re-arrange your schedule.
- Carry appropriate clothing: rain clothes, boots, hat/hard hat, light survival pack.

5. Thunder and lightning storms
- Move away from tall trees or protrusions, stay in your vehicle until storm passes.

### RETURN TO OFFICE
- Notify check in personnel of your safe return and close out the man check process.

### Conditions to recognize:

**Hypothermia (body loses heat)**
Hypothermia can be caused by cold weather, wind, cold water immersion, soaking, fatigue, or a combination of these and other factors. Symptoms of mild hypothermia include shivering and grogginess. More serious hypothermia may result in uncontrollable shivering, slow breathing, inability to focus, and potentially unconsciousness.

To help prevent hypothermia:
- Wear warm head clothing (toque)—most heat is lost through the head.
- Wear layered clothing to insulate and protect the body from the outside air.
- Protect hands and feet by wearing waterproof boots and gloves.
- Carry emergency supplies (waterproof matches, energy snacks).
- Drink plenty of fluids (water).

Severe hypothermia is life threatening and needs immediate medical attention.

**Heat Exhaustion**
In extreme heat, our bodies sometimes get so hot they cannot get rid of the excess heat generated by metabolism. When this happens, there is a danger of heat stroke.

Heat stroke is often preceded by heat exhaustion. Symptoms of heat exhaustion are:
- accelerated but shallow respiratory rate; weak rapid pulse; cool, pale, clammy skin; sweating; weakness; fatigue; dizziness; headaches and nausea; fainting; and cramps.

Heat stroke produces similar symptoms, but the victim generally no longer sweats. Both conditions are serious and if heat stroke is suspected, the person needs to be taken to immediate medical aid. Heat stroke is life-threatening.

### LOCAL PROCEDURES

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Using Motor Vehicles and Trailers
BCTS Provincial Safe Work Procedure #10-7

KEY HAZARDS

- Slippery road conditions (heavy rain, snow, ice)
- Poor visibility (fog, dust, heavy rain, or snow)
- Road obstacles (animals, trees, debris)
- Driver incompetence (lack of training, speed)
- Traffic congestion (heavy road use, radio usage)

APPLICABLE SAFETY EQUIPMENT

- Seatbelts
- First Aid kits (personal, basic)
- Fire extinguishers/tools, spill kits
- Flares, reflectors
- Spare tire, jack, tire iron

PRIOR TO DEPARTURE

1. Conduct a vehicle inspection
   - Use the vehicle checklist (#14-2) to conduct an operator circle check.
   - Secure all hazardous products, dangerous goods, and loose items in the cab.
   - Activate passenger airbag for use.
   - Ensure the windshield and other vehicle glass is sufficiently clean for good visibility.
   - If deficiencies are present that make the vehicle unsafe to use, correct then or report these to your supervisor and request another unit.

2. Conduct a trailer inspection
   - Conduct a walk-around to check tires, lug nuts, lights, license plate, safety cables and chains, light harness, and ball & hitch.
   - Check the cargo to ensure it is properly placed to provide adequate hitch weight during transport.
   - Secure all cargo with appropriate straps rated equivalent to or greater than the weight of the load being carried.

3. Hooking up the trailer
   - Confirm the ball and hitch sizes are matched prior to hook-up.
   - After hook up, lock the hitch and keeper pin in place. Connect the safety chains, leaving sufficient slack for turning.
   - Test the brake control to ensure the trailer brakes are properly working.
   - Check all trailer lighting (tail, stop, turn signal, perimeter).

4. Review communication capabilities
   - Test radios and phone/repeater systems.
   - Based on location and risk, determine frequency of check-in process and notify appropriate personnel.
   - Check emergency equipment (FA kits, spill kits, fire tools, and extinguishers) for completeness and operational capability.
**DRIVING**

1. General driving procedures and practices
   - Upon entering the vehicle, adjust the mirrors, seat(s), and secure the seatbelt(s).
   - Advise passengers that smoking is not permitted within the vehicle.
   - Ensure that headlights are on at all times while operating the vehicle.
   - Drive according to road conditions and posted legal/regulatory/jurisdictional requirements.

2. Off-road driving procedures and practices
   - Conduct a radio check when entering an off-highway road.
   - Check traffic/radio signage to verify mileage call protocol. The most common practice is to call "empty" when entering and "loaded" upon the return trip.
   - If you need to talk on a different frequency, clear the road and stop before commencing the conversation.
   - Empty vehicles must clear loaded units at designated pullouts and point headlights away from oncoming traffic.

3. Trailer towing
   - Tow the unit at safe speeds. Reduce speed when encountering slippery road surfaces.
   - Allow extra room when cornering to compensate for the tracking of the trailer.
   - Allow extra distance for braking.

**EMERGENCY RESPONSE PROCEDURES**

In the event of an accident, do the following:
- Assess the accident site to ensure no further danger is present.
- Stabilize the victim and provide First Aid treatment to the best of your ability.
- If no one else is present, call for help immediately using a radio, telephone, or satellite phone and relay the following information:
  - your name and location,
  - the nature of the injuries and condition of the victim,
  - whether land or air evacuation is required, and
  - a call-back number if possible.
- Continue to provide First Aid and update rescuers on a regular basis.

**LOCAL PROCEDURES**

**BCTS OFFICE**

**ATTACHMENTS**
Using Boats and Watercraft
BCTS Provincial Safe Work Procedure #10-8

KEY HAZARDS
- Poor weather conditions (visibility, icing, etc.)
- Mechanical failure/operator competency level
- Improper cargo storage or overload
- Improper refuelling techniques
- Lack of emergency preparedness

APPLICABLE SAFETY EQUIPMENT
- Extreme weather clothing
- Fire extinguishers/tools, spill kits
- Survival gear
- Emergency locator transmitter
- PFDs

PRIOR TO DEPARTURE
1. Confirm carrier competency and that a safety check has been conducted.
2. Inspect personal survival gear and communication equipment:
   - Survival gear should include emergency rations, fire starters, signalling tools, heat retention covers, etc.
   - Test portable radios and phone/repeater systems.
   - Based on location and risk, determine check-in frequency and process and notify appropriate personnel.
3. Check weather conditions and reports well in advance of the trip.
4. Sign out on the scheduling board. Establish who will be receiving the check-in as per local protocols or as specified in the workplan.

OPERATIONAL PROCEDURES
1. General boat procedures and practices
   - If not provided, request an orientation and safety briefing on the craft to provide awareness of the following:
     - location of the fire extinguishers,
     - location and number of flotation devices,
     - location and launching process of life rafts and the life ring,
     - number of distress signals and method of transmission,
     - awareness of the recommended routes for entrance and departure from the boat, and
     - ensure captain of craft has a travel plan and is aware of required check-in frequencies.
   - All personnel on boat must wear personal flotation devices unless otherwise instructed.
   - Boat operators will conduct an appropriate pre-trip inspection prior to departure.
2. Craft operation
   - Arrange cargo in a manner that provides maximum stability related to the centre of gravity and do not overload the craft.
   - When travelling on lakes, stay as close to shore as safely possible. Approach waves on a 45-degree angle or greater.
   - When travelling on rivers, avoid rapids and obstacles. Portage in hazardous conditions.
   - When travelling in marine environments, have sufficient maps and related information available to navigate tidal waters and coastal conditions.
3. Return to base: notify check in personnel of your safe return and close out the man check process.
**EMERGENCY RESPONSE PROCEDURES**

- If the craft is taking on water, get to shore as soon as possible. If landfall is not likely, transmit a “mayday” distress call.
- Activate the bilge pumps and/or use other methods to bail the water from the craft.
- Consider deploying life rafts.
- In the event of a capsize, do the following:
  - Perform a head count and ensure everyone is accounted for. Someone may be trapped under the boat.
  - If the boat cannot be righted, try to climb to the centre of the overturned boat and huddle together for warmth.
  - If flares are available, use them cautiously: the best chance for sighting is after dusk.
  - Act in accordance with training from the Cold Water Survival course.
- When landfall is reached, treat hypothermia as follows:
  - Move the victim to a warm place, remove wet clothes, and replace with dry clothes if available.
  - Cover the patient with blankets and do not allow them to exert themselves.
  - Provide warm fluids for intake, UNLESS the victim is in a severe state of hypothermia.
  - Get help as soon as possible and transport the patient to medical aid.

