

	ACCESS PRE-WORK REPORT GUIDANCE DOCUMENT	BCTS CHK-002 Completed by hand, in Word as a protected form or by Hand Held digital application for entry into Cengea Forest - Resources.
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Note: Access Pre-work Report to be used for FSRs built under contract only. Use Timber Sale License & Permit Operations Pre-work Report for Road Permit roads.

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 includes "Initial" and "Progress" (drop-down field in Word). 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		
	Project Risk Ranking 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 BCTS CQMS: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low BCTS EMS Inspection Frequency: _____ BCTS Safety Inspection Frequency: _____ Contractor EMS Inspection Frequency: _____ BCTS CQMS Inspection Frequency: _____ Tests and Drills Requirement: <input type="checkbox"/> Test <input type="checkbox"/> Drill Type: <input type="checkbox"/> Fire <input type="checkbox"/> Spill <input type="checkbox"/> Slide By when: _____	Roads <input type="checkbox"/> Construction <input type="checkbox"/> Maintenance <input type="checkbox"/> Deactivation/Rehabilitation <input type="checkbox"/> Other (specify): _____ Major Structures <input type="checkbox"/> Construction <input type="checkbox"/> Maintenance <input type="checkbox"/> Deactivation <input type="checkbox"/> Log Dump Access Implementation Contract <input type="checkbox"/>	Pre-work Method <input type="checkbox"/> Field <input type="checkbox"/> Office <input type="checkbox"/> Telephone Applicable Legislation <input type="checkbox"/> FRPA <input type="checkbox"/> FPC <input type="checkbox"/> Other (specify): _____ Roads / Areas Applicable to Pre-work _____

Section B:

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 roads / areas in the pre-work. Other could refer to the Fort St. John Pilot Project, Stillwater Pilot project, etc.

Use CHK 002 and CHK 006 for Access contract implementation contracts.

Section C	Requirement ID # & Status	Yes: Inspector's opinion requirement is being met. Comments optional – Section E No: Inspector's opinion of non-conformance requiring Corrective Actions – Section D or, Incident requiring Incident Root Cause Investigation Issue(s) – Section D. ND: Not discussed. NA: Not applicable. Note: Refer to Guidance Document for requirement detail
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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 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:

Section C	ID #	01: Contract – Safety Requirements	Status Y N ND NA	ID #	04: Legislative – Area and General Requirements	Status Y N ND NA
	0101	SAFE Companies status?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0401	Damage to the Environment discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0103	First Aid Assessment discussed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0402	Authorized Timber Harvesting specifications discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0104	Evidence of adequate supervision?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0404	Landslide or Gully Process with Adverse Effects discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0109	Adequate Safety ERP?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0405	Fan Destabilization resulting from activities discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0111	Communication – signage, man check, etc. discussed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0412	General Wildlife Measures discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0112	Discuss Road safety protocols	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0413	Resource Features discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0113	SWP and PPE requirements discussed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0414	Wildlife Habitat Features discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0114	Known Hazards Identified?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0416	Smoke Venting Index discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0115	Hazard Reporting discussed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0417	FSP Results, Strategies & Measures discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0116	No MEWP created?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0419	DM Notification of (re)start of Harvesting & Road Construction discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
0117	Continual Improvement discussed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0420	Other Legislative Requirements (Federal & BC) discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
0118	NOP confirmation received and recorded	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0421	First Nations Requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
0120	Manual Falling Addressed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
ID #	02: Multiple Employer Workplace (applied to Prime Contractor)	Status Y N ND NA	ID #	05: Legislative – Stream and Riparian Requirements	Status Y N ND NA	
0202	PC agreement signed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0501	Road in RMA, Cutting in RRZ, RMZ Retention requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
0203	PC obligations understood?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0503	Stream Crossings to protect channels / mitigate disturbance discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
0204	Is Prime Contractor qualified?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0504	Fish Passage and Fish Habitat protection discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
0211	Designated Safety Coordinator?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0505	Stream Sediment in Community Watersheds discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
0212	PC's safety program adequate?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0506	Drinking Water Quality & Licensed Waterworks discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
0213	WSBC Coverage confirmed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ID #	06: Legislative – Road, Trail and Structure Requirements	Status Y N ND NA	
0214	PC reviewed safety programs?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0602	Re-vegetate roads within 2 years discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
0215	Known hazards identified?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0605	Road & Structures Constructed & Maintained to be Sound & Safe discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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0606	Maintain Natural Surface Drainage Patterns in Road Construction discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ID #	12: General Contractual Conditions of Licence	Status Y N ND NA
0607	Build, Repair and/or Install Bridges & Culverts as designed discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1201	Designated Supervisor directing workers identified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0608	Road Clearing Widths Appropriate for Conditions, including safety discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1202	Timber Marking Practices to be followed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0609	Road Deactivation Requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1203	Dangerous Tree requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0610	Road Maintenance Requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ID #	14: Specific Conditions of Licence, Road, Log Dump Permit or Contract	Status Y N ND NA
0611	48 Hour Notification for Road Works in Community Watersheds discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1402	Administrative clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
ID #	08: Environmental Emergency Response Requirements	Status Y N ND NA	1403	Environmental clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0801	Environmental Emergency Response Plan discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1404	Other Utilities and Occupiers of Land clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0802	Awareness of roles, responsibilities and procedures discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1405	Construction Specifications discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0803	Incident Reporting discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1407	Debris Disposal discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0804	Test and Drills discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1408	Subgrade compaction discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0805	Emergency response equipment discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1409	Deactivation Schedule conditions discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0806	24 hour contact # provided to local Fire Centre	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1410	Maintenance Schedule conditions discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0807	Appropriate Fire Danger Class discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1411	Log Dump specifications discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0808	Fire Hazard Assessments and Abatement discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ID #	80: Sustainable Forest Management Certification	Status Y N ND NA
ID #	09: EMS – Documents, Records & General Requirements	Status Y N ND NA	8001	SFM Certification Requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0901	Pre-work meetings discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ID #	90: Business Area Specific Requirements	Status Y N ND NA
0902	Self Inspections discussed	<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"/>
0903	Project Plan documents to be on-site 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"/>
0904	Training Current - records completed, updated and available	<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"/>
0905	Industrial Waste 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"/>
0906	BCTS Fuel handling (EFP 06) requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9005		<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"/>	9006		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
ID #	10: General Contractual Conditions	Status Y N ND NA			
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.bcfscsafe.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>

