

## SILVICULTURE PRE-WORK REPORT GUIDANCE DOCUMENT

**BCTS CHK-004**

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

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

**Section A:**

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

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

|                  |   |   |   |
|------------------|---|---|---|
| <b>Section B</b> | <b>Pre-Work Scope &amp; Detail</b>  |   |   |
|                  | <p><b>Project Risk Ranking</b></p> <p>EMS:      <input type="checkbox"/> High      <input type="checkbox"/> Medium      <input type="checkbox"/> Low</p> <p>Safety:    <input type="checkbox"/> High      <input type="checkbox"/> Medium      <input type="checkbox"/> Low</p> <p>CQMS:     <input type="checkbox"/> High      <input type="checkbox"/> Medium      <input type="checkbox"/> Low</p> <p>BCTS EMS Inspection Frequency: _____</p> <p>BCTS Safety Inspection Frequency: _____</p> <p>Contractor EMS Inspection Frequency: _____</p> <p>BCTS CQMS Contract Inspection Frequency: _____</p> <p><b>Tests and Drills</b></p> <p>Requirement:    <input type="checkbox"/> Test      <input type="checkbox"/> Drill</p> <p>Type:    <input type="checkbox"/> Fire      <input type="checkbox"/> Spill      <input type="checkbox"/> Slide      <input type="checkbox"/> Safety</p> <p>By when: _____</p> | <p><b>Contract Type</b></p> <p><input type="checkbox"/> Tree Planting                      <input type="checkbox"/> Mechanical Site Preparation</p> <p><input type="checkbox"/> Stand Tending                      <input type="checkbox"/> Herbicide Treatment</p> <p><input type="checkbox"/> Manual Brushing                  <input type="checkbox"/> Prescribed Burning</p> <p><input type="checkbox"/> Silviculture Project Implementation Contract</p> <p><input type="checkbox"/> Other (specify): _____</p> <p><b>Blocks / Areas Applicable to Pre-work</b></p> <p>_____</p> | <p><b>Pre-work Method</b></p> <p><input type="checkbox"/> Field      <input type="checkbox"/> Office</p> <p><input type="checkbox"/> Telephone</p> <p><b>Applicable Legislation</b></p> <p><input type="checkbox"/> FRPA</p> <p><input type="checkbox"/> FPC</p> <p><input type="checkbox"/> Other (Specify): _____</p> |

**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. Indicate Tests and Drills as per EMS protocols. Contract Type and Inspection Method are check boxes with the exception of Other in the Contract Type which will have free text in word. For CQMS(Contract) risk ranking, follow the recommended inspection frequency based on risk assessment and/or approved Expense Authority variance.

Note: Use Consulting Services checklists (CHK 001, CHK 005) for silviculture survey contracts. Use Silviculture checklists (CHK 004, CHK 008) for silviculture project implementation contracts.

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

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

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

For the purposes of a pre-work a Yes means that the requirement was discussed and that in the Inspector's opinion the requirement is being met or likely will be met barring unforeseen circumstances. A No means that the requirement was discussed and that in the Inspector's opinion the requirement is not being met or likely will not be met (Actual or potential non-conformance or Issue).

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

- Conformance with the Project Plan.

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

**Note:**

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

**Definitions:**

**FRPA**

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

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

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

**FPPR**

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

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

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

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

**Minor Tenure:** means (a) a free use permit, (b) a Christmas tree permit, (c) an occupant licence to cut, or (d) a forestry licence to cut that is not a major licence and limits (i) the area from which timber may be harvested to 1 ha or less, and (ii) the volume of timber to be harvested to 2 000 m<sup>3</sup> 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 contract administrator should share with the contractor:

| ID #        | 01: Contract Safety Requirements                                     | Status                   |                          | ID #                     | 04: Legislative - Area and General Requirements | Status      |   |   |                          |                          |                          |                          |
|-------------|--|--------------------------|--------------------------|--------------------------|---|-------------|---|---|--------------------------|--------------------------|--------------------------|--------------------------|
|             |  | Y                        | N                        |                          |   | ND          | NA  | Y   | N                        | ND                       | NA                       |                          |
| 0101        | SAFE Company status ensured?   | <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"/>                        | 0404        | Landslide or Gully Process with Adverse Effects 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"/>                        | 0405        | Fan Destabilization resulting from activities 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"/>                        | 0412        | General Wildlife Measures 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"/>                        | 0413        | Resource Features 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"/>                        | 0414        | Wildlife Habitat 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"/>                        | 0415        | Burn plan in place  | <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"/>                        | 0418        | FPC Requirements 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"/>                        | <b>ID #</b> | <b>05: Legislative – Stream and Riparian Requirements</b> | <b>Status</b>   | <b>Y</b>                 | <b>N</b>                 | <b>ND</b>                | <b>NA</b>                |
| <b>ID #</b> | <b>02: Multiple Employer Workplace (applied to Prime Contractor)</b> | <b>Status</b>            | <b>Y</b>                 | <b>N</b>                 | <b>ND</b>                                       | <b>NA</b>   | 0502  | RMA Retention on Temperature Sensitive Streams discussed                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 0202        | PC Agreement Signed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                        |             | 0503  | Stream Crossings installed to protect channels and mitigate disturbance 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"/>                        |             | 0504  | Fish Passage maintained and Fish Habitat discussed                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 0204        | Is PC qualified?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                        |             | 0506  | Drinking Water Quality & Licensed Water works 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"/>                        |             | 0507  | Restrictions (herbicide, MSP, brushing/spacing) in RRZ 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"/>                        |             | 0508  | Use of livestock is appropriate (i.e.: no corral, or CWS)                         | <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"/>                        |             | 0509  | Use of fertilizers in appropriate areas   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 0214        | PC reviewed safety programs?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                        | <b>ID #</b> | <b>07: Legislative – Integrated Pest Management</b>       | <b>Status</b>   | <b>Y</b>                 | <b>N</b>                 | <b>ND</b>                | <b>NA</b>                |
| 0215        | Known hazards identified?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                        |             | 0701  | General prohibitions and restrictions as per IPMP discussed                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|             |  |                          |                          |                          |   |             | 0702  | License/certificate for use of pesticides discussed                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|             |  |                          |                          |                          |   |             | 0703  | Use of pesticides in accordance with a pesticide use notice discussed             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Section C | ID #  | 08: Environmental Emergency Response Requirements   | Status<br>Y N ND NA   | ID #  | 10: General Contractual Conditions  | Status<br>Y N ND NA   |
|-----------|---|---|---|---|---|---|
|           | 0801  | Environmental Emergency Response Plan discussed   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 1001  | Work Progress Plan discussed  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|           | 0802  | Awareness of roles, responsibilities, and procedures discussed                                      | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 1002  | Fire Protection requirements discussed  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|           | 0803  | Incident Reporting discussed  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 1003  | Site Clean-Up requirements discussed  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|           | 0804  | Test and Drills discussed   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 1004  | Camping and Parking requirements discussed  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|           | 0805  | Emergency response equipment discussed  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 1005  | Employment Standards Act Requirements   | <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"/> | 1006  | Industrial Camp Standards Requirements  | <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"/> | ID #  | 11: Specific Contractual Conditions (Schedules & Appendices)  | Status<br>Y N ND NA   |
|           | 0808  | Fire Hazard Assessments and Abatement discussed   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 1101  | Schedule Conditions discussed   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|           | ID #  | 09: EMS – Documents, Records & General Requirements   | Status<br>Y N ND NA   | 1102  | Appendix 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"/> | 1103  | Stakeholder Notification discussed              | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |   |
| 0902      | Self Inspections discussed                                  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | ID #  | 80: Sustainable Forest Management Certification | Status<br>Y N ND NA   |   |
| 0903      | Project Plan documents to be on-site discussed              | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 8001  | SFM Certification Requirements discussed        | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |   |
| 0904      | Training current – records completed, updated and available | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | ID #  | 90: Business Area Specific Requirements         | Status<br>Y N ND NA   |   |
| 0905      | Industrial Waste 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"/> |   |
| 0906      | BCTS Fuel Handling (EFP 06) requirements 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"/> |   |
| 0907      | Other Environmental Field Procedures discussed              | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 9003  |   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |   |
|           |   |   | 9004  |   | <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"/> |   |

