



BC Timber Sales Environmental Management System

PROJECT RISK ASSESSMENT FORM

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**PROCEDURES. Project Activity Risk Assessment**

This project risk assessment form is intended to determine frequency and timing for EMS, Safety and CQMS inspection requirements, as well as the frequency for environmental Emergency Response tests or drills. Conduct EMS, Safety and Contract inspections concurrently where possible.

*This risk assessment form must be discussed with the project supervisor prior to any project commencement.*

*Despite the Projects EMS risk, ALL contracts require a Pre-work and a Final Inspection (related to CQMS) to outline and verify deliverables. CQMS inspections may increase pending contract complexity or contractor risk.*

**Part A.** Identify minimum Project (TSL and Contract) inspection frequency based on type of activity.

**Part B.** Identify Test / Drill requirement based on project activity risk from Part A.

**Part C.** Adjustment inspection frequency/timing as required by any additional local risk factors. **Be sure to consider CQMS and Safe Company inspection requirements as required.** Any adjustments to minimum inspection frequency **must** have a rationale and be approved by supervisor.

**Part D.** Supervisor Approval and Signature

**Document results on this assessment form and on the applicable project pre-work checklist:**

- Project Risk Ranking (V-Low, Low, Medium, High) from Part A.
- BCTS and LPC inspection frequency (Monitoring Plan) from Part A (or Part C adjustment with rationale and supervisor approval).
- Emergency Response Test or Drill type (Fire/Spill/Landslide) and target date for completion from Part B.

|                          |  |
|--------------------------|--|
| <b>Field Team:</b>       | <b>Licensee/Permittee/Contractor:</b>              |
| <b>General Location:</b> | <b>Project type (Activity, contract or TSL #):</b> |
| <b>Date:</b>             | <b>Completed by:</b>                               |

**PART A. Minimum Inspection Frequency. Pre-work is MANDATORY for all projects (TSL and Contracts)**

| Project Activity (Select One)  | Risk  | BCTS EMS Inspection Frequency  |                            |   |          | LPC                                     |
|--|-------|--|----------------------------|---|----------|---|
|  |       | Initial within 10 days   | Progress                   | Monitor   | Final    | LPC Inspection Frequency                |
| Harvesting, Road Construction, Road Rehab/Deactivation, Stand Tending, Mech Site Prep. Road Maintenance, Brushing, Burning (fuel/fire) | High  | Mandatory  | One site visit per / month | As required to follow-up on actions from inspection | Required | 2 / Month (Or one / project if < 2 wks) |
| Planting   | Mod   | Mandatory  | One per Project            | As required to follow-up on actions from inspection | Optional | 2 / Project One / project if > 4 weeks  |
| Planning Development (block and road layout)   | Low   | Optional *   | Optional *                 | As required to follow-up on actions                 | Optional | One / project if > 4 weeks              |
| Professional Assessments, Fencing, Silviculture Surveys  | Low   | Optional *   | Optional *                 | As required to follow-up on actions                 | Optional | Optional                                |
| Administration, Planning (no field work)   | V-Low | Conformance to EMS procedures not required, no EMS inspections required. CQMS inspections required based on Contractor risk. |                            |   |          |   |

**PART B. LPC Test / Drill Frequency**

| Project Risk (Select One)     | Test & Drill Required | Test or Drill Type (highest EMS risk for project) | Comments | Due Date Within Two Weeks |
|-------------------------------|-----------------------|---|----------|---------------------------|
| Moderate or High-Risk project | Yes                   |   |          |                           |
| Very Low or Low-Risk project  | No                    |   |          |                           |

Select test or drill most suited to highest EMS risk of the project. Minimum of one test or drill per 'Moderate' or 'High' risk project. Minimum of one test recommended annually. Tests/drills must be documented.

Completed tests or drills from other forestry companies can be accepted if completed within same geographical region and operational season.