---

**LOCAL PROCEDURES**

**BCTS OFFICE**

**ATTACHMENTS**
# Using ATVs, Motorcycles, or Snowmobiles
**BCTS Provincial Safe Work Procedure #10-9**

## Key Hazards
- Poor weather conditions (visibility, icing, etc.)
- Mechanical failure/operator competency level
- Improper cargo storage or overloading
- Improper refuelling techniques
- Lack of emergency preparedness

## Applicable Safety Equipment
- Extreme weather clothing
- Fire extinguishers/tools, spill kits
- Survival gear
- Emergency locator transmitter

## Prior to Departure
1. Confirm all staff planning to use the machines have had the necessary training and competency checks.
2. Inspect personal survival gear and communication equipment:
   - Survival gear should include emergency rations, fire starters, signalling tools, heat retention covers, etc.
   - Test portable radios and phone/repeater systems.
   - Based on location and risk, determine frequency of check-in process and notify appropriate personnel.
3. Check weather conditions and reports well in advance of the trip.
4. Sign out on the scheduling board. Establish who will be receiving the check-in calls as per local protocols or as specified in the workplan.
5. Confirm that towing vehicles and trailers and off-road machines have been inspected and have the necessary load ratings and tie-down equipment to carry the loads with passengers and gear (lights, horns, tire pressure, licensing).

## Operational Procedures
1. Use designed and approved ramps for loading and unloading machines.
2. Check fuel and oil levels and belts. Do you need extra fuel and oil?
3. Off road machines must only carry one person and should be used in pairs unless a specific rationale is approved (see Working Alone SWP).
4. PPE must be worn when off-loading and operating the machines including:
   - CSA approved helmets,
   - goggles or safety glasses,
   - ankle-high boots, and
   - Appropriate clothing and gloves.
5. Speed will depend on road or trail conditions. Do not use excessive speed.
6. Examine all unusual road or trail conditions before crossing (washouts, slides, old bridges, steep slopes).
7. Return to base: notify check-in personnel of your safe return and close out the man check process.
8. Return the machine in good condition or have it repaired or maintained.
9. Turn off machine while inspecting, refuelling, or maintaining.
EMERGENCY RESPONSE PROCEDURES

In the event of an accident, do the following:

- Assess the accident site to ensure no further danger is present.
- Stabilize the victim and provide First Aid treatment to the best of your ability—stop the bleeding!
- Refer to emergency response plan.
- If no one else is present, call for help immediately using available communication and relay the following information:
  - your name and location,
  - the nature of the injuries and condition of the victim,
  - whether land or air evacuation is required, and
  - a call-back number if possible.
- Continue to provide First Aid and update rescuers on a regular basis.

LOCAL PROCEDURES

BCTS OFFICE

ATTACHMENTS
Using Fixed-wing Aircraft and Helicopters
BCTS Provincial Safe Work Procedure #10-10

KEY HAZARDS
- Poor weather conditions (visibility, icing, etc.)
- Mechanical failure
- Improper cargo storage or overloading
- Improper refuelling techniques
- Lack of emergency preparedness

APPLICABLE SAFETY EQUIPMENT
- Survival kits and gear
- Fire extinguishers/tools
- Emergency locator transmitter
- PFDs
- Natural fibre clothing

PRIOR TO DEPARTURE
1. Confirm carrier adequacy aviation policy.
2. Inspect personal survival gear and communication equipment:
   - Survival gear should include emergency rations, fire starters, signalling tools, heat retention covers, etc.
   - Test portable radios and phone/repeater systems.
   - Based on location and risk, determine frequency of check in process and notify appropriate personnel.
3. Check weather conditions and reports well in advance of the trip.
4. Sign out on the scheduling board. Establish who will be receiving the check-in calls at 30-minute intervals.
5. Ensure load levels of passengers and equipment are discussed with the pilot ahead of time.
6. Ensure all staff have the required training or OJT for boarding and exiting aircraft and for storing equipment and supplies, and, if necessary, using slings below a helicopter.
7. Be familiar with the BC Forest Service Aviation Policy Directive. Specifically: an employee flying as a passenger on a Forest Service flight has the right to request the flight be terminated at any time if, in his judgment, the safety or legality of the flight is in question.

OPERATIONAL PROCEDURES
1. Aircraft pilots will provide direction and a safety briefing before the trip commences and may provide direction for BCTS staff to use on pick-up.
2. Keep all landing sites free of loose articles such as paper, hard hats (hold on to them or use chin straps), tarps, clothing, plywood, and signal or lunch fires.
3. Protect your eyes and exposed skin from dust and debris as the helicopter is landing.
4. Wait for the pilot to signal that it is safe to approach the aircraft to board. Always approach the aircraft from the side on a level path in view of the pilot.
5. On exit, wait for the pilot’s notice to release seat belts and move away from the machine to the side on a level path as directed by the pilot. Get well clear of the machine before it leaves.
6. No smoking near or in the aircraft.
7. Inform pilot of dangerous goods including firearms. Firearms are to be transported empty of ammunition.
8. Follow the required flight plan and check in times (local procedures).
9. Return to base: notify check-in personnel of your safe return and close out the man check process.
### EMERGENCY RESPONSE PROCEDURES

In the event of an incident, do the following:

- Assess the accident site to ensure no further danger is present.
- Refer to and follow your emergency response plan.
- Notify flight watch system.
- Stabilize the victim(s) and provide First Aid treatment to the best of your ability, and/or call for the First Aid attendant if required.
- The FA attendant may designate someone to immediately call 911 for help and relay the following information:
  - the caller's name and location,
  - the nature of the injuries and condition of the victim, and
  - a call-back number if possible.
- Continue to provide First Aid and update rescuers on a regular basis.

### LOCAL PROCEDURES

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E-20
Using Small Hand Tools and Equipment
BCTS Provincial Safe Work Procedure #11

**KEY HAZARDS**
- Lacerations/abrasions/bruising (eye and skin)
- Exposure to substances (oils, fuels, solvents)

**APPLICABLE SAFETY EQUIPMENT**
- Hard hats, high visibility vest
- Protective footwear, appropriate clothing
- Hearing protection, eyewear, gloves
- First Aid kits (personal, basic)
- Fire extinguishers/tools, spill kits

**PRIOR TO OPERATION**
1. Determine that the proper tool or piece of equipment is being used for the job.
2. Read the operation manual prior to use and note specific hazards and safety precautions for the tool or equipment.
3. Conduct an inspection of the tool or piece of equipment:
   - ensure that guards are available and securely fastened;
   - check for cracks, fractures, mushrooming, or other signs of fatigue;
   - if deficiencies are present that make the tool or equipment unsafe to use, replace and report this to your supervisor.
4. Check emergency equipment (FA kits, spill kits, fire tools, and extinguishers) for completeness and operational capability.
5. Tag or lock out unsafe equipment to ensure others will not use it.

