2010 - 2011

PROJECT SAFETY PROGRAM

Fort St. James - Mackenzie Connector Project

Northern Interior Forest Region

This program is for MOFR employees and contractors involved with the Fort St. James - Mackenzie Connector Project. This project safety program will cover aspects of worker responsibilities for safety, including how the MOFR staff must deal with contractors, service providers, visitors, and the public, to establish a basic framework for worksite safety.

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PROJECT OVERVIEW

Many companies involved in road construction are required by current federal and provincial OSH legislation to have written safety plans, but few projects have an umbrella plan to summarize and coordinate overall safety of a specific project. This project safety program offers guidance and sets recommendations for the overall view of safety and the tenets of the safety program for our project and various construction sites.

In order to establish and organize good safety policies and procedures, this program summarizes and sets the framework for information regarding safety policies and procedures during the scope off this project. The Project Sponsor is responsible for signing this program and the MOFR staff and Project Safety Coordinator are responsible for implementing and maintaining this program.

All Ministry of Forests and Range (MOFR) staff and contractors involved with the Fort St. James - Mackenzie Connector Project must cooperate and do their part to implement the guidance given in this document.

The plan is accessible to all participants of the project and members of the public at the following website:

www.for.gov.bc.ca/rni/engindex.htm

Scope

This program is for MOFR employees and contractors involved with the project. The project safety program will cover aspects of worker responsibilities for safety, including how MOFR staff must deal with contractors, service providers, visitors and the public.

MOFR employees (MOFR, NIFR, DPG, DMK, DFSJ and BCTS) will adhere to their own local safety programs. The policies, procedures and guidance given in this document are in addition to those local safety plans. This program is intended to be a supplemental document and not intended to supersede any existing local safety programs, policies or practice. If there is any concern of program overlap please bring these concerns to the attention of the Project Manager and the Project Safety coordinator.

MOFR contractors will maintain their own safety programs. The MOFR project safety program describes roles and responsibilities in regard to dealing with contractors; being a prime contractor, designating a prime contractor, and describes exceptions for contract workers placed in the scope of the program in emergency situations, where other alternatives are not practicable. Contractors and consultants (contractors) operate independently and at arm's length from MOFR. MOFR will require and expect contractors to deliver on the following responsibilities for safety:

- Under the Workers Compensation Act (WCA) contractors, if they have workers, 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.
- In some cases, contractors may be prime contractors or required to co operate with prime contractors as set out in Section 118 of the WCA. Where they are operating in a multiple employer situation and are not the prime contractor, the contractor must give to the prime contractor the name of the person the employer has designated to supervise the employer's workers at the workplace.

MOFR visitors, service providers, and the general public do not fall under this program; however they will be expected to sign in as visitors to the contractor's safety plan and adhere to the rules of the specific worksites.

Safety Policy

A project safety philosophy has been developed to reflect and communicate the proactive safety attitude which will be maintained by all MOFR staff, contractors, and other resource users actively involved with this project.

All parties involved will comply with appropriate safety legislation, regulation and standards established by:

- The Occupational Safety and Health Act (OSHA),
- Workmen Compensation Act (WCA)
- OSH Regulations, and
- All other applicable federal, provincial and local safety and health regulations.

Fort St. James to Mackenzie Connector Project - Safety Policy

The MOFR is committed to maintaining an organizational culture where all staff and contractors actively participate to ensure a safe and healthy workplace.

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

1. Implementing a program that effectively coordinates the safety of all MOFR staff, contractors, other resource users and the general public;

2. Requiring compliance with applicable health and safety legislation, regulations, and jurisdictional requirements on MOFR operations;

3. Providing adequate resources to support the promotion and achievement of the project's health and safety objectives;

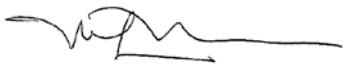
4. Participating and collaborating with organizations within the overall influence of the project to promote forest safety;

5. Acknowledge the Health and Safety Accord of the British Columbia Forest Safety Council

http://www.for.gov.bc.ca/bcts/safety/council-06-05-01-accord.pdf

MOFR employees and contractors involved in this project will make all workers aware of safety hazards, ensure unsafe action or conduct is not tolerated in the workplace, and endorsing sound health and safety work practices on a daily basis.

MOFR employees and contractors 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.



Wayne Martin – RSM Stewardship

Project Sponsor
Ministry of Forest and Range – Northern Interior Forest Region

ROLES AND RESPONSIBILITIES

Ministry of Forests and Range

The MOFR will assume the role of ensuring conformance to Federal and Provincial occupational safety and Health (OSH) legislation and regulations. As a government agency, the MOFR will provide service in a regulatory and administrative role. The contractors and their safety plans will meet all legal requirements defined by Federal and Provincial OSH legislation and regulations.