**PART C. Factors that require additional monitoring (Minimum 1 additional monitoring inspection)**

**Plan Complexity**

- Special sites (i.e. ecologically, geologically, culturally important)
- Retention areas
- Access
- Species at risk

**Water / Riparian**

- Water users (i.e. community watersheds, licensed/unlicensed waterworks)
- Stream crossings and complexity (i.e. size, type, number, sensitivity)
- Timing (i.e. fish windows)

**Public**

- Recreation values
- Heritage values
- Visual impacts
- Community / public interest
- Other stakeholders

**Soil / Terrain**

- Terrain stability / terrain class
- Steep slopes
- Sensitive soils / erosion potential

**Licensee / Permittee / Contractor Experience**

- New to BCTS
- Compliance history (i.e. previous cancellation, contract notices, areas of improvement noted in previous evaluations)
- Use of subcontractors

**Seasonal/Weather**

- Seasonal restrictions for ground-based operations (i.e. frozen soil, snowpack)
- Rainfall levels
- Fire rating/season/project activity

**Other Factors**

- Local factors not listed

Harvest Monitoring Guide requires/recommends the following timed inspections for TSL's and Road construction:

| Timing/Frequency   | Inspection...                             |
|--|---|
| Within 2 weeks of operations starting on a TSL                             | ... must be scheduled                     |
| At least monthly to monitor active operations <sup>1</sup>                 | ... must be scheduled                     |
| Late fall/early winter   | ... must be scheduled to review crossings |
| During/following high rainfall (inactive also)                             | ... should be scheduled/conducted         |
| During ops in critical areas (sensitive soils, around timing restrictions) | ... should be scheduled/conducted         |
| During/following potential for snow melt                                   | ... should be scheduled/conducted         |
| Prior to spring freshet or April 15 <sup>2</sup>                           | ... must be scheduled to monitor drainage |
| Action item deadline follow-up   | ... must be scheduled (day of or after)   |

<sup>1</sup>Monthly inspections are not in addition to other scheduled inspections as listed above.

<sup>2</sup>Or a post-freshet inspection if access or site conditions (ie. snow cover) prevent proper inspection.

**Inspection frequency plan (i.e. type, timing, frequency):**

**All planned inspections for TSL's must be entered in LRM**

| Planned inspection date: | Primary purpose: | Planned inspection date: | Primary purpose: |
|--------------------------|------------------|--------------------------|------------------|
|                          |                  |                          |                  |
|                          |                  |                          |                  |
|                          |                  |                          |                  |
|                          |                  |                          |                  |
|                          |                  |                          |                  |

Notes on rationale for adjustment to inspection/monitoring frequency

Notes on inspections/self-inspections:

TSM must be notified of any issues reported

## PART D. Supervisors Approval/Signature

**Supervisor Name:**

**Supervisor Signature:**

**Date:**

## PART E. Inspection Type Information

### Pre-works:

- ✓ Conduct pre-works prior to operations startup and again after periods of extended project shutdowns (90 days)
- ✓ Communicate results of project risk assessment to client
- ✓ Review contract quality specifications and standards / Milestones / Communication plan/ Payment and invoicing details
- ✓ Review LPC training requirements detailed in Table 008-1

### Initial Inspection focus areas:

- ✓ Project awareness/obligations, documentation/project information (maps, plans etc)
- ✓ Review LPC training (i.e. Table 008-1a) for completeness and correctness.
- ✓ Emergency response preparedness (test drill completed), fuel handling, safety.
- ✓ Review quality against expected standards and clarify if needed / respond to questions from contractor / measure progress.

### Progress Inspections focus areas:

- ✓ Following the plan, compliance, client relationships
- ✓ EMS conformance, safety practices / hazards
- ✓ Corrective action monitoring
- ✓ Review quality and consistency / Work proceeding according to progress plan and milestones.
- ✓ Confirm any changed conditions or changes in work / Verify if on budget / Deal with issues i.e. contract modification agreement.