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0104	Supervision	Evidence of adequate supervision?	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.
0109	Safety ERP	Adequate Safety ERP?	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.
0111	Communication	Communication - signage, man check, etc. discussed?	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.
0112	Road Safety	Discuss Road safety protocols	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.
0113	SWP & PPE	SWP and PPE requirements discussed?	Does the contractor have Safe Work Procedures and Personnel Protective Equipment requirements in place?
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	<p>If no Manual tree falling (falling trees >6" at stump height) will occur under this contract then this observation is N/A</p> <p>Otherwise, Does the contractor understand the need for:</p> <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> <ol style="list-style-type: none"> a) the person <ol style="list-style-type: none"> i) is acting in accordance with a plan, authorization or permit under this Act, ii) 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 iii) repealed iv) is acting in accordance with another enactment, and 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>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>
0402	Authorized Timber Harvest	Authorized Timber Harvesting specifications discussed	<p>FRPA S 52. Unauthorized Timber Harvesting</p> <p>1) A person must not cut, damage or destroy Crown timber unless authorized to do so</p> <ol style="list-style-type: none"> a) under this Act, the Forest Act or an agreement under the Forest Act, b) by the minister, for silviculture, stand tending, forest health, abating a fire hazard related to wildfires or another purpose, c) under a grant of Crown land made under the Land Act, d) under the Park Act, or e) under the regulations, in the course of carrying out activities <ol style="list-style-type: none"> i) under an authorization referred in section 51 or 57, or ii) that are incidental to or required to carry out activities authorized or approved under this Act, the Forest Act, the Range Act or another prescribed enactment. <p>2) A person is authorized to cut, damage or destroy Crown timber for the purpose of carrying out a forest practice that is funded under a vote as defined in section 1 of the Financial Administration Act.</p> <p>3) A person must not remove Crown timber unless authorized to do so</p> <ol style="list-style-type: none"> a) under the Forest Act or an agreement under the Forest Act, b) under a grant of Crown land made under the Land Act, or c) under the Park Act. <p>4) If a person, at the direction of or on behalf of another person,</p> <ol style="list-style-type: none"> a) cuts, damages or destroys Crown timber contrary to subsection (1), or b) removes Crown timber contrary to subsection (3), <p>5) that other person also contravenes subsection (1) or (3)</p>
0404	Landslide and Gully Processes	Landslide or Gully Process with Adverse Effects discussed	<p>FPPR S 37 Landslides</p> <p>An authorized person who carried out a primary forest activity must ensure that the primary forest activity does not cause a landslide that has a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act.</p> <p>S 38 Gully processes</p> <p>An authorized person who carries out a primary forest activity on the Coast must ensure that the primary forest activity does not cause a gully process that has a material adverse effect in relation to one or more of the subjects lists in section 149 (1) of the Act.</p>
0405	Fan Destabilization Prevented	Fan Destabilization resulting from activities discussed	<p>FPPR S 54 Fan destabilization</p> <p>An authorized person who carries out a primary forest activity on the Coast must ensure that the primary forest activity does not cause fan destabilization that has a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act.</p>
0412	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</p> <p>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</p> <p>S 70 Resource features and wildlife habitat features</p> <p>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 wildlife habitat feature.</p> <p>Wildlife Act</p> <p>S 7. Damage to land set aside for wildlife</p> <p>1) A person commits an offence if the person</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> i) wildlife, or ii) wildlife habitat <p>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</p> <p>A person commits an offence if the person, except as provided by regulation, possesses, takes, injures, molests or destroys</p> <ul style="list-style-type: none"> 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.
0116	Smoke Venting	Smoke Venting Index discussed	<p>Open Burning Smoke Control Regulation</p> <p>Schedule B, S 8 Favourable weather for smoke dispersion</p> <p>1) Unless otherwise specified for smoke management purposes in a Ministry of Forests burning permit or in a burn plan approved by the Ministry of Forests, open burning of debris must not be initiated unless the ventilation index is forecast as</p> <ul style="list-style-type: none"> a) "good" for the day the open burning is to be started, and b) "good" or "fair" on the second day the debris is anticipated to release smoke. <p>2) If the ventilation index required by subsection (1) is not publicly available, a person who proposes to open burn debris must conduct a test burn, lasting no longer than 60 minutes, of sufficient debris on the site to evaluate the weather conditions so as to ensure that smoke from any subsequent open burning, initiated on the same day as the test burn, will not negatively impact on a nearby population.</p> <p>3) Open burning of debris must not be initiated if the local air flow will cause the smoke to negatively impact on a nearby population.</p> <p>4) Unless otherwise exempted for smoke management purposes by a Ministry of Forests burning permit or in a burn plan approved by the Ministry of Forests, open burning of debris must not be initiated if atmospheric mixing at the site where the debris is to be burned is insufficient to provide rapid dispersion of the smoke.</p> <p>Wildfire Regulation</p> <p>S 24 Burn registration number</p> <p>1) The following is the information to be provided under section 22 (1) (c) (ii) and 23 (1) (d) (ii):</p> <ul style="list-style-type: none"> a) the name, address, and telephone or facsimile number, or other means of immediate contact, of the person who proposes to light, fuel or use the open fire; b) the whereabouts of the parcel of land that contains the proposed burn area, including legal description of the parcel if available; c) the category of the proposed open fire d) other information relating to the proposed open fire that the official or the person answering the telephone number requires. <p>2) A person answering the burn registration telephone number or an official who receives an application from a person in accordance with subsection (1) may</p> <ul style="list-style-type: none"> a) assign a burn registration number to the person unless the proposed open fire has been prohibited or restricted under section 10 of the Act, and b) specify a date on or before which the open fire must be extinguished. <p>3) A person who has been assigned a burn registration number must provide it to an official immediately on request.</p>

