[Company Name]

Safety Program

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Our Company's Safety Program Structure

This manual includes most of the policies and procedures we will need to apply to run a safe and productive company. It also references forms and activities that should be completed to support the policies. At the back of the manual we have included the Employee Handbook, which contains the key information each worker needs to be successful on our operations.

- Appendix 1 – Policies – includes policies that we have posted: Health and Safety Policy; Workplace Bullying and/or Harassment Policy; Personal Protective Equipment (PPE) Policy; Discipline Policy; Impairment Policy. The policies have been separated to make it easier for us to print, update and repost. The majority of our policies are less than a page in length.
- Appendix 2 – Safe Work Procedures
- Appendix 3 – Forms
- Appendix 4 – Employee Handbook

Recording and Documenting Activities

Reference: Appendix 3 – Forms

All safety program activities need to be of value to our company. We will use the most efficient means to record activities such as worker assessments. For example, sometimes a journal note will work as a worker assessment, at other times a more formal record may be required.

The recording of our activities is of particular importance for proof of due diligence. There is an old saying that “what gets measured gets done”. As Managers[Owners] we must be certain that company requirements are met. For example if a supervisor is required to assess a new worker each day for five days, then that needs to be done and recorded. If not, due diligence would not have been met, and without proper supervision and training, the new worker may not be working to their full capacity.
Health and Safety

Reference: Health and Safety Policy – Appendix 1 – Policies

The health and safety policy expresses our legal and personal commitment to workplace health and safety. The policy includes responsibilities at all levels of the organization.

Our company’s [owner/manager] and [supervisors] will review the policy annually, sign, date, and post it in [the company office or shop]. The policy may also be adjusted as necessary e.g. to reflect changes in company leadership goals. The policy is located in Appendix 1.

Safety is good business. Well planned work, qualified employees, and well-maintained equipment will all add up to meet our safety, production, quality and environment goals.
Basic Safety Rules

Reference: Appendix 4 – Employee Handbook

Our company’s basic safety rules are included in the employee handbook which is located in Appendix 4. These rules are included in employee orientation and the orientation of others as applicable. For example, anyone on our sites needs to know the personal protective equipment requirements on site.

We have basic safety rules so all workers, supervisors, [managers/owners], and others have a clear understanding of our company expectations.

The basic safety rules will be posted [in the shop, office or onsite maintenance trailer].

The company [managers/owners and supervisors] will periodically review the rules and update as needed. The revised rules will then be communicated in a [crew meeting] [at a tailgate meeting] [and reposted].
Right to Refuse Unsafe Work Policy

Reference: Refusal of Unsafe Work Tracking Form – Appendix 3 – Forms

Workers must refuse work if they believe that the work would create an undue hazard to the health and safety of themselves or any person. The process to follow when a Right to Refuse Unsafe Work is exercised is found in WorkSafeBC Regulation 3.12.

All workers should be encouraged to report hazardous acts or conditions to their supervisor so that a safe means to complete work is cooperatively determined before it becomes necessary for a worker to “call a 3.12”. It may be that the work is unsafe for a worker due to lack of training, however is safe for another worker with the required training. All workers potentially affected by the hazard must be informed of the hazard and how it was addressed.
Company Safety Committee (Worker Safety Representative) Policy

If there are 10 to 19 people in our company, a Worker Safety Representative is required. The worker representative cannot have managerial or supervisory functions.

The worker representative will be asked, when practicable, to participate in activities such as assessments, inspections and investigations. We expect that everyone will participate in making and maintaining a healthy and safe workplace.

The name of the worker representative, if required, will be communicated to employees through meetings and posted [in the shop].

If our company grows to have 20 or more workers regularly employed a joint health and safety committee would be required.
Company Safety Meeting Policy

Reference: Initial Safety Meeting Checklist – Appendix 3 – Forms
Monthly Meeting Minutes – Appendix 3 – Forms
Pre-Work Planning Log – Appendix 3 – Forms
Site Safety Plan – Appendix 3 – Forms
Tailgate Meeting – Appendix 3 – Forms

Communication is a key to business success. We will use various types of meetings to maintain our required quality, environmental, safety and production outcomes or as required by legislation. The meetings provide an opportunity to keep employees informed, and to record concerns or improvement suggestions from employees or others.

Workers need to know:

- the hazards of the job;
- how to perform the job safely;
- that if unsafe conditions and practices are identified, a corrective action plan will be developed to address the identified items; and
- that they can and should participate in improving health and safety in the workplace.

There are many different types of meetings [choose the meeting types your company will use]:

Initial Safety Meeting [Site Safety Plan]

[The supervisor] will hold an initial safety meeting to inform workers of any known or reasonably foreseeable risks in a new work location and the actions to be taken to eliminate or minimize those risks. The Initial Safety Meeting is mandatory by WorkSafeBC Regulation 26.5.

If a worker is unable to attend, before starting work in that location, the worker will receive a safety orientation that covers the topics discussed at the Initial Safety Meeting. Supervisor and worker will sign off and date of the orientation.

Two forms are included in Appendix 3: a Site Safety Plan and an Initial Site Safety Meeting form.

Pre-Work Meeting

Pre-work meetings can take many forms. The Initial Safety Meeting is a type of pre-work meeting. A tailgate meeting to go over a change in activities on the block is a pre-work meeting. A phone call to a log hauler with directions to the block, radio protocol, etc. is a pre-work meeting.
Pre-Work Planning Log, Initial Safety Meeting, and Tailgate Meeting forms are included in Appendix 3.

Monthly Meeting

Our company will hold meetings with all available workers at least once a month or more depending on the scope and complexity of the operations (e.g. multiple cut blocks, units and prescriptions). The monthly meeting will cover topics including safety, production, quality and the environment. This is an opportunity to review industry alerts and to voice concerns or recognize positive efforts.

