Annual Audit Requirements

The deadline to submit your SAFE Certification 2023 annual audit is quickly approaching. To avoid having to prepare your audit and organizing the accompanying documents over the Christmas holiday, we highly recommend submitting your audit sooner rather than later to avoid a last-minute rush and possibly overlooking important information.

Maintenance audits should cover the previous 12 months, regardless of when your last audit was conducted and are due no later than December 31, 2023. Recertification audits are due on your certificate expiry unless you have been approved for an extension.

Here are some tips to help you refresh your memory on audit submission to help you save valuable time:

1. Review the BCFSC YouTube Video on "How to Prepare and Audit"

2. Determine the type of Audit you will be submitting. IOO (one owner, one office support), SEBASE (6-19 workers)/ISEBASE (2-5 workers), BASE (20+ workers)

3. Download the Audit Support Forms and Resources required for your audit type from the BCFSC website

4. Send your audit electronically using the following options:

   • Upload via our website (for files 8MB or larger)

   • Email (files less than 8MB) to audits@bcforestsafe.org

   • Use the BCFSC ONLINE AUDIT TOOL (OAT) (85MB max per file) which allows you to file and save your audit reporting forms and answers online. *Remember the full audit tool must be fully completed and submitted with all annual audits. This includes the two-page Company Profile, the Corrective Action Log (CAL) from last year's audit review letter and a completed Training Log with all workers listed who worked for your company in the current audit reporting year.*

We recommend electronic submission to ensure a timely review, but you can also fax your audit to 250-741-1068. If a paper audit is your only option, submit by courier or tracked delivery service to the BCFSC Nanaimo office or drop off to the BCFSC Nanaimo Office from 8:30am – 4:30pm, Monday to Friday (please note our holiday hours to ensure there is someone in the office to receive your audit).

If at any point you run into difficulty, a BCFSC Safety Advisor is available to help Monday through Friday from 8am – 5pm. Call us at 1-877-741-1060 or email safecompanies@bcforestsafe.org to arrange assistance. ⚠

Tricks and Tips for Using the Online Audit Tool (OAT) Successfully
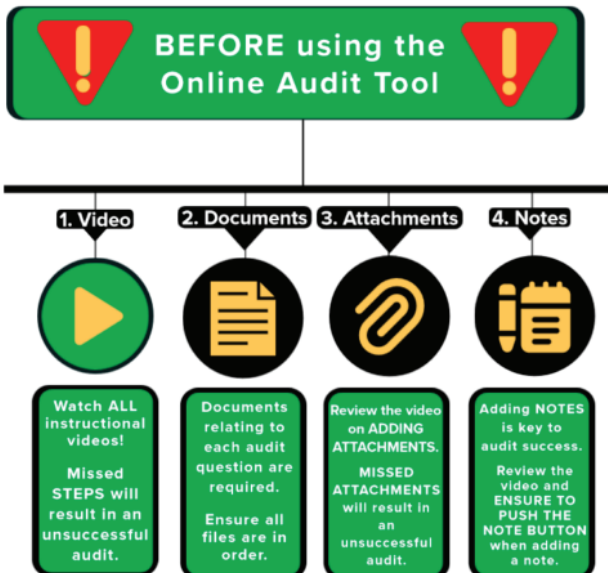
Technology Tips:

• Audits can ONLY be submitted with our OAT Tool using a computer with a stable, high-speed internet connection and web browser (i.e., Firefox, Goggle Chrome, Edge, etc.). OAT cannot be used with a mobile phone or tablet.

• Your internet connection must have sufficient broadband to support high-speed video streaming otherwise it won't be enough bandwidth to submit an audit using OAT.

• OAT is a web-based document submission tool. It is not compatible with Word doc commands.

• The maximum file size for document submissions is 85MB. You will have to ensure the total size of all scanned documents in your final audit submission does not exceed 85MB.

OAT Instructions:

BCFSC has developed ten short videos on how to use OAT successfully. We highly recommend taking the time to watch these videos before using OAT to submit your annual audit.

Learn how to use OAT by visiting our webpage. On this page, you will find our OAT introduction video, downloadable common questions on How to Use OAT and OAT instruction videos.

Audit Reporting Requirements & Tips:

For those who have submitted a paper audit in the past, you will notice questions from the paper audit tool are the same questions as the online audit tool. IOO's need to answer 12 questions for 14 points and Small Employers (SEBASE and ISEBASE) will need to answer 22 questions for 24 points.

There are two different options to successfully answer audit questions. It is important to remember to watch the videos and learn how to enter and save a comment/note and/or how to attach and save a document to each question.

Option 1. Type out the answer in a note in the field/box available in each question.

Option 2. Attach a document that corresponds to the question's reporting request. For example, submit an Emergency Response Plan (ERP) document.

Audit Examples:

SEBASE/ISEBASE audit Question 9a) Asks you to list the Safe Work Procedures (SWP) you use daily in your operations. You could type out the whole list of your SWP into the field box OR you could attach a digital document with all SWP listed on it. (i.e., a scan of the Table of Contents from your OH&S Program where the SWP is already listed.) Questions 5, 9a, 13, and 14 are answered right on the audit tool and Questions 15-22 must ALL have one box ticked off in each question, declaring if they apply to this current audit reporting.

IOO audit Questions 2, 3, 5, 8, and 9 are answered right on the audit tool and Questions 10-13 must ALL have one box ticked off in each question, declaring if they apply to this current audit reporting year.

Double Check Before You Send:

Your audit is ready to submit when all fields are populated.

Before you submit your OAT, save a copy of the documents and responses to all questions. Once the OAT is submitted, you will no longer have access to modify or change anything in your submission.