**THE WORK PROCESS**
1. Use of hand tools
   - Put on appropriate PPE (ear muffs, goggles/shields, gloves, appropriate clothing).
   - Use the tool/equipment as directed by operation manual instructions, maintaining a firm grip when in operation.
2. Use of chainsaws
   - Only use chainsaws if you have adequate training and have the required level of competence, as signed off by your supervisor.
   - Put on appropriate PPE (ear muffs, goggles/shields, gloves, protective leggings, appropriate clothing).
   - When in doubt, do not proceed—back out of the situation.
   - Follow operation manual instructions, maintaining a firm two-point grip on the handle assembly when in operation.
   - Bucking/slashing
     - Evaluate the cut before you begin by assessing for log tension, rot, fractures, etc.
     - Start the saw on the ground or stable surface.
     - Position yourself above the log/tree when cutting, and ensure the cut is not above shoulder height.
     - Avoid kickback situations (i.e., use of tip for cutting, chain binding or pinching, undercut when bucking).
     - Never carry the saw with the chain running. Always carry the bar to the rear when walking.
   - Dispense fuel and oils in accordance with WHMIS procedures and guidelines, using appropriate PPE.
### EQUIPMENT MAINTENANCE

1. **Hand tools**
   - Repair or replace damaged tools (torn electrical cords, mushroomed striking surfaces, cracked handles, etc.).
   - Inspect guards for integrity and tightness, rests (grinders) for tolerances and tightness, handles for fractures, blades or cutting edges for sharpness, balance, or warp.

2. **Chain saws**
   - Sharpening the chain:
     - Secure the saw appropriately before commencing;
     - Always use a file with a handle and acceptable gloves to prevent cuts and scrapes;
     - Do not excessively file the rakers; this will cause kickback.
   - Maintain the proper chain tension as per operation manual instructions.
   - Inspect the saw for general tightness of bolts and screws, bar twist or damage, tip condition, etc.

### EMERGENCY RESPONSE PROCEDURES

In the event of an accident, do the following:
- Assess the accident site to ensure no further danger is present.
- Stabilize the victim and provide First Aid treatment to the best of your ability—stop the bleeding!
- If no one else is present, call for help immediately using available communication and relay the following information:
  - Your name and location,
  - The nature of the injuries and condition of the victim,
  - Whether land or air evacuation is required, and
  - A call-back number if possible.
- Continue to provide First Aid and update rescuers on a regular basis.

### LOCAL PROCEDURES | BCTS OFFICE

#### ATTACHMENTS
Road Maintenance Functions
BCTS Provincial Safe Work Procedure #10-12

KEY HAZARDS

- Lacerations/abrasions/bruising (eye and skin)
- Impacts (overhead, falls)
- Exposure to substances (oils, fuels, solvents)
- Strains, back injuries
- Drowning
- Traffic

APPLICABLE SAFETY EQUIPMENT

- Hard hats, high visibility vest
- Protective footwear, appropriate clothing
- Hearing protection, protective eyewear, gloves
- First Aid kits (personal, basic)
- Fire extinguishers/tools, spill kits
- Hazard signage

PRELIMINARY TASKS

1. Conduct a pre-job assessment to identify potential hazards and control measures.
2. Inspect the tools or equipment to be used for the task and repair or replace as required.
3. Loading and transport of heavy objects (culverts, beams, etc.).
   - Use only appropriate lifting devices or ramps for loading of heavy and bulky objects.
   - If a heavy object must be lifted by hand, use appropriate lifting techniques (back straight, feet close to the object, lifting with the legs, no rotation until lift is complete).
   - If a heavy object must be lifted with mechanical devices, ensure that the equipment is rated for the load and in good condition, and the operator knows how to operate the device safely.
   - When loading is complete, secure the load with strapping rated equal to or greater than the weight of the object.
4. Check emergency equipment (FA kits, spill kits, fire tools, and extinguishers) for completeness and operational capability.

OPERATIONAL PROCEDURES

Sign Installation
- Put on appropriate PPE (goggles/shields, hard hat, gloves).
- Use a small post driver for installation rather than a sledge hammer.
- Ensure that installed signs can be readily seen from a vehicle.

Culvert Cleaning
- Evaluate traffic flow prior to commencing work. Set out traffic control signage and/or personnel to allow for the safe passage of vehicles by the work zone.
- Evaluate the culvert blockage to determine the most appropriate course of action (removal by hand or by machine).
- The DON'Ts of culvert cleaning
  - Never enter a plugged culvert to remove material
  - Never stand on or be supported by blockage material holding back water
  - Never cross submerged sections of road due to plugged culverts unless the condition of the road surface can be determined (i.e. serious erosion or washout)
- Hand tools may be used to remove debris from plugged culverts if such an action can be performed without undue risk, otherwise utilize mechanized equipment (excavators, backhoes, etc.). Consider the volume and flow energy of water and be mindful of its potential.
EMERGENCY RESPONSE PROCEDURES

In the event of an accident, do the following:
- Assess the accident site to ensure no further danger is present.
- Stabilize the victim and provide First Aid treatment to the best of your ability.
- If no one else is present, call for help immediately using a radio, telephone, or satellite phone and relay the following information:
  - your name and location,
  - the nature of the injuries and condition of the victim,
  - whether land or air evacuation is required, and
  - a call-back number if possible.
- Continue to provide First Aid and update rescuers on a regular basis.

Hypothermia
- Move the victim to a warm place, remove wet clothes, and replace with dry clothes if available.
- Cover the patient with blankets and do not allow them to exert themselves.
- Provide warm fluids for intake UNLESS the victim is in a severe state of hypothermia.
- Get help as soon as possible and transport the patient to medical aid.

DEMOBILIZING THE PROJECT

Culvert cleaning
- If road surface erosion or washouts have occurred at the culvert location, barricades must be installed around the hazard along with appropriate visibility to alert the public.
- All traffic control signs should be removed from the job site when work is completed; ensure hazard warning signs are left in place if required.

LOCAL PROCEDURES

BCTS OFFICE

ATTACHMENTS
Dealing with Civil Disobedience / Blockades
BCTS Provincial Safe Work Procedure #13-13

KEY HAZARDS

- Conflict with individuals
- Violence
- Harassment and verbal abuse
- Being stranded

APPLICABLE SAFETY EQUIPMENT

- Communication (radios/telephone)
- Survival gear

PRIOR TO DEPARTURE

- Be aware of the issues for the areas you are intending to go to and who you may encounter.
- If a blockade or information line is suspected, plan an alternate route out of the workplace if one is available.
- Inspect personal survival gear and communication equipment
- Ensure you follow the man-check system.

OPERATIONAL PROCEDURES

If you encounter a blockade or other potential civil disobedience:

1. Always maintain the safety of yourself and your co-workers as a first priority.
2. Avoid confrontation and conflict with individuals or a group if the situation is antagonistic or hostile. Leave the area as early as you can if you are faced with intimidation or threats. Do not respond in any way to such threats.
3. Assess the situation calmly and move to a safe location to report to your supervisor, Timber Sales Manager, and the applicable District Manager.
4. Do not cross blockades or information lines without permission from your supervisor. While making your assessment and discussing the situation with your supervisor, determine if you will be allowed to return if you are able to cross the line at the current time. Will the situation escalate?
5. Provide your supervisor/Timber Sales Manager and the applicable District Manager with the following information:
   - location of the incident or blockade,
   - time of your encounter,
   - number of people involved,
   - the stated purpose of the action, and
   - vehicle licence numbers or other identifying information.
6. If you are stranded behind a blockade in the field or in an office, notify your emergency response check-in, the RCMP, and the next higher level in the organization (e.g., BCTS HQ).
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Staff Entering Another Employer’s Workplace

BCTS staff entering another employer’s workplace are guided by the BCTS program and must respect the expectations of the worksite (consider high hazard areas, communications protocols, and PPE expectations) and the employer’s program. Such workplaces can be timber sale holders, BCTS contractors, or other industrial operations.

