Register for Quick Add and Start Using this Lite Version of the FIRS App for Incident Reporting Today

Since December 2021, BCFSC has been developing a Forest Industry Reporting System mobile app. The first stage of the **BCFSC FIRS App** is a **lite version** called **Quick Add**. This version is live and ready to download for SAFE certified members through the App Store for Android and iOS devices.

Quick Add simplifies incident reporting by allowing companies to submit and track incident reporting by submitting answers to five simple questions and uploading supporting photos into the record. Incident reports can be entered into the App even if your device is offline. Once you are back online, the information will be automatically uploaded. The Quick Add App also includes a *Supervisor's Queue* allowing supervisors, safety professionals, and company owners to review submitted records and extract important information from the report such as the severity or nature of a reported injury.
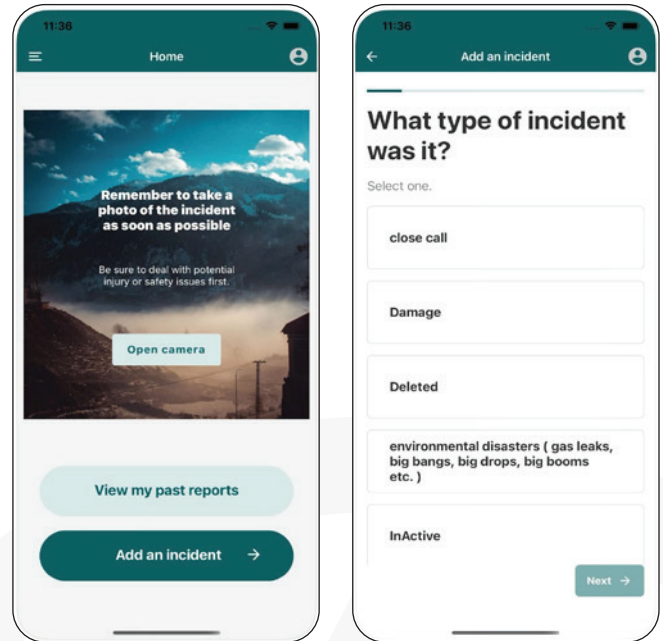
The Five Questions for incident reporting currently available in the QUICK ADD App include:

- Incident Type?
- When did the incident occur?
- Where did it occur?
- Who was involved?
- What happened?

The Supervisor's Queue is currently only available via computer through webforms (not to be confused with the FIRS mobile Quick Add). It can be accessed using your BCFSC FIRS credentials upon set up.

Here is **how to access the FIRS App – QUICK ADD version:**

1. Simply go to the App store on your device and search for BCFSC FIRS to download the FREE App.

2. To access the App, you will require confirmation by BCFSC of SAFE Certification BEFORE you can access the App.

3. *If you are a SAFE Certified Company, you can register for access to the FIRS App QUICK ADD by filling out the online registration form that will be send via email in early September and submit your access

request. Or send a request via email to firs@bcforestsafe.org

4. Once you are confirmed as a SAFE Certified Company, your FIRS App account will be created.

5. You will receive an email from the App developer, EHS Analytics, with instructions on setting up your FIRS account with your individual registration details.

The full version of the FIRS App will be available in 2023 and is being developed by EHS Analytics. The FIRS App will be a forms management system to assist small employers and contractors in streamlining and consequently reducing the amount of safety-related paperwork and administrative work required in the field. To learn more about how this online forms portal will support the record keeping requirements for small employers and assist in building and maintaining SAFE Company Certification, visit our dedicated webpage which explains in detail how the FIRS App will help support your record keeping administration requirements.

If you have any questions about the FIRS App or the QUICK ADD version, please contact us via email **FIRS@bcforestsafe.org**. 🔥

SAFE Companies

SAFE Company Audit Forms and Resources

By Stacey Sproule, Safety Advisor

Did you know that new audit forms and resources are regularly posted on the BCFSC website? We strive to offer the most comprehensive forms and resources to ensure you have everything you need for your audit submission.

To access audit forms or resources, go to our Audit Support Forms webpage and click on your company size. The options are IOO for Individual Owner Operator or Small Employers either ISEBASE with 2-5 workers plus contractors or SEBASE with 6-19 workers plus contractors.

There are some forms that cannot be modified as they need to meet the WSBC Regulation requirements such as the compliant "Orientation Checklist: Young or New Workers" form. Nothing above the signature line should be modified/altered on the compliant orientation form, otherwise the form fails to meet regulation requirements. Below the signature line, information can be modified, added to or the list of items can be changed to create an orientation form which better suites your company's work and work activities. This form can be found on the SEBASE and ISEBASE Audit Submission Forms & Support Resources page. Simply look under Audit Support Resources and scroll down to Worker Orientation and click on the link to access the downloadable form.

BCFSC has also developed forms and resources specifically for contractors working on their own, such as log haulers. We have designed an Emergency Response Plan (ERP) specifically for Working Alone. Just visit our Audit Support Forms and Resources webpage and click on the IOO Audit Submission Forms & Support Resources link. Scroll down and click on Emergency Response Plans (ERPs) and you will find the Trucker's Emergency Response - Working Alone downloadable file.

We have been updating and improving our Safe Work Procedures (SWPs), specifically the heavy equipment SWPs which now include lock out procedures. We recommend the added lock out procedure steps to be reviewed by the machine operators and /or your maintenance staff. If your lock out procedures are machine specific (i.e. make /model/year) and not simply generic, then make the modifications to your SWP to ensure your lock out procedures are captured properly. Updates can be done in a Word document which will allow you to modify and enhance the lock out procedures for each pierce of your equipment. Access the Safe Work Procedures on our Audit Support Forms and Resources webpage and click on the SEBASE and ISEBASE Audit Submission Forms & Support Resources. You will find a link to access all our downloadable SWPs including Wheel Loader with Lock Out and Self-Loading Logging Truck with Lock Out Procedures.

The following is a list of the most recently updated SWPs.

- How to Write a SWP:
- Drip Torch Operations:
- Encountering Blockades:
- Office Workstation Ergonomics

If you are unable to locate an audit document or resource on our website, contact a safety advisor at 1-877-741-1060 for assistance.

Scan the QR code for quick access to the BCFSC Audit Forms and Resources webpage. 🌲