BC TIMBER SALES
SUPERVISOR SAFETY BULLETIN
"Orientations and Evaluations"

February 2020

Purpose

This bulletin is intended to provide BCTS Supervisors with information to assist in completing staff safety orientations and annual safety evaluations. Currently the BCTS Safety Manual includes the 13-3 Orientation Checklist and the 13-2 Safety Competency Evaluation Checklist. Supervisors will review the 13-3 with new staff in the onboarding process, and will complete the 13-2 with staff on an annual basis, generally coinciding with the My Performance review. It is important for Supervisors to complete ongoing safety assessments with staff throughout the year and ensure these additional evaluations are documented also. Supervisors may also complete these evaluations in a group such as at a Field Team meeting.

These documents must be filed and may be reviewed in a Safety Audit.

Alternatively, and in support of the BCTS amalgamation initiative with the SMS program, Supervisors may use the Competency Assessment Tool(s) found on the FLNRORD SMS website.

A competency assessment is most effective as a dialogue between the employee and the supervisor that identifies gaps in awareness, training, education and hazard control. The dialogue should be centered around current job duties and be thorough enough to explore all facets of the work including less obvious activities like changing a tire, attaching a trailer, backing up a trailer or field work during hunting season.

BC Timber Sales

The BCTS Safety Manual Chapter 13 states that Supervisors are responsible for:

- Orientation of new workers and re-orientation of existing workers returning after absences.
- Pre-work and on the job training including documentation.
- Monitoring of employees and worksites to ensure a high level of conformance with the safety program and competence of employees.

The objectives of competency evaluation and ongoing training are to:

- Teach new skills, procedures or processes;
- Refresh old skills or knowledge, correct bad habits and;
- Re-verify and document competency and awareness.

Supervisors need to complete field visits with staff to assess staff compliance and performance to safety expectations. Supervisors can document field visits on either:

a) BCTS 13-2 Safety evaluation form https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/bc-timber-sales/safety/appendix_13-2_safecompetencychecklist.docx or

b) Appendix 6 Management Field / Office review form https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/bc-timber-sales/safety/appendix_06-1_managementfield-officereview.docx

My Learning site

The Safety Manual Training Matrix indicates that Supervisors must complete the "OH&S for Supervisors" as required in Section 117 of the Workers Compensation Act. This training is provided on the My Learning website; refer to "OH&S Orientation for Managers and Supervisors" (see Item 14) or "Health & Well-Being Allies for a Safe and Healthy Workplace" (see Item 6).

WorkSafe BC

Workers Compensation Act Section 117 indicates the Supervisors responsibility regarding safety.

WSBC OH&S regulation Section 3, subsections 3.23 to 3.25 refers to the Supervisor's responsibility for completing safety orientation and training for new or young workers.

The WSBC website has several resources for Supervisors to refer to in the process of completing evaluations https://www.worksafebc.com/en .

Once the web application is open, open the Forms & Resources tab and enter "*Supervisor Safety*" into the search field.

Additional Resources is located here in the WorkSafeBC info flip.

Managing_Safety-pdf-en.pdf

BC Forest Safety Council

The BCFSC provides Forest Supervisor Training "Due Diligence for Forest Supervisors". This is a two day courses offered by the BCFSC. http://www.bcforestsafe.org/

FLNRORD Safety Management System

The provincial Safety Management System (SMS) also contains "New Worker Orientation and the Safety Competency Guides to assist BCTS Supervisors when conducting orientations and evaluations.

Additional Tools to use in orientation/evaluations

The information in this section is intended to assist the Supervisor when completing assessments.

Driver Evaluation Road Test Form.docx

Driver-Assessment-Guidance.pdf