New!! BCFSC Forest Industry Reporting System, or FIRS App!

In 2021, BCFSC's Program Committee requested BCFSC consider a way to streamline and consequently reduce the amount of safety-related paperwork and administrative work required in the field.

Through conversations and interactions with Small Employers and Individual Owner Operators, we recognize the majority of our members are mostly involved with the hands-on, day-to-day activities and often do not have dedicated safety resources or administrative staff to help with the paperwork required to maintain their SAFE Companies certification.

Through our verification audits, BCFSC Safety Advisors can see the activities and tasks required to make a workplace safe are complete but the recordkeeping and filing systems are often lacking for some employers.

This knowledge, combined with feedback from various Advisory Groups, training sessions and in-field site visits from BCFSC Safety Advisors and Falling Advisors, we know that supervisors are inundated with copious amounts of paperwork to complete as part of their due diligence requirements.

Late in 2021, BCFSC began the process of developing a solution to meet some of these concerns and kicked off a project to develop an Online Forms portal to support the record keeping requirements for small employers in building and maintaining their SAFECo Certification. The following is an overview of the SAFE Company forms and required activities that will support the Online Forms project:

- Close Call/Hazard/Incident report forms
- Commercial Vehicle maintenance
- Emergency Response Plan
- First Aid Assessment
- Falling checks
- Heavy Equipment maintenance
- Investigation
- Notice of Project*
- Orientation
- Pickup maintenance
- Prework planning
- Safety meetings
- Site Inspection
- Supervisor notes
- Training Log
- Worker assessments

BCFSC formed a project team to help identify the business needs for SAFE Companies certified clients to document their required in-field activities. In order to fully understand and alleviate the paperwork burden, we evaluated the initial feedback we received from industry, Safety Advisors, advisory groups and trainers. We then sent out a survey in November 2021 to capture SAFECo Companies' feedback. We received more than 450 responses which helped answer what we needed to focus on to make sure needs are met.

80% of respondents indicated a free mobile app was a good solution to help employers document and record SAFE Companies program requirements. The survey results indicated which features were most important to help manage paperwork:

