



CONSULTING SERVICES PRE-WORK REPORT GUIDANCE DOCUMENT

BCTS CHK-001

Completed by hand, in Word as a protected form or by Hand Held digital application for entry into LRM Forest - Resources.

Section A	Business Area:	Field Team:	ORCS/ARCS File(s):	Date of Pre-Work: <small>Click here to enter a date.</small>
	Contract #:	Geographic Location:	Project Name:	Pre-Work Type:
	Contractor:		On-site Supervisor:	

Section A:

Business Area, Field Team, File are mandatory. Contract # is free text mandatory in Word but will be from Cengea Forest - Resources maintenance table in hand held version. Enter date in Word using date picker field. In the Hand Held, Contractor will come from Cengea Forest - Resources registrant table. Geographic location will be from planning module in Cengea Forest - Resources table, Project Name and on-site supervisor will be free text.

Pre-Work type is a drop-down field in Word and includes "Initial" and "Progress". Progress pre-work refers to any pre-work subsequent to initial pre-work (i.e. after shut-down, subsequent phases, delayed start, significant changes).

Section B	Pre-work Scope and Detail		
	<p>Project Risk Ranking</p> <p>EMS: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Safety: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low CQMS: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low</p> <p>BCTS EMS Inspection Frequency: _____ BCTS Safety Inspection Frequency: _____ Contractor EMS Inspection Frequency: _____ BCTS CQMS Inspection Frequency: _____</p> <p>Tests and Drills</p> <p>Requirement: <input type="checkbox"/> Test <input type="checkbox"/> Drill Type: <input type="checkbox"/> Fire <input type="checkbox"/> Spill <input type="checkbox"/> Slide</p> <p>By when: _____</p>	<p>Contract Type</p> <p><input type="checkbox"/> Development/Planning <input type="checkbox"/> Site Plan <input type="checkbox"/> Road Layout <input type="checkbox"/> Block Layout <input type="checkbox"/> Cruising <input type="checkbox"/> Professional Services <input type="checkbox"/> Silviculture Surveys <input type="checkbox"/> Site Assessments <input type="checkbox"/> Other: (specify) _____</p> <p>Note: Check applicable boxes for Multi phase contracts</p> <p>Blocks / Areas Applicable to Pre-work</p> <p>_____</p>	<p>Pre-work Method</p> <p><input type="checkbox"/> Field <input type="checkbox"/> Office <input type="checkbox"/> Telephone</p> <p>Applicable Legislation</p> <p><input type="checkbox"/> FRPA <input type="checkbox"/> FPC <input type="checkbox"/> Other (Specify): _____</p>

Section B:

The Consulting Services pre-work and inspection report are intended to be used for operational planning (landscape and stand-level) contracts, silviculture surveys contracts and other contracts that will likely have a minimal direct impact in the field, but can have a significant indirect impact on subsequent field operations through operational plans. Some examples of appropriate contract types are listed above. Do not include burning contracts (see Silviculture checklists) or implementation contracts (see Roads, Silviculture or Harvesting checklist appropriate to the contract type being implemented). Consulting services scope includes forest health, trails, and helipads.

Project Risk Ranking will be determined from Risk Assessment and will have the required inspections indicated. Note the risk ranking for some contracts may be Low and have No Inspections as per required comments from Area Forester / Woodlands Supervisor. This could apply to EMS or Safety depending on type of contract, i.e. Spatial data entry etc. Refer to Business Area EMS risk ranking for further guidance. A provincial risk ranking template is in development. Indicate Tests and Drills as per EMS protocols. For CQMS(Contract) risk ranking, follow the recommended inspection frequency based on risk assessment and/or approved Expense Authority variance.

Contract Type and Inspection Method are check boxes with the exception of Other in the Contract Type which will have free text in word.

Indicate the blocks or areas that are applicable to this pre-work (free text).

Check applicable legislation for blocks / areas in the pre-work. Other could refer to the Fort St. John Pilot Project, Stillwater Pilot project, etc.

Section C	Requirement ID # & Status	<p>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 requiring Incident Root Cause Investigation Issue(s) – Section D. ND: Not discussed. NA: Not applicable. Note: Refer to Guidance Document for requirement detail</p>
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For the purposes of a pre-work a Yes means that the requirement was discussed and that in the Inspector's opinion the requirement is being met or likely will be met barring unforeseen circumstances. A No means that the requirement was discussed and that in the Inspector's opinion the requirement is not being met or likely will not be met (Actual or potential non-conformance or Issue).

A pre-work will be for the purpose of sharing information and detailing expectations on the activities that will be conducted in accordance with one of the following types of requirements:

- Conformance with the Project Plan.
- Conformance with EMS / SFM requirements (e.g. EMS training completed and documented, pre-work(s) completed and documented, eERP completed, implemented and on-site, EFPs followed and onsite, etc.) and SFMP requirements.
- Licence, permit and/or contract conditions.
- Compliance with legislation (e.g. Forest and Range Practices Act, Wildfire Act, Forest Act, Transportation of Dangerous Goods Act, etc.).
- Safety requirements

Note:

- If a practice is not restricted by any of these requirements, BCTS will not indicate a non-conformance nor require a corrective action.
- All findings at the time of inspection are considered opinions of the inspector.
- The inspector is expected to be an average competent person who has been trained in the completion of inspections.
- Nothing in this guidance will authorize a person to carry out activities that are not in compliance with legislation.

Definitions:

FRPA

Forest Practice: means a prescribed activity that is carried out by (a) the government; (b) a holder of an agreement under the Forest Act, or (c) a person in a prescribed category of persons on private land, subject to a tree farm licence, a community forest agreement or woodlot licence, or on Crown forest land;

Official: means an employee in the (a) ministry of the minister responsible for the administration of this Act, which employee is designated by name or title to be an official by that minister for the purpose of that provision, (b) ministry of the minister responsible for the Wildfire Act, which employee is designated by name or title to be an official by that minister for the purpose of that provision, or (c) Oil and Gas Commission who is designated by name or title to be an official by the minister responsible for the Oil and Gas Commission Act for the purpose of that provision;

Wildlife: means (a) vertebrates that are mammals, birds, reptiles, or amphibians and are prescribed as wildlife under the Wildlife Act, (b) fish from or in the non-tidal waters of British Columbia, including (i) vertebrates of the order Petromyzoniformes (lampreys) or class Osteichthyes (bony fishes), or (ii) invertebrates of the subphylum Crustacea (crustaceans) or phylum Mollusca (mollusks), and (c) invertebrates or plants listed by the Minister of Water, Land and Air Protection as endangered, threatened, or vulnerable species, and included the eggs and juvenile stages of these vertebrates, invertebrates and plants.

FPPR

Agreement holder: means a holder of an agreement under the Forest Act, other than a woodlot licence. For the purpose of these inspections, this includes BCTS.

Authorized person: means a person who is an agreement holder or a person who is described in paragraph (a), (a.1) or (c) in the definition of "authorized in respect of a road"

Authorized in respect of a road: means (a) a district manager, timber sales manager or other government employee or agent who is authorized by the minister to construct, maintain or deactivate a forest service road, (a.1) a person who (i) is the holder of a road use permit for a forest service road, and (ii) receives an order from the minister under section 79 (4), (b) an agreement holder who is authorized to construct, maintain or deactivate a road under a road permit, cutting permit or an agreement that does not provide for cutting permits, and (c) a person, other than a woodlot licence holder, who is authorized to construct, maintain or deactivate a road under a special use permit or within a Provincial forest under an Act other than (i) the Transportation Act, Land Act, Local Government Act, or Pipeline Act, or (ii) the Coal Act, Mineral Tenure Act, Mines Act, or Mining Right or Way Act, if the road is located within the boundaries of a claim, lease, permit or other authorization granted or issued under the applicable Act;

Harvest: in relation to timber, means to fell or remove timber, other than under a silviculture treatment, including to (a) yard, deck or load timber, (b) process timber on site, (c) pile or dispose of logging debris, (d) construct excavated or bladed trails or other logging trails, (e) rehabilitate an area referred to in section 35, and (f) carry out sanitation treatments associated with operations referred to in paragraphs (a) to (e);

Minor Tenure: means (a) a free use permit, (b) a Christmas tree permit, (c) an occupant licence to cut, or (d) a forestry licence to cut that is not a major licence and limits (i) the area from which timber may be harvested to 1 ha or less, and (ii) the volume of timber to be harvested to 2 000 m³ or less;

Primary Forest Activity: means one or more of the following: (a) timber harvesting; (b) silviculture treatments; (c) road construction, maintenance and deactivation;

Resource Feature: means a resource feature identified under the Government Actions Regulation

Silviculture Treatment: includes (a) site preparation for the purpose of reforestation, (b) planting trees, (c) brushing, including grazing for the purposes of brushing, (d) juvenile spacing, (e) fertilization, (f) pruning, (g) sanitation treatments associated with a silviculture treatment, and (h) pest management treatments, other than sanitation treatments;

Temporary Access Structure: means an access structure that (a) is in a cutblock, and (b) does not conform to the criteria described in paragraph (a) or (b) of the definition of "permanent access structure" and does not include a pit or quarry;

Wildfire Act/Regulation

Industrial Activity: includes (a) land clearing, and (b) other activities included in this definition by regulation, but does not include activities excluded from this definition by regulation;

Resource Management Open Fire: means an open fire that (a) burns unpile slash over an area of any size, or (b) is not a category 1, 2 or 3 open fire and is lit, fuelled or used for silviculture treatment, forest health management, wildlife habitat enhancement, fire hazard abatement, ecological restoration or range improvement

FPC, Timber Harvesting and Silviculture Practices Regulation

Silviculture Treatment: means a treatment carried out individually or as part of a regime of treatments to create the described post harvest stand structure, site conditions or free growing conditions

The following pages outline some of the information the LPC administrator should share with the contractor:

