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Section A

Business Area:	Field Team:	ORCS/ARCS File(s):	Date of Pre-Work:
Kootenay	Cranbrook		Sept 27, 2021.
Contract #: SP22TFH006	**Geographic Location:** Invermere & Cranbrook	**Project Name:** Mechanical Site Prep East Kootenays	**Pre-Work Type:** Field.
Contractor: Bad Ventures		**On-site Supervisor:** Shane Goodwin, Alex Shaw.	

Section B

Pre-Work Scope & Detail

Project Risk Ranking
EMS: ☐ High ☒ Medium ☐ Low
Safety: ☒ High ☐ Medium ☐ Low
BCTS EMS Inspection Frequency: 1 – another if additional ha added to contract
BCTS Safety Inspection Frequency: 1/month
Contractor EMS Inspection Frequency: within 30 days of contract start date
Tests and Drills
Requirement: ☐ Test ☒ Drill
Type: ☐ Fire ☒ Spill ☐ Slide
By when: within 30 days of contract start

Contract Type
☐ Tree Planting ☒ Mechanical Site Preparation
☐ Stand Tending ☐ Herbicide Treatment
☐ Manual Brushing ☐ Prescribed Burning
☐ Silviculture Project Implementation Contract
☐ Other (specify): _____

Blocks / Areas Applicable to Pre-work
A90483-6, A92788-6, A75158-3, A82555-1
A94609, 1, A94609-2, A94609-3

Pre-work Method
☒ Field ☐ Office ☐ Telephone

Applicable Legislation
☒
☐ FRPA
☐ FPC
Other (Specify): _____

Section C

Requirement ID # & Status

Yes: Inspector's opinion requirement is being met. Comments optional – Section E
No: Inspector's opinion of non-conformance requiring Corrective Actions – Section D or, Incident requiring Incident Root Cause Investigation Issue(s) – Section D.
ND: Not discussed. NA: Not applicable. Note: Refer to Guidance Document for requirement detail.

ID #	01: Contract Safety Requirements	Status Y N ND NA	ID #	04: Legislative - Area and General Requirements	Status Y N ND NA
0101	SAFE Company status ensured?	☒☐☐☐	0401	Damage to the environment discussed	☒☐☐☐
0103	First Aid Assessment discussed?	☒☐☐☐	0404	Landslide or Gully Process with Adverse Effects discussed	☐☐☐☒
0104	Evidence of adequate supervision?	☒☐☐☐	0405	Fan Destabilization resulting from activities discussed	☐☐☐☒
0109	Adequate Safety ERP?	☒☐☐☐	0412	General Wildlife Measures discussed	☒☐☐☐
0111	Communication – signage, man check, etc. discussed?	☐☐☐☐	0413	Resource Features discussed -	☒☐☐☐
0112	Discuss Road safety protocols	☒☐☐☐	0414	Wildlife Habitat Features discussed - Ungulate ground nests, birds of prey in L1 vets	☒☐☐☐
0113	SWP and PPE requirements discussed?	☒☐☐☐	0415	Burn plan in place	☐☐☐☒
0114	Known Hazards Identified?	☒☐☐☐	0416	Smoke Venting index discussed	☐☐☐☒
0115	Hazard Reporting discussed?	☒☐☐☐	0417	FSP Results, Strategies & Measures discussed - Invasive plants, range barriers, Soils - hydrological state, wildlife, fish crossings, cultural heritage.	☒☐☐☐
0116	No MEWP created? (Multi-employer workplace - subcontracting) YES - no intention of subcontracting	☒☐☐☐	0418	FPC Requirements discussed – blocks harvested 1995-2002	☐☐☐☒

