

The British Columbia Conservation Foundation

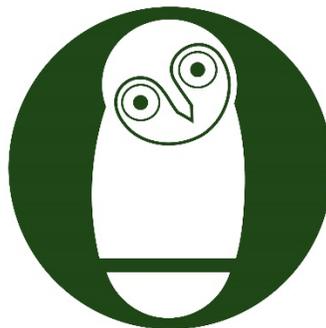


Health and Safety Manual

This manual supports provincial legislation. The legislation will always take precedence over any of the content in this manual. Periodic changes to Health and Safety Manual will reflect any legislative changes that may be enacted. The Policies in this Manual apply to all British Columbia Conservation Foundation employees.

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**BRITISH COLUMBIA
CONSERVATION
FOUNDATION**

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Section 1 Policy, Rights, and, Responsibilities

1.1 Health and Safety Policy

The British Columbia Conservation Foundation (BCCF) is committed to the safety and well-being of its workers. We recognize that every worker has the right to a healthy and safe work environment and, achieve this through the promotion of our proactive safety culture and continuous improvement of our Health and Safety Program.

The BCCF maintains a Health and Safety Program which consists of policies, procedures, training and other resources. The Health and Safety Program is upheld by regular safety meetings, inspections, and ongoing supervision and support.

Management and supervision will ensure compliance with the Workers Compensation Act and Occupational Health and Safety Regulation. Every employee will be educated on the safety aspects what are applicable to their work. Everyone is accountable and responsible for their acts or omissions at work as they pertain to safety.

DATE REVISED: **JANUARY 24, 2018**

AUTHORIZED:



Deborah Gibson
Executive Director

This policy and the content of the British Columbia Conservation Foundation's Safety Manual will be reviewed and endorsed annually by senior management.

1.2 Introduction

The British Columbia Conservation Foundation (BCCF) Safety Manual aims to assist employees and contractors in understanding and performing their occupational health and safety responsibilities. It also provides resources to assist in obtaining compliance with the Workers Compensation Act (WCA) and Occupational Health and Safety Regulation (OHSR). It is important to remember that each workplace will have its own specific hazards and will thus require the identification of hazards and any corresponding areas of legislation that apply.

In case of inconsistency between this manual and occupational health and safety legislation, the legislation will always take precedence. This manual is not intended to be legal advice nor is it a definitive guide to the legislation. For more detailed information, refer to the WCA and OHSR and applicable guidelines.

1.3 Purpose

The purpose of the Occupational Health and Safety Management System (OHSMS) (i.e., the “Safety Program”) is to protect and enhance worker health, safety and well-being in the workplace. The System ensures that programs and processes are implemented, monitored and continuously improved to identify and control hazards in the workplace.

The Safety Program is implemented and enforced on all BCCF worksites. It applies to all parties performing work on behalf of the BCCF unless contractually agreed upon. This includes BCCF employees, contractors, and, volunteers.

The BCCF Health and Safety Manual has been developed for use on internet connected electronic devices. Supporting tools, forms, templates and courses are hyperlinked to each section to improve user access.

Key Definitions

Management: The person(s) at the highest level of an organization structure responsible for leading, managing, and/or directing an organization.

Supervisor: Means a person who instructs, directs and controls workers in the performance of their duties; also means, the senior worker in the work unit.

Worker: A person employed by the organization or a person under the day-to-day control of the organization, whether paid or unpaid.

Note: This definition of “worker” includes employees, supervisors, managers, team leaders, contractors, service providers, volunteers, and students or others actively engaged in undertaking activities for benefit to the organization.

Workplace: Any location in which work-related activities under the control of the organization are performed.

1.4 Worker Rights

Every worker in British Columbia is entitled to three fundamental rights as they pertain to health and safety. The following worker rights apply to all personnel employed by BCCF.

The Right to Know

Workers are to be made aware of the reasonably foreseeable hazards presented by equipment, materials, the environment and work processes; and how BCCF will mitigate the risk involved. This is achieved through the completion of a Project Safety Assessment.

The Right to Participate

Workers are encouraged to ask questions concerning their health and safety. Workers have the right to be involved in the process of anticipating, recognizing, evaluating and controlling workplace health and safety hazards. This is best achieved through the participation in the Joint Occupational Health and Safety Committee.

The Right to Refuse Unsafe Work

Workers may refuse work where they believe it is likely to endanger themselves, or any other worker without fear of reprisal or retaliation. The process for a Refusal of Unsafe Work is provided in Appendix B.

1.5 Duties and Responsibilities

Owner

- Maintain the premises in a way that ensures the health and safety of people working on site.
- Disclose to employers or prime contractors the full details of any potential hazards in or around the workplace so they can be eliminated or controlled.
- Comply with occupational health and safety requirements and orders.

Employer

- Establish a valid occupational health and safety program.
- Provide employee orientations that create awareness of worker rights and responsibilities.
- Train employees to do their work safely and provide proper supervision.
- Provide supervisors with the necessary support and training to carry out health and safety responsibilities.
- Ensure adequate first aid equipment, supplies, and trained attendants are on site to handle injuries.
- Regularly inspect the workplace to prevent the development of hazardous conditions.
- Ensure unsafe acts or conditions reported by workers are corrected.
- Transport injured workers to the nearest location for medical treatment.
- Ensure all medical aid injuries are reported to WorkSafeBC.
- Investigate incidents where workers are injured or equipment is damaged.
- Co-operate with Joint Health and Safety Committee (JHSC) representatives and WorkSafeBC prevention officers.
- Lead by being consistently safety conscious and insisting on the safe performance of work.

Supervisor

- Ensure the health and safety of all workers under your direct supervision.
- Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- Ensure workers under your supervision are aware of all known hazards and the means to protect themselves.
- Ensure workers under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.
- Co-operate with the JOHSC, WorkSafeBC prevention officers, and anybody with health and safety duties.
- Ensure that all hazards generated as the result of work conducted under their supervision is controlled.
- Lead by being consistently safety conscious and insisting on the safe performance of work.

Workers

- Actively participate in a BCCF orientation.
- Work in a way that does not endanger yourself or others.
- Ensure that any hazard generated by work performed is adequately controlled.
- Be alert to hazards. Report them immediately to your supervisor.
- Know and follow all applicable safe job procedures, and safe work practices.
- Care for, use and maintain protective clothing, devices, and equipment provided or required in accordance with manufacturer instructions.
- Co-operate with the joint occupational health and safety committee, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- Report all workplace injuries immediately to supervision and first aid.
- Return to work safely after an injury and, work within your limitations.
- Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.
- Lead by consistently performing work safely and encourage others to do so.

Prime Contractor

Includes, but not limited to BCCF.

- Coordinate the occupational health and safety activities of all employers, workers, and anyone else at the workplace.
- Establish and maintain procedures to ensure occupational health and safety requirements at the workplace are followed by all parties.

Volunteer

- Complete a BCCF volunteer waiver form.
- Work in a way that does not endanger yourself or others.
- Ensure that any hazard generated by work performed is adequately controlled.
- Be alert to hazards. Report them immediately to your supervisor.

1.6 Drug and Alcohol Policy

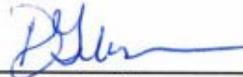
The British Columbia Conservation Foundation (BCCF) is committed to a drug and alcohol free workplace. The consumption of drugs and alcohol can pose a risk to the safety of employees, contractors, and volunteers.

The BCCF prohibits the use of alcohol, prescribed and/or non-prescribed drugs known to cause impairment during the workday. The use of alcohol and drugs while at work can result in disciplinary action, up to and including termination, and may have legal consequences. Workers are expected to come to work unimpaired from the effects of drugs and alcohol.

Determination of drug and alcohol abuse may be based on reasonable suspicion which includes, but is not limited to, physical evidence of use, involvement in an accident, or a substantial drop in performance.

DATE REVISED: **JANUARY 24, 2018**

AUTHORIZED:



Deborah Gibson
Executive Director

This policy will be reviewed and endorsed annually by senior management.



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Section 2 Hazard Assessment and Control

2.1 Policy

The British Columbia Conservation Foundation's Hazard Assessment and Control Program is designed to provide a standardized process to identify foreseeable hazards in the workplace, determine risk, and implement appropriate actions to eliminate or control the risk of an incident.

All BCCF employees and contractors are required to take a proactive approach to managing and reporting hazards. If hazards are identified during the project that were not anticipated in the planning phase the employee/contractor is required to stop work and ensure appropriate controls are in place.

Key Definitions

Hazard: A condition, device or substance that has the potential for an unplanned release of, or unwanted contact with energy source that may result in harm or injury to people, property or the environment.

Control: Is a type of intervention used to manage, direct, or mitigate a workplace hazard.

Risk: A combination of the probability (likelihood) of the occurrence of loss and the severity (magnitude) of that loss.

Acceptable Risk: The level of risk deemed acceptable to a group of people. Usually based on industry practices, previous loss experience and cultural norms.