ID #	01: Contract – Safety Requirements	Status Y N ND NA	ID #		
			0408	Maximum cutblock size discussed	□□□□
0101	SAFE Company status ensured?	□□□□	0409	Cutblock adjacency requirements discussed	□□□□
0103	First Aid Assessment discussed?	□□□□	0410	Wildlife Tree Retention Areas Requirements discussed	□□□□
0104	Evidence of adequate supervision?	□□□□	0412	General Wildlife Measures discussed	□□□□
0109	Adequate Safety ERP?	□□□□	0413	Resource Features discussed	□□□□
0111	Communication – signage, man check, etc. discussed?	□□□□	0414	Wildlife Habitat Features discussed	□□□□
0112	Discuss Road safety protocols	□□□□	0417	FSP Results, Strategies & Measures discussed	□□□□
0113	SWP and PPE requirements discussed?	□□□□	0418	FPC Requirements discussed	□□□□
0114	Known Hazards Identified?	□□□□	0420	Other Legislative Requirements (Federal & BC) discussed	□□□□
0115	Hazard Reporting discussed?	□□□□	0421	First Nations Requirements discussed	□□□□
0116	No MEWP created?	□□□□	ID #	05: Legislative – Stream and Riparian Requirements	Status Y N ND NA
0117	Continual Improvement discussed?	□□□□	0501	Road in RMA, Cutting in RRZ, RMZ Retention discussed	□□□□
0118	NOP confirmation received and recorded	□□□□	0502	RMA Retention on Temperature Sensitive Streams discussed	□□□□
0120	Manual Falling Addressed	□□□□	0503	Stream Crossings located to protect channels and mitigate disturbance discussed	□□□□
ID #	02: Multiple Employer Workplace (applied to Prime Contractor)	Status Y N ND NA	0506	Drinking Water Quality & Licensed Waterworks discussed	□□□□
0202	PC Agreement Signed?	□□□□	ID #	06: Legislative – Road, Trail and Structure Requirements	Status Y N ND NA
0203	PC obligations understood?	□□□□	0601	Permanent Access Limits discussed	□□□□
0204	Is PC qualified?	□□□□	0603	Design of bridges standards discussed	□□□□
0211	Designated safety coordinator?	□□□□	0604	Bridge or culvert design discussed	□□□□
0212	PC's safety program adequate?	□□□□	0608	Road Clearing Widths discussed	□□□□
0213	WSBC coverage confirmed?	□□□□	ID #	08: Environmental Emergency Response Requirements	Status Y N ND NA
0214	PC reviewed safety programs?	□□□□	0801	Environmental Emergency Response Plan discussed	□□□□
0215	Known hazards identified?	□□□□	0802	Awareness of roles, responsibilities and procedures discussed	□□□□
ID #	04: Legislative – Area and General Requirements	Status Y N ND NA	0803	Incident Reporting discussed	□□□□
0401	Damage to the Environment discussed	□□□□	0804	Test and Drills discussed	□□□□
0407	Site Plans prescribed requirements discussed	□□□□	0805	Emergency response equipment discussed	□□□□
0806	24 hour contact # provided to local Fire Centre	□□□□	ID #	11: Specific Contractual Conditions (Schedules & Appendices)	Status Y N ND NA
0807	Appropriate Fire Danger Class discussed	□□□□	1101	Schedule Conditions discussed	□□□□
0808	Fire Hazard Assessments and Abatement discussed	□□□□	1102	Appendix Requirements discussed	□□□□
ID #	09: EMS – Documents, Records & General Requirements	Status Y N ND NA	1103	Notification to Stakeholders discussed	□□□□
0901	Pre-work meetings discussed	□□□□	ID #	80: Sustainable Forest Management Certification	Status Y N ND NA

0902	Self Inspections discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8001	SFM Certification requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0903	Project Plan documents to be on-site discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ID #	90: Business Area Specific Requirements	
0904	Training current – records completed, updated and available	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9001		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0905	Industrial Waste discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9002		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0906	BCTS Fuel Handling (EFP 06) requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9003		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0907	Other Environmental Field Procedures discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9004		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
ID #	10: General Contractual Conditions	Status Y N ND NA	9005		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1001	Work Progress Plan discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9006		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1002	Fire Protection requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
1003	Site Clean-Up requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
1004	Camping and Parking requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
1006	Industrial Camp Standards Requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

ID#	Hand Held Version	Form Version	01: Contract – Safety Requirements
0101	SAFE Company	SAFE Companies status?	<p>Does the contractor's sub contractors meet BCTS expectations for SAFE Company registration / certification as per the contract (see FS 1315). Contractor should already be confirmed as meeting these expectations prior to award. Inspector can check by viewing list on BCFSC website at: http://www.bcfsc.org/safe_companies/whos_safe.html</p> <p>This requirement is N/A if company or contract is exempted from SAFE Co. requirements.</p> <p>In General: For contracts advertised after April 1 2007 requirements were that all parties working on or bidding on the contract were to be registered with BCFSC and pursuing S.A.F.E. Company certification. All contracts remain under the requirements applicable at the time of advertisement or award hence specific documents must be referenced to verify expectations.</p> <p>For contracts advertised after Dec 31 2008, requirements changed to expectation for certification as follows: All parties bidding on or working under the contract including subcontractors are to be S.A.F.E certified.</p> <p>Some exemptions and provisions for new firms as well as alternate certification may apply staff should be familiar with document expectations and other applicable policy matters before making final determination as to performance.</p>
0103	First Aid	First Aid Assessment discussed?	<p>Discussion of requirement for contractor to complete a first aid assessment for the workplace, and their responsibility to meet first aid requirements for all workers on the site. If worksite is to be MEWP assessment must consider total of all workers. See WSB OSH Regulation part 3.14 and Schedule 3 – Minimum levels of First aid. http://www2.worksafebc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.14</p>
0104	Supervision	Evidence of adequate supervision?	<p>Onsite supervisor or alternate has been identified and there are provisions for orientation, safety meetings, pre-works, monitoring and records. Contractor understands importance of supervisor and supervisor role to promote safety culture.</p>
0109	Safety ERP	Adequate Safety ERP?	<p>Does contractor have adequate Safety Emergency Response Plan in place? Safety ERP (sERP) must include provisions to contact the first aid attendant, and must address plans for emergency evacuation of an injured worker including arrangements to contact the air service provider if air transportation is the primary method of evacuating an injured worker. sERP may be a combined document with EMS requirements but must address the needs of safety to receive affirmative observation under 1209. See http://www2.worksafebc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.17 for regulatory requirements.</p>
0111	Communication	Communication - signage, man check, etc. discussed?	<p>Communication provisions are in place including man-check, signage, and hazard awareness provisions. Contractor can use BCTS Active Worksite signs if they choose to identify the worksite and supervisor. Worksite signs are recommended to identify the Prime Contractor in MEWP situations.</p>
0112	Road Safety	Discuss Road safety protocols	<p>Discuss existing road use safety protocols such as radio procedures and hazard notifications etc. that will be expected of contractor as outlined in Access Assessment checklist 23-1. If applicable, discuss the need for contractor to contact other parties to provide notice of use and or participate in the development of protocols.</p>
0113	SWP & PPE	SWP and PPE requirements discussed?	<p>Does the contractor have Safe Work Procedures and Personnel Protective Equipment requirements in place?</p>

0114	Hazard ID	Known hazards identified?	Have known safety hazards been reviewed? See checklist 19-1, information to bidders, road assessment plan (23-1), and any new hazards since advertisement. Has the Access Assessment (23-1) form been completed by BCTS and discussed with the contractor? Does the contractor understand their responsibilities ensure safe access for their workers to the worksite, and to inform BCTS of any hazards beyond their control?
0115	Reporting Hazards	Hazard reporting discussed?	Discussion of BCTS safety reporting requirements. Contractor must report any incidents which are considered reportable to WSBC, as well as any incidents, close calls, or hazards which they believe BCTS may be responsible for. (Yes indicates that no reports have been received by BCTS during pre-work discussion and contractor is aware of the expectation for any future situations)
0116	MEWP	No MEWP created?	Yes indicates that Contractor has no current intention of sub contracting, creating a Multi-Employer WorkPlace. This in turn makes section 13 N/A. No indicates that contractor or BCTS intend on creating a MEWP relative to this contract due to proximity or interface with other employers hence section 13 applies. If a MEWP will be created then a Prime Contractor agreement is required.
0117	Continual Improvement	Continual improvement discussed?	Does contractor understand BCTS expectations for improving safety performance? BCTS continual improvement is driven by contractor's diligence in maintaining and addressing matters on their corrective action log as well as driven by communication between BCTS and contractor and their respective responses to safety concerns raised by each other as per observations 1205 and 1207. (see ch 19, p 114 of BCTS safety manual). Demonstration of continual improvement is also required by the BC Forest Safety Council and verified through audit protocol.
0118	NOP	NOP confirmation received and recorded	Requirements for submitting a Notice of Project (NOP) It is the responsibility of the Owner of the work (BCTS) to ensure the NOP is submitted, however the actual submission can be delegated to the contractor. A Notice of Project is required for any forestry operation where work is expected to last more than 5 working days, and does Not apply to; timber cruising, forestry road or cutblock layout, or surveying. The NOP must be submitted not more than 30 days and not fewer than 24 hrs before the start of work. Current version of schedule 1313 delegates this to contractor unless specifically instructed otherwise in writing by BCTS. For workplaces where NOP applies, ensure the contractor is advised that work must not commence until the contractor has provided a valid WorkSafeBC NOP confirmation form (which includes the confirmation number) to BCTS. BCTS inspector must record NOP number in the General Pre-Work Comments section of the pre-work report. If in doubt that the NOP confirmation form is valid, contact WSBC directly. For more information see: http://www2.worksafebc.com/publications/OHSRegulation/Part26.asp#SectionNumber:26.4
0120	Falling Addressed	Manual Falling Addressed	If no Manual tree falling (falling trees >6" at stump height) will occur under this contract then this observation is N/A Otherwise, Does the contractor understand the need for: <ul style="list-style-type: none"> <input type="checkbox"/> Is a <u>qualified falling supervisor</u> designated for the falling site? The qualified falling supervisor knows the hazards and the means to control the hazards and can instruct, direct and control workers, understands procedures and the documentation required in regards to manual tree falling operations. (see falling plan below). Falling supervisors will be deemed qualified only if they have completed the Falling Supervisor Training course provided by the B.C. Forest Safety Council (BCFSC) or are BCFSC certified falling supervisors. <input type="checkbox"/> Are certified, qualified fallers being used? BCFSC or Enform Level III, IV Certified fallers: falling cards must be current <input type="checkbox"/> Is there a falling plan developed? addressing at a minimum: <ul style="list-style-type: none"> • emergency response plan • appropriate hazard identification, mitigation • monitoring and evaluating of fallers practices and work plans • man checks provisions • qualified assistance identified (see below) • identified alternative means to address danger trees such as heavy equipment, blasting, avoidance, and are parties involved appropriately trained? <input type="checkbox"/> Is qualified assistance identified? Definition: readily available within 10 min surface travel ie) certified faller or qualified machine operator with current first aid ticket <p>Can the contractor provide evidence or commitment that the above noted resources will be deployed for any and all manual tree falling operations?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have the contractor complete and sign the manual falling verification form <p>The responsibility to ensure parties are appropriately qualified rests with the contractor however given the high risk nature of manual falling, BCTS wishes to confirm contractors are diligent in this regard. Regardless of BCTS staff qualifications, supervision of fallers should be provided by contractors.</p>
ID#	Hand Held Version	Form Version	02: Multiple Employer Workplace (applied to Prime Contractor)
0202	Signed Agreement	PC Agreement Signed?	Is a written prime contractor agreement in place (FS1354) for any multi-employer scenarios – whether created by the contractor hiring a subcontractor, or by BCTS adding a contractor to the worksite.
0203	Prime Designated	PC obligations understood?	Has a prime contractor been established if BCTS intends to create a multi-employer workplace or, if the principal contractor intends on subcontracting? Principal contractor must understand the requirements and responsibilities of acting as Prime as stated in the FS 1313 and companion PC agreement 1354, also expectations under WCB Regulations.
0204	PC Qualified	Is PC qualified?	Has BCTS assessed the qualification of Prime Contractor – consider experience, adequate resources, and adequate safety program? Does Prime meet SAFE Company expectations of contract?

