

Section A	Business Area:	Field Team:	ORCS/ARCS File(s):	Date of Pre-Work:
	Contract #:	Geographic Location:	Project Name:	Pre-Work Type:
	Contractor:		On-site Supervisor:	

Section B	Pre-work Scope and Detail			
	<p>Project Risk Ranking EMS/Safety: High Medium Low</p> <p>BCTS EMS & Safety Inspection Frequency:</p> <p>Other Comment:</p> <p>Contractor EMS Inspection Frequency:</p> <p>Tests and Drills</p> <p>Requirement: Test Drill Type: Fire Spill Slide By when:</p> <p>Roads / Areas Applicable to Pre-work</p>	<p>Roads Construction Maintenance Deactivation/Rehabilitation Other (specify): _____</p> <p>Major Structures Construction Maintenance Deactivation Log Dump</p> <p>Access Implementation Contract <input type="checkbox"/></p>	<p>Log Dump Active Inactive % Complete: _____ Complete</p> <p>Pre-work Method Field Office Telephone</p> <p>Applicable Legislation FRPA FPC Other (specify): _____</p>	

Section C	Requirement ID # & Status	<p>Yes: Inspector's opinion requirement is being met. Comments optional – Section E</p> <p>No: Inspector's opinion of non-conformance requiring Corrective Actions – Section D or, Incident requiring Incident Root Cause Investigation Issue(s) – Section D.</p> <p>ND: Not discussed. NA: Not applicable. Note: Refer to Guidance Document for requirement detail</p>				
	ID #	01: Contract – Safety Requirements	Status Y N ND NA	ID #	04: Legislative – Area and General Requirements	Status Y N ND NA
	0101	SAFE Companies status?		0401	Damage to the Environment discussed	
	0103	First Aid Assessment discussed?		0402	Authorized Timber Harvesting specifications discussed	
	0104	Evidence of adequate supervision?		0404	Landslide or Gully Process with Adverse Effects discussed	
	0109	Adequate Safety ERP?		0405	Fan Destabilization resulting from activities discussed	
	0111	Communication – signage, man check, etc. discussed?		0412	General Wildlife Measures discussed	
	0112	Discuss Road safety protocols		0413	Resource Features discussed	
	0113	SWP and PPE requirements discussed?		0414	Wildlife Habitat Features discussed	
	0114	Known Hazards Identified?		0416	Smoke Venting Index discussed	
	0115	Hazard Reporting discussed?		0417	FSP Results, Strategies & Measures discussed	
	0116	No MEWP created?		0419	DM Notification of (re)start of Harvesting & Road Construction 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 #	02: Multiple Employer Workplace (applied to Prime Contractor)	Status Y N ND NA	ID #	05: Legislative – Stream and Riparian Requirements	Status Y N ND NA
	0202	PC agreement signed?		0501	Road in RMA, Cutting in RRZ, RMZ Retention requirements discussed	
	0203	PC obligations understood?		0503	Stream Crossings to protect channels / mitigate disturbance discussed	
	0204	Is Prime Contractor qualified?		0504	Fish Passage and Fish Habitat protection discussed	
	0211	Designated Safety Coordinator?		0505	Stream Sediment in Community Watersheds discussed	
	0212	PC's safety program adequate?		0506	Drinking Water Quality & Licensed Waterworks discussed	
	0213	WSBC Coverage confirmed?		ID #	06: Legislative – Road, Trail and Structure Requirements	Status Y N ND NA
	0214	PC reviewed safety programs?		0602	Re-vegetate roads within 2 years discussed	
	0215	Known hazards identified?		0605	Road & Structures Constructed & Maintained to be Sound & Safe discussed	

Section C	0606	Maintain Natural Surface Drainage Patterns in Road Construction discussed		ID #	12: General Contractual Conditions of Licence	Status Y N ND NA
	0607	Build, Repair and/or Install Bridges & Culverts as designed discussed		1201	Designated Supervisor directing workers identified	
	0608	Road Clearing Widths Appropriate for Conditions, including safety discussed		1202	Timber Marking Practices to be followed	
	0609	Road Deactivation Requirements discussed		1203	Dangerous Tree requirements discussed	
	0610	Road Maintenance Requirements discussed		ID #	14: Specific Conditions of Licence, Road, Log Dump Permit or Contract	Status Y N ND NA
	0611	48 Hour Notification for Road Works in Community Watersheds discussed		1402	Administrative clauses discussed	
	ID #	08: Environmental Emergency Response Requirements	Status Y N ND NA	1403	Environmental clauses discussed	
	0801	Environmental Emergency Response Plan discussed		1404	Other Utilities and Occupiers of Land clauses discussed	
	0802	Awareness of roles, responsibilities and procedures discussed		1405	Construction Specifications discussed	
	0803	Incident Reporting discussed		1407	Debris Disposal discussed	
	0804	Test and Drills discussed		1408	Subgrade compaction discussed	
	0805	Emergency response equipment discussed		1409	Deactivation Schedule conditions discussed	
	0806	24 hour contact # provided to local Fire Centre		1410	Maintenance Schedule conditions discussed	
	0807	Appropriate Fire Danger Class discussed		1411	Log Dump specifications discussed	
	0808	Fire Hazard Assessments and Abatement discussed		ID #	80: Sustainable Forest Management Certification	Status Y N ND NA
	ID #	09: EMS – Documents, Records & General Requirements	Status Y N ND NA	8001	SFM Certification Requirements discussed	
	0901	Pre-work meetings discussed		ID #	90: Business Area Specific Requirements	Status Y N ND NA
	0902	Self Inspections discussed		9001	FSP Invasive Plant (IP) measures discussed	
	0903	Project Plan documents to be on-site discussed		9002	FSP SAR, UWR and WHA information discussed	
	0904	Training Current - records completed, updated and available		9003	Operational requirements around Active Bird Nests discussed	
0905	Industrial Waste discussed		9004	Water Management: Review applicable water management, sediment contract best practices documents i.e. deactivation guide, EFPs 2,4 and 5, Harvest Plan and Site Plan, Skid trail BMP.		
0906	BCTS Fuel handling (EFP 06) requirements discussed		9005	A fire hazard assessment must be completed and supplied to BCTS		
0907	Other Environmental Field Procedures discussed		9006	Wet weather shut down procedures discussed		
ID #	10: General Contractual Conditions	Status Y N ND NA				
1006	Industrial Camp Standards Requirements					
Section D	ID #	CORRECTIVE ACTION – 1				
	Description:	Requirement:	Responsibility:		Target Date:	Completion Date:
	Corrective Action:				Follow-up:	

Section D	ID #	CORRECTIVE ACTION – 2 (add extra sheets for more actions)		
		Requirement:	Responsibility:	
	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)			
Attachment: Additional Pages Photos Maps Correspondence Incident Report Other		Date of Delivery to Contractor: Planned Inspection Date:	Delivery Method: On-site Email Fax Mail Hand Delivered	

ADDITIONAL PERSONNEL RECEIVING PRE-WORK

Section F	Name (print)	Signature	Employer	Pre-Work delivered by	Date of Pre-Work delivery