Personal Risk Tolerance: Is the variability in individuals' willingness to accept a given level of risk. Personal risk tolerances must be adjusted to align with Acceptable Risk.

Incident: An unplanned or unwanted event that results in damage or injury or could have resulted in damage or injury. Includes an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease.

Critical Task: Any task or job identified as having a high risk of incident.

2.2 Responsibilities

Management

- Ensure hazard assessments are being completed.
- Review hazard assessments for completeness.
- File completed hazard assessments.
- Keep up to date on regulatory requirements and industry best practices in hazard control.

Supervisors

- Assist workers with completing hazard assessments.
- Report hazards to management.
- Make suggestions for controls.
- Ensure hazards are effectively controlled.

Workers

- Report hazards to supervision and management.
- Make suggestions for controls.
- Complete hazard assessments.

2.3 Program Overview

Project Safety Assessments (PSA) will be conducted before each project commences. All BCCF employees and contractors are required to complete a PSA. The PSA will be completed by the employee/contractor with assistance provided by BCCF management, BCCF Project Coordinators and third party stakeholders. Before a project commences the PSA will be approved by BCCF management.

Project Safety Assessment (PSA)

When: Conducted before the start of all projects.

Who: Activity completed by workers with assistance from the Safety Coordinator, Project Coordinator and third party stakeholders.

Tool: [Project Safety Assessment form](#) and the [Project Safety Assessment Example](#).

Approval Required from: Safety Coordinator or Project Coordinator.

Review: Reviewed and revised if required:

- Before commencement of project.
- Annually for reoccurring projects.
- If identified as a factor related to a workplace incident.
- If new hazards are identified throughout the projects term.

Documentation: A copy of the PSA will be kept by the workers throughout the project term. The PSA will also be stored electronically on the BCCF server.

Task Hazard Analysis (THA)

When: On a regular basis during site inspections and as critical tasks are identified.

Who: Activity completed by the Safety Coordinator and Project Coordinator with assistance from workers and supervisors.

Tool: Task Hazard Analysis form.

Reviewed: Reviewed when:

- After an incident involving the task.
- Critical tasks were identified that require a written practice or procedure.

Documentation: A copy of the Task Hazard Analysis will be kept electronically on the BCCF server.

2.4 How to Conduct a Hazard Assessment

Step 1 Recognize the hazard(s)

Identify the work tasks that are to be completed. For example the work task could be removing invasive plants with hand tools or operating a boat. Once the tasks have been determined the inherent hazard(s) associated with the task can be determined. Below are a list of common hazards.

Uneven surfaces	Vehicle collision	Animal bite/scratch
Temperature extremes	Repetitive motions	Corrosive products
Projectiles or falling objects	Fall into water	Compressed gasses

Step 2 Evaluate the level of risk associated with each identified hazard

To establish the level of risk of a hazard, it must be rated based on the severity if it were to occur, and the probability of it happening. To calculate the risk, use the formula below.

$$\text{Risk} = \text{Severity (S)} \times \text{Probability (P)}$$

For example:

The severity (S) of a sustaining a repetitive motion injury while removing invasive plants with hand tools is (1) which could require first aid and the probability of this occurring is (3) which is highly likely.

$$(1) \times (3) = 3$$

This means that the level of risk associated repetitive motions is 3 which is moderate. This initial value represents the risk rating before controls are implemented. See step three for how to determine the revised risk.

The Risk Matrix is a tool designed to determine the severity and probability of a hazard. Use Table 1 to establish a risk rating for each identified hazard. Depending on the risk score there is a Required Action as shown in Table 2. The Injury Severity descriptions in Table 2 are intended to assist with determining the injury severity by providing examples of injuries that are likely to occur if the hazard resulted in an injury.

Table 1 - Risk Matrix

		Injury Severity		
		First Aid 1	Send you to Hospital 2	Death/permanent disability 3
Likelihood	Unlikely 1	1 Low	2 Low	3 Moderate
	Might happen 2	2 Low	4 Moderate	6 High
	Highly likely 3	3 Moderate	6 High	9 High

Table 2 - Required Action

Risk Score	Required Action
Low (1-2)	Complete work with no additional control measures, monitor control measures
Moderate(3-4)	Implement, monitor and maintain control measures
High (6-9)	Modify work design and reassess before starting work
Injury Severity	
First Aid	Hazard may cause slight injury (small cut, bruise, insect bite)
Send you to Hospital	Hazard may cause injury requiring assessment and treatment by a doctor (broken bone, large cut, unconsciousness)
Death/Permanent Disability	Hazard may cause injury requiring assessment and treatment by a doctor (amputated limb, nerve damage, loss of vision, loss of sense)

Step 3 Determine and implement controls for each hazard

Controls should always be selected as high on the hierarchy of controls (see Figure 1) as reasonably practicable, with preference in the following order: Elimination, Substitution, Engineering, Administration, and as a last resort Personal Protective Equipment (PPE). Generally a combination of controls can be used.

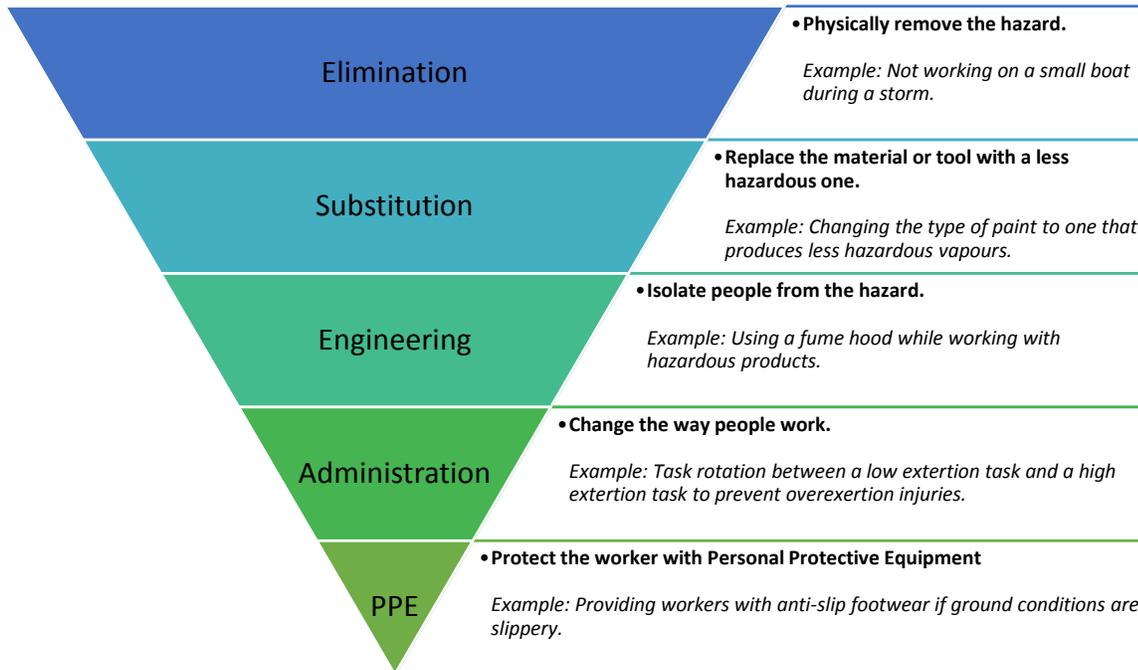


Figure 1 - Hierarchy of Controls

After the implementation of controls the hazard(s) risk score can be re-evaluated.

For example:

In the example from Step 2 an administrative control to rotate between tasks could be implemented. By implementing a task rotation between the high exertion task of removing invasive plants and low exertion task of data entry the probability of an injury occurring would decrease. The revised risk score could be:

$$\text{Revised Risk} = \text{Revised(Severity)} \times \text{Revised(Probability)}$$

$$\text{Revised Risk} = (1) \times (2) = 2$$

Referring to *Table 2 Required Action*; with the control implemented and a risk score of (2) the required action is to complete work with no additional control measures (note even low risk hazards must be monitored for effectiveness).

Step 4 Communicate the hazards and controls to workers

Workers have a right to know the hazards of the workplace. Management and supervisors are required to inform workers of the hazards, and changes to the workplace and processes. This may occur during orientations, toolbox talks, review of written materials, and completion of courses.

Step 5 Evaluate the implementation and effectiveness of the controls

Management and supervisors are required to ensure that controls have been implemented and that they are effective in controlling the risk associated with hazards. Without evaluating the controls, the entire process may have no value. An indication that the controls in place must be re-evaluated is after an incident or near miss occurs.

Section 3 Safety Instruction

3.1 Policy

The British Columbia Conservation Foundation understands the importance of providing workers with written safety instructions to control the risk of occupational hazards. Written safety instructions provide workers with a standard of expected behavior and conduct to ensure their safety and that of the workplace. BCCF has developed a Safety Instruction Program which utilizes two main types of documented standards: 1) Safe Job Procedures (SJP); and 2) Safe Work Practices (SWP).

