

WorkSafeBC Safety Officer Inspection Protocol**Personal Protective Equipment (PPE) Protocol**

The Officer must wear all PPE including:

- ✎ Safety headgear
- ✎ Protective eye wear/screen
- ✎ Hearing protection
- ✎ Hi-visibility apparel (vest)
- ✎ Safety footwear/Caulk Boots
- ✎ Gloves as needed
- ✎ Long sleeves & appropriate pants (denim preferred)
- ✎ Weather-related gear when appropriate (rain, snow, cold)

Accessing the Worksite Protocol

- ✎ Follow road protocol; no cell phone use while driving
- ✎ Use the appropriate communication procedures for traveling on forestry roads (radio frequency)
- ✎ Drive to the posted speed limit or current conditions
- ✎ Park out of the way and identify self to the prime or contractor before proceeding
- ✎ Receive site orientation or obtain a guide for the visit
- ✎ Follow all the employers' safety rules, where these rules surpass WorkSafeBC's own internal safety program

Pre-Inspection Protocol

- ✎ Plan the inspection (Firm file check, EFS)
- ✎ Ensure site is active and obtain site orientation

Inspection Protocol

- ✎ Be professional and respectful
- ✎ Keep accurate/complete field notes (blue Officer Notebook) including:
 - * Location of worksite and number of workers on site
 - * Names of person who accompanies you
 - * Name of supervisors and workers (Union if applicable)
 - * Equipment type(s), serial and model numbers
- ✎ If necessary record statement of supervisor and workers
- ✎ Take photographs and measurements as required
- ✎ Collect any information that would serve as a memory tool

Post Inspection Protocol

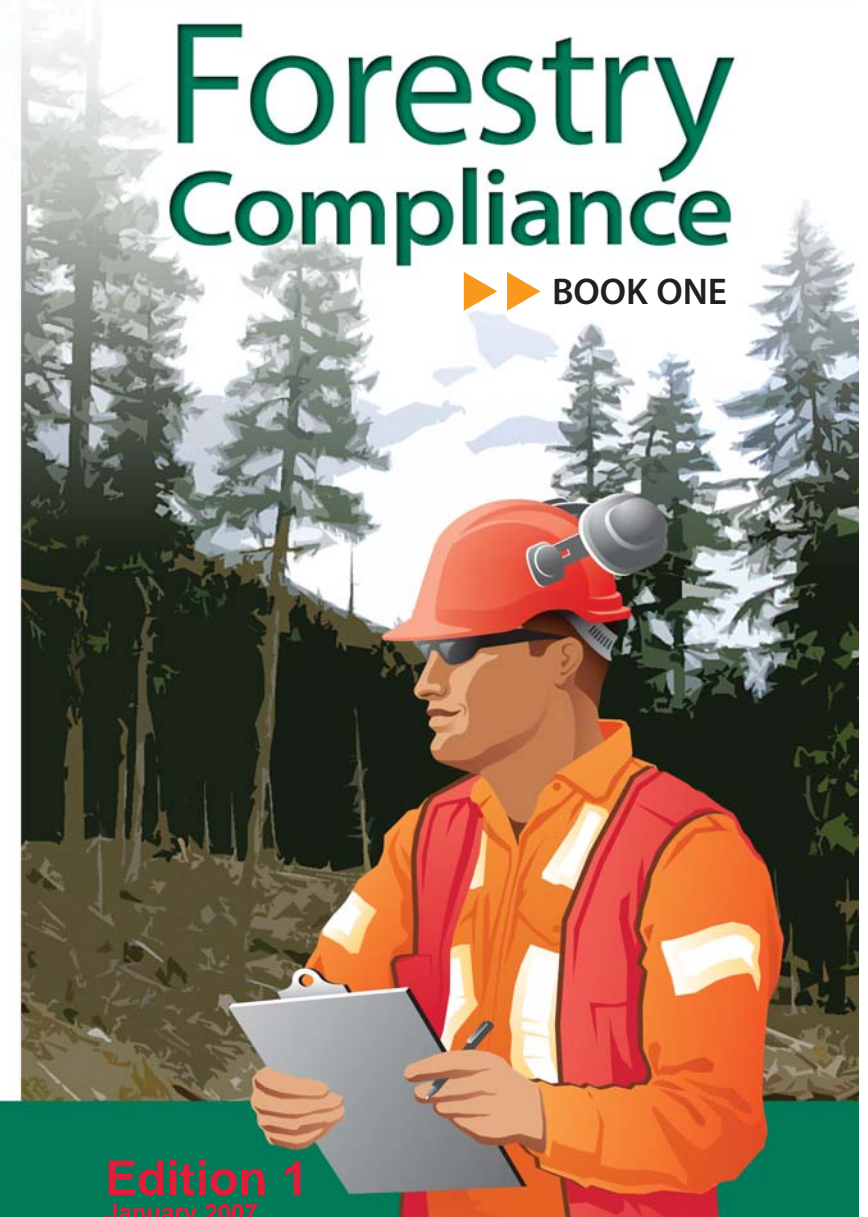
- ✎ Complete inspection report
- ✎ If required and appropriate, visit firm's office to discuss issues requiring further attention
- ✎ Follow provincial/regional administration processes
- ✎ Carry out normal inspection follow-up

Note: As per operating procedure, routine inspections must not be pre-announced.

This Infoplip is for WorkSafeBC officers for use as a guide in their inspectional work. Interested stakeholders may refer to or use the information contained in this infoplip to assist them in carrying out their occupational health and safety roles and responsibilities. WorkSafeBC makes no representations, warranties, or condition, expressed or implied, that this document is and will remain accurate at all times. WorkSafeBC is not responsible for direct, indirect, special, or consequential damages, however caused, arising from the use of this document and its information. This infoplip does not replace the Occupational Health and Safety Regulation or the Workers Compensation Act. This infoplip is not intended to explain the many health and safety requirements that apply to this industry. Employers and workers should always refer to the Act/Regulation and applicable guidelines for specific requirements that apply to their work operations and activities.

Forestry Compliance

▶▶ BOOK ONE



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WORKING TO MAKE A DIFFERENCE

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OWNERS

A



Traditional owners in the forest industry are private land owners, MoFR, BCTS, licensees or license holders and include a tenant, lessee, occupier and a person who acts on behalf of an owner as an agent or delegate.