| 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: <a href="http://www.bcfscsafe.org/safe_companies/whos_safe.html">http://www.bcfscsafe.org/safe_companies/whos_safe.html</a></p> <p>This requirement is N/A if company or contract is exempted from SAFE Co. requirements.</p> <p>In General:<br/>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:<br/>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.<br/><a href="http://www2.worksafefbc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.14">http://www2.worksafefbc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.14</a></p>  |
| 0104 | Supervision       | Evidence of adequate supervision? | <p>Onsite supervisor or alternate has been identified and there are provisions for orientation, safety meetings, pre-works, monitoring and records. Contractor understands importance of supervisor and supervisor role to promote safety culture.</p>  |
| 0109 | Safety ERP        | Adequate Safety ERP?              | <p>Does contractor have adequate Safety Emergency Response Plan in place? Safety ERP (sERP) must include provisions to contact the first aid attendant, and must address plans for emergency evacuation of an injured worker including arrangements to contact the air service provider if air transportation is the primary method of evacuating an injured worker. sERP may be a combined document with EMS requirements but must address the needs of safety to receive affirmative observation under 1209.<br/>See<br/><a href="http://www2.worksafefbc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.17">http://www2.worksafefbc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.17</a><br/>for regulatory requirements.</p>   |
| 0111 | Communication     | Communication - signage, man      | <p>Communication provisions are in place including man-check, signage, and hazard awareness provisions. Contractor can use BCTS Active Worksite signs if they choose to identify the worksite and supervisor. Worksite signs are recommended to identify</p>  |

|      |                       |  |  |
|------|-----------------------|--|--|
|      |                       | check, etc. discussed?                 | 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 <b>Access Assessment checklist 23-1</b> .<br>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 <b>19-1, information to bidders, road assessment plan (23-1)</b> , 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.<br>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.<br>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 | <b>Requirements for submitting a Notice of Project (NOP)</b><br>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.<br><b>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.</b><br>For more information see:<br><a href="http://www2.worksafebc.com/publications/OHSRegulation/Part26.asp#SectionNumber:26.4">http://www2.worksafebc.com/publications/OHSRegulation/Part26.asp#SectionNumber:26.4</a>   |
| 0120 | Falling Addressed     | Manual Falling Addressed               | <b>If no Manual tree falling (falling trees &gt;6" at stump height) will occur under this contract then this observation is N/A</b><br>Otherwise,<br>Does the contractor understand the need for:<br><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.<br><input type="checkbox"/> Are certified, qualified fallers being used? BCFSC or Enform Level III, IV Certified fallers: falling cards must be current<br><input type="checkbox"/> Is there a falling plan developed? addressing at a minimum: <ul style="list-style-type: none"> <li>• emergency response plan</li> <li>• appropriate hazard identification, mitigation</li> <li>• monitoring and evaluating of fallers practices and work plans</li> <li>• man checks provisions</li> <li>• qualified assistance identified (see below)</li> <li>• identified alternative means to address danger trees such as heavy equipment, blasting, avoidance, and are parties involved appropriately trained?</li> </ul> <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<br>Can the contractor provide evidence or commitment that the above noted resources will be deployed for any and all manual tree falling operations?<br><input type="checkbox"/> Have the contractor complete and sign the manual falling verification form<br>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. |

| 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?<br>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><b>FRPA</b><br/><b>S 46 Protection of the environment</b></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"> <li>a) the person             <ol style="list-style-type: none"> <li>i) is acting in accordance with a plan authorization or permit under this Act,</li> <li>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</li> <li>iii) repealed</li> <li>iv) is acting in accordance with another enactment, and</li> </ol> </li> <li>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.</li> </ol> <p>2) A person, other than a person described in subsection (1), must not engage in any activity on Crown land that results in damage to the environment, unless in doing so</p> <ol style="list-style-type: none"> <li>a) the person             <ol style="list-style-type: none"> <li>i) is acting in accordance with a plan, authorization or permit under this act,</li> <li>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</li> <li>iii) is acting in accordance with another enactment, and</li> </ol> </li> <li>b) the person does not know and cannot reasonable be expected to know that, because of weather conditions or site factors, engaging in the activity may result, directly or indirectly, in damage specified by regulation.</li> </ol> <p>3) A person who contravenes subsection (1) or (1.1) must</p> <ol style="list-style-type: none"> <li>a) take appropriate action to prevent any further damage,</li> <li>b) promptly notify the district manager of the damage, and</li> <li>c) take any remedial measures that the minister required under section 74</li> </ol> <p>4) A person who discontinues a forest practice, a range practice or another activity referred to in subsection (1) or an activity referred to in subsection (1.1) may resume that practice or activity only if and when</p> <ol style="list-style-type: none"> <li>a) it can be resumed without contravening subsection (1) or (1.1), as the case may be, and</li> <li>b) the minister is satisfied that any remedial measures required under subsection (2) (c)             <ol style="list-style-type: none"> <li>i) have been carried out, or</li> <li>ii) will be carried out at the appropriate time.</li> </ol> </li> </ol> <p><b>FPPR</b><br/><b>S 3 Damage to the environment</b></p> <p>For the purpose of section 46 (1) [protection of the environment] and (1.1) of the Act, "damage" means any of the following that adversely alters an ecosystem:</p> <ol style="list-style-type: none"> <li>a) (a) a landslide;</li> </ol> |

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|      |                               |   | <ul style="list-style-type: none"> <li>b) (b) a gully process on the Coast;</li> <li>c) (c) a fan destabilization on the Coast;</li> <li>d) (d) soil disturbance;</li> <li>e) (e) the deposit into a stream, wetland or lake of               <ul style="list-style-type: none"> <li>i) a petroleum product,</li> <li>ii) a fluid used to service industrial equipment, or</li> <li>iii) any other similar harmful substance;</li> </ul> </li> <li>f) a debris torrent that enters a fish stream;</li> <li>g) changes to soil.</li> </ul> <p><b>Operational Services Contract (FS 1000)</b><br/><b>Article 8.02 Protection of the Environment</b></p> <p>If the Contractor encounters circumstances such as weather conditions or site factors where the Contractor knows or should reasonably know that proceeding with the Work may, directly or indirectly, cause Environmental Damage, the Contractor shall:</p> <ul style="list-style-type: none"> <li>a) immediately suspend such Work;</li> <li>b) immediately advise the Province of the suspension and circumstances;</li> <li>c) not proceed with such Work until the Province so instructs; and</li> <li>d) upon the Province's instruction to proceed with such Work, do so in accordance with the Province's instructions.</li> </ul> |
| 0404 | Landslide and Gully Processes | Landslide or Gully Process with Adverse Effects discussed         | <p><b>FPPR</b><br/><b>S 37 Landslides</b></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><b>S 38 Gully processes</b></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><b>FPPR</b><br/><b>S 54 Fan destabilization</b></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><b>FPPR</b><br/><b>S 69 General wildlife measures</b></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 | Unique Resource Features      | Resource Features discussed                                       | <p><b>FPPR</b><br/><b>S 70 Resource features and wildlife habitat features</b></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:(SAR, Nests, Licks, FSZ, MSZ) discussed | <p><b>FPPR</b><br/><b>S 70 Resource features and wildlife habitat features</b></p> <p>2) An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not damage or render ineffective a wildlife habitat feature.</p> <p><b>Wildlife Act</b><br/><b>S 7. Damage to land set aside for wildlife</b></p> <p>1) A person commits an offence if the person</p> <ul style="list-style-type: none"> <li>a) alters, destroys or damages wildlife habitat, or</li> <li>b) deposits on land or water a substance or manufactured product or by product in a manner that is harmful to</li> <li>c) wildlife, or</li> <li>d) wildlife habitat</li> </ul> <p>2) in a wildlife management area, except as permitted under section 4 (4) or by the regulations or a permit.</p> <p><b>S 34. Birds, nests and eggs</b></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"> <li>a) a bird or its egg,</li> <li>b) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or</li> <li>c) the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg.</li> </ul>      |
| 0415 | Burn Plan                     | Burn plan in place  | <p><b>Wildfire Regulation</b><br/><b>S 23 Resource Management Open Fire</b></p> <p>1) The circumstances in which a person is described in section 5 (1) or 6 (1) of the Act may light, fuel or use a resource management open fire in or within 1 km of forest land or grass land are as follows:</p> <ul style="list-style-type: none"> <li>a) the person is not prohibited from doing so under another enactment;</li> <li>b) to do so is safe and likely to continue to be safe;</li> <li>c) the person submits a burn plan to an official and receives the official's approval to it in writing'</li> <li>d) the person obtains a burn registration number for the fire           <ul style="list-style-type: none"> <li>i) by</li> </ul> </li> </ul>  |