When written safety instructions are developed appropriately to control workplace hazards and followed by everyone, they significantly help in the creation of a safe and healthy workplace.

Management and supervision must lead by example and enforce worker compliance with written safety instructions. Management, supervision and workers are all expected to contribute to the development of useful and practical safety instructions.

Key Definitions

Safe Job Procedure: Instructions that provide a step by step on how to complete a task safely and must be followed in sequence.

Safe Work Practice: A set of guidelines that assist workers in safely performing a task that cannot always be done the same way. Often includes a list of the “Do’s” and “Don’ts” to take into consideration while performing the task.

3.2 Responsibilities

Management

- Ensure the development and training of written safety instructions in accordance with applicable legislation and, industry best practices.
- Lead by example by following all written safety instructions.
- Ensure written safety instructions are being followed.

Supervisor

- Make suggestions and contribute to the development of written safety instructions.
- Lead by example by following all written safety instructions.
- Instruct workers on appropriate written safety instructions.
- Ensure written safety instructions are being followed.

Worker

- Follow all written safety instructions provided.
- Make suggestions and contribute to the creation of written instructions.

3.3 Program Overview

The Safety Instruction Program is BCCF's system for developing and providing appropriate written safety instructions to employees. The Safe Job Procedures, and Safe Work Practices are available electronically under the [Safety Instruction tab on the BCCF website](#).

Safe Job Procedures

When: Required for high and moderate risk tasks identified through the PSA and THA; or when required by legislation.

Who: Developed by management, with support from supervisors and workers.

Tool: Safe Job Procedure Template.

Review: Reviewed and revised if required:

- Before commencement of project;
- Annually if project occurs on a regular basis;
- If identified as a factor related to a workplace incident;

Documentation: Available electronically under the Safety Instructions tab on the BCCF website. For high risk tasks the procedure must be signed by the workers who are completing the task.

Safe Work Practices

When: Required for tasks that have been identified through the PSA and THA as requiring safety instructions.

Who: Developed by management, with support from supervisors and workers; or sourced from credible industry resources.

Tool: Safe Work Practices Template.

Review: Reviewed and revised if required:

- Before commencement of a project;
- Annually if project occurs on a regular basis;
- If identified as a factor related to a workplace incident;

Documentation: Available electronically under the Safety Instructions tab on the BCCF website.



Safe Job Procedures

Table 3 - Safe Job Procedures

Name of Document
Electrofishing
Vegetation Restoration Mapping
Check-Ins with Garmin SE+
First Aid Attendant Procedures

Safe Work Practices

Table 4 - Safe Work Practices

Name of Documents
Driving for Work
Hiking in Difficult Terrain
Hazardous Materials
All-Terrain Vehicles
Posture and Manual Lifting
Office Work
Small Power & Hand Tools
Workplace Violence
Heat Stress Awareness Guide
Using a Globalstar 1700 Satellite Phone



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Section 4 Personal Protective Equipment

4.1 Policy

The British Columbia Conservation Foundation is committed to ensuring the protection of workers from occupational hazards. Where hazards cannot be eliminated through engineering controls or substitution of materials, management will identify and make available the appropriate Personal Protective Equipment (PPE).

The Personal Protective Equipment Program is in place to ensure that the required PPE is identified, provided and used properly. PPE requirements will be identified through the review of hazard assessments, and as prescribed by legislation. The required PPE will be communicated to workers during orientation, and review of the PSA.

Management and supervision will ensure that workers are knowledgeable of the hazards associated with the work, and trained on proper use, care and maintenance of PPE in accordance with manufacturer instructions.

4.2 Responsibilities

Management

- Determine the required PPE for each project.
- Provide specialized PPE to workers if required.
- Ensure workers are provided training on the use and care of PPE.
- Wear required PPE when making site visits.
- Replace defective or worn out specialized worker PPE.

Supervisors

- Ensure workers are provided and aware of required PPE.
- Provide workers with training on the appropriate selection and use of PPE.
- Ensure the use of appropriate PPE.
- Wear required PPE while working on site.

Workers

- Report to work with required basic PPE (clothing for protection from environment, safety footwear, safety headgear, general purpose work gloves).
- Use PPE in accordance with training and instruction.
- Wear required PPE while working on site.
- Maintain provided PPE.
- Report defective PPE to their supervisor and management.

4.3 Program Overview

The Personal Protective Equipment Program is in place to ensure that PPE requirements are identified, PPE is provided, used and maintained adequately. Appropriate selection, use and care of PPE is provided during orientations. The Personal Protective Equipment Guides are available electronically under the [Personal Protective Equipment tab on the BCCF website](#).

Table 5 - Personal Protective Equipment Guides

Personal Protective Equipment Guides	
Eye & Face Protection	Hand Protection
Head Protection	Hearing Protection
High Visibility Clothing	Foot Protection
Buoyancy Equipment	Leg Protection

4.4 Personal Protective Equipment (PPE) Reference

The following table provides a quick reference for the required PPE based on workplace hazards. The applicable standards must be adhered to in the design, use, and maintenance of the equipment.

Table 6 - Personal Protective Equipment Reference

PPE	Hazard(s)	Required	Standards
Safety Headgear 	<ul style="list-style-type: none"> ▪ Danger of head injury from falling, flying or thrown objects, or other harmful contacts. 	<ul style="list-style-type: none"> ▪ As required by project specific guidelines. ▪ If a worker may be exposed to an electrical hazard the safety headgear must have an appropriate non-conductive rating. 	<ul style="list-style-type: none"> ▪ CSA Standard CAN/CSA-Z94.1-92, Industrial Protective Headwear, ▪ ANSI Standard Z89.1-1986, American National Standard for Personnel Protection - Protective Headwear for Industrial Workers Requirements, or ▪ Japanese Industrial Standard JIS T8131-1990, Industrial Safety Helmets, for Class AB or ABE headgear.

PPE	Hazard(s)	Required	Standards
<p>Eye and Face Protection</p>  	<ul style="list-style-type: none"> ▪ Handling or exposed to materials which are likely to injure or irritate the eyes. ▪ Projectile objects. ▪ Chemical splash. 	<ul style="list-style-type: none"> ▪ If a worker has 20/200 or less vision in either eye or is blind in either eye. ▪ If working on or testing electrical equipment energized at a potential greater than 30 volts. ▪ If there is a risk of face injury. ▪ While driving an ATV 	<ul style="list-style-type: none"> ▪ CSA Standard CAN/CSA-Z94.3-92, Industrial Eye and Face Protectors ▪ ANSI Standard Z87.1-1989, Practice for Occupational and Educational Eye and Face Protection.
<p>Limb and Body Protection</p>  	<ul style="list-style-type: none"> ▪ Substance or condition which is likely to puncture, abrade or otherwise adversely affect the skin, or be absorbed through it. ▪ Danger of injury, contamination or infection to a worker's hands, arms, legs, or torso. 	<ul style="list-style-type: none"> ▪ The worker must wear properly fitting protective equipment appropriate to the work being done and the hazards involved ▪ Leg protective devices must be worn by a worker operating a chainsaw. 	<ul style="list-style-type: none"> ▪ WorkSafeBC Standard - Leg Protective Devices ▪ ASTM F 1414-04 Standard Test Method for Measurement of Cut Resistance to Chain Saw in Lower Body (Legs) Protective Clothing ▪ ISO 11393-2 Protective clothing for users of hand-held chain-saws - Part 2: Test methods and performance requirements for leg protectors ▪ BS EN 381-5:1995 Protective clothing for users of hand-held chain saws - Part 5: Requirements for leg protectors

PPE	Hazard(s)	Required	Standards
Foot Protection 	<ul style="list-style-type: none"> ▪ Slipping. ▪ Uneven terrain. ▪ Abrasion. ▪ Crushing potential. ▪ Temperature extremes. ▪ Corrosive substances. ▪ Puncture hazards. ▪ Electrical shock. 	<ul style="list-style-type: none"> ▪ A worker must wear the appropriate footwear and ensure that it is in a condition to provide the required protection. ▪ If a workplace has slippery surfaces, appropriate non-slip footwear must be worn. 	<ul style="list-style-type: none"> ▪ CSA Standard CAN/CSA-Z195-M92, Protective Footwear ▪ ANSI Standard Z41-1991, American National Standard for Personal Protection - Protective Footwear ▪ British Safety Institution Standard BS EN 345:1993 Specification for Safety Footwear for Professional Use ▪ British Safety Institution Standard BS EN 346:1993 Specification for Protective Footwear for Professional Use
High visibility apparel 	<ul style="list-style-type: none"> ▪ Hazards of mobile equipment. ▪ Hazards of vehicles travelling at speeds more than 30 km/h. 	<ul style="list-style-type: none"> ▪ Worn in designated high visibility areas and as required by site specific guidelines. ▪ When worker is outside of a vehicle or machine in a high hazard area. ▪ When workers need to be located at a distance. 	<ul style="list-style-type: none"> ▪ WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment.
Respiratory Protection 	<ul style="list-style-type: none"> ▪ Air contaminant that exceeds the occupational exposure limit. ▪ Silica Dust ▪ Hazardous Vapours, Mists, Fumes 	<ul style="list-style-type: none"> ▪ A worker performing operations that generate respiratory hazards. ▪ A worker in a location requiring respiratory protection from air contaminants. 	<ul style="list-style-type: none"> ▪ CSA Standard CAN/CSA-Z94.4-93, Selection, Use, and Care of Respirators.

