



BC Forest Safety Council

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An Explanation of the SEBASE Audit Questions

November 20, 2007



A1

QUESTION	SUPPORTING INFORMATION	GUIDELINES
A1. Does the company have a written health and safety policy?	Attach the company health and safety policy.	The company is required to have this document as part of its health and safety program.

You can either write your own safety policy or use the one provided by the Forest Safety Council or other sources, but it is preferable that companies write their own. If you choose to use one provided by the council or other sources, you must review it and determine that it accurately reflects your safety aims and objectives. It should be signed by the highest-ranking company official and dated. It's expected that your company's H&S policy will be reviewed at least every second year to determine that it still meets your company's aims.



A2

QUESTION	SUPPORTING INFORMATION	GUIDELINES
A2. Can workers verify that they know about key principles of the policy?	Attach workers list, including contact info.	Workers must be able to speak knowledgeably about the health and safety policy of the company.

Attach an employee contact list. Include job positions and contact information where employees can be reached both on- and off-shift.

Refer the reviewer to:

- Completed orientation checklists with the check box highlighted for the company safety policy. See D1.
- Copies of safety committee minutes with the portion/s highlighted that indicate the review of the company's safety policy. See E1.
- Supervisors' journal notes with relevant portions highlighted.

Make sure you advise employees that they may be contacted by Forest Safety Council staff.

Employees are not expected to memorize the policy statement; rather they should know it exists and have a general understanding of what it contains. They should also be able to answer the following questions:

Q.: Have you seen or were you given a copy of your company's safety policy?

Potential answers: I was given a copy during our last orientation / safety meeting / review of the safety program / or ----- . X talked to us about it.
 There's a copy at the beginning of the safety program.
 There's a copy posted in the office.

Q.: Do you remember what it said?

Potential answers: I don't remember the exact words but I know it was signed by the boss, and he said (for example):

- He was going to make sure that we had a safe place to work.
- Injuries are preventable, and we are going to get proper training.
- Everybody has safety responsibilities, including managers and supervisors.
- He wants me to talk about safety or concerns whenever I want, and they will listen and do something about it.
- Everyone's expected to follow the rules and regulations and help make the job safe.



QUESTION	SUPPORTING INFORMATION	GUIDELINES
<p>A3. Does the company have a method for conducting regular and periodic assessments to ensure that workers are following the rules and regulations at the site and WorkSafeBC?</p>	<p>Attach worker assessment documents showing that this has been completed on regular basis.</p>	<p>A positive answer means the company is conducting regular assessments on their workers and documenting it. For this audit document, regular assessments — at a minimum — mean that generally a worker is assessed at least once per calendar month. However, different disciplines and workers may often need to be checked on a daily or weekly basis, based on hazards and risks. For example, a faller will require more frequent checks than a feller buncher operator. Assessments must be conducted according to the scale, scope and complexity of the operation in a particular business unit. In addition, a worker who has been identified as having performance or work difficulties may require more attention from a supervisor than others. The company is to submit <u>three</u> samples of worker assessments that were completed for operating months within the previous 12 months.</p>

This question is similar to B2 in that they both require inspections or assessments. The difference is that this question requires an assessment of workers, not the work site. To do a proper assessment of workers, it is necessary to evaluate their adherence to established safe work procedures, including following the rules and regulations at the site and those of WorkSafeBC.

This process should be explained in a written procedure and incorporated into the company’s Occupational Health and Safety (OH&S) program. The procedure should identify who will do the assessment, who will be assessed, how often the assessment will be done, what documents will be generated, and what will be done with the results of the assessment. You can write these procedures to include the pre-work plans needed for B1 and the site inspection reports needed for B2. The best way to do this assessment and document results is to develop a checklist that requires evaluation of certain key safe work procedures and rules and regulations.

This checklist can be structured so that it will work for question B2 as well, as long as it:

- Includes safe work procedure evaluations and site inspection details.



BC **Forest Safety** Council

Unsafe is Unacceptable

- Demonstrates for A3 that each worker has been assessed at the required intervals. Highlighted or separate portions that indicate that worker adherence to safe work procedures is assessed must be included.

You could also develop a multi-purpose checklist that has a section for assessment of workers and a section for site inspections. Make sure you demonstrate that you are assessing all workers.

If you use a borrowed document, use it as a guide only. You need to review it (and any assessment checklist) with your employees to make sure that it is relevant to the work you're doing. Ask for suggestions to changes or additions and develop your own checklist. This will provide a sense of ownership and increase the likelihood that employees will accept the whole process.

Note: Make sure that your checklists have enough detail so that you will be able to evaluate key work procedures.



A4

QUESTION	SUPPORTING INFORMATION	GUIDELINES
A4. Does the company discuss recent incidents and industry-related safety alerts?	Attach safety meeting documents showing that this is being completed.	The company must be discussing company-related close calls and incidents, incidents, and safety alerts with its workers on a regular and ongoing basis. Submit documentation, such as tailgate or other types of safety meeting documents, showing that this has been done for each operating month within the previous 12 months.

This question requires that the company submit documents showing that incidents and safety alerts are discussed with workers each operating month.

You could go onto BC Forest Safety Council's and/or WorkSafeBC's website and download Safety Alerts prior to the safety meetings.

It is highly recommended that you modify your safety meeting recording form to include "review of Safety Alerts" as part of the standing agenda. Refer to each flyer specifically within your monthly safety minutes.

Attach the actual incident report or the Safety Alert flyer that was discussed to the safety meeting forms and put them in the binder.

You can also provide supervisors' journal notes if these incidents or alerts have been discussed with workers in this manner.