0417	FSP Results, Strategies & Measures	FSP Results, Strategies & Measures discussed	<p>FRPA</p> <p>S 47 Invasive Plants</p> <p>A person carrying out a forest practice or a range practice must carry out measures that are</p> <ul style="list-style-type: none"> a) specified in the applicable operational plan, or b) authorized by the minister <p>to prevent the introduction or spread of prescribed species of invasive plants.</p> <p>S 48 Natural range barriers</p> <p>A person carrying out</p> <ul style="list-style-type: none"> c) a forest practice, or d) a range practice <p>that directly or indirectly removes or renders ineffective a natural range barrier must carry out measures that are</p> <ul style="list-style-type: none"> e) specified in an operational plan for the area, or f) authorized by the minister <p>to mitigate the removal or the ineffectiveness of the natural range barrier.</p> <p>FPPR</p> <p>S 5 Objectives set by government for soils</p> <p>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</p> <p>(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</p> <ul style="list-style-type: none"> (a) the survival of species at risk, (b) the survival of regionally important wildlife, and (c) the winter survival of specified ungulate species. <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</p> <ul style="list-style-type: none"> (a) species referred to in subsection (1), and (b) indicators of the amount, distribution and attributes of wildlife habitat described in subsection (1). <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>(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> <ul style="list-style-type: none"> (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 (b) for which there is no fisheries sensitive watershed objective <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 accept 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>(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>
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0417	FSP Results, Strategies and Measures discussed (Continued)	FSP Results, Strategies and Measures discussed (Continued)	<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>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> <p>S 9.2 Objectives set by government for visual quality</p> <p>(1) In this section:</p> <p>“scenic area” means an area of land established as a scenic area under the Forest Practices Code of British Columbia Act on or before October 24, 2002 and continued as a scenic area under section 180 (c) of the Act;</p> <p>“visual quality class” means a visual sensitivity class established on or before October 24, 2002, particulars of which are publicly available in the Land and Resource Data Warehouse maintained by the minister responsible for the Land Act.</p> <p>(2) The objective set by government in relation to visual quality for a scenic area, that</p> <p>(a) was established on or before October 24, 2002, and</p> <p>(b) for which there is no visual quality objective</p> <p>Is to ensure that the altered forest landscape for the scenic area</p> <p>(c) in visual sensitivity class 1 is in either the preservation or retention category,</p> <p>(d) in visual sensitivity class 2 is in either the retention or partial retention category,</p> <p>(e) in visual sensitivity class 3 is in either the partial retention or modification category,</p> <p>(f) in visual sensitivity class 4 is in either the partial retention or modification category,</p> <p>(g) in visual sensitivity class 5 is in either the modification or maximum modification category</p> <p>S 10 Objectives set by government for cultural heritage resources</p> <p>The objective set by government for cultural heritage resources is to conserve, or, if necessary, protect cultural heritage resources that are</p> <p>(a) the focus of a traditional use by an aboriginal people that is of continuing importance to that people, and</p> <p>(b) not regulated under the Heritage Conservation Act</p> <p>S 17 Invasive plants</p> <p>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</p> <p>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>
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0419	DM Notification	DM Notification of (re)start of Harvesting & Road Construction discussed	<p>FPPR S 85 Notification of timber harvesting or road construction An agreement holder must notify the district manager before(a) beginning (i) timber harvesting, or(ii) construction of a road that is not a temporary access structure, and(b) re-starting the activities described in paragraph (a) (i) and (ii) in a cutblock after an inactive period of 3 months or more. A notice under subsection (1) must specify(a) the location of the timber harvesting or road, including any administrative identifier that relates to the location, (b) a contact name and contact information, and(c) the projected date for beginning timber harvesting or road construction.</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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Federal</th> <th style="text-align: center;">BC</th> <th style="text-align: center;">Occupational Health & Safety Regulation</th> </tr> </thead> <tbody> <tr> <td>Fisheries Act</td> <td>Wildlife Act & Regulations</td> <td>Waste Management Acct</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 Acct	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 requirements discussed	<p>FPPR S 50 Restrictions in a riparian management area 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> <p>S 51 Restrictions in a riparian reserve zone 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 <i>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</i>, 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> <p>S 52 Restrictions in a riparian management zone 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;</p>																																	

