

Technical Circular: T11/99  
October 15, 1999

**TO:** Regional Directors  
Regional Managers, Rehab. & Maintenance  
District Highways Managers  
Snow Avalanche Technicians  
Provincial Highways Conditions Centre Staff

**SUBJECT:**

Check-in policy, procedures and identification of commonly used backcountry ski routes.

**Approved By:**

**Initiating Director:** Director, Construction and Maintenance Services

**Accountable Manager /**

**Supervisor:** Manager, Snow Avalanche Programs / District and Regional  
Avalanche Technicians

**PURPOSE:**

This policy and its procedures will:

1. improve on existing check-in procedures;
2. clearly define a Ministry standard for check-in procedures;
3. ensure that all applicable Ministry and Contractor staff are trained and/or knowledgeable in these procedures;
4. ensure that appropriate action is taken, in a timely fashion, in the event that an avalanche staff member does not check-in as planned;
5. provide the Ministry with a method of auditing "check-in" procedures.

**POLICY:**

All Ministry Avalanche Programs will implement operational procedures for checking the well being of workers who are assigned to work alone and/or in isolated conditions where there is a risk of disabling injury.

All Ministry Avalanche Program supervisors (supervisors being the Manager of Snow Avalanche Programs and District and Regional Avalanche Technicians) will review this policy and its associated procedures with all-applicable staff and/or Contractors prior to each winter.

All Ministry Avalanche Program supervisors will further define "Check-in" procedures specific to their local program. These specific procedures will clearly define roles and responsibilities and will include maps, which identifies commonly used backcountry routes. These procedures and maps will be reviewed and approved by the Ministry's Senior Avalanche Officers.

This policy and its procedures (attached) will be implemented by October 15, 1999.

The Manager of Snow Avalanche Programs will provide WCB with a copy of this policy by October 15, 1999.

**REFERENCE:**

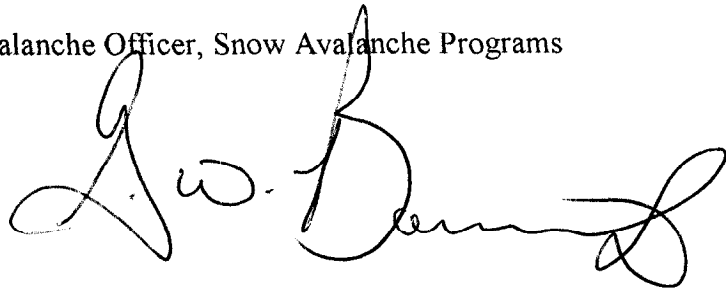
WCB Occupational Health and Safety Regulation (BC Regulation 296/97) Core Requirements - Part 4: General Conditions, Section 4.21, 4.22 and 4.23 - Working Alone or In Isolation, effective April 15, 1998.

WCB Inspection Report Number 1999108490099 - Order 1, Inspector: R. Wallace, dated May 05, 1999.

Ministry of Transportation and Highways - "Implementation of Recommendations from the Snowbank creek Avalanche Accident"- Snow Avalanche Programs - J.D. Bennetto, dated Sept 1999.

**CONTACT:**

Gordon W. Bonwick, Senior Avalanche Officer, Snow Avalanche Programs

A handwritten signature in black ink, appearing to read "J.D. Bennetto". The signature is fluid and cursive, with a large, stylized initial "J" and "B".

for Jack D. Bennetto  
Manager, Snow Avalanche Programs

Attachment: Check-in Procedures