



BC Forest Safety Council

Unsafe is Unacceptable

SEBASE Audit

(Small Employer BASE Audit)

GUIDELINES

Version 2.0

Designed for:

- **Small employers with 6-19 employees or dependant contractors and their employees**

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Introduction

This document consists of the Guidelines for the SEBASE Audit. The 'SEBASE Submission Package' provides a convenient format for completing the audit.

The SEBASE Audit has eight elements. Together, they provide the fundamentals for an effective health and safety program:

- A. Management Leadership
- B. Hazard and Risk Management
- C. Standards, Procedures and Work Instructions
- D. Training, Education and Certification
- E. Health and Safety Communication Systems
- F. Incident Reporting and Investigation Systems
- G. Contractor Management
- H. Prime Contractor Selection and Management

The SEBASE Audit has been developed by industry from all over the province and with all types of operations included. The Council developed the initial draft and then consulted with industry to hear what they believe the SEBASE should include. The SAFE Companies Technical Advisory Committee and the Council's Policy and Planning Committee were also essential in development of the SEBASE.

SAFE Companies and the SEBASE Audit represent industry safety standards. If you have feedback on the SEBASE Audit, please forward comments to safeco@bcforestsafe.org or by phone at 250-741-1060.

Thank you for your commitment to SAFE Companies!

SAFE Companies Team

Instructions

The SEBASE (Small Employer BASE) Audit is an audit document specifically designed to meet the requirements of the SAFE Companies program with the BC Forest Safety Council. This audit is designed for small employers with 6-19 employees, employers who hire dependant contractors and their employees and employers who hire independent contractors. In the context of this document (and not in the legal meaning), a dependent contractor is a subcontractor that is completely dependent (100%) on your company for work, even though it may have its own legal status and WCB account. In other words, they don't work for anyone else, they are fully integrated into your day-to-day activities including your safety program, and their employees are treated exactly the same as your employees when it comes to training and safety. This means that you are responsible to ensure that all dependent contractor employees are properly trained and managed for their safety responsibilities and that they are participating in all of your company's safety-related initiatives. If you are treating any of your contractors or sub-contractors as dependent, you must include them in your count for SAFE Companies registration and for the audit. Subcontractors who work for more than one contractor will be required to obtain their own SAFE Companies certification.

If a company meets either of the following criteria, they will be considered a large company and are not eligible to use the SEBASE audit tool:

1. The average size of the company in its operating* months for the year is 20 or more.
2. The peak size of a company for any month of the year is 25 or more.

*an operating month is any month that the company is at least 25% of its peak size.

The SEBASE Audit has been adapted to meet the capacity and requirements of small employers. As with the large employer audit, it has the critical components of an effective safety program woven throughout. The SEBASE Audit is intended to be used as an internal audit conducted by a qualified company employee.

Small employers are required to maintain at least one employee trained on SEBASE Occupational Health and Safety Training Course to be eligible for certification and to maintain certification under the SAFE Companies program. The company audit submission may be prepared by company staff or by an independent consultant who has also passed the SEBASE Occupational Health and Safety Training Course.

Audit Methodology

The questions in the audit are answered with documentation, documentation and/or written explanations and supported by the Audit Verification Process and Council-initiated interviews. Written explanations are given to describe how a practice or procedure occurs within a company or to clarify how a specific task is performed.

Audit Scoring

In order to successfully complete this audit, companies must provide acceptable evidence or explanations **at least 50% of the time in every element** and 80% overall. In every case where an element applies, companies must supply documentation evidence that shows they are performing to the required standard. **This documentation must be for the months in the previous 12 months that operations have occurred.** For example, if a company only operates for eight months of the year because of weather or work shortages, it is only required that the eight months of documentation accompany the audit where requested by a question. At a minimum, companies must have worked and then submitted documentation for at least three months. Samples of equipment maintenance documentation, for example, should cover all the operating months, but is not expected to be from every machine on every site for the last year. A sample, by definition in this audit instrument, are documents selected at random from overall available documents, throughout different time periods, to show continuing implementation of the safety program and compliance with the required standard. For newly formed or new Safety Management Systems in an existing company, the minimum required standard is 3 months of documents submitted with the audit.

Where the number of questions in an element is an odd number (such as five), the company must still score at least 50% in this element. Therefore, when an odd number is encountered in an element, the company is required to round up the number to pass the element to the higher number. For example, if the element has five questions, the company is required to score at least three “yes” answers to meet the required standard.

Two scoring exceptions to the SEBASE Audit are Element G (Contractor Systems) and H (Prime Contractor Selection and Management). These elements *may* not apply, and if this is the case, the overall scoring requirement is also reduced. Guidance on this is outlined in the preamble attached before the questions in each element.

An optional Element I, Injury Management / Return-to-Work is included in this audit. Companies successfully completing this optional element by scoring 80% or higher (7 out of 9 questions) will be recommended to WorkSafeBC for an Injury Management / Return-to-Work certification.


Technical Audit Modules covering high risk activities are located at the end of the audit. A company is required to answer all the modules which apply to its operations. For example, a company that uses tree climbers to top trees and then fall the trees would need to address 'Working from Heights' and 'Manual Tree Falling' plus any other applicable modules. A company must achieve 50% in each module, but the module scores do not add into the overall total.

Certification and Maintenance Audits


An audit is performed every year. The same audit document is used for certification, maintenance and recertification audits. A company's first audit is a Certification audit. The second and third audits are Maintenance audits. The fourth is a Recertification audit. The pattern then repeats itself.

