



Safe Work Procedures (SWPs)

What is a Safe Work Procedure (SWP)

An SWP describes the outcome of a hazard assessment completed on a singular work activity (usually of higher risk) with all the hazards identified for the work activity and how each hazard is to be managed to ensure the worker(s) safety.

SWPs are part of the annual SAFE Companies audit survey. In both the Individual Owner Operator's (IOO) and the Small Employers SAFE Companies audit, companies are asked to list the SWPs they use in daily work activities and submit one or two for review with their annual audit.

What are the SWPs I should list in my audit?

The list of SWPs and the submitted SWPs in the audit survey should support the work tasks or activities for a company's annual reporting year, but should also reflect the Classification Unit (CU) number assigned to a WorkSafeBC (WSBC) account.

As an example, if a company's CU is for log hauling (#732044), but it also runs a ranch, then both the ranch activities as well as the log hauling SWPs should be listed in the audit. All work activities reported for insurance coverage through its WSBC account are required to be reported in the annual audit if the company wishes to access COR* for all business activities.

An IOO could have upwards of 10 SWPs (for each CU or work activity they engage in throughout the reporting year). A small employer could have upwards of 40 SWPs for an Integrated Forest Management CU.

In harvesting work activities, the list of SWPs may include:

- Working in Weather
- Driving General
- Driving Resource Roads
- Wildlife Encounters
- Radio Communications
- Entering an Active Logging Show
- Fatigue Management
- Walking in the Woods

For Log Haulers, SWPs may include:

- 3 Point Contact
- Working Alone or in Isolation
- Log Truck + Lock Out
- Steep Slope Descent
- Working Around Heavy Equipment
- Load Securement
- Mill and Dump Sites

If you also run a ranch, here are more SWPs which may apply:

- Tractor + Lock Out
- Livestock – Care/Maintenance/ Husbandry
- Confined Space
- Transportation of Workers
- Fall Protection
- Pesticides / Herbicide - Use and Application

What should be present in an SWP?

The identified hazards and written instructions on how to manage each hazard in a singular work task is an SWP.

You must first create an inventory of the jobs and work tasks and then assess and prioritize the hazards in each of the inventoried jobs or work tasks. A written plan should then be created to manage all the identified hazards.

The following lists some examples of work tasks that may require assessment when determining the individual hazards in any work activity:

1. Is the worker exposed to weather conditions?
2. Do tools, machines / equipment or commercial vehicles present any hazards?
3. Can the worker be harmed when in contact with other objects?
4. Is contact possible with ground workers and equipment or commercial vehicles?
5. Is slope or grade a problem?

6. Can the worker slip, trip or fall?
7. Can the worker suffer strain from lifting, reaching, pushing or pulling, or from repetitive movements?
8. Is there a danger from falling / overhead objects?
9. Is noise or vibration a problem?
10. Can fatigue affect safety?
11. Can members of the public become hazards in the workplace?
12. Are other workers/contractors a potential hazard?

Companies often list their policies, parts of WSBC Regulations or even parts of their own Occupational Health & Safety program in place of the requested list of SWPs in their audit tools. It is important to remember that the requested SWP list and SWP submission should be provided based on daily work activities as each hazard may have several different ways in which it can be successfully managed.

For example: Personal Protective Equipment (PPE) is not an SWP, but PPE is often a means to manage hazards in many different SWPs. In manual tree falling, an identified hazard is a saw blade that could contact a faller's legs. One way to manage this hazard is with mandatory PPE, wearing bucking pants to protect the faller's legs. Other ways to manage the same hazard may be mandatory chain break/hand guards on the saw, extensive training in correct saw grips or hand holds, and the positioning of the feet for the task at hand.

For more information about SWPs and which SWPs may apply to you and your work activities, contact a BCFSC Safety Advisor at 1-877-741-1060. 📞

COR - If the company declares they do not wish to submit all information on a particular work activity, the company may submit a "targeted" audit which may not be eligible for COR, but can still allow the company to remain SAFE Certified.*



COVID-19: SAFE Companies and WorkSafeBC COR Audit Requirements for 2020

During this global pandemic, the SAFE Companies team is committed to working with your company to navigate these uncertain times. We are here to provide guidance on your company's safety management system and audit requirements.

As a Certifying Partner (CP), the BCFSC continues to work closely with WorkSafeBC to help administer the COR Program. The following provides information on COVID-19 as it relates to 2020 audit requirements.

	RECERTIFICATION	MAINTENANCE
IOO ISEBASE SEBASE	<ul style="list-style-type: none"> Companies with certification expiring up to August 31, 2020 may apply for a one year waiver. Approved waivers require a 2021 recertification audit and a commitment to work the Corrective Action Log from the last audit in the meantime. Companies with certification expiring between September 1, 2020 and December 31, 2020 are not eligible for a waiver at this time. 	<ul style="list-style-type: none"> All maintenance audits are extended to December 31, 2020. It is recognized that employers may not be in normal operating mode this year. Companies should follow all public health protocols while conducting their audit.
BASE	<ul style="list-style-type: none"> Companies with certification expiring up to August 31, 2020 may apply for a one year waiver. Approved waivers require a 2021 recertification audit and a commitment to work the Corrective Action Log from the last audit in the meantime. Waiver does not apply to optional early recertifications. Companies with certification expiring between September 1, 2020 and December 31, 2020 are not eligible for a waiver at this time. 	<ul style="list-style-type: none"> All maintenance audits are extended to December 31, 2020. It is recognized that employers may not be in normal operating mode this year. Companies should follow all public health protocols while conducting their audit.