PPE	Hazard(s)	Required	Standards
<p>Hearing Protection</p> 	<ul style="list-style-type: none"> ▪ Potential worker noise exposure at or greater than: <ul style="list-style-type: none"> (a) 85 dBA (Lex) daily noise exposure level; (b) 140 dBC peak sound level. 	<ul style="list-style-type: none"> ▪ Worker performing a task that exposes them to high noise levels. 	<ul style="list-style-type: none"> ▪ CSA Standard Z94.2-02, Hearing Protection Devices - Performance, Selection, Care, and Use.
<p>Personal Fall Protection</p> 	<ul style="list-style-type: none"> ▪ A fall hazard of 3 meters (10 feet). ▪ Where a fall from a height of less than 3 meters involves a risk of injury greater than the risk of injury from the impact on a flat surface. 	<ul style="list-style-type: none"> ▪ Working at heights. 	<ul style="list-style-type: none"> ▪ CSA Standards Z259, including but not limited to: <ul style="list-style-type: none"> ▪ Z259.1-05 (R2010) "Body belts and saddles for work positioning and travel restraint", ▪ Z259.2.3-12 "Descent devices", ▪ Z259.10-12 "Full Body Harnesses", ▪ Z259.11-05 (R2010) "Energy absorbers and lanyards", ▪ Z259.12-01 (R2011) "Connecting components for personal fall arrest systems (PFAS)"

PPE	Hazard(s)	Required	Standards
<p>Buoyancy Equipment</p> 	<ul style="list-style-type: none"> Exposure to conditions which involve a risk of drowning 	<ul style="list-style-type: none"> If working within 1.8 meters (6 feet) of a water body greater in depth than 1.2 meters (4 feet). 	<ul style="list-style-type: none"> CGSB Standard CAN/CGSB-65.7-M88, Lifejackets, Inherently Buoyant Type with a minimum buoyancy of 93 N (21 lbs), CGSB Standard CAN/CGSB-65.11-M88, Personal Flotation Devices with a minimum buoyancy of 69 N (15.5 lbs), CGSB Standard 65-GP-14M, Lifejackets, Inherently Buoyant, Standard Type with a minimum buoyancy of 125 N (28 lbs) British Safety Standard BS EN 396-1994, Lifejackets and Personal Buoyancy Aids - Lifejacket 150 N, automatically inflatable units with a minimum buoyancy of 150 N (34 lbs).



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Section 5 Training and Education

5.1 Policy

The purpose of the Training and Education program is to ensure that workers are adequately trained and educated on the identification of workplace hazards, effective control measures, and how to perform work tasks safely and effectively.

All workers are required to complete a BCCF Safety Orientation before the project work starts. BCCF will ensure trainings requirements are established and verified. BCCF will continue to improve the Training and Education program to ensure it meets the legislated requirements and industry best practices.

Key Definitions

Qualified: Means being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination thereof.

Authorized: Means a person approved or assigned by the employer to perform a specific task or tasks or be at a specific location on the jobsite.

5.2 Responsibilities

Management

- Ensure the Training and Education Programs meet legislative requirements and industry best practices.
- Ensure employees receive mandatory training.
- Provide mandatory training for employees.

Supervisors

- Participate in provided training and education.
- Provide on the job training for workers.

Workers

- Participate in provided training and education.
- Carry out work utilizing the skills, and knowledge obtained during training and education.

5.3 Program Overview

The following are training programs used by BCCF to ensure workers are adequately educated on their roles, rights and responsibilities and trained on how to safely perform their assigned work.

Safety Orientation

When: Conducted before work begins.

Who: Conducted by the Safety Coordinator or Project Coordinator.

Tool: [Safety Orientation Checklist](#) (meets young and new worker requirements) must be completed in conjunction with the Project Safety Assessment (provides project specific details).

Approval Required from: Safety Coordinator or Project Coordinator

Review: Reviewed in the event of a workplace incident, or to confirm training requirements.

Documentation: Record stored electronically on the BCCF server.

Working Alone/Isolation Training

When: Before a worker is assigned to work alone or in isolation.

Who: Conducted by the Safety Coordinator.

Tool: [SafetyLine & InReach Set-Up and Use](#), Garmin inReach SE User Guide, [Garmin inReach SE+ Manual](#).

Review: Reviewed and revised if required:

- Annually.
- If there is a change in check-in service provider.
- If there is a change in satellite devices.

Documentation: The Project Safety Assessment Step 1 contains the project specific working alone procedure being used. The PSA will be kept electronically on the BCCF server.

On the Job Training

When: Conducted as needed to ensure workers are receiving the required task specific training to complete their job duties safely (e.g. ATV training, chainsaw training, skill saw use). After completing on the job training BCCF authorizes the worker to complete specific tasks.

Who: Conducted by a supervisor/trainer, with the participation of the required workers.

Tool: [On the Job Training Record Form](#).

Review: Reviewed in the event of a workplace incident, employee misconduct or to confirm training requirements.

Documentation: Training Record Forms will be kept electronically on the BCCF server.

5.4 BCCF Education and Training Programs

Depending on the project specific hazards and conditions identified through the Project Safety Assessment and Task Hazard Analysis. The following is a list of training that may be required. BCCF provided training and education programs can be accessed under the [Training and Education tab on the BCCF website](#).

Table 7 - BCCF Education and Training Programs

Program/Training	Required for	Provided by
Safety Orientation	All workers before the start of work	Safety Coordinator, Project Coordinator.
Personal Protective Equipment	Workers required to use PPE.	Available on the BCCF website under the Personal Protective Equipment tab.
Working Alone/Isolation	Workers who work alone or in isolation.	Safety Coordinator.
WHMIS 2015	Workers who use or are in the proximity of hazardous materials.	Safety Coordinator, Available on the BCCF website as an Online Course.
Wilderness Safety Course	Workers who conduct field work around bears.	Available on the BCCF website as an Online Course.
Joint Occupational Health and Safety Committee Training	JOHSC Representatives	Safety Coordinator, External Company.
Hazard Assessment and Control	Workers during the review of the Project Safety Assessment.	Safety Coordinator.
Incident Investigations	JOHSC Representatives	Safety Coordinator
Workplace Inspections	JOHSC Representatives	Safety Coordinator
Workplace Violence	Workers who have a significant risk of workplace violence	Safety Coordinator using the Workplace Violence Safe Job Procedure.
Bullying and Harassment	All workers during orientation.	Available on the BCCF website as an Online Course.

5.5 External Education and Training Programs

Certificates issued by External Training must be provided to the Safety Coordinator/Project Coordinator.

Table 8 - External Education and Training Programs

Program/Training	Required for	Provided by
Occupational First Aid Level 1	<ul style="list-style-type: none"> Project Safety Assessment determines the need for an OFA level 1 attendant. Electrofishing crew members. 	Any company listed in the First Aid Training Providers as certified by WorkSafeBC.
Occupational First Aid Level 2	Project Safety Assessment determines the need for an OFA level 2 attendant.	Any company listed in the First Aid Training Providers as certified by WorkSafeBC.
Transportation Endorsement	Project Safety Assessment determines the need for a First Aid Attendant to have a Transportation Endorsement.	Any company listed in the First Aid Training Providers as certified by WorkSafeBC
Electrofishing Operator Certification	Workers who conduct electrofishing sampling	Any company listed by WorkSafeBC.
ATV Training	Workers who drive ATVs.	<ul style="list-style-type: none"> Canadian Safety Council approved training. Can be provided by an authorized person who completes the Training Record Form.
Basic Chainsaw Training	Workers who use chainsaws.	<ul style="list-style-type: none"> Can be provided by a company of the workers choice. Can be provided by an authorized person who completes the Training Record Form.
Snowmobile Training	Workers who drive snowmobiles.	<ul style="list-style-type: none"> Can be provided by a company of the workers choice. Can be provided by an authorized person who completes the Training Record Form.
Fall Protection	Workers exposed to falls greater than 3 meters	Can be provided by a company of the workers choice.
Possession and Acquisition License (PAL)	Workers who are required to handle long guns.	Can be any company approved by the Chief



		Firearms Officers of British Columbia and Yukon.
Small Vessel Operators Certificate (SVOP)	Workers who are required to operate vessels greater than 8 meters in length and less than 5 Gross Tonnage (GT) in internal volume.	Any company listed in the Transport Canada Accredited Course Providers document
Please Craft Operators Certificate (PCOC)	Workers who are required to operate vessels less than 8 meters in length within Sheltered Waters or within 2 nautical miles from shore in Near Coastal waters.	Any company listed in the Transport Canada Accredited Course Providers document

Section 6 Joint Occupational Health and Safety Committee

6.1 Policy

The British Columbia Conservation Foundation recognizes the value of collaboration and team work in the identification and resolution of workplace health and safety problems. BCCF maintains an active Joint Occupational Health and Safety Committee (JOHSC) which meets once per month. The JOHSC meeting minutes are posted after every meeting on the BCCF website. The JOHSC Terms of Reference is also posted on the BCCF website and is reviewed annually.