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|      |                                      |  | <p>A) calling the telephone number made known by the government for that purpose, or<br/>B) contacting an official by other means<br/>ii) by providing the information referred to in section 24;<br/>e) the person takes all necessary precautions to ensure the fire is contained in the burn area.</p> <p>2) A person who lights, fuels or uses a resource management open fire on a burn area must ensure that the fire is extinguished by the date specified by the official or person who issued the burn registration number.</p> <p>3) Without limiting subsection (1) or (2), a person who lights, fuels or uses a resource management open fire must<br/>a) do so in accordance with the applicable approved burn plan, and<br/>b) ensure that the fire does not escape.</p> <p>4) If a resource management open fire spreads beyond the burn area or otherwise becomes out of control, the person who lit, fuelled or used the fire<br/>a) immediately must carry out fire control and extinguish the fire if practicable, and<br/>b) as soon as practicable must report the fire as described in section 2 of the Act.</p> <p>5) A person whom subsection (4) applied may discontinue carrying out fire control if relieved from doing so by an official.</p> <p><b>S 24 Burn registration number</b></p> <p>1) The following is the information to be provided under section 22 (1) (c) (ii) and 23 (1) (d) (ii):<br/>a) the name, address, and telephone or facsimile number, or other means of immediate contract, of the person who proposes to light, fuel or use the open fire;<br/>b) the whereabouts of the parcel of land that contains the proposed burn area, including legal description of the parcel if available;<br/>c) the category of the proposed open fire<br/>d) other information relating to the proposed open fire that the official or the person answering the telephone number requires.</p> <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<br/>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<br/>b) specify a date on or before which the open fire must be extinguished.</p> <p>3) A person who has been assigned a burn registration number must provide it to an official immediately on request. Ensure an FS 117B form has been completed.<br/>Further information is available at the following site: <a href="http://bcwildfire.ca/Prevention/PrescribedFire/createplan.htm">http://bcwildfire.ca/Prevention/PrescribedFire/createplan.htm</a></p> |
| 0416 | Venting Index                        | Smoke Venting index discussed                  | <p><b>Smoke Venting index checked for air quality/burning in prescribed manner</b></p> <p><b>Open Burning Smoke Control Regulation</b></p> <p><b>Schedule B, S 8 Favourable weather for smoke dispersion</b></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<br/>a) "good" for the day the open burning is to be started, and<br/>b) "good" or "fair" on the second day the debris is anticipated to release smoke.</p> <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>  |
| 0417 | FSP Results, Strategies and Measures | FSP Results, Strategies and Measures discussed | <p><b>FRPA</b></p> <p><b>S 47 Invasive Plants</b></p> <p>A person carrying out a forest practice or a range practice must carry out measures that are<br/>a) specified in the applicable operational plan, or<br/>b) authorized by the minister<br/>to prevent the introduction or spread of prescribed species of invasive plants.</p> <p><b>S 48 Natural range barriers</b></p> <p>A person carrying out<br/>c) a forest practice, or<br/>d) a range practice<br/>that directly or indirectly removes or renders ineffective a natural range barrier must carry out measures that are<br/>e) specified in an operational plan for the area, or<br/>f) authorized by the minister<br/>to mitigate the removal or the ineffectiveness of the natural range barrier.</p> <p><b>FPPR</b></p> <p><b>S 5 Objectives set by government for soils</b></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>   |