Topics may include:

- Inspections (e.g. by company, WorkSafeBC, BCTS)
  - Assessments (e.g. first aid, hazards)
  - Industry Alerts (e.g. fatality alerts, operational alerts)
  - Close Calls (e.g. reported by workers, company, contractors, other operators in area)
  - Incidents

- If a worker is unable to attend the meeting, a copy of the meeting minutes will be [sent by email or provided as a paper copy]. Everyone at the meeting (workers, visitors, contractors) will sign their name on the meeting record to record their attendance.

- A Monthly Meeting Minutes form is included in Appendix 3.

Tailgate Meetings

The site supervisor will hold [daily] tailgate meetings to ensure all workers are aware of current workplace hazards, change in activities, or any item that should not wait for a monthly meeting.

- Records of the daily tailgates will [be made in supervisor journals/ on our tailgate meeting forms].

Orientation Policy

Reference: Orientation of Persons Other Than Employees Checklist – Appendix 3 – Forms
Young or New Worker Orientation Checklist – Appendix 3 – Forms
Young or New Worker Orientation Checklist with Follow Up Assessment – Appendix 3 – Forms

Orientation of Young or New Workers

Before starting work, [the supervisor] will conduct an orientation with young or new workers to ensure that they understand our company’s policies, safe work procedures and other information. Use the Employee Handbook and the Young or New Worker Orientation Checklist. At the end of the orientation the Employee Handbook will be given to the employee.

A company supervisor or other qualified person will further assess a young or new worker. The young or new worker must be able to explain/demonstrate the tasks assigned in order to confirm understanding. Additional training and information will be provided if the young or new worker is not able to perform the work tasks or processes safely. A supervisor should encourage young or new workers to contact them to request additional instruction or training.

Supervisors new to the job or new to the position will also require orientation by [the owner][qualified company supervisor] before starting work.

A record of the orientation will be completed using our Young or New Worker Orientation Checklist.

Orientation of Other Workers and Persons (e.g. visitors)

All persons whether employed by our company or not (contractors, visitors, service providers) will receive an orientation appropriate to their risks and legal requirements. This includes what needs to be reported (hazards/incidents) and to whom.

The [supervisor] will record the orientation using the Orientation of Persons Other Than Employees Checklist. The completed checklist will be kept in the [site safety binder]. [A site plan] will be given to the visitor to keep as a reference while on site.
Worker Assessment Policy

Reference: Worker Assessment Checklist – Appendix 3 – Forms

Worker Assessment

To be certain that workers are competent, working safely and understand their duties, [supervisors] will complete worker assessments using an assessment checklist or some other means such as supervisor journal. Assessments of workers and independent contractors will be completed preferably near the start of an activity or at least once during the duration of any new activity.

In addition, at least once per year, the [supervisor] will complete a formal assessment in writing. Both the supervisor and employee should sign off on the assessment. More frequent assessments may be undertaken, depending on the risk of the activity and experience and competency of the worker.

Worker assessments will include a review of training records and certifications at least annually.

Observations of Worker Behaviour

Supervisors will record worker observations in a [daily journal]. Action may be required based on observations. It may be necessary for you to immediately respond to situations with serious potential for loss. Remember to record the ‘good’ as well as the ‘bad’ or the ‘ugly.’ For example, an observation of an operator getting off the machine using 3 point contact, wearing required PPE [and radioed that he was out of the machine] is good and may be useful for helping decide who gets rewards (first pick of time off, new equipment next, more money, etc.)

Supervisor Assessment

Our company supervisors are key to successful business operation. [Managers] will conduct periodic assessment of company supervisor(s) to: confirm company processes are being followed; determine if additional education or training is required; and to determine if improvements are needed in the operation. [The assessment will include a ride along to the work site.]
New Worker Assessment Policy

Reference: Orientation of Young or New Workers Checklist – Appendix 3 – Forms  
Orientation of Young or New Workers Checklist with Follow Up Assessment – Appendix 3 – Forms 
Worker Assessment Checklist – Appendix 3 – Forms

The company will assess new workers to confirm that the new worker is competent to complete assigned duties under normal supervision. The frequency of assessment will vary depending on many factors, including the worker’s age and experience.

It is our company’s requirement that follow up assessment will be completed for each new worker on [day 1][day 1, day 5 and day 90]. The assessments should cover all jobs typically assigned to the position.

The [supervisor] will record new worker assessments using [supervisor journal notes][and/or the Orientation of Young or New Workers Checklist and/or Worker Assessment Checklist].
Hiring Policy

Reference: Training and Certification Log – Appendix 3 – Forms

Our company will hire new workers based on the experience, education and training requirements for each position.

*Training and Certification*

It is our company’s responsibility to be certain that our people are properly trained and supervised. We have listed training and certification for each position within the company. This information is located in our [*Training and Certification Requirements Matrix*]. In addition, a Training and Certification Log will be kept on file to ensure that employee training and certifications are kept up to date, meet requirements as set up in the chart, and are right for our company’s activities.

Training records are confidential. Management and other agencies may view training records to bid on work, review work, investigate incidents, audit systems and/or other similar purposes. Workers cannot view each other’s records except for the above reasons.

Company supervisors must be aware of training/certification requirements for each job and ensure this corresponds with the worker’s actual training/certification.