BCTS staff doing BCTS business are deemed on short-term visits. They have statutory rights to be at the workplace and cannot be refused entry. Limited entries to such workplaces (visits) by BCTS do not cause the workplace to become a multiple employer workplace; however, BCTS staff must do the following:

- plan your trips to these worksites: know who to call and who is operating;
- identify yourself to the site supervisor, employer, or prime contractor;
- get briefed on site safety rules, special PPE considerations, or other procedures;
- be informed of the hazards;
- be informed of First Aid on site;
- conduct your work and advise the same person when leaving the workplace;
- be professional and respectful; and
- you should have available and wear as appropriate at minimum: safety headgear, protective eye wear, hi-visibility apparel, hearing protection, safety footwear, gloves, full length pants, and weather-related gear to the expectations of BCTS SWP.

Considerations:

- You do not have to pre-advice the contractor or TSL holder, but you need to check in. It may be beneficial to phone a few hours ahead.
• Approaches by helicopter or boat require may require advance check-in on approach. Get permission to fly low over the area or land and receive a safety briefing before doing this.

• If the person in charge of the workplace places undue restrictions on entry, you may need to discuss this with your supervisor and the workplace owner to come to an understanding.

Do not put yourself in a position where you feel it is unsafe or you are in a conflict with the workplace owner, prime contractor, or person in charge.
Dealing with Licencees

Timber Sale Holder’s Role and Safety

BCTS timber sale licence holders are defined as owners under the *Workers Compensation Act* and assume the responsibilities of owners set out in that legislation. The timber sale licence holder enters into a licence and acquires rights to harvest timber, use roads or infrastructure, pay stumpage on timber removed, and thereby take ownership of the timber and conduct business. (See also Chapter 25, roads). The timber sale licence holder is not a contractor paid by BCTS.

Timber sale licence holders must plan for and deliver on all of the responsibilities for safety laid out in the legislation, including maintaining an appropriate safety program and ensuring that any contractors or sub-contractors at the worksite have and maintain adequate safety programs. They must also designate a prime contractor in multiple employer workplaces.

Timber sale licence holders will also be required to ensure all companies working on the timber sale licence (the workplace) be registered in the SAFE Companies program of the BC Forest Safety Council, or may be required to be fully certified in the SAFE Companies program.

**BCTS Safety Responsibilities when Dealing with Timber Sale Licence Preparation or Timber Sale Licence Holders**

Under the *Workers Compensation Act*, BCTS is an agent of the Crown and may retain some broad responsibilities of an owner of the Crown land covered by the timber sale licence.

BCTS must complete the following when dealing with timber sale holders:

- plan timber sales so that they can be harvested safely.
• make the timber sale holder aware of any observed or known hazards on the timber sale licence area or along access roads identified at the planning stages of the timber sale.

• inform the timber sale holder of the legislated requirements and responsibilities of owners and employers for safety and safety programs, and of the need to designate prime contractors in multiple employer situations.

• make the timber sale holder aware that they must meet Workers Compensation Act standards as an owner.

• inform the timber sale licence holder and ensure that all companies or individuals working on the licence be registered or certified with the SAFE Company program of the BCFSC.

• ensure the timber sale holder knows they must file a notice of project with WorkSafeBC prior to starting work and if so requested, provide a copy of the notice to BCTS.

• make the timber sale licence holder aware that as timber sale licence holders (owners), they are independent of BCTS and are able to plan and conduct their operations as they choose without direction or supervision from BCTS.

• inform the timber sale licence holder that if there is a conflict between the requirements in the licence and the Workers Compensation Act or Occupational Health and Safety Regulations, the Workers Compensation Act prevails.

• ensure the timber sale holder attends a pre-work meeting on the licence area before commencing work to go over these details.

• BCTS must report any unsafe acts or conditions observed on the timber sale licence to the timber sale holder or person in charge of the worksite as
specified in Section 3.10 of the *Workers Compensation Act* Health and Safety regulation.

Two checklists are provided in the forms section to assist staff with these responsibilities.
Dealing with Contractors

In British Columbia, the *Workers Compensation Act (WCA)* general duty clause for employers states that they must ensure the health and safety of “all workers working for that employer, and …any other workers present at a workplace at which the employer’s work is being carried out...” At work sites where BCTS contracts its work, BC Timber Sales work is being carried out by another employer (our contractor), and in accordance with the duties described above, BCTS has higher level responsibilities to ensure the health and safety of the contractor and workers.

Contractors and consultants (also contractors) operate independently and at arm’s length from BCTS. BCTS will require and expect contractors to deliver on the following responsibilities for safety.

**Workers Compensation Act Base Responsibilities**

Under the *WCA*, contractors, if they have employees, carry the responsibilities of employers as defined under Section 115. Contractors may also be workers or supervisors, as defined under the *WCA*, and carry those responsibilities as well.

**Workers Compensation Act Multiple Employer Responsibilities**

In some cases, contractors may be prime contractors or be required to designate prime contractors as set out in Section 118 of the *WCA* (see Chapter 23 of the BCTS Safety Manual: Dealing with a Prime Contractor). Where they are operating in a multiple employer situation and are not the prime contractor, the contractor must give the prime contractor the name of the person the employer has designated to supervise the employer’s workers at the workplace.
BC Timber Sales Requirements of Contractors

All contractors are required to maintain and implement their own occupational health and safety program, or ensure that individuals or companies working for them implement a safety program which meets the requirements in the WCA, and (if required by BC Timber Sales) also meet the requirements of the BC Forest Safety Council SAFE Companies program certification standard.

The requirements for safety programs are clearly laid out in WorkSafeBC documentation and in the BC Forest Safety Council SAFE Company standards. Contractors must address of these content requirements. Some key general requirements include:

- **Safety orientation** For workers on the job site or workers returning to the job site after an absence. The contractor shall ensure that every employee knows and abides by all safety requirements.

- **Management and safety committee and toolbox safety meetings** Specifically including discussion of hazards or procedures applicable to the work being done on the site.

- **Employee/worker supervision** The contractor is responsible for ensuring workers are adequately supervised while conducting their work, as required in WorkSafeBC legislation.

- **Worksite inspections** The contractor shall conduct inspections of the work site to identify and mitigate safety hazards.

- **Safe work procedures** The contractor must ensure that they have safe work procedures.

- **Accident or incident reporting and investigations** The contractor shall investigate incidents required by WorkSafeBC or the SAFE Company standard. Reports will be submitted to WorkSafeBC and, if requested, to the BC Timber Sales contract officer. The report shall outline accident causes and provide information on
corrective action taken to prevent a similar accident from happening in the future.

- **Emergency response and procedures** The contractor is responsible for ensuring that appropriate emergency response procedures are developed, made available, and tested with staff working on site.

- **First Aid** The contractor is responsible for ensuring that a first aid attendant and facilities are provided and maintained as required in WorkSafeBC regulations.

- **Personal Protective Equipment (PPE)** The contractor is responsible for ensuring that all workers wear required PPE and keep it in good condition.