Once you submit your annual audit online, you will receive a confirmation from BCFSC acknowledging receipt of your audit. ⚠
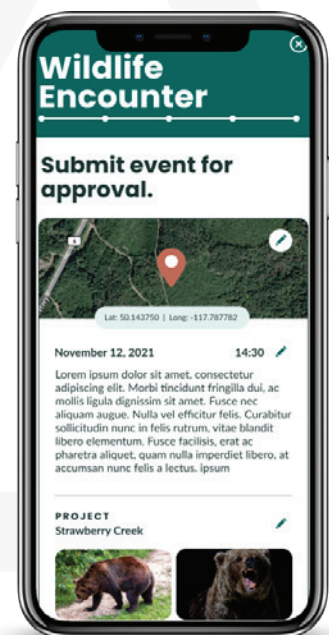

Create, Report and Submit Reports Using the BCFSC FIRS App

At the 2023 Vancouver Island Safety Conference, BCFSC unveiled the second phase of the BCFSC FIRS App.

The BCFSC FIRS App is a FREE forms management mobile application for SAFE certified members that is currently under development by EHS Analytics to help streamline and reduce the amount of safety-related paperwork and administrative work required in the field. The online forms portal will support the record keeping requirements for small employers and assist in building and maintaining SAFE Company Certification. The BCFSC FIRS system includes a mobile app, a web app and an administrative dashboard. For a full explanation of how the FIRS App will help support your record keeping administration requirements, visit our dedicated FIRS webpage.

"Our team had a great culture surrounding incident reporting, this was enhanced greatly by the addition of the FIRS App. With the addition of FIRS, reporting became as easy as telling someone in person."

🖳 SAFE Companies

The second phase of the FIRS App allows contractors to use FIRS to create, report and submit reports for:

- Injuries
- Near Misses
- Hazards
- Wildlife Encounters
- Harassment
- Property Damage

Reports can be created using the App even if your device is offline. Once you are back online, the information will be automatically submitted into your reporting queue.

The first stage of the FIRS App was introduced in 2023. It allows companies to submit and track incident reporting by submitting answers to five simple questions and uploading supporting photos and/or documents into the record. It 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 latest version of the BCFSC FIRS App can be downloaded for Android and iOS devices. Go to the App store on your device and search for BCFSC FIRS to download the FREE App.

The first phase of the FIRS App called BCFSC Quick Add is separate from the current BCFSC FIRS App. Existing QUICK ADD users will need to download the new version of the BCFSC FIRS App. You can use your existing login credentials to access the new BCFSC FIRS App.

Please note: BCFSC Quick Add will transition into the new version but will exist temporarily until the transition is complete. Supervisor Queue/EHS forms will be slowly removed over time as we transition to the BCFSC FIRS web app where all forms and records will eventually be stored.

For new users - you will require a FIRS account. For security purposes, BCFSC will need to confirm your SAFE Certified Company first by emailing your registration request to FIRS@bcforestsage.org. Registrations will be reviewed by BCFSC and once approved, your account will be established. An invitation email will be sent to your inbox where you can then set up your FIRS account with your registration details.

"FIRS is used by all age demographics within our company proving its ease of use and importance to our team"
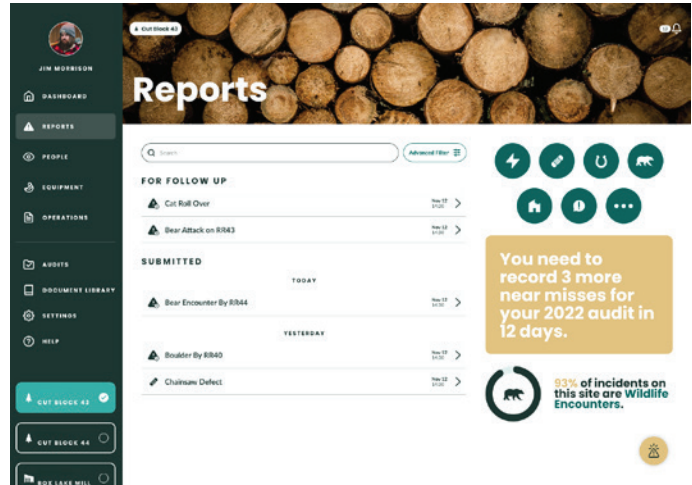
How to sign up:

1. Register for the BCFSC FIRS App. Once you have been verified as a SAFE Certified Company, you will receive an email inviting you to create an account with EHS Analytics. You will set up a username (email), and password and you can use the same credentials to access your BCFSC web app, mobile app and dashboard.

2. The Mobile App works both online and offline to make your reporting easier on the field. You can create reports for Harassment/Violence, Injuries, Hazards, Wildlife Encounters, Property Damage and Near Misses.

3. The Dashboard will allow you to manage your web and mobile apps. You can manage users, user permissions, add project sites, add people and view reports.

4. The Web App will allow you to see and review reports submitted from the mobile app. You can also review and edit reports submitted through the mobile app, create tasks and corrective actions and submit and keep track of reports.

For Existing Users of the BCFSC Quick Add, download the newest version of the BCFSC FIRS App.

1. Simply go to the App Store on your mobile device and search for "BCFSC FIRS" to download the new app.

2. You can log into the newest version of the "BCFSC FIRS" app by entering your existing credentials (username and password).

3. Historical data and old reports submitted through the "BCFSC Quick Add" will be visible in the EHS Dashboard.

4. New reports submitted through the "BCFSC FIRS" app will be visible in the BCFSC FIRS web app.

New features will be added to the app throughout 2024.

"Using FIRS to increase the amount of data measured allows us to draw conclusions and identify trends" 🌲