	0117	Continual Improvement discussed?		0420	Other Legislative Requirements (Federal & BC) discussed Federal: Fisheries Act; Species at Risk Act; Migratory Birds Act; Canadian Wildlife Act; Canadian Environmental Protection Act; Canada Water Act; Navigable Water Act; Transportation of Dangerous Goods Act & Regulations; National Fire Code BC: Wildlife Act & Regulations; Fish Protection Act; Water Act; BC Fire Code; Environmental Management Act, Spill Reporting, Hazardous Waste & Contaminated Sites Regulations; Cultural Heritage Act; Heritage Conservation Act; Workers Compensation Act; Employment Standards Act Occupational Health & Safety Regulation: Waste Management Acct; Special waste Regulation; Contaminated Sites Regulation; WHMIS; Integrated Pest Management Act & Regulations; Pesticide Control Act; Pest Control Products Act; Applicable GAR Orders; Applicable HLP Orders; Applicable LRMP commitments	
	0118	NOP confirmation received and recorded	☒☐☐☐	0421	First Nations Requirements discussed	☐☐☐☒
	0120	Manual Falling Addressed	☐☐☐☒	ID #	**05: Legislative – Stream and Riparian Requirements**	**Status Y N ND NA**
	ID #	**02: Multiple Employer Workplace (applied to Prime Contractor)**	**Status Y N ND NA**	0502	RMA Retention on Temperature Sensitive Streams discussed	☐☐☐☒
	0202	PC Agreement Signed?	☐☐☐☐	0503	Stream Crossings installed to protect channels and mitigate disturbance discussed	☐☐☐☒
	0203	PC obligations understood?	☐☐☐☐	0504	Fish Passage maintained and Fish Habitat discussed	☐☐☐☒
	0204	Is PC qualified?	☐☐☐☐	0506	Drinking Water Quality & Licensed Water works discussed	☐☐☐☒
	0211	Designated safety coordinator?	☐☐☐☐	0507	Restrictions (herbicide, MSP, brushing/spacing) in RRZ discussed	☐☐☐☒
	0212	PC's safety program adequate?	☐☐☐☐	0508	Use of livestock is appropriate (i.e.: no corral, or CWS)	☐☐☐☒
	0213	WSBC coverage confirmed?	☐☐☐☐	0509	Use of fertilizers in appropriate areas	☐☐☐☒
	0214	PC reviewed safety programs?	☐☐☐☐	ID #	**07: Legislative – Integrated Pest Management**	**Status Y N ND NA**
	0215	Known hazards identified?	☐☐☐☐	0701	General prohibitions and restrictions as per IPMP discussed	☐☐☐☒
				0702	License/certificate for use of pesticides discussed	☐☐☐☒
				0703	Use of pesticides in accordance with a pesticide use notice discussed	☐☐☐☒
	ID #	**08: Environmental Emergency Response Requirements**	**Status Y N ND NA**	**ID #**	**10: General Contractual Conditions**	**Status Y N ND NA**

