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| Section A | Business Area: | | | Field Team: | | | | | | ORCS/ARCS File(s): | | | | Date of Pre-Work: Click here to enter a date. | | | |
| Contract #: | | | **Geographic Location:** | | | | | | **Project Name:** | | | | **Pre-Work Type:** | | | |
| Contractor*:* | | | | | | | | | On-site Supervisor: | | | | | | | |
| Section B | Pre-Work Scope & Detail | | | | | | | | | | | | | | | | |
| **Project Risk Ranking**  **EMS**: High Medium Low  **Safety:** High Medium Low  **BCTS EMS Inspection Frequency**:  **BCTS Safety Inspection Frequency**:  **Contractor EMS Inspection Frequency**:  **Tests and Drills**  **Requirement:**  Test  Drill  **Type:**  Fire  Spill  Slide  **By when**: | | | | | | **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**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | **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 requiringIncident 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 | | | | | |  |
| 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 | | | | | |  |
| 0116 | No MEWP created? | | | |  | | | 0418 | | FPC Requirements discussed | | | | | |  |
| 0117 | Continual Improvement discussed? | | | |  | | | 0420 | | Other Legislative Requirements (Federal & BC) discussed | | | | | |  |
| 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** |
| 0801 | Environmental Emergency Response Plan discussed | | | |  | | | 1001 | | Work Progress Plan discussed | | | | | |  |
| 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 | | | |  | | | 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 | | | | | |  |
| 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) | | | | | |  |
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| 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: | | | | |
| Description: | |  | | | | | | | | | | Target Date:  Click here to enter a date. | | | Completion Date:  Click here to enter a 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) | | | | | | | | | | | | | | | | |
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| **Pre-Work delivered by:**  **Signature X**: | | | | | | | **Received by:**  **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 | | | | | |

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| **Section F** | ADDITIONAL PERSONNEL RECEIVING PRE-WORK | | | | |
| Name (print) | Signature | Employer | Pre-Work delivered by | Date of Pre-Work delivery |
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