Corrective Action Log


At the end of the audit process, any question answered with a “no” must have a plan established as to how this will be rectified. The company is required to complete the Corrective Action Log and **submit this document with the audit**. No points will be awarded for questions answered with a “no”. The Corrective Action Log is attached to this document, on page 15, and is simple to complete. Each identified area answered with a “no” requires a plan to be put into place to correct this. For example:

Identified Problem	Required Corrective Action	Person Responsible	By When	Completion Verified
New Worker Orientations do not include all Regulatory requirements (question D1). 	The company will add the necessary extra topics to its orientation form ready for spring orientation.	John Brown	22 Dec 09	Joe Forest 4 Jan 2010


This section of the CAL (Corrective Action Log) requires the company to discuss the area where there is a deficiency in the program as identified by the audit. Note that the question that identified the deficiency is indicated in brackets.

Identified Problem	Required Corrective Action	Person Responsible	By When	Completion Verified
New Worker Orientations do not include all Regulatory requirements (question D1).	The company will add the necessary extra topics to its orientation form ready for spring orientation. 	John Brown	22 Dec 09	Joe Forest 4 Jan 2010


This section of the CAL requires that the company submit their plan(s) for how they will correct the deficiency (in as much detail as necessary). It would not be sufficient to simply state in this section: “revise the orientation form”.

Identified Problem	Required Corrective Action	Person Responsible	By When	Completion Verified
New Worker Orientations do not include all Regulatory requirements (question D1).	The company will add the necessary extra topics to its orientation form ready for spring orientation.	John Brown 	22 Dec 09	Joe Forest 4 Jan 2010

This section of the CAL identifies who in the company must ensure the corrective action occurs.

Identified Problem	Required Corrective Action	Person Responsible	By When	Completion Verified
New Worker Orientations do not include all Regulatory requirements (question D1).	The company will add the necessary extra topics to its orientation form ready for spring orientation.	John Brown	22 Dec 09 	Joe Forest 4 Jan 2010

This section of the CAL shows the date that the corrective action must be completed by. Companies must ensure they have completed the work by the date indicated as this will be checked on a random basis by the Quality Assurance process.

Identified Problem	Required Corrective Action	Person Responsible	By When	Completion Verified
New Worker Orientations do not include all Regulatory requirements (question D1).	The company will add the necessary extra topics to its orientation form ready for spring orientation.	John Brown	22 Dec 09	Joe Forest 4 Jan 2010 

This section of the CAL shows the date that the corrective action was completed and who verified that it was completed.

Audit Submission Package

Completed audit reports should be forwarded by registered mail, courier or by hand to:

SEBASE Quality Assurance
BC Forest Safety Council
420 Albert Street
Nanaimo, BC V9R 2V7 1-877-741-1060

The audit report may be constructed and submitted:

- By e-mail (please contact Council to confirm file transfer protocols and delivery e-mail address prior to sending);
- By CD or thumb drive;
- By a bound or stapled report.

A template submission package 'Submission Package' is available to assist in organizing the audit.

In all cases the submission should be organized following the submission package order below:

1. Company Profile sheet;
2. Worker contact list;
3. Corrective Action Log;
4. Scoring Summary;
5. SEBASE Audit Submission Form with all areas properly filled in; and
6. All supporting documentation as required by each audit question from Guidelines.

Failure to submit all the required documentation may cause the audit to be delayed while the company supplies the absent information. This will delay the certification process.

DO NOT SEND ORIGINAL DOCUMENTS.

DOCUMENTS ARE NOT RETURNED TO THE COMPANY AFTER AUDIT REVIEW

Joint Audit Submission

Joint audits may be submitted for 2 or more companies with separate WSBC numbers providing the following criteria are met:

- Companies are under common ownership;
- All companies use the same OH&S management system; and
- OH&S management of the companies has the same reporting structure.

One report can be submitted if the companies are truly utilizing the same OH&S management system throughout their operations, (such as same safety policies and procedures, document and record management procedures). The report must be able to clearly identify that each company meets the standard.

If there are significant discrepancies in meeting the requirements of the audit protocol (questions and elements), it is important to identify which company does/does not meet the standard. If it is evident that there are significant deviations in the implementation of the common safety management system, separate audit reports are required to clearly indicate that each company meets the standard.

Each company being audited must be registered independently and will receive individual SAFE Companies certificates upon successful certification.

BC Forest Safety Council - Nanaimo Office

Tel: 1-877-741-1060 or 250-741-1060 Fax: 250-741-1060

Email: safeco@bcforestsafesafe.org

Website: www.bcforestsafesafe.org

S = WCA section otherwise refers to OHSR

A. Management Leadership							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
A1	3.3(a)	Does the company have a written health and safety policy?	Emphasizes the contract between the company and its workers in preventing injuries and fatalities.	A signed and dated safety policy and contains responsibilities for: <ul style="list-style-type: none"> • Management • Supervision • Workers 	Under Development	Under Development	Submit the safety policy statement. OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant policy within the last 3 years and have made no material changes to it since.
A2	1.17 and 3.3(g)	Does the company have a method for conducting regular or periodic monitoring to ensure that workers are following the rules and regulations of the site and WorkSafeBC?	Only by going to the work sites / machines can supervisors and managers understand their business performance and effectively plan for improvement.	Monitor all workers on a risk-based frequency appropriate to the standards of the industry.	Under Development	Under Development	One completed worker assessment form. OR <input type="checkbox"/> I did not work in the last year so have submitted a blank form and my training in A3 includes the topic of assessing workers. AND Location of completed forms in the company filing system. OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant method within the last 3 years and have made no material changes to it since.



