

## Training:

1. All Supervisors must receive **EMS/SFM Awareness training**. The training is available online at the following web address.
  - a. <https://www.for.gov.bc.ca/bcts/forestCertification/LPC.htm>
  - b. Supervision must be adequate to ensure the EMS is implemented on the worksite.
2. All workers must receive an EMS Awareness **tailgate training** session. Information included in the EMS Binder.
3. All training required by the LPC Training Needs Matrix must be completed and recorded on the **LPC Training Summary** prior to start-up. Both documents are in the binder and on the EMS website.

## EMS Binder:

1. Supervisors must maintain the **EMS Binder** at the worksite at all times while the site is active.
2. Supervisors must be familiar with all information in the EMS Binder.
3. All prework and inspection reports received from BCTS must be inserted into the binder.

## Prework:

1. As directed by the BCTS representative, the Licensee (and/or Licensees agent) must attend a prework meeting either in the office or in the field. Other employees may attend as well. It is strongly encouraged that the project supervisor attend the prework.
2. All employees at a worksite, must receive a prework from the Supervisor prior to starting work.
3. Any new workers to the worksite must receive a prework from the Supervisor prior to starting work.
4. All employees that receive a prework must sign the prework form.

## Self-Inspections:

1. Supervisors must complete worksite self-inspections at a frequency communicated at the prework meeting.
2. Supervisors must follow-up with actions noted in self-inspections.

## **BCTS Inspections:**

1. Supervisors must provide BCTS representatives with a safety orientation to the worksite when they enter to complete an inspection.
2. Supervisors and all workers must cooperate with BCTS representatives that visit the worksite to perform inspections.
3. Supervisors must follow-up with any action plans agreed upon during inspections.

## **Emergency Response:**

1. Supervisors must fill out the Emergency Response Plan (ERP) for each worksite.
2. All workers must know where to find the ERP in the binder.
3. A test or drill of the ERP may be required and will be communicated at the prework meeting.
4. Emergency Response equipment must be maintained on-site, including fire equipment as required under the Wildfire Act and spill response equipment, as required under the EFP-06.

## **Worksite Signage:**

1. Signage must be erected at all entrances to the worksite for safety purposes.
2. LPC's can use the sign provided by BCTS or develop their own sign appropriate to the situation.

## **Every worker needs to have available to them onsite:**

1. The applicable Project Plan info. (Maps, Road Designs, etc.)
2. The relevant Environmental Field Procedures (EFP's) for their work
3. The SFI general awareness document

## **Environmental Incidents:**

1. Whenever a reportable spill, fire, landslide or erosion event occurs, LPCs must inform BCTS.
2. Whenever a non-conformity with the plan or a potential non-compliance with legislation occurs, LPCs must inform BCTS.
3. Supervisors are to complete an Incident Report Form (Part A of the CHK-009 or equivalent) and submit to BCTS.

## **Safety Concerns/Incidents:**

1. Supervisors and all workers must report safety concerns that they believe to be BCTS responsibility to BCTS.
2. LPCs are encouraged to share all safety incident investigation reports and close call hazard reports conducted under their Safety program with BCTS.