Mandatory submission of safety meeting minutes is required for question E1, so you can refer the reviewer to that question. Just make sure that you highlight the relevant portions and write A4 beside them.



A5

QUESTION	SUPPORTING INFORMATION	GUIDELINES
A5. Do supervisors know what they are supposed to be measuring and evaluating regarding safety?	Attach supervision and site inspection documents as indicated in the guideline.	Submit documentation such as supervisors' notes, journals, training records or formal documentation which shows that supervisors have a clear understanding of the safety requirements of the activity being supervised, based on the company's program, industry standards and the law.

What needs to be shown here is that supervisors are competent and understand the safety requirements? Possible evidence includes:

- A statement of supervisors' qualifications and experience.
- If you have a job description, attach it.
- A list of supervisors' responsibilities.
- A statement to the effect that by being responsible and competent to complete the submitted documents (see below), your supervisors have demonstrated that they understand the safety requirements.

Submit work done by the supervisors that demonstrates this. The most common evidence is found in:

- Worker assessment forms.
- Site inspections.
- Pre-work risk evaluation and meeting forms.
- Incident investigations, etc.

Highlight items within these forms that demonstrate your supervisors' understanding of safety requirements.

Supervisors' journal notes are also good sources of evidence.



QUESTION	SUPPORTING INFORMATION	GUIDELINES
A6. Is the content of the Forest Safety Accord discussed with all levels of workers during initial orientations, safety meetings or annual reviews of the health and safety program?	Attach required documentation showing that this has been completed. Examples of acceptable documentation include new hire orientations, safety meeting forms, management meetings, etc.	The company must submit documentation showing that the accord has been discussed and is an ongoing discussion with workers and contractors. At a minimum, the company must show that each worker has had this discussed at least once within the previous 12 months.

This is not an interview question at this time; however, you need to demonstrate that the Forest Safety Accord has been discussed with all employees.

The question requires a discussion of the accord during initial orientation, safety meetings or during annual review of the health and safety program. So provide a selection of the following from the previous 12-month period to demonstrate that all employees are aware of the accord:

- Completed orientation checklists, which include a check box for reviewing the Forest Safety Accord. See D1.
- Safety meeting minutes with any notations highlighted that refer to reviewing the Forest Safety Accord. See E1.
- If applicable, supervisors' journal notes with any notations highlighted that refer to reviewing the Forest Safety Accord.

Consider having employees sign off on the back of a date-stamped copy of the accord and submitting that document.



QUESTION	SUPPORTING INFORMATION	GUIDELINES
B1. Are the sites that the company is working on being assessed for hazards and risks before the job starts and on a regular basis in accordance with WorkSafeBC regulations?	Attach documentation, such as site plans or pre-works, showing that this has been completed on a regular basis and in accordance with the regulation.	Hazard identification must be conducted by the company every time a worksite moves and starts up. In a static facility, it must be an ongoing process. This documentation must be submitted with the audit, showing that this has been completed for every operating month within the previous 12 months.

Focus on providing documentation for pre-work plans or new area risk assessments for this particular question. The “regular basis” portion is covered by A3 and B2.

You need to ensure that you have developed policies and procedures that identify the expectations when anyone moves into a new work area. This includes the inspection and risk assessment done by the supervisor as well as the required meeting with affected workers to review the assessment and determine and explain the various plans/procedures. See A3 for more information.

The best way to comply with this requirement is to develop your own checklist. Review the Initial Safety Meeting Agenda – New Worksite section at the end of Chapter 3 in the Safety Toolkit and include appropriate items in your own new area assessment process. It is a good idea to structure this checklist or form so it will double as a New Area Assessment/Meeting form as well.

The major difference between this requirement and other assessments and inspections is that this is done before anyone starts work. Consequently, work procedures and adherence to rules and regulations do not need to be evaluated at this time.

Depending on your circumstances, however, you may choose to develop a form or checklist that will do double duty. Just make sure it is clear that you are submitting new worksite evaluation documentation for each new worksite. For a form that does double duty, you could have a check box indicating whether it is a new worksite or a “regular basis” inspection.

A first-aid site assessment should also be completed at this time.

Don't get confused with new and returning worker orientation requirements, which are a separate issue, even though the two may coincide in some cases.



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Possible documentation to include:

- Completed copies of the New Area Assessment/Meeting form.
- Completed First Aid Assessment forms.
- Copy of maps showing identified potential hazards.

For companies that go to new worksites frequently (e.g.: daily or more often), this will be your primary hazard assessment document. Try to develop a concise checklist that zeroes in only on the requirements for a new worksite. This should only take a few minutes to complete.



B2

QUESTION	SUPPORTING INFORMATION	GUIDELINES
B2. Is the site being inspected on a regular and ongoing basis as required by WorkSafeBC regulations?	Attach documentation showing this has been completed on a regular basis.	Regulations and good safety practices require that the site and facility have regular inspections. Submit documentation showing that this has been completed monthly for all operating months within the previous 12 months.

This is a slightly different requirement than the worker assessment in question A3. However, it is possible to combine both A3 and B2 on one form or inspection checklist, as explained in A3.

You need to ensure that you have developed policies and procedures that identify the expectations regarding inspections. It should identify who is to conduct them, how often they will be scheduled, what will be inspected, the purpose of the inspections, what forms or checklist will be used, what to do about identified hazards or deficiencies, and who will participate in the review of the results.

The minimum standard is that this type of inspection be done at least monthly and weekly for hand fallers.

The Site Inspection sheet from the Safety Toolkit is a good example.

As mentioned before, if you use a borrowed form or checklist, make sure you review it and modify it to suit your operation.