0211	Safety Coordinator	Designated Safety Coordinator?	Has the Contractor designated a safety rep / coordinator, and are they qualified? Does the coordinator have contact information for supervisors for all other employers on the site?
0212	Safety Program	PC's safety program is adequate?	Does the Prime Contractor's safety program address safety co-ordination and a system or process to ensure compliance within the workplace.
0213	WSBC Coverage	WSBC Coverage confirmed?	Has the Prime Contractor confirmed the good standing of other employers with WSBC? Prime Contractor is responsible to ensure all employees on the worksite have WSBC coverage. PC should have a system in place to ensure this occurs (i.e. should have WSBC clearance letters for other employers on site).
0214	Safety Programs	PC reviewed safety programs?	Has the Prime Contractor reviewed the safety programs of other employers on the site? The Prime Contractor should be able to verify that other contractors on site have an adequate safety program, and are following that program.
0215	Known Hazards	Known hazards identified?	Has the assigned Prime Contractor and or safety coordinator been informed of all known hazards on the site? This will normally be addressed via principal contractor's pre work see 1214 providing safety coordinator in attendance. This observation intended to ensure the party responsible for onsite coordination will be or is cognizant of identified hazards and intended mitigation approaches to be deployed by contractor. See checklist 19-1, information to bidders, road assessment / plan, and any new hazards since advertisement.

ID#	Hand Held Version	Form Version	04: Legislative – Area and General Requirements
0401	Damage to the Environment	Damage to the Environment discussed	<p>FRPA S 46 Protection of the environment</p> <p>1) A person must not carry out a forest practice, a range practice or another activity that results in damage to the environment, unless in doing so</p> <p>a) the person</p> <p>1) is acting in accordance with a plan, authorization or permit under this Act,</p> <p>2) is not required to hold a plan or permit because of an exemption under this Act and is acting in accordance with this Act, the regulations and the standards, or</p> <p>3) repealed</p> <p>4) is acting in accordance with another enactment, and</p> <p>b) the person does not know and cannot reasonably be expected to know that, because of weather conditions or site factors, the carrying out of the forest practice, range practice or other activity may result, directly or indirectly, in damage specified by regulation.</p> <p>FPPR S 3 Damage to the environment</p> <p>For the purpose of section 46 (1) [<i>protection of the environment</i>] and (1.1) of the Act, "damage" means any of the following that adversely alters an ecosystem: landslide; a gully process on the Coast; a fan destabilization on the Coast; soil disturbance; the deposit into a stream, wetland or lake of a petroleum product, a fluid used to service industrial equipment, or any other similar harmful substance; a debris torrent that enters a fish stream; changes to soil.</p> <p>General Contractual Conditions</p> <p>8.02 If the Contractor encounters circumstances such as weather conditions or site factors where the Contractor knows or should reasonably know that proceeding with the Work may, directly or indirectly, cause Environmental Damage, the Contractor shall:</p> <p>a) immediately suspend such Work;</p> <p>b) immediately advise the Province of the suspension and circumstances;</p> <p>c) not proceed with such Work until the Province so instructs; and</p> <p>d) upon the Province's instruction to proceed with such Work, do so in accordance with the Province's instructions.</p> <p>8.03 The Contractor shall not be deemed to be in breach of this Agreement for suspending Work pursuant to Section 8.02.</p>

0407	Site Plan Content	Site Plans prescribed requirements discussed	<p>FRPA S 10. Site plans for cutblocks and roads</p> <ol style="list-style-type: none"> 1) Except in prescribed circumstances, the holder of a forest stewardship plan must prepare a site plan in accordance with prescribed requirements for any <ol style="list-style-type: none"> a) cutblock before the start of timber harvesting on the cutblock, and b) road before the start of timber harvesting related to the road's construction. 2) A site plan must <ol style="list-style-type: none"> a) identify the approximate locations of cutblocks and roads, b) be consistent with the forest stewardship plan, this Act and the regulations, and c) identify how the intended results or strategies described in the forest stewardship plan apply to the site. <p>FPPR S 34 Content of site plans</p> <ol style="list-style-type: none"> 1) A person who prepares a site plan for an area referred to in section 29 (1) or (2) [free growing stands] of the Act must ensure that the plan identifies <ol style="list-style-type: none"> a) the standards units for the area, and b) the stocking standards and soil disturbance limits that apply to those standards units <p>FPPR S 35 Soil disturbance limits</p> <ol style="list-style-type: none"> 1) In this section: "roadside work area" means the area adjacent to a road where one or both of the following are carried out: <ol style="list-style-type: none"> a) decking, processing or loading timber; b) piling or disposing of logging debris; "sensitive soils" means soils that, because of their slope gradient, texture class, moisture regime, or organic matter content have the following risk of displacement, surface erosion or compaction: <ol style="list-style-type: none"> a) for the Interior, a very high hazard; b) for the Coast, a high or very high hazard. 2) Repealed [B.C. Reg. 580/04] 3) An agreement holder other than a holder of a minor tenure who is carrying out timber harvesting must not cause the amount of soil disturbance on the net area to be reforested to exceed the following limits: <ol style="list-style-type: none"> a) if the standards unit is predominantly comprised of sensitive soils, 5% of the area covered by the standards unit, excluding any area covered by a roadside work area; b) if the standards unit not is not predominantly comprised of sensitive soils, 10% of the area covered by the standards unit, excluding any area covered by a roadside work area; c) 25% of the area covered by a roadside work area. 4) An agreement holder may cause soil disturbance that exceeds the limits specified in subsection (3) if the holder <ol style="list-style-type: none"> a) is removing infected stumps or salvaging windthrow and the additional disturbance is the minimum necessary, or b) is constructing a temporary access structure and both of the following apply: <ol style="list-style-type: none"> i) the limit set out in subsection (3) (a) or (b), as applicable, is not exceeded by more than 5% of the area covered by the standards unit, excluding the area covered by a roadside work area; ii) before the regeneration date, a sufficient amount of the area within the standards unit is rehabilitated such that the agreement holder is in compliance with the limits set out in subsection (3). 5) The minister may require an agreement holder to rehabilitate an area of compacted soil if all of the following apply: <ol style="list-style-type: none"> a) the area of compacted soil <ol style="list-style-type: none"> i) was created by activities of the holder, ii) is within the net area to be reforested, and iii) is a minimum of 1 ha in size; b) the holder has not exceeded the limits described in subsection (3); c) rehabilitation would, in the opinion of the minister, <ol style="list-style-type: none"> i) materially improve the productivity and the hydrologic function of the soil within the area, and ii) not create an unacceptable risk of further damage or harm to, or impairment of, forest resource values related to one or more of the subjects listed in section 149 (1) of the Act. 6) An agreement holder who rehabilitates an area under subsection (4) or (5) must <ol style="list-style-type: none"> a) remove or redistribute woody materials that are exposed on the surface of the area and are concentrating subsurface moisture, to the extent necessary to limit the concentration of subsurface moisture on the area, b) de-compact compacted soils, and c) return displaced surface soils, retrievable side-cast and berm materials. 7) If an agreement holder rehabilitates an area under subsection (4) or (5) and erosion of exposed soil from the area would cause sediment to enter a stream, wetland or lake, or a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act, the agreement holder, unless placing debris or revegetation would not materially reduce the likelihood of erosion, must <ol style="list-style-type: none"> d) place woody debris on the exposed soils, or e) revegetate the exposed mineral soils.
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0408	Maximum Cutblock Size	Maximum cutblock size discussed	<p>FPPR S 64 Maximum cutblock size</p> <ol style="list-style-type: none"> 1) If an agreement holder other than a holder of a minor tenure harvests timber in a cutblock, the holder must ensure that the size of the net area to be reforested for the cutblock does not exceed <ol style="list-style-type: none"> b) 40 hectares, for the areas described in the Forest Regions and Districts Regulation that are listed in Column 1, and c) 60 hectares, for the areas described in the Forest Regions and Districts Regulation that are listed in Column 2 2) Subsection (1) does not apply to an agreement holder where <ol style="list-style-type: none"> a) timber harvesting <ol style="list-style-type: none"> i) is being carried out on the cutblock <ol style="list-style-type: none"> A) to recover timber damaged by fire, insect infestation, wind or other similar events, or b) for sanitation treatments, or i) is designed to be consistent with the structural characteristics and the temporal and spatial distribution of an opening that would result from a natural disturbance, and b) the holder ensures, to the extent practicable, that the structural characteristics of the cutblock after timber harvesting has been substantially completed resemble an opening that would result from a natural disturbance. 3) Subsection (1) does not apply if the timber harvesting that is being carried out on the cutblock retains 40% or more of basal area of the stand that was on the cutblock before timber harvesting 4) Subsection (1) does not apply if no point within the net area to be reforested is <ol style="list-style-type: none"> a) more than two tree lengths from either <ol style="list-style-type: none"> i) the cutblock boundary, or ii) a group of trees reserved from harvesting that is greater than or equal to 0.25 ha in size, or b) more than one tree length from a group of trees reserved from timber harvesting that is less than 0.25 ha in size.
0409	Harvesting Adjacent	Cutblock adjacency requirements discussed	<p>FPPR S 65 Harvesting adjacent to another cutblock</p> <ol style="list-style-type: none"> 1) An agreement holder other than a holder of a minor tenure must not harvest timber on a new cutblock, unless <ol style="list-style-type: none"> a) all existing cutblocks that are adjacent to the new cutblock meet the requirements set out in subsection (3), or b) the combined area of the new cutblock and any non-conforming portions that are immediately adjacent to the new cutblock does not exceed the requirements relating to cutblock size set out in section 64 (1) [maximum cutblock size]. 2) For the purpose of subsection (2) (a), an existing cutblock must meet the criteria set out in one of the following paragraphs: <ol style="list-style-type: none"> a) at least 75% of the net area to be reforested of the existing cutblock is stocked such that the average height of the tallest 10% of the trees on the area is a minimum of 3 m and <ol style="list-style-type: none"> i) is stocked in accordance with the applicable stocking standards, as described under section 16 [stocking standards], ii) if the area is on the Coast, other than the Nass timber supply area, is stocked with at least 500 trees/ha of a commercially valuable species that are at least 1.3 m in height, or iii) if the area is in the Interior or in the Nass timber supply area, is stocked with at least 700 trees/ha of a commercially valuable species that are at least 1.3 m in height; b) the part of the net area to be reforested of the existing cutblock that is closest to the new cutblock <ol style="list-style-type: none"> i) must be at least half of the net area to be reforested, ii) is stocked such that the average height of the tallest 10% of the trees on the area is a minimum of 3 m, and iii) is stocked 3) in accordance with the applicable stocking standards for that cutblock, as described under section 16, 4) if the area is on the Coast, other than the Nass timber supply area, with at least 500 trees/ha of a commercially valuable species that are at least 1.3 m in height, or 5) if the area is in the Interior or in the Nass timber supply area, with at least 700 trees/ha of a commercially valuable species that are at least 1.3 m in height. 6) Subsection (2) does not apply if section 64 (2), (3) or (4) apply to the new cutblock.
0410	Wildlife Tree Retention Areas	Wildlife Tree Retention Areas Requirements discussed	<p>FPPR S 66 Wildlife tree retention</p> <ol style="list-style-type: none"> 1) If an agreement holder completes harvesting in one or more cutblocks during any 12 month period beginning on April 1 of any calendar year, the holder must ensure that, at the end of that 12 month period, the total area covered by wildlife tree retention areas that relate to the cutblocks is a minimum of 7% of the total area of the cutblocks 2) An agreement holder who harvests timber in a cutblock must ensure that, at the completion of harvesting, the total amount of wildlife tree retention areas that relates to the cutblock is a minimum of 3.5% of the cutblock. 3) For the purposes of subsection (1) and (2), a wildlife tree retention area may relate to more than one cutblock if all of the cutblocks that relate to the wildlife tree retention area collectively meet the applicable requirements of this section. <p>Note: WTR retention rates are to be consistent with any approved Legal Objectives for approved Landscape Unit s and/or consistent with the Nonspatial Old Growth orders</p> <p>Note: The approved forest stewardship plan (FSP) may specify results and strategies that go beyond the Practice Requirements set out in the Forest Planning and Practices Regulation (FPPR). Refer to the applicable site plan as to how the intended results and strategies apply to the site.</p>
0412	General Wildlife Measures	General Wildlife Measures discussed	<p>FPPR S 69 General wildlife measures</p> <p>An authorized person who carries out primary forest activities on an area must comply with each general wildlife measure that applies to the area.</p>