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|      |  |  | <p><b>S 7 Objectives set by government for wildlife</b></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> <p>(a) the survival of species at risk,<br/>(b) the survival of regionally important wildlife, and<br/>(c) the winter survival of specified ungulate species.</p> <p>(2) A person required to prepare a forest stewardship plan must specify a result or strategy in respect of the objective stated under subsection (1) only if the minister responsible for the Wildlife Act gives notice to the person of the applicable</p> <p>(a) species referred to in subsection (1), and<br/>(b) indicators of the amount, distribution and attributes of wildlife habitat described in subsection (1).</p> <p>(3) If satisfied that the objective set out in subsection (1) is addressed, in whole or in part, by an objective in relation to a wildlife habitat area or an ungulate winter range, a general wildlife measure, or a wildlife habitat feature, the minister responsible for the Wildlife Act must exempt a person from the obligation to specify a result or strategy in relation to the objective set out in subsection (1) to the extent that the objective is already addressed.</p> <p>(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><b>S 8 Objectives set by government for water, fish, wildlife and biodiversity within riparian areas</b></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><b>S 8.1 Objectives set by government for fish habitat in fisheries sensitive watersheds</b></p> <p>(1) In this section, "fisheries sensitive watershed" means an area identified in Schedule 2 of this regulation</p> <p>(a) with significant downstream fisheries values continued under section 180 (f) of the Act and significant watershed sensitivity continued under section 180 (g) of the Act, and<br/>(b) for which there is no fisheries sensitive watershed objective</p> <p>(2) Until December 31, 2005 the objective set by government for fish habitat in fisheries sensitive watersheds is to prevent to the extent described in subsection (3) the cumulative hydrological effects of primary forest activities in the fisheries sensitive watershed from resulting in a material adverse impact on the habitat of the fish species for which the fisheries sensitive watershed was established.</p> <p>(3) The objective set by government under subsection (2) applies only to the extent that it does not unduly reduce the supply of timber from British Columbia's forests.</p> <p>(4) If satisfied that the objective set out in subsection (2) is not required to provide special management, the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective.</p> <p>(5) If satisfied that the objective set out in subsection (2) is addressed, in whole or in part, by an enactment, the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective set out in subsection (2) to the extent that the objective is already addressed.</p> |
| 0417 | FSP Results, Strategies & Measures discussed (continued) | FSP Results, Strategies & Measures discussed (continued) | <p><b>S 8.2 Objectives set by government for water in community watersheds</b></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<br/>(b) for which a water quality objective has not been</p> <p>(i) continued under section 181 of the Act, or<br/>(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<br/>(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<br/>(ii) the licence pertaining to the waterworks.</p> <p>(3) The objective set by government under subsection (2) applied only to the extent that it does not unduly reduce the supply of timber from British Columbia's forests.</p> <p>(4) If satisfied that the objective set out in subsection (2) is not required to provide special management the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective.</p> <p>(5) If satisfied that the objective set out in subsection (2) is addressed, in whole or in part, by an enactment, the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective set out in subsection (2) to the extent that the objective is already addressed</p> <p><b>S 9 Objectives set by government for wildlife and biodiversity – landscape level</b></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><b>S 9.1 Objectives set by government for wildlife and biodiversity – stand level</b><br/>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><b>S 9.2 Objectives set by government for visual quality</b><br/>(1) In this section:<br/>"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;<br/>"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.<br/>(2) The objective set by government in relation to visual quality for a scenic area, that<br/>(a) was established on or before October 24, 2002, and<br/>(b) for which there is no visual quality objective<br/>Is to ensure that the altered forest landscape for the scenic area<br/>(c) in visual sensitivity class 1 is in either the preservation or retention category,<br/>(d) in visual sensitivity class 2 is in either the retention or partial retention category,<br/>(e) in visual sensitivity class 3 is in either the partial retention or modification category,<br/>(f) in visual sensitivity class 4 is in either the partial retention or modification category,<br/>(g) in visual sensitivity class 5 is in either the modification or maximum modification category.</p> <p><b>S 10 Objectives set by government for cultural heritage resources</b><br/>The objective set by government for cultural heritage resources is to conserve, or, if necessary, protect cultural heritage resources<br/>that are<br/>(a) the focus of a traditional use by an aboriginal people that is of continuing importance to that people, and<br/>(b) not regulated under the Heritage Conservation Act</p> <p><b>S 17 Invasive plants</b><br/>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><b>S 18 Natural range barriers</b><br/>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> |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
|---|---|---|--|---------|----|---|---------------|----------------------------|----------------------|---------------------|---------------------|--------------------------|---------------------|-----------|-------------------------------|-----------------------|--------------|-------|---------------------------------------|---|--|------------------|-----------------------|-----------------------|---------------------|---------------------------|---------------------------|---|--------------------------|-----------------------|--------------------|--------------------------|-----------------------|--|--|-----------------------------|
| 0418  | FPC Requirements  | FPC Requirements discussed                              | <p>If the block was developed under the Forest Practices Code of BC Act with a Silviculture Prescription – ensure the plan in being followed and appropriate regulations (which are accessed below)<br/><a href="http://www.for.gov.bc.ca/tasb/legsregs/archive/fpc/fpcaregs/fpcaregs.htm">http://www.for.gov.bc.ca/tasb/legsregs/archive/fpc/fpcaregs/fpcaregs.htm</a><br/>Ensure the appropriate box is ticked in Section B</p>  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| 0420  | Other Legislative Requirements  | Other Legislative Requirements (Federal & BC) discussed | <p>In addition to FRPA, FPPR, IPMA 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"> <thead> <tr> <th>Federal</th> <th>BC</th> <th>Occupational Health &amp; Safety Regulation</th> </tr> </thead> <tbody> <tr> <td>Fisheries Act</td> <td>Wildlife Act &amp; Regulations</td> <td>Waste Management Act</td> </tr> <tr> <td>Species at Risk Act</td> <td>Fish Protection Act</td> <td>Special waste Regulation</td> </tr> <tr> <td>Migratory Birds Act</td> <td>Water Act</td> <td>Contaminated Sites Regulation</td> </tr> <tr> <td>Canadian Wildlife Act</td> <td>BC Fire Code</td> <td>WHMIS</td> </tr> <tr> <td>Canadian Environmental Protection Act</td> <td>Environmental Management Act, Spill Reporting, Hazardous Waste &amp; Contaminated Sites Regulations</td> <td>Integrated Pest Management Act &amp; 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 &amp; Regulations</td> <td>Workers Compensation Act</td> <td>Applicable GAR Orders</td> </tr> <tr> <td>National Fire Code</td> <td>Employment Standards Act</td> <td>Applicable HLP Orders</td> </tr> <tr> <td></td> <td></td> <td>Applicable LRMP commitments</td> </tr> </tbody> </table> <p>Legislation specifically applicable to the project should be indicated in associated contract documents, schedules or appendices, TSO significant environmental aspects lists, and/or forest planning documents.</p>  | Federal | BC | Occupational Health & Safety Regulation | Fisheries Act | Wildlife Act & Regulations | Waste Management Act | Species at Risk Act | Fish Protection Act | Special waste Regulation | Migratory Birds Act | Water Act | Contaminated Sites Regulation | Canadian Wildlife Act | BC Fire Code | WHMIS | Canadian Environmental Protection Act | Environmental Management Act, Spill Reporting, Hazardous Waste & Contaminated Sites Regulations | Integrated Pest Management Act & Regulations | Canada Water Act | Cultural Heritage Act | Pesticide Control Act | Navigable Water Act | Heritage Conservation Act | Pest Control Products Act | Transportation of Dangerous Goods Act & Regulations | Workers Compensation Act | Applicable GAR Orders | National Fire Code | Employment Standards Act | Applicable HLP Orders |  |  | Applicable LRMP commitments |
| Federal   | BC  | Occupational Health & Safety Regulation                 |  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| Fisheries Act                                       | Wildlife Act & Regulations  | Waste Management Act                                    |  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| Species at Risk Act                                 | Fish Protection Act   | Special waste Regulation                                |  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| Migratory Birds Act                                 | Water Act   | Contaminated Sites Regulation                           |  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| Canadian Wildlife Act                               | BC Fire Code  | WHMIS   |  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| Canadian Environmental Protection Act               | Environmental Management Act, Spill Reporting, Hazardous Waste & Contaminated Sites Regulations | Integrated Pest Management Act & Regulations            |  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| Canada Water Act                                    | Cultural Heritage Act   | Pesticide Control Act                                   |  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| Navigable Water Act                                 | Heritage Conservation Act   | Pest Control Products Act                               |  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| Transportation of Dangerous Goods Act & Regulations | Workers Compensation Act  | Applicable GAR Orders                                   |  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| National Fire Code                                  | Employment Standards Act  | Applicable HLP Orders                                   |  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
|   |   | Applicable LRMP commitments                             |  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| 0421  | First Nations Requirements  | First Nations Requirements followed                     | Discussion / implementation of any project specific outcomes from First Nations consultation and / or referral packages.   |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| <b>ID#</b>  | <b>Hand Held Version</b>  | <b>Form Version</b>                                     | <b>05: Legislative – Stream and Riparian Requirements</b>  |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |
| 0502  | Temperature Sensitive   | RMA Retention on Temperature                            | <p><b>FPPR</b><br/><b>S 53 Temperature sensitive streams</b></p>   |         |    |   |               |                            |                      |                     |                     |                          |                     |           |                               |                       |              |       |                                       |   |  |                  |                       |                       |                     |                           |                           |   |                          |                       |                    |                          |                       |  |  |                             |