Company supervisors must be knowledgeable of the work, the hazards involved and the means to control the hazards. The training and certification requirements of the company supervisor are also included in our [*Training and Certification Requirements Matrix*].
**First Aid Equipment and Services Policy**

Reference:  Exposure Control Plan – Blood-Borne Pathogens– Appendix 3 – Forms  
First Aid Assessment Form(s) – Appendix 3 – Forms  
First Aid Kits: Recommended Minimum Contents – Appendix 3 – Forms  
WorkSafeBC Form 7 – Employer’s Report of Injury or Occupational Disease – Appendix 3 – Forms

The company will provide and maintain appropriate first aid equipment and services for the purpose of preserving life and minimizing the consequences of injury until medical treatment is obtained.

A first aid assessment is required to determine what first aid equipment, supplies, facilities and attendants are appropriate for a workplace. [Supervisors] will complete first aid assessments for all workplaces before the start of operations, and include field sites such as cut blocks, gravel pits, bridge sites, shop, and office.

The [supervisor] will review the first aid assessment within 12 months of the previous assessment or review (at minimum) whenever a significant change affecting the assessment activities occurs (e.g. a new worksite; more workers on site; change in scope of work activities).

The designated first aid attendants and location of first aid equipment, supplies and facilities for each workplace will be listed in the Initial Safety Meeting for each workplace and posted if practical.

If a [Level 3 / 1] attendant is required we will have a blood-borne pathogen exposure control plan. A blank Exposure Control Plan – Blood-Borne Pathogens is included in Appendix 3. Employees need to know what to do should they come in contact with blood or bodily fluids. Always treat an exposure as potentially infectious. Wash with warm water and soap. Report the exposure to the supervisor as soon as possible.

First aid equipment, supplies and facilities must be kept clean, dry and ready for use, and be readily accessible. An inventory of first aid equipment and supplies will be maintained and reviewed annually or more often if there is a change in workplace requirements. The inventory list is located [at the office].

Inspection of first aid equipment will be included in site inspections. All personnel are to report any concerns with the condition of equipment, supplies or facilities. The most senior active first aid attendant each day is responsible for checking the condition of all supplies and equipment (including the ETV if applicable) at the start of the day.

Records of First Aid Assessments and Inspections of first aid supplies and equipment will be filed in [ ]. First Aid records will be kept in a secure location in [ ] for at least three years and then shredded for disposal.
Injury Management/Return to Work Policy

Reference: Employee Injury Communication Tracking Sheet – Return-to-Work Program – Appendix 3 – Forms

WorkSafeBC Reference Guide Form 7 – Employer’s Report of Injury or Occupational Disease – Appendix 3 – Forms

Our company is committed to the health, safety and wellness of its employees. We recognize and accept the responsibility to provide our employees with a safe, healthy and productive work environment.

If a worker is injured on the job, the worker, company, and the worker's treating physician must report the injury to WorkSafeBC. Our company must report to WorkSafeBC within three business days of the injury's occurrence. The worker should use Teleclaim. Prompt action will result in better care, faster recovery, with fewer recurrences of injuries.

We will support our employees in their effort to stay at work and/or return to work by implementing a Modified Work Program. We will support the rehabilitation process by making every reasonable effort to provide the following:

- suitable light/modified work to any employee unable to perform their duties because of a work-related injury whether they are able to stay at work or are returning to work;
- timely medical intervention; and
- daily communication with the injured employee starting on the day of injury and regular communication with medical service providers and WorkSafeBC personnel.
Workplace Bullying and/or Harassment

Reference: Workplace Bullying and/or Harassment Policy – Appendix 1 – Policies
Workplace Bullying or Harassment Complaint Form – Appendix 3 – Forms

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

Bullying and Harassment

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers, and

(c) excludes any reasonable action taken by an employer or supervisor relating to management of the workplace.

The policy applies to all workers including supervisors and management. It applies to conversation, images, written and electronic communications, such as email.

Managers or supervisors will investigate complaints or incidents of workplace bullying or harassment. Corrective action will be taken to eliminate or otherwise minimize the risks of workplace bullying or harassment.
Personal Protective Equipment (PPE)

Reference: Personal Protective Equipment (PPE) Policy – Appendix 1 – Policies

To be certain that work is conducted safely, the appropriate personal protective equipment (PPE) must be worn by all workers. It is the last line of defense and is critical in controlling many hazards facing forest workers. All PPE used must meet regulatory and applicable standards.

[The minimum requirement when on a worksite is hi vis vest, hard hat and safety footwear.]

The company or a supervisor will inform employees of the required PPE when they are hired.

An employee is responsible for providing:

- clothing needed for protection against the natural elements,
- general purpose work gloves and appropriate footwear including safety footwear, and
- safety headgear.

All employees when they are hired will be provided with the following additional required PPE, and instructed on its proper use and care:

- hi vis clothing
- safety headgear (if not provided above)

Company Safe Work Procedures (SWPs) include PPE requirements for specific jobs. You and your employees must review safe work procedures at the start of the work season and as needed to ensure you know the requirements. The SWPs relating to equipment operation are located in each machine [binder] and for others will be found in [work truck][binder].

Employees are responsible for keeping PPE in good working condition and notifying their supervisor if any PPE no longer meets safe standards.

All persons on site must comply with PPE requirements. As a supervisor, you must demonstrate leadership by full compliance with site rules. Visitors to the site must also be informed of and follow PPE requirements. [Supervisors will carry an extra hi vis vest and safety hard hat [company to add to this list] in the work truck to ensure compliance.]
Discipline

Reference: Discipline Policy – Appendix 1 – Policies

All employees (including managers and supervisors) are expected to behave in a respectful manner.

If discipline is needed, or after coaching or education was unsuccessful, a system of progressive steps will be applied. Our expectation is that the employee’s performance, behaviour or conduct will change to acceptable standards in the early stages of the process.