MOFR Staff

The ***Project Sponsor*** **(Wayne Martin - NIFR)** will approve the project safety program and all future changes. The Project Sponsor will also provide resources for the ongoing maintenance of the project safety program and to enable prompt corrective and preventative action in regards to safety.

A MOFR employee designated as the ***Project Safety Coordinator*** **(Jody Rhodes - BCTS)** will ensure the program is maintained and accessible on the MOFR website, offer support and guidance to MOFR staff and contractors, facilitate incident investigations, develop and maintain record management systems and lead project safety initiatives.

An employee in each district may be designated as the ***District Safety Contacts (Knut Herzog - DMK and Dave Burgess - DFSJ)*** and will be responsible for local, expertise, access management, records and other local duties.

MOFR *Contract Monitoring Staff* are responsible for contract preworks, inspections and to verify through periodic monitoring that contractor worksites are conforming to their site safety plans and to the current OSH legislation and regulation.

MOFR Responsibilities when Dealing with Contractors

Under Section 119 of the WCA, MOFR retains the role and responsibilities of an owner of the workplace and of the work being done under the contract. Contractors must maintain an independent safety program, MOFR staff and in particular contract officers and contract administrators, have responsibilities as owners of the work to ensure that the contractor fully implements their safety program and it meets WorkSafeBC requirements.

In emergency or special situations, MOFR may need to contract workers who will be deemed to be workers of the MOFR.

MOFR Contractors

All contractors are required to maintain and implement their own occupational health and safety program or ensure that individuals or companies (subcontractors) working for them implement a safety program which meets the requirements in the *WCA.* The requirements for safety programs are clearly laid out in WorkSafeBC documentation and contractors must address of these content requirements.

Contractors must inform in writing to the MOFR of all serious incidents or safety concerns (those reportable to WorkSafeBC). In addition, MOFR contract officers may ask the contractor to provide the following information at any time in the life of the contracts:

- A copy of the notice of project submitted to WorkSafeBC on the contract.
- Copies of safety committee minutes and toolbox safety meeting records.
- Supervisor/Worker training records.
- Worker orientation records.
- Safe work procedures.
- Employer safety inspection reports and follow up.
- WorkSafeBC inspection reports and compliance reports.
- Accident and incident investigation reports.
- Copies of company safety alerts.
- Copies of any prime Contractor designations
- Any known safety hazards or activity discovered by the contractor.
- Maintenance Records

Prime Contractors

In any area where the operations of the various parties overlap or otherwise affects the others, one of those parties will be designated by the Ministry as the Prime Contractor, and, as laid out in this Section and the Workers Compensation Act and Regulation, will have responsibility for the overall co-ordination of safety in that Area of Responsibility. Where the Contractor takes on the role of Prime Contractor, it continues to have the responsibilities of the Contractor and adds those of the Prime Contractor, each as described in the service agreement. Where the Contractor is not the Prime Contractor but is working on a Site which is under the co-ordination of a Prime Contractor designated by the Ministry they will be responsible for co-operating with the Prime Contractor as described in this service agreements. The distinction between the geographic areas of the "Site" (where the Contractor is to build something under the terms of the Contract) and the "Area of Responsibility" (where the Contractor or another party is responsible for health and safety issues) is important.

Interaction with other Divisions of the MOFR that require cooperation and collaboration especially British Columbia Timber Sales (BCTS) will be encouraged when scheduling activities on the project. A key component of the MOFR program is continuous improvement, MOFR employees and contractors are encouraged to bring forward suggestions for improvements. This process will evolve and improve over time

Enforcement of Contract and Prime Contractor Responsibilities

Persons or companies signing on to be prime contractors must deliver on those duties at the workplace.

Maintaining a rigorous safety program maybe an explicit condition of the tender and of the contract. MOFR contract administrators must take the following action in the cases where deficiencies or changes are found in the delivery of prime contractor responsibilities:

- Have both parties agree to and formally amend the contract to deal with new or changed work, new circumstances, or new personnel on the contract.
- In situations where minor or low risk deficiencies are found, provide the contractor with a list of items that need to be corrected and a timeline for having the corrections done.
- Serious deficiencies may require that the work on the contract not be started or be halted by the appropriate authority until deficiencies are fixed, or that the contract be suspended or cancelled by the appropriate authority if the contractor cannot meet the terms of the contract.

SAFETY CONFORMANCE

MOFR Contract Monitoring

The MOFR will assume the role of ensuring conformance to Federal and Provincial OSH legislation and regulations. As a government agency, the MOFR will provide service in a regulatory and administrative role. The contractors and their safety plans will meet all legal requirements defined by Federal and Provincial OSH legislation and regulations.