0413	Resource Features	Resource Features discussed	<p>FPPR S 70 Resource features and wildlife habitat features 1) An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not damage or render ineffective a (1) resource feature</p>
0414	Wildlife Habitat Features	Wildlife Habitat Features discussed	<p>FPPR S 70 Resource features and wildlife habitat features 2) An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not damage or render ineffective a wildlife habitat feature.</p> <p>Wildlife Act S 7. Damage to land set aside for wildlife 1) A person commits an offence if the person a) alters, destroys or damages wildlife habitat, or b) deposits on land or water a substance or manufactured product or by product in a manner that is harmful to i) wildlife, or ii) wildlife habitat in a wildlife management area, except as permitted under section 4 (4) or by the regulations or a permit.</p> <p>S 34. Birds, nests and eggs A person commits an offence if the person, except as provided by regulation, possesses, takes, injures, molests or destroys a) a bird or its egg, b) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or c) the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg.</p>
0417	FSP Results, Strategies & Measures	FSP Results, Strategies & Measures discussed	<p>FRPA S 47 Invasive Plants A person carrying out a forest practice or a range practice must carry out measures that are d) specified in the applicable operational plan, or e) authorized by the minister to prevent the introduction or spread of prescribed species of invasive plants.</p> <p>S 48 Natural range barriers A person carrying out f) a forest practice, or g) a range practice that directly or indirectly removes or renders ineffective a natural range barrier must carry out measures that are h) specified in an operational plan for the area, or i) authorized by the minister to mitigate the removal or the ineffectiveness of the natural range barrier.</p> <p>S 17 Invasive plants For the purpose of section 17 [invasive plants] of the Act, a person who prepared a forest stewardship plan must specify measures in the plan to prevent the introduction or spread of species of plants that are invasive plants under the Invasive Plants Regulation, in the introduction or spread is likely to be the result of the person's forest practices.</p> <p>S 18 Natural range barriers For the purpose of section 48 [natural range barriers] of the Act, a person who prepares a forest stewardship plan must specify measures to mitigate the effect of removing or rendering ineffective natural range barriers.</p>
	FSP Results, Strategies & Measures (Continued)	FSP Results & Strategies discussed (Continued)	<p>S 5 Objectives set by government for soils The objective set by government for soils is, without unduly reducing the supply of timber from British Columbia's forests, to conserve the productivity and the hydrologic function of soils.</p> <p>S 7 Objectives set by government for wildlife (1) The objective set by government for wildlife is, without unduly reducing the supply of timber from British Columbia's forests, to conserve sufficient wildlife habitat in terms of amount of area, distribution of areas and attributes of those areas, for (a) the survival of species at risk, (b) the survival of regionally important wildlife, and (c) the winter survival of specified ungulate species.</p> <p>(2) A person required to prepare a forest stewardship plan must specify a result or strategy in respect of the objective stated under subsection (1) only if the minister responsible for the Wildlife Act gives notice to the person of the applicable (a) species referred to in subsection (1), and (b) indicators of the amount, distribution and attributes of wildlife habitat described in subsection (1).</p> <p>(3) If satisfied that the objective set out in subsection (1) is addressed, in whole or in part, by an objective in relation to a wildlife habitat area or an ungulate winter range, a general wildlife measure, or a wildlife habitat feature, the minister responsible for the Wildlife Act must exempt a person from the obligation to specify a result or strategy in relation to the objective set out in subsection (1) to the extent that the objective is already addressed.</p>