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|      | Streams                      | Sensitive Streams followed  | An authorized person who fells, modifies or removes trees in a riparian management area adjacent to a temperature sensitive stream, or a stream that is a direct tributary to a temperature sensitive stream, must retain either or both of the following in an amount sufficient to prevent the temperature of the temperature sensitive stream from increasing to an extent that would have a material adverse impact on fish:<br>(a) streamside trees whose crowns provide shade to the stream;<br>(b) understory vegetation that provides shade to the stream.   |
| 0503 | Stream Crossings             | Stream Crossings installed to protect channels and mitigate disturbance discussed | <b>S 55 Stream crossings</b><br>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<br>a) protects the stream channel and stream bank immediately above and below the stream crossing, and<br>b) mitigates disturbance to the stream channel and stream bank at the crossing.<br>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                                | <b>FPPR</b><br><b>S 56 Fish passage</b><br>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.<br>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.<br>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.<br><b>S 57 Protection of fish and fish habitat</b><br>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.<br>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. |
| 0506 | Water Quality Protected      | Drinking Water Quality & Licensed Waterworks discussed                            | <b>FPPR</b><br><b>S 59 Protecting water quality</b><br>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.<br><b>S 60 Licensed waterworks</b><br>1) An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not damage a licensed waterworks.   |
| 0507 | Protection of RRZ            | Restrictions (herbicide, MSP, brushing/spacing) in RRZ discussed                  | <b>FPPR</b><br><b>S 51</b><br>1) An agreement holder must not cut, modify or remove trees in a riparian reserve zone, except for the following purposes:<br>a) felling or modifying a tree that is a safety hazard, if there is no other practicable option for addressing the safety hazard;<br>b) topping or pruning a tree that is not wind firm;<br>c) constructing a stream crossing<br>d) & (e) N/A<br>f) carrying out a sanitation treatment;<br>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;<br>h) (h) & (i) N/A<br>2) An agreement holder who fells, tops, prunes, or modified 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.<br>3) An agreement holder must not carry out the following silviculture treatments in a riparian reserve zone:<br>a) grazing or broadcast herbicide applications for the purpose of brushing;<br>b) mechanized site preparation or broadcast burning for the purpose of site preparation;<br>c) spacing or thinning  |
| 0508 | Livestock use is appropriate | Use of livestock is appropriate (i.e.: no corral, or CWS)                         | <b>FPPR</b><br><b>S 42 Use of livestock</b><br>If a person required to establish a free growing stand uses livestock for site preparation or brush control, the person must ensure that all necessary measures are taken to<br>a) control the location and movement of the livestock to minimize conflict with wildlife that could prey on the livestock,<br>b) prevent the transmission of disease from the livestock to wildlife, and<br>c) maintain the health of the livestock.<br><b>S 58 Use of livestock in riparian areas</b><br>An agreement holder who uses livestock for site preparation or brush control for the purpose of carrying out a silviculture treatment must not  |

|            |                           |   |   |
|------------|---------------------------|---|---|
|            |                           |   | <ul style="list-style-type: none"> <li>a) construct a livestock corral <ul style="list-style-type: none"> <li>i) in a riparian management area,</li> <li>ii) on an area that drains directly into a fish stream or a fish-bearing wetland or lake, or</li> <li>iii) on an area within a community watershed that drains directly into a potable water source, or</li> </ul> </li> <li>b) use the livestock in a riparian management area that is located within a community watershed.</li> </ul>   |
| 0509       | Use of fertilizers        | Use of fertilizers in appropriate areas discussed                     | <p><b>FPPR<br/>S 63</b></p> <ul style="list-style-type: none"> <li>1) an authorized person who applied fertilizer within a community watershed for the purpose of carrying out a silviculture treatment must not apply fertilizer <ul style="list-style-type: none"> <li>a) close than a 100 m radius upslope of a licensed waterworks, or</li> <li>b) within 10 m of a perennial stream that is observable from an aircraft used to apply the fertilizer,</li> </ul> </li> <li>2) If the application of the fertilizer results in <ul style="list-style-type: none"> <li>c) nitrate nitrogen levels in the stream exceeding 10 parts per million if measured immediately below the area where the fertilizer is applied, or</li> <li>d) chlorophyll levels in the stream exceeding <ul style="list-style-type: none"> <li>i) two micrograms per litre in a lake into which the streams drains, or</li> <li>ii) 50 milligrams per square meter in the stream.</li> </ul> </li> </ul> </li> </ul> <p>(2) Subsection (1) does not apply if the use of fertilizer is restricted to spot application.</p>   |
| <b>ID#</b> | <b>Hand Held Version</b>  | <b>Form Version</b>   | <b>07: Legislative – Integrated Pest Management</b>   |
| 0701       | General IPMA Prohibitions | General prohibitions and restrictions as per IPMP discussed           | <p><b>IPMA<br/>S 3</b></p> <ul style="list-style-type: none"> <li>1) Without limiting any other provision of the Act, a person must not <ul style="list-style-type: none"> <li>a) use a pesticide that causes or is likely to cause, or use, handle, release, transport, store, dispose of or sell a pesticide in a manner that causes or is likely to cause, an unreasonable adverse effect,</li> <li>b) use, handle, release, transport, store, dispose of or sell a pesticide other than in accordance with this Act and the regulations, or</li> <li>c) subject to paragraph (b) and subsection (2), use , handle, transport, store or dispose of a pesticide in a manner that does not accord with the manner specified on the label of the pesticide container or in the manufacturer's instructions that accompany the pesticide.</li> </ul> </li> <li>2) Without limiting any other provisions of the Act or the regulations, a person must not use <ul style="list-style-type: none"> <li>a) a pesticide registered under the <i>Pest Control Products Act</i> (Canada), unless the pesticide is used for a purpose for which the pesticide was registered under that Act,</li> <li>b) a pesticide not registered under the <i>Pest Control Products Act</i> (Canada), unless the pesticide is used in a manner and for a purpose expressly allowed under that Act, or</li> <li>c) a fertilizer containing a pesticide, unless the pesticide-fertilizer mixture is used in a manner and for a purpose expressly followed under the <i>Fertilizers Act</i> (Canada).</li> </ul> </li> </ul> |
| 0702       | License for use           | License/certificate for use of pesticides discussed                   | <p><b>IPMA<br/>S 4</b></p> <ul style="list-style-type: none"> <li>1) Except as provided in the regulations, a person must not <ul style="list-style-type: none"> <li>a) sell or offer to sell a pesticide,</li> <li>b) use a pesticide for a prescribed use,</li> <li>c) provide or offer to provide any service respecting pesticides, or</li> <li>d) purchase, directly or indirectly, a pesticide for the purpose of selling the pesticide or providing a service to any other person,</li> </ul> </li> <li>2) Unless the person <ul style="list-style-type: none"> <li>e) hold the licence that is, under the regulations, required for the purpose, and</li> <li>f) complies with the terms and conditions in or attached to that licence.</li> </ul> </li> </ul>  |
| 0703       | Pesticide use notice      | Use of pesticides in accordance with a pesticide use notice discussed | <p><b>IPMA<br/>S 7</b></p> <ul style="list-style-type: none"> <li>1) A person must not use or authorize the use of a prescribed pesticide or class of pesticides, or use a pesticide for a prescribed use, unless <ul style="list-style-type: none"> <li>a) a pest management plan has been prepared that complies with the regulations and is applicable to the pesticide at the place specified in the pesticide use notice,</li> <li>b) a pesticide use notice under subsection (2) has been provided,</li> <li>c) a confirmation under subsection (3) has been received, and</li> <li>d) the person who uses the pesticide acts, in relation to all matters related to that pesticide use, strictly in accordance with the information provided in the pesticide use notice.</li> </ul> </li> </ul>   |
| <b>ID#</b> | <b>Hand Held Version</b>  | <b>Form Version</b>   | <b>08: Environmental Emergency Response Requirements</b>  |
| 0801       | Environmental ERP         | Environmental Emergency Response Plan                                 | <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"> <li>• Maintain completed eERP onsite</li> </ul>  |