Inspections and monitoring are key tools for identifying hazards, unsafe actions or conditions, and gaps in the MOFR and contractor safety programs. Regular inspections and the monitoring for safety involve:

- The conditions of worksites, buildings, vehicles, equipment, parking lots, fuel and chemical sheds and other locations.
- Conformance to the MOFR schedules.
- Compliance to legal and other requirements.
- Use of and effectiveness of control measures including PPE.
- Significant changes to working conditions in any of the worksites and any safety incidents relating to those changes.
- Identification of hazards not previously noted.
- Adequacy and currency of First Aid requirements and emergency response procedures.

Scheduled inspections must be focused and rigorous, if they are to serve their purpose. Adequate time needs to be given for the preparation, implementation, and report writing and follow-up.

Contract Prework - MOFR

MOFR contract administrators will conduct a pre work meeting with all contractors to go over the work to be done under the contract. A discussion of safety is required at this pre work meeting and needs to be recorded as part of the due diligence and record keeping on the project.
Key points to be discussed during the pre-work meeting are laid out in the checklists referenced in the appendices. MOFR contract officers and inspectors need to make an assessment of the contract work relative to the hazards and risk to workers and set up a schedule to check on the continued implementation of the safety program including the adherence to commitments made in the tender.

Monitoring Inspections - MOFR

The safety inspection should be done in conjunction with other work quality inspections. This assessment should be done with the contractor to allow for open dialogue on the subject of safety performance and the Contractor and MOFR respective roles. Discussion points are to be recorded as part of the inspection.

Frequencies of inspection in this section are a guide for normal situations and continuous work contracts which involve a variety or worksites, changing worksites, or are interrupted or are seasonal may require additional checks to ensure the safety program of the contractor is working.

Inspections for safety are designed to test whether the contractor has implemented and maintains the commitments made in their safety program submitted prior to work commencement. MOFR staff suspect about the safe circumstance associated with contracted works should open dialogue

with the contractor to explore the concern and consider the contractors experience and knowledge to ascertain if more formal response is warranted. Key points to look for are described in the checklists referenced in the appendices of this document.

Monitoring Inspections – Contractors

Duties of the contractor and prime contractor should be checked on a frequency equivalent to the risk ranking frequency system identified in the attached appendix for contractors based on the highest risk aspects of the project and recorded on the appropriate checklist. Contracts which involve new prime contractors, variety of worksites, changing worksites, or are interrupted or are seasonal, may require additional checks to ensure the safety program of the contractor and the discharge of prime contractor responsibilities is appropriate.

Enforcement of Contract and Legislated Safety Standards

MOFR contract administrators will take the following action in the cases where deficiencies or changes are found in the contract operations compared with what was proposed in the contract or tender. Follow the procedures set out in the contract management manual. Have both parties agree to and formally amend the contract to deal with new or changed work, new circumstances, or new personnel on the contract In situations where minor or low risk deficiencies are found, provide the contractor with a list of items that need to be corrected and a timeline for having the corrections done. Serious deficiencies may require that the work on the contract not be started until deficiencies are fixed, or that the contract be suspended, cancelled or not renewed if the contractor cannot meet the terms of contract or the tender.

Incident Reporting

Incident Reporting - MOFR

Communication of Incidents affecting health and safety is the most beneficial method of building a culture of safety in an organisation and among its workers. We learn from our work experiences, including hearing and understanding the experiences of others in the organisation who face similar working conditions and hazards.

MOFR staff must report any observed real, potential or what are believed to be real or potential safety incidents (unsafe acts or conditions) or as laid out in WorkSafe BC, Workers Compensation Board Act, and OHS Regulation Section 3.10.

The term "Incident" is defined as an unplanned event or occurrence that can interrupt the completion of an activity, and that may (or may not) include injury or property damage.

The Five Types of Incidents are:

Incident Type	Definition
Hazard Observation	Observation of an act or condition.
Close Call (Near Miss)	An undesired event that under slightly different circumstances could have resulted in a personal damage or property loss.
First Aid	A minor injury only that only requires First Aid Treatment.
Medical Aid	An injury requiring the treatment of a health care professional.
Property Damage	Accidental loss to equipment, material and/or environment.

If an incident is reported on a project worksite, MOFR and Contract staff must provide the information to the employer or the employer's on-site supervisor or prime contractor. MOFR staff must document the incident in a formal report and forward to report to the Project Safety Coordinator, who in turn will forward it to the following applicable staff;

- MOFR Project Sponsor
- MOFR District Manager
- BCTS Timber Sales Manager
- Regional Engineering Group Leader
- MOFR District Safety Contact
- Road Access Management Groups
- Contract Supervisors

Any of the above parties may report it to WorkSafeBC, if no action is taken on the report.

All incidents must be immediately investigated, to determine if there are any corrective actions, and as necessary, mitigate the hazard or correct the unsafe condition.

All incidents deemed significant will be shared with the participants of the project and forwarded to the local Safety and Access Management Committees. If this is a hazard that may be encountered more than once or by other staff, it may require a safety alert.