1 MoFR - Creation of a Second Owner

Practice

In many cases, the Ministry (**Glossary F**) owns safety responsibility for the land and sells the right to harvest timber and reforest the area. The Ministry assesses the timber & area when setting up a sale, and is aware of some safety issues to be considered. Under regulations and the Forest Stewardship Plan (**Glossary F**), licensees (**Glossary F**) prepare a site plan (**Glossary F**). Access road systems and road maintenance are also decided on.

People and Equipment

- ✗ Involved parties must discuss planning requirements and the need for site plans to be achievable by contractors without compromising safety
- ✗ Site plan changes may require amendments to the cutting permit. If they are lengthy, a local Ministry C&E officer should give immediate authority through a “242-Notice”
- ✗ Overlapping tenures such as recreation and logging must be identified to the licence holder
- ✗ The site plan must ensure that planned equipment use is within slope limitations
- ✗ Log hauling must be done safely on all planned cutblock road and trail systems.

Considerations

- ✗ A maintenance agreement must be in place for the access road system and roads under road use permits
- ✗ The Ministry ensures that road use permits are in place
- ✗ The owner/licensee should be provided with information about any hazards known to the Ministry
- ✗ Land provided should be maintained in a safe manner (for example, ensuring that planned logging in adjacent areas does not compromise soil stability and safety)
- ✗ Silviculture plans are carried out safely, considering wildlife trees, no-work zones, and perimeter dangerous trees
- ✗ A protocol for Ministry C&E visits, including the handling of observed site hazards, should be communicated to the created owner
- ✗ Environmental requirements that affect safety are identified.

Sample Documents

- ✗ Site plans with notes
- ✗ Visitation protocol
- ✗ Maintenance agreement and road use permit.

Validation

- ✗ Review site plans for safety issues
- ✗ Verify that known hazards are identified and land is maintained in a safe manner
- ✗ Verify that a road maintenance and use system is in place.

1 MoFR - Creation of a Second Owner

2 BCTS - Creation of a Second Owner

Practices

The Ministry commits a percentage of timber to BC Timber Sales (BCTS – [Glossary F](#)) which in turn sells the right to harvest timber. BCTS assesses timber and area when setting up a sale, and is aware of some safety issues that must be communicated. Under regulations and the Forest Stewardship Plan, BCTS's site plan needs to be accepted by the license purchaser. BCTS is responsible for providing access road systems and required silviculture.

People and Equipment

- ✘ License holders must be made aware that a harvesting plan can be changed for safety reasons. BCTS must be receptive to changing plans for safety reasons
- ✘ Overlapping phases such as silviculture and logging must be identified to the timber license holder.
- ✘ The harvesting plan must ensure that planned equipment use is within slope limitations
- ✘ Log hauling must be done safely on all planned road and trail systems and access roads.

Considerations

- ✘ The harvesting plan must be achievable without compromising safety
- ✘ The owner/licensee should be notified of hazards such as unstable areas, areas with excessive blowdown, or other road users that must travel through the cutblock
- ✘ Land provided should be maintained in a safe manner (such as ensuring that planned logging in the adjacent areas does not compromise soil stability and safety)
- ✘ A protocol for Ministry C&E visits, including the handling of observed site hazards, should be communicated to the license holder/owner
- ✘ Access road maintenance is in place and the license holder knows how to contact the road maintainer
- ✘ Road use permit system is communicated to license holder
- ✘ Silviculture contracts are held directly with BCTS. BCTS may remain the PC for silviculture, or through written agreement assign duties to a contractor if a multiple employer workplace. However, silviculture must be planned with all safety issues considered.

Process Documents

- ✘ Visitation protocol
- ✘ Harvesting plans with discussion notes
- ✘ Road use permit and other applicable permits.

Validation

- ✘ Review harvesting plans for safety issues
- ✘ Verify that known hazards are identified and land is maintained in a safe manner
- ✘ Verify a road maintenance and use system is in place.

2 BCTS - Creation of a Second Owner

3 Licensees – Planning

Practices

The licensee is responsible for preparing a site plan within the guidelines provided to them by the Ministry. Site plans must consider harvesting methods, landings and road systems. Site plans must be achievable within the requirements of the Act/Regulation.

People and Equipment

A system should be in place to ensure that safety issues arising from the site plan are discussed and resolved with the Ministry, BCTS, or other land owner. These discussions should be documented.

Terrain and slope limitations in relation to equipment should be considered in the site plan.

Considerations

A site plan always considers compliance with the Act/Regulation.

- ✘ A silviculture plan is in place
- ✘ Multiple-employer workplaces are identified
- ✘ Circumstances in which the owner is the PC are identified
- ✘ Where a PC (**Glossary F**) is assigned, a written agreement spells out the duties of the PC
- ✘ When a PC is selected, the owner ensures that they have the knowledge and authority to carry out the assigned duties
- ✘ The owner ensures that there is no overlap of PCs.

Site plans should identify items such as:

- ✘ Known hazards (for example, potential slide areas)
- ✘ Road locations and design
- ✘ Provision for trails
- ✘ Steep slopes
- ✘ Wildlife dangerous tree management
- ✘ Harvesting and silviculture methods
- ✘ Access roads.

Licensees are responsible for responding to fires on their cutblock. They must implement a response plan and communicate it to the PC or site contractors.

Sample Documents

- ✘ Site plan
- ✘ PC agreement
- ✘ Site Safety plan (**Glossary F**).

Validation

- ✘ Review plans and verify that work can be carried out safely
- ✘ Review the PC agreement.

3 Licensees – Planning

4 Licensees – Communication

Practices

Land owners must inform licensees of known or foreseeable hazards in the licence area. Licensees will typically discover more such hazards as the site plan is developed. Disclosure of known hazards to harvesting contractors is important. Communication should also focus on issues in the site plan.

People and Equipment

Site plans should be discussed and agreed upon, and provision made regarding safety issues with owners, as required.

Equipment needs should be discussed and changes should be made to the site plan or equipment, as necessary.