QUESTION	SUPPORTING INFORMATION	GUIDELINES
B3. Is there a preventative maintenance program, and is equipment serviced in a manner that meets or exceeds manufacturers' instructions?	Attach maintenance or service documentation showing that this has been completed on a regular basis. Examples of documentation requirements include service logs, line logs, pre- and post-repair logs, etc.	The company must be able to show that regular and routine maintenance is conducted on vehicles, machines and tools. Required documentation may include pre- and post-repair sheets, maintenance records from both in-house and external sources, and log records showing that maintenance has been scheduled and completed. Samples of various equipment maintenance logs for operating months within the previous 12 months must be submitted.

Start with a list of company vehicles, tools and equipment that would be covered by this question, such as crew vehicles, mobile equipment, chainsaws, hand-held portable power tools, welding equipment, etc.

Because this can generate a lot of paperwork, a year's maintenance and repair records for 2 representative samples of each type of equipment is enough, as long as you explain so. For instance, you can state that you're only submitting maintenance records for 2 pieces of mobile equipment, but you have 4 more that are serviced and maintained in the same manner.

Consider requiring annual provincial certification for your crew vehicles.

Examples of documentation include:

- Safety inspection certificate for crew vehicles
- Complete maintenance records and history for selected machines for the past 12 operating months, which might include:
 - Current log book with highlighted entries.
 - Completed service schedule.
 - Samples of a completed operator's daily inspection checklist with requests for repairs or service and proof that it was done.
 - Completed mechanic's work orders for that machine.
- Chainsaw maintenance system, including a copy of the maintenance requirements in the operator's manual.
- Copies of the maintenance requirements from some power tools' manuals.



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Make sure you include both in-house and external sources (if you have them) of maintenance and repair.



B4

QUESTION	SUPPORTING INFORMATION	GUIDELINES
B4. Are company supervisors ensuring that the workers are using the controls that are in place?	Attach examples of controls that are written and being utilized within the company. Workers will be interviewed regarding this question.	Controls are defined as standards, practices and procedures that a company and workers do to prevent an unwanted event from occurring. For example: a worker wearing a seatbelt (an administrative control), or a piece of equipment in a facility which has had a muffler put on due to high noise concerns (an engineering control).

This question is linked directly to C2, which asks for controls such as standards, practices or work instructions for each task or job.

This is a more general question and covers all types of controls.

You can put your policies and procedures here and your job-specific, written, safe work procedures either here or under C2, and refer the reviewer to that question.

This is an interview question. Employees should be able to:

- Identify the personal protective equipment (PPE) they are required to use.
- Confirm that written safe work procedures and policies have been reviewed with them.
- Confirm a few specific requirements from their written safe work procedures, such as seatbelt use, machine guarding, etc.
- Confirm that the supervisor/s enforce the use of PPE and appropriate procedures and policies.



C1

QUESTION	SUPPORTING INFORMATION	GUIDELINES
C1. Does the company have written standards or rules around personal protective equipment (PPE) and its use?	Attach a copy of worker PPE requirements.	The company must have standards regarding the use of PPE in accordance with WorkSafeBC regulations. These rules must exist formally (that is, in writing).

Develop a PPE policy or program identifying the PPE necessary for various workers or jobs, requiring that they maintain and wear it, as well as explaining what they must supply and what the company will supply, and where it can be obtained.

The PPE Policy provided in the Safety Toolkit can be modified to suit your company. Your Job Safety Breakdowns (JSB's) or written safe work procedures should include a section on PPE required for each worker.

Attach a copy of your PPE policy and refer the reviewer to C2 if your JSB's includes a section on PPE. Highlight the PPE section and write C1 beside it in the first provided JSB.



C2

QUESTION	SUPPORTING INFORMATION	GUIDELINES
C2. Does the company have standards, practices or work instructions for each task or job?	Attach these identified documents. A sample of each job instruction is required to be submitted with the audit for <u>every</u> job type.	The company must have standards regarding work instructions, Job Safety Breakdowns, Standard Operating Procedures or other common documents. Every worker, practice, procedure and task must have an instruction attached to it in some manner.

Standards, practices and work instructions are the end result of any job or task safety analysis. Knowledgeable people assess the various job risks and determine the controls needed to reduce or eliminate the risks. Job Safety Breakdowns (JSB's), Safe Operating Procedures (SOPs) and Safe Reliable Methods (SRMs) are names used to describe the written procedures for individual jobs and tasks.

Here is where you provide any JSB's, SOP's and SRM's that you have. These are relatively common in the forest industry and are available from most licensees and the Truck Loggers Association. The Safety Toolkit also has some examples of written safe work procedures.

As mentioned earlier, if you are going to borrow any of these from other sources, review them with your employees and modify them as needed to suit your company.

If you're starting from scratch, the Job Inventory form in the Safety Toolkit should be filled out to help determine your priorities. You can then use the Job Safety Analysis sheet to develop your own JSB's, etc. It's expected that you will have one for each job function, including vehicle drivers and first aid attendants.



QUESTION	SUPPORTING INFORMATION	GUIDELINES
C3. Are there procedures in place to correct workers if they do not follow the rules and regulations, and are workers aware of this program?	Include copies of the program and documentation showing that workers have formally acknowledged this on a new hire orientation sheet or other applicable document. Workers will be interviewed regarding their knowledge of these.	The company must have corrective procedures in place to assist workers when they are not in compliance with the rules and regulations. Additionally, workers must be made aware of these procedures and how they function.

Companies need to provide a progressive discipline policy and procedure. Identify, in general terms, when discipline would be initiated and outline it in the various steps.

This is an interview question, so it is important that you discuss this policy and the procedures with workers. They should be able to describe circumstances where discipline will be applied and should know that it's 4 strikes you're out. For example: verbal warning; written warning; suspension; dismissal.

Modify the Safety Orientation checklist to include a check box for "discipline policy and procedures" or note that discipline is discussed in the safe work procedures (if it is).

Possible evidence:

- Refer the reviewer to question D1 and highlight the appropriate item in the Safety Orientation checklists.
- Safety meeting minutes with highlighted portions showing a discussion of discipline with all employees.
- Supervisors' journal notes with highlighted notations if he/she had occasion to correct a worker.



C4

QUESTION	SUPPORTING INFORMATION	GUIDELINES
C4. Are there emergency response procedures (ERP) for injuries, fires, natural disasters and fatalities?	Attach ERP documentation.	Emergency response procedures for fire, injuries, natural disasters and fatalities must be written and compiled for workers to use. The company must include copies of these ERP documents.

Refer to the end of Chapter 2 in the Safety Toolkit if you need to build an ERP from scratch. Often you can modify a prime contractor's or licensee's ERP. You must, however, have a version that will apply to your actual work locations and situations.

Make sure you:

- Include injuries, fires, natural disasters and fatalities. You must have all 4 of these points covered to earn a point.
- Highlight those 4 words or phrases in the document. Natural disaster can include erosion events, floods, avalanches and tsunamis (as applicable). If you already have ERP procedures for these, put them under the natural disaster category.
- Provide a separate ERP for fatalities. For example:
 - Do not disturb the accident scene except as needed to conduct first aid.
 - Seal off the area.
 - Cover the body.
 - Call the RCMP, coroner and WorkSafeBC (include contact numbers).
 - Do not use workers' names over the radio.
 - Notify (named) senior supervisor or owner with all the facts, etc.

Although it is not required for this audit, you should be conducting an annual run-through of your ERP, particularly the evacuation of a seriously injured worker from difficult-to-access areas you may encounter.

Note: WorkSafeBC Reg. 4.14, Emergency procedures, point 3:

At least once each year emergency drills must be held to ensure awareness and effectiveness of emergency exit routes and procedures, and a record of the drills must be kept.



C5

QUESTION	SUPPORTING INFORMATION	GUIDELINES
C5. Are workers knowledgeable regarding the ERP's at the work site and in the operation?	Workers will be interviewed regarding this question.	Workers must be familiar with the emergency response plans that the company has in place, such as fire, first aid, rescue, and spill plans.

This is an interview question. So far, the responses have been relatively good.

Employees should be able to respond along the following lines:

- They know about the ERP and where they can locate the information. They should be specific about the location, for example: the main information is in a binder in my pickup truck, machine etc. Or: all emergency call numbers are posted on the dash / on the map that I carry with me all the time. Or: we have plasticized emergency call numbers in our wallets (a requirement specifically mentioned in the Safety Toolkit).
- The information includes what we're supposed to do and the contact numbers to call in emergency.
- When we move into a new area, we go over the ERP and make sure it will work and that the contact numbers are valid. We establish the work location, emergency exit routes, latitudes and longitudes, location of first aid equipment, etc.

Possible evidence you can provide indicating that the ERP is reviewed with workers includes:

- Orientation checklist showing a check box for ERP. See D1.
- Completed copies of the New Area Assessment/Meeting form. See B1.
- Completed First Aid Assessment forms.



C6

QUESTION	SUPPORTING INFORMATION	GUIDELINES
C6. Does the company have a formal method of handling injured workers and their claims within the health and safety program?	Attach a copy of the section within the company manual showing that there is a program to manage injured workers and their claims post-incident, including return to work and/or stay at work components.	The document must show a methodology to assist workers after they have become injured until they are returned to the job site at their pre-injury status, or until they have reached a medical plateau.

This might be called an injury or disability management program. The purpose of the plan is to describe how an injured worker, who is off work and has already received appropriate medical care and support, would return to work. It includes responsibilities for workers to:

- See the doctor.
- Keep in touch with the company.
- Follow any doctors' restrictions/orders.
- Notify the company if things get worse.

It also includes responsibilities for the company to:

- Keep in touch.
- Accommodate the doctors' restrictions up to the point of undue hardship.
- Provide meaningful work, etc.
- Provide a timeline for communications with workers, doctors and WorkSafeBC.



QUESTION	SUPPORTING INFORMATION	GUIDELINES
D1 Are orientations given to new and returning workers which include a health and safety component?	Attach two examples of completed orientation documents to the audit. This can also be identified by sign-off sheets. Workers will be interviewed regarding this question.	Health and safety orientations must be given to new workers and returning workers after a period of 6 weeks away from the site or facility, and this must be documented. The company must include at least 2 documents that have been completed with current workers.

You need to have a written plan for orienting new workers and workers who have been absent for 6 weeks or more, or those who are changing jobs (and possibly changing sites, if multiple sites are operated). If you intend to use an orientation checklist, which is recommended, include that fact in your plan. Be sure to assign someone the responsibility for doing the orientation.

This is meant to be an orientation to the company, rather than a review of the JSBs for specific machines, etc. JSB review is only a part of orientation. Specific items are necessary; see D2 and D4 for more information.

The written plan should be a topic in your safety manual.

Possible evidence you can provide includes:

- A copy of your orientation plan. Make sure it includes the information in the first paragraph above, particularly the 6-week requirement.
- A statement indicating how many workers have required orientation or reorientation for the previous 12 months.
- At least 2 copies of the completed worker orientation checklist. Consider modifying this form to identify new worker orientation versus job change or extended layoff reorientation.

If you have not had any workers who fit into these categories (i.e. you haven't had to do an orientation because you have no new employees or job changes and you work steadily), explain so, then submit the information above and a blank orientation checklist.



D2

QUESTION	SUPPORTING INFORMATION	GUIDELINES
D2. Does the orientation discuss the company's policies and procedures, job-specific hazards and the right to refuse unsafe work?	Attach two examples of completed orientation checklists. Workers will be interviewed regarding this question.	Orientations must include information that will benefit workers as part of incident prevention. This includes, but is not limited to, company policies, job-specific procedures, hazards on the site, the right to refuse unsafe work, emergency procedures, close call and incident reporting, and the requirement to follow the rules and regulations as a condition of employment. The company must include at least 2 completed copies of orientation documents with the audit. Companies must note that questions D1 and D2 may include the same document. If this is so, only attach 1 of the 2 to the audit and indicate this.

This is an interview question.

When you conduct an orientation, make sure you explain to the employee that that is what you are doing. Use the word “orientation” a few times. Explain why and when an orientation is done.

Note: WorkSafeBC new worker orientation regulations changed at the end of July 2007. The revised rules and a checklist for compliance are available from the Employers’ Advisors Office. You should contact the local office and request information on New and Young Worker Orientation. This change adds more mandatory items to the checklist that will be expected for next year’s submissions.



D3

QUESTION	SUPPORTING INFORMATION	GUIDELINES
D3. Does the company have certification requirements for the applicable jobs on their site or within their operation?	Attach copies of documents outlined in the guidelines.	The company must submit documents showing first aid training, blasting tickets, class one with air brake endorsement, WHMIS, transportation of dangerous goods (TDG), faller certificates, or any other applicable worker documentation related to safety.

Start by filling out a table or form, similar to the Record of Training and Certificates form, and attach it.

You should also complete the Personnel Data form that follows for each employee and attach these as well.

Note: Make sure you attach photocopies of all the required certificates.

For fallers, attach copies of their certificate and portions of their logbook.



D4

QUESTION	SUPPORTING INFORMATION	GUIDELINES
D4. Is the company ensuring that workers are competent to perform their tasks before they permit that individual to perform the task?	Attach documentation showing that this has been assessed and completed.	As a part of ensuring that a new worker is capable of performing a specific task or job, management personnel must assess his/her workers to ensure they have the skills and knowledge necessary to perform their work safely. This includes the supervisor going to the field, assessing the worker and formally documenting that they have been evaluated and met the minimum standard as set by the governing bodies or the company, whichever is a higher standard. This question is asked to ensure that companies do not simply hire a person with an unproven certificate or knowledge level and send them to work. Companies must ensure that workers are competent at their tasks.

At the time of hiring, companies should have an evaluation process for prospective employees, including:

- Reference checks.
- Interview procedures.
- Certification requirements for the job being filled.

In addition, there should be a policy and procedure for (frequently) evaluating and mentoring new employees on the job when they start.

You must have a formal, written plan for ensuring that all new workers (including experienced workers) and workers starting new jobs are competent to do their work before they are released to work with less supervision. This should include:

- Hiring criteria. You can simply say that you will only hire experienced workers.
- Requiring that workers provide you with verification of their training, education and certification, and references regarding previous experience
- Attempts to contact any references for verification. Document these attempts and the results. If this is a returning employee and you can vouch for his competency, say so.
- Going through the new worker orientation process with them.
- Supervisors or trainers should then observe workers in new jobs continually, until they are satisfied with the worker's competency and ability to safely perform the job or operate the equipment without undue risk.



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- Establishing procedures regarding frequent assessments until supervisors are satisfied that the new employee can safely do all of the tasks expected.

You need to develop guidelines for supervisors or trainers to use when observing and evaluating new workers and determining competency. A list of the tasks that the new worker should be able to safely perform would be a good starting point. This could be developed in conjunction with the worker assessment checklist needed for A3.

Note: Supervisors or trainers must then sign off on the workers' competency.

Attach all of the above documentation.



QUESTION	SUPPORTING INFORMATION	GUIDELINES
E1. Are safety meetings being held on a regular basis with workers to discuss current and ongoing health and safety issues?	Attach completed safety meeting documentation for operating months in the previous 12-month period. Supervisors' journals are an acceptable substitute for tailgate safety meeting minutes.	To meet the intent of this question, formal safety meetings must be held at least once per month or tailgate meetings at least once per week. Names and signatures of attendees must be included on the documents to show that they were present at the meetings. The minimum expectation is that workers are part of regular discussions regarding safety on the site as a monthly requirement, or as a weekly requirement with tailgates. The names submitted are subject to verification in the interview process, so companies must ensure that names submitted are valid.

Attach monthly safety meeting minutes and/or weekly tailgate meeting minutes for operating periods. Supervisors' journal notes may double for tailgate meeting minutes, provided they have enough detail.

If minutes or notes are not continuous because of lack of work, make certain you explain the reason for the missing documents.

Safety meeting minutes are important documentary evidence, so you should make every effort to do a good job of recording information.

It is recommended that you modify your Safety Meeting Report form to include a standing agenda on the form, indicating a review of Safety Alerts, Incident Investigations, Inspections and Assessments, Corrective Action Logs (CALs), etc.



QUESTION	SUPPORTING INFORMATION	GUIDELINES
E2. Does the company have an active close call reporting system?	Attach close call-related documentation. Workers will be interviewed regarding this question.	A close call procedure for the reporting of situations where “a loss could have occurred” must be formal, with written submissions from workers or supervisors. Documentation showing that this is ongoing must be included for operating months within the previous 12 months. Sample documentation for each operating month is sufficient to show that this process is occurring. For example, supervisors’ journal notes, safety meeting forms, incident reporting forms or a formal close call document.

What follows is closely linked to, and part of, question F1. This question is specific to close calls, and part of the overall requirement regarding incident reporting and investigation.

You need to ensure you have written procedures and expectations for reporting close calls and near misses (and all incidents). Look through Chapter 9 of the Safety Toolkit for information that needs to be included. Make sure that:

- You emphasize that all incidents must be reported.
- You have a definition of a close call.
- Employees are familiar with the list of the incidents required to be reported within the company (see table on page 4 of Chapter 9).

You can either develop your own form or use the Incident Reporting form from the Safety Toolkit. Explain its use in your procedures and ensure that employees know it exists, where to find it, and how to use it

Possible evidence to submit includes:

- Actual documented reports of close calls submitted by employees on an incident reporting form.
- Highlighted portions in the workers’ responsibilities section of your safety program.
- Written policy statements regarding the requirement to report close calls and near misses (and all incidents).
- Safety meeting minutes with highlighted portions discussing reported near misses (and all incidents). See E1.
- Worker orientation checklists with box checked. See D1.



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- Supervisors' journal notes highlighting reports of near misses.

Even if you have not had any close calls at your operation you are still required to provide the written procedures and expectations, etc. Then just make a statement that you haven't had any incidents, but all workers have been told to report them and if they were to have one, they have been instructed to fill in the company's incident/hazard reporting form and report it to the supervisor. Attach a blank copy of the incident/hazard reporting form as well.



E3

QUESTION	SUPPORTING INFORMATION	GUIDELINES
E3. Does the company communicate the site assessments and inspection findings to workers?	Attach documentation including such items as safety meeting topics, journal notes regarding discussions with workers, etc.	Communication of the site conditions must be performed to make workers aware of conditions before a job starts, and changes that are made after a worker notifies the company of a problem. This can be through informal discussions with supervisors, or done more formally, such as posting committee minutes or hazard reports on bulletin boards in commonly accessed areas.

If you are doing inspections and have modified your safety committee minutes form to include a mandatory review of site assessments and inspections that will be sufficient to answer the question.

Possible evidence to submit includes:

- Highlighted portion of safety meeting minutes in E1.
- Copies of new work area assessment/meeting minutes in B1.
- Site inspection checklists or forms in B2.
- Supervisors' journal notes with highlighted examples.



E4

QUESTION	SUPPORTING INFORMATION	GUIDELINES
E4. Is there a formal or informal communication method for workers to discuss health and safety issues with the company, other than safety meetings?	Attach documentation including hazard identification forms or other documentation that shows safety-related interventions by the company. An informal system would include such items as supervisors' journal notes.	This question asks if workers have a method of telling the company when there are difficulties in the program. For example, if workers identify that they are missing some items to conduct their work effectively, or notice something that needs to be corrected, is there a communication method for this issue to be discussed and resolved?

Regardless of whether the system is formal or informal, you need to make employees aware that they are encouraged and expected to report hazards or deficiencies.

Examples of what to submit include:

- Copies of supervisors' journal notes highlighting instances where workers reported safety concerns and corrective action was taken, or they requested safety-related items, and that they were provided.
- Completed copies of the incident reporting form.
- Copies of operators' and drivers' daily checklists showing requests for repair or maintenance that have been completed.
- Refer the reviewer to D1 and the check box "Understands the incident/hazard/close-call reporting requirements."

Encourage supervisors to record instances where employees requested safety-related items or discussed safety-related subjects.

Note: Do not reference safety meeting minutes.



F1

QUESTION	SUPPORTING INFORMATION	GUIDELINES
F1. Are workers required to report all incidents which occur at the work place?	Attach a copy of the section within the company policy manual that indicates this is a requirement, and a copy of the incident reporting form.	Workers must understand that they're required to report all incidents, regardless of size, to the company. This must be a component of the safety manual. This may be indicated within the company policy statement or as part of the orientation for new workers.

See question E2 for details regarding incident investigation requirements.

Possible evidence that workers have been informed is the same as for E2, but highlight the requirement to report all incidents as specified in the written policy.



QUESTION	SUPPORTING INFORMATION	GUIDELINES
F2. Are all reported incidents investigated?	Attach copies of at least 2 actual investigations. Workers will be interviewed regarding this question.	Investigations are a necessary part of the company's health and safety program and must be undertaken for all reported incidents. The degree of depth or detail that is put into the investigation process and report is determined by the seriousness of the incident. The required standards are that a root-cause analysis has been completed for all significant incidents reported.

You are expected to have policies and procedures regarding incident investigations. These policies/procedures should cover off the following points, which should be evident in the documentation you provide:

- Determining which incidents will be investigated (Safety Toolkit, Chapter 9, page 4 has that information). As well, include any indications that management is prepared to make decisions regarding the investigation of “injuries that are treated on-site” and/or “any event or loss, such as a motor vehicle accident, theft or spill”.
- Determining which incidents have to be reported to WorkSafeBC, including the requirements to complete copies of forms 7 and 7A.
- Investigation procedures and reports (see below).
- Any necessary follow-up, including the distribution of reports, review at safety meetings, development of a Corrective Action Log (CAL) if necessary, and/or producing a Safety Alert in instances where there is a significant need for building awareness.
- Meeting the WCB Act requirement in section 176 regarding follow-up action and reporting by completing any required corrective action, such as producing a follow-up report of the action taken and ensuring that workers are made aware of the follow-up action and results. (The act states: “Post a report at the work site.”)

See WorkSafeBC Regulation Part 3, Division 10 – Accident Reporting and Investigation and Chapter 9 of the Safety Toolkit for more information.

Note: The Incident Reporting form is not an investigation form because it does not include a root cause analysis with recommendations to prevent recurrence. You have to either acquire or develop your own investigation form, or you could modify the Incident Reporting form to include a check box such as “Investigation required? Yes/No”, then add fields for determining root causes and for recommending steps to prevent recurrences.



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A WorkSafeBC incident investigation form (52E40) with investigation guidelines is available on their website.

Attach 2 copies of your completed incident investigation forms. If you haven't had any incidents to investigate say so, but explain what you would do if you ever had one to investigate, and then attach the above information and a blank copy of your incident investigation form.



QUESTION	SUPPORTING INFORMATION	GUIDELINES
F3. Has a follow-up been conducted by the company to ensure that all required corrective actions have been completed, including a safety alert developed for any significant learning?	Attach documentation showing that corrective actions have been conducted, including safety alerts which have been created for the company and ones which have been shared with the BC Forest Safety Council and others.	Safety alerts are a necessary tool for sharing findings and lessons learned after an incident has occurred. They are also a good way to get information from the investigator and company to the workers and industry to help them understand what went wrong and why. Ultimately, the alert's purpose is to prevent recurrence. Each significant incident report submitted for question F2 must have safety alerts submitted with it to meet the requirements for this question.

See F2, bullets 3 and 4 for requirements for a follow-up report.

The results of the investigation and the follow-up action report need to be discussed with employees.

Possible examples of supporting documentation to submit include:

- Copies of incident investigations corresponding to those reported with a follow-up report indicating the action taken to prevent recurrence, etc.
- Copy of safety meeting minutes with highlighted portion/s regarding discussions of reported and investigated incidents. If you refer the reviewer to the suggested safety meeting form in E1, highlight the appropriate checked off number and the discussion about the investigation and follow-up. Write F3 and F2 beside it.

Safety Alerts:

The council expects all companies to complete and submit safety alerts to them for any incidents that would help inform the industry.

If you have had incidents that required investigation, you must produce a safety alert for each one and send it to the council or explain why you didn't feel it was necessary (because it was not significant enough).

If you haven't had cause to produce a safety alert you still must show that you are prepared to produce one.



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Refer the reviewer to your investigation policy and procedures (F2, bullet 4) and attach a blank copy of the Safety Alert template. The template is available from the Council's website.



G1

QUESTION	SUPPORTING INFORMATION	GUIDELINES
G1. Have the contractors who have been selected by the company met selection criteria that include safety, including the requirements for the contractors to be SAFE certified companies?	Attach contractor selection documentation showing that this is a requirement in the safety program that has been completed.	The selection of contractors cannot be solely based on price or previous work experience. It must also include some relationship to a health and safety program, including a requirement for contractors to be SAFE certified companies. This must be part of the documented safety program along with evidence this is occurring.

Dependent contractors can be integrated into your OH&S program and treated like employees. For each one, you need to complete a Declaration of Dependent Contractor form, which is available on the Council's website, and attach them.

Also, refer to the Council's website/SAFE Companies/Guide to SAFE Companies for information about expectations regarding contractors. For dependent contractors, you can also use the selection and verification criteria that you set up in Element D for your own employees.

For independent contractors, you need to develop policies and procedures for selection and monitoring, which include (as applicable):

- They have their own OH&S program.
- Being in good standing with WorkSafeBC.
- Giving weight to the safety record and current practices of the contractor companies.
- Requiring that they provide you with the names of employees designated to supervise their workers.
- Requiring that they be SAFE certified.
- Including independent contractors in your safety plan, such as:
 - Including them at safety meetings.
 - Subjecting them to your company's supervision.
 - Including them in assessments and inspections, etc.



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Note: Although the requirements for SAFE Certification of Individual Owner/Operators have not been finalized, you still need to have them register to become SAFE certified. To earn a point here you have to demonstrate that:

- Your written policy includes requiring independent contractors to register to become SAFE certified.
- You have notified them via letter, e-mail or memo that they are required to register immediately, and given them a timeframe (e.g.: 6 months) to become certified once the process is finalized.
- You have followed up to determine that they are registered.



G2

QUESTION	SUPPORTING INFORMATION	GUIDELINES
G2. Does the company hold regular meetings with its contractors to discuss health and safety issues and to discuss contractors' safety performance	Attach meeting minutes. Management personnel will be interviewed about handling safety performance issues. Workers will be interviewed regarding this question.	Show through documentation if there have been meetings where health and safety has been discussed with contractors.

Although it is certainly expected that any independent contractor will attend your company safety meetings, this is not what this question is requiring.

You need to demonstrate that management personnel are meeting with independent contractors specifically for the purpose of discussing OH&S performance.

Possible evidence to submit includes:

- Management meeting minutes highlighting attendance of contractors and showing discussions of contractors' safety performance.
- Supervisors' journal notes highlighting safety discussions with contractors.
- Site safety inspections and assessments of contractors.



QUESTION	SUPPORTING INFORMATION	GUIDELINES
H1. Does the company selection criteria include a determination of the capacity of the contractor to be a prime contractor?	Attach contractor selection documentation showing that this is part of the selection process.	Companies must ensure that their selection criteria include an evaluation of the capacity of the contractor to be a prime contractor. The word “capacity” specifically means a measure of the company’s capability to perform the required or assigned tasks as necessary to meet due diligence, and prevent incidents from occurring.