All incidents will be reported and documented by filling out an Incident Report form (15-1). The MOFR Incident Reporting form 15-1 is within the appendices of this manual.

Incident Reporting – Contractors

Contractors will in most instances function as independent employers and undertake their own Safety programs. In the interest of enhanced communication specific contract provisions will be included in future contracts which will oblige the contractor to engage in Safety discussions with MOFR staff and to report serious incidents to MOFR that occur on MOFR projects. In regard to contracts which do not include these provisions MOFR requests voluntary reporting and engagement in the interest of improved safety. Serious incidents are defined as being those which require reports under Part 3 Division 10 Section 172 of Workers Compensation Act. The purpose of this reporting is to support MOFR reflection on project planning in order to improve the future safety circumstance. Personal information about effected parties should not be included in reports to MOFR. Reporting and dialogue provisions will apply to contracts onlyor other tenures as these tenure holders are seen as owners of the operation.

Due to the interface and interrelationships of some activities under MOFR it is possible for contractors to identify safety concerns which are, or believed by the reporting firm to be the responsibility of MOFR. It is important to have protocol in place to address or mitigate these issues as they become apparent in the interest of improving the overall safety circumstance for all workers current and future.

It is recommended that clients wishing to make such a report use form 15-1 and forward same to the applicable MOFR Contract Coordinator or District Safety Contact. Upon receipt of any such report the MOFR will immediately assign the necessary resources to review the concern and implement necessary action.

COMMUNICATION

Safety Meetings - Contractors

MOFR staff monitors to ensure periodic contractor safety meetings are held, and minutes kept, to inform the Workers of any known or reasonably foreseeable risks on the Area of Responsibility and the actions to be taken to eliminate or minimize those risks. MOFR contract officers may ask the contractor to provide the following information at any time in the life of the contracts:

- Copies of safety committee minutes and toolbox safety meeting records.
- Supervisor/Worker training records.
- Worker orientation records.
- Employer safety inspections reports and follow up.
- WorkSafeBC inspection reports and compliance reports.
- Accident and incident investigation reports.
- Copies of company safety alerts.
- Any known safety hazards or activity discovered by the contractor.

Access Management Plan (Fort St. James to Mackenzie Forest Road Management Group)

This policy requires all MOFR staff, contractors, subcontractors and other forest road stakeholders working on all forest roads and adjacent roads related to the Fort St. James to Mackenzie Connector Project, to summarize and coordinate overall safety of the project.

The Role of the Fort St. James - Mackenzie Forest Road Management Group is to, through the involvement and cooperation of the forest road Stakeholders, develop and maintain an effective forest road safety management system including standardized Forest Road Procedures. The MOFR and Principle Contractors will be expected to be an active participant in this process. The process will be initiated, organised and facilitated by the staff of the MOFR.

In relation to the safe and effective transportation of all workers, other stake holders and the public, the Fort St. James - Mackenzie Forest Road Management Group will;

- facilitate the coordination of hauling and other industrial activities through the area of the project,
- conduct regular multi-user meetings to discuss road hazards and other road safety issues,
- assist in administering Road Use Agreements, including the notification of planned use to the Road Permit or Road Use Permit holders,
- coordinate the construction of hauling and road maintenance and then communicate the information to applicable Road Maintenance Committees,
- facilitate the communication of known forest road hazards through the project and adjacent worksites,
- make the minutes available to other known industrial road users and MOFR JOSHC committees.

The MOFR will ensure quick access and up to date information; a copy of this plan and other local access management plans are available on the following MOFR websites;

Mackenzie Forest Road Information
http://www.for.gov.bc.ca/DMK/FRIndex.htm

Prince George Forest Road Information
http://www.for.gov.bc.ca/dpg/ForestRoads/FSRIndex.htm

MOFR SAFE WORK PROCEDURES

Local Safe Work Procedures

This program has prescribed additional SWP's for MOFR staff when working on this project. This is in addition to their own local safety program. These SWP's procedures will become an integral part of this manual for this specific project and will be maintained by the Project Sponsor and the Project Safety Coordinator. Additional procedures must be approved by the Project Sponsor. All SWP's are to be adhered to while working on this project.

The project SWP's can be found in the attached appendices and are listed as follows;

- MOFR Safe Work Procedure # 1 (Entering another Employer's Workplace)
- MOFR Provincial Safe Work Procedure # 2 (Road Maintenance Functions)
- MOFR Provincial Safe Work Procedure # 3 (Working Around Industrial Forestry Operations)

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is used when hazards cannot be eliminated, isolated, or their potential danger reduced. PPE is the last method to lessen the potential harmful effects of exposure to a hazard.

The required safety equipment will be used by all employees as a requirement of the WorkSafe BC regulations, policies and as a requirement of the individual MOFR staff and contractor Safety Programs. Employees must use any type of safety equipment as directed and will report to their supervisor any deficiency or shortfall as related to safety equipment. Failure to comply with any regulation to acquire or make use of safety equipment may result in disciplinary action.