Considerations

- ✘ A site plan is communicated to the PC and, where applicable, phase contractors. All parties know of provisions to discuss plans further as safety issues arise
 - ✘ The PC is aware of any contractors the licensee will hire directly. Expectations for health and safety standards have been discussed with all contractors hired by the licensee
 - ✘ The PC's authority has been communicated
 - ✘ The role of the owner/licensee (during site visits) is known to all contractors
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- ✘ Known & foreseeable hazards have been communicated
 - ✘ Extraordinary issues such as other road users have been identified to the PC
 - ✘ Protocols for road maintenance and use have been communicated to the PC
 - ✘ The licensee has informed the PC of issues that the owner/licensee will need to know about immediately (for example, incidents)
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Sample Documents

- ✘ Site plan and additional notes
- ✘ Documentation of additional discussions with land owners and agreed-upon changes
- ✘ Documentation of discussions about the owner/licensee's role, and known hazards, health and safety expectations.

Validation

- ✘ Review the site plan and notes
- ✘ Identify whether changes to the plan are or were required, and the process followed
- ✘ Check for pertinent documentation of discussions between licensees and site contractors
- ✘ Validate discussions with site contractors if feasible
- ✘ Determine whether road use protocols are known and followed.

4 Licensees – Communication

5 Licensees – Roads and Trails

Practices

The licensee, or whomever they direct, is responsible for building and maintaining cutblock roads and planned trails. Slope limitations must be considered carefully when planning for construction of roads and trails.

Once in place, access roads are maintained by contract. The licensee will likely remain the party who communicates road issues to the Ministry or the road use permit holder.

People and Equipment

For access roads not under the licensee's control, an agreement with the road maintainer must be in place.

Good engineering practices and the applicable parts of the regulation must be used to ensure that truck and equipment traveling roads and trails are safe, and are within slope limitations. Cutblock roads and haul roads must be designed and constructed to allow for safe navigation by the trucks that will use them.

Considerations

- ✘ Known hazards (such as loose rocks or unstable stumps, potential slide areas, and dangerous trees) are mitigated and communicated to those affected
- ✘ Maintenance is planned for cutblock roads and bridges
- ✘ There is traffic control for safe vehicle coordination and whenever the work process or equipment would endanger other vehicular traffic or people. This may be an issue when other contractors use a road through a cutblock as access.

Consider the following for access roads:

- ✘ Roads and bridges meet acceptable design and maintenance standards
- ✘ Road use permits are in place
- ✘ Known road hazards are communicated and mitigated
- ✘ Road signage, radio frequencies and usage protocols are identified.

Sample Documents

- ✘ Site plan for cutblock road and trail layout
- ✘ Road use permit
- ✘ Road and bridge inspections
- ✘ Agreement with access road maintainer.

Validation

- ✘ Check the suitability of all access roads
- ✘ Review the site plan for road and trail layout
- ✘ Speak to site contractors (truckers) about road issues.

5 Licensees – Roads and Trails

6 Licensees – Contractor Relationships

Practices

The key relationship for a licensee is with the PC. When a licensee's representative visits a site, the PC is responsible for certain health and safety issues. This does not relieve the licensee of his or her duties as an employer. When licensees remain PCs, they must establish and maintain relationships with all site contractors for safety purposes.

People and Equipment

A CS ([Glossary F](#)) or equivalent should be in place.

If the site plan calls for equipment that is not usable for safety reasons, the licensee should be notified.

Considerations

- ✘ Licensees should be aware of PC safety programs, incident statistics, and compliance history
- ✘ Licensee site visit protocols should be known to all contractors
- ✘ Contractors should be aware of known hazards and environmental issues such as wildlife or unstable slope areas
- ✘ Single-employer workplace responsibilities and expectations should be clear. Employers/contractors should be reminded of key responsibilities such as emergency planning, fire expectations, care when operating equipment, and responsibilities under the Act/Regulation.

Multiple-employer workplaces should be identified. Ensure the following:

- ✘ The PC is identified and has the knowledge and control to fulfill their role
- ✘ A signed PC agreement specifies roles, responsibilities, and duties specifying the area and times
- ✘ The authority of the PC is communicated to all phase contractors
- ✘ The licensee's expectations are clear and understood.

Sample Documents

- ✘ PC agreement
- ✘ Notes of discussions with contractors.

Validation

- ✘ Review documentation and notes of discussions, and the PC agreement.

6 Licensees – Contractor Relationships

7 Licensees – Contract Supervision

Practices

When licensees enter into agreements with PCs to manage workplace safety, they normally designate a CS or equivalent person to carry out duties such as communicating known hazards and contractual obligations. Site visits by the CS vary, but once a week is not uncommon.

People and Equipment

- ✘ The licensee should designate a CS or equivalent and train that person
- ✘ When a CS is on site, the PC is responsible for safety purposes; however, the licensee still has responsibilities as an employer for the CS
- ✘ The PC should provide the CS with a site orientation
- ✘ From a WorkSafeBC officer's standpoint, the CS is a representative of the licensee during inspections.

CSs do not direct work processes or equipment. They are present to manage the contract and protect the licensee's interests.

Considerations

- ✘ A protocol is in place for site visits and documentation of related site discussions with all contractors
- ✘ An initial on-site meeting takes place with the PC to discuss known hazards, harvesting, and roads, and how to resolve issues
- ✘ Issues and pertinent discussions with phase contractors are relayed to the PC
- ✘ Site visits are timely and regular enough to ensure that the contract is being followed and the land is being maintained safely
- ✘ Licensee representatives follow all road and site safety protocols.

Sample Documents

- ✘ CS's job description
- ✘ Visitation and orientation protocol
- ✘ Initial meeting with PC document.

Validation

- ✘ Review documentation
- ✘ Verify the system with the CS and PC.

7 Licensees – Contract Supervision

8 Diligence Documentation

Practices

Documentation is crucial; it provides evidence that owners fulfill their duties without giving specific work direction. CS's documentation must also support the separation of the two roles of owner and PC.

People and Equipment

Records kept by the Ministry and BCTS may differ from those kept by licensee owners.

Owner representatives drive vehicles maintained/operated safely in addition to following road usage protocols.