A. Management Leadership							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
A3	S 117	Do supervisors know what they are supposed to be measuring and evaluating regarding safety?	Knowledgeable supervision not only allows the company to stay within compliance, but also drives reduction of injuries.	Supervisors in the company are qualified to supervise the technical aspects of the work.	Under Development	Under Development	Describe how the company supervisor is qualified to supervise the company's activities. This should include copies of supervisory skills certificates and training. OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant qualification within the last 3 years and have made no material changes to it since.
A4	Best Practice	Does the company have a plan for continual improvement?	By continually improving - striving for excellence, the company can identify key areas where it can improve its safety program thereby reducing injuries.	Company uses a Corrective Action Log to track audit deficiencies.	Under Development	Under Development	Submit the CAL from your last audit. OR Submit the CAL for this audit if it is your certification audit. OR Submit any other Health and Safety Management System continual improvement plan if your audit indicates no opportunities for improvement.

B. Hazard Identification and Risk Control							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
B1	S 116, 117, 119 3.3(b), 3.9 FA assess - 3.16	Are the sites that the company is working on being assessed for hazards and risks before the job starts in accordance with WorkSafeBC regulations?	Identifying hazards/risk allows a company to create a plan to control the hazards and risks thereby limiting the exposure of workers to the risk. Pre-work identification of hazards also allows a company to plan for a more efficient execution of its work activities. Plans must include safe interaction with all other companies on the work site, both up and down the contractor chain.	<ul style="list-style-type: none"> A first aid assessment for field, office and shop sites (as applicable to company operations). One pre-work per operating month for harvesting companies. Interaction with other companies on the site, if any. A job safety breakdown (JSB) or assessment for non-harvesting companies (such as silviculture, technical and FPM companies). One per occupation. Pre-use inspections for truckers. Notice of Project (NOP) for projects worked on. 	Under Development	Under Development	<p>Please submit:</p> <ul style="list-style-type: none"> A first aid assessment for field, office and shop sites (as applicable to company operations). One pre-work per operating month for harvesting companies, including Interaction with other companies on the site, if any. A job safety breakdown (JSB) or assessment for non-harvesting companies (such as silviculture, technical and FPM companies). One per occupation. One Pre-use inspection for truckers. May be on CVSE (Commercial Vehicle Safety and Enforcement) log. Notice of Project for projects worked on (submit 3 NOP's unless you worked on less than 3 projects for the year).

B. Hazard Identification and Risk Control							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
B2	3.5. 3.9, 26.2	Are the company operations being inspected on a regular and ongoing basis as required by WorkSafeBC regulations?	Hazards continually change therefore regular and ongoing inspections allow the company to correct/address issues before they result in loss to the company and its workers.	<p>Between B1 and B2, one assessment <u>or</u> inspection is required per operating month.</p> <ul style="list-style-type: none"> If the company has no fixed sites and is not on site for more than a month, no submission is required if the initial hazard assessment is included in question B1. If the company is on site (including an office, shop or other base of operations) for more than a month, the company needs monthly inspections using a checklist or form and trained inspectors for each applicable month. 	Under Development	Under Development	<p>Submit one completed site inspection.</p> <p>OR</p> <p><input type="checkbox"/> I have not occupied a site for more than 30 days in the last year so am submitting a blank inspection template.</p>



B. Hazard Identification and Risk Control							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
B3	3.6, 3.9, 4.9	Is there a preventative maintenance program, and is equipment serviced in a manner that meets or exceeds manufacturer's instructions?	An effective maintenance program reduces down time, improves worker safety and ultimately reduces maintenance costs.	<p>The company has receipts applicable to equipment owned by the company showing parts and/or service purchases.</p> <p>OR Maintenance logs.</p> <p>OR Computerized Maintenance Management system.</p>	Under Development	Under Development	<p>Submit 1 week's worth of maintenance records for:</p> <ul style="list-style-type: none"> • Vehicle used to get to work site, if you operate that vehicle; and • One of your machine(s) (select a different machine each year in sequence). <p>AND If you provide or operate a vehicle used to transport 3 or more workers, provide a week's worth of pre-use inspections.</p> <p>In all cases, please select a week where maintenance was required.</p> <p>OR <input type="checkbox"/> Tick here if you do not operate a vehicle to get to the work site within the last year.</p>



B. Hazard Identification and Risk Control							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
B4	S 117	Are company supervisors ensuring that the controls that are in place and in use?	The company is able to identify unsafe practices before loss occurs.	The company has basic safety rules applicable to all workers, supervisors and management (not safe working procedures). Examples are seat belt use, impairment, man-check, lockout, confined space entry, guarding etc.	Under Development	Under Development	<p>Submit the names of your company's basic safety rules.</p> <p>AND Describe how you record observations of worker behaviour (e.g., using a journal, daily inspection forms, etc).</p> <p>OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant set of rules within the last 3 years and have made no material changes to them since.</p>

C. Standards, Procedures and Work Instructions							
#	Leg/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
C1	Part 8 S115	Does the company have written standards or rules around personal protective equipment (PPE) and its use?	PPE is the last line of defence that can minimize potential loss from injuries.	The company PPE policy clearly describes who wears what PPE when.	Under Development	Under Development	Please submit the company PPE policy. OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant policy within the last 3 years and have made no material changes to it since.
C2	3.3.(c) S115	Does the company have standards, practices or work instructions for each task or job that meet current regulatory requirements?	By following standards, practices or work instructions, the risk is reduced of personal injury, environmental damage and equipment down-time. Safe work procedures (SWPs) provide you with information including: hazards of the job, ways to protect yourself such as controls and personal protective equipment.	The company has job instructions for all basic tasks, including jobs that are seldom done.	Under Development	Under Development	Provide a list of the Safe Work Procedures you use. AND Send in two Safe Work Procedures of your choice from that list for evaluation (different than last year if this is not your first submission).