PPE may only be used as a substitute for engineering or administrative controls if it is used in circumstances in which those controls are not practicable and are typically used in conjunction with safe work procedures.

PPE includes physical equipment such as hard hats, high visibility vests, hearing protection, eye protection, etc. Please refer to your own safety plans for guidance on your own organisations specific requirements.

EMERGENCIES: FIRE, MEDICAL, ENVIRONMENTAL

Emergency Response Plans (ERP)

All employers at each worksite (MOFR/Contractors) must create, implement and maintain a Emergency Response Plan (ERP) to provide up to date information, available to all employees in the area of responsibility, relating to health and safety activities, including without limiting the generality of the foregoing: the name of the Prime Contractor, a template determining the project layout, first aid locations, emergency transportation provisions and the evacuation marshalling station, a set of procedures designed to protect the health and safety of Workers and ensuring safe access for delivery of equipment and material.

Emergency Local Telephone Numbers

The following is list of emergency telephone numbers which will be kept current and maintained in this manual;

Emergency	Government Agencies
RCMP Emergency 911 RCMP Non Emergency 250 561 3300 Ambulance 911 (1 800 461 9911) Provincial Air Ambulance 1 800 561 8011 BC Poison Control Centre 1 800 567 8911 UHNBC (Prince George) 250 565 2000 Mackenzie Hospital and Health Centre 250 997 3263 Stuart Lake Hospital (Ft. St. James) 996 8201	MOFR - Mackenzie District 250 997 2200 MOFR – FT. ST. James District 250 996 5200 MOFR – Northern Interior Forest Region 250 565 6100 **Environmental Emergencies** Provincial Emergency Program 1 800 663 3456 Canadian Transport Emergency Centre (CANUTEC) 1 613 996 6666 Prince George Fire Centre 250 565 6124 or Immediately report to 1 800 663 5555 or *5555 on the Cantel and Telus networks

Dealing with Civil Disobedience / Work Blockages

If you encounter a work blockage 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. In 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. 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…MOFR HQ

DOCUMENT CONTROL

The MOFR must maintain documents and records in accordance with the Records Management Program and Policy and has implemented TRIM (Total Records and Information Management) as the Ministry's corporate record keeping system. MOFR maintains a common document and record filing system under a shared service agreement with local MOFR offices.

Arcs and Orcs

Once a document has been given an ARCS or ORCS number, its proper disposition is automatically determined, in a way that is completely legally defensible. ("Disposition" includes the length of time it must be kept at various levels of accessibility, and when and if it can be destroyed).

ARCS (Administrative Records Classification System) is for the type of records that any government office might have – personnel, budgets, meetings, etc.

ORCS (Operational Records Classification System) numbers are for those records particular to MOFR.

OHS program records will be created, classified, maintained retrieved, scheduled and stored according to standards and procedures described in the Records Management Program and Government Policy that can be accessed at:

http://gww.for.gov.bc.ca/his/rm/policyproc.htm.

Please contact the records staff in your office for more information.

Responsibilities

The contract administrators will maintain the provincial standard for document and record keeping systems and deriving and reporting statistics in accordance with the MOFR and provincial records staff.

APPENDICES

Appendix 3U

MOFR Contract Planning Safety Checklist 19-1

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

DATE:	
Contract(s) #:	
MOFR Representative:	
Activity:	
Safety Considerations ☑ **= Applicable N/A= Not applicable**	**Comments**
Any <u>Known Hazards</u> (on-site / adjacent) ☐ Overhead hazards (snags/power lines) ☐ Steep Slopes ☐ Project will not create new hazards for subsequent operations (unstable Rock, Fill, Cut Banks or, Decked R/W Timber etc) ☐ Dangerous Terrain (gullies, ridges, cliffs) ☐ Unstable Surfaces (wet, soft) ☐ Wind throw / Heavy Slash ☐ Road Hazards ☐ Wildlife ☐ Mines / Electrical / Pipelines ☐ Other Risks / Hazards on site / adjacent	
Term ☐ Adequate time to complete work given seasonal and access considerations?	
Access ☐ Has access route been assessed for hazards? ☐ Is there a hazard mitigation strategy in place that will be enacted prior to worker exposure? ☐ Will access routes accommodate the nature of traffic?	
Adjacent Operations	

☐ Are there conflicts with adjacent operations relative to timing or hazards (major licensees, salvage, silviculture, other industrial or public operations)?	