Considerations (for record keeping)

Owners keep records	MoFR/BCTS keep records	Records of pertinent documents are kept by the individual groups
✓	✓	Site plans with modification notes, including approved changes
✓	✓	Contracts/permits regarding road use and mtce
✓	✓	Bridge inspections
✓	✓	Road issues and resolutions
✓	✓	Ministry C&E visits and discussions
✓	✓	Other site contacts or visits
✓	✓	Interactions with WorkSafeBC

Owners keep records	
✓	License (contract agreement) for scope of work, including a list of known hazards identified by owner
✓	Discussions with the Ministry and BCTS on FSP's, SP's and roads
✓	Initial discussions with contractors and logging contracts (known hazards discussed)
✓	Discussions and signed agreement with PC
✓	Verification of PC's safety system
✓	Overview of the site safety plan
✓	CS visits and issues discussed
✓	Records of contractor claims/compliance history
✓	Site inspections and incident investigation reports
✓	Site safety committee meeting minutes

MoFR/BCTS keep records	
✓	Tenures, licenses, and contracts
✓	Discussions with the licensee and maintainer on tenures and roads
✓	Discussions of known hazards and maintaining the land safely
✓	EMS requirements and related audits
✓	Records of significant issues and resolutions

Sample Documents

✗ Site plans ✗ Contracts ✗ Logbooks ✗ Licenses.

Validation

✗ Review relative documents.

8 Diligence Documentation

EMPLOYERS

B



Employers have one or more persons working for them in or about an industry, through either a hiring contract or an apprenticeship contract. Owners, PCs and phase contractors are likely to be employers in the workplace.

9 Site Safety Organization

Practices

Owner, PCs and contractors are likely to be considered employers when on site, with responsibilities of an employer. Employers who have 20 or more workers must have a formal safety program. Employers with fewer than 20 workers generally require a less formal program; however, a formal program may be required if an officer deems it necessary. Regardless of the size of an operation, the basic duties specified in the Act/Regulation will still apply. A contractor's site organization and procedures should support the PC's system, not replace it.

People and Equipment

- ✘ Contractors are responsible for their own workers, work areas, and how their work activities affect others
- ✘ Each contractor must have a designated person responsible for safety to liaise with the PC
- ✘ Workers must be aware of employer's procedures, rules, and standards for site safety. Each contractor should be aware of their claims history and past compliance issues. Site organization should reflect processes and changes based on these experiences.

Contractors must ensure that proper, well maintained equipment and appropriate PPE is available to workers.

Considerations

- ✘ Workers have access to the Act/Regulation
- ✘ In multiple-employer workplaces, contractors must ensure open communication with the PC so that safety procedures such as road-use protocols will not be in conflict. Tailgate meetings will afford opportunity to discuss issues and bring information forward.

Site safety systems should include information on planning, training, supervision, and professionalism, including:

- ✘ Inspections and incident investigations
- ✘ Supervisor and worker qualifications
- ✘ Identification of training needs
- ✘ Safe work procedures
- ✘ Information and procedure updates for workers
- ✘ Meetings and discussions with workers
- ✘ Ongoing contact with workers and work areas.

Sample Documents

- ✘ Health and safety program or system
- ✘ Initial and ongoing safety meeting minutes
- ✘ Documents and records of program application
- ✘ Claims statistics and previous incident reports.

Validation

- ✘ Review the program for completeness
- ✘ Review safety meeting minutes & related system records
- ✘ Review statistics and previous incident reports.

9 Site Safety Organization

10 Planning

Practices

Site organization and operation require more than just a site plan. Employers must plan/implement effective supervision, daily planning by all persons, and communication, all with the aim of identifying and dealing with hazards and issues that arise. Plans must be reviewed and changes made as necessary to ensure the safety of all persons.

People and Equipment

Workers' experience, knowledge, abilities and skills must meet the site plan needs. If a contractor is working on a single-employer workplace and there is no PC, the contractor must inform the owner if circumstances change and a multiple-employer workplace is created.

Contractors must ensure that workers are capable and use proper equipment that meets the needs of the site plan and is in good mechanical order, to safely perform its functions.

Considerations

- ✘ Plans promote compliance with the Act/Regulation
- ✘ Site plans are reviewed to ensure that work can be carried out safely
- ✘ Emergency response plans are reviewed to ensure that all work areas are covered
- ✘ Daily planning considers the safety of all persons affected
-
- ✘ Work activities such as falling, skidding, and loading are sequenced so no one is endangered
-
- ✘ Deviations from work plans are identified, discussed, and resolved
- ✘ Changes in plans are discussed with all persons affected.
- ✘ Safety meetings include planning for safety
- ✘ Maintenance of equipment is planned
- ✘ Non-worker visits during regular hours or after-hours are planned for
- ✘ Provisions are made for site safety when circumstances change and contractor is working at a single-employer workplace
- ✘ Planning considers areas such as steep ground that may require risk assessments, changes to logging methods, or specific procedures.

Sample Documents

- ✘ Site plan and other planning documents
- ✘ Safety meeting minutes.

Validation

- ✘ Ensure that proper equipment is in use
- ✘ Ensure that work is sequenced with a focus on safety
- ✘ Ensure everyone is aware of daily plans/changes to plans
- ✘ Check log entries such as supervisor notes and equipment logs.

10 Planning

11 Safety Procedures

Practices

Employer/contractors must follow PC rules and procedures in a multiple-employer workplace (working on-site, using road systems). Contractors have additional responsibilities for their workers, including but not limited to:

- ✘ PPE requirements
- ✘ Procedures for working alone
- ✘ Specific work procedures such as hand falling
- ✘ Rules dealing with worker conduct
- ✘ A system for reporting hazards.

People and Equipment

Employer/contractors must ensure that workers understand and follow safety procedures.

Contractors must follow applicable procedures and rules when operating or working around equipment.

Considerations

Contractors need to ensure that fundamental procedures are in place, including but not limited to:

- ✘ Working alone and emergency preparedness
- ✘ Expectations of road-usage protocols
- ✘ Using traffic control for activities such as blasting, falling, and heavy traffic
- ✘ Reporting hazards, safety concerns, and near misses
- ✘ Knowing when and how to ask for assistance
- ✘ Using PPE and refusing unsafe work
- ✘ Wildlife awareness and procedures
- ✘ Reliable communication for workers, both on-site and while using road systems
- ✘ Consideration of other workers' safety (e.g., when passing through an active work area).

Contractors must develop/implement safe work procedures for jobs such as hand falling, mechanical harvesting, yarding, and skidding. Special procedures be in place for working around creeks and environmentally sensitive areas and should be available to workers in writing.