6.2 Responsibilities

Management

- Provides access to workplace records and statistics.
- Provide space for holding meetings.
- Allow representatives time to attend meeting and participate in committee functions.
- Post the names of committee members, the three most recent committee meeting minutes, and copies of any WorkSafeBC orders from the preceding 12 months.
- Review formal JOHSC recommendations, provide feedback within 21 days and act on those recommendations if appropriate.

Members

- Attend meeting prepared and informed.
- Provide input as related to the JOHSC purpose and functions.
- Agree to work towards consensus. If a member is unable to agree, he or she will articulate this concern and suggest a potential solution.
- Reach a consensus with recommendations and decisions.
- Recommend invitation of specific guest advisors as needed.
- Participate in inspections, investigations.
- Participate in refusal to unsafe work situations.

Co-Chairs

- Guides the meetings according to the agenda and time available.
- Ensures all discussion items end with a decision, action or definite outcome.
- Records the meeting minutes.
- Reviews and approves the draft minutes before distribution.

6.3 Program Overview

The JOHSC is a key component of an internal responsibility system. The JOHSC allows for health and safety issues to be brought forward and acted upon quickly and effectively.

Terms of Reference

When: Created by the committee during the formation of the committee.

Who: Created by the committee to establish the rules regarding how to perform committee duties and functions.

Tool: [Joint Occupational Health and Safety Committee Terms of Reference.](#)

Review: Reviewed and revised if required:

- Annually.

Documentation: The Terms of Reference is available on the BCCF website.

Meeting Minutes

When: Created once per month during the JOHSC meeting.

Who: The co-chairs will record the meeting minutes.

Tool: [Joint Occupational Health & Safety Committee Meeting Minutes](#)

Review: The Joint Occupational Health & Safety Committee Meeting Minutes agenda will be distributed prior to each meeting and reviewed by members. After each meeting the Joint Occupational Health & Safety Committee Meeting Minutes will be uploaded to the BCCF website for review.

Documentation: The three most recent Joint Occupational Health and Safety Committee Meeting Minutes will be posted on the BCCF website. Older minutes will be stored electronically on the BCCF server.

Joint Occupational Health and Safety Committee Evaluation

When: The evaluation must occur annually.

Who: The evaluation will be conducted by an appointed committee member with assistance from the co-chairs.

Tool: Joint Health and Safety Committee Evaluation Tool.

Review: The evaluation will be reviewed during the next committee meeting after the Evaluation has been completed.

Documentation: A copy of the Evaluation will be attached the meeting minutes and posted on the BCCF website for review. An electronic copy will be stored on the BCCF server.



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Section 7 Workplace Inspections

7.1 Policy

The British Columbia Conservation Foundation recognizes the value of workplace inspections. Workplace inspections are essential to the creation of a safe work environment. The Workplace Inspection Program establishes a standardized method for management, supervisors and, workers to communicate concerns, gain a better understanding of jobs and tasks, identify hazards, monitor controls and plan corrective actions.

7.2 Responsibilities

Management

- Ensure inspections are completed as required.
- Review inspection reports.
- Ensure corrective actions are occurring in a timely manner.
- Follow up on repeat infractions.

Supervisors

- Conduct formal inspections as required.
- Include workers in inspections when practicable.
- Prioritize and delegate corrective actions.
- Submit completed inspections to management.

Workers

- Participate in inspections as required.
- Report unsafe conditions to the supervisor and management.
- Complete corrective actions promptly.
- Submit completed inspections to management.

7.3 Program Overview

The Workplace Inspections Program is comprised of site, project, equipment, and vehicle inspections. The Table below contains a list of required inspections.

Table 9 - Workplace Inspections

Inspection Type	Inspector	Inspection Tool	Frequency	Documentation
Office Inspection	JOHSC representative.	Office Inspection Form.	Minimum once per 3 months.	Posted on Office Bulletin Board, Electronic Copy Kept on BCCF Server.
Project Inspection	Safety Coordinator, Project Coordinator.	Project Inspection Form.	Variable depending on project length and risk score.	Electronic copy kept on BCCF server.
Car/Truck Inspection	Workers who drive a car/truck for work.	Car/Truck Inspection Form	Daily pre-use inspection	Electronic copy kept on BCCF server
ATV Inspection	Workers who drive ATVs for work	Car/Truck, ATV, Small Vessel Inspection Form	Daily pre-use inspection	Electronic copy kept on BCCF server
Small Vessel Inspection	Worker who drive small vessels for work	Car/Truck, ATV, Small Vessel Inspection Form	Daily pre-use inspection	Electronic copy kept on BCCF server
Electrofishing Equipment Inspection	Supervisor of electrofishing team	Electrofishing Inspection Form	Daily pre-use inspection	Electronic copy kept on BCCF server
Personal Protective Equipment	Worker required to wear PPE	Visual inspection according to manufacturer instructions	Daily pre-use inspection	Not applicable
Tool Inspection	Worker required to use tool	Visual inspection according to manufacturer instructions	Daily pre-use inspection	Not applicable

7.4 Project/Office Inspection Guideline

The following is a guideline on how to conduct an effective workplace inspection.

Step 1 Review previous inspection records and note any commonly reported hazards.

Step 2 Familiarize yourself with the workplace and any unique hazards.

Step 3 Perform a walkthrough of the workplace and identify any actual or potential problems as you go.

Step 4 Record the hazards or conditions on the applicable inspection form.

Step 5 If a hazard is identified that requires immediate attention, correct the situation immediately if possible or inform a supervisor or worker who can.

Step 6 Look for basic causes of sub-standard conditions, practices and procedures.

Step 7 Complete inspection form.

Step 8 Review the finding with the supervisor and workers.

Step 9 Follow up with the corrective actions.

For each hazard that is found it can be rated as either:

A Imminent Danger that requires immediate corrective action

B Hazardous Condition that has the potential for a serious injury or property damage. Take remedial action and correct within 30 days.

C Low Hazard is a condition or practice with the potential for causing a non-disabling injury and/ or property damage. Take remedial action and correct within 90 days.

Section 8 Incident Investigation

8.1 Policy

The function of the BCCF Incident Investigation Program is to investigate reported incidents so that causes can be determined, and corrective actions can be implemented to prevent reoccurrence.

Incident investigations will be conducted when:

- A serious injury or death has occurred.
- An injury requiring medical treatment has occurred.
- A major release of a hazardous substance.
- An incident that had the potential for causing serious injuries (near miss).
- Incidents required by regulation to be reported.

All incidents required by legislation must be reported to WorkSafeBC within the required time parameters. All investigations will be initiated within 24 hours of the notification of an incident.

8.2 Responsibilities

Management

- Ensure incident investigations are conducted in a timely manner.
- Ensure incident investigations are performed by a knowledgeable person.
- Notify WorkSafeBC of incidents required by legislation.

Supervisors

- Notify management of workplace incidents.
- Participate in incident investigations

Workers

- Notify supervisor of workplace incidents.
- Participate in incident investigations.

8.3 Program Overview

The incident investigation process must be completed within a prescribed amount of time. The table below outlines the four phases of the investigation.

Table 10 - Four Phases of Incident Investigations

Phase	Purpose	Timeframe
Preliminary investigation	Identify immediate causes of the incident.	Completed within 48 hours of incidents. WorkSafeBC can request submission of preliminary investigation.
Interim corrective actions	Take interim corrective actions to prevent further loss.	
Full investigation	Identify root causes of incident and create a sequence of events.	Completed within 30 days of incident. Full investigation report submitted to WorkSafeBC.
Full corrective actions	Implement corrective actions to prevent the reoccurrence of similar incidents.	

Incident Investigation

When: Conducted after an incident occurs that requires investigation as specified in Section 8.1 Policy or as required by applicable legislation.

Who: Conducted by the Safety Coordinator with support from the JOHSC representatives.

Tool: Incident Investigation Template.

Review: The incident investigation report will be reviewed by the JOHSC and the affected workplace parties. The investigation reports will not share personal information.

Documentation: Record stored electronically on the BCCF server. Summaries of incidents with redacted information will be posted in the JOHSC minutes.