|              |  | discussed   | <ul style="list-style-type: none"> <li>Worker training, comprehension and awareness</li> <li>Onsite emergency response equipment (spill kits, fire response equipment (hand tools, suppression system)</li> <li>Periodic tests and drills</li> </ul>  |              |             |          |              |  |   |         |   |   |  |   |           |  |   |   |   |
|--------------|--|---|---|--------------|-------------|----------|--------------|--|---|---------|---|---|--|---|-----------|--|---|---|---|
| 0802         | Roles and Responsibilities   | Awareness of roles, responsibilities and procedures discussed                                     | 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.  |              |             |          |              |  |   |         |   |   |  |   |           |  |   |   |   |
| 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. 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:<br/> <b>Test</b> – a comprehensive testing of the environmental emergency response procedures to ensure that they are adequate to address emergency events. This includes full, hands on scenario testing of equipment, communications, and procedures as outlined in the eERP.<br/> <b>Drill</b> – 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"> <li>Review of eERP procedures,</li> <li>Employee interviews,</li> <li>Equipment testing,</li> <li>Review of onsite ER equipment.</li> </ul> <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"> <li>Spill kits</li> <li>Fire Hand tools for all industrial activities</li> <li>Fire Suppression system for high risk activities</li> </ul> <p>References:</p> <ul style="list-style-type: none"> <li>S 5 Sufficient fire fighting hand tools for an industrial activity</li> <li>S6.3 High Risk activities must keep at the activity site a adequate Fire Suppression system</li> <li>BCTS' Fuel Handling (EFP 06) describes requirements for spill kits and training</li> <li>Also refer to Ministry of Forests "Interpretative Bulletin for the Application of Wildfire Regulation Application for the Forest Industry" at the following website; <a href="http://bcwildfire.ca/Prevention/Industry/">http://bcwildfire.ca/Prevention/Industry/</a></li> </ul>   |              |             |          |              |  |   |         |   |   |  |   |           |  |   |   |   |
| 0806         | 24 hour contact  | 24 hour contact # provided to local Fire Centre   | <p><b>Wildfire Regulation</b><br/> <b>S 4 Requirement to provide contact details</b></p> <p>Before March 1 of each year, a person who, under the Forest Act, is the holder of</p> <ol style="list-style-type: none"> <li>a major licence,</li> <li>a timber sale licence that is not a major licence,</li> <li>a community forest agreement, or</li> <li>a woodlot licence</li> </ol> <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><b>SCHEDULE 3 RESTRICTIONS ON HIGH RISK ACTIVITIES</b></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 rowspan="2">IV high</td> <td>Maintain a fire watcher after work for a minimum of 2 hours</td> <td>Until after the fire danger class falls below DGR III</td> </tr> <tr> <td>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 to DGR III for 2 consecutive days, or falls below DGR III</td> </tr> <tr> <td rowspan="2">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</td> <td>Until after the fire danger class falls below DGR IV for 2 or more consecutive days</td> </tr> <tr> <td>After 3 consecutive days of DGR V, cease activity all day</td> <td>Until after the danger class falls below DGR V for 3 or more consecutive days, or falls</td> </tr> </tbody> </table> | 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 | Until after the fire danger class falls below DGR III | 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 to DGR III for 2 consecutive days, or falls below DGR III | V extreme | Cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day and maintain a fire watcher after work for a minimum of 2 hours | Until after the fire danger class falls below DGR IV for 2 or more consecutive days | After 3 consecutive days of DGR V, cease activity all day | Until after the danger class falls below DGR V for 3 or more consecutive days, or falls |
| 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  | Until after the fire danger class falls below DGR III   |   |              |             |          |              |  |   |         |   |   |  |   |           |  |   |   |   |
|              | 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 to DGR III for 2 consecutive days, or falls below DGR III |   |              |             |          |              |  |   |         |   |   |  |   |           |  |   |   |   |
| V extreme    | Cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day and maintain a fire watcher after work for a minimum of 2 hours | Until after the fire danger class falls below DGR IV for 2 or more consecutive days               |   |              |             |          |              |  |   |         |   |   |  |   |           |  |   |   |   |
|              | After 3 consecutive days of DGR V, cease activity all day  | Until after the danger class falls below DGR V for 3 or more consecutive days, or falls           |   |              |             |          |              |  |   |         |   |   |  |   |           |  |   |   |   |

|      |                                      |   |   |
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|      |                                      |   | <p style="text-align: right;">below DGR IV</p> <p><b>Wildfire Regulation</b><br/><b>S 6 High risk activities</b></p> <ol style="list-style-type: none"> <li>1) In this section, "fire season", in relation to an area, means the period             <ol style="list-style-type: none"> <li>a) beginning on                 <ol style="list-style-type: none"> <li>i) the third day after the area is snow free, or</li> <li>ii) in areas where snow cover is often absent, the third consecutive day that the temperature at noon is at least 12 degrees, and</li> </ol> </li> <li>b) ending on whichever occurs first                 <ol style="list-style-type: none"> <li>i) the first day after October 1 on which each of the following is present:                     <ol style="list-style-type: none"> <li>A) the daily fine fuel moisture code value is 75 or less;</li> <li>B) the daily duff moisture code value is 6 or less;</li> <li>C) the drought code value is 15 or less, or</li> </ol> </li> <li>ii) noon of the first day on which the area becomes snow covered.</li> </ol> </li> </ol> </li> <li>2) A person who carries out a high risk activity on or within 300 m of forest land or grass land during a fire season must determine the Fire Danger Class for the location of the activity             <ol style="list-style-type: none"> <li>a) by reference to representative weather data for the area,</li> <li>b) by reference to                 <ol style="list-style-type: none"> <li>i) the Danger Region from Schedule 1,</li> <li>ii) the applicable numerical rating under the Buildup Index, and</li> <li>iii) the applicable numerical rating under the Fire Weather Index, and</li> </ol> </li> <li>c) by cross-referencing the Buildup Index with the Fire Weather Index, for the applicable Danger Region, under Schedule 2.</li> </ol> </li> <li>3) If there is a risk of a fire starting or spreading, a person carrying out a high risk activity on or within 300 m of forest land or grass land must             <ol style="list-style-type: none"> <li>a) do so in accordance with the applicable restriction and duration set out in Schedule 3 for the Fire Danger Class, and</li> <li>b) keep at the activity site                 <ol style="list-style-type: none"> <li>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</li> <li>ii) an adequate fire suppression system.</li> </ol> </li> </ol> </li> <li>4) A person who, in accordance with subsection (3) (a) and Schedule 3, is required to maintain a fire watcher, must ensure that the fire watcher(a) can reasonably see the site of the high risk activity during the time the fire watcher is required, (b) has at least one fire fighting hand tool, (c) actively watches and patrols for sparks and fires on the site of the high risk activity, (d) immediately carries out fire control and extinguishes the fire, if practicable, and(e) has the means on site to report the fire.</li> </ol> <p><b>High Risk Activities (Wildfire Regulation) include:</b></p> <ol style="list-style-type: none"> <li>a) mechanical brushing;</li> <li>b) disk trenching;</li> <li>c) preparation or use of explosives;</li> <li>d) using fire- or spark-producing tools, including cutting tools;</li> <li>e) using or preparing fireworks or pyrotechnics;</li> <li>f) grinding, including rail grinding;</li> <li>g) mechanical land clearing;</li> <li>h) clearing and maintaining rights of way, including grass mowing;</li> <li>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"> <li>i) operating a power saw;</li> <li>ii) mechanical tree felling, woody debris piling or tree processing, including de-limbing;</li> <li>iii) ) welding;</li> <li>iv) portable wood chipping, milling, processing or manufacturing;</li> <li>v) skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contacting rock;</li> <li>vi) yarding logs using cable systems</li> </ol> </li> </ol> |
| 0808 | Fire Hazard Assessment and Abatement | Fire Hazard Assessments and Abatement discussed | <p><b>Wildfire Regulation</b><br/><b>S 11 Hazard assessment</b></p> <ol style="list-style-type: none"> <li>1) For the purposes of section 7 of the Act,             <ol style="list-style-type: none"> <li>a) each of the following is a prescribed activity under subsections (1) and (2) of that section:                 <ol style="list-style-type: none"> <li>i) operating a waste disposal site;</li> <li>ii) operating a dry land sort;</li> <li>iii) operating a camp associated with an industrial activity, and</li> </ol> </li> <li>b) each of the following is a prescribed circumstance under subsection (1) of that section:                 <ol style="list-style-type: none"> <li>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;</li> <li>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.</li> </ol> </li> </ol> </li> <li>2) The prescribed intervals, at which persons described in section 7 (1) of the Act must conduct fire hazard assessments, are</li> </ol>  |