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	0801	Environmental Emergency Response Plan discussed	Yes.	1001	Work Progress Plan discussed	Yes.
	0802	Awareness of roles, responsibilities, and procedures discussed	☒☐☐☐	1002	Fire Protection requirements discussed	☒☐☐☐
	0803	Incident Reporting discussed	☒☐☐☐	1003	Site Clean-Up requirements discussed	☒☐☐☐
	0804	Test and Drills discussed	☒☐☐☐	1004	Camping and Parking requirements discussed	☐☐☐☒
	0805	Emergency response equipment discussed	☒☐☐☐	1005	Employment Standards Act Requirements	☒☐☐☐
	0806	24 hour contact # provided to local Fire Centre – 250-365-4001	☒☐☐☐	1006	Industrial Camp Standards Requirements	☐☐☐☒
	0807	Appropriate Fire Danger Class discussed	☒☐☐☐	ID #	**11: Specific Contractual Conditions (Schedules & Appendices)**	Status Y N ND NA
	0808	Fire Hazard Assessments and Abatement discussed	☒☐☐☐	1101	Schedule Conditions discussed	☒☐☐☐
	ID #	**09: EMS – Documents, Records & General Requirements**	Status Y N ND NA	1102	Appendix Requirements discussed	☒☐☐☐
	0901	Pre-work meetings discussed	☒☐☐☐	1103	Stakeholder Notification discussed	☐☐☐☒
	0902	Self Inspections discussed	☒☐☐☐	ID #	**80: Sustainable Forest Management Certification**	Status Y N ND NA
	0903	Project Plan documents to be on-site discussed	☒☐☐☐	8001	SFM Certification Requirements discussed – listed as Provincail LPC training site on BCTS EMS&SFM webpage	☒☐☐☐
	0904	Training current – records completed, updated and available	☒☐☐☐	ID #	**90: Business Area Specific Requirements**	Status Y N ND NA
	0905	Industrial Waste discussed	☒☐☐☐	9001	Project Binder, discuss contents including forms, Supervisors field book, Species of Management Concerns, Invasive Plants and other handouts	☒☐☐☐
	0906	BCTS Fuel Handling (EFP 06) requirements discussed	☒☐☐☐	9002	SFI Awareness Document. (see page 2 Supervisor Field Handbook) discuss prinicples of SFI program i.e protection of water resources.	☒☐☐☐
	0907	Other Environmental Field Procedures discussed	☒☐☐☐	9003	Water Management BMP. Review applicable water management, sediment contract best practices documents i.e. wet weather operating guide, deactivation guide, EFPs 2,4 and 5, Harvest Plan and Site Plan, Skid trail BMP.	☐☐☐☒
				9004	FSP Invasive Plant (IP) measures discussed. Refer to applicable IP EFP.	☒☐☐☐
				9005	FSP SAR, UWR and WHA information discussed.	☒☐☐☐
				9006	FSP Fall and yard away, all streams, wetlands and lakes, Clean introduced debris concurrent with harvesting. 5 m machine-free zones on all non-fish bearing streams discussed.	☐☐☐☒
				9007	FSP 48 hr notification to water licence holders prior to any construction or deactivation discussed.	☐☐☐☒
				9008	FSP Road maintenance requirements dicussed	☐☐☐☒
				9009	FSP Grass seeding requirements and seed mixes discussed (to minimize soil disturbance and spread of invasive plants)	☐☐☐☒

Section D

ID #	CORRECTIVE ACTION – 1		
	Requirement:	**Responsibility:**	
Description:		**Target Date:** Click here to enter a date.	**Completion Date:** Click here to enter a date.
Corrective Action:		**Follow-up:**	
ID #	**CORRECTIVE ACTION – 2 (add extra sheets for more actions)**		
	Requirement:	**Responsibility:**	

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	Description:		Target Date:	Completion Date:
	Corrective Action:		Follow-up:	
	ISSUE(S)	Complete Incident Report Form for each incident type. Enter in Issue Tracking System (ITS) linked to the Pre-work. ITS required for significant or repeat non-conformance, potential non-compliance, or Incident (as defined in EOP-04).	Issue #: __ Issue Type: _____ Issue #: __ Issue Type: _____	

Section E

GENERAL PRE-WORK COMMENTS
(Reference Requirement ID # where appropriate, add extra sheets for more comments)

COVID-prevention and infection protocols discussed • BAD ventures Covid protocols on file.

Review of cleaning machine prior to entering site and when moving between sites to prevent spread of invasives

Went over not damaging range fence when working on Wycliffe blocks. Remembering to close fence gates during off work hours.

NoP- not yet received however project not yet started. Contractor will get one to me by start' before work begins.

Pre-Work delivered by: Stacey Jacobs **Signature X:**	**Received by:** Shane Gadwin, Alex Shaw. **Signature X:** *I accept receipt of this pre-work and am in agreement with the stated actions.*

Attachment: Additional Pages ☐ Photos ☐ Maps ☐ Correspondence ☐ Incident Report ☐ Other ☐	**Date of Delivery to Contractor:** Click here to enter a date._____ **Planned Inspection Date:** Click here to enter a date._____	**Delivery Method:** On-site ☒ Email ☒ Fax ☐ Mail ☐ Hand Delivered ☐