



ENVIRONMENTAL FIELD PROCEDURE - 02

PROJECT SUPERVISION

Purpose and Scope

This Environmental Field Procedure (EFP) applies to all BC Timber Sales (BCTS) licensees, permittees and contractors (LPC), including their employees, agents and subcontractors, responsible for supervising field activities within the scope of the BCTS Environmental Management System (EMS). It describes the supervisors' responsibilities to prepare and supervise workers in such a manner as to reduce the risk of negative environmental impacts. This EFP does not replace the requirements of legislation, licences, permits and contracts.

Pre-work

1. Complete a pre-work meeting with your supervisor and/or the BCTS representative. Understand the information on the pre-work checklist. Ensure you obtain all relevant project information.
2. Prepare, complete and document a pre-work meeting with all workers involved in the project before the work commences:
 - a. Review relevant project information including contract, licence, permit, map, project plan, field marking standards, prescriptions, special conditions, requirements and specifications. Review environmental field procedures, environmental emergency response plans and any resource features, resource values, sensitive areas and stop-work conditions.
 - b. Provide copies of project plans and maps to workers.
 - c. Emphasize to workers that they must speak with the supervisor before any changes are made to the project plans.
 - d. View the site with workers to familiarize them with resource features, resource values, resource objectives, sensitive areas and special conditions, as relevant to their function and activities.
 - e. Document pre-work meeting with workers and record the names of attendees. A copy of the completed BCTS Prewrite Report can be used for this purpose.
 - f. Ensure all stakeholders are notified as required (e.g., DFO, affected water licensees or purveyors, trappers, guides, lodges, residents).
 - g. Additional pre-works with workers may be required if high risk sites have been identified, a project plan has changed or following a temporary operational shut down.
3. Additional pre-work with a BCTS representative is required after temporary operational shut down (inactive for 90 calendar days or more due to season, fire, operational restrictions, economics, etc.) or as requested.

Supervising and Monitoring Project Plans

1. Have a project plan prepared by a qualified professional as appropriate.
2. Look ahead to make sure that the Project Plan is workable.
 - a. Ensure resource features, resource values or sensitive areas are identified on the project plan map can be located on the ground. Communicate the associated management strategies to workers.
 - b. Stop work upon discovery of a previously unidentified resource feature, resource value or sensitive area; document and identify the previously unidentified resource feature on the project plan map. Report the discovery to the BCTS representative.
3. Assess the need for changes to the project plan. Licensees and permittees must amend the project plan with a qualified professional before conducting primary forest activities in a way that is different from what is described in the plan; report to the BCTS representative.
4. Know and monitor adherence to all EFP requirements.

Supervisors Must Ensure All Workers:

1. Receive adequate training, orientation, information and instructions;
2. Have relevant EFPs available, and follow the requirements of the EFPs;
3. Have relevant project plans available, and understand their associated requirements.
4. Understand EFP stop-work procedures and incident reporting requirements (EFP-01, CHK-009).

Monitor and Inspect Work:

1. Monitor and inspect current and completed works.
 - a. Review relevant items including:
 - i. Conformance to the project plan, especially areas with complexity or higher risk e.g., riparian areas or special sites;
 - ii. Conformance to EMS and Sustainable Forest Management 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 the BCTS Sustainable Forest Management Plan;
 - iii. Licence, permit and/or contract conditions;
 - iv. Compliance with all relevant legislation (e.g., *Forest and Range Practices Act, Wildfire Act, Forest Act, Transportation of Dangerous Goods Act, Fisheries Act*); and
 - v. Safety requirements.
 - b. Report any potential non-compliances to the appropriate agency and BCTS.
 - c. Assign corrective and preventative actions to identified non-conformances and potential non-compliances.
 - d. Follow-up on any actions identified by BCTS or the LPC inspections. Supervisor to ensure they have been carried out within the noted timelines.
2. Conduct self-inspections of the work at the frequency prescribed by BCTS pre-work or more frequently, if desired. The BCTS Client Self-Inspection Report can be used for this purpose.
3. Complete an inspection and notify BCTS prior to demobilization or temporary shutdown (inactive 90 calendar days or more due to seasonal, fire, operational restrictions, economics, etc). Ensure steps have been taken to protect resource features and prevent damage to the environment (e.g., ditches cleaned, culverts installed) prior to the shutdown of operations.

Manage Documentation:

1. Keep required documentation onsite:
 - a. BCTS pre-work report, and records of your pre-works with workers,
 - b. Project Plans and other materials provided at the pre-work,
 - c. Environmental Emergency Response Plan (eERP) available to all workers,
 - d. EFPs available to workers as relevant to their activities,
 - e. BCTS inspection reports and LPC self-inspection reports,
 - f. Completed Incident Report forms for any incidents that have occurred during the work,
 - g. Training records
 - h. Completed emergency response test reports.
2. Provide records for review upon request by BCTS.

In the Case of an Emergency or Environmental Damage:

1. Follow the eERP, including reporting to BCTS and external agencies.
2. Complete an Incident Report Form (CHK-009 or equivalent) and submit it to BCTS. Ensure corrective and preventative actions taken to address the incident are documented and completed.



Stop Work – Contact Project Supervisor and BCTS Representative if:

- There is a hazardous material spill, uncontrolled fire or erosion/landslide event.
- There is uncertainty about the project plan, the responsibilities or the location of hazardous or sensitive areas.
- Previously unidentified resource feature, resource value or sensitive area is found (e.g., species of management concern, bear den, wildlife habitat feature, culturally modified tree)
- Unfavourable weather or site conditions could cause environmental damage.
- Conditions have the potential for immediate environmental damage.
- There is reason to believe the project plan will not work.