C. Standards, Procedures and Work Instructions							
#	Leg/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
C3	S116	Are there procedures in place to correct workers if they do not follow the rules and regulations?	A progressive disciplinary policy provides a method of correcting a worker's behaviour.	The company has a progressive discipline policy.	Under Development	Under Development	Submit your progressive discipline procedure. OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant policy within the last 3 years and have made no material changes to it since.
C4	3.14 4.16	Are there written emergency response procedures (ERP) for injuries, fires, natural disasters and fatalities and other emergencies appropriate to the company's activities and location?	An ERP allows for quick coordinated response to an emergency situation.	The company ERP covers at least the 4 items in the question. Other emergencies may include: <ul style="list-style-type: none"> • Missing workers; • Violence in the workplace; • Rescue from height; • Water rescue; • Wild-life encounter; • Confined space rescue; • Entrapment in machinery. 	Under Development	Under Development	Provide a copy of the ERP for your largest project of the year. It must cover injuries, fires, natural disasters and fatalities and other emergencies appropriate to the company's activities and location such as missing workers; violence in the workplace; rescue from height; water rescue; wild-life encounter and confined space rescue. OR <input type="checkbox"/> I did not work in the last year but have a general purpose ERP instead and have attached it.

C. Standards, Procedures and Work Instructions							
#	Leg/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
C5	3.16 (1.1), 3.16 (1.2), 3.16 (4)	Does the company have instructions for the first aid supplies and equipment required for each site?	An inventory allows for routine checking of first aid supplies so that they are quickly replaced when expired, contaminated or otherwise unsuitable for use.	The company has an inventory of first aid supplies and equipment and ensures the supplies and equipment are ready for use when workers are on-site.	Under Development	Under Development	List the type (Level) and location of your first aid kits and any other equipment outside of the kits, such as emergency Transport vehicles (ETV's), treatment rooms, automated external defibrillators (AED's) etc.

D. Training, Education and Certification							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
D1	3.22-3.25	Are regulatory-compliant orientations given to new and returning workers?	Workers returning after a significant absence or those new to a job, may not have all the necessary information and training to competently perform their job duties. An orientation helps identify and fill the training needs while meeting regulatory compliance.	Company orients all new workers with a compliant process program form or policy. Must include commitment to re-orientation after >6 week absence.	Under Development	Under Development	Submit one completed orientation form which meets current regulatory requirements. OR <input type="checkbox"/> I did not hire or re-orient a worker this year and am submitting a blank orientation form. OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant form within the last 3 years and have made no material changes to it since.

D. Training, Education and Certification							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
D2	S115 and task dependent Regulation	Does the company have certification requirements for the applicable jobs on their site or within their operation?	By confirming employee qualifications, which includes certification, a company is meeting its due diligence.	Submit a certificate table of current worker and contractor certificates for each occupation type such as valid first aid, blasting, driver's abstract, class 1 with air brake endorsement, WHMIS, TDG, propane handling, confined space entry, faller's certificates, forklift operator and any other applicable worker certificates related to safety.	Under Development	Under Development	<p>Provide photocopies of all worker / supervisor / owner current certificates (or driver's abstract).</p> <p>OR List or complete the training log of current certifications.</p> <p>The information must include faller certificate number and driver's licence number, as applicable.</p> <p>Certification must be current as of the date of submission.</p> <p>DO NOT SUBMIT DRIVER'S LICENCE COLOUR PHOTOCOPIES FOR PRIVACY REASONS.</p>
D3	3.24	Is the company ensuring that workers are competent to perform their tasks before they permit that individual to perform the task?	Provides feedback to the worker so that they can continually improve their safety, productivity and efficiency.	All workers and supervisors are assessed for competency before being released to normal levels of supervision.	Under Development	Under Development	<p>Submit one completed new worker assessment. This may be a form, journal notes, etc.</p> <p>OR <input type="checkbox"/> I did not work in the last year and am submitting a blank form.</p>



D. Training, Education and Certification							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
D4		Is the company ensuring that it has the necessary safety knowledge for safe operation and compliance?	By understanding safety regulations and systems, a company can better apply safety rules and have a more effective and smaller safety system.	At least one person in the company has basic safety systems training (BCFSC, safe supervisor, WSBC or other, etc). Companies over 9 people have a Worker Safety Representative.	Under Development	Under Development	Submit name of Worker Safety Representative if there are >9 people in the company. AND Provide proof that at least one person in the company has basic safety knowledge (BCFSC, safe supervisor, WSBC or other, etc). This may be by certificate, invoice/receipt or other proof of training. OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant proof within the last 3 years and have made no material changes to it since.



E. Health and Safety Communication Systems							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
E1	Div 4, S125 - 140	Are safety meetings being held on a regular basis with workers to discuss current and ongoing health and safety issues?	The company will meet Regulatory compliance by holding monthly safety meetings.	The company has at least one safety meeting per operating month.	Under Development	Under Development	<p>Attach completed monthly safety meeting documentation for operating months within the past 12 months. At least one meeting per operating month is required. Please do not submit more than 4 meetings per month.</p> <p>For one person companies, these may be meetings with clients or with your contractors.</p> <p>AND Describe how you show workers participated in the meeting or received the minutes (sign off on minutes, e-mail receipt, etc).</p> <p>OR <input type="checkbox"/> Tick here if you did not work in the last year and submit a blank meeting template that you would use in the future.</p>