	<p>FSP Results, Strategies and Measures discussed (Continued)</p>	<p>FSP Results, Strategies & Measures discussed (continued)</p>	<p>(4) On or after December 31, 2004, a notice described in subsection (2) must be given at least 4 months before the forest stewardship plan is submitted for approval.</p> <p>S 8 Objectives set by government for water, fish, wildlife and biodiversity within riparian areas</p> <p>The objective set by government for water, fish, wildlife and biodiversity within riparian areas is, without unduly reducing the supply of timber from British Columbia's forests, to conserve, at the landscape level, the water quality, fish habitat, wildlife habitat and biodiversity associated with those riparian areas.</p> <p>S 8.1 Objectives set by government for fish habitat in fisheries sensitive watersheds</p> <p>(1) In this section, "fisheries sensitive watershed" means an area identified in Schedule 2 of this regulation</p> <p>(a) with significant downstream fisheries values continued under section 180 (f) of the Act and significant watershed sensitivity continued under section 180 (g) of the Act, and</p> <p>(b) for which there is no fisheries sensitive watershed objective</p> <p>(2) Until December 31, 2005 the objective set by government for fish habitat in fisheries sensitive watersheds is to prevent to the extent described in subsection (3) the cumulative hydrological effects of primary forest activities in the fisheries sensitive watershed from resulting in a material adverse impact on the habitat of the fish species for which the fisheries sensitive watershed was established.</p> <p>(3) The objective set by government under subsection (2) applies only to the extent that it does not unduly reduce the supply of timber from British Columbia's forests.</p> <p>(4) If satisfied that the objective set out in subsection (2) is not required to provide special management, the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective.</p> <p>(5) If satisfied that the objective set out in subsection (2) is addressed, in whole or in part, by an enactment, the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective set out in subsection (2) to the extent that the objective is already addressed.</p> <p>S 8.2 Objectives set by government for water in community watersheds</p> <p>(1) In this section, "community watershed" means a community watershed</p> <p>(a) that is continued under section 180 (e) of the Act, and</p> <p>(b) for which a water quality objective has not been</p> <p>(i) continued under section 181 of the Act, or</p> <p>(ii) established under the Government Actions Regulation.</p> <p>(2) The objective set by government for water being diverted for human consumption through a licensed waterworks in a community watershed is to prevent to the extent described in subsection (3) the cumulative hydrological effects of primary forest activities within the community watershed from resulting in</p> <p>(a) a material adverse impact on the quantity of water or the timing of the flow of the water from the waterworks, or</p> <p>(b) the water from the waterworks having a material adverse impact of human health that cannot be addressed by water treatment required under</p> <p>(i) an enactment, or</p> <p>(ii) the licence pertaining to the waterworks.</p> <p>(3) The objective set by government under subsection (2) applied only to the extent that it does not unduly reduce the supply of timber from British Columbia's forests.</p> <p>(4) If satisfied that the objective set out in subsection (2) is not required to provide special management the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective.</p> <p>(5) If satisfied that the objective set out in subsection (2) is addressed, in whole or in part, by an enactment, the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective set out in subsection (2) to the extent that the objective is already addressed</p> <p>S 9 Objectives set by government for wildlife and biodiversity – landscape level</p> <p>The objective set by government for wildlife and biodiversity at the landscape level is, without unduly reducing the supply of timber from British Columbia's forests and to the extent practicable, to design areas on which timber harvesting is to be carried out that resemble, both spatially and temporally, the patterns of natural disturbance that occur within the landscape.</p> <p>S 9.1 Objectives set by government for wildlife and biodiversity – stand level</p> <p>The objective set by government for wildlife and biodiversity at the stand level is, without unduly reducing the supply of timber from British Columbia's forests, to retain wildlife trees.</p>
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	FSP Results, Strategies and Measures discussed (Continued)	FSP Results, Strategies & Measures discussed (continued)	<p>FPPR S16 Stocking standards</p> <ol style="list-style-type: none"> 1) A person required to prepare a forest stewardship plan must ensure that the plan specifies the situations or circumstances that determine when section 44 (1) [free growing stands generally] or section 45 [free growing stands collectively across cutblocks] will apply to an area. 2) In specifying a stocking standard under this section, a person who prepares a forest stewardship plan may consider the factors set out in section 6 [factors relating to stocking standards] of Schedule 1. 3) area on which the contravention occurred, a stand that meets the requirements specified in the holder's forest stewardship plan for an area with similar attributes, as if the area on which the contravention occurred had been identified under section 16 (1) as being subject to this section. 4) A person is exempt from the requirements of section 29 (1) and (2) [free growing stands] of the Act in respect of an area if timber harvesting is restricted to one or more of the following: <ol style="list-style-type: none"> a) harvesting timber to eliminate a safety hazard; b) harvesting timber to facilitate the collection of seed, leaving an opening not greater than 1 ha; c) removing felled trees from landings and road rights of way; d) harvesting trees on land that is, or will be, exclusively used for harvesting hay or grazing livestock in accordance with an agreement under the Range Act; e) harvesting timber for experimental purposes if, in the opinion of the minister, the harvesting will be carried out under controlled scientific or investigative conditions; f) clearing areas for or within a recreation site or recreation trail; g) felling and removing trees that have been or will be treated to facilitate the entrapment of pests; h) commercial thinning, removal of individual trees, or a similar type of intermediate cutting; i) harvesting special forest products. 5) A person who harvests timber for the reasons referred to in subsection (3) (h) and (i) must ensure that, for a period of 12 months after completion of harvest, the area on which timber harvesting was carried out conforms to the stocking standards specified in section 16 (4) for the area. <p>45 Free growing stands collectively across cutblocks</p> <ol style="list-style-type: none"> 1) If a person specifies in a forest stewardship plan under section 16 (1) [stocking standards] that the requirement to be met by the regeneration date relates to a group of cutblocks, the person must establish stands on the net areas to be reforested that conform to the applicable stocking standards by the applicable regeneration date, as identified under section 16 (3) (c). 2) If a person specifies in a forest stewardship plan, under section 16 (1), that the requirement to be met by the free growing date relates to a group of cutblocks, the person must establish stands on the net areas to be reforested that conform to the applicable stocking standards by the applicable free growing date as identified under section 16 (3) (d). <p>88 Silviculture treatment records</p> <ol style="list-style-type: none"> 1) If an agreement holder carries out a silviculture treatment on an area to which section 29 (1) [free growing stands] of the Act applies, the holder must maintain records of the silviculture treatment until the earlier of <ol style="list-style-type: none"> a) 15 months after a declaration has been made under section 97 of this regulation in respect of a free growing stand being established on the area, and b) a date specified by the district manager. 2) If a timber sales manager carries out a silviculture treatment on an area to which section 29 (2) of the Act applies, the timber sales manager must maintain records of the silviculture treatment until a free growing stand is established on the area. <p>2) If the minister carries out a silviculture treatment on an area to which section 46 applies, the minister must maintain records of the silviculture treatment until a free growing stand is established on the area.</p>																																	
0418	FPC Requirements	FPC Requirements discussed	<p>If the block was developed under the Forest Practices Code of BC Act with a Silviculture Prescription – ensure the plan in being followed and appropriate regulations (which are accessed below) http://www.for.gov.bc.ca/tasb/leqsregs/archive/fpc/fpcareqs/fpcareqs.htm Ensure the appropriate box is ticked in Section B</p>																																	
0420	Other Legislative Requirements	Other Legislative Requirements (Federal & BC) discussed	<p>In addition to FRPA, FPPR and the Wildfire Act, the following are examples of Federal and BC legislative requirements that may be applicable to the project:</p> <table border="1" data-bbox="500 1528 1534 1915"> <thead> <tr> <th>Federal</th> <th>BC</th> <th>Occupational Health & Safety Regulation</th> </tr> </thead> <tbody> <tr> <td>Fisheries Act</td> <td>Wildlife Act & Regulations</td> <td>Waste Management Act</td> </tr> <tr> <td>Species at Risk Act</td> <td>Fish Protection Act</td> <td>Special waste Regulation</td> </tr> <tr> <td>Migratory Birds Act</td> <td>Water Act</td> <td>Contaminated Sites Regulation</td> </tr> <tr> <td>Canadian Wildlife Act</td> <td>BC Fire Code</td> <td>WHMIS</td> </tr> <tr> <td>Canadian Environmental Protection Act</td> <td>Environmental Management Act, Spill Reporting, Hazardous Waste & Contaminated Sites Regulations</td> <td>Integrated Pest Management Act & Regulations</td> </tr> <tr> <td>Canada Water Act</td> <td>Cultural Heritage Act</td> <td>Pesticide Control Act</td> </tr> <tr> <td>Navigable Water Act</td> <td>Heritage Conservation Act</td> <td>Pest Control Products Act</td> </tr> <tr> <td>Transportation of Dangerous Goods Act & Regulations</td> <td>Workers Compensation Act</td> <td>Applicable GAR Orders</td> </tr> <tr> <td>National Fire Code</td> <td>Employment Standards Act</td> <td>Applicable HLP Orders</td> </tr> <tr> <td></td> <td></td> <td>Applicable LRMP commitments</td> </tr> </tbody> </table> <p>Legislation specifically applicable to the project should be indicated in associated contract documents, schedules or appendices, TSO significant environmental aspects lists, and/or forest planning documents.</p>	Federal	BC	Occupational Health & Safety Regulation	Fisheries Act	Wildlife Act & Regulations	Waste Management Act	Species at Risk Act	Fish Protection Act	Special waste Regulation	Migratory Birds Act	Water Act	Contaminated Sites Regulation	Canadian Wildlife Act	BC Fire Code	WHMIS	Canadian Environmental Protection Act	Environmental Management Act, Spill Reporting, Hazardous Waste & Contaminated Sites Regulations	Integrated Pest Management Act & Regulations	Canada Water Act	Cultural Heritage Act	Pesticide Control Act	Navigable Water Act	Heritage Conservation Act	Pest Control Products Act	Transportation of Dangerous Goods Act & Regulations	Workers Compensation Act	Applicable GAR Orders	National Fire Code	Employment Standards Act	Applicable HLP Orders			Applicable LRMP commitments
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		Applicable LRMP commitments																																		

0421	First Nations Requirements	First Nations Requirements discussed	Discussion / implementation of any project specific outcomes from First Nations consultation and / or referral packages.
ID#	Hand Held Version	Form Version	05: Legislative – Stream and Riparian Requirements
0501	Riparian Resource Values	Road in RMA, Cutting in RRZ, RMZ Retention discussed	<p>FPPR S 50 Restrictions in a riparian management area</p> <ol style="list-style-type: none"> 1) A person must not construct a road in a riparian management area, unless one of the following applies: (a) locating the road outside the riparian management area would create a higher risk of sediment delivery to the stream, wetland or lake to which the riparian management area applies;(b) there is no other practicable option for locating the road; (c) the road is required as part of a stream crossing. 2) If a road is constructed within a riparian management area, a person must not carry out road maintenance activities beyond the clearing width of the road, except as necessary to maintain a stream crossing. 3) A person who is authorized in respect of a road must not remove gravel or other fill from within a riparian management area in the process of constructing, maintaining or deactivating a road, unless (a) the gravel or fill is within a road prism, (b) the gravel or fill is at a stream crossing, or(c) there is no other practicable option. <p>S 51 Restrictions in a riparian reserve zone</p> <ol style="list-style-type: none"> 1) An agreement holder must not cut, modify or remove trees in a riparian reserve zone, except for the following purposes: (a) felling or modifying a tree that is a safety hazard, if there is no other practicable option for addressing the safety hazard; (b) topping or pruning a tree that is not wind firm; (c) constructing a stream crossing; (d) creating a corridor for full suspension yarding; (e) creating guyline tiebacks; (f) carrying out a sanitation treatment; (g) felling or modifying a tree that has been windthrown or has been damaged by fire, insects, disease or other causes, if the felling or modifying will not have a material adverse impact on the riparian reserve zone; (h) felling or modifying a tree under an occupant licence to cut, master licence to cut or free use permit issued in respect of an area that is subject to a licence, permit, or other form of tenure issued under the Land Act, Coal Act, Geothermal Resources Act, Mines Act, Mineral Tenure Act, Mining Right of Way Act, Ministry of Lands, Parks and Housing Act, Petroleum and Natural Gas Act or Pipeline Act, if the felling or modification is for a purpose expressly authorized under that licence, permit or tenure; (i) felling or modifying a tree for the purpose of establishing or maintaining an interpretive forest site, recreation site, recreation facility or recreation trail. 2) An agreement holder who fells, tops, prunes or modifies a tree under subsection (1) may remove the tree only if the removal will not have a material adverse effect on the riparian reserve zone. <p>S 52 Restrictions in a riparian management zone</p> <ol style="list-style-type: none"> 1) An authorized person who cuts, modifies or removes trees in a riparian management zone for an S4, S5 or S6 stream that has trees that contribute significantly to the maintenance of stream bank or channel stability must retain enough trees adjacent to the stream to maintain the stream bank or channel stability, if the stream(a) is a direct tributary to an S1, S2 or S3 stream, (b) flows directly into the ocean, at a point near to or where one or more of the following is located: (i) a herring spawning area; (ii) a shellfish bed; (iii) a saltwater marsh area; (iv) an aquaculture site
0502	Temperature Sensitive Streams	RMA Retention on Temperature Sensitive Streams discussed	<p>FPPR S 53 Temperature sensitive streams</p> <p>An authorized person who fells, modifies or removes trees in a riparian management area adjacent to a temperature sensitive stream, or a stream that is a direct tributary to a temperature sensitive stream, must retain either or both of the following in an amount sufficient to prevent the temperature of the temperature sensitive stream from increasing to an extent that would have a material adverse impact on fish: (a) streamside trees whose crowns provide shade to the stream; (b) understory vegetation that provides shade to the stream.</p>
0503	Stream Crossings	Stream Crossings located to protect channels and mitigate disturbance	<p>FPPR S 55 Stream crossings</p> <ol style="list-style-type: none"> 1) An authorized person who builds a stream crossing as part of a road, a temporary access structure or permanent access structure must locate, build and use the crossing in a manner that (a) protects the stream channel and stream bank immediately above and below the stream crossing, and (b) mitigates disturbance to the stream channel and stream bank at the crossing.