Sample Documents

- ✘ Critical site and individual employer procedures
- ✘ Road protocols and traffic control process
- ✘ Investigation and near miss record
- ✘ Hazard and inspection record
- ✘ Procedure for refusing unsafe work
- ✘ Record of emergency drills
- ✘ Employer-specific safe work procedures.

Validation

- ✘ Review site safety procedures and systems, contractor safe work procedures, and road protocols
- ✘ Workers know responsibilities for refusing unsafe work
- ✘ Observe work procedures being performed
- ✘ Review records of emergency drills.

11 Safety Procedures

12 Worker Education and Training

Practices

Contractors must ensure that only trained, qualified, authorized persons operate equipment and/or machinery. A qualified person may provide on-site training or instruction, but outside formal training may be required. Contractors are responsible for confirming capabilities/limitations of workers operating equipment or engaged in high-hazard tasks. Contractors must also provide information such as known hazards to workers on a regular basis. Crew safety meetings provide a good opportunity for education and information distribution. Instruction of workers is an ongoing process.

People and Equipment

Contractors must ensure that workers have enough information to access the site and work safely.

Ensure that everyone knows that only trained and authorized persons are allowed to operate equipment.

Considerations

- ✘ Regular safety meetings must be held, focussing on safety-related issues and known and foreseeable hazards
- ✘ A site supervision system is essential
- ✘ Formal training/development for all persons would be ideal
- ✘ Specific training, instruction and controlled practice should be provided for workers for hand falling; equipment operation; using safe work procedures; and planning work
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- ✘ Site organization and authority of the PC in a multiple-employer workplace
-
- ✘ Cooperation with WorkSafeBC officers
- ✘ Wildlife management
- ✘ Site safety procedures
- ✘ Daily work planning
- ✘ Dangerous tree management
- ✘ Known road and site hazards
- ✘ Dangerous terrain or slide potentials.

Sample Documents

- ✘ Start-up meeting minutes with list of attendees
- ✘ Safety meeting minutes
- ✘ Documentation of specific training
- ✘ Supervision system.

Validation

- ✘ Review applicable records and minutes
- ✘ Review the list of known hazards and their disposition
- ✘ Verify worker knowledge of critical issues
- ✘ Discuss employer/contractor involvement with both workers and supervisors
- ✘ Observe professionalism of workers.

12 Worker Education and Training

13 Incident Investigations

Practices

Contractors must know the requirements for incident investigations and be prepared to carry them out when necessary. Phase contractors will likely receive help from the PC or licensee for serious investigations. Investigations reports are also required for near misses.

People and Equipment

Contractors need to know about all incidents that must be reported to WorkSafeBC. Reportable incident scenes must not be disturbed, unless rescue is necessary.

Contractors must ensure that damaged equipment is repaired to a serviceable standard before it is returned to work. Some equipment (for example, equipment fitted with ROPs – [Glossary F](#)) may need to be recertified.

Considerations

- ✘ There must be a system in place to ensure that all incidents and near misses are reported and recorded
- ✘ The supervision system should be reviewed following an incident
- ✘ Incidents, including near misses, should be discussed with all workers and contractors
- ✘ Records should be kept for all reported incidents and incident investigations
- ✘ Investigation teams should be identified and safety committees involved where applicable. Team members should be knowledgeable and credible
- ✘ Investigation teams should receive appropriate instruction or training.

Considerations for investigation include:

- ✘ Reporting to WorkSafeBC, the PC, and the licensee
- ✘ Knowledge of the types of incidents that require investigation
- ✘ Forms and processes to be followed
- ✘ Involvement of PCs and licensees
- ✘ Providing a written report to WorkSafeBC
- ✘ Action and follow-up on findings.

Sample Documents

- ✘ Terms of reference (policy)
- ✘ Forms and reports
- ✘ Action and follow-up taken.

Validation

- ✘ Review completed investigations
- ✘ Ensure that recommendations have been implemented
- ✘ Check that everyone is aware of reporting procedures
- ✘ Ensure that incidents have been reported to WorkSafeBC when necessary.

13 Incident Investigations

14 Inspections

Practices

Contractors must have a system in place for conducting formal inspections. Regular inspections by supervisors, operators, and workers will eliminate many hazards. A general awareness of potential hazards such as dangerous trees, loose stumps, or rocks above work areas can be conveyed through discussions and crew meetings.

People and Equipment

Persons conducting inspections must be knowledgeable of the sections of the Regulation that apply to the work processes and areas they are inspecting.

Machine and equipment inspections must be conducted by qualified persons.

Considerations

- ✘ Operators and workers should conduct inspections, daily or before each use, for equipment and machinery such as trucks, hand tools, and rigging
- ✘ Regular inspections should be carried out by supervisors who know the safety requirements of the work and area they are inspecting. They should pay special attention to hand falling and work sequencing
- ✘ Supervisors should keep notes or a logbook on critical inspections such as falling
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- ✘ There should be specific instruction or training for anyone involved in inspections
-
- ✘ Safety committees should be involved in inspections and follow-up where applicable
- ✘ Inspectors should pay special attention to slopes and terrain that may create hazards.

An inspection system should include:

- ✘ Regularly scheduled inspections
- ✘ Guidelines for hazards to watch for and appropriate corrective actions
- ✘ A record of findings and corrective actions
- ✘ Results discussed at safety meetings
- ✘ Direct communication of findings to everyone affected and PC in a multiple-employer workplace.

Sample Documents

- ✘ Inspection checklists and reports
- ✘ Directive that all appropriate inspections take place
- ✘ Equipment logbooks
- ✘ Supervisor notes or logbook
- ✘ Safety meeting minutes.

Validation

- ✘ Review records and reports
- ✘ Ensure hazards/work practices are acceptable in all areas
- ✘ Talk to hand fallers about inspections by their supervisor
- ✘ Review supervisor notes.

14 Inspections

15 Relationships

Practices

A phase contractor's work often affects other contractors and people. Professionalism and communication between contractors supports the PC's coordination and compliance system. Communication with the PC and, when appropriate, the licensee is essential. Special attention should be paid to interactions between the contractor and Ministry C&E and WorkSafeBC.

People and Equipment

Contractors should ensure that there is discussion and a safety system when another contractor's work adjoins, influences, or overlaps their work.

Employer/contractors who send other contractor/workers on-site to carry out work for them directly should have safety systems discussed (for example, for machinery maintenance during work or after-hours). Issues such as road travel, emergency assistance, and working alone should be covered.

