Chapter 22: Interacting with BC Timber Sales Visitors, Service Providers, Suppliers and the Public

The FLNRORD Safety Management System provides the Client Interaction Guide (CIG) which is the overriding direction regarding interaction with external parties including, contractors, licensee/permittees, volunteers and partners. The CIG sets out the principles and extent to which FLNRORD can address owner obligations under the Workers Compensation Act. This chapter sets out further details on how BCTS will address the CIG principles and expectations.

BC Timber Sales is committed to maintaining an organizational culture where all staff proactively participate to ensure a safe and healthy workplace as a fundamental component of everyday business. The safety of all individuals affected by BC Timber Sales operations – employees, contractors, licensees and the public is paramount to the success of our operations. The following practices create a systematic approach to our interactions with visitors, service providers, suppliers and the public.

Visitors Entering BC Timber Sales Workplaces

Visitors are defined as persons who are invited by BC Timber Sales to attend organized events in the field or office workplaces. They could be government agency or other official staff or consultants conducting inspections on BCTS operations as part of their official duties.

- BCTS staff at each office location will ensure that their visitors sign in and out to establish a record of who is present in the event of an emergency. This applies to both office and field visitors. The method used to track office and field visitors is at the discretion of the individual business area.

- BCTS staff is responsible for providing a safety orientation to visitors prior to starting a meeting or field trip. The safety orientation at a minimum will include; the location of emergency exits, the procedures in the event of a natural disaster or emergency, and the designated marshalling point for check in.

- Visitors must follow the procedures described within the BCTS safety program. A BCTS staff member or designate is responsible to oversee the visit, communicate the applicable safety hazards and ensure compliance with the BCTS safety program.

- It is a best practice for Visitors to provide their BCTS staff with their emergency contact information, especially if they will be working in the Business Area for multiple days and intend on traveling in the field. This information can be collected on the Visitor Orientation Checklist.

Service Providers and Suppliers Entering BC Timber Sales Workplaces

When conducting its work BCTS engages service providers who are not under formal contract to provide services to BCTS such as;

- Aircraft, vehicle, or boat charters to transfer staff or goods from one location to another.

- Delivery of fuel, water, or mechanical services for field operations.

- Delivery of culverts, bridge components, fertilizer, grass seed or other products for work BCTS will do or contract in the field.

Service providers entering BC Timber Sales Workplaces will be provided with a briefing by BCTS staff on known hazards and levels of activity which can be encountered while attending BCTS operations.

Members of the General Public Entering BC Timber Sales Workplaces

The general public frequently use maps, aerial photos and the non-highway forest access roads and trails and other infrastructure to access recreational and other points of interest to them. BCTS staff most often do not know specifically where or when a member of the general public might show up at an operating area or near a workplace. To help ensure the safety of the general public:

- BCTS will maintain general information including general precautions for the public in regard to using BCTS offices, other office or warehouse facilities, forest roads and other infrastructure such as log dumps or log sorts.

- BCTS will encourage the public to check with BCTS, the Ministry, or other forest industry representatives prior to travelling on industrial forest roads or into industrial forest management areas to determine levels of activity and other hazards which they may encounter.

- BCTS may hand out general safety information or erect appropriate signage on BCTS roads and infrastructure to communicate hazards to the public.

Checklists

Appendix 22-1 Visitor Orientation Checklist