|      |                    |  | <ol style="list-style-type: none"> <li>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"> <li>i) a local government under paragraphs (d) to (f) of the definition of "local government" in section 1 of the Act, or</li> <li>ii) a fire protection district in a regional district, and</li> </ol> </li> <li>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.</li> </ol> <p>3) The prescribed intervals, at which persons described in section 7 (1) of the Act must conduct fire hazard assessments, are</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol> <p>4) A person required to conduct a fire hazard assessment under section 7 (1) of the Act must</p> <ol style="list-style-type: none"> <li>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</li> <li>b) provide a copy of the fire hazard assessment when requested to do so by an official.</li> </ol> <p><b>Wildfire Regulation</b><br/><b>S 12 Hazard abatement</b></p> <p>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:</p> <ol style="list-style-type: none"> <li>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;</li> <li>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.</li> </ol> <p>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</p> <ol style="list-style-type: none"> <li>a) (a) does not increase the risk of a fire starting on the site, and</li> <li>b) if a fire were to start, would not increase the fire behaviour or fire suppression associated with the fire.</li> </ol> |
|------|--------------------|--|--|
| ID#  | Hand Held Version  | Form Version   | <b>09: EMS – Documents, Records &amp; General Requirements</b>   |
| 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   | <b>10: General Contractual Conditions</b>  |
| 1001 | Work Progress Plan | Work Progress Plan discussed   | <p><b>Operational Services Contract</b><br/><b>Article 6</b></p> <p>6.01 The Contractor Representative shall meet the Ministry Representative before the commencement of Work to:</p> <ol style="list-style-type: none"> <li>(a) inspect the Work Area, and</li> <li>(b) review the Contract Documents and work performance requirements</li> </ol> <p>6.03 The work shall proceed in accordance with the Work Progress Plan</p>   |
| 1002 | Fire Protection    | Fire Protection requirements   | <b>Operational Services Contract</b>   |

|            |                           |  |   |
|------------|---------------------------|--|---|
|            |                           | discussed  | <p><b>Article 8.04 Fire Protection</b></p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> <li>a) take every precaution to prevent unintentional fire from occurring on or about the Work Area,</li> <li>b) ensure that no person burns any debris on or about the Work Area unless authorized under a Burning Reference Number issued by the Ministry of Forests and Range, and</li> <li>c) ensure that, with respect to smoking,             <ol style="list-style-type: none"> <li>i) no person smokes except in areas that are free of or fully cleared of all flammable material,</li> <li>ii) no burning material falls outside cleared areas, and</li> <li>iii) all burning material is completely extinguished before leaving cleared areas.</li> </ol> </li> </ol> |
| 1003       | Site clean up             | Site Clean-Up requirements discussed                                       | <p><b>Operational Services Contract</b></p> <p>15.16 The Contractor shall maintain the Occupied Areas free from any accumulations of waste products or debris, other than that caused by the Province or other contractors</p> <p>15.17 Upon the Contractor vacating any Occupied Area, the Ministry Representative shall inspect the area to determine, at his or her sole discretion, whether or not the area was left in an acceptable condition.</p> <p>15.18: If the Ministry Representative determines the Contractor left the Occupied Area in an unacceptable condition, the Province may repair the area and charge the entire cost of the repairs to the Contractor.</p>  |
| 1004       | Camping and Parking       | Camping and Parking requirements discussed                                 | <p><b>Operational Services Contract</b></p> <p>15.19 Use of Provincial Crown forest land, including any roads, landings or recreational sites by the Contractor or the Contractor's employees or agents for the purposes of lodgings, camping or trailer parking in connection with Work under this Agreement, is permitted on recreational sites only with prior written approval of a representative of the Ministry of Tourism, Sport and the Arts and is permitted on other Provincial Crown forest land, including roads and landings only with prior written approval of a representative of the Ministry of Forests and Range. Such use, if approved, shall be without charge to the Contractor; but, the approval may be revised or revoked at any time by the Province.</p>        |
| 1005       | Employment Standards      | Employment Standards Act Requirements                                      | <p><b>Advisory Bulletin No. 2011-03-23 (External) – Compliance to the Employment Standards Act in BCTS Silviculture Contracts</b></p> <p>This Advisory Bulletin provides guidance to BCTS staff and contractors on Employment Standards Act requirements under BCTS Silviculture contracts. The Bulletin is available from the following link: <a href="http://www.for.gov.bc.ca/bcts/policy/">http://www.for.gov.bc.ca/bcts/policy/</a></p>  |
| 1006       | Industrial Camp Standards | Industrial Camp Standards Requirements                                     | <p><b>Advisory Bulletin No. 2011-03-22 (External) – Industrial Camp Standards</b></p> <p>This Advisory Bulletin provides guidance to BCTS staff and contractors on industrial camp standards for work performed under contract to BC Timber Sales. The Bulletin is available from the following link: <a href="http://www.for.gov.bc.ca/bcts/policy/">http://www.for.gov.bc.ca/bcts/policy/</a></p>   |
| <b>ID#</b> | <b>Hand Held Version</b>  | <b>Form Version</b>  | <b>11: Specific Contractual Conditions (Schedules &amp; Appendices)</b>   |
| 1101       | Schedules                 | Schedule Conditions discussed  | Specific contract requirements specific to schedules are referenced and reviewed. This will include scope of work, contract conditions, and output requirements from both parties including: access constraints, air photos, digital information, quality control, private boundary or significant boundaries including legal boundary obligations which have been discussed and can be noted in the comments under Section E. This section will also review Insurance requirements, payment specifications, EMS and Safety agreements.   |
| 1102       | Appendices                | Appendix Requirements discussed  | Specific Contract requirements specific to Appendices are reviewed. This can include field marking requirements, digital information specifications etc.  |
| 1103       | Notification              | Notification to Stakeholders discussed                                     | This should be included in specific contractual conditions if a requirement of the contractor i.e. private landowners, other tenure holders, protection, First Nations, etc.  |
| <b>ID#</b> | <b>Hand Held Version</b>  | <b>Form Version</b>  | <b>80: Sustainable Forest Management Certification</b>  |
| 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   |
| <b>ID#</b> | <b>Hand Held Version</b>  | <b>Form Version</b>  | <b>90: Business Area Specific Requirements</b>  |
| 9601       | BA Specific Requirements  | Resource Road Frequencies discussed  | <ul style="list-style-type: none"> <li>• Describe the Resource Road Frequencies applicable to the area</li> <li>• Review other radio frequencies as required</li> <li>• Provide a map if required</li> <li>• Review information provided in EMS Binder on Resource Road Frequencies</li> </ul>  |
| 9606       | BA Specific Requirements  | Species at Risk, Migratory Birds, At Risk Ecological Communities discussed | <ul style="list-style-type: none"> <li>• Helps us meet our commitment under SFI to maintain or advance the conservation of species at risk, migratory birds, and ecologically important sites</li> <li>• 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</li> <li>• 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)</li> </ul>   |
| 9609       | BA Specific Requirements  | Planting box disposal requirement  | <ul style="list-style-type: none"> <li>• Highlight planting contract, Schedule A, sec 2.13 requirement to dispose planting boxes, wrappers and related refuse to an approved waste disposal site or recycling facility</li> <li>• Burning planting boxes is not allowed</li> </ul>  |