Considerations

- ✘ The licensee has communicated expectations and the scope of responsibility and authority of the PC to each contractor
- ✘ The licensee, when appropriate, has ensured that known hazards have been communicated to contractors
- ✘ The PC has identified a coordinating supervisor and gotten the names of contractors' safety representatives
- ✘ The PC has outlined a site safety system for coordination and compliance. Concerns or program conflicts with individual contractor's safety plans are discussed and rectified
- ✘ Protocols have been discussed with the PC for site visitors such as WorkSafeBC officers, CS ([Glossary F](#)) Ministry C&E, and maintenance crews
- ✘ Additional concerns are discussed with the PC such as joint road use, mitigation of known hazards, and adjoining contractor issues
- ✘ Discussions take place among contractors when additional hazards become known or are created (for example, dangerous trees).

Sample Documents

- ✘ Orientation from licensee/PC or others
- ✘ Protocols and directives.

Validation

- ✘ Known hazards have been addressed
- ✘ The authority of the PC is clearly understood in a multiple-employer workplace
- ✘ A responsible supervisor is in place
- ✘ Protocols for cooperation are followed.

15 Relationships

16 Diligence Documentation

Practices

Documentation of safety activities specific to the site should be accurate and meaningful. Documentation should include plans and personal logs. The Regulation requires some formal documentation. A note of discussions with or directions given to supervisors and workers is important.

People and Equipment

Contractors must ensure that essential information is available to workers, including applicable parts of the Act/Regulation.

Equipment log books should reflect safety issues and maintenance.

Considerations

Documents, notes, or logbooks of site-safety-related activities and the methods to ensure compliance with Act and the Regulation include:

- ✘ A copy of the site safety system
- ✘ Site plans which need modifications are noted
- ✘ Daily planning
- ✘ Changes to plans for slope or terrain issues
- ✘ Initial discussions with the licensee
- ✘ Discussions with the PC
- ✘ CS visits and issues discussed
- ✘ Ministry C&E visits and discussions
- ✘ Discussions and meetings with other phase contractors
- ✘ Validation of worker orientation, education, and training related to safety
- ✘ Inspection and incident investigation reports
- ✘ Hazard identification, assessment, and control records
- ✘ Emergency response drills and First Aid records
- ✘ Records of supervision
- ✘ Interactions with WorkSafeBC
- ✘ Discussions pertaining to road and trail systems
- ✘ Interaction between the PC and responsible supervisor.

Additional record-keeping for large firms may include but not limited to:

- ✘ A formal safety program
- ✘ Audits of the safety program
- ✘ Safety committee meeting minutes.

Sample Documents

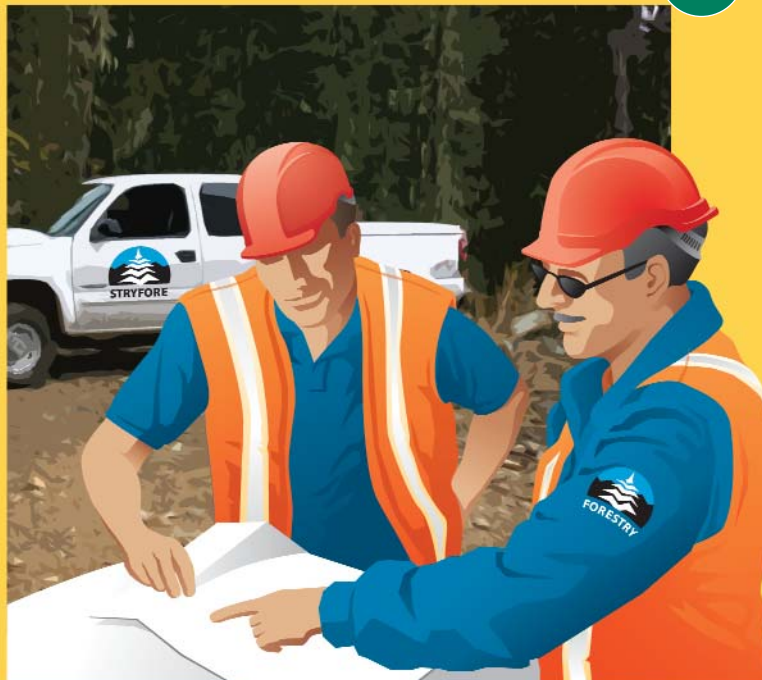
- ✘ Safety program and site record documents.

Validation

- ✘ Review documents.

16 Diligence Documentation

PRIME CONTRACTORS



The Prime oversees the site and related work on a multiple employer workplace from a health and safety perspective. They must have the knowledge and authority to carry out necessary activities. Their specified duties are appointed by the owner in a signed agreement.

17 Planning

Practices

The licensee and the land owner carry out initial site planning. The site plan will describe harvesting methods and other pertinent site information. The site plan should be able to be followed safely or it must be returned to the owner/licensee for revision. Day-to-day planning should always consider safety and should be reviewed with the same diligence.

People and Equipment

Site plans should be reviewed to determine that the requirements can be met without compromising safety. If they cannot, the plan must be returned for revision.

Equipment should match harvesting and silviculture needs.

Considerations

The PC must ensure that a safety system is in place, including the following:

- ✘ Expectations of phase contractors
- ✘ PC's authority of workplace and relationship with licensee
- ✘ Schedule of planned safety meetings
- ✘ Identification of high-risk situations and work timing
- ✘ Coordination & sequencing of work, as it relates to safety
- ✘ Number of persons expected on-site
- ✘ Dangerous-tree management
- ✘ Road signage and use protocols
- ✘ Traffic control system
- ✘ Emergency response plan
- ✘ Hazard identification and control
- ✘ Identification of responsible safety supervisors
- ✘ Visitor procedure
- ✘ Reliable communication with site location (Lat & Long)
- ✘ Risk assessment for high-hazard processes.

The following are additional considerations:

- ✘ Larger sites may also have a plan for a safety committee, including its functions and duties
- ✘ Silviculture PCs also require applicable site safety organization
- ✘ Known hazards identified by the owner should be mitigated before anyone is exposed to them
- ✘ Adequate landings and load-out areas should be planned.

Sample Documents

- ✘ Site plan and notes
- ✘ Site safety plan.