E. Health and Safety Communication Systems							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
E2	Div 4, S125 - 140	Does the company communicate important safety issues in its meetings?	Safety meetings allow for the involvement of all workers in the discussion of worksite safety including: increase awareness of hazards in the work place, and the communication of industry wide safety issues. However the most important activity is the resolution of safety issues.	<p>Meeting minutes in E1 need to show communication of at least:</p> <ul style="list-style-type: none"> • inspections; • assessments; • industry alerts; • close calls / near miss; and • incidents. <p>The company may also use alternate communication methods such as sign-off of alerts, inspections and assessments.</p>	Under Development	Under Development	<p>Attach documentation to show that the company communicates to its workers:</p> <ul style="list-style-type: none"> • inspections; • assessments; • industry alerts; • close calls / near misses; and • incidents. <p>The company may also use alternate communication methods such as sign-off of alerts, inspections and assessments.</p> <p>OR <input type="checkbox"/> Tick here if the above topics are covered in safety meeting minutes or blank form already attached.</p>

E. Health and Safety Communication Systems							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
E3	S116 3.10, 3.12	Does the company have an active close call reporting system?	It's been proven that incidents (close calls/near misses) are predictors of accidents. By reporting incidents, the information can be used to control the risk before it becomes a statistic (injury or property damage).	The company has a close call reporting form or procedure or uses pages from supervisor journal. Incidents and issues are communicated upwards to clients, Prime Contractors and/or licensees.	Under Development	Under Development	<p>Attach the policy or procedure that describes how close calls are or would be reported in the company, including to clients, Primes and others as necessary.</p> <p>AND Attach a completed close call report.</p> <p>OR <input type="checkbox"/> I had no reported close calls last year, so am submitting a blank form.</p> <p>OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant policy within the last 3 years and have made no material changes to it since.</p>

E. Health and Safety Communication Systems							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
E4	S130 3.10, 3.12	Is there a formal or informal communication method for workers to discuss immediate health and safety issues with the company (other than at safety meetings)?	This allows for immediate identification and correction of hazard which could have resulted in an injury or other loss.	The company has documentation including hazard identification forms or other documentation that shows safety-related intervention by the company. An informal system would include such items as journal notes from a supervisor or machine operator logs, RADAR or SafeStart cards, etc.	Under Development	Under Development	<p>Attach the policy or procedure that describes how hazards are or would be reported in the company, including to clients, Primes and others as necessary.</p> <p>AND Attach a completed hazard report.</p> <p>OR <input type="checkbox"/> I had no reported hazards last year, so am submitting a blank form.</p> <p>OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant policy within the last 3 years and have made no material changes to it since.</p>

F. Incident Reporting and Investigating Systems							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
F1	S173	Is the company investigating incidents?	Only by investigating incidents to find causes can repeat incidents be prevented.	The company has a policy / procedure / rule, and a copy of the incident reporting form.	Under Development	Under Development	Attach one completed investigation report. OR <input type="checkbox"/> Tick here if you have had nothing to investigate and attach the blank form. OR <input type="checkbox"/> This is a maintenance audit and I had nothing to investigate and I submitted a compliant form within the last 3 years and have made no material changes to it since.
F2	S174	Does the company properly investigate incidents?	Proper investigation will determine the meaningful causes of an incident and identify action to prevent recurrence.	The investigation must drive to meaningful causes using any standard investigative method.	Under Development	Under Development	Show that the company knows how to properly drive to meaningful causes by showing at least one person in the company is trained in incident investigations. OR Submit a completed investigation showing good technique. OR <input type="checkbox"/> This is a maintenance audit and I had nothing to investigate and I submitted a compliant form or training within the last 3 years and have made no material changes to it since.

F. Incident Reporting and Investigating Systems							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
F3	S175	Does the company communicate the results of investigations?	Failure to communicate findings from investigations could result in recurrence.	<p>The company can show sign-off of safety meetings where investigations were discussed. Indicate which meeting in E-1 shows this.</p> <p>The company has a policy or blank template for submitting an Industry Safety Alert.</p>	Under Development	Under Development	<p>Submit documents showing that you communicated all incident investigations to workers.</p> <p><input type="checkbox"/> Tick here if this is shown in meeting minutes in E1.</p> <p>AND Show that Submit an Industry Alert you have created.</p> <p>OR <input type="checkbox"/> Tick here if you have not needed to create an alert and submit a blank alert template instead.</p> <p>OR <input type="checkbox"/> This is a maintenance audit and I had nothing to investigate and I submitted a compliant form or alert within the last 3 years and have made no material changes to it since.</p>
F4	S176	Has a follow-up been conducted by the company to ensure corrective actions have been completed?	Those who fail to learn from experience may experience a similar event.	The company has documents showing corrective actions have been completed (or are not due yet) for all investigations in F2.	Under Development	Under Development	<p>Submit documents showing you have closed off the corrective actions from the investigations.</p> <p>OR If you have no corrective actions from investigations, show how you have closed off ANY corrective actions.</p> <p>OR <input type="checkbox"/> I have not worked in the last year so have no corrective actions from any source.</p>

G. Non-Prime Contractor Management							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
G1	26.2 Council - SAFE cert.	Have the contractors who have been selected by the company met a selection criterion that includes safety, including the requirement for forestry contractors to be SAFE Certified companies?	Contractors are workers with the same rights, responsibilities and obligations as company workers.	The company has contractor selection documentation showing that this is a requirement in the safety program and that it has been completed in the past 12 months. SAFE-certification (or recognition by any other Certifying Partner with which the BCFSC has a Reciprocity Agreement) is only mandatory for forestry contractors.	Under Development	Under Development	Submit the contractor selection criteria, which MUST include SAFE-certification for direct forestry contractors. OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant policy within the last 3 years and have made no material changes to it since.
G2	S118, S119	Does the company hold regular meetings with their contractors to plan and discuss health and safety issues and to discuss contractor's safety performance?	Contractors have a right to be made aware of hazards and an obligation to inform the company of hazards that they may be creating or become aware of.	The company has meeting minutes documenting discussions between management personnel of the company and management of contractors regarding contractor safety performance issues. This includes both pre-project and ongoing meetings.	Under Development	Under Development	Submit copies of meetings minutes for ISEBASE, SEBASE and/or BASE sized contractors working under you, at least one per contractor per year. AND Submit at least one worker assessment per 100 contractor per year.