- **Communication with other employers in the vicinity of the contractor’s worksite** Forestry work involves frequent contact with other employers, use of multi-employer forest roads, and contact with the public. The contractor is responsible for communicating and coordinating work on the contract to others in the worksite vicinity.

- **Workplace Hazardous Materials Information System** Written instructions that assign responsibility for the program.

### BCTS General Responsibilities when Dealing with Contractors

Under Section 119 of the *WCA*, BCTS retains the role and responsibilities of an owner of the workplace and of the work being done under the contract. While contractors must maintain an independent safety program, BCTS staff (particularly contract officers and contract administrators) have responsibilities as owners of the work to ensure that the contractor fully implements the safety program, meets WorkSafeBC requirements, and any additional requirements such as the SAFE Company standard. Key responsibilities are listed below.

BCTS must complete the following when dealing with contractors:
1. Plan the contract such that the work can be done safely.
2. Notify the contractor of any observed or known hazards on the contract or along access roads identified at the planning stages of the timber sale.
3. Make the contractor aware of the legislated requirements and responsibilities of employers for safety and safety programs and of the need to designate prime contractors in multiple employer situations,
4. Explain to the contractor that they must meet Workers Compensation Act standards.
5. Make the contractor aware and ensure that the contractor and all companies or individuals working on the licence be registered or certified with the SAFE Company program of the BCFSC.
6. Inform the contractor they must file a notice of project with WorkSafeBC prior to starting work and, if so requested, provide a copy of the notice to BCTS.
7. Make the contractor aware that as contractors, they are independent of BCTS and are able to plan and conduct their operations as they choose without direction or supervision from BCTS, provided they meet the standards set in the contract specifications.
8. Ensure the contractor has a safety program before commencing work on the licence, and follow up with inspections to ensure the contractor is implementing the program during the life of the work on the contract.
9. Ensure the contractor attends a pre-work meeting on the licence area before commencing work to go over these details.
10. BCTS must report any unsafe acts or conditions observed on the contract to the on-site supervisor or person in charge of the worksite as specified in Section 3.10 of the Workers Compensation Act Health and Safety regulation.
More detailed information is found in the safety program manual.

**Labour Contractors (within the BCTS program)**

In order to deliver on the objectives for the BC Timber Sales Program, BCTS staff may need to engage contractors to do work for BCTS who are not:

- independent firms
- incorporated companies
- registered with WorkSafeBC as an employer or covered by POP with WorkSafeBC.

BC Timber Sales provides for these situations only to occur in emergencies when alternative methods of contracting or getting the work completed are unavailable.

In these types of situations, BCTS staff will almost always be closely working with the contractor and providing direction. Examples might include, but are not limited to:
• engaging a backhoe or grader to do some emergency road work
• engaging a consultant to do some emergency assessments to provide business continuity

In these cases, these are not formal employees who are automatically covered by the scope of this program or rules of the British Columbia public Service. WorkSafeBC will, however, consider these employees as contracted workers to BCTS, and BCTS must be prepared to cover off the duties of an employer (Chapter 6) and may be held financially accountable for any time loss or treatment claimed by these workers if they are injured on the job.

**What is Required in a Safety Program for Contract Workers?**

Timber Sales Managers, supervisors, and contract administrators who enter into contracts with firms or individuals that result in them or their workers being deemed contracted workers of BCTS, must ensure that these workers and this work is covered off by a written supplemental safety program specific for the worksite and job.

This supplemental program must include:

• The BCTS safety policy and the *BC Forest Industry Health and Safety Accord*.
• A description of the workplace, equipment being used, and names of people (non-BCTS) employed at the site.
• A description of the duration of the work and length of the contract.
• A check of worker competency for the tasks involved. This will include certificates for blasting, falling, driving, survival first aid, and a review of the experience of workers. Worker practices will be checked under supervision on a regular basis.
• Confirmation that the First Aid provisions at the workplace are adequate.
• Confirmation that adequate communication systems are in place and a man check system is in place.
• A pre-work and orientation meeting to go over the work, including a discussion of identified hazards.
• A check that the workers have written work procedures for the jobs they were hired to do, and that maintenance schedules for equipment are being adhered to.
• An emergency response plan in place including communications, working alone or in isolation procedure, and check-ins.
• Provision for regular supervision by a competent BCTS employee.
• Access to the Workers Compensation Act and regulations and a discussion of the workers’ rights and obligations, including the right to refuse unsafe work.
• Workers’ responsibilities for reporting hazards, incidents, and close calls.
• Provision for regular safety meetings with the workers and with the BCTS supervisor.
• Ensuring the workers have and use required PPE.
• A discussion of the consequences of not following the safety program, including suspension of work.

**Prime Contractors**

The BCTS safety program and individual contractor safety programs are extremely important for improving forest sector safety at BCTS workplaces. There are, however, situations where more than one contractor or other employer is working on the same workplace at the same time. In these cases the safety programs and the timing of work phases by the various employers for events such as shutdowns, lockouts, or emergency response procedures must be co-ordinated or
directed by a single entity to ensure the overall safety plan for the workplace achieves the objectives. The entity responsible for this co-ordination is known as the prime contractor.

**One Prime Contractor at Any Given Time on a Work Place.**

It is important to know that there can be only one prime contractor on a workplace at any given time. WorkSafeBC policy clearly establishes that if an owner enters into more than one agreement purporting to create a prime contractor for the same period of time on a given workplace, the owner is considered to be the prime contractor.

**Prime Contractor Responsibilities**

Until these standard industry benchmarks are established, BCTS should ensure that at minimum designated prime contractors should:

- Ensure that all other contractors, employers, and independent operators at the workplace have WorkSafeBC registration and coverage.
- Ensure that a notice(s) of project has been submitted for the work being done.
- Ensure that all other contractors, employers, and independent contractors have a written health and safety management system or program.
- Ensure (when required) that the prime contractor is a registered or certified SAFE Company by the BC Forest Safety Council.
- Ensure (when required) that all other contractors and employers on the workplace are registered or certified SAFE Companies by the BC Forest Safety Council.
- Ensure that the workplace has adequate First Aid attendants and supplies for the total number of workers at the workplace.
• Ensure that the workplace and all workers have a tested and functioning emergency response plan for all workers at the workplace.
• Conduct workplace inspections, hazard identification, and implement corrective actions as needed.
• Ensure that workplace practices are followed, including common practices such as radio communication and blasting signals.
• Ensure that incident and accident investigations occur, reports are submitted and corrective actions taken, and that safety alerts are provided to all workers at the workplace.
• Ensure that each employer has trained their employees and has adequate supervision for their workers on-site.
Section F-4
Visitors
Dealing with the Public, Visitors, and Service Providers

Dealing with the Public

The public is defined as persons who may appear at BCTS facilities, roads, or other infrastructure, who are uninvited and unknown to BCTS staff.

- BCTS will maintain general information, including adequate general precautions for the public in regard to using BCTS offices, other offices, warehouse facilities, forest roads, or other infrastructure such as log dumps or log sorts.
- BCTS may erect appropriate general signage on BCTS roads and infrastructure to communicate hazards to the public.

Dealing with BCTS Visitors

Visitors are defined as persons who are invited by BCTS to attend events in BCTS field or office workplaces. Visitors may also be government agency or other official staff conducting inspections on BCTS operations as part of their official duties.