- 41% Ease of Use
- 34% Document Management / Efficiency / Standardization
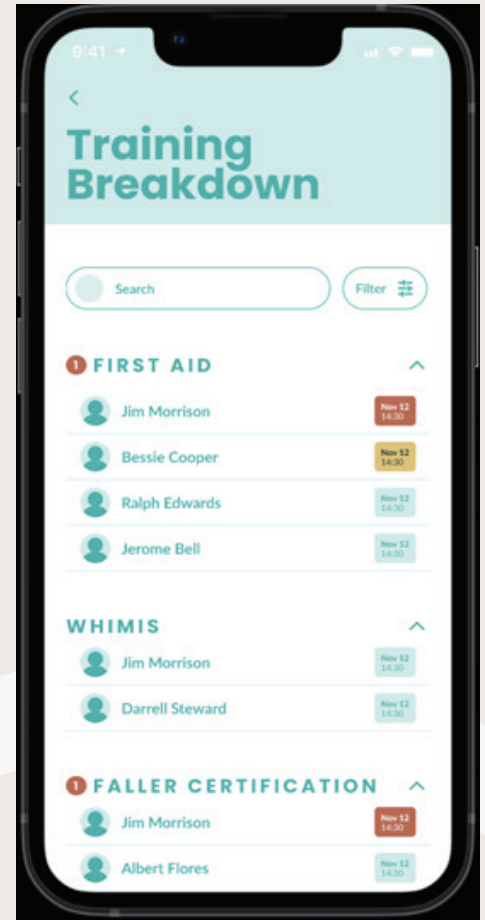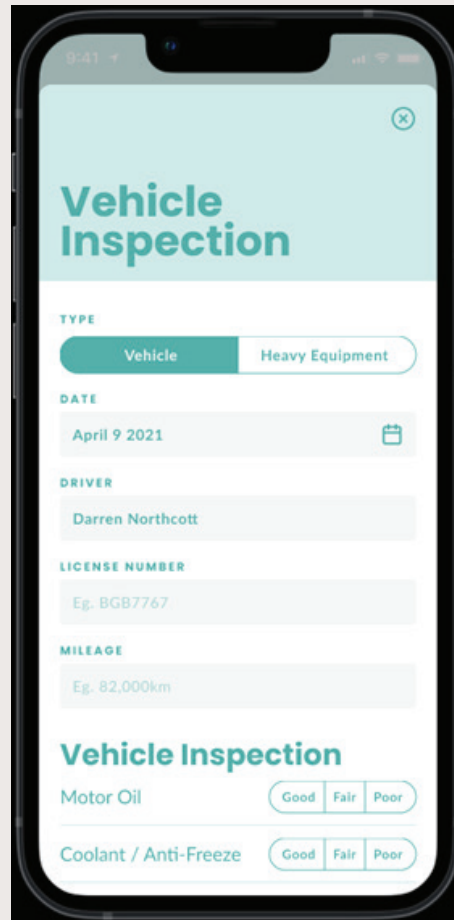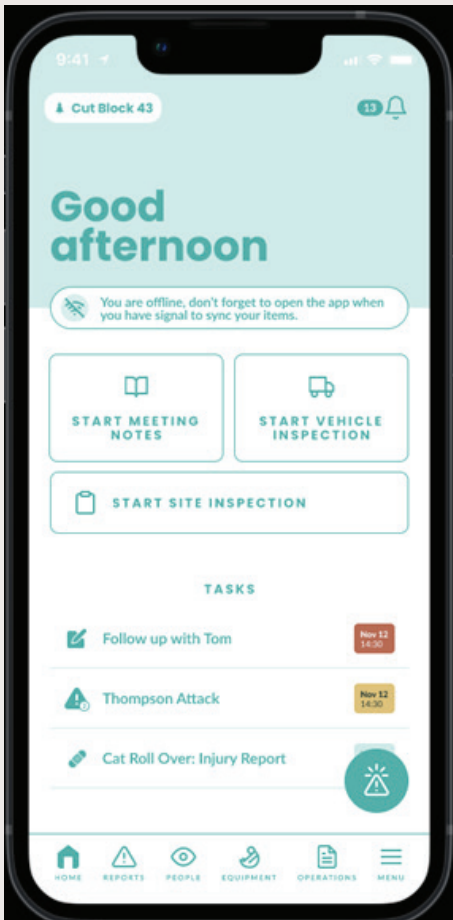- 9% Audit Assistance
- 6% Customizable / Adaptable
- 5% Offline Capability

In addition, several discovery sessions were held with employers to help further define what was important to our clients for this to be a success. Based on the input, we identified some key features and shared them EHS Analytics, the vendor developing this new app - now known as the BCFSC Forest Industry Reporting System, or FIRS app! The key features under development are:

- Auto storage of SAFE Companies forms for record keeping and to support SAFE Companies audit documentation requirements
- Store company Safe Work Procedures so workers can access in field (available on and offline)
- Submit the records/reports to clients/stakeholders (only if wanted!)
- Available on IOS and Android devices
- Automated work flows to help manage work
- System generated notifications
- Talk to text enabled to reduce typing
- Able to take pictures in field to upload
- Role based access and tasks
- Due tasks highlighted
- Maintain training profiles and records for workers
- Available on and offline with auto sync
- Tips and tricks to help with completion of audit
- Support SAFE Companies Audit submission requirements

Here's a sneak peak of the design concepts for the app:

Another user review session is scheduled for **Wednesday March 9, 2022, from 1-3pm** before anything is created. We will be reviewing the basic design and the app's functionality to date with SAFE Companies representatives to ensure we have a solid understanding of what will make recording and reporting safety documentation in the field easier through this new app.

The design will then be finalized and EHS Analytics will begin to build the backend components for the BCFSC FIRS App. Once completed, we will be looking for volunteers in Q2-Q3 2022 to help with user acceptance testing. If you would like to participate in the March review session, or for more information about the project, please contact Tammy Carruthers at **tcarruthers@bcforestsafe.org**