0503	Stream Crossings	Stream Crossings to protect channels and mitigate disturbance discussed	<p>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. 2) An authorized person who builds a stream crossing as part of a temporary access structure must remove the crossing when it is no longer required by the person.
0504	Fish Passage & Habitat	Fish Passage and Fish Habitat protection discussed	<p>FPPR</p> <p>S 56 Fish passage</p> <ol style="list-style-type: none"> 1) An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not have a material adverse effect on fish passage in a fish stream. 2) An authorized person who maintains a fish stream crossing built after June 15, 1995, must ensure that the crossing does not have a material adverse effect on fish passage. 3) Despite subsections (1) and (2), an authorized person may temporarily allow a material adverse effect on fish passage to construct, maintain or deactivate a road, including a stream crossing, if(a) fish are not migrating or spawning, and(b) the source of the material adverse effect is removed immediately on completion of the construction, maintenance or deactivation. <p>S 57 Protection of fish and fish habitat</p> <p>An authorized person who carries out a primary forest activity must conduct the primary forest activity at a time and in a manner that is unlikely to harm fish or destroy, damage or harmfully alter fish habitat.</p> <p>Federal Fisheries Act</p> <p>S 35. Harmful alteration, etc., of fish habitat</p> <ol style="list-style-type: none"> 1) No person shall carry on any work or undertaking that results in the harmful alteration, disruption or destruction of fish habitat. <p>S 36. Throwing overboard of certain substances prohibited</p> <ol style="list-style-type: none"> 3) Subject to subsection (4), no person shall deposit or permit the deposit of a deleterious substance of any type in water frequented by fish or in any place under any conditions where the deleterious substance or any other deleterious substance that results from the deposit of the deleterious substance may enter any such water. <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>
0505	Community Watershed	Stream Sediment, in Community Watersheds discussed	<p>FPPR</p> <p>S 61 Excavated or bladed trails</p> <p>An agreement holder who(a) carries out timber harvesting, and(b) constructs an excavated or bladed trail in a community watershed must ensure that doing so does not cause sediment that is harmful to human health to enter a stream, wetland or lake from which water is being diverted for human consumption by a licensed waterworks.</p>

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> <p>Water Regulation S 41. Protection of Water Quality A person making a change in and about a stream must ensure that a) no substance, sediment, debris or material that could adversely impact the stream is i) allowed or permitted to enter or leach or seep into the stream from any activity, construction, worksite, machinery or from components used in the construction of any works, or ii) (placed, used or stored within the stream channel, b) no standards or objectives published under section 2 (e) of the Environment Management Act by the Ministry of Water, Land and Air Protection for the protection of ambient water quality are exceeded or not attained now or in the future due to the change, c) there is no disturbance or removal of stable natural materials and vegetation in and about a stream that contribute to stream channel stability except as authorized under this regulation and in accordance with the terms and conditions specified by the habitat officer, d) temporary material, fill, bridge, culvert, pump, pipe, conduit, ditch or other structure used to assist in the construction of any works are constructed and maintained only during the period of construction, and are removed on completion of the works, e) all cast-in-place concrete and grouting is completely separated from fish bearing waters for a minimum of 48 hours, f) rock from acid-generating rock formations is not used for construction, and g) the stream is restored to its natural state on completion of the change in and about a stream.–</p> <p>S 43. Protection of Other Water Users 1) A person making a change in and about a stream, other than a change under section 44 (1) (o) to (s) or (2), must ensure that persons who are lawfully diverting or using water under the Water Act will not be adversely affected. 2) Despite subsection (1), if persons who are lawfully diverting or using water under the Water Act may be adversely affected, a person proposing to make a change in and about a stream, other than a change under section 44 (1) (o) to (s) or (2), must give 3 days notice to those persons prior to commencing to make the change and must provide an adequate supply of water to those persons, if required by those persons.</p>
ID #	Hand Held Version	Form Version	06: Legislative – Road, Trail and Structure Requirements
0602	Re-vegetation	Re-vegetate Roads within 2 years discussed	<p>FPPR S 40 Revegetation An authorized person who constructs or deactivates a road must ensure that soil exposed by the construction or deactivation is revegetated within two years after the construction or deactivation is completed if it is reasonably foreseeable that(a) the erosion of the soil would cause(i) sediment to enter a stream, wetland or lake, or(ii) a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act, and(b) revegetation would materially reduce the likelihood of erosion.</p>
0605	Roads & Structures	Road & Structures Constructed & Maintained to be Sound & Safe discussed	<p>FPPR S 72 Roads and associated structures 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>
0606	Maintain Natural Surface Drainage	Maintain Natural Surface Drainage Patterns in Road Construction discussed	<p>FPPR S 39 FPPR Natural surface drainage patterns 1) If an authorized person constructs a road, a temporary access structure or a permanent access structure on an area, the person must maintain natural surface drainage patterns on the area both during and after construction. 2) Despite subsection (1), if it is not practicable for an authorized person to maintain natural surface drainage patterns during the construction of a road, a temporary access structure or permanent access structure, the person must ensure the altered surface drainage pattern is compatible with the original natural surface drainage pattern by the earlier of (a) the end of the construction, and (b) the next freshet.</p>