Managers and supervisors will record all instances where progressive discipline steps have been used. For example, this can include recording your conversation with a worker reinforcing what is required for personal protective equipment after observing the employee was not wearing mandatory personal protective equipment. All records, or copies of records (such as journal notes), must be filed in the employee’s file located [ ]. Discipline records are confidential. A worker is allowed to see their discipline record.

Progressive Discipline

Step 1 – Verbal Warning

Step 2 – Documented Warning and Letter of Reprimand and/or suspension

Step 3 – Termination

Serious Infractions

Some infractions are of such a serious nature that a single incident may be grounds for immediate termination. Examples are:

- Falsification of employment applications, production reports, timesheets or other records.
- Possessing, using or being under the influence of intoxicants or narcotics on the job.
- Theft of property.
- Causing damage to employee, company, client or contractor property or reputation.
- Engaging in conduct that endangers fellow employees.
- Gross insubordination.
- Major safety violations.
- Flagrant violations of the law or regulation
- [company content here]
Impairment: Includes Drugs, Alcohol and Fatigue

Reference: Impairment Policy: Includes Drugs, Alcohol and Fatigue – Appendix 1 – Policies

Impairment is commonly thought to refer to only drugs and alcohol. However, impairment can also result from prescription drugs, health issues (example, diabetic suffering from insulin instability) and fatigue. Talk with your workers about the importance of reporting to you if there is a potential that they could be impaired (prescription drugs or mental stress caused by a significant life event) or if they observe another person on site who could be impaired. Supervisors are required to effectively manage all reported or observed impairment. Have a conversation with a worker who is not able to concentrate on the task at hand to determine what action needs to be taken.
Emergency Response Policy

Reference: Emergency Response Plan – *Field Version* – Appendix 3 – Forms
             Emergency Response Plan – *Supervisor Version* – Appendix 3 – Forms
             Risk Assessment Form – Appendix 3 – Forms
             Site Safety Plan – Appendix 3 – Forms

A field version of the Emergency Response Plan (ERP) will be issued to all site personnel. [A copy will also be available in all mobile equipment, the site ETV, repair trailer – include as applicable.] The field version will be site specific and will include: emergency contact numbers; evacuation (coordinates i.e. lats/longs and/or UTM grid /address of site plus as applicable, helipads or ambulance meeting and current routes with maps as applicable); basic response steps and radio frequencies where radios are used.

In addition we have a more detailed supervisor version of the Emergency Response Plan which covers general response steps to potential emergency situation. Supervisors are required to be familiar with and have on site both the field version and the more detailed supervisor versions of the ERP. During emergencies emotions can run high – it is critical that emergency procedures are understood by all employees and reviewed frequently, so that everyone knows their role. Site supervisors are often required to take the lead in emergency situations. Know the skills of all personnel on site so that tasks can be assigned safely and efficiently.

Our company will conduct a risk assessment to determine the hazards at a workplace which would require response. The risk assessment will be periodically reviewed and revised if there is a change in workplace hazards or potential exposure to the hazards. Included in the supervisor version of the Emergency Response Policy are responses to situations more likely to be found in [forestry] activities.

At the start of an activity and as part of monthly workplace inspections, emergency response materials and equipment will be inspected and repaired or replaced to ensure readiness for a response. Ask employees to report to [their supervisor] any equipment in need of repair or replacement.

If required, specific response training must be provided: for example S-100 Fire Suppression.

We will hold one emergency response drill each season. The drill will be used as a training exercise and to determine if adjustment to our current response is needed. The results of the drill will be reviewed with crews at the next monthly meeting.
Close Call and Hazard Reporting Policy

Encourage workers, contractors, visitors and others to tell you about hazards. Record the concern in [your supervisor journal]. Get back to the person whether or not you were not able to deal with the hazard directly. For example the hazard may be the result of congested work practices and you may need further discussion with other companies to permanently resolve an issue.

Any close call or hazard identified at the workplace must be documented and communicated to others working at the workplace according to the potential severity of the hazard and risk. Hazard documentation can include a supervisor journal entry, an equipment operator log book entry, equipment tag out, email or reporting form.

It is important to communicate hazards to “others” on the workplace. Others can include visitors, other companies or agencies transiting through your workplace.

The reporting of a close call or hazard provides a means to deal with a situation before someone is seriously injured or equipment damaged.

Supervisors must immediately address any reported absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard that could likely endanger any person.

Depending on a worker’s experience the definition of a close call or hazard can be quite different. For example a young worker will have concerns that a more experienced may not have considered. It is important to treat all reports with respect and an “open mind.”

How to define a close call. A practical definition is that this is something that you talk about when you leave work and say “You won’t believe what happened today. Thankfully no one was hurt.”

Reminder: If a worker is injured on the job, the worker, employer, and the worker's treating physician must report the injury to WorkSafeBC. Employer reporting to WorkSafeBC must occur within three business days of the injury's occurrence.
Incident Investigation Policy

Reference: Corrective Action Log – Appendix 3 – Forms
Incident Investigation Form – Appendix 3 – Forms
Incident/Close Call Reporting Form – Appendix 3 – Forms
Safety Alert – Appendix 3 – Forms

All personnel (employees, visitors, contractors) are required to immediately report to a site supervisor all incidents involving injury, close calls/near misses and property damage. (There is no intent to require formal investigations of “paper cut” level injuries.) The supervisor will determine the depth of investigation required. Guidance is provided in the table below.

Reporting of an incident/injury to WorkSafeBC must be within three business days of the injury's occurrence. There are also incidents which must be immediately reportable to WorkSafeBC (see the section below “Immediately Reportable Incidents – External”)

Supervisors are often the lead investigator. This is a difficult position. Try to remain neutral, calm and open minded. Include witnesses and if needed external resources. The BC Forest Safety Council can provide investigation support (1-877-741-1060) for training or if you have had a serious incident and require assistance investigating.