Personal Witness Statement

When: Statements will be collected from related workplace parties, as determined by the Safety Coordinator.

Who: Incident witness, injured worker or related workplace parties.

Tool: Incident Investigation Statement.

Review: The statements will be reviewed by the Safety Coordinator and the assisting JOHSC member.

Documentation: Record will be kept electronically on the BCCF server.

Corrective Actions

When: Corrective actions will be developed as part of the investigation process.

Who: Developed by the investigation team and implemented by the responsible party.

Tool: Incident Investigation Template (Section 9)

Review: Follow up of corrective actions will be performed by the Safety Coordinator and JOHSC representative.

Documentation: Record stored electronically on the BCCF server.

8.4 Incident Reporting Procedure

Step 1 Worker reports immediately to first aid.

Step 2 First aid determines if medical treatment is required.

Step 3 Worker is transported to medical aid.

Step 4 Supervisor notifies Safety Coordinator of incident.

Step 5 Safety Coordinator conducts incident investigation.

Step 6 Safety Coordinator submits report to WorkSafeBC.

8.5 Incident Investigation Procedure

Step 1 immediately respond to the incident, tend to the injured, secure the scene, and preserve the scene for the investigation.

Step 2 Gather information by observing the scene, interviewing the related parties, and collecting witness statements. Create description of incident.

Step 3 Establish sequence of events.

Step 4 Analyze the events to determine the immediate and root causes. Using the why-tree method can help with determining the causes.

Step 5 Determine and implement corrective actions.

Step 6 Complete the incident report.

Step 7 Follow up on the corrective actions.



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Section 9 Emergency Preparedness

9.1 Policy

The British Columbia Conservation Foundation is committed to controlling hazards in the workplace; however it is prudent to plan for emergencies to mitigate the suffering and loss. BCCF has developed an Emergency Preparedness Program to provide a standardized method for handling emergency situations.

9.2 Responsibilities

Management

- Ensure implementation of the Emergency Preparedness Program.
- Ensure emergency response training is conducted.
- Ensure emergency response drills are held at a minimum annually.
- Participate in emergency response drills.

Supervisors

- Ensure emergency response plan is implemented.
- Follow emergency response plan.
- Participate in emergency response drills.

Workers

- Participate in emergency response drills.
- Follow emergency response plan.

9.3 Program Overview

All worksites require an emergency response plan. There are two kinds of emergency response plans at BCCF; fixed location plans and field level plans.

Fixed Location Emergency Response Plan

When: Created when the site opens.

Who: Activity completed by the Safety Coordinator and JOHSC representative.

Tool: [Fixed Location Emergency Response Plan](#).

Review: Reviewed and revised if required:

- Annually.
- After a workplace incident.

Documentation: A copy of the emergency response plan will be posted on the office/site bulletin board. A record of the emergency response plan will be kept electronically on the BCCF server.

Field Level Emergency Response Plan

When: Before a project begins which is using one or all of the following: SafetyLine, inReach devices, satellite phones.

Who: Activity completed by supervisors and workers.

Tool: [Field Level Emergency Response Plan](#).

Review: Reviewed and revised if required:

- Annually
- After a workplace incident.

Documentation: A copy of the emergency response plan will be kept by the crew throughout the work term. An electronic copy will be kept on the BCCF server.

Emergency Response Drill

When: Conducted at a minimum, annually at each fixed workplace.

Who: Activity organized by the site emergency coordinator.

Tool: [Emergency Response Drill Report](#).

Review: Reviewed by management and revised if required.

Documentation: An electronic copy will be kept on the BCCF server.

Section 10 First Aid & Injury Management

10.1 Policy

The British Columbia Conservation Foundation is committed to ensuring that workplace injuries are treated promptly and effectively to ensure a full recovery. Due to the nature of contractual work based on deliverables the ability to offer meaningful work will be determined on a project by project basis. Where possible modified work will be offered to assist in the continuation and return to work of injured workers.

The function of the First Aid & Injury Management program is to:

- Establish a clear process for employees following an injury.
- Minimize the impact of work-related injuries on productivity.
- Ensure fair and consistent treatment of injured workers.

10.2 Responsibilities

Management

- Conduct first aid assessments for worksites and projects.
- Ensure adequate first aid coverage is provided.
- Ensure adequate first aid equipment is provided.
- Ensure first aid attendants receive adequate training.
- Ensure first aid procedures are developed.
- Track first aid and medical aid incidents and compile statistics.

Supervisors

- Ensure all first aid reports are completed and sent to the Safety Coordinator.
- Assist the first aid attendant if requested.
- Where possible, accompany injured worker to the hospital or medical clinic after an injury.
- Where possible create modified duties to assist in recovery.

Worker

- Report all injuries immediately.
- Obtain first aid and if necessary timely medical aid.
- Participate in any modified duties.

First Aid Attendant

- Promptly provide injured workers with a level of care within the scope of each attendant's training.
- Objectively record reported signs and symptoms of injuries.
- Refer injured workers to medical treatment, if injuries are serious or beyond the scope of an attendant's training.
- Be physically and mentally capable of safely and effectively performing required first aid duties.
- Maintain clean, hygienic first aid equipment and facilities.
- Inspect and inventory first aid equipment and materials. Ensure the Safety Coordinator is informed of any equipment and materials that needs to be re-purchased.

10.3 First Aid Program

The First Aid Program is implemented on all BCCF worksites. All fixed worksites and project sites have designated attendants and first aid kits available. The following are the basic components of the First Aid Program.

First Aid Assessment

When: Conducted before a project begins.

Who: Assessed by the Safety Coordinator or Project Coordinator.

Tool: Project Safety Assessment (Step 4)

Review: Reviewed and revised if required:

- Before new project starts.
- Annually.

Documentation: A copy of the PSA will be kept by the workers throughout the project term. The PSA will also be kept electronically on the BCCF server.

First Aid Treatment

When: Provided when the First Aid Attendant is notified of an injured worker.

Who: First Aid Attendant.

Tool: First Aid Record. Minor Injury First Aid Procedures. Guidelines for Modified Work.

Review: Reviewed during the JOHSC meeting with personal information redacted.

Documentation: Electronic copy kept on the BCCF server.

First Aid Inventory

When: Conducted when first aid kits are returned from projects. Conducted on fixed sites when supplies have been used in first aid treatment.

Who: Conducted by the first aid attendant or Safety Coordinator.

Tool: OFA Level 1 First Aid Inventory

Review: Reviewed by management if deficiencies in supplies are identified by the First Aid Attendant.

Documentation: Print copy kept with every first aid kit. Electronic copy of inventory kept on the BCCF server.

10.4 Procedures

Procedure: First Aid Only – Unrestricted duties following treatment

Step 1 Worker: After injury, call for the first aid attendant or report to first aid attendant.

Step 2 First Aid Attendant: Treats worker and completes First Aid Record.

Step 3 Worker: After treatment return to full active duties immediately.

Step 4 First Aid Attendant: Send copy of First Aid Record to the Safety Coordinator.

Procedure: First Aid – Requires modified duties (no medical attention)

Step 1 Worker: After injury, call for the first aid attendant or report to first aid attendant.

Step 2 First Aid Attendant: Treats worker and completes First Aid Record.

Step 3 Worker: Treated by first aid; injury prevents worker from completing regular job duties, yet not severe enough to seek medical aid (example: minor sprain or strain).

Step 4 First Aid Attendant: In consultation with the worker decide if modified work options are possible using the Guidelines for Modified Work. Send copy of First Aid Record to the Safety Coordinator.

Step 5 Worker: Returns to work with modified duties.

- A. Within two weeks if the worker has not returned to full duties medical treatment may be required.

Procedure: First Aid – Medical Attention Sought

Step 1 Worker: After injury, call for the first aid attendant or report to first aid attendant.

Step 2 First Aid Attendant: Treats worker and completes First Aid Record. Recommends worker seek medical aid or worker requests further assessment/treatment from medical aid.

Step 3 Worker: Visits health care provider.

- A. Notifies Safety Coordinator of incident.
- B. Reports to WorkSafeBC (complete Form 6 Worker’s Report of Injury or contacts Teleclaim 1-888-967-5377).
- C. Returns to work with modified duties based on physicians recommendations.

Step 4 Safety Coordinator: Completes Form 7 Employer’s Report of Injury and submits to WorkSafeBC.

Procedure: Immediate Medical Attention

Step 1 First Aid Attendant: Treats injured worker and takes action appropriate to the severity of the injury, completes First Aid Record. Send copy of First Aid Record to the Safety Coordinator.

Step 3 Worker: Transported directly to medical aid, either by the First Aid Attendant or ambulance.

- A. Worker or Supervisor notifies Safety Coordinator of incident.
- B. Reports to WorkSafeBC (complete Form 6 Worker’s Report of Injury or contacts Teleclaim 1-888-967-5377).
- C. Returns to work with modified duties based on physicians recommendations.