0607	Structure Design	Build, Repair and/or Install Bridges & Culverts as designed discussed	<p>S 73 Design of bridges</p> <p>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> <p>S 74 Peak flow</p> <p>1) A person who builds a bridge across a stream or installs a culvert in a stream for the purpose of constructing or maintaining a road must ensure that the bridge or culvert is designed to pass the highest peak flow of the stream that can reasonably be expected within the return periods specified below for the length of time it is anticipated the bridge or culvert will remain on the site:</p> <table border="1" data-bbox="503 525 1364 735"> <thead> <tr> <th>Anticipated period the bridge or culvert will remain on the site</th> <th>Peak flow return period</th> </tr> </thead> <tbody> <tr> <td>For a bridge or culvert that will remain on site for up to 3 years</td> <td>10 years</td> </tr> <tr> <td>For a bridge that will remain on site from 3 to 15 years</td> <td>50 years</td> </tr> <tr> <td>For a bridge that will remain on site for over 15 years</td> <td>100 years</td> </tr> <tr> <td>For a culvert that will remain on site for over 3 years</td> <td>100 years</td> </tr> <tr> <td>For a bridge or culvert within a community watershed that will remain on site for over 3 years</td> <td>100 years</td> </tr> </tbody> </table> <p>2) A person may build a bridge that will not conform to the requirements of subsection (1) if</p> <ol style="list-style-type: none"> the bridge will pass the flow that will occur during the period the bridge remains on the site, the construction of the bridge occurs during a period of low flow, and(c) the bridge, or a component of the bridge that is vulnerable to damage by high flow, is removed before any period of high flow begins. <p>3) A person may install a culvert that will not conform to the requirements of subsection (1) if(a) the installation is temporary and the person does not expect to subsequently install a replacement culvert at that location, (b) the stream in which the culvert is being installed is not a fish stream, (c) the culvert will pass the flow that will occur during the period the culvert remains on the site, (d) the installation of the culvert occurs during a period of low flow, and(e) the culvert is removed before any period of high flow begins.</p> <p>S 75 Structural defects</p> <p>A person who maintains a road must do one or more of the following if a structural defect or deficiency occurs on a bridge that is part of that road: (a) correct the defect or deficiency to the extent necessary to protect(i) industrial users of the bridge, and(ii) downstream property, improvements or forest resources that could be affected if the bridge fails; (b) close, remove or replace the bridge; (c) restrict traffic loads to a safe level; (d) place a sign, on each bridge approach, stating the maximum load capacity of the bridge.</p> <p>S 77 Retaining information</p> <p>1) A person who builds a bridge or major culvert for the purpose of constructing or maintaining a road must do all of the following:</p> <ol style="list-style-type: none"> prepare or obtain <ol style="list-style-type: none"> pile driving records, for new materials used to build the bridge or major culvert, mill test certificates, in-plant steel fabrication drawings, and concrete test results, soil compaction results, and other relevant field and construction data; prepare as-built drawings of the bridge or major culvert; retain the information referred to in paragraphs (a) and (b) until the earlier of the date that <ol style="list-style-type: none"> the bridge or major culvert is removed, and the person is no longer required to maintain the road. <p>2) Subject to subsection (3), a person responsible for maintaining a road must retain a copy of inspection records for a bridge or major culvert associated with the road for at least one year after the bridge or major culvert is removed from the site.</p> <p>3) Unless the road has been deactivated, a person must submit to the district manager or the timber sales manager, as applicable, the documents, drawings and records described in subsections (1) and (2) in respect of a road if the person is no longer required to maintain the road because the district manager or timber sales manager</p> <ol style="list-style-type: none"> cancelled the road permit, road use permit or special use permit for the road, and does not require the road to be deactivated. 	Anticipated period the bridge or culvert will remain on the site	Peak flow return period	For a bridge or culvert that will remain on site for up to 3 years	10 years	For a bridge that will remain on site from 3 to 15 years	50 years	For a bridge that will remain on site for over 15 years	100 years	For a culvert that will remain on site for over 3 years	100 years	For a bridge or culvert within a community watershed that will remain on site for over 3 years	100 years
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0608	Road Clearing Width	Road Clearing Widths Appropriate for Conditions, including safety discussed	<p>S 78 Clearing widths</p> <p>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>												