H. Prime Contractor Management							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
H1	20.3 and 26.2	Does the company selection criterion include a determination to ensure the Prime Contractor to be assigned is qualified in respect of discharging their responsibilities?	Prime Contractors have very significant responsibilities.	Prime Contractor selection documentation exists.	Under Development	Under Development	Submit the contractor selection criteria, which MUST include SAFE-certification for direct forestry contractors. AND Show that all Primes hired in the term of the audit were SAFE-certified.
H2	S118, 20.3 and 26.2	After the contractor is 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 and company requirements?	Inspecting a Prime Contractor is a due diligence activity.	The company inspects its Prime Contractors on a regular basis, based on the risk of the company and its activities and in line with industry standards. The company retains copies of Notice of Project (NOP) for projects Primes worked on.	Under Development	Under Development	Submit one completed inspection of a Prime Contractor. AND Submit a copy of all Notices of Project for the year.
H3	S118	Has the Prime Contractor roles, responsibilities and authority been signed off by all parties?	Signed agreements help ensure that all parties are aware of their rights, responsibilities and obligations.	Prime Contractor agreements have been signed for every Prime in the last year.	Under Development	Under Development	Attach applicable sections of signed Prime Contractor agreements.

H. Prime Contractor Management							
#	Legs/Regs	Question	Value	What company program contains			Company Submits
				Basic	Enhanced (in addition to basic)	World-Class (in addition to Enhanced)	
H4	S118, 20.3 and 26.2	Has the company ensured that, where necessary, the Prime Contractor has taken the appropriate corrective actions where non-conformances are identified?	Following up on corrective actions helps ensure hazards are addressed, reducing the risk of injury.	The company tracks corrective actions The company, Prime Contractor or a subcontractor may be the initiator of the action.	Under Development	Under Development	Submit one document showing that a Prime Contractor has closed out a corrective action.

I. Injury Management / Return-to-Work				
#	Question	Value	What the program contains	Company Submits
11	Does the company have a written policy or other signed commitment to Injury Management (IM) / Return-to-Work (RTW)?	A policy provides overall direction to the program objectives of minimizing the effects of any injuries that do occur.	<p>This document needs to outline the objectives of the IM/RTW program. It may be a policy, signed commitment or other similar letter of intent or an agreement with a union. It needs to be signed by the current senior management and dated within the last 3 years.</p> <p>Some companies may include their IM/RTW policy as part of their overall Safety Management Policy.</p>	<p>Attach the Injury Management Policy or Letter of Intent.</p> <p>OR <input type="checkbox"/> Tick here if it is included in the overall company safety policy statement in A1.</p>
12	Does the company have a written Injury Management / Return-to-Work Program giving details of how cases will be handled?	A written program helps ensure uniform, fair treatment of all injured employees.	<p>The company needs to have a detailed planned process to manage the impact of work-related injury/illness from the time of injury until either the injured person returns to full capacity or a medical plateau is reached.</p> <p>This may be developed by the company or managed by a third-party service provider.</p>	Attach the IM / RTW program.
13	Has the company identified light duty and/or modified work opportunities?	Having meaningful work pre-planned allows the injured worker to return to work faster, resulting in better healing and long-term health.	The company needs to identify types of meaningful, productive light or alternate duties in advance. It is recognized that light duties may consist of regular duties with reduced physical capacity, extra assistance or increased breaks and that small companies are not required to have completely different jobs specifically reserved for injured workers.	State, highlight or mark in the IM / RTW program where the light and/or modified duties section is found.
14	Does the company program apply to both Return-to-Work and Stay-at-Work situations?	Having a worker on a 'Stay-at-Work' program avoids the need for an injury to result in time loss.	The company program needs to include Stay-at-Work opportunities as well as Return-to-Work cases.	State, highlight or mark in the IM / RTW program where Stay-at-Work is found.

I. Injury Management / Return-to-Work				
#	Question	Value	What the program contains	Company Submits
15	Does the company have a plan for initial and ongoing contact with absent injured workers?	<p>Contacting the injured worker (or in some cases, their emergency contact) on the first day of absence significantly improves the overall outcome in many cases.</p> <p>Having ongoing contact during the absence keeps the absent worker in touch with the work place.</p>	<p>The company needs to have a written commitment to contact the worker, or their emergency contact, on the first day of absence and then a commitment to keep in touch at regular intervals after that, as determined by the nature and severity of the injury.</p> <p>The company needs to keep records of worker contact.</p>	<p>State, highlight or mark in the IM/RTW program where initial and ongoing contact is found.</p> <p>AND If you have any Injury Management cases in the last year, include proof that the worker was contacted. The name of the worker may be removed for confidentiality reasons.</p>
16	Does the person in the company who coordinates the IM/RTW program have appropriate training or orientation?	Someone in the company needs to understand the program, whether it is their own program or a contract service.	<p>The IM/RTW Coordinator needs to have attended IM/RTW training. Minimum training would be a half-day course on Claims Management or IM/RTW if the company runs the program or an orientation briefing from the service provider if the company contracts out the IM/RTW service.</p> <p>Extensive experience or certificate courses that include Claims Management or similar topics are also acceptable.</p>	<p>Attach proof of training.</p> <p>OR Describe how the IM/RTW Coordinator is qualified.</p> <p>OR <input type="checkbox"/> This is a maintenance audit and I submitted compliant training proof within the last 3 years and have made no material changes to it since.</p>
17	Have IM/RTW procedures been communicated to all people in the company?	All potential users of the program need to know how to access the program in case they are injured.	The company will have training records, meeting minutes or other sign-off methods to show that all workers have received the procedures.	<p>Provide the training summary or meeting minutes where the IM/RTW Procedures are communicated.</p> <p>OR Provide other proof that the procedures are communicated to all people in the company.</p>
18	Is IM/RTW included on the new worker orientation form?	New workers need to know how to access the program, since they are at high risk of an injury.	The company needs to list IM/RTW on the orientation form.	<p>Provide a copy of IM/RTW orientation form.</p> <p>OR <input type="checkbox"/> Tick here if the IM/RTW topic is included on the form in question D1.</p>