Step 4 Safety Coordinator: Completes Form 7 Employer’s Report of Injury and submits to WorkSafeBC.



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Section 11 Workplace Violence, Bullying and Harassment

11.1 Policy

The British Columbia Conservation Foundation is committed to providing a workplace where everyone is treated with dignity, respect and is able to work in an environment free from violence, bullying and harassment.

Workers will be made aware during orientation that bullying and harassment is considered a serious offence for which appropriate disciplinary action will be taken. In addition, workers who are subject to, or made aware of workplace violence will be made aware of the available resources and reporting procedures.

Key Definitions

Violence: Is the attempted or actual exercise by a person, other than a worker, of any physical force to cause injury to a worker and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.

Bullying: Is the tendency of individuals or groups to use persistent or aggressive or unreasonable behavior against a co-worker or subordinate. Workplace bullying can include such tactics as verbal, nonverbal, psychological, physical abuse and humiliation.

Harassment: Harassment is any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause the worker to be humiliated or intimidated.

Example of bullying and harassment include:

- Verbal aggression or insults.
- Calling someone derogatory names.
- Harmful hazing or initiation practices.
- Vandalizing personal belongings.
- Spreading malicious rumors.

Bullying and harassment is not reasonable action taken by management or a supervisor relating to the management and direction of workers in the place of employment.

11.2 Responsibilities

Management

- Will not engage in any form of bullying or harassment.
- Develop a policy statement on bullying and harassment.
- Take steps in preventing bullying and harassment.
- Develop and implement procedures for reporting and dealing with incidents of complaints of workplace violence and bullying and harassment.
- Educate all BCCF personnel on the violence, bullying and harassment policy.
- Annually review the policy statement and all procedures relating to bullying and harassment.

Supervisor

- Not engage in any form of bullying or harassment.
- Actively take steps to prevent bullying and harassment from occurring.
- Report if bullying and harassments is observed or experienced.
- Follow the BCCF procedure for handling bullying and harassment.

Workers

- Not engage in the bullying or harassment.
- Report if bullying and harassments is observed or experienced.
- Report incidents of workplace violence.
- Follow the BCCF procedure for handling bullying and harassment.

11.3 Reporting Incidents of Violence, Bullying and Harassment

If an employee considers that they have been subjected to an act of workplace violence, bullying or harassment, the employee shall immediately report the incident to their Project Coordinator or the Safety Coordinator. When a complaint of workplace violence, bullying or harassment is reported, it must be formally documented by the individual receiving the report of the complainant. All formal reports of workplace violence, bullying and harassment will be treated with respect and confidentiality of the involved employees.

A formal complaint of workplace violence, bullying and harassment will be reviewed by management to establish validity. A formal documented investigation will be conducted which will include, all involved personnel's witness statements, times and dates of incidents, contributing factors associated with the incidents, corrective actions to prevent any re-occurrence of incidents.

When to report: Incidents of violence, bullying and harassments should be reported as soon as possible after experiencing or witnessing an incident.

How to report: Report incidents to a Project Coordinator or the Safety Coordinator.

Who will conduct the investigation: The Safety Coordinator or Project Coordinator will conduct workplace violence, bullying and harassment investigations.

What to include in report: Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behavior led to the incident.

Tool: [Workplace Bullying and Harassment Investigation Report](#), [Complainant Incident Description](#), [Respondent Incident Description](#), [Witness Incident Description](#), [Violent Incident Report](#).

Workplace Violence Report, Workplace Bullying and Harassment Report.

11.4 Investigating Bullying and Harassment Claims

The following are guidelines for conducting a violence, bullying and harassment investigation.

- Be undertaken promptly
- Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the statements.
- Be respectful to the interests of all parties involved and maintain confidentiality.
- Be focused on finding the facts and evidence.

The involved parties will be advised of the investigation findings by the Safety Coordinator or Project Coordinator.

11.5 Violence in the Workplace Risk Assessment

Where there may exist a risk of injury to workers arising from violence a risk assessment will be conducted. The risk assessment will be recorded in Step 2 of the Project Safety Assessment with the other hazards associated with a project.

The following should be considered when determining if there is a significant risk of violence:

- Working with the public.
- Carrying out inspection or enforcement duties.
- Providing service, care, advice or education.
- Working alone, in small numbers or in isolated low traffic areas.
- Working in a community based setting or a mobile workplace.
- Entering private property.

Working during the following times can increase the risk of violence:

- Late hours of the night or early hours of the morning.
- Tax return season.
- Christmas holidays or festive seasons.
- Performance appraisals.
- During disciplinary action.

If there is no risk of violence the PSA will state “No Significant Risk of Violence”. If there is a significant level of risk controls will be implemented

11.6 Controls

If a risk to workers from violence is identified by the Project Safety Assessment, procedures and work environment arrangements to eliminate or minimize the risk of violence will be implemented.

Section 12 Contractor Management

12.1 Policy

The British Columbia Conservation Foundation is committed to maintaining a healthy and safe work environment. BCCF requires that all contractors meet their legislated requirements as they pertain to health and safety. All contractors are responsible for the effective control of all workplace hazards inherent to the work they perform.

Key Definitions

Contractor: Is a person, partnership or group of persons who through an agreed contract, directs the activities of one or more workers involved in work on behalf of BCCF.

12.2 Responsibilities

Management

- Only allow qualified contractors to complete work on behalf of BCCF.
- Ensure a WorkSafeBC clearance letter is acquired.

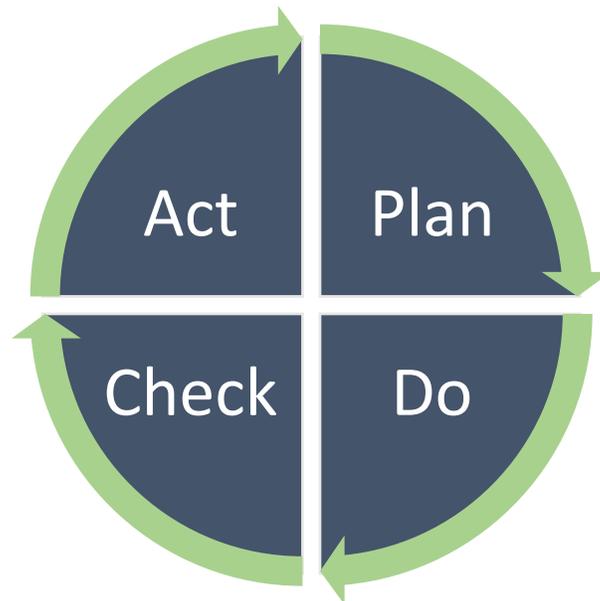
Contractor

- Comply with all health and safety requirements as prescribed in the Workers Compensation Act and Occupational Health and Safety Regulation.
- Maintain a good standing with WorkSafeBC.

Section 13 OHSMS Continual Improvement

13.1 Policy

The British Columbia Conservation Foundation has developed the “Safety Program” i.e. Occupational Health and Safety Management System in accordance with the Canadian Standards Association (CSA) Z1000-14 Occupational Health and Safety Management System standard. The Standard outlines the importance of an internal responsibility system that is based around the Plan, Do, Check, Act model.



Key Elements

Plan

- Legal and industry best practice requirements.
- Hazard identification and risk assessments.
- Setting OHS objectives.

Do

- Preventative and protective measures.
- Emergency prevention, preparedness, and response.
- Training and education to ensure competency.
- Communication and awareness.
- Procurement and contracting.
- Management of change.

Check

- Monitoring and measurement.
- Regular inspections and internal audits.
- Incident investigation and analysis.
- Preventative and corrective actions.

Act

- Management review of OHSMS Programs.
- Continual improvement.

13.2 Responsibilities

Management

- Develop and implement OHSMS in accordance with legislation and industry best practice.
- Ensure continual improvement of the OHSMS Programs.
- Review policies and documents to ensure they meet legislated requirements and industry best practices and are functional.
- Set objectives for the OHSMS.

Supervisor

- Participate in OHSMS audits and reviews.
- Provide actionable feedback on the OHSMS.

Worker

- Participate in OHSMS audits and reviews.
- Provide actionable feedback on the OHSMS.

13.3 Program Overview

The function of an OHSMS review is to locate gaps in the System and to implement corrective actions as part of continual improvement. The review also facilitates feedback from different work groups.

Key Definitions

Program Review: A documented process to ensure elements of the OHSMS are reviewed and revised annually or as required by legislation.

OHSMS Audit: A systematic, documented process to obtain and objectively evaluate evidence for determining the extent to which the audit criteria are fulfilled.

Program Audit

When: Conducted as requested by the JOHSC at a minimum every three years.

Who: Safety Coordinator with participation from management, supervisors and workers.

Tool: Either created in-house or sourced from an Industry Safety Association.

Review: Reviewed during the first JOHSC after the completion of the audit.

Documentation: Electronic copy kept on the BCCF server.

Program Review

When: Conducted annually or as required by legislation.