- BCTS staff at each office will maintain procedures for dealing with visitors which outline both BCTS and visitor responsibilities for safety and emergency response. These procedures will include a record of visitor names and contact numbers with the sign in and sign out times.
- BCTS staff will orient visitors with procedures prior commencing the meeting or field trip, including emergency egress, natural disasters, or emergencies such as first aid, marshalling points for check-in, location of washrooms, and smoking rules.
• Visitors to BCTS workplaces must follow the BCTS safety program. A BCTS staff member or competent person authorized by BCTS must communicate applicable safety hazards and requirements, oversee the visit, and ensure compliance with safety programs.

• BCTS staff and/or visitors entering the worksite of another employer also must follow the safety program of that employer in addition to BCTS requirements.

**Dealing with Service Providers and Suppliers**

Service providers are generally not required to become SAFE certified companies.

• Service providers working directly for BCTS will be provided with a briefing by BCTS on known hazards and levels of activity which may be encountered while attending BCTS operations.

• Service providers are expected to have safe work procedures, an emergency response plan, and emergency First Aid suitable for their own needs as part of their own programs. BCTS staff will check to see such procedures are in place before work commences.

Service providers to timber sale licence holders or contract operations must be guided by those owners/employers as appropriate.
Section F-5
WorkSafeBC Inspectors
WorkSafeBC (WCB) Inspections

In order to promote compliance with WorkSafeBC’s Occupational Health & Safety regulations, BCTS wants to ensure that any written orders are communicated promptly and effectively to all parties concerned.

When an inspection occurs on any BCTS work site, the WorkSafeBC officers should be accompanied by a BCTS employee from the worksite being inspected (if readily available) and supervisor of the area, if possible.

Where deficiencies are noted, the WorkSafeBC officer will note them on an inspection report with a corresponding order number. All orders noted on the inspection report must be corrected immediately.

When WorkSafeBC orders have been received by a BCTS staff person, the following steps will be taken:

1. The BCTS staff person who received the inspection report will forward a copy to the supervisor/manager of the work site. Additional copies will be forwarded to the business area safety co-ordinator and the provincial co-ordinator.
2. The senior person at the work site will post a copy of the inspection report on a bulletin board or other visible place within the work site.
3. A compliance plan will be initiated for those orders. The plan will include completion dates, actions required, and responsibility for completion.
4. The business area safety co-ordinator will conduct a follow-up inspection and communicate the result to the TSM and the provincial safety co-ordinator.

Follow-up reports will be sent to the responsible TSM and the provincial co-ordinator stating what has been completed and dates for completing outstanding items. Monthly follow-up reports shall continue until all outstanding items have been completed.
First Aid

First Aid is what you can do to assist an injured person at the scene using only what is available under the prevailing circumstances. You may only have your two hands. Remember that First Aid does not rely on equipment. In some circumstances if there is nothing, or nothing more can be done, then First Aid may mean going for assistance. The patient relies on you. In practical First Aid, especially in the bush, clear logical thinking and the ability to improvise are critical.

First Aid is based on common sense, knowledge, and technique. The order of urgency is: protection of the patient from further injury, ensuring those giving aid are safe from injury, and restoring breathing and heartbeat. After this, you can attend to stop bleeding, minimize pain, reassure the patient, seek further aid, and (if necessary) transport the person to hospital. Before you can commence rational treatment, a diagnosis must be made consisting of: **history** (how the injury occurred), **symptoms** (what the patient feels), and **signs** (what you can observe).

**Action Plan**

This action plan is vital to assess whether the casualty has any life-threatening conditions and if immediate First Aid is necessary.

**CALL FOR HELP**

Check for DANGER  
Check RESPONSE  
Check AIRWAY  
Check for BREATHING  
Check for CIRCULATION

Refer to Emergency Contacts

Provide contact with:
1. Your location
2. Your contact info
3. Type of emergency
4. Victim’s condition
Mouth-to-mouth
artificial respiration – adult casualty

You arrive at a scene – an unconscious adult (someone beyond 8 years of age) is lying on the floor...

1. Begin BSI – start the scene survey

2. Assess responsiveness. If there is no response, go to step 3.

   - Anyone O.K.?  
   - Ask the casualty if she is O.K. Assess any response. 
   - Gently tap the shoulders

3. Send or go for medical help and an AED if available.

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4 Place the casualty face up, protecting the head and neck during any movement. Open the airway by tilting the head.

5 Check for normal breathing for up to 10 seconds. If there is no breathing, go to step 6.

6 Breathe into the casualty’s mouth. For an adult casualty breathe for 1 second. Use enough air to make the chest rise.

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7 Check for a pulse at the neck. There is a carotid pulse on either side of the neck—feel for a pulse on the side closest to you—do not feel or compress both sides at the same time.

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Because that pulses can be hard to find. If there is no pulse or if you are not sure, do not delay. Start CPR and apply an AED if available. If there is a pulse, continue AR—see step 8 below.

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8 Breathe into the casualty once every five-six seconds (10-12 times a minute). Recheck for a pulse every 2 minutes.

- If there is no pulse: start CPR and use AED—
- If there is a pulse, continue the primary survey

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Don't blow too hard! If you blow into a casualty too hard, or longer than the recommended rate, the air may go into the stomach instead of the lungs. This can cause a few problems. Only blow hard enough to make the chest rise.

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How to give AR when you suspect a head or spinal injury

Note that this technique is only intended for health care providers and first responders.

The usual AR technique involves moving the head and neck to open the airway. If the casualty has a head or neck injury, this movement could cause paralysis or even death.

When you suspect a head or spinal injury, prevent head and neck movement and open the airway using the jaw-thrust without head-lift, as shown below.

1. Place your hand on either side of the casualty's head so the head and neck cannot move.

2. Tilt the casualty's head to one side. Support the head and neck and assess responsive neuron—instead of tapping, gently pinch the earlobe. Check for medical help if the casualty is unresponsive.

3. Open the airway. Press on the side to open the mouth and lift the jaw.

Jaw thrust—infant casualty

Thumb positioned to close the hands

Lift the jaw to open the airway.

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4. **Look**... for chest movement
    - **Listen**... for sounds of breathing
    - **Feel**... for breath on your cheek

Check for signs of breathing for up to 10 seconds while holding the airway open with the jaw thrust.

5. **Push** your cheek against the nose to seal the nose, keeping the jaw to hold the airway open.

If there is no breathing, put your mouth over the casualty's mouth and press your cheeks against the casualty's side to seal it. Blow into the casualty's mouth and watch for the chest to rise.

If the chest rises, give another breath and continue CPR. If the chest doesn't rise, try opening the airway again with the jaw thrust, but this time:

- **Tilt** the head slightly backwards just enough to open the airway (although these actions move the neck, it is more important to get air into the casualty's lungs than to protect the neck).
- **Try** to breathe into the casualty again.

If the chest still doesn't rise, continue the airway blocked by a foreign object (and start first aid for choking using the jaw thrust, continue giving CPR).

### For an infant casualty

Cover both the mouth and nose with your mouth, or with a face mask if you are using one. Blow for 1 second.
Deadly bleeding

Is there any severe bleeding? Apply direct pressure at or above the wound site and elevate the injury if possible.

In the above situations the patient may be moved as necessary to alleviate a condition, but for less severe injuries do not move the patient until First Aid has been completed.

Bleeding

• Wear gloves to prevent the transmission of infectious bacteria.
• Clean the wound site and apply a sterile dressing.
• Use roller gauze to hold the dressing in place and to apply pressure on the wound. If the dressing becomes soaked with blood and continues to bleed, apply a second pressure dressing over top of the existing dressing.
• Do not remove dressings; this will only increase the rate of blood loss.
• If possible, elevate the wound site.