0609	Road Deactivation	Road Deactivation Requirements discussed	<p>S 82 Road deactivation</p> <ol style="list-style-type: none"> 1) A person who deactivates a road must do the following: (a) barricade the road surface width in a clearly visible manner to prevent access by motor vehicles, other than all-terrain vehicles; (b) remove bridge and log culvert superstructures and stream pipe culverts; (c) remove bridge and log culvert substructures, if the failure of these substructures would have a material adverse effect on downstream property, improvements or forest resources; (d) stabilize the road prism or the clearing width of the road if the stabilization is necessary to reduce the likelihood of a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act. 2) A person may submit to the district manager, in writing, a request for an exemption from the requirements of subsection (1) (a) if (a) the person has not begun deactivating the road, and (b) the road does not contain any bridges or major culverts. 3) The minister, in a notice given to a person who submits a request under subsection (2), may exempt the person if the minister is satisfied that the effectiveness of the works described in subsection (1) will not be negatively impacted by motor vehicle use. 4) If a road deactivated under this section is a road that was used under the authority of a road permit associated with, or a cutting permit issued under, a tree farm licence, the holder of the tree farm licence must maintain the stability of each part of the road that was deactivated. <p>S 83 Hazard warning At all times while a road is being deactivated, a person must have a sign posted that warns users of the deactivation.</p>
0610	Road Maintenance	Road Maintenance Requirements discussed	<p>FRPA S 22.1. Industrial use of a road</p> <ol style="list-style-type: none"> 1) A person must not use a road for <ol style="list-style-type: none"> a) timber harvesting, including the transportation of the timber or associated machinery, materials or personnel, or b) access for tree planting requiring more than 12 months to complete, or silvicultural treatments requiring transportation of machinery, except in one or more of the following circumstances: <ol style="list-style-type: none"> c) the person <ol style="list-style-type: none"> i) is authorized to do so under a timber sale licence that does not provide for a cutting permit or under a woodlot licence, cutting permit, road permit or forestry licence to cut, or ii) is exempted under subsection (4); d) the road is a forest service road, and the person is authorized to use the road under a road use permit or is exempted under subsection (4); e) the road is one for which another person has a timber sale licence that does not provide for a cutting permit or has a woodlot licence, cutting permit, road permit or special use permit. <p>FPPR S 79. Road maintenance</p> <ol style="list-style-type: none"> 1) A person may maintain a road only if authorized or required to do so under the Act or this regulation. 2) A person who is authorized in respect of a road must maintain the road, including bridges, culverts, fords and other structures associated with the road, until <ol style="list-style-type: none"> a) the road is deactivated, b) the district manager notifies the person that the road should not be deactivated due to use or potential use of the road by others, c) a road permit or special use permit for the road is issued to another person, or d) the road is declared a forest service road under the Forest Act. 3) Subject to subsection (4), the government must maintain a forest service road, including bridges, culverts, fords and other structures associated with the road, until the road is deactivated. 4) A person required to maintain a road must ensure all of the following: <ol style="list-style-type: none"> a) the structural integrity of the road prism and clearing width are protected; b) the drainage systems of the road are functional; c) the road can be used safely by industrial users.
0611	Community Watershed Notification	48 Hour Notification for Road Works in Community Watersheds discussed	<p>FPPR S 84 Notice - road in community watershed At least 48 hours before commencement of road construction or deactivation in a community watershed, a person must notify affected water licensees or affected water purveyors.</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: <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 ERP. <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 ERP 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 “<i>Interpretative Bulletin for the Application of Wildfire Regulation Application for the Forest Industry</i>” 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> <ul style="list-style-type: none"> d) a major licence, e) a timber sale licence that is not a major licence, f) a community forest agreement, or g) 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	<p>SCHEDULE 3 RESTRICTIONS ON HIGH RISK ACTIVITIES</p> <table border="1"> <thead> <tr> <th>Danger Class</th> <th>Restriction</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td>III moderate</td> <td>After 3 consecutive days of DGR III or greater, maintain a fire watcher after work for a minimum of one hour</td> <td>Until after the fire danger class falls below DGR III</td> </tr> <tr> <td>IV high</td> <td>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</td> <td>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</td> </tr> <tr> <td>V extreme</td> <td>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 After 3 consecutive days of DGR V, cease activity all day</td> <td>Until after the fire danger class falls below DGR IV for 2 or more consecutive days Until after the danger class falls below DGR V for 3 or more consecutive days, or falls below DGR IV</td> </tr> </tbody> </table> <p>Wildfire Regulation S 6 High risk activities</p> <p>5) In this section, "fire season", in relation to an area, means the period</p> <ol style="list-style-type: none"> a) beginning on <ol style="list-style-type: none"> i) the third day after the area is snow free, or ii) in areas where snow cover is often absent, the third consecutive day that the temperature at noon is at least 12 degrees, and b) ending on whichever occurs first <ol style="list-style-type: none"> i) the first day after October 1 on which each of the following is present: <ol style="list-style-type: none"> A) the daily fine fuel moisture code value is 75 or less; B) the daily duff moisture code value is 6 or less; C) the drought code value is 15 or less, or ii) noon of the first day on which the area becomes snow covered. <p>6) 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> <ol style="list-style-type: none"> a) by reference to representative weather data for the area, b) by reference to <ol style="list-style-type: none"> i) the Danger Region from Schedule 1, ii) the applicable numerical rating under the Buildup Index, and iii) the applicable numerical rating under the Fire Weather Index, and c) by cross-referencing the Buildup Index with the Fire Weather Index, for the applicable Danger Region, under Schedule 2. <p>7) 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>8) 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> <ol style="list-style-type: none"> a) mechanical brushing; b) disk trenching; c) preparation or use of explosives; d) using fire- or spark-producing tools, including cutting tools; e) using or preparing fireworks or pyrotechnics; f) grinding, including rail grinding; g) mechanical land clearing; h) clearing and maintaining rights of way, including grass mowing; 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: <ol style="list-style-type: none"> i) operating a power saw; ii) mechanical tree felling, woody debris piling or tree processing, including de-limbing; iii) welding; iv) portable wood chipping, milling, processing or manufacturing; v) skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contacting rock; vi) yarding logs using cable systems 	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 After 3 consecutive days of DGR V, cease activity all day	Until after the fire danger class falls below DGR IV for 2 or more consecutive days Until after the danger class falls below DGR V for 3 or more consecutive days, or falls below DGR IV
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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 Requirement
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
1006	Industrial Camp Standards	Industrial Camp Standards Requirements	Advisory Bulletin No. 2011-03-22 (External) – Industrial Camp Standards 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/
ID #	Hand Held Version	Form Version	12: General Contractual Conditions of Licence
1201	Designated supervisor	Designated Supervisor directing workers identified	FS 623 Paragraph 6.05 The Contractor shall designate a representative, who shall have full authority to act on behalf of the Contractor in connection with the Work and the Agreement and who shall be available at all times to the Ministry Representative. Paragraph 6.07 The Contractor shall not substitute a representative without the written consent of the Ministry Representative.
1202	Timber marking	Timber Marking Practices to be followed	FLtC Paragraph 8.01 The timber mark for timber cut under the Licence is: <i>{Business Area Timber mark}</i> or The timber mark(s) for timber cut and removed under this Licence is/are: <i>{FLtC Timber mark}</i>
1203	Dangerous Tree	Dangerous Tree requirements discussed	FLtC Paragraph 6.02 The Licensee may fell trees outside of the clearing area if the person conducting tree felling determines that the tree is a dangerous tree according to Workers' Compensation Board regulations. Paragraph 6.03 The Licensee may remove a tree felled under Paragraph 6.02 if this Licence authorizes the removal of Crown timber from the clearing area, unless directed otherwise by the Timber Sales Manager. FLtC Schedule A Part 2.00 Dangerous Trees clauses (if applicable) 2.02 The Licensee may cut a tree outside of the cutting authority if a person authorized by the Licensee reasonably believes that the tree represents a safety hazard
ID #	Hand Held Version	Form Version	14: Specific Conditions of Licence, Road, Log Dump Permit or Contract
1401	Reserved timber	Reserved Timber clauses discussed	FLtC Schedule A Part 2.00 Dangerous Trees clauses (if applicable) 2.03 The Licensee may cut a tree that is reserved from cutting and is located within the cutting authority area if the person authorized by the Licensee reasonably believes that c) the tree represents a safety hazard, and d) a "no work zone" does not need to be established FLtC Schedule B Paragraph 1.01 The Licensee will not fell standing timber, and will not buck or remove felled or dead and down timber, as the case may be, if a) the timber is specified as reserved timber in Paragraph 1.02, or b) under an applicable operational plan or the Forestry Legislation, the Licensee must not fell, buck, or harvest the timber for silviculture, biodiversity, or other forest management reasons, unless either authorized by the Timber Sales Manager or specified in Schedule A to this Licence.
1402	TSM Notified	Administrative clauses discussed	FLtC Schedule A Part 1.00 Administrative clauses (if applicable) 0.01 The Licensee must a) notify the Timber Sales Manager of the date that the Licensee intends to begin timber harvesting or road construction at least [Number of days] days before the date that the Licensee intends to begin either of those activities, informing the Timber Sales Manager of the date that the Licensee intends to begin each of those activities respectively and, if the Licensee intends to stop operations on the cutting authority area for longer than 14 consecutive days, the Licensee will b) notify the Timber Sales Manager within 5 working days of after the commencement of that shutdown, and c) notify the Timber Sales Manager at least 2 working days before recommencing operations on the cutting authority area.

