

Purpose and Scope

This EFP applies to all BCTS Licensees, Permittees and Contractors, including their employees, agents, and subcontractors, who are responsible for supervising field activities within the scope of the BCTS 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 with your supervisor** and/or the BCTS representative. Understand the information that is provided on the relevant pre-work checklist. Ensure you obtain all information required to supervise the project and to prepare you for any emergencies.
2. **Prepare for, complete and document a pre-work with all employees, agents and sub-contractors** involved in the project before the work commences:
 - **Review relevant project information** including contract, licence, permit, map, Project Plan, field marking, prescriptions, special conditions, requirements and specifications. Review environmental field procedures, environmental emergency response plans and any resource features, resource values, sensitive areas, and special conditions.
 - **Provide** copies of Project Plans and maps to workers.
 - **View** the site with employees to familiarize them with resource features, resource values, sensitive areas, and special conditions, as relevant to their function and activity.
 - **Document** your pre-work discussion with your workers and record the names of attendees. A copy of the BCTS Prewrite Report that was completed with you by BCTS can be used for this purpose.
 - **Ensure all stakeholders are notified as required** (e.g. affected water licensees or purveyors, trappers, guides, lodges, residents etc.).
 - **Additional pre-works** may be required if work has been shut down for an extended period of time (90 calendar days or more e.g. seasonal, fire, operational restrictions, economics etc.)

While supervising, ensure you:

1. **Have a Project Plan.**
2. **Look ahead** to make sure Project Plans will work.
 - Ensure that all **resource features, resource values or sensitive areas** identified on the Project Plan map can be located by you on the ground. Know the associated management strategies and communicate those to workers.
 - Document any previously unidentified resource features, resource values or sensitive areas found by you or the workers. Identify them on the Project Plan map and report them to your supervisor and the BCTS representative.
3. **Assess** need for changes to Project Plan(s). Licensees and Permittees must amend Project Plan(s) before conducting primary forest activities in a way that is different from what is described in the plan.
4. **Know and follow** all EFP requirements.

While supervising, ensure all employees:

1. **Understand** their roles and responsibilities and:
 - Have received all necessary information and instructions,
 - Have relevant EFPs available to them, and follow the requirements of the EFPs, and
 - Have relevant Project Plans available to them and understand their associated requirements.
2. **Notify** you of:
 - Any planned works that do not conform to the Project Plan(s), prior to those works being conducted, and
 - Any situations that have caused or have the potential to cause environmental damage.

Monitor and Inspect the Works:

1. Monitor and inspect current and completed works.

- Review relevant items, including:
 - Conformance to the Project Plan;
 - Conformance to EMS / SFM 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 SFMPs;
 - Licence, permit and/or contract conditions;
 - Compliance with legislation (e.g. Forest and Range Practices Act (FRPA), Wildfire Act, Forest Act, Transportation of Dangerous Goods Act (TDG), etc.); and
 - Safety requirements.
- Any potential non-compliances are to be reported to the appropriate agency and BCTS,
- Identified non-conformances and potential non-compliances are to be assigned corrections and corrective action(s), and
- Follow-up on any corrections and corrective action(s) identified in previous inspection(s) completed by BCTS or the LPC Supervisor to ensure they have been carried out.

2. At a frequency provided at the BCTS pre-work, conduct self-inspections of the work. Document and file the results of the inspection and provide copies, as requested, to BCTS. The BCTS Client Self Inspection Report can be used for this purpose.

3. Complete an inspection(s) and notify BCTS prior to demobilization and prior to any extended periods of shutdown (more than 90 calendar days) such as for seasonal, fire, operational restrictions, economics etc. to ensure that the project area (licence, permit or contract area) is left in a state that the risk of a negative environmental impact is low. If any deficiencies are found such as inadequate water control (e.g. blocked ditches, culverts not installed), ensure corrections and corrective actions are carried out prior to the shutdown of operations.

Manage Documentation:

1. Keep required documentation onsite:

- BCTS pre-work report, and records of your pre-works with workers,
- Project Plans and other materials provided at the pre-work,
- Environmental Emergency Response Plan (eERP) available to all workers,
- EFPs available to workers as relevant to their activities,
- BCTS inspection reports and your self-inspection reports,
- Completed Incident Report forms for any incidents that have occurred during the work, and
- Training records and 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 provide a copy to BCTS for required types of incidents. Ensure that corrections and corrective actions that are to be taken to address the incident are completed and followed up on.



STOP WORK

and contact your project supervisor and the BCTS representative if:

- You are uncertain of the Project Plan, your responsibilities or the location of hazardous/sensitive areas.
- A previously unidentified resource feature, resource value (e.g. cultural) or sensitive area is found.
- You experience unfavourable weather or site conditions that could cause environmental damage.
- You observe conditions that have the potential for immediate environmental damage.
- You believe the Project Plan will not work.