Penetrating wounds with an embedded object or open fractures (a fractured bone has broken through the skin) require direct pressure around the wound site, but not on it. Cover the wound with a sterile dressing to prevent further contamination.

Secondary Evaluation

Once the initial evaluation is complete, begin a secondary evaluation. Starting from the head, work your way down to the feet, palpating (feeling) the entire body. Look for cuts, abrasions, deformities, and swelling. Feel for any instability along the bones, and crepitus (a creaking crunching sensation). Watch the patients face for signs of pain or tenderness. Even if the injury appears obvious, do a complete secondary survey.
Other more serious injuries can be masked by the pain of an obvious injury. Check for any Medic Alert bracelets, and ask the patient about his/her medical history (previous injuries, medical conditions, medications, etc.). With the secondary survey complete, you can treat the injuries.

**Shock**

Shock occurs when the body lacks the ability to provide all the major organs with oxygen and nutrients. Patients going into shock become:

- Anxious
- Breathing may be faster and shallower
- Skin becomes pale or ashen in colour
- Pulse may become faster and weaker

Unless treated the patient can deteriorate rapidly and possibly die:

- Have the patient lie down and remain still
- Elevate the legs
- Keep them warm
- Reassure the patient

These simple steps will slow the advance or stop the progression of shock. Treat for shock at its earliest signs, as it is much easier to prevent then to reverse. If the patient continues to deteriorate, begin a second examination of the patient with a primary survey, and then a full secondary survey to determine if any injuries may have been missed.

**Head Injuries**

Any strong blow to the head can be very serious. Immobilize the head and neck with clothing, or by kneeling at the patient’s head and cradling the head between your legs. Neck injuries (spinal injuries) are often associated with a head injury. Observe the patient’s level of consciousness. Do not move the patient unless absolutely necessary.
Fractures (Broken Bones)
Deformity of a limb, point tenderness, or swelling can indicate a broken bone.

- Immobilize the injury by splinting in the position found.
- Avoid moving or manipulating the injury
- Metal rods from an internal pack frame, an ice axe, paddles, stiff foam sleeping pads, tent poles, and blankets can all be used to splint fractures.
- Applying ice or cold water to the injury (using a plastic bag) will reduce swelling and help ease the pain.

Dislocations
These injuries are very similar to fractures in signs and symptoms, and are treated the same.

Sprains
A sprain has many of the same symptoms as a fracture. *If in doubt, treat for the more serious injury.*

- Apply ice or soak the injury in cold water to reduce swelling
- A tensor bandage may be useful
- Walk no more than absolutely necessary

Blisters
While blisters are a minor injury, they can be extremely painful and even somewhat debilitating. Preventing blisters is much more effective than treating them. As soon as rubbing or a hot spot is felt, stop immediately. Check socks for wrinkles, boots for a loose fit, and if necessary, protect the area with moleskin, or Second Skin. If blisters develop, don’t lance them unless there is no other way you can walk. Try building up the area around the blister with 4×4” dressings and roller
gauze. Keep the blister clean, and never apply any adhesive directly on it, or much of the surrounding skin will tear when the tape is removed.

**Emergency Medical Response**

*Heat Stress*

Employees working outdoors are often exposed to the hazard of overheating. If the body becomes so hot that it cannot lose the heat that it produces, there is a risk of the victim developing heat stroke.

**Signs and symptoms**

Sweating is important because it is often the only way to differentiate heat exhaustion from the life-threatening heat stroke. If untreated, heat exhaustion may progress to heat stroke. Workers suffering from heat exhaustion should be transported to medical aid. Symptoms of heat exhaustion are:

- shallow respiration and an increased respiratory rate
- weak, rapid pulse
- cool, pale, clammy skin
- sweating
- weakness, fatigue, dizziness
- headaches and nausea
- fainting
- muscle cramps

**Guidelines to reduce the risks**

- Drink plenty of fluids before and during exposure
- Schedule work to minimize heat exposure
- Determine appropriate work-rest cycles
- Wear clothing that is suitable for the conditions
- Allow the body to acclimatize or adapt to hot environments (or seasons)
- Ensure adequate supervision occurs as required
Managing Heat Stress

- Move the affected worker to a cooler environment; if possible lay the worker down and remove or loosen tight clothing.
- Cool the worker by sponging with cool water and fanning. Take care not to cool the worker too much. If the worker begins to shiver, stop cooling.
- If the worker is fully alert and not nauseated, provide fluids orally. Juice, non-caffeinated soft drinks, sports drinks, or a solution of salt water (1 teaspoon of salt to ½ litre of water) are best. Avoid alcoholic and caffeinated beverages.
- In most cases, the worker’s symptoms will improve dramatically within 30 minutes. These workers should still be transported to medical aid.

Cold Stress

Employees working outdoors are often exposed to the hazard of losing body heat. If the body becomes so cold that it can no longer produce more heat than it loses, then the person is becoming a victim of hypothermia.

There is a risk of cold stress for workers whose work exposes them to the outdoor elements of temperature, wind, precipitation, and cold water immersion. Exhaustion from hard work and exercise in a cold, wet environment will also increase risk.

Signs and symptoms

- Shivering to maximize heat production
- Decreased level of consciousness (intoxicated appearance)

Guidelines to reduce risks

- Stay warm and dry by wearing layered clothing with adequate insulation and moisture protection
• Wear waterproof boots and protect hands with mittens or gloves
• Pace yourself during vigorous activity. Take regular opportunities to warm up inside, if possible.
• Always wear flotation vests when working by the water.

Managing cold stress
• Prioritize transport and warming
• Contact the First Aid attendant immediately
• Handle worker gently
• Move to a warm environment
• Avoid alcoholic beverages
Wilderness Survival

Remote travel may result in staff being stranded in the field for a period of time due changing weather conditions and disruptions in travel. If this occurs or is likely to occur, your pre-planning will serve you well. Take advantage of daylight to prepare for the night if you have been working all day with little daylight left. Monitor the weather throughout the day to assess your risk. Maintain communications with the office and keep informed about impending logistic challenges or changes in plans. Consider alternative pick up sites or transport. If you expect to remain overnight, prioritize your actions.

What were your alternative plans when you pre planned the field activity? Are they still viable? Is there a camp or other accommodation or shelter nearby that is safe to reach? What response will your man check system initiate? Are those responsible aware of your circumstance? If you are unable to communicate your situation to the office and those managing the man check system, consider how the search will proceed and how you might facilitate communication and location. If you can communicate, make arrangements to check in throughout the night. Use remaining daylight to prepare for the night, as it is dangerous to move around at night.

Take stock of your equipment and supplies, fire starting material, shelter material, water, food, light source, communication equipment, etc. Will you have moonlight? Gathering tinder, kindling and firewood for the night should be first priority, as constructing the shelter and other preparations for the night can be done by firelight. Try to gather your shelter material during daylight. Co-ordinate your team to maximize preparations quickly. Focus on comfort for you and your team; make it a challenge and fun to manage potential anxiety.

If you are lost, admit it and begin to manage the situation. It can happen to you. The main objective for wilderness survival is to be mentally and physically prepared to survive. If your circumstance involves an aircraft, then ensure the ELT...
(emergency locator transmitter) is activated and the antenna lead and antenna are intact. Some units have portable antennas which must be installed. Confirm any other means of communication. If you need to remove the ELT from aircraft and install the portable antenna to ensure transmission, set the unit up on top of a metallic background to enhance the signal and remain on high ground near the aircraft. Do not turn the unit on and off to conserve the battery. It should remain transmitting continuously to facilitate locating the signal. If you need to establish your camp location away from the ELT, ensure the route to your camp is well marked with stones or blazing so rescue teams quickly locate you and your team. Take stock of your equipment and team and begin to prepare.