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|      |                          | discussed   |  |
| 9611 | BA Specific Requirements | Loading Channels Discussed  | <ul style="list-style-type: none"> <li>Inform LPCs of availability of free loading channels for on-site communication</li> <li>Potentially provide recommended channels to avoid conflict with adjacent operations</li> <li>Review TSL and Contract clauses that require monitoring of Loading Channels at all times while site is active</li> <li>Discuss appropriate location to commence use of Loading Channel (i.e. after Prime Contractor sign)</li> <li>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</li> </ul>  |
| 9612 | BA Specific Requirements | Invasive Plants & Grass Seeding requirements discussed                          | <ul style="list-style-type: none"> <li>Question 0602 of the Harvesting Pework Checklist already addresses FPPR S. 40 which requires grass seeding for the purpose of revegetating erodible soils at roadside within 2 years.</li> <li>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.</li> <li>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.</li> <li>Ensure LPCs are aware of priority invasive plants as identified in the applicable FSP</li> <li>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</li> <li>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)</li> <li>Ensure that TSL Holders are aware of their obligations to conduct grass seeding as per the FSP measures for invasive plants</li> <li>Ensure Road Construction Contractors are aware of their obligation to conduct grass seeding as per contract clauses and prescriptions</li> </ul>  |
| 9613 | BA Specific Requirements | Notice of Project Submitted   | <ul style="list-style-type: none"> <li>For Contract operations, BCTS remains the Owner of the worksite. Although the requirement to submit the Notice of Project has been contractually delegated to the Contractor when required by the legal requirements, it is still BCTS' responsibility to ensure that a Notice of Project is in place prior to the start of operations.</li> <li>Notice of Project is required as per S.26.4 of the Occupational Health &amp; Safety Regulation.</li> <li>The Owner of the Project is listed as BC Timber Sales (not the Contractor). The following BCTS' information that should be provided to your contractor to submit the notice of project:<br/>Account #: 004000<br/>Name: Provincial Government, BC Timber Sales, Strait of Georgia<br/>Address: please provide the address for the office that you work out of</li> <li>Ensure that the worksite is clearly described in the project site section of the internet form, leaving no doubt as to how WorkSafe BC can get to the worksite to do their inspections. For instance, include the specific block number or road name. Also, the Latitude and Longitude are required for the worksite. It is also good to either indicate that maps are available on the web (if they are for recent TSLs) or send attachments (in a separate email) after submitting the NOP with overview location maps.</li> <li>For multi-site areas, where possible, group areas in similar drainages as one project site location on the internet-based form.</li> <li>Ensure that any location information that needs to go in the Notice of Project is on the maps that we provide to the contractor (ie. road construction maps or planting maps) so that they can transfer the information to submit the Notice of Project on BCTS' behalf.</li> <li>Ensure that you have proof that the Notice of Project has been submitted in a manner acceptable to the Board, ie. ensure that the above points and all other information is submitted accurately on the Notice of Project form submitted online or by paper.</li> <li>Get a paper copy from your contractors of the Notice of Project and place it in the EMS binder.</li> <li>Ensure that the Notice of Project is on-site when operations are active.</li> </ul> |
| 9615 | BA Specific Requirements | Falling – Requirement for a qualified supervisor discussed                      | <ul style="list-style-type: none"> <li>To be use for any contract that requires or may require falling.</li> <li>Ensure supervisor is knowledgeable in falling practices (ie Certified Faller) or is a Certified Falling Supervisor</li> <li>Been involved with falling for an adequate amount of time</li> <li>Has adequate time available to perform the supervision duties</li> </ul>   |
| 9616 | BA Specific Requirements | Falling – Requirement for a falling plan discussed                              | <ul style="list-style-type: none"> <li>To be use for any contract that requires or may require falling</li> <li>The falling plan may be a separate plan or fall within a pre-work depending on complexity of project.</li> </ul>   |
| 9617 | BA Specific Requirements | Falling – All fallers must have a valid certification discussed                 | <ul style="list-style-type: none"> <li>To be use for any contract that requires or may require falling.</li> <li>Qualified supervisor must checked that all fallers have valid certification</li> <li>If practicable BCTS to obtain a copy of certificate and retain on file</li> </ul>  |
| 9618 | BA Specific Requirements | Falling – Qualified supervisor must assess each fallers qualifacitons discussed | <ul style="list-style-type: none"> <li>To be use for any contract that involves/requires or may require falling</li> <li>The qualified supervisor must assess each faller's ability to work in the projects terrain and stem size.</li> </ul>  |

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|------|--------------------------|---|---|
| 9620 | BA Specific Requirements | Falling – Requirement to have a plan to manage danger trees discussed | <ul style="list-style-type: none"> <li>To be use for any contract that requires or may require falling</li> <li>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.</li> </ul>  |
| 9631 | CQMS Requirements        | How works under the Contract will be inspected by BCTS discussed.     | Discuss how BCTS plans to inspect contract works including: <ol style="list-style-type: none"> <li>What types of works will be inspected (field, office, deliverables, projects)</li> <li>Which BCTS staff will conduct inspections</li> <li>Names of Contractor representatives for field/office work</li> <li>How the inspections will be recorded and shared with the contractor.</li> </ol>   |
| 9632 | CQMS Requirements        | Contract invoicing and procedures discussed                           | Discuss invoicing procedures for Contract works including: <ol style="list-style-type: none"> <li>Share names of administrative point of contact/staff for both BCTS and Contractor</li> <li>How to send invoices to the TSG inbox and who to cc</li> <li>Review invoice templates/examples of billing, and confirm contract payment schedules and what can and cannot be billed for.</li> <li>Expected frequency of invoicing (per project, progress payments, per deliverable)</li> <li>Advise contractor that they are required to track total spending and be aware of contract value limits</li> <li>Review final and year end billing submission requirements.</li> </ol> |

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.

Review final and year end billing submission requirements

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.

|                     |                           |  |  |  |
|---------------------|---------------------------|--|--|--|
| <b>Section D</b>    | <b>ID #</b>               | <b>CORRECTIVE ACTION – 1</b>                                     |  |  |
|                     |                           | <b>Requirement:</b>  | <b>Responsibility:</b>                                 |  |
|                     | <b>Description:</b>       |  | <b>Target Date:</b><br>Click here to enter a date.     | <b>Completion Date:</b><br>Click here to enter a date. |
|                     | <b>Corrective Action:</b> |  | <b>Follow-up:</b>                                      |  |
|                     | <b>ID #</b>               | <b>CORRECTIVE ACTION – 2 (add extra sheets for more actions)</b> |  |  |
|                     |                           | <b>Requirement:</b>  | <b>Responsibility:</b>                                 |  |
| <b>Description:</b> |                           | <b>Target Date:</b><br>Click here to enter a date.               | <b>Completion Date:</b><br>Click here to enter a date. |  |



## SILVICULTURE PRE-WORK REPORT GUIDANCE DOCUMENT

**BCTS CHK-004**

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

|  |                           |                   |
|--|---------------------------|-------------------|
|  | <b>Corrective Action:</b> | <b>Follow-up:</b> |
|--|---------------------------|-------------------|

|                 |  |  |
|-----------------|--|--|
| <b>ISSUE(S)</b> | 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). | <b>Issue #:</b> _____ <b>Issue Type:</b> _____<br><b>Issue #:</b> _____ <b>Issue Type:</b> _____ |
|-----------------|--|--|

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

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

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

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

|  |   |   |  |
|--|---|---|--|
| <b>Section E</b>   | <b>GENERAL PRE-WORK COMMENTS</b>  |   |  |
|  | (Reference Requirement ID # where appropriate, add extra sheets for more comments)    |   |  |
|  |   |   |  |
|  |   |   |  |
|  |   |   |  |
|  |   |   |  |
|  |   |   |  |
|  | Pre-Work delivered by: _____  |   | Received by: _____   |
|  | Signature X: _____  |   | Signature X: _____   |
|  | <i>I accept receipt of this pre-work and am in agreement with the stated actions.</i> |   |  |
| <b>Attachment:</b><br>Additional Pages <input type="checkbox"/> Photos <input type="checkbox"/> Maps <input type="checkbox"/><br>Correspondence <input type="checkbox"/> Incident Report <input type="checkbox"/> Other <input type="checkbox"/> |   | <b>Date of Delivery to Contractor:</b><br>Click here to enter a date. _____<br><b>Planned Inspection Date:</b><br>Click here to enter a date. _____ | <b>Delivery Method:</b><br>On-site <input type="checkbox"/> Email <input type="checkbox"/><br>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.

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