Validation

- ✘ Review site plans for safety issues and documentation indicating mitigation of known hazards
- ✘ Ensure that proper equipment is in use
- ✘ Review the site safety plan for completeness.

17 Planning

18 Start-up

Practices

Although the PC will likely hire most contractors, the licensee may hire some. Both these circumstances require some coordination from the PC.

People and Equipment

A pre-work meeting should take place with the contract supervisor or other representative of license holder to include:

- ✘ Expectations of the licensee
- ✘ Identification of known hazards
- ✘ Expectations of the Ministry C&E
- ✘ Notification when other contractors are starting who are hired by the licensee directly.

There should be an effective procedure for visitors such as Ministry staff, licensee representatives, WorkSafeBC officers, and maintenance persons. PC should be aware of on-site contractors' safety systems, claims histories, and past compliance for the purposes of change, where required. Contractor safety systems are discussed to ensure site compliance in areas such as inspections, investigations, and worker education and training.

Before start-up, the site should be assessed for concerns, particularly in areas intended for yarding, log landing, load-out, equipment maintenance, emergency transportation

vehicles, and general parking. Equipment and machinery coming on-site should match up with site plan expectation.

Considerations

- ✘ If the licensee delegates, the PC submits an NOPF
- ✘ Site safety plan/required records of activities are available
- ✘ There is a system for contractor site orientation
- ✘ The site safety board, safety binder, or other method of maintaining pertinent information is available to everyone
- ✘ For access roads, PC's responsibility will likely include communicating issues and protocols to contractors, and reporting hazards/needs to the licensee or maintainer ([Glossary F](#)).

Sample Documents

- ✘ Record or notes of a pre-meeting with the licensee
- ✘ If available, contractors' safety programs/claims histories
- ✘ NOPF ([Glossary F](#))
- ✘ Safety board or binder.

Validation

- ✘ Check records or notes of pre-meetings
- ✘ Note if there was a visitor procedure
- ✘ Ensure signage in place and no road issues of concern
- ✘ Ensure all on site know reliable communication system
- ✘ Ensure PC is aware of contractors' histories
- ✘ Ensure that the landing area is free from hazards.

18 Start-up

19 Planned Site Meetings

Practices

Meetings with PCs and site contractors to set expectations and maintain the systems for safety coordination and ensuring compliance with the Act/Regulation. Site meetings do not replace the required employer safety meetings with workers.

People and Equipment

There is an initial/pre-work meeting with all contractors before start-up and after long periods of shutdown. Procedures which overlap the employer's systems do not relieve employer/contractor of their obligations. PC must coordinate safety-related activities/ensure site compliance among contractors.

Equipment suitability needs, and initial set-up and work areas should be discussed.

Considerations

Site meetings should address critical site-specific procedures, including:

- ✘ Getting assistance when working alone or encountering problems such as falling difficulties
- ✘ Emergency response plan
- ✘ Road use protocols
- ✘ Hazard identification and reporting process.

Safety coordination discussions should include:

- ✘ PC's system to ensure site compliance and expectation of participation
- ✘ PC's person responsible for safety
- ✘ Names of contractors' designated safety contacts
- ✘ Individual contractor responsibilities for a safety program
- ✘ Communication process and necessity of work sequencing.

Work considerations include:

- ✘ Site plan concerns and work sequencing
- ✘ Visitor procedure
- ✘ Systems for suppliers and maintenance persons when on-site
- ✘ Ensuring that workers are instructed/trained in all required tasks
- ✘ Expectations of safety meetings & inspections and investigations
- ✘ Expected care and professionalism.

Larger sites may require safety inspections and participation in contractor safety meetings, or a functioning safety committee.

Terms of reference (safety committees) include but are not limited to:

- ✘ Makeup, purpose, and authority and duties
- ✘ Participation by all site contractors expected
- ✘ Disposition of recommendations
- ✘ Safety committee members should be known to site personnel
- ✘ Planned meetings held monthly and otherwise as required
- ✘ Meaningful participation in inspections and investigations
- ✘ Communication of minutes.

Process Documents

- ✘ Minutes of meetings.

Validation

- ✘ Review minutes
- ✘ Attend a meeting, if appropriate
- ✘ Speak with contractors about meeting contents.

19 Planned Site Meetings

20 Inspections

Practices

Workplace/equipment inspections are usually each individual employer's responsibility. PC should ensure site compliance by having a system to ensure effective inspections are carried out. Situations that should be monitored include application of general site processes such as emergency response and work sequencing.

People and Equipment

Those who monitor or conduct safety inspections should be trained and knowledgeable in the requirements of the processes being inspected, including hand falling and equipment operation.

The PC's compliance system should ensure that contractors carry out required inspections of equipment and machinery.

Considerations

- ✘ For specialized processes such as hand falling, there are guidelines and checklists or acceptable standards available to inspectors
- ✘ Records are kept of inspection dates, and items found and discussed such as a log book or personal notes)
- ✘ Issues requiring follow-up are addressed and the results are communicated to all those affected
- ✘ Emphasize the need for all contractors to conduct inspections of their workplaces and equipment
-
- ✘ The safety committee or a safety representative participates in the process
-
- ✘ The supervisor responsible for safety and the safety committee review all required inspections carried out by phase contractors
- ✘ Issues that affect all contractors are communicated to them
- ✘ A report and follow-up system is in place.

Sample Documents

- ✘ For small firms, recorded evidence that issues are being found and dealt with
- ✘ For larger firms, copies of contractor inspection reports and follow-up
- ✘ Checklists or guidance given for inspecting.

Validation

- ✘ Review available records of inspections by the PC
- ✘ Discuss resulting actions with the affected parties
- ✘ Observe and note compliance on the site.

20 Inspections

21 Incident Investigations

Practices

Individual employer/contractors are responsible for their own incident investigations. PCs may be directly involved in incidents involving their site processes (such as emergency response) or more than one contractor (such as in situations involving work sequencing). PCs are aware of and should be involved with the follow-up and communications with officials, other contractors and licensee.

People and Equipment

Those who monitor or participate in investigations should be instructed or trained and knowledgeable in the process.

Someone knowledgeable should inspect equipment involved in incidents to confirm that it is safe to operate again. PCs should be aware that major equipment failures, and other major failures must be reported to WorkSafeBC.