Survival Psychology: 8 Enemies of Survival

Fear, Pain, Cold, Thirst, Hunger, Fatigue, Boredom, and Loneliness

Perhaps the most important requirement for survival is your ability to quickly accept the reality of a new emergency and act accordingly. Knowledge of survival information contributes to confidence, which is important in handling fear and panic. Consider practicing some survival techniques as part of a routine field day: build a fire, a signal fire, and a shelter as part of your emergency response drills. As with all skills, practice will generate confidence and enhance competence.

Fear: Should you become lost or confused, your immediate problem is fear. Fear is a normal reaction in anyone faced with an emergency. Fear influences your behaviour and your chance for survival. There is no advantage in trying to avoid fear by denying the existence of danger. It is important to realize your fear should be accepted as a perfectly normal reaction rather than a shameful one.

Pain: In a survival situation, pain and hunger may go unnoticed if your mind is kept occupied with plans for survival. The most important point to remember is to make
special efforts to keep hopes up and to keep working for survival.

**Cold:** This is a greater threat to survival than it sounds. Cold not only lowers your ability to think, but also tends to lower your will to do anything but get warm again. Cold is an insidious enemy: simultaneously it numbs the mind and the body, reducing the will to survive.

**Thirst and Hunger:** Even when thirst is not extreme, it can dull your mind. But as with pain and cold, thirst can be almost forgotten if the will to survive is strong enough. This can be dangerous in itself as this confusion could cause you to risk dehydration, even when there is plenty of water available. Remember not to deprive yourself of water. Thirst and hunger also increase your susceptibility to the weakening effects of cold, pain, and fear.

**Fatigue:** Because it is almost impossible to avoid some degree of fatigue, it is necessary to understand its effects and allow for them. Even a very moderate amount of fatigue can reduce mental ability. Fatigue makes you careless. Many people mistakenly think that fatigue and energy expenditure are directly related. This confused notion may be responsible for many deaths. Certainly there is a real danger of over-exertion, but fatigue may actually be due to hopelessness, lack of goal orientation, dissatisfaction, frustration, or boredom.

**Boredom and Loneliness:** Two of the toughest enemies. They are often unexpected. When you must stay still, quiet, and alone, these feelings creep up on you. Recognize and remember you can live with yourself.

Stay warm by remembering COLD:

- **C** keep your clothing CLEAN
- **O** avoid OVERHEATING
- **L** wear your clothing LOOSE and in LAYERS
- **D** keep your clothing DRY

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Build a Fire

Fire is perhaps the most important single factor in successful survival. Without it, you will have a difficult time meeting your basic needs: **heat, food, water.** When you are lost, stranded, or confused, a fire will give you a psychological boost, help you relax, and provide company on a cold lonely night.

**Tips for fire building:**

1. Select a sheltered area out of the wind where the fire won’t spread.
2. Use highly flammable dry tinder to ignite.
3. Ignite fire starter material first and then use this to ignite the fire.
4. Have all your kindling and wood on hand before you ignite the fire.
5. Start with a small fire and add to it as flame increases. You may need to blow on it to provide more oxygen and increase flame and heat. Add new kindling above the flame as it climbs.
6. Keep firewood dry and sheltered; dry your next wood near the fire. Save your best kindling and fire starter for your next fire.
7. With your first fire you should char some cloth by burning it without air in a closed container such as a can or ball of clay. Use this charred cloth for tinder to catch the spark from flint or other spark source. When the spark catches and the cloth glows red, place it quickly in some tinder and blow into flame. Build as many fires as possible without matches or fire starter, as you may need these for signal fires.
8. To make a fire last overnight, place some green logs over it. This banked fire will still be smoldering in the morning. It is easier to keep a fire going then to start a new one.
9. Practice building fire with only the materials you routinely have available in your normal work environment and weather conditions.
Build a Shelter

When lost, shelter is key to survival. Keeping you warm and dry, it provides a psychological boost to your morale when you need it most. No matter how primitive your shelter, it is better than nothing. Without it, needed body heat will be lost. A small shelter, be it under a tree or a small lean-to, is a tremendous help in maintaining vital body heat. When properly constructed, it will keep you dry in rain, insulated from the ground, protected from wind, and can be heated by a small fire. Your shelter will be best if it includes all these features, but most importantly it should not consume too much vital energy to construct.

Ingenuity is important when building your shelter. Try to use as much natural material as possible to conserve resources. Consider the following:

- Forests furnish all the materials you will need for heat, light, and shelter.
- Consider wind direction and the nearest source of water, including the impacts of tide and rain on water bodies.
- Think about overhanging hazards, snow drifts, trees, etc.
- Consider location: flat ground, ability to accommodate shelter, higher than surrounding area for good drainage. Evaluate whether a breeze in the day helps if bugs are a concern, compared to the cooling impacts of a breeze at night. Use the natural topography to enhance your shelter.

Shelter options include: natural shelters (caves, fallen trees, rocks), wigwams and lean-tos, snow caves, tree wells, and igloos, or combinations of these. Shelters must be ventilated when using fires, and can be as basic as walls to block wind and reflect warmth. As with fire, practice in building shelters with material normally found in your work environment this will enhance skill and confidence. Have a competition one day with prizes.
You should prepare and routinely carry and use a personal survival kit. Larger team and vehicle kits should also form part of field gear. Familiarize yourself with the contents of these kits and utilize their materials to practice fire and shelter building. Kits should include more comprehensive survival information for reference.
Appendix
List of Acronyms
## List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>AED</td>
<td>Automated External Defibrillator</td>
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<tr>
<td>ASAP</td>
<td>As Soon As Possible</td>
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<tr>
<td>BCFSAC</td>
<td>BC Forest Safety Council</td>
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<tr>
<td>BCTSA</td>
<td>BC Timber Sales</td>
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<tr>
<td>EMS</td>
<td>Environmental Management System</td>
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<tr>
<td>FA</td>
<td>First Aid</td>
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<tr>
<td>JOHSC</td>
<td>Joint Occupational Health and Safety Committee</td>
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<tr>
<td>LPC</td>
<td>Licencee, Permittee, or Contractor</td>
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<tr>
<td>LTI</td>
<td>Lost Time Incident</td>
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<tr>
<td>MOFIR</td>
<td>Ministry of Forests and Range</td>
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<tr>
<td>MVA</td>
<td>Motor Vehicle Accident</td>
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<tr>
<td>OHS</td>
<td>Occupational Health and Safety</td>
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<tr>
<td>PFD</td>
<td>Personal Flotation Device</td>
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<tr>
<td>POP</td>
<td>Personal Protective Equipment</td>
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<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
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<tr>
<td>PSA</td>
<td>Public Service Act</td>
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<tr>
<td>RAC</td>
<td>Report, Assess, Control (the hazard)</td>
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<tr>
<td>SWP</td>
<td>Safe Work Procedure</td>
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<tr>
<td>TDG</td>
<td>Transportation of Dangerous Goods</td>
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<tr>
<td>TSM</td>
<td>Timber Sales Manager</td>
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<tr>
<td>WCA</td>
<td>Workers Compensation Act</td>
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<tr>
<td>WCB</td>
<td>WorkSafeBC (formerly Workers Compensation Board)</td>
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<tr>
<td>WHMIS</td>
<td>Workplace Hazardous Materials Information System</td>
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</tbody>
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Appendix 1