1403	Environmental	Environmental clauses discussed	<p>FLtC Schedule A Part 3.00 Environmental clauses (if applicable)</p> <p>3.04 The Licensee must</p> <ol style="list-style-type: none"> a) supply, use and maintain at least one self-contained chemical toilet for every ten (10) persons working in the cutting authority area on or near a landing approved by the Timber Sales Manager when conducting operations under this licence, and b) discharge those toilets only at an approved disposal site that is not on the cutting authority area. 																		
1404	Other occupiers of land	Other Utilities and Occupiers of Land clauses	<p>FLTC Schedule A Part 4.00 Other Utilities & occupiers of land clauses (if applicable)</p> <p>4.01 The Licensee must not unreasonably interfere with the exercise of the following rights of use or occupation held by the following person(s):</p> <ol style="list-style-type: none"> a) [Describe each person and the rights held by that person] <p>and must notify that person or each of those persons at least 14 days before commencing activities on the cutting authority area.</p> <p>4.02 The Licensee, before commencing operations on the cutting authority area, must</p> <ol style="list-style-type: none"> a) identify the location of each water intake and pipeline and, b) locate and mark every skid trail that will cross an intake or pipeline. <p>4.03 The Licensee</p> <ol style="list-style-type: none"> a) must repair any improvement belonging to a third party that is damaged because of operations conducted under this license, and b) if the Licensee fails to repair an improvement, must pay the full cost a repair completed by another person. <p>4.04 The Licensee, before operating within two tree lengths of a statutory right-of-way, utility, or private property, must</p> <ol style="list-style-type: none"> a) notify the offices of [appropriate agency] at least seven (7) days before commencing those operations and b) comply with that party's guidelines and applicable Workers' Compensation Act regulations in respect of conducting activities in the vicinity of that right-of-way. <p>4.05 The Licensee must</p> <ol style="list-style-type: none"> a) before commencing operations in the vicinity of a recreation trail, post signs on the trail warning of those operations, b) not skid logs along the trail, and c) repair any damage to the trail surface, cut banks, or other structures caused by the cutting or removal of timber. <p>4.07 The Licensee will comply with the terms and conditions of a Site Alteration Permit issued to BC Timber Sales under Section 12 of the Heritage Conservation Act, to the extent that the aforesaid Permit applies to the cutting authority area, by</p> <ol style="list-style-type: none"> a) collecting and labelling [number] stem round samples, and b) delivering those stem round samples to the BCTS field team office before [Date (with 4 digit year)]. 																		
1405	Construction Specs	Construction Specifications discussed	<p>FS 623 Schedule C Part 4 Construction Controls No Design</p> <p>In addition to applicable requirements stipulated in Schedule D of this contract, the Contractor shall construct the works in accordance with the following diagram and accompanying tabular construction specifications:</p> <p>Drawings</p> <p>In addition to applicable requirements stipulated in Schedule D of this contract, the Contractor shall construct the works in accordance with the following drawings:</p> <p>(Contractor Coordinator: double click on a box to check or uncheck its applicability.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan - drawing number insert number <input type="checkbox"/> Plan and Profiles -drawing numbers insert number(s) <input type="checkbox"/> Detailed Cross Sections - drawing or sheet numbers insert number(s) <input type="checkbox"/> Drainage Structures (other than bridges) drawings and specifications - drawing or sheet numbers insert number(s) <input type="checkbox"/> Special Structures drawings and specifications - drawing or sheet numbers insert number(s) <input type="checkbox"/> Other (specify) - insert other drawing or sheet types and numbers 																		
1407	Debris Disposal	Debris Disposal discussed	<p>FS 623 Schedule C Part 5 Site Preparation Debris Disposal</p> <p>When disposing of debris in accordance with Schedule D, debris must be disposed of in the following manner(s) for the designated sections of the road contract.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="6">DISPOSAL METHOD</th> </tr> <tr> <th>Road Section</th> <th>Piling</th> <th>Piling and Burning</th> <th>Scattering</th> <th>Burying</th> <th>End Haul to a Disposal Site</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Insert section(s)</td> <td style="text-align: center;">Insert "X" or N/A</td> <td style="text-align: center;">Insert "X" or N/A</td> <td style="text-align: center;">Insert "X" or N/A</td> <td style="text-align: center;">Insert "X" or N/A</td> <td style="text-align: center;">Insert "X" or N/A</td> </tr> </tbody> </table>	DISPOSAL METHOD						Road Section	Piling	Piling and Burning	Scattering	Burying	End Haul to a Disposal Site	Insert section(s)	Insert "X" or N/A	Insert "X" or N/A	Insert "X" or N/A	Insert "X" or N/A	Insert "X" or N/A
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1408	Subgrade compacted	Subgrade compaction discussed	<p>FS 623 Schedule C Part 6 Roadway and Drainage Excavation</p> <ul style="list-style-type: none"> • In addition to the requirements for embankment compaction in Schedule D, the contractor must: insert additional compaction requirements • The specifications for ballast size and depth are: <ul style="list-style-type: none"> ➢ Insert ballast specifications • Ballast materials must be placed and compacted such that the road will support a fully loaded gravel truck without leaving ruts. 																		