Considerations

- ✘ There is a system to ensure all incidents, including near misses, are recorded/reported to the PC
- ✘ The PC reviews investigations from phase contractors and informs other affected contractors of changes to equipment or processes
- ✘ The supervision system, including the frequency of visits, is reviewed following an incident.

Terms of reference are in place that clarify the following:

- ✘ Incidents to be reported to WorkSafeBC, who reports them, phone numbers to call, timeliness, and limits on actions before a WorkSafeBC officer gives clearance
- ✘ A system to report to the licensee
- ✘ Types of incidents that will require the PC to be involved in the investigation
- ✘ Qualification requirements of investigators
- ✘ Forms and processes to be followed
- ✘ Involvement of contractor(s)
- ✘ Tracking of reports and follow-up on findings
- ✘ Records to be kept of incidents reported and investigated
- ✘ Investigation team identified and safety committee or safety representative involved.

Sample Documents

- ✘ Investigation terms of reference including forms & reports
- ✘ Completed investigations and follow-up notes
- ✘ First Aid records
- ✘ Contractor investigations
- ✘ Reports to WorkSafeBC from the site.

Validation

- ✘ Review incident investigations
- ✘ Check that incident investigation and follow-up is evident
- ✘ Ensure that all contractors are aware of the need to report and investigate incidents.

21 Incident Investigations

22 Hazard Identification - Assessment - Control

Practices

PCs should carry out hazard identification, deal with known hazards, and communicate them to all affected contractors and persons. Once identified, potential risks should be assessed and mitigated using control measures. Contractors have similar responsibilities when it comes to their own work and work areas. Some hazards specific to a single contractor may be given to that contractor to deal with.

People and Equipment

Initially, the licensee should identify known hazards and communicate them to the PC so the PC can implement controls and relay the information to the phase contractors. Contractors and workers should be given a process for reporting hazards as they arise.

The employer/contractor is responsible for specific equipment hazards. The PC should ensure that appropriate steps are taken to ensure safe use of equipment.

Considerations

- ✘ Plans are reviewed to identify potential risks
- ✘ Identified hazards are assessed and controlled
- ✘ The hazard control process is documented and communicated to everyone affected.

Potential risks include the following:

- ✘ Dangerous trees
- ✘ Possible slide areas and loose impediments
- ✘ Road washouts and other road concerns
- ✘ Improper work sequencing
- ✘ Landing issues
- ✘ Loading and trucking concerns
- ✘ Improper work procedures
- ✘ Created hazards such as unstable stumps beside roads
- ✘ Inadequate traffic control.

Sample Documents

- ✘ Initial meeting document with licensee
- ✘ Notes or record confirming hazards discussed with contractors
- ✘ Documents of formal system, if available.

Validation

- ✘ Review documents from licensees and any hazard reporting system documents
- ✘ Inspect the worksite for hazards
- ✘ Ask contractors about the reporting process.

22 Hazard Identification - Assessment - Control

23 Emergency Preparedness

Practices

Emergency preparedness should take into account the number of people on-site and the types of emergencies that may arise. Individual contractors need to be prepared for situations in which they may need to respond immediately (for example, if there is a hazardous spill).

People and Equipment

The emergency response plan (ERP) is communicated to everyone on site and plan components should be discussed at crew safety meetings. The plan should describe individual responsibilities (for example, initial response to a fire) and provide for any necessary training.

Required equipment should be available to deal with specific parts of the plan such as First Aid, firefighting, and cleanup of spills.

Considerations

Emergency preparedness and plans should be coordinated. There must be a site-specific assessment to determine needs such as:

- ✘ First Aid levels and requirements
- ✘ Potential for fires or slides
- ✘ Rescue from heights or difficult areas
- ✘ Wildlife indigenous to the area
- ✘ Potential weather issues.

An ERP should include the following:

- ✘ Site map with coordinates (Latitude and Longitude)
- ✘ Reliable communication system
- ✘ On-site facilities, equipment, supplies and services
- ✘ Emergency evacuation and transportation
- ✘ Rescue plans for specific areas and situations
- ✘ Plan evacuation for the site
- ✘ Spill control and cleanup for hazardous substances
- ✘ System to ensure visitor safety
- ✘ Provisions for practice drills.

In addition, consider the following:

- ✘ If there is a safety committee, it should have an active role in communication and drills
- ✘ For larger sites, supplementary First Aid must be implemented, as necessary
- ✘ The plan must consider environmentally sensitive areas.

Sample Documents

- ✘ First Aid assessment document or default to First Aid tables
- ✘ ERP
- ✘ Contractor crew safety meeting minutes.

Validation

- ✘ Review the site assessment and ERP
- ✘ Verify that there is a First Aid system
- ✘ Verify that there are practice drills
- ✘ Ask contractors about knowledge/roles during emergency
- ✘ Confirm the presence of fire and spill equipment on-site.

23 Emergency Preparedness

24 Diligence Documentation

Practices

Although PCs must coordinate safety-related activities and ensure site compliance, there is no direct requirement to provide documentation proving that these responsibilities have been fulfilled. However, some evidence to support efforts by the PC is necessary.

People and Equipment

The PC's appointed safety person should keep diligent notes of observations and conversations.

Records should be kept for specific equipment-related issues.

Considerations

Accurate records or notes should indicate the coordination of safety-related activities and a system to ensure site compliance with the Act/Regulation. Such records may include the following:

- ✘ A copy of the site safety plan, with modification notes
- ✘ Initial discussions with the licensee
- ✘ CS visits and issues discussed
- ✘ Discussions and meetings with phase contractors
- ✘ Ministry C&E visits and discussions
- ✘ Reviews of phase contractors' safety systems
- ✘ Inspection and incident investigation reports
- ✘ Hazard identification, assessment, and control records
- ✘ Emergency response drills and First Aid records
- ✘ Interactions with WorkSafeBC
- ✘ Discussions with the maintainer of access road systems
- ✘ Interaction with phase contractors' safety persons
- ✘ Phase contractor orientations
- ✘ Records of phase contractors' claims and compliance histories
- ✘ Safety committee meeting minutes
- ✘ Records of supervision
- ✘ Record of spot checks of workers, areas, and processes.

Sample Documents

- ✘ PC's site safety plan and related documents.

Validation

- ✘ Review documents.