<table>
<thead>
<tr>
<th>Incident/Close Call Reporting Form</th>
<th>Incident Investigation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For small injuries, minor near misses, etc.</strong></td>
<td><strong>For serious incidents or incidents with serious potential</strong></td>
</tr>
<tr>
<td><strong>Attendees</strong> (minimum): Injured person or person reporting the incident, and the supervisor</td>
<td><strong>Attendees</strong> (minimum): Injured person (if able); witness(es); supervisor. In addition outside resources may be required depending on the incident. [and worker safety representative]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cases to use the reporting form:</th>
<th>Cases to use the investigation form:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury to worker was treated by site first aid attendant and medical treatment was unnecessary – no potential for serious injury.</td>
<td>Any incident with the potential for serious injury. This can include equipment damage or close calls without any actual injury.</td>
</tr>
<tr>
<td>Injury of a worker requiring medical treatment however no time loss incurred and there was no potential for serious injury.</td>
<td>Injury of a worker requiring medical treatment and/or time loss was incurred.</td>
</tr>
<tr>
<td>Equipment damage with no potential for serious injury.</td>
<td>Equipment damage, e.g. machine rollover.</td>
</tr>
<tr>
<td>Close call/near miss with no potential for serious injury.</td>
<td>Incidents that WorkSafeBC requires to be investigated (see “Immediately Reportable Incidents – External” below)</td>
</tr>
<tr>
<td></td>
<td>Close calls where if contact had been made that the consequences could have been one of the situations noted above.</td>
</tr>
</tbody>
</table>
Root causes will be determined for all incidents (e.g. inadequate road maintenance resulted in poor road conditions leading to a truck incident). This means we need to figure out the unsafe conditions, acts or procedures that need to be fixed.

An investigation will be held within 48 hours of an incident. Action from this investigation will be completed as needed to prevent the reoccurrence of similar incidents. This investigation may be considered “preliminary” if for example witnesses or additional information is required to get a complete understanding of what happened. A final investigation would then be held after the preliminary investigation. The final investigation must be completed within 30 days of the incident.

An action plan to prevent the reoccurrence of similar incidents will be written with the action items assigned to a specific person and include expected completion dates. This will be done for both the preliminary and final investigations.

A manager[supervisor] [and if necessary the Worker Safety Representative] will review and sign off on an incident corrective action plan. All corrective actions will be verified by our company owner when completed and the date of closure will be recorded.

Investigation reports and action plans will be posted in the shop[emailed to all employees][other]. Actions put in place will be reviewed at a monthly meeting to be certain the “fix” did not result in a new hazard.

If the findings from the investigation would benefit other companies in the forest sector, a safety alert will be produced and sent to the BC Forest Safety Council for posting on their website.

**Incident/Injury Reporting (within 3 days) – to WorkSafeBC**

According to WorkSafeBC

A reportable injury is an injury arising out of and in the course of employment, or which is claimed by the worker to have arisen out of and in the course of employment, where one of the following conditions is present or subsequently occurs:

- The worker loses consciousness following the injury.
- The worker is transported or directed by a first aid attendant or other employer representative to a hospital or other place of medical treatment, or is recommended by such persons to go to such place.
- The injury is one that obviously requires medical treatment.
- The worker has received medical treatment for the injury.
- The worker is unable, or claims to be unable, by reason of the injury to return to his or her usual job function on any working day subsequent to the day of injury.
- The injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures or a hearing aid.
- The worker or WorkSafeBC has requested that an employer’s report be sent.
In these cases, the worker should also be advised to contact Teleclaim at 1 888 967-5377 (1 888 Workers) or #5377 on Telus, Rogers and Bell.

Where none of the conditions listed above are present, an injury is a minor injury and not required to be reported to WorkSafeBC unless one of those conditions subsequently occurs.

**Immediately Reportable Incidents – to WorkSafeBC**

The following incidents are **immediately reportable** to WorkSafeBC – (1 888 621-SAFE (7233)).

A preliminary investigation must be completed within **48 hours of the incident**. WorkSafeBC may request a copy of the preliminary report. A full (final) investigation report must be submitted to WorkSafeBC within **30 days of an incident**.

**An incident that:**

a) resulted in serious injury to or the death of a worker,

b) involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation,

c) involved the major release of a hazardous substance, or

d) was an incident required by regulation to be reported:
   i. any blasting incident that results in injury, or unusual event involving explosives.
   ii. a diving incident that causes death, injury, or decompression sickness requiring treatment.

For other external agency contacts refer to the company Emergency Response Plan (ERP). In addition, there may be reporting requirements specified by your client, Prime or licensee as required by contract.
Working Alone or in Isolation Policy

Reference: Working Alone or In Isolation Checklist and Record – Appendix 3 – Forms

"To work alone or in isolation" means to work where help would not be readily available to the worker

  a. in case of an emergency, or
  b. in case the worker is injured or ill health.

Our workers and supervisors could be working on their own. We need to check on the well-being of that person. The procedure for checking a worker’s well-being will be developed in discussion with the person who will working alone or in isolation, the person checking on the worker [and our worker health and safety representative], [as applicable].

For additional detail please use our Working Alone or In Isolation Checklist and Record located in Appendix 3.
Workplace Site Inspection Policy

Reference: Site Inspection Checklist – Appendix 3 – Forms

Inspections help to prevent things going wrong. Inspections are another line of defense against injury and other losses. Inspections completed by competent (or where required by law or regulation, qualified) individuals should prevent the development of unsafe working conditions and provide an opportunity to correct unsafe acts.