I. Injury Management / Return-to-Work				
#	Question	Value	What the program contains	Company Submits
19	Does the company have a letter or other package prepared for medical professionals to advise them of IM/RTW opportunities?	Communicating to medical professionals is critical to success, so that they are aware of opportunities and direct workers treatments appropriately.	The company needs to have a letter or package ready for injured workers to take to their doctor. It needs to advise the doctor of the program and the availabilities of light and/or modified duties as applicable.	<p>Provide a blank copy of the letter or package for the medical professional.</p> <p>OR State, highlight or mark in the IM / RTW program where the letter or package is found.</p> <p>OR <input type="checkbox"/> This is a maintenance audit and I submitted a compliant communication template within the last 3 years and have made no material changes to it since.</p>

Technical Audit Modules

Lockout

A company must complete this Module if they own or operate fixed or mobile equipment other than:

- office equipment
- hand-held tools
- vehicles under 6000 kg GVW

LO. Lockout					
#	Legs / Regs	Question	Value	Guideline	Submission
LO1	Part 10	Does the company have a written lockout program?	Lockout instructions help prevent workers being injured while performing maintenance by preventing machine start-up.	Company has a detailed lockout procedure covering lock use, listing lockout points for each piece of equipment and including lock removal procedures.	Submit a list of equipment that needs lockout. AND Submit one lockout instruction of your choice for one piece of equipment (send instructions for a different machine each year).

Confined Space

A company must complete this Module if they own or enter Confined Spaces as defined by WSBC OHS Regulation.

CS. Confined Spaces					
#	Legs / Regs	Question	Value	Guideline	Submission
CS1	Part 9	Does the company have a written confined space entry program?	Confined spaces have many hidden and potentially fatal risks. Proper inventory and entry procedures, and emergency response plan (ERP) significantly reduces the risk of multiple fatalities.	<p>The company manages access to confined spaces by requiring permits for entry and only allows trained people to enter those spaces. A rescue procedure and team is available.</p> <p>An assessment that shows no confined spaces present may be performed by any competent person rather than by a qualified professional.</p>	<p>Submit inventory of confined spaces.</p> <p>AND Submit name and contact information of qualified person performing confined space assessments.</p>

Working at Height

A company must complete this Module if they have workers who are at risk of falling from heights over 3m / 10ft or they own or work on sites where falls from over 3m / 10ft are a hazard.

WH. Working at Height					
#	Legs / Regs	Question	Value	Guideline	Submission
WH1	Parts 11 & 13	Does the company have a written program for working at heights >3m / 10ft?	Falling from heights is one of the most significant occupational risks in the province. Falls from height usually result in life-altering injuries, so reducing the risk is very worthwhile.	The company identifies locations where it may work at heights and provides equipment, training and supervision to applicable workers.	Describe what types of working at height situations that the company has. AND Provide proof of workers being trained for working at height.

Hot Work

A company must complete this Module if they have indoor workers who weld, cut, grind or otherwise generate sparks outside of controlled, designated areas, such as a shop or welding booth.

HW. Hot Work					
#	Legs / Regs	Question	Value	Guideline	Submission
HW1	Insurance Company	Does the company have a permit system for performing Hot Work?	Unmanaged heat sources in the wood processing industry is a high risk for significant fires.	<p>The company uses a detailed hot work permit system including:</p> <ul style="list-style-type: none"> • Date and time for the work to be done; • A description of the equipment to be worked on; • A description of fire suppression equipment required; • Identification of potential combustible situations; and • Precautions to be taken. 	Submit one completed hot work permit.

Respiratory Protection

A company must complete this Module if they have workers who use respiratory protection (other than disposable dust masks worn by employees who choose to wear them even when not required by a hazard assessment).

RP. Respiratory Protection					
#	Legs / Regs	Question	Value	Guideline	Submission
RP1	8.32 – 8.45	Does the company have a written program for respiratory protection?	Slow accumulation of chemicals in the body or repeat exposure to allergens has a very significant effect on worker health in the long term.	<p>The written program contains:</p> <ul style="list-style-type: none"> • A statement of purpose and responsibilities; • Written procedures for selection, use, inspection, cleaning, maintenance and storage of protective equipment, when required; • Instruction and training in the correct use and maintenance of the equipment; • Medical assessment of respirator wearers, when required; • Documentation when required; and • Program review. 	<p>Submit a list of current fit tests for each worker who wears respirators. It must include signature of certified fit testers.</p> <p>AND Submit the location of the listed documents and procedures in the company filing system and safety manual.</p>

Camps and Remote Accommodations

A company must complete this Module if they own, operate or have workers in accommodations other than a licensed hotel or motel.