ESSENTIAL ELEMENTS	COMMENTS
Project Plan: ☐ Have the proposed plans been reviewed with consideration toward worker safety? ☐ Have all known hazards been documented (high retention, wind throw, snags, unstable slopes)?	
Qualifications: ☐ Have contract eligibility criteria been set with respect to performing works in a safe manner? ☐ Does MOFR plan on establishing a multi employer workplace via multiple principle contracts to address this project? ☐ If MOFR created MEWP which tender is most logical to function as prime contractor and have qualification parameters been established?	
Other Factors:	
Follow-up Action Required:	

Appendix 4U

MOFR Contract Pre-Work Safety Checklist 19-2

Date:	
Contract(s) #:	
Contract Representative:	
MOFR Representative:	
Safety Requirements	
Has a Notice of Project been submitted to WSBC for all employers within the workplace?	☐ **Yes** ☐ **No** ☐ **NA**
Have known safety hazards been reviewed (see checklist 19-1, information to bidders, roads assessment/plan and any new hazards since advertisement)	☐ **Yes** ☐ **No** ☐ **NA**
Contractor will not sub contract creating a MEWP?	☐ **Yes** ☐ **No** ☐ **NA**
MOFR safety reporting requirements (hazards and incidents)…are provisions in-place for safety reporting?	☐ **Yes** ☐ **No** ☐ **NA**
Has a first aid assessment been completed for the workplace (including MEWP situations)?	☐ **Yes** ☐ **No** ☐ **NA**
Is there an applicable emergency response plan in-place?	☐ **Yes** ☐ **No** ☐ **NA**
Onsite supervision or alternate has been identified and provisions for orientation, safety mtgs, pre-works, monitoring, and records.	☐ **Yes** ☐ **No** ☐ **NA**
Communication provisions are in place including-Man check, signage, and hazard awareness provisions.	☐ **Yes** ☐ **No** ☐ **NA**
Are there Safe work procedures and personnel protective equipment requirements in place?	☐ **Yes** ☐ **No** ☐ **NA**
Is a multiple employer work place applicable? if yes the following applies:	
Has a prime contractor been designated if subcontracting, does principal contractor understand they must function as prime and bring to bear necessary capacity if they choose to subcontract (Note-only one prime contractor can exist per workplace additional designations nullify all designations)	☐ **Yes** ☐ **No** ☐ **NA**
Has the MOFR assessed qualification of Prime contractor considering experience, adequate resources and adequate program?	☐ **Yes** ☐ **No** ☐ **NA**
Is a written prime contractor agreement in-place (FS1354) for subcontract scenarios and other written agreements for MOFR created MEWP	☐ **Yes** ☐ **No** ☐ **NA**
Has a safety rep/ coordinator been designated and are they qualified? Does the coordinator know the names of other employers supervisors and contacts	☐ **Yes** ☐ **No** ☐ **NA**
Does the PC Safety Program address safety co-ordination and a system or process to ensure compliance within the workplace including contract requirements, site inspections, training verification, incident reporting, regular safety meetings and WHIMIS.	☐ **Yes** ☐ **No** ☐ **NA**
Has PC confirmed the good standing of other employers with Worksafe BC?	☐ **Yes** ☐ **No** ☐ **NA**
Has PC reviewed SAFETY programs of other employers?	☐ **Yes** ☐ **No** ☐ **NA**
Has the assigned PC been informed of known hazards?	☐ **Yes** ☐ **No** ☐ **NA**
Corrective Action / Comments	

Contract Representative:	
Name:	**Signature:**
MOFR Representative:	
Name:	**Signature:**

