



WorkSafeBC launches new online Notice of Project submission process

To address employer feedback and aging technology, WorkSafeBC has upgraded its Notice of Project (NOP) online submission process and it will be accessible to all employers before the end of this year (2018).

While there will be a grace period for employers to use the old forms, at some point in the future the old Notice of Project form will be retired.

In the past, there was just one form for the different types of notices of project required by regulation; the form timed-out after 30 minutes; and it was harder to use. The new forms are now customized for each of the six required notices – two of which are needed for certain forestry projects (see red oval highlights below for forestry projects expected to last more than five working days; and aircraft operations (forestry)). The other four new forms are for construction, diving, underground workings, and asbestos, lead or other similar exposure work activity.

Submit a Notice of Project form

Before starting work activity on certain projects, owners, prime contractors, and/or employers are required by the Occupational Health and Safety Regulation to send us written notice. You can do this online with our Notice of Project (NOP) form. How much notice we require depends on the type of project you're planning.

Type of project	Notice required
Construction (OHS Regulation 20.2)	At least 24 hours
Asbestos, lead or other similar exposure work activity (OHS Regulation 20.2.1 (1))	At least 48 hours (as of May 1, 2017)
Forestry projects expected to last more than 5 working days (OHS Regulation 26.4)	At least 24 hours but not more than 30 days
Diving (OHS Regulation 24.9(1)(a) to (f))	At least 24 hours
Aircraft operations (forestry) (OHS Regulation 29.16)	At least 2 weeks
Underground workings (OHS Regulation 22.6)	At least 30 days

The Occupational Health and Safety Regulation requires that WorkSafeBC be notified of certain types of projects *before* they begin.

With the new forms, employers will be able to complete a customized form for each type of project that only asks relevant questions and includes help text using common industry language. In addition, if an employer submits more than one form during the same online session, some information will be pre-filled. Location entries will also be faster, offering valid address matches as you type, or a geo-location (identified by the longitude and latitude) can be used where no valid street address exists.

Users will be able to upload supplementary documentation at the time of NOP submission. For NOPs regarding asbestos, lead or similar exposure work activity, supplementary documentation is required and must be uploaded in order to submit the NOP and receive a confirmation.

Please note that employers will still need to contact WorkSafeBC's Prevention Support Services in writing to update an NOP if the project information significantly changes after submission.

For the full announcement, please see: <https://www.worksafebc.com/en/about-us/news-events/announcements/2018/October/changes-online-notice-project-submission-process>

What the regulations say

26.4 Notice of project

(1) This section

(a) applies to a workplace in a forestry operation where the work is expected to last more than 5 working days, but

(b) does not apply where the work is limited to

(i) timber cruising,

(ii) forestry road or cutblock layout, or

(iii) surveying.

(2) Not more than 30 days and not fewer than 24 hours before the start of work at a workplace, the owner for whom the work is being done must ensure that a notice of project is provided to the nearest Board office.

(3) If it is necessary to do immediate work in order to prevent injury to workers or damage to property, work on the project may commence immediately, and the owner for whom the work is being done must ensure that a notice of project is provided to the nearest Board office at the earliest possible time.

(4) A notice of project under subsection (2) or (3) must be provided in a form and manner acceptable to the Board.

[Enacted by B.C. Reg. 20/2008, effective May 1, 2008.]

29.16 Notification

(1) The owner, or the person engaged by the owner to be the prime contractor, must give notice to the Board at least 2 weeks before commencing any operation involving aerial transport of logs or other products made of wood.

(2) The notice must provide the

(a) name of the principal contractor and of the person responsible for the operation,

(b) location, scheduled start date and expected duration of the operation, and

(c) type of logging activity to be done. 📍



My company has just grown to over 20 workers...what do I do now?



By Lisa Banner, RPF, safety advisor.

Let's first review the SEBASE criteria:

In order for a company to be categorized as SEBASE the employee count, including dependant contractors, must be between 6 and 19.

The SEBASE submission document is intended for companies with:

1. An average size in its operating* months for the year of 19.99 or less.
2. A peak size for any month of the year of 24 or less.

(*an operating month is any month that the company is at least 25% of its peak size. Companies at a 19.99 average and 24 peak may still use this package.)

Now let's have a look at the most common questions companies ask:

What is my first step?

Contact the BC Forest Safety Council and talk with a Safety Advisor who will then work with your company to create a plan for success. Things that will be discussed include:

- Current activity – does the company have a busy season
- Timeline for certification
- Company's Classification Unit(s) and which of them want certification
- Resources – time, auditor, safety person, safety program.

What is my timeline to submit a BASE Audit?

The Company's timeline to have a BASE audit conducted depends on a few factors:

- activity of company i.e. a BASE Audit must be conducted during the busy season when operating at a minimum of 70% peak capacity
- If the company's SAFE Certification will expire before the company has enough work to audit in which case careful planning with our office will be essential to avoid any business impacts.

Timelines are also based on the needs, capabilities and requirements of the company and should be discussed with a Safety Advisor.

Do I have to hire an external auditor?