1409	Deactivation	Deactivation Schedule conditions discussed	As per applicable deactivation schedules in contract
1410	Maintenance	Maintenance Schedule conditions discussed	As per applicable maintenance schedules in contract
1411	Log Dump	Log Dump specifications discussed	As per applicable log dump construction schedules in permit and/or contract
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
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)
9607	BA Specific Requirements	TSG Open Burning Checklist discussed	<ul style="list-style-type: none"> Provided to Road Construction Contractors and TSL Holders to provide a thorough guide of best management practices prior to burning debris Review information provided in EMS Binder
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
9610	BA Specific Requirements	Temporary Shutdowns discussed	<ul style="list-style-type: none"> Discuss expectations at temporary shutdown, including ensuring natural drainage patterns, managing water in and around roads, removing industrial waste, site maintenance, ditchline maintenance, culvert maintenance, addressing safety hazards, and restricting access for safety reasons Ensure that LPCs know about the requirement to perform a self-inspection prior to leaving the site during a temporary shutdown Encourage LPC to inform BCTS when temporary shutdown will commence and end
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
9614	BA Specific Requirements	Community Watershed ERP & Contact List Discussed	<ul style="list-style-type: none"> To be used when harvesting or road construction/maintenance/deactivation/reactivation in a Community Watershed is prescribed The ERP is a supplement to the EMS ERP that is always required (ie. both documents must be used). The Contact List must be completed by Planning and the field team prior to start of operations and reviewed at the prework.
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 How the inspections will be recorded and shared with the contractor.
9632	CQMS Requirements	Contract invoicing and procedures discussed	<p>Discuss invoicing procedures for Contract works including:</p> <ol style="list-style-type: none"> Share names of administrative point of contact/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 for. 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 D	ID #	CORRECTIVE ACTION – 1		
		Requirement:	Responsibility:	
	Description:		Target Date: Click here to enter a date.	Completion Date: Click here to enter a date.
	Corrective Action:		Follow-up:	
	ID #	CORRECTIVE ACTION – 2 (add extra sheets for more actions)		
		Requirement:	Responsibility:	
	Description:		Target Date: Click here to enter a date.	Completion Date: Click here to enter a date.
	Corrective Action:		Follow-up:	

ISSUE(S)	Complete Incident Report Form for each incident type. Enter in Issue Tracking System (ITS) linked to the Pre-work. ITS required for significant or repeat non-conformance, potential non-compliance, or Incident (as defined in EOP-04).	Issue #: _____	Issue Type: _____
		Issue #: _____	Issue Type: _____

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.



**ACCESS
PRE-WORK REPORT
GUIDANCE DOCUMENT**

BCTS CHK-002
Completed by hand, in Word as a protected form or by Hand Held digital application for entry into Cengea Forest - Resources.

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.

GENERAL PRE-WORK COMMENTS	
(Reference Requirement ID # where appropriate, add extra sheets for more comments)	
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: _____ <small>Click here to enter a date.</small> Planned Inspection Date: _____ <small>Click here to enter a date.</small>
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					
	Name (print)	Signature	Employer	Pre-Work delivered by	Date of Pre-Work delivery
Section F					