Formal inspection frequencies are included in this document, for example a site inspection for a shop every 30 days. Equipment manufacturers or others (such as a Prime Contractor or licensee) may require additional inspections.

Informal inspections sometimes called “walk throughs” are also important. Hazardous or potentially hazardous acts or conditions must be dealt with immediately. Record informal inspection findings – both good and those items needing improvement – in a supervisor journal.

Site Inspections – Camp, Forest Site, Office and Shop
(for sites occupied for more than 30 days)

Due to changing ground, timber types, weather, etc., hazards are continually changing; therefore, our company requires ongoing inspections to identify and address issues before they result in injuries or losses.

The [supervisor] will complete monthly site inspections for sites that are occupied for more than 30 days. Facilities will also be inspected at a minimum of every 30 days or as required by other regulatory or client requirements e.g. camp inspections. Facilities include shops and offices.
Mobile Equipment and Vehicle Inspections

Types of mobile equipment and vehicle inspections are noted below. [Operators will use log books] to record maintenance completed on mobile equipment or vehicles. [The mobile equipment or vehicle will be considered safe for use once the [log book is] signed off by a qualified supervisor, qualified equipment operator or qualified mechanic.]

Company supervisors will review [monthly][quarterly][at the end of the block] log books and initial/date them. It is essential for a supervisor to demonstrate the importance of completing documentation and it may provide an opportunity to either give positive feedback or to correct behaviour of an operator.

Each vehicle and mobile equipment will have their own log book. Additional repair details and receipts are kept in [the equipment file] located [at the shop].

Mobile Equipment (e.g. Excavators, log trucks, skidder, etc.)

At the start of each work shift, mobile equipment operators will conduct a pre-shift check of their machines and document the inspection using company provided log books. Identified issues or damage will be reviewed by [a supervisor and/or qualified individual (e.g. mechanic)] to ensure safe operation of the equipment and to determine repairs required. In addition, information tags will be hung in a visible position (on steering wheel) on the equipment detailing what is preventing the safe operation of the equipment.

Light Mobile Equipment (e.g. ATVs, snowmobiles, boats, etc.)

Daily inspections are required before each trip and recorded on company provided log book.

Vehicles Including Crew Transport

A driver must ensure that a vehicle has been inspected by a qualified person before first use on a work shift. The inspection must be recorded using a company provided log book and any deficiencies reported to company supervisor. Reasonable measures must be taken to evaluate road, weather and traffic conditions. The driver is responsible to ensure everyone in the vehicle is correctly wearing their seatbelts.

Commercial Vehicle Inspections

Operators will complete inspection as required to meet Commercial Vehicle Safety and Enforcement (CVSE) and other requirements.
Equipment (includes tools and equipment) Maintenance Policy

Reliable, well maintained tools and equipment are needed to successfully compete in this industry. Competent operators, proper equipment inspections and good planning will reduce the amount of wear on tools and equipment. Tools and equipment which do not function properly can result in: additional damage; serious workplace injury; damage to the environment, and lost productivity.

Maintenance on tools and equipment will be scheduled according to manufacturer recommended requirements based on hours/machine or kms/vehicles. Additional maintenance may be required as reported by inspections. Supervisors will coach employees in the importance of reporting required repairs.

[An operator/mechanic] will record all maintenance completed on tools and equipment [in the chain saw] [shop tools] inspection form or applicable equipment [log book] with more detailed records, including invoices, available and maintained [at the office].

An equipment inventory list is located [in the shop] and is updated by [the shop mechanic] when new tools or equipment are brought into service or retired.
Pre-Work Hazard and Risk Assessment Policy

Reference: Site Safety Plan – Appendix 3 – Forms

The identification of hazards allows us to create plans to eliminate/control (the hazard) and/or protect our employees and others. Typical hazards may include [steep slopes, rocky areas, fracturing road surfaces, phase congestion].

There are many hazards which cannot be eliminated. Work activity must be planned and conducted to reduce the risk to an acceptable level such that work can continue while protecting worker safety, the environment and without compromising product quality or productivity. Well planned work is good for all parts of the business.

Formal written risk assessments will be completed as required by Regulation (example steep slope or steep haul) or client directive. Knowledgeable workers will be involved in risk assessments and the development of safe work procedures to address the risk. Risk assessment templates are located in Appendix 3.

Informal risk assessments are something we should all do when assigned a job task. Talk with our workers about what works for them. Consider “recognize, evaluate, control,” another is the RADAR process.

RADAR the process

Recognize the Risk
Assess the situation – stop and think
Develop a safe solution
Act safely to fix the problem
Report and record the upset condition
Contractor Management Policy

Reference: Contractor Management Pre-Qualification Checklist – Appendix 3 – Forms
Contractor Safety Meeting Minutes – Appendix 3 – Forms
Contractor Selection and Safety Checklist – Appendix 3 – Forms

Prior to hiring contractors, our [manager/supervisor] will evaluate their competence, experience, equipment and operations record. Contractor qualifications will be examined and evaluated using our Contractor Management Pre-Qualification Checklist.

The contractor’s employees or a contractor representative will:

1. Attend the initial safety meeting;
2. Complete a site orientation.

If only a contractor representative attends the initial safety meeting and site orientation, that person will then review all this information with their crew.

Regular meetings will be held with the contractor to discuss block activities, safety measures and performance and planning of future operations.

The company will hold contractor management meetings on at least an annual basis, but more frequently is preferred, especially when beginning new projects. The meeting will include review of statistics including property damage, injuries, near miss and incidents with potential for serious injury. This is also a good time to review what could be done better.