0506	Drinking Water Protected	Drinking Water Quality & Licensed Waterworks discussed	<p>FPPR S 59 Protecting water quality An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not cause material that is harmful to human health to be deposited in, or transported to, water that is diverted for human consumption by a licensed waterworks.</p> <p>S 60 Licensed waterworks 1) An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not damage a licensed waterworks. 2) An authorized person must not harvest timber or construct a road in a community watershed if the timber harvesting or road construction is within a 100 m radius upslope of a licensed waterworks where the water is diverted for human consumption, unless the timber harvesting or road construction will not increase sediment delivery to the intake.</p> <p>S 62. Roads in a Community Watershed 1) To prevent interference with the subsurface flow path of a drainage area that contributes to a spring that is a source of water for a licensed waterworks, the minister may a) identify a spring in a community watershed, b) specify a distance from the spring within which a person who constructs a road must not locate the road, and c) permit a person who constructs a road to locate the road closer to the spring than the distance specified under paragraph (b). 2) If the minister does not specify a distance under subsection (1) (b), a person who constructs a road must not locate the road closer than a 100 m radius upslope of the spring identified under subsection (1) (a), unless the construction does not interfere with the subsurface flow path of a drainage area that contributes to the spring.</p>
ID#	Hand Held Version	Form Version	06: Legislative – Road, Trail and Structure Requirements
0601	Permanent Access Structure	Permanent Access Limits discussed	<p>FPPR S 36 Permanent access structure limits 1) An agreement holder must ensure that the area in a cutblock that is occupied by permanent access structures built by the holder or used by the holder does not exceed 7% of the cutblock, unless(a) there is no other practicable option on that cutblock, having regard to (i) the size, topography and engineering constraints of the cutblock, (ii) in the case of a road, the safety of road users, or(iii) the requirement in selection harvesting systems for excavated or bladed trails or other logging trails, or(b) additional permanent access structures are necessary to provide access beyond the cutblock. 2) If an agreement holder exceeds the limit for permanent access structures described in subsection (1) for either of the reasons set out in that subsection, the holder must ensure that the limit is exceeded as little as practicable. 3) An agreement holder may rehabilitate an area occupied by permanent access structures in accordance with the results or strategies specified in the forest stewardship plan or by(a) removing or redistributing woody materials that are exposed on the surface of the area and are concentrating subsurface moisture, as necessary to limit the concentration of subsurface moisture on the area, (b) de-compacting compacted soils, and(c) returning displaced surface soils, retrievable side-cast and berm materials. 4) If an agreement holder rehabilitates an area under subsection (3) (a) and erosion of exposed soil from the area would cause sediment to enter a stream, wetland or lake, or a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act, the agreement holder, unless placing debris or revegetation would not materially reduce the likelihood of erosion, must(a) place woody debris on the exposed soils, or(b) revegetate the exposed mineral soils.</p>
0603	Design of Bridges	Design of bridge standards discussed	<p>FPPR S 73 Design of bridges A person who builds a bridge for the purpose of constructing or maintaining a road must ensure that the design and fabrication of the bridge a) meets or exceeds standards applicable to roads at the time the design or fabrication is done, in respect of i) bridge design, as established by the Canadian Standards Association, Canadian Highway Bridge Design Code, CAN/CSA-S6, and ii) soil properties, as they apply to bridge piers and abutments, as established by the Canadian Foundation of Engineering Manual, and b) takes into account the effect of logging trucks with unbalanced loads and off-centre driving.</p>
0604	Peak Flow	Bridge or culvert designed to pass highest peak flow discussed	<p>FPPR S 74 Peak flow A person who constructs or maintains a road must ensure that the road and the bridges, culverts, fords and other structures associated with the road are structurally sound and safe for use by industrial users.</p>
0608	Road Clearing Width	Road Clearing Widths Appropriate for Conditions, including safety discussed	<p>S 78 Clearing widths A person who constructs or maintains a road must ensure clearing widths are at least the minimum width necessary to accommodate the road, having regard to all of the following: (a) the safety of industrial users; (b) the topography of the area; (c) the drainage of water in the area; (d) the stability of terrain in the area; (e) operational requirements, including(i) the placement of pits, quarries, landings or waste areas, (ii) the storage of bridge or culvert material, (iii) the amount of area required to operate equipment within the clearing width, including equipment turnaround sites, (iv) snow removal, and(v) fencing and other ancillary structures.</p>

ID#	Hand Held Version	Form Version	08: Environmental Emergency Response Requirements
0801	Environmental ERP	Environmental Emergency Response Plan discussed	<p>Review environmental ERP (eERP) to ensure BCTS clients are aware of their emergency response roles and responsibilities as it applies to the specific project and activity. Key areas include:</p> <ul style="list-style-type: none"> • Maintain completed eERP onsite • Worker training, comprehension and awareness • Onsite emergency response equipment (spill kits, fire response equipment (hand tools, suppression system) • Periodic tests and drills
0802	Roles and Responsibilities	Awareness of roles, responsibilities and procedures discussed	<p>The EMS Manual refers to the EOPs and EFPs to define roles and responsibilities for implementation, maintenance and reporting on the performance of the EMS. EFP-02 clearly defines a Contract Supervisor's responsibilities to conduct and document a pre-work.</p>
0803	Incident/Event procedures	Incident Reporting discussed	<p>In the event of an incident – did BCTS clients follow the procedures outlined in the environmental Emergency Response Plan and Incident Report?</p> <p>EMS incident reporting roles and responsibilities are outlined in the Incident report EOP and referenced in the eERP. Conformance to these requirements are linked to terms and conditions found in the TSL and contract documents.</p> <p>Reportable EMS Incidents include: Emergency Response Events (Fires, Spills, Erosion), Potential Non-compliance and Significant Non-conformance.</p>
0804	Tests and Drills	Tests and Drills discussed	<p>Reference test/drill guide and importance of documentation and evaluation/feedback into the system</p> <p>Definitions:</p> <p><u>Test</u> – a 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.</p> <p><u>Drill</u> – a 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, and may include:</p> <ul style="list-style-type: none"> • Review of eERP procedures, • Employee interviews, • Equipment testing, • Review of onsite ER equipment. <p>Tests are to be documented on the "CHK-010 Test-Drill Report Form", maintained on site and results forwarded to BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site</p>
0805	Emergency Response Equipment	Emergency Response Equipment discussed	<p>Emergency Response Equipment includes:</p> <ul style="list-style-type: none"> • Spill kits • Fire Hand tools for all industrial activities • Fire Suppression system for high risk activities <p>References:</p> <ul style="list-style-type: none"> • S 5 Sufficient fire fighting hand tools for an industrial activity • S6.3 High Risk activities must keep at the activity site a adequate Fire Suppression system • BCTS' Fuel Handling (EFP 06) describes requirements for spill kits and training • Also refer to Ministry of Forests "Interpretative Bulletin for the Application of Wildfire Regulation Application for the Forest Industry" at the following website; http://bcwildfire.ca/Prevention/Industry/
0806	24 hour contact	24 hour contact # provided to local Fire Centre	<p>Wildfire Regulation S 4 Requirement to provide contact details</p> <p>Before March 1 of each year, a person who, under the Forest Act, is the holder of</p> <ol style="list-style-type: none"> a) a major licence, b) a timber sale licence that is not a major licence, c) a community forest agreement, or d) a woodlot licence <p>Must provide an official with a 24 hour a day contact telephone number if the person proposes to carry out an industrial activity on or after March 1 and before November 1 of that year.</p> <p>Note: The intent is that Contractors notify Fire Centre where industrial activities are being conducted.</p>

0807	Danger Rating	Appropriate Fire Danger Class discussed	SCHEDULE 3 RESTRICTIONS ON HIGH RISK ACTIVITIES		
			Danger Class	Restriction	Duration
			III moderate	After 3 consecutive days of DGR III or greater, maintain a fire watcher after work for a minimum of one hour	Until after the fire danger class falls below DGR III
			IV high	Maintain a fire watcher after work for a minimum of 2 hours After 3 consecutive days of DGR IV, cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day	Until after the fire danger class falls below DGR III Until after the fire danger class falls to DGR III for 2 consecutive days, or falls below DGR III
			V extreme	Cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day and maintain a fire watcher after work for a minimum of 2 hours	Until after the fire danger class falls below DGR IV for 2 or more consecutive days
				After 3 consecutive days of DGR V, cease activity all day	Until after the danger class falls below DGR V for 3 or more consecutive days, or falls below DGR IV
			<p>Wildfire Regulation S 6 High risk activities</p> <p>1) In this section, "fire season", in relation to an area, means the period</p> <p>a) beginning on</p> <p>i) the third day after the area is snow free, or</p> <p>ii) in areas where snow cover is often absent, the third consecutive day that the temperature at noon is at least 12 degrees, and</p> <p>b) ending on whichever occurs first</p> <p>i) the first day after October 1 on which each of the following is present:</p> <p>A) the daily fine fuel moisture code value is 75 or less;</p> <p>B) the daily duff moisture code value is 6 or less;</p> <p>C) the drought code value is 15 or less, or</p> <p>ii) noon of the first day on which the area becomes snow covered.</p> <p>2) A person who carries out a high risk activity on or within 300 m of forest land or grass land during a fire season must determine the Fire Danger Class for the location of the activity</p> <p>a) by reference to representative weather data for the area,</p> <p>b) by reference to</p> <p>i) the Danger Region from Schedule 1,</p> <p>ii) the applicable numerical rating under the Buildup Index, and</p> <p>iii) the applicable numerical rating under the Fire Weather Index, and</p> <p>c) by cross-referencing the Buildup Index with the Fire Weather Index, for the applicable Danger Region, under Schedule 2.</p> <p>3) If there is a risk of a fire starting or spreading, a person carrying out a high risk activity on or within 300 m of forest land or grass land must(a) do so in accordance with the applicable restriction and duration set out in Schedule 3 for the Fire Danger Class, and(b) keep at the activity site(i) fire fighting hand tools, in a combination and type to properly equip each person who works at the site with a minimum of one fire fighting hand tool, and(ii) an adequate fire suppression system.</p> <p>4) A person who, in accordance with subsection (3) (a) and Schedule 3, is required to maintain a fire watcher, must ensure that the fire watcher(a) can reasonably see the site of the high risk activity during the time the fire watcher is required, (b) has at least one fire fighting hand tool, (c) actively watches and patrols for sparks and fires on the site of the high risk activity, (d) immediately carries out fire control and extinguishes the fire, if practicable, and(e) has the means on site to report the fire.</p> <p>High Risk Activities (Wildfire Regulation) include:</p> <p>a) mechanical brushing;</p> <p>b) disk trenching;</p> <p>c) preparation or use of explosives;</p> <p>d) using fire- or spark-producing tools, including cutting tools;</p> <p>e) using or preparing fireworks or pyrotechnics;</p> <p>f) grinding, including rail grinding;</p> <p>g) mechanical land clearing;</p> <p>h) clearing and maintaining rights of way, including grass mowing;</p> <p>i) any of the following activities carried out in a cutblock excluding a road, landing, roadside work area or log sort area in the cutblock:</p> <p>i) operating a power saw;</p> <p>ii) mechanical tree felling, woody debris piling or tree processing, including de-limbing;</p> <p>iii) welding;</p> <p>iv) portable wood chipping, milling, processing or manufacturing;</p> <p>v) skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contacting rock;</p> <p>vi) yarding logs using cable systems</p>		