RA. Camps and Remote Accommodations					
#	Legs / Regs	Question	Value	Guideline	Submission
RA1	Camp Standards	How does the company ensure that its camps or other remote accommodations meet standards?	Suitable camps provide workers with clean, dry and sanitary living conditions, making them healthier and more productive than if they were in poor living conditions.	The company routinely inspects the camps and remote accommodations that it uses to ensure they are meeting Camp Standard and providing a healthy off-work environment.	Submit one completed camp inspection form, including the name and location of the camp.

Working near High Voltage Power Lines

A company must complete this Module if they have workers who fell or trim trees within 2 tree lengths of the limits of approach of High Voltage Power Lines or who operate equipment that may come within the limits of approach, either in the field or in a fixed facility. High Voltage Power Lines are as defined by OHS Regulation.

PL. Working Near High Voltage Power Lines					
#	Legs / Regs	Question	Value	Guideline	Submission
PL1	Part 25	Does the company have a written program for working near High Voltage power lines?	Small mistakes around high voltage lines can have very devastating impacts on worker health.	<p>The company has a detailed plan for working near power lines. It includes:</p> <ul style="list-style-type: none"> • Pre-work assessments and communications with the power line owner; • Training for workers; • Proper use, storage, maintenance and testing of tools, where tools are used; and • A trained rescue person when required by Regulation. 	<p>Describe how the company works near high voltage power lines (trimming, falling, clearing, etc).</p> <p>AND Provide proof of worker training for working near high voltage power lines that complies with Regulation.</p>

Chemicals and Asbestos

A company must complete this Module if they have chemicals listed in Parts 5 and 6 of the OHS Regulation for which an exposure control plan is required. Examples include most pesticides, asbestos, lead and certain solvents.

CH. Chemicals and Asbestos					
#	Legs / Regs	Question	Value	Guideline	Submission
CH1	Parts 5 & 6	Does the company have written exposure control plans when needed?	Slow accumulation of chemicals in the body or repeat exposure to allergens has a very significant effect on worker health in the long term.	<p>Each chemical of concern requires an exposure control plan with:</p> <ul style="list-style-type: none"> • A hierarchy of control; • Decontamination equipment; • Training; and • An inventory of chemical products. 	<p>Submit the list of chemicals for which an exposure control plan is required.</p> <p>AND Submit one exposure control plan (submit a plan for a different chemical each year if you have more than one chemical).</p>

Manual Tree Falling

A company must complete this Module if they have workers or contractors manually falling trees over 6” in diameter at breast height. Contractors include both dependant and non-dependent contractors working for the company. Activities include at least production falling, right-of-way falling and occasional snag, oversize and danger tree falling.

MF. Manual Tree Falling					
#	Legs / Regs	Question	Value	Guideline	Submission
MF1	26.22.1	Does the company have appropriate supervision for its fallers?	Over half of recent faller fatality investigations have found that insufficient supervision was a contributing factor.	Supervisors need to have assigned supervising duties, sufficient time allotted to perform them and document their supervisory activities. If the company has no manual falling competency and hires a falling service including a competent supervisor, the company still needs to ensure that the contractor's supervisor is competent.	Submit a supervisor Job Safety Breakdown (JSB) or detailed summary of each company faller supervisor's activities, including: <ul style="list-style-type: none"> • Whether a working Falling Supervisor or full-time Falling Supervisor; • % of time spent on saw; • % of time allotted for Supervision and Inspections; • Number of people on crew under supervisor; • Average number of active work areas or blocks responsible for simultaneously and maximum tree size and slope; and • Number of faller inspections or audits performed. Provide the following for each faller supervisor (whether company or contractor): <ul style="list-style-type: none"> • Company name and contact information; • WSBC clearance letter; • Confirmation of Faller Status with the BCFSC; • Detailed work history as a faller supervisor (if not given in A3); and • Contractor agreement documentation (financial details should be removed).

MF. Manual Tree Falling					
#	Legs / Regs	Question	Value	Guideline	Submission
MF2	26.21	Is the company assessing its fallers and ensuring that only the appropriately skilled fallers are used for each project?	Falling is a highly skilled high-risk occupation. The company needs to ensure that only competent fallers are used in each area.	<p>The company needs to evaluate and track all the fallers that it uses, whether company staff or contractors. Fallers must be currently certified. The company needs to track:</p> <ul style="list-style-type: none"> • Faller log book; • Contact information; • Experience in years; • Proof of reference check on hiring if hired in last year; • “23-page BC Faller Training Standard – Field Examination and Evaluation”; • Appropriate number of stump audits; and • Current Faller certificate. 	<p>Submit per faller used during the year, whether company or contractor:</p> <ul style="list-style-type: none"> • Name of faller; • Certificate number; and • Month the faller last fell for the company. <p>Faller certificates will be checked for current status compared to the last month worked. Companies using fallers while the faller certificate is not valid will not be eligible for SAFE-certification.</p>
MF3	26.23	Does the company have written procedures appropriate for manual tree falling?	Written procedures help ensure a standard working method. This is the safest and most productive way to perform the job.	<p>The company must have written procedures for falling activities. Procedures must cover at least:</p> <ul style="list-style-type: none"> • JSB or SWP specific to falling; • Falling area entry procedures; • Cut-up tree procedures; • Falling near power lines; • Communication and man-check procedures; and • Danger tree / Snag assessment procedures. <p>Faller info-flips may be used to satisfy this requirement if all activities are covered by info-flips.</p>	<p>List the titles of the falling-related procedures that the company uses.</p> <p>OR</p> <p>State where the info-flips are kept while on site.</p>