If the contractor is an independent owner-operator, they will be assessed using the regular worker assessment checklist and will participate in Company program activities (e.g. safety meetings, pre-works, etc.).
Prime Contractors

Reference: Prime Contractor Agreement – Form 23 – Appendix 3 – Forms
Prime Contractor Corrective Action Log – Appendix 3 – Forms
Prime Contractor Orientation Form – Appendix 3 – Forms
Prime Contractor Pre-Qualification Checklist – Appendix 3 – Forms
Prime Contractor Pre-Work Checklist – Appendix 3 – Forms
Prime Contractor Site Inspection Checklist – Appendix 3 – Forms
Prime Contractor Worksite Checklist – Appendix 3 – Forms
Site Safety Plan – Appendix 3 – Forms

If a contractor is hired to manage all block activities, supervising and coordinating the activities of other contractors (sub-contractors), that contractor will be responsible for all safety management and activities will be under the Prime Contractor’s health and safety program. We will designate in writing this contractor as a “Prime Contractor.”

If we assign Prime Contractor status, the following activities will be completed and documented:

- Prime Contractor Pre-Qualification Checklist.
- Prime Contractor Agreement – Form 23
- Prime Contractor Pre-work Checklist
- Monthly and final inspection of the Prime Contractor – Also final inspection of work completed and recommendations to address any deficiencies.

A guide to understanding prime contractor requirements is available from the BC Forest Safety Council website.
Records, Confidentiality and Statistics Policy

Our company has a regulatory requirement to retain records on our employees including: training, conduct and injuries. The records collected are used to ensure that: we have qualified workers and supervisors (i.e. training and certification documentation); we meet diligence requirements in the workplace (e.g. orientations, assessments, investigations); and we meet regulatory requirements (e.g. first aid records). All workers are required to respect the privacy of others in the workplace.

Respecting employee privacy (excerpt Office of the Privacy Commissioner of Canada)

- The employer should say what personal information it collects from employees, why it collects it, and what it does with it.
- Collection, use, or disclosure of personal information should normally be done only with an employee’s knowledge and consent.
- The employer should only collect personal information that’s necessary for its stated purpose, and collect it by fair and lawful means.
- The employer should normally use or disclose personal information only for the purposes that it collected it for, and keep it only as long as it’s needed for those purposes, unless it has the employee’s consent to do something else with it, or is legally required to use or disclose it for other purposes.
- Employees’ personal information needs to be accurate, complete, and up-to-date.
- Employees should be able to access their personal information, and be able to challenge the accuracy and completeness of it.

We will protect worker confidentiality by way of secure storage of employee personal information. First aid records, once completed by a first aid attendant, will be stored securely and the injury or health concern treated as confidential information.

We will retain employee records at a minimum for the length of that person’s employment. First aid records and any documentation pertaining to WorkSafeBC claims will be retained for as long as the company is in business. Other program documentation will be retained for a minimum of [10 years].
Our company collects the following types of information:

<table>
<thead>
<tr>
<th>Types of Information collected by the company</th>
<th>What</th>
<th>When</th>
<th>By whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker Orientations</td>
<td>At time of hire of an employee, or contractor who is working under the company’s safety program.</td>
<td></td>
<td>Company /Supervisor</td>
</tr>
<tr>
<td>Contractor/Visitor Orientation</td>
<td>Prior to coming on site, otherwise immediately upon arrival at the site.</td>
<td></td>
<td>Company/ Supervisor</td>
</tr>
<tr>
<td>Worker Assessments</td>
<td>For each employee and individual contractor at least once during duration of activity.</td>
<td></td>
<td>Company/Supervisor</td>
</tr>
<tr>
<td>Supervisor Competency</td>
<td>Prior to hiring and annually or as required to document training and updates.</td>
<td></td>
<td>Company</td>
</tr>
<tr>
<td>New Worker Assessment</td>
<td>Immediate new worker assessment after hiring, and then on a frequency dependent on risk of activity and competency level of worker.</td>
<td></td>
<td>Company/Supervisor</td>
</tr>
<tr>
<td>Journal Notes, Observations of Worker Behaviour</td>
<td>Journal notes of observations of worker behaviour.</td>
<td></td>
<td>Company/Supervisor</td>
</tr>
<tr>
<td>Training and Certification Log</td>
<td>Log updated every time a new employee is hired or courses/training taken or expired.</td>
<td></td>
<td>Manager/Supervisor</td>
</tr>
<tr>
<td>First Aid Record</td>
<td>First aid attendant record book page(s) <strong>Keep for a minimum of three years.</strong></td>
<td></td>
<td>First aid attendant</td>
</tr>
<tr>
<td>Injury Management/Return to Work</td>
<td>Notes to demonstrate ongoing communication with worker and others to manage loss or potential loss from injury or health. Can include doctor or other health practitioner’s reports. WorkSafeBC reporting Form 7.</td>
<td></td>
<td>Manager/Supervisor</td>
</tr>
<tr>
<td>Workplace Bullying and/or Harassment</td>
<td>As required, investigation and documentation of complaints.</td>
<td></td>
<td>Manager/Supervisor</td>
</tr>
<tr>
<td>Incident Reporting</td>
<td>As soon as possible after observing a hazard, close call/near miss, equipment/property damage, or injury.</td>
<td></td>
<td>Everyone including Contractors</td>
</tr>
<tr>
<td>Incident Investigations</td>
<td>As soon as possible after the occurrence of any incident with serious potential including equipment/property damage, first aid and close calls.</td>
<td></td>
<td>Manager /Supervisor including Contractors</td>
</tr>
</tbody>
</table>
Statistics

In order to measure our success and determine improvements, we need to keep some statistics. [For each project and summarized annually] our company will collect:

1. Manhours worked
2. Number of site inspections completed versus planned
3. Number of hazard and near miss/close call reports completed by employees, visitors or contractors
4. Number of incident investigations held
5. Percent of incident investigation corrective action items completed on time
6. Percent of CAL items completed on time for each month
7. Number of days lost
8. Number of first aids
9. Number of injuries requiring medical attention
10. Hours of equipment downtime [routine maintenance and additional maintenance due to equipment damage or other causes].
11. [ ]
12. [ ]

Additional statistics may be required by a client.
Workplace Hazardous Materials Information System (WHMIS) Policy


Note: Canada has implemented a revised WHMIS system which aligns with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The new WHMIS is referred to as WHMIS 2015. The previous system was known as WHMIS 1998. Basic employer/employee responsibilities remain the same. More importantly, Acetylene is still flammable.