Appendix 5U

MOFR Contract Inspection Safety Checklist

Date:	
Contract(s) #:	
Contract Representative:	
MOFR Representative	
Safety Requirements	
First aid equipment/personnel seen onsite (as per first aid assessment). Including situations of MEWP.	☐ **Yes** ☐ **No** ☐ **NA**
Adequate supervision (pre-works, inspections, communication).	☐ **Yes** ☐ **No** ☐ **NA**
Contractor did not report any safety concerns to MOFR that it believed to be responsibility of MOFR (i.e. Checklist 15-1). http://www.for.gov.bc.ca/MOFR/safety/contractor.htm	☐ **Yes** ☐ **No** ☐ **NA**
Contractor did not report any incidents to MOFR as per expectations.	☐ **Yes** ☐ **No** ☐ **NA**
MOFR did not report any safety concerns/hazards to contractor Sec 3.10.	☐ **Yes** ☐ **No** ☐ **NA**
MOFR did not need to inform WSBC of any safety concerns or issues.	☐ **Yes** ☐ **No** ☐ **NA**
Has the contractor followed up and implemented corrective actions where applicable.	☐ **Yes** ☐ **No** ☐ **NA**
Emergency Response Plan (onsite, tested, documented and communicated for all employers and workers within the workplace).	☐ **Yes** ☐ **No** ☐ **NA**
Are safety records onsite (training, toolbox, pre-works, inspections, certificates, incidents, hazards)?	☐ **Yes** ☐ **No** ☐ **NA**
Communication (Hazards, Sign-in/out, ERP, signage, radio, WSBC regulations).	☐ **Yes** ☐ **No** ☐ **NA**
Has a Notice of Project been submitted to WSBC for all employers within the workplace?	☐ **Yes** ☐ **No** ☐ **NA**
Is a multiple employer work place applicable? If yes, the following applies:	
Has a prime contractor been designated (only one per workplace)?	☐ **Yes** ☐ **No** ☐ **NA**
Prime contractor evaluation completed (experience/performance, adequate resources, SAFE regulations/certified, training records).	☐ **Yes** ☐ **No** ☐ **NA**
Written prime contractor agreement in-place (FS1354). Or ancillary agreement where MOFR created MEWP.	☐ **Yes** ☐ **No** ☐ **NA**
Has the assigned PC been informed of known hazards and communicated same to all employers, workers on an ongoing basis?	☐ **Yes** ☐ **No** ☐ **NA**
Has the PC duties addressed safety co-ordination and a system or process to ensure compliance within the workplace (reference FS1354)?	☐ **Yes** ☐ **No** ☐ **NA**
Has the PC roles and responsibilities been communicated to all employers within the workplace (pre-work, signage, safety meetings)?	☐ **Yes** ☐ **No** ☐ **NA**
Are other employers reflected in PC safety program?	☐ **Yes** ☐ **No** ☐ **NA**
Are safety meetings being conducted?	☐ **Yes** ☐ **No** ☐ **NA**
If a safety rep has been designated does he/she know other employer contacts, is there adequate workplace coordination and supervision?	☐ **Yes** ☐ **No** ☐ **NA**
Do workers appear to be conforming with expectations and PPE requirements?	☐ **Yes** ☐ **No** ☐ **NA**
Does PC know how many workers are on site at all times and reflect on first aid provisions?	☐ **Yes** ☐ **No** ☐ **NA**
Is there appropriate PC record management?	☐ **Yes** ☐ **No** ☐ **NA**

Appropriate PC corrective action is occuring (hazards, incidents, inspection deficiencies).	☐ **Yes** ☐ **No** ☐ **NA**
Corrective Action / Comments	
Contract Representative:	
Name:	**Signature:**
MOFR Representative:	

Appendix 6U

Incident Report
Checklist 15-1

WCB Regulation 3.10 and WCA Section 116 requires that whenever a worker observes what appears to be an unsafe or harmful condition or act, the worker 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.

Information	
Person Reporting:	**Contact Information:**
Date Observed: Y/M/D	**Date Reported: Y/M/D**
Person Receiving:	**Contact Information:**
Nature or Reporting Party: ☐ **MOFR Client** ☐ **MFR Client** ☐ **Public** ☐ **Staff**	

Incident Type	
☐ **Hazard Observation**	Observation of act or condition.
☐ **Close Call**	An undesired event that under slightly different circumstances could have resulted in personal injury of property loss.
☐ **First Aid**	A minor injury requiring only first aid treatment.
☐ **Medical Aid**	An injury requiring treatment by a health care professional.
☐ **Property Damage**	Damage to equipment, material, and/or the environment.

Description of Incident
Describe what happened, when it happened, what were the conditions at the time, who was involved or observed incident and what action was taken as a result.

This section is for Supervisors Only:
Remedial Action:

Signatures:	**Date: Y/M/D**
Staff:	
Supervisor:	

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 establish appropriate corrective actions and track same through the corrective action log. The reported unsafe or harmful condition or act (hazard) as soon as possible. The party initiating the report should be informed of the disposition of the matter subsequent to investigation and determination of applicable mitigative action.

Copy – 1 to file **Copy – 1 to Supervisor** **Copy – 1 to MOFR Safety Contact**

Appendix 7U

MOFR Provincial Safe Work Procedure # 1
Entering another Employer's Workplace

KEY HAZARDS	APPLICABLE SAFETY EQUIPMENT
• Moving machines, logs or falling trees, blasting • Impacts (overhead, falls from heights) • Exposure to substances (oils, fuels, solvents) • Unstable slopes, logs or active blasting or rock drilling sites	• Hard Hats, High visibility vest • 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 is the owner of the workplace and what type of operations may be carried on there.
2. Determine what your purpose is and what rights you have to enter the workplace (from the legislation or licence/contract conditions.)
3. Determine who the workplace owner's representative, prime contractor or site supervisor is 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

6. 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.
7. 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.
8. The person in charge of the workplace must provide you with a briefing including
9. Existing hazards on site at the current time and during the time of the visit
10. Requirements of the workplace safety plan and of persons attending the site
11. PPE requirements for site specific hazards for which you will have exposure
12. Location of First Aid and emergency response plans
13. Workplace owner can accompany you or have someone else accompany you but cannot interfere with official duties
14. Complete your inspection or other work and inform the site supervisor of the results and tell the person you are leaving.

