Safely Managed and Responsible Team (S.M.A.R.T.)  
Work on another Employers Workplace

### SOME FACTORS TO CONSIDER
- Moving machinery and Equipment.
- Impacts (Overhead, Falls from heights)
- Exposure to hazardous substances
- Moving materials, Excavations, Logs or Active blasting, Animals.
- Exposure to disease or Drugs
- Being unaware of protocols emergency response etc.

### APPLICABLE SAFETY EQUIPMENT
- Hard hats, High visibility vest
- Protective footwear, Appropriate clothing
- Hearing protection, Protective eyewear, Gloves
- First aid kits (personal, basic)
- Radio
- Specialized PPE for the nature of the workplace as warranted based on exposure to hazard

### PRIOR TO ENTERING (PLAN)
Be familiar with [FLNRO Safety Policy](#)
Know your [Roles and Responsibilities](#) and the General Safety Rules ([See Orientation Guide](#))!
Know your rights; understand your right to know, right to participate and right to refuse unsafe work. If working alone, check in as arranged with your monitoring station. Understand and use your person monitoring system.
Understand the principles of the "Client Interaction Guide".
Determine which sites you will visit, who is the owner/employer of the workplace and what nature of the operations are (applicable hazards and PPE) for the site.
If your safety, or that of site workers, will be adversely impacted by the visit reschedule a time when the visit can proceed appropriately.
Determine what your purpose is, and what rights you have to enter the workplace if any (from the legislation or licence/contract conditions.)
Determine who the workplace owner’s representative, prime contractor or site supervisor is and know how to contact them.
Pre-arrange visit with site owner/employer where appropriate.
Understand flying into or reconnaissance flights over active workplaces (especially blasting or falling operations) carry distinct risks for workers in the air and on the ground. Pre-arrange all such activity with the ground operations through two way communication prior to committing to any low level flight or landing.

PPE=Personal Protective Equipment
GPS=Geographic Positioning System
AT THE SITE (DO)

Demonstrate the principles of the “Client Interaction Guide” and Hand Falling Guide.
Respect you are entering another employer’s workplace and abide by their expectations where appropriate and reasonable.
Wear FLNRO Standard PPE (see SMART Office Activities and Field Activities) at a minimum, plus any other workplace requirements where you are exposed to distinct hazards.
Contact the owner, prime contractor, or site supervisor before entering to make them aware of your intention to enter the workplace and your desire to get a safety briefing. Request if possible an escort to ensure the safety of everyone.
Stay well back from all operating equipment until it is stopped or shut down and the operator clearly signals it is OK to approach or pass. For cable logging operations this means staying out of the area within guy-lines and around or below any running lines. Be aware of run-aways logs or other debris!
Ensure all equipment operators are aware of your presence at the workplace.
Be aware of flight path changes for aerial operations
Never approach or enter active falling or blasting sites until escorted by the site supervisor
Keep your head up, be aware of any potential unstable material, excavations, rocks logs, consider what is up slope.
Do not walk or stand under overhead hazards.
Ensure you have parked or landed in areas where it is safe for all.
Do not create hazards for the workplace.
Entry cannot be refused where we have authority under statute, tenure or contract but may be delayed or restricted depending on the nature of hazards. Remember the employers of these sites have an obligation to protect all workers including you. So be open about how and where you intend to conduct your inspection so they may discharge their responsibility. If entry is delayed get the rationale and arrange for a time when access is available.
Request a safety orientation from the person in charge of the workplace. It should include:
- Hazard information for the site.
- Requirements of the workplace safety plan.
- PPE requirements for any site specific hazards for which you will have exposure during your inspection.
- How to summon first aid and key aspects of emergency response plans that are germane to your visit.
- Who to report any concerns to.
Let the site supervisor know when you have left the site.

MONITOR/INSPECT (CHECK)

Communicate any safety concerns you may have and ask if the client, owner or supervisor have any safety concerns they wish to raise that FLNRO may be able to assist with.

IMPROVE/CORRECT (ACT)

Resolve any safety concerns associated with your visit immediately if able. Follow up and resolve any safety concerns you or the client had identified during the visit but were unable to immediately resolve. Involve your supervisor and management where necessary.
Report any concerns or conflict regarding your access or entry to your supervisor for resolution.