During the transition period, WHMIS 1988 and/or WHMIS 2015 may be used in the workplace.


Terms:

Important words that change between WHMIS 1998 and WHMIS 2015

<table>
<thead>
<tr>
<th>WHMIS 2015 – new</th>
<th>WHMIS 1998 - old</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous Product</td>
<td>Controlled Product</td>
</tr>
<tr>
<td>SDS – Safety Data Sheet</td>
<td>MSDS – Material Safety Data Sheet</td>
</tr>
</tbody>
</table>

The Workplace Hazardous Materials Information System (WHMIS) is a hazard communication system which includes labeling, safety data sheets, education and training. Its purpose is to reduce injury and disease resulting from exposure to products.

Safety Data Sheets will be kept [with our site supervisor’s first aid kit] and [a copy in the office].

[Position title] will be responsible for WHMIS requirements which include:

- Maintaining an inventory of products.
- Updating the inventory when there are new products are in the workplace.
- Updating Safety Data Sheets when received from a supplier
- Updating Safety Data Sheets when 3 years old or greater.

Changes to the inventory will be communicated at a monthly meeting or sooner if appropriate.

Emergency response to potential incidents involving products will be determined, communicated and periodically tested. Products stored on site which could impact the safety of emergency response will be communicated to local emergency response personnel. [Position title] will be responsible for emergency response requirements.

Workplace labels using the exact product name from the manufacturer label must be applied on secondary containers where the product has been transferred from the original container and on containers of products produced on site.
Since our workplace contains products that meet both systems, then we must meet the requirements of both systems, including education and training.

WHMIS education will be provided [as part of a worker’s orientation] and if there is a change such as we receive a product that has an SDS and WHMIS 2015 label.

An annual WHMIS review will be included in [our start-up meeting].

WHMIS training will be provided by a supervisor or other qualified person for workers required to use, or potentially be exposed to products.

Education and training will include:

1. The hazard classes, pictograms, and labels for both systems
2. Their required elements, such as signal words
3. The meaning of all signal words and hazard statements found on labels and MSDSs/SDSs in the workplace
4. The MSDS/ SDS format and how to locate information needed to work safely with a product
5. Worksite-specific training on measures to work safely with hazardous products.

In addition, as part of a [worker assessment] we will evaluate the knowledge of workers using [written tests and practical demonstrations].

There are four basic questions to ask:

1. How can this product hurt me?
2. How do I protect myself?
3. What should I do in an emergency?
4. Where do I get more information?
Corrective Action Log Policy

Reference: Corrective Action Log – Appendix 3 – Forms

- Our company will use a Corrective Action Log (CAL) to record action required from assessment, inspections, incidents, safety meetings, etc. The person responsible to complete the action, the date required for completion, and confirmation that the action was done will be recorded.

- The CAL will be reviewed by [the company owner] at a minimum once per [month]. [Review of contractor and prime contractor corrective action logs is an essential part of a company’s due diligence. Are issues being identified? What activities are in place (inspection/investigation)? Are issues being addressed in a timely manner?]
Purpose of Appendices

Appendix 1 – Policies

Appendix 1 is where you will find the master copies of policies which we have [posted in the shop][first aid trailer][tool trailer] [and provided copies of during worker orientation]. Other policies are included in the “How we do things” main document. The employee handbook includes shorter versions of our policies.

Appendix 2 – Safe Work Procedures

Our safe work procedures are found in Appendix 2.

Note: Lockout must be included in the safe work procedure whenever the unexpected energization or startup of machinery or equipment or the unexpected release of an energy source could cause injury, the energy source must be isolated and effectively controlled.

Supervisors will review all applicable safe work procedures with an employee before they begin work. This review will be part of their employee orientation.

By following Safe Work Procedures or work instructions, the risk of personal injury, damage to the forest environment, and equipment downtime is reduced. Safe work procedures provide information including hazards of the job, ways to control a potential hazard, and required personal protective equipment.

Our workers must demonstrate their understanding of a safe work procedure. As a supervisor, this is an important part of a worker’s assessment. It is not ok to take short cuts. If a safe work procedure needs revision, we will review the concern/suggestion with [other operators/manufacturer representative or others] to determine if a change is necessary.

Our company will review safe work procedures every two years or when necessary. Revisions can be identified through thorough inspections and assessments, or investigation findings.

Changes made to safe work procedures will be communicated to our employees by [supervisor] at the next [safety meeting][tailgate meeting].

Appendix 3 – Forms

Forms are one way to document activities in a consistent manner. The forms we will use are located in Appendix 3.
Appendix 4 – Employee Handbook

The employee handbook touches on all safety program topics but not in as much detail as this employer program document. Handbook topics are in the same order as the company manual.

The master list of our company's Basic Safety Rules is found in the Employee Handbook.

This handbook must be distributed to and reviewed with all new employees as part of their orientation.