0808	Fire Hazard Assessment and Abatement	Fire Hazard Assessments and Abatement discussed	<p>Wildfire Regulation S 11 Hazard assessment</p> <ol style="list-style-type: none"> 1) For the purposes of section 7 of the Act, <ol style="list-style-type: none"> a) each of the following is a prescribed activity under subsections (1) and (2) of that section: <ol style="list-style-type: none"> i) operating a waste disposal site; ii) operating a dry land sort; iii) operating a camp associated with an industrial activity, and b) each of the following is a prescribed circumstance under subsection (1) of that section: <ol style="list-style-type: none"> i) an industrial activity or an activity prescribed under paragraph (a) of subsection (1) creates or increases a fire hazard or is likely to do so; ii) an official notifies a person carrying out an industrial activity or an activity prescribed under paragraph (a) of subsection (1) that a fire hazard exists at the site of the activity or operation. 2) The prescribed intervals, at which persons described in section 7 (1) of the Act must conduct fire hazard assessments, are <ol style="list-style-type: none"> a) 3 month intervals during the period in which the persons are carrying on the industrial activity or the prescribed activity in an area inside, or within 2 km of, the boundaries of <ol style="list-style-type: none"> i) a local government under paragraphs (d) to (f) of the definition of "local government" in section 1 of the Act, or ii) a fire protection district in a regional district, and b) the shorter interval between the most recent 3 month interval and the date on which the activity ceases for an expected period of 3 months or more. 3) The prescribed intervals, at which persons described in section 7 (1) of the Act must conduct fire hazard assessments, are <ol style="list-style-type: none"> a) 6 month intervals during the period during which the persons, in any area other than the area described in subsection (2), are carrying on the industrial activity or the prescribed activity, and b) the shorter interval between the most recent 6 month interval and the date on which the activity ceases for an expected period of 6 months or more. 4) A person required to conduct a fire hazard assessment under section 7 (1) of the Act must <ol style="list-style-type: none"> a) ensure that the fire hazard assessment includes an assessment of the fuel hazard and its associated risk of a fire starting or spreading, and b) provide a copy of the fire hazard assessment when requested to do so by an official. <p>Wildfire Regulation S 12 Hazard abatement</p> <ol style="list-style-type: none"> 1) The following periods are prescribed as the periods in which persons described in section 7 (2) of the Act must abate fire hazards of which the persons are aware: <ol style="list-style-type: none"> a) for an area described in section 11 (2) (a) of this regulation, each of the 6 month periods beginning on the dates on which the persons are required under section 7 (1) of the Act to conduct fire hazard assessments; b) for an area other than an area described in section 11 (2) (a) of this regulation, each of the 12 month periods beginning on the dates on which the persons are required under section 7 (1) of the Act to conduct fire hazard assessments. 2) A person required to abate a fire hazard under section 7 (2) of the Act must reduce the fuel hazard on the site of the industrial activity or prescribed activity as necessary to ensure that carrying out the activity <ol style="list-style-type: none"> a) does not increase the risk of a fire starting on the site, and b) if a fire were to start, would not increase the fire behaviour or fire suppression associated with the fire
ID#	Hand Held Version	Form Version	09: EMS – Documents, Records & General Requirements
0901	Pre-work	Pre-work meetings discussed	EFP-02 clearly defines a LPC Supervisor's responsibility to conduct and document a pre-work
0902	Self Inspections	Self Inspections discussed	The EMS manual describes requirements of the LPC to monitor themselves by: Monitoring their activities for conformance with the requirements of the EMS and compliance with legal requirements. BA staff will ensure that the acceptance of this monitoring responsibility is acknowledged through signing of contract documents and pre-work forms.
0903	Project Plan	Project Plan documents discussed	EFPs require all LPCs to have copies of any relevant plans on site and available to workers
0904	Training records	Training current – records complete, updated and available discussed	The EMS manual describes requirements of LPCs to ensure their workers meet the relevant training requirements of the EMS, SFM, and legislation, and to maintain records of the training on Table EMS 008-1A or equivalent.
0905	Industrial Waste	Industrial Waste discussed	EFPs require regular removal of industrial waste from the site.
0906	Fuel Handling	Fuel Handling (EFP 06) requirements discussed	EFP -06 outlines fuel storage and handling that should be followed by LPCs as well as a procedure to stop work if an incident occurs

0907	Other EFPs	Other Environmental Field Procedures discussed	The EFPs comprise part of the EMS program as defined in the EMS manual
ID#	Hand Held Version	Form Version	10: General Contractual Conditions
1001	Work Progress Plan	Work Progress Plan discussed	<p>Operational Services Contract (FS1000) Article 6</p> <p>6.01 The Contractor Representative shall meet with the Ministry Representative before the commencement of Work to:</p> <ul style="list-style-type: none"> a) inspect the Work Area, and b) review the Contract Documents and work performance requirements. <p>6.02 The Work Progress Plan may divide the scheduled Work into Payment Areas. Where no Payment Areas are approved the entire Work Area shall be considered to be one Payment Area.</p> <p>6.03 The Work shall proceed in accordance with the Work Progress Plan.</p>
1002	Fire Protection	Fire Protection requirements discussed	<p>Operational Services Contract (FS1000) Article 8.04</p> <p>The Contractor shall:</p> <ul style="list-style-type: none"> a) take every precaution to prevent unintentional fire from occurring on or about the Work Area, b) ensure that no person burns any debris on or about the Work Area unless authorized under a Burning Reference Number issued by the Ministry of Forests and Range, and c) ensure that, with respect to smoking, <ul style="list-style-type: none"> i) no person smokes except in areas that are free of or fully cleared of all flammable material, ii) no burning material falls outside cleared areas, and iii) all burning material is completely extinguished before leaving cleared areas.
1003	Site Clean-Up	Site Clean-Up requirements discussed	<p>Operational Services Contract (FS1000)</p> <p>15.16 The Contractor shall maintain the Occupied Areas free from any accumulations of waste products or debris, other than that caused by the Province or other contractors.</p> <p>15.17 Upon the Contractor vacating any Occupied Area, the Ministry Representative shall inspect the area to determine, at his or her sole discretion, whether or not the area was left in an acceptable condition.</p> <p>15.18 If the Ministry Representative determines the Contractor left the Occupied Area in an unacceptable condition, the Province may repair the area and charge the entire cost of the repairs to the Contractor.</p>
1004	Camping and Parking	Camping and Parking requirements discussed	<p>Operational Services Contract (FS1000)</p> <p>15.19 Use of Provincial Crown forest land, including any roads, landings or recreational sites by the Contractor or the Contractor's employees or agents for the purposes of lodgings, camping or trailer parking in connection with Work under this Agreement, is permitted on recreational sites only with prior written approval of a representative of the Ministry of Tourism, Sport and the Arts and is permitted on other Provincial Crown forest land, including roads and landings only with prior written approval of a representative of the Ministry of Forests and Range. Such use, if approved, shall be without charge to the Contractor; but, the approval may be revised or revoked at any time by the Province.</p>
1006	Industrial Camp Standards	Industrial Camp Standards Requirements	<p>Advisory Bulletin No. 2011-03-22 (External) – Industrial Camp Standards</p> <p>This Advisory Bulletin provides guidance to BCTS staff and contractors on industrial camp standards for work performed under contract to BC Timber Sales. The Bulletin is available from the following link: http://www.for.gov.bc.ca/bcts/policy/</p>
ID#	Hand Held Version	Form Version	11: Specific Contractual Conditions (Schedules & Appendices)
1101	Schedules	Schedule Conditions discussed	Specific contract requirements specific to schedules are referenced and reviewed. This will include scope of work, contract conditions, and output requirements from both parties including: access constraints, air photos, digital information, quality control, private boundary or significant boundaries including legal boundary obligations which have been discussed and can be noted in the comments under Section E. This section will also review Insurance requirements, payment specifications, EMS and Safety agreements.
1102	Appendices	Appendix Requirements discussed	Specific Contract requirements specific to Appendices are reviewed. This can include field marking requirements, digital information specifications etc.
1103	Notification	Notification to Stakeholders discussed	This should be included in specific contractual conditions if a requirement of the contractor i.e. private landowners, other tenure holders, protection, First Nations, etc.
0118	NOP	NOP to WSBC discussed?	<p>Discussion of requirements for submitting a Notice of Project.</p> <p>It is the responsibility of the Owner of the work (BCTS) to ensure the NOP is submitted, however the actual submission can be delegated to the contractor.</p> <p>A Notice of Project is required for any forestry operation where work is expected to last more than 5 working days, and does Not apply to; timber cruising, forestry road or cutblock layout, or surveying. The NOP must be submitted not more than 30 days and not fewer than 24 hrs before the start of work. Current version of schedule 1313 delegates this to contractor unless specifically instructed otherwise in writing by BCTS.</p> <p>For more information see: http://www2.worksafebc.com/publications/OHSRegulation/Part26.asp#SectionNumber:26.4</p>