ENTERING THE WORKPLACE BY AIR

15. 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.
16. Arrange with the person in charge for clearance for low level overview (beware of falling or blasting) and arrange for a safe and suitable place to land the helicopter.
17. Proceed as described in 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:
    - Give your name and location
    - State the nature of the injuries and condition of the victim
    - Indicate if land or air evacuation is required
    - Provide a call-back number if possible
- Continue to provide First Aid and update rescuers on a regular basis

Appendix 8U

MOFR Provincial Safe Work Procedure # 2
Road Maintenance Functions

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 (i.e. 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 in a safe manner
   - When loading is complete, secure the load with rated strapping 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

THE WORK PROCESS

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 vehicle road users

Culvert Cleaning

- Evaluate traffic flow prior to commencement of work and 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) to perform the action. Consider the volume and flow energy of water and be mindful of it's potential implications.

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:
    - Give your name and location
    - State the nature of the injuries and condition of the victim
    - Indicate if land or air evacuation is required
    - Provide 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 and remove wet clothes and replace with dry if available
- Cover with blankets and do not allow the patient to exert themselves
- Do 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 jobsite when work is completed; ensure hazard warning signs are left in place if required

Appendix 9U

MOFR Provincial Safe Work Procedure # 3
Working Around Industrial Forestry Operations

Key Hazards	Applicable Safety Equipment
• Moving machines , logs, or falling trees • Impacts (overhead, falls from heights) • Exposure to substances (oils, fuels, solvents) • Unstable slopes, logs, or active blasting or rock drilling sites	• Hard Hats, High visibility vest • Protective footwear, appropriate clothing • Hearing protection, protective eyewear, gloves • First Aid Kits (personal, basic)

PRIOR TO OPERATION

1. Follow the SWP for entering another employer's workplace. Know the hazards

WHILE WORKING ON SITE

1. Get a safety briefing form the onsite supervisor.
2. Wear you 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. Helicopter logging be alert for changes in flight path or for 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:
  - i. Give your name and location
  - ii. State the nature of the injuries and condition of the victim
  - iii. Indicate if land or air evacuation is required
  - iv. Provide a call-back number if possible
- Continue to provide First Aid and update rescuers on a regular basis

Appendix 10U

MOFR PROJECT RISK RATING

Project Details:

Field team:	**File number:**
Project type:	**Activity:**
Project number:	**Contract Number:**
Completed by:	**Date:**

These are key Indicators to determine **High**, **Moderate** and **Low** Project **Risk Rating for Safety**. (This is the minimum criteria for each type of project – Projects can be Risk Rated at a higher level if required.)

High	**Moderate**	**Low**
Safety - Road construction - Log bucking, yarding or hauling - Tree falling, topping or limbing, - Blasting	**Safety** - Road maintenance - Non Industrial contract work in isolated locations - Site Preparation - Mechanical brushing	**Safety** - Seeding and planting - Manual Brushing or spacing - Non Industrial contract work

Low			**Contractor Recommended Inspection Frequency**
MOFR Recommended Inspection Frequency			Mandatory one/month for projects with a duration of >3 weeks.
Pre-Work	**Progress**	**Final**	
Mandatory	Optional	Mandatory	

Moderate			**Contractor Recommended Inspection Frequency**
MOFR Recommended Inspection Frequency			Mandatory one/month for projects with a duration of >3 weeks.
Pre-Work	**Progress**	**Final**	
Mandatory	Mandatory one inspection for project and/or optional a month for projects with a duration of >3 weeks	Mandatory	

High			**Contractor Recommended Inspection Frequency**
MOFR Recommended Inspection Frequency			Mandatory one/month for projects with a duration of >3 weeks.
Pre-Work	**Progress**	**Final**	
Mandatory	Mandatory one/month for projects with a duration of >3 weeks	Mandatory	

Administrative Contract Work			**Contractor Recommended Inspection Frequency**
MOFR Recommended Inspection Frequency			None Required.
Pre-Work	**Progress**	**Final**	
None	None	None	

Summary of Inspection Frequency:

MOFR Recommended Inspection Frequency	**L/P/C Recommended Inspection Frequency**

Pre-Work	Progress	Final	Pre-Work	Progress	Final
					N/A

The MOFR Project Safety Risk Rating identifies the minimum inspection frequency. Based on these assumptions the contract coordinator may implement any one of the following additional measures:

- ❑ Additional monitoring of the project will occur
- ❑ Additional inspections will occur
- ❑ Additional Field Prework at the worksite
- ❑ Other (see below)

Rationale (please include details if additional measures are prescribed)

_____
_____
_____
_____
_____

- Work must have commenced within one month from the time pre-work meeting was completed or a new pre-work meeting is required.
- L/PC inspections shall be completed during the first week of active operations
- Inspection frequency is determined from the onset of active operations