### Monitoring:

- ✓ Follow-up of any previously identified actions
- ✓ Additional monitoring as per factors identified in Part "C"
- ✓ EMS conformance, safety practices / hazards
- ✓ Monitoring activities are informal BCTS site visits that must be documented and filed accordingly. Documentation may include the use of forms such as: self-inspection form CHK-011, Monitoring form CHK-007A, or inspection checklist forms CHK-005/CHK-006/CHK-007/CHK-008

### Final Inspection focus areas:

- ✓ Overall plan performance and consistency, compliance
- ✓ Completion of project plan requirements including identification of any outstanding obligations (prior to equip demob)
- ✓ Ensure all Actions and compliance requests have been addressed.
- ✓ Assess for meeting milestones and potential budget overruns / Remedial or additional action if required (i.e. contract modification agreement, option to renew) / Discuss with contractor what went well and opportunities for improvement.

### Additional information:

- ✓ An additional pre-work is required if work does not commence within 90 days of initial pre-work meeting or if work has been shut down for 90 days. This requirement conforms to EFP #2 and the TSL document Section 4.00 Special Conditions and Requirements, subsection 4.01 (b).
- ✓ Self-inspections shall be completed during the first two weeks of active operations, and then following the frequency listed in Part A of this form.
- ✓ Inspection frequency is determined from the onset of active operations.
- ✓ EMS, Safety inspection requirements may be conducted concurrently and recorded on the EMS pre-work/inspection documents. Separate inspections are not required for each functional certification, however the minimums for each certification must be met.

### Contractor risk considerations:

- ✓ High Risk Contractor definition = Contractors that are new to BCTS or have had a previous contract with BCTS but have had issuance of multiple Contract Notices, previous cancellation, or significant issues cited in evaluations. This would also include contracts that have 10 or more staff working on the contract.
- ✓ Medium Risk Contractor definition = Contractors that have successfully completed contracts with BCTS and some areas for improvement were identified in the contract evaluations. This would also include contracts containing between 5 and 10 employees.

### Safety Inspections:

- ✓ Safe Company requirements shall be discussed at Pre-works and inspected Concurrently with EMS inspections. See Chapter 19 of the BCTS Safety Manual for further guidance.

- ✓ It is assumed that Safe Company requirements are inspected during EMS inspections. If not, or fewer EMS inspections are required, the following minimum inspection frequency must be met.

**Minimum Safety Inspection Frequency**

| Contract Type   | Risk Rating | Pre-work | Initial   | Progress       |
|---|-------------|----------|---|----------------|
| Harvesting, Road Construction, Rehab, Deactivation, Stand Tending, Mech Site Prep. Road Maintenance (structural or involving water mgmt.) Brushing, Burning (fuel/fire) | High        | X        | ASAP after start up   | Monthly        |
| Tree planting   | Medium      | X        | At end of one month   | Every 3 months |
| Professional Assessments, Fencing, Silviculture Surveys   | Low         | X        | Only one safety inspection is required for the term of project. Could be a document |                |

**PART F. Reference Material**

- ❖ **Pre-work and inspection forms and guides** (ie CHK-001, CHK-002, CHK-003, CHK-004, CHK-005, CHK-006, CHK-007, CHK-008) <https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm>
- ❖ **LPC Training Summary Form Table 008-1a** <https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm>
- ❖ **EMS eERP Tests and Drills** (Guide for Conducting Emergency Response Test/Drills, Environmental Emergency Test Drill Report CHK-010 Form) Emergency Response <https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm>  
  
**Test Definition:** comprehensive testing of the environmental emergency response procedures to ensure that they are adequate to address emergency events. This includes full, hands-on scenario testing of equipment, communications, and procedures as outlined in the eERP.  
  
**Drill Definition:** due diligence exercise to ensure that onsite personnel have adequate levels of comprehension and awareness of environmental emergency preparedness and response procedures. This involves a demonstration of workers level of knowledge and training, this may include:
  - Review of eERP procedures,
  - Employee interview,
  - Equipment testing,
  - Review of onsite ER equipment.
- ❖ **Environmental Field Procedures** (ie., EFP-01, EFP-02, EFP-03, EFP-4, EFP-05, EFP-06) <https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm>
- ❖ **Environmental Operating Procedures** (Internal Documents EOP-01 Planning, EOP-2 LP, EOP-03 Projects, EOP-04 Incident Reports)
- ❖ **BCTS Safety Manual Chapters 18 and 19** (Internal website only) <https://intranet.gov.bc.ca/flnrord/bcts/safety/certification>