ID#	Hand Held Version	Form Version	80: Sustainable Forest Management Certification
8001	SFM Requirements	SFM Requirements discussed	Review the sustainable forest management plan that your BA is part of and ensure the LPC understands their requirements
ID#	Hand Held Version	Form Version	90: Business Area Specific Requirements
9601	BA Specific Requirements	Resource Road Frequencies discussed	<ul style="list-style-type: none"> Describe the Resource Road Frequencies applicable to the area Review other radio frequencies as required Provide a map if required Review information provided in EMS Binder on Resource Road Frequencies
9602	BA Specific Requirements	TSG Water and Aquatic Habitat Management Guide discussed	<ul style="list-style-type: none"> Helps us meet our commitment under SFI to have best management practices for water quality management Review of this document is required when works are prescribed to be active around fish streams or other fish habitat features Document provides an overview of requirements from both provincial and federal legislation and regulation Review information provided in EMS Binder
9603	BA Specific Requirements	FPInnovations – Erosion and sediment control practices guidance discussed	<ul style="list-style-type: none"> Refer to FPInnovations (2007). <i>Erosion and sediment control practices for forest roads and stream crossing, a practical operations guide</i> Helps us meet our commitment under SFI to have best management practices for water quality Provided to staff and multiphase contractors to ensure that works are planned to minimize sedimentation and erosion Available through EMS website, and also provided in EMS Binder, Links to Local TSG Guidance and Procedures
9604	BA Specific Requirements	Ground Based Harvesting Guidelines discussed	<ul style="list-style-type: none"> Helps us meet our commitment under SFI to have best management practices for water quality Provided to multiphase contractors to be used SOG-wide as ground based harvesting guidelines in Site Plans Inform Foresters that if changes are required to the document, they can be vetted through the Certification Committee for BA wide adoption Provided to any TSL Holder where ground based harvesting or temporary access trails are prescribed Review information provided in EMS Binder
9605	BA Specific Requirements	De-Stumping Guidelines discussed	<ul style="list-style-type: none"> Helps us meet our commitment under SFI to have best management practices for water quality Provided to multiphase contractors to be used SOG-wide as de-stumping guidelines in Site Plans Inform Foresters that if changes are required to the document, they can be vetted through the Certification Committee for BA wide adoption Provided to any TSL Holder where de-stumping is prescribed Should also be used for de-stumping contracts Review information provided in EMS Binder
9606	BA Specific Requirements	Species at Risk, Migratory Birds, At Risk Ecological Communities discussed	<ul style="list-style-type: none"> Helps us meet our commitment under SFI to maintain or advance the conservation of species at risk, migratory birds, and ecologically important sites Review information provided in EMS binder for applicable Forest District – information is provided to permit field identification of species that can be expected to be encountered during active operations that were not previously identified during planning For multiphase contractors, also discuss requirement to review Species At Risk, Migratory Birds, At Risk Ecological Communities presentation for current year (available through the EMS website)
9608	BA Specific Requirements	TSG Wet Weather Shutdown discussed	<ul style="list-style-type: none"> Provided to multiphase contractors to be used TSG-wide as wet weather shutdown guidelines in Site Plans Provided to LPCs as guidance on when rainfall shutdown should be enacted in order to protect both the environment and worker safety Review information provided in EMS Binder Discuss need to monitor rainfall at worksite using a rain gauge
9611	BA Specific Requirements	Loading Channels discussed	<ul style="list-style-type: none"> Inform LPCs of availability of free loading channels for on-site communication Potentially provide recommended channels to avoid conflict with adjacent operations Review TSL and Contract clauses that require monitoring of Loading Channels at all times while site is active Discuss appropriate location to commence use of Loading Channel (i.e. after Prime Contractor sign) Ensure that LPCs are aware of the purpose of Loading Channel implementation: to ensure adequate communication for all employees and visitors at active worksites to protect worker safety
9612	BA Specific Requirements	Invasive Plants & Grass Seeding Requirements discussed	<ul style="list-style-type: none"> Question 0602 of the Harvesting Prework Checklist already addresses FPPR S. 40 which requires grass seeding for the purpose of revegetating erodible soils at roadside within 2 years. There are also grass-seeding requirements for the purpose of mitigating colonization of invasive plants on soils that are disturbed as a result of harvesting or road construction activities. Where identified during planning, grass-seeding prescriptions will be included in Site Plans and communicated to License holders on operational documents, such as the maps. Ensure LPCs are aware of priority invasive plants as identified in the applicable FSP Review invasive plant information included in EMS Binders, which provides expected actions to be taken if invasive plants are identified in the field, as well as field identification information Ensure Silviculture Contractors are aware of the need to inform BCTS when invasive plants are noticed as establishing in harvest areas post harvest (BCTS will action grass-seeding required) Ensure that TSL Holders are aware of their obligations to conduct grass seeding as per the FSP measures for invasive plants Ensure Road Construction Contractors are aware of their obligation to conduct grass seeding as per contract clauses and prescriptions

9615	BA Specific Requirements	Falling – Requirement for a qualified supervisor discussed	<ul style="list-style-type: none"> To be use for any contract that requires or may require falling. Ensure supervisor is knowledgeable in falling practices (ie Certified Faller) or is a Certified Falling Supervisor Been involved with falling for an adequate amount of time Has adequate time available to perform the supervision duties
9616	BA Specific Requirements	Falling – Requirement for a falling plan discussed	<ul style="list-style-type: none"> To be use for any contract that requires or may require falling The falling plan may be a separate plan or fall within a pre-work depending on complexity of project.
9617	BA Specific Requirements	Falling – All fallers must have a valid certification discussed	<ul style="list-style-type: none"> To be use for any contract that requires or may require falling. Qualified supervisor must checked that all fallers have valid certification If practicable BCTS to obtain a copy of certificate and retain on file
9618	BA Specific Requirements	Falling – Qualified supervisor must assess each fallers qualifications discussed.	<ul style="list-style-type: none"> To be use for any contract that involves/requires or may require falling The qualified supervisor must assess each faller's ability to work in the projects terrain and stem size.
9619	BA Specific Requirements	Falling – Requirement to assess for hazards and communicate the hazard to all fallers discussed	<ul style="list-style-type: none"> To be use for any contract that involves/requires or may require falling Ensure the supervisor has walked the area to identify hazards and communicated the hazards to all fallers on site
9620	BA Specific Requirements	Falling – Requirement to have a plan to manage danger trees discussed	<ul style="list-style-type: none"> To be use for any contract that requires or may require falling Ensure there is a plan to address trees that cannot be hand felled? ie the use of a machine, blasting (blaster must have valid certification), etc. Document comments from discussion
9631	CQMS Requirements	How works under the contract will be inspected by BCTS discussed	<p>Discuss how BCTS plans to inspect contract works including:</p> <ol style="list-style-type: none"> What types of works will be inspected (field, office, deliverables, projects) Which BCTS staff will conduct inspections Names of contractor representatives for field/office work, and How the inspections will be recorded and shared with the contractor.
9632	CQMS Requirements	Contract involving invoicing frequency and procedures discussed	<p>Discuss invoicing procedures for Contract works including:</p> <ol style="list-style-type: none"> Names of administrative point of contacts/staff for both BCTS and contractor How to send invoices to the TSG inbox and who to cc Review invoice templates/examples of billing and confirm contract payment schedules and what can and cannot be billed. Expected frequency of invoicing (per project, progress payments, per deliverable) Advise contractor that they are required to track total spending and be aware of contract value limits Review final and year end billing submission requirements.

If any requirement is a “No”, it must be included in actions below. There may be additional actions that follow but at the time of the pre-work indicate the immediate actions that the Contractor agrees to. In a hand held application, the “No” would trigger an auto populate ID #, requirement statement into the actions below.

Keep in mind that BCTS does not provide a safety program to our contractors or licensees but rather monitors at levels commensurate with our obligations their discharge of contract or licence expectations. This will alter the nature of actions and follow up required for negative safety observations and should be guided by the safety manual and applicable document conditions.

As a Word document or as a form there will be room for 2 actions after which additional pages must be added. In the hand held application any number of actions can be added.

In a hand held application the actions would generate and populate an action plan in Cengea Forest - Resources.

Section ID	ID #	CORRECTIVE ACTION – 1	
		Requirement:	Responsibility:



**CONSULTING SERVICES
PRE-WORK REPORT
GUIDANCE DOCUMENT**

BCTS CHK-001
Completed by hand, in Word as a protected form or by Hand Held digital application for entry into LRM Forest - Resources.

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: _____

Action Plans for both safety & EMS requirements should be generated for corrective and preventative actions, as agreed to by the inspector and the Licensee / Contractor. An Action Plan should be the process followed for the majority of findings. Creation and documentation of an Action Plan (including closure) is required to show diligence in following up on non-conformances identified during pre-works and inspections. Local guidance may also be available.

An EMS Incident (with entry into Cengea ITS) is generated in the case of a reportable spill, fire, or landslide, significant non-conformance to BCTS management systems (SNC) or potential non-compliance with legislation (PNC) – local guidance may be available to determine what qualifies as a SNC or PNC. Typically a PNC decision for an issue is when the finding has been reported to C&E, or the PNC has led to an impact that was intended to be avoided. For a SNC the decision should again be in regard to whether an impact occurred or not, or if the SNC was a systematic breakdown and Timber Sales staff intends to proceed with contract or TSL action, i.e. Notice to Comply, Notice to Suspend, or Stop Work Order.

A safety incident would be generated in cases where the LPC has contacted BCTS with a hazard they believe to be the responsibility of BCTS, or potentially if BCTS staff have identified a safety issue on the LPC worksite which they have reported to WSBC. In the case of an LPC incident or close call, the Licensee or Contractor would follow their own incident investigation process as required by their safety program. BCTS would use the ITS process to investigate any portions of the incident / close call for which BCTS or the Licensee / Contractor felt may have been contributed by BCTS planning of operations and practices during operations (block & road layout, or other operations nearby etc).

In the case of an LPC incident or close call where BCTS staff was exposed, the incident would be investigated in two parts. A) The role that BCTS may have played in the LPC incident would be entered into Cengea ITS as a safety issue and investigated through the ITS system. B) The safety aspects related to the BCTS staff member would be investigated through the process described in chapter 15 of the safety manual. For privacy reasons, any investigations for incidents / close calls in which BCTS staff were directly involved will not be entered into Cengea ITS.

Section	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>I accept receipt of this pre-work and am in agreement with the stated actions.</i>	
Attachment: Additional Pages <input type="checkbox"/> Photos <input type="checkbox"/> Maps <input type="checkbox"/> Correspondence <input type="checkbox"/> Incident Report <input type="checkbox"/> Other <input type="checkbox"/>	Date of Delivery to Contractor: Click here to enter a date. _____ Planned Inspection Date: Click here to enter a date. _____	Delivery Method: On-site <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivered <input type="checkbox"/>

General comments do not generate actions. However the inspector can indicate where a condition was borderline, and can be useful information for subsequent inspections. The inspector can also clarify exactly where and what was reviewed and by default what was not reviewed to provide due diligence for the inspector in the event of a discovery later on.

In Cengea Forest - Resources and in the hand held application this comment section will be one free text field. Lines on the form are only to facilitate use as the form in the field.

ADDITIONAL PERSONNEL RECEIVING PRE-WORK

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