

BCTS Provincial Safe Work Procedure #4

Entering Another Employer's Workplace

KEY HAZARDS

- Moving machines, logs or falling trees, blasting
- Impacts (overhead, falls from heights)
- Exposure to substances (oils, fuels, solvents)
- Unstable slopes, logs or active blasting or rock drilling sites
- Overhead operations



APPLICABLE SAFETY EQUIPMENT

- Hard Hats, High visibility vest
- Protective footwear, appropriate clothing
- Hearing protection, protective eyewear, gloves
- First Aid Kits (personal, basic)
- Radio
- Other PPE as per another Employer's workplace.

PRIOR TO LEAVING THE OFFICE

1. Determine which sites you will visit, who is the workplace owner and what type of operations may be carried on there.
2. Determine what your purpose is and what rights you have to enter the workplace (from the legislation or licence/contract conditions.)
3. Determine who the workplace owner's representative, prime contractor or site supervisor is and know how to contact them.

ENTERING THE WORKPLACE ON FOOT OR BY VEHICLE

1. Contact the owner, prime contractor, or site supervisor before entering by radio or telephone to make them aware of your intention to enter the workplace and your desire to get a safety briefing. Respect that you are entering another employer's workplace.
2. Entry cannot be refused but may be delayed or restricted depending on the hazards. If entry is delayed get the rationale and arrange for a time when you can access what you need as per the legislation, licence or contract.
3. The person in charge of the workplace must provide you with a briefing including:
 - Known and potential hazards on site and location of equipment during visit,
 - Requirements of the workplace safety plan,
 - PPE requirements for site specific hazards you will be exposed to,
 - Location of First Aid and emergency response plans,
4. Complete your work and inform the site supervisor you are leaving the worksite.

ENTERING THE WORKPLACE BY AIR

1. It is essential to contact the workplace owner or site supervisor immediately before committing to any low level flight over the work area.
2. Arrange with the person in charge for clearance for low level overview (beware of falling or blasting) and arrange for a safe and suitable place to land the aircraft if landing is desired.
3. Proceed as described in entering a workplace on foot.