Who: Safety Coordinator.

Tool: Program Review Timeline.

Review: Reviewed during the JOHSC meeting.

Documentation: Electronic copy kept on the BCCF server.

Project Completion Questionnaire

When: After the completion of a project which has significant safety involvement.

Who: Provided by the Safety Coordinator along with the PSA and completed by the worker.

Tool: Project Completion Questionnaire.

Review: Reviewed by the Safety Coordinator after submission to assist in program development.

Documentation: Electronic copy kept on the BCCF server.

Appendix A Definitions

Word/Phrase	Definition
Acceptable Risk	The level of risk deemed acceptable to a group of people. Usually based on industry practices, previous loss experience and cultural norms.
Acceptable to The Board	Many sections of the Occupational Health and Safety Regulation refer to standards, procedures, or means "acceptable to the Board." Information on what is acceptable to the Board may be obtained by referring to the OHS Guidelines on the section at www.worksafefbc.com or other Board publications, or by contacting the Board.
Administrative Controls	Means the provision, use and scheduling of work activities and resources in the workplace, including planning, organizing, staffing and coordinating, for controlling risk;
Authorized	Means a person approved or assigned by the employer to perform a specific task or tasks or be at a specific location on the jobsite.
Board	Means the Workers' Compensation Board;
Bullying	Is the tendency of individuals or groups to use persistent or aggressive or unreasonable behavior against a co-worker or subordinate. Workplace bullying can include such tactics as verbal, nonverbal, psychological, physical abuse and humiliation.
Critical task	Any task or job identified as having a high risk of incident.
Competence	Demonstrated ability to apply OHS and relevant knowledge and skills.
Conformance	Meeting the requirements of the organization's OHSMS and this Standard
Contaminant	Means a harmful or irritant material, or nuisance dust, foreign to the normal composition of a substance, or a material that varies the normal proportions of components in a mixture such as air;
Continual Improvement	The process of enhancing the OHSMS to achieve ongoing improvement in overall OHS performance.
Contractor	Is a person, partnership or group of persons who through an agreed contract, directs the activities of one or more workers involved in work on behalf of BCCF.
Control	Is a type of intervention used to manage, direct, or mitigate a workplace hazard.
Corrective Action	Action taken to remove or control the cause of an OHSMS nonconformity, eliminate the hazard, or minimize the associated risk (e.g., fix an existing

Word/Phrase	Definition
	problem).
Direct Supervision	Personally, and visually supervising a worker. Is able to communicate readily and clearly with the worker who is not competent to perform the work or new to the task.
Document	A medium containing information related to the OHSMS.
Early Return to Work	Returning to work with modified job duties prior to making a full recovery, after sustaining an injury or illness which required time away from work.
Employer	Includes every person having in their service under a contract of hiring or apprenticeship, written or oral, express or implied, a person engaged in work in or about an industry.
Engineering Controls	Means the physical arrangement, design or alteration of workstations, equipment, materials, production facilities or other aspects of the physical work environment, for the purpose of controlling risk.
Ergonomics	The scientific discipline concerned with the understanding of interactions among humans and other elements of a system, and the profession that applies theory, principles, data, and methods to design in order to enhance human well-being and optimize overall system performance.
Harassment	Harassment is any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause the worker to be humiliated or intimidated.
Harm	Physical injury, illness, or adverse effect to health (whether acute or chronic).
Hazard	A condition, device or substance that has the potential for an unplanned release of, or unwanted contact with energy source that may result in harm or injury to people, property or the environment.
Hazard Area	Means an area in a workplace where a hazard exists, or is created, due to a condition in the area or the activities conducted in it.
Hazardous Product	Means any product, mixture, material or substance that is classified in accordance with the regulations made under section 15 (1) of the Hazardous Products Act (Canada) in a category or subcategory of a hazard class listed in Schedule 2 of that Act.
HEPA	Means, in reference to air filtration, a high efficiency particulate air filter meeting the specifications of a nuclear grade filter, providing a 99.97% filtration efficiency at a 0.3 micrometre particle size.

Word/Phrase	Definition
IDLH Atmosphere	Means an atmosphere containing a substance at a concentration which is immediately dangerous to life or health (IDLH) because the concentration is greater than that from which one could escape without any escape-impairing symptoms or irreversible health effects and includes an atmosphere with an unknown concentration with the potential to be immediately dangerous to life or health.
Incident	An unplanned or unwanted event that results in damage or injury or could have resulted in damage or injury. Includes an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease.
Legal Requirements	Requirements of applicable OHS federal, provincial/territorial, and municipal laws, regulations, and bylaws, and where they exist, provisions of the organization's collective agreements that relate to health and safety.
mg/m ³	Means milligrams of a substance per cubic metre of air; Note: It is a measure of weight and generally applies to aerosols such as dusts, fumes and mists.
Modified Work	Temporary work arrangement offered to an injured worker in which his/her regular pre-injury job duties can be modified sufficiently to accommodate the worker's physical limitations, medical restrictions, and abilities. The tasks will allow the worker to recover while performing modified or alternate job duties and will not negatively impact the injury or illness. Work must be meaningful and necessary and should in no way provoke or re-aggravate the worker's current condition. All modified work must adhere to Doctor recommendations and limitations.
Non-Occupational	A medical condition that is the result of a non-work-related incident or exposure.
Occupational	A medical condition that is the result of a work-related incident or exposure
Occupational Disease	Means (a) a disease mentioned in WorkSafeBC Claims and Rehabilitation Manual Schedule B, (b) a disease the Board may designate or recognize by regulation of general application, (c) a disease the Board may designate or recognize by order dealing with a specific case, and

Word/Phrase	Definition
	(d) a disease prescribed by regulation, and includes disablement resulting from exposure to contamination.
Occupational Health and Safety	The promotion in the workplace of the physical, mental, and social wellbeing of workers and the protection of workers from, and the prevention of, workplace conditions and factors adverse to their health and safety.
Occupational Health and Safety Management System (OHSMS)	Part of the overall management of the organization that addresses OHS hazards and risk associated with its activities.
OHS Policy	Overall intentions and direction of an organization related to its OHS performance.
OHSMS Audit	A systematic, documented process to obtain and objectively evaluate evidence for determining the extent to which the audit criteria are fulfilled.
Organization	A company, operation, undertaking, establishment, enterprise, institution, or association, or a part or combination thereof, which has its own management. An organization may be incorporated or unincorporated, public or private.
Other Requirements	Other OHS provisions adopted by the organization.
Oxygen Deficient	Means, in relation to air, a condition in which there is less than 19.5% oxygen by volume, or the partial pressure of oxygen is less than 16.3 kPa (122 mm Hg).
Personal Risk Tolerance	Is the variability in individuals' willingness to accept a given level of risk. Personal risk tolerances must be adjusted to align with Acceptable Risk.
Plan	A detailed method for doing or achieving something.
PPM	Means parts of a vapour or a gas per million parts of contaminated air by volume at a temperature of 25 degrees Celsius and an atmospheric pressure of 760 millimetres of mercury.
Practicable	Means that which is reasonably capable of being done.
Preventive Action	Action taken to remove or reduce the likelihood of an OHSMS nonconformity or eliminate a hazard or minimize the associated risk that could occur (e.g., fix a potential problem).
Prime Contractor	Is the contractor, employer, or other person(s) who enters into an agreement with the owner of the work site to be the prime contractor and if no agreement is made then there is no agreement in force, and the

Word/Phrase	Definition
	owner will be responsible for all the health and safety requirements for that work site.
Procedure	A documented step by step method to carry out an activity
Process	A set of interrelated or interacting activities, which transforms inputs into outputs.
Program Review	A documented process to ensure elements of the OHSMS are reviewed and revised annually or as required by legislation.
Qualified	Means being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination thereof.
Qualified Practitioner	Means a person authorized under an enactment to practise in British Columbia as a chiropractor, a dentist, a naturopathic physician or a podiatrist.
Rated Capacity	Or "rated load" means the load that machinery or a piece of equipment is, in accordance with its design, rated to bear.
Record	A document that states results achieved or provides evidence of activities performed.
Regulation/Requirement	An ordinance, a law, or a directive set by an outside organization or agency, such as government, for control of people and their environment.
Residual Risk	The risk remaining after a hierarchy of controls has been implemented.
Risk	A combination of the likelihood of the occurrence of harm and the severity of that harm.
Rule	A directive that governs and controls conduct or action, and that is instituted by an organization.
Safe Job Procedures	Instructions that provide a step by step on how to complete a task safely and must be followed in sequence.
Safe Work Practices	A set of guidelines that assist workers in safely performing a task that cannot always be done the same way. Often includes a list of the "Do's" and "Don'ts" to take into consideration while performing a task.
Safety Data Sheet (SDS)	Safety Data Sheets (SDSs) are summary documents that provide information about the hazards of a product and advice about safety precautions. SDSs are usually written by the manufacturer or supplier of