In April, information was sent to companies with certifications expiring up to August 31, 2020 outlining their audit requirement options for 2020. If you did not receive notification and believe you qualify for the waiver, please contact us at **1-877-741-1060** or visit our website to complete a waiver application. survey.bcforestsafeforestsafe.org/index.php/558889?lang=en

Our company is not eligible for a waiver at this time. How should our company proceed with its 2020 audit requirements?

Small companies (IOO, ISEBASE, SEBASE) are encouraged to submit their audit, if they are able, by following good hygiene practices with social/physical distancing to obtain documentation.

Large company (BASE) audits are not currently permitted due to public health orders and social distancing requirements.

Currently, the option to request a 2020 audit waiver is not available to companies due for a maintenance audit or whose certification is expiring between September 1 - December 31, 2020. BCFSC and WorkSafeBC are reviewing the COVID-19 outbreak over the next few months and if there are continuing or

additional restrictions, the waiver program may be extended or other action(s) will be taken.

As mail submissions may be delayed due to prolonged office closures, the best way to ensure your audit is received is to submit it electronically:

- Website Upload
- Via email audits@bcforestsafeforestsafe.org
- By fax (250) 741-1068

If you are unable to make an electronic copy of your audit documentation, you can mail your submission to 420 Albert Street, Nanaimo, BC, V9R 2V7. At this point in time (May 2020), the BCFSC office is currently closed and is unable to accept courier deliveries as staff are working remotely from home.

If approved for a waiver, will our company receive a COR incentive for 2020?

Yes, upon approval, WorkSafeBC will issue a one year COR Certificate and consider 2020 Occupational Health & Safety and Return To Work (if applicable) COR incentives.

Will COVID-19 affect payment of 2019 COR incentives?

No, WorkSafeBC is scheduled to issue 2019 COR incentive cheques to eligible employers in late May 2020.

Will our company receive a SAFE Certificate?

A SAFE Certificate will be emailed upon successful Certification / Recertification. A paper copy is only provided upon request or to companies without an email address.

For companies requesting a COR certificate, WorkSafeBC has suspended issuing printed COR certificates. However, a company's COR certification details can be verified on WorkSafeBC's website

Both sources of certificate information should fulfill any requirement to provide proof of certification when bidding for work.

Who can we call for safety questions?

Although BCFSC staff are working remotely, we are still open for business and are available by phone and email for any support or questions you may have:

- **SAFE Companies:** safeco@bcforestsafef.org or call 1-877-741-1060
- **BCFSC Training:** training@bcforestsafef.org or call 1-877-741-1060
- **BCFSC Faller Department:** faller@bcforestsafef.org or call 1-877-741-1060

BCFSC will provide your company with any updates as they become available and will update the website as required. As information is changing rapidly, please check our website for the most recent information at www.bcforestsafef.org. 📍

QR Codes



Waiver Application:
survey.bcforestsafef.org/index.php/558889?lang=en



Audit Website Upload:
<https://mail.bcforestsafef.org/upload/>



WorkSafeBC COR Verification:
<https://corcp.online.worksafefbc.com/Home/EmployerSearch>

SAFE Companies IOO Training Now Online

All required training for SAFE Companies Certification programs are now available online through the BCFSC Learning Centre. Up until last month, the Individual Owner Operator (IOO) course was offered only through a teleconference on the last Saturday morning each month. Now this new online offering allows the learner to start their training as soon as they are registered to reduce the amount of time required to obtain SAFE Certification.

“We have heard many concerns about IOO's not being able to potentially bid on work because the training was only available once a month. This new online option removes this potential barrier allowing our clients to complete all the requirements for SAFE Companies Certifications in a timely manner” says Cherie Whelan, Director SAFE Companies.

Some of the benefits of the new online IOO training are:

- available 24 hours a day / 7 days a week and can be completed at your own pace and timing,
- it saves your progress so you can come back to where you left off,
- it includes relevant videos, imagery and activities to support the written information,
- the information is specific to whatever business you are in (falling, trucking, harvesting, consulting, etc.),
- it has step-by-step instructions for completing the SAFE Companies IOO audit,
- there are valuable resource links to support your business, and
- you can complete both initial and recertification training online.

We are still offering the instructor-led IOO course for those that want to interact with an instructor. It has also been updated to be a more interactive experience for the learner. The previous version of the teleconference has been replaced with an online meeting format where the learner can see the content being delivered by the instructor. Some highlights/benefits of this updated format are:

- an online video presentation combined with student manual deliver effective, individualized training,
- instructor-led format and student engagement provides a personalized experience, and
- the instructor can answer specific questions on information or situations.

For those clients that are not comfortable using the online meeting format, they can still dial in on a dedicated toll-free conference line and follow along with their student manual. For more information, please go to www.bcforestsafef.org/node/86. 📍