Yes, a BASE company is required to hire an external auditor to conduct all certification and recertification audits. We recommend that companies solicit several bids and review each auditor's qualifications and experience prior to hiring to ensure that the auditor has the necessary experience and competency to audit the client operations.

External auditors contact information is listed on our website at: <http://www.bcforestsafesafe.org/files/ExternalAuditorStatedExperienceMatrix.pdf>

Do I have to hire an external auditor every year?

No, a BASE company is not required to hire an external auditor every year. The company has the option of having a permanent employee, who is active in their company's business operations and has knowledge of their safety program participate in Internal Auditor Training. This training will provide the employee with the skills to be able to conduct an Internal BASE Audit in the two maintenance years of each cycle.

Do I have to have a Joint Occupational Health and Safety Committee?

If your workplace has 20 or more workers, you legally need a Joint Health and Safety

Committee. This includes any workplace where there are 20 or more workers employed at the workplace for longer than a month.

See <http://www.bcforestsafesafe.org/node/3041> for training options and see <https://www.worksafefbc.com/en/resources/health-safety/books-guides/handbook-for-joint-health-and-safety-committees-bk160?lang=en> for a WorkSafeBC Handbook for Joint Health and Safety Committees.

How do I know if my Safety Program will meet the requirements of a BASE audit?

One of the first things I tell companies is to download the BASE 4 Audit submission from the website: http://www.bcforestsafesafe.org/files/frm_xBASE4AuditSubmission.docx. This is a great place to start as you can review each question and compare it directly to your current Occupational Health and Safety program (OHS). Reviewing the BASE 4 Audit submission may identify gaps as well as revisions required to the company's OHS program in order to be successful. We suggest this review process be done in advance of the planned external audit as we want the company to have enough preparation time to be successful.

Another option that may be available is a Gap Analysis conducted on site by a BC Forest Safety Council (BCFSC) Safety Advisor. The Safety Advisor conducting the Gap Analysis will use the same BASE 4 audit tool that will be used during the company's External Certification audit. This Gap Analysis will provide the company with recommendations and continuous improvement suggestions to address prior External Certification Audit. A Gap Analysis is an effective tool in preparation of a BASE Audit.

What if I fail my BASE Audit?

If the company is not successful, they may be eligible for a Limited Scope Audit (LSA).

Limited Scope Eligibility includes:

- the company receives an overall OHS score of 70% to 79%, regardless of question or element scores, OR
- the company receives an overall Injury Management Return to Work score of 70% to 79% with no element less than 50%, OR
- the company receives a score on any OHS question less than 50%, regardless of overall score, OR
- found evidence of an uncertified faller manually falling tree for, or on behalf of, the company during the scope of the audit, OR
- any combination of the above.

If the company is eligible, there are two Limited Scope Options:

- 1. Fast LSA:** This process is managed by the auditor and all actions and reports must be completed and incorporated into the final audit report due in 14 days of the last date of onsite activities. This is designed for very fast and very small technical difficulties.
- 2. Formal LSA:** This process gives the company 90 days after the closure of the audit report Quality Assurance (QA) and involves the BCFCSC in the active management of the corrective action process.

Both of these options provide the company with the opportunity to address the required deficiencies and to be successful in achieving the SAFE Certification of a BASE sized company.

Over the last 12 years of SAFE Companies, many companies have successfully transitioned from SEBASE to BASE. Some did use a Limited Scope Audit, but all were ultimately successful and now have stronger safety and business systems that fit their new larger and more complex operations. Some companies have contracted as business cycles changed and have deliberately kept the BASE systems operating simply because they are more effective. 🎧



Reminder: first aid kit requirements have changed

By Martin Ridgway, CRSP, senior safety advisor.

On September 6th, WorkSafeBC updated Guideline G3.16 on Basic Requirements to meet Schedule 3-A.

This changes the requirements for what is in each First Aid kit, but does not change what kit is required in each circumstance. It is also important to note that the requirements are generic minimums. Forestry and other industries with high risk activities may often have additional supplies and services available based on company needs. For example, a level 2 or 3 kit only requires one blanket. Many attendants prefer multiple blankets so that they can be used under or around a person instead of just over them.

Key new items in the kits include, but are not limited to:

- Windlass style tourniquet
- Quick straps (a.k.a zap straps or fracture straps)
- A digital pulse oximeter with every oxygen kit

Companies or attendants can upgrade their old kits to the new standard by adding the extra items. Please note that there is no phase-in or grandfathering of old kit contents mentioned in the guideline.

The guideline containing the new inventory lists for personal, basic, level 1, level 2, level 3, oxygen kits, dressing stations and first aid rooms along with ETVs, industrial ambulances and mobile treatment centres can be found several pages down in the following link: <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-03#998F33D891434F2D915491565A68E1F9>

First aid attendant training requirements also changed in September. The new training, among other topics, covers how to use the new equipment. As with all equipment, only properly trained individuals should use first aid supplies and equipment and use it only in accordance with their training. Improper use of first aid supplies and equipment can cause serious harm. 🎧