You need to have written requirements and expectations when engaging a prime contractor. In selecting a prime contractor, a critical element is that company’s ability to fulfill all safety and regulatory obligations. You also need to consider during the selection process the safety record and current practices of companies. For example, you should require that a candidate for prime contractor be in good standing with WorkSafeBC and have an experience rating at least average for the subclass, exclusive of any anomalous accidents.

The steps in the process would be:

- Define the work area where the prime contractor will be located and exercising control. Remember that there can only be one prime contractor in a given area.
- Determine if it is a single-employer worksite or a multiple-employer worksite. If it is a multiple-employer worksite then it is mandatory for a prime contractor to coordinate the activities of various contractors as well as establish and maintain a system or process that will ensure compliance with WorkSafeBC regulations.
- Develop a list of the requirements for a contractor to qualify as a prime contractor and the duties associated with this position. If well structured, this could be a checklist that is used to:
 - Verify the qualifications of potential candidates.
 - Provide contract language.
- At a startup meeting, document that the prime contractor has fulfilled all of the requirements.



H2

QUESTION	SUPPORTING INFORMATION	GUIDELINES
H2. After the contractor has consented to be assigned the role of prime contractor, is the assigning party ensuring that these prime contractor roles and responsibilities are being conducted in accordance with the regulations?	Attach audits on contractors, such as a contractor checklist, showing that this has been completed.	Companies must ensure that the applicable duties are being conducted. This can be shown through formal documentation, reviewing the contractor's performance, or other formal records showing this is being evaluated on an ongoing basis. Documentation must be included for operating months within the previous 12 months

As part of the contract requirements you need to require that the prime contractor provides you with documentation that demonstrates they are fulfilling their obligations on an ongoing basis.

Examples include:

- A copy of the prime contractor's OHS program.
- Any Corrective Action Logs (CALs).
- Safety meetings minutes.
- Incident investigation reports and follow-up reports.
- Orientation of workers.
- Records of training for workers and supervisors.
- Inspection and assessment checklists and reports, including corrective actions recommended and their status.
- First aid records.
- With respect to WorkSafeBC:
 - All notices (including any Notice of Compliance) required to be submitted.
 - Notices of Project.
 - All directives and inspection reports issued by WorkSafeBC.
 - Incident and accident reports for which notification to WorkSafeBC is required.

It is also expected that you will conduct monthly assessments and audits of the prime contractor's activity and worksites. You should develop a checklist for this purpose. It could be similar to the checklist required for questions A3 and B2 but focusing on the prime contractor's safety performance.

Submit a statement regarding your monitoring of the prime contractor's safety activity documents and your method of conducting periodic audits and inspections.

Attach the completed monthly assessment checklists.



H3

QUESTION	SUPPORTING INFORMATION	GUIDELINES
H3. Has the prime contractor's role, responsibilities and authority been signed off by all parties?	Attach applicable sections of 2 agreements showing this has been completed.	Assignment of prime contractor roles and responsibilities must include a list of what the specific duties and responsibilities are, including the authority over other contractors on the worksite. This must include a checklist for the hiring of prime contractors that clearly shows them their responsibilities, or other similar documentation

Develop a contract that lists the prime contractor's roles, duties and responsibilities or refer to a specified list. Ensure that the prime contractor signs off on a statement that he/she understands the requirements and will fulfill the obligations.

Important responsibilities for the prime contractor and a multiple-employer worksite include:

- Develop and provide a written contract with any contractors, which is to be signed by them. The contract must detail responsibilities and acknowledge the prime contractor's authority to direct any contractor as necessary to coordinate the health and safety activities
- Have supervisor/s readily available who have the necessary skills, qualifications and experience to coordinate the health and safety activities of all workers at the worksite and are authorized to do so.
- Take all reasonable steps to ensure that the OH&S activities of all contractors and their workers comply with the WorkSafeBC OHS regulations.
- Require that any contractors provide the names of employees designated to supervise the contractor's workers.



H4

QUESTION	SUPPORTING INFORMATION	GUIDELINES
<p>H4. Has the company ensured that, where necessary, the prime contractor has taken the appropriate corrective actions where non-conformances are identified? These non-conformances may have been identified by either the prime contractor or the assigning party.</p>	<p>Attach corrective active documentation showing that this has been completed. Workers will be interviewed regarding this question.</p>	<p>When the assigning party or the prime contractor requires correction on a practice or finding, there must be a paper trail. Submit at least 2 documents showing that this has been conducted over the previous 12 months.</p>

Your main evidence for this question will come from the documents that you are requiring the prime contractor to provide in question H2.

This question asks for corrective action determined to be necessary by the prime contractor, not by the results of any of your audits or inspections.

The purpose of this question is to demonstrate that the prime contractor is conducting risk assessments and incident investigations as well as determining appropriate corrective action and following through with that action.

As you review these documents for the previous 12 months, attach any that demonstrate this. If you see any instances where you feel that corrective action should have been taken or further action was required, determine the circumstances and make appropriate recommendations to the prime contractor. Follow his/her actions through to completion and document and attach them.

Attach a statement explaining your review of the prime contractor's safety program documentation

Your evidence for this question may also come from the results of your monthly safety inspection of the prime contractor. Document any instances where you have required the prime contractor to undertake corrective action and show that you have followed it through to completion. A CAL would be a useful method to provide this evidence.



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Another source may be your review of the documents that you are requiring the prime contractor to provide in question H2.

If you see any instances where you feel that corrective action should have been taken, determine the circumstances and make appropriate recommendations to the prime contractor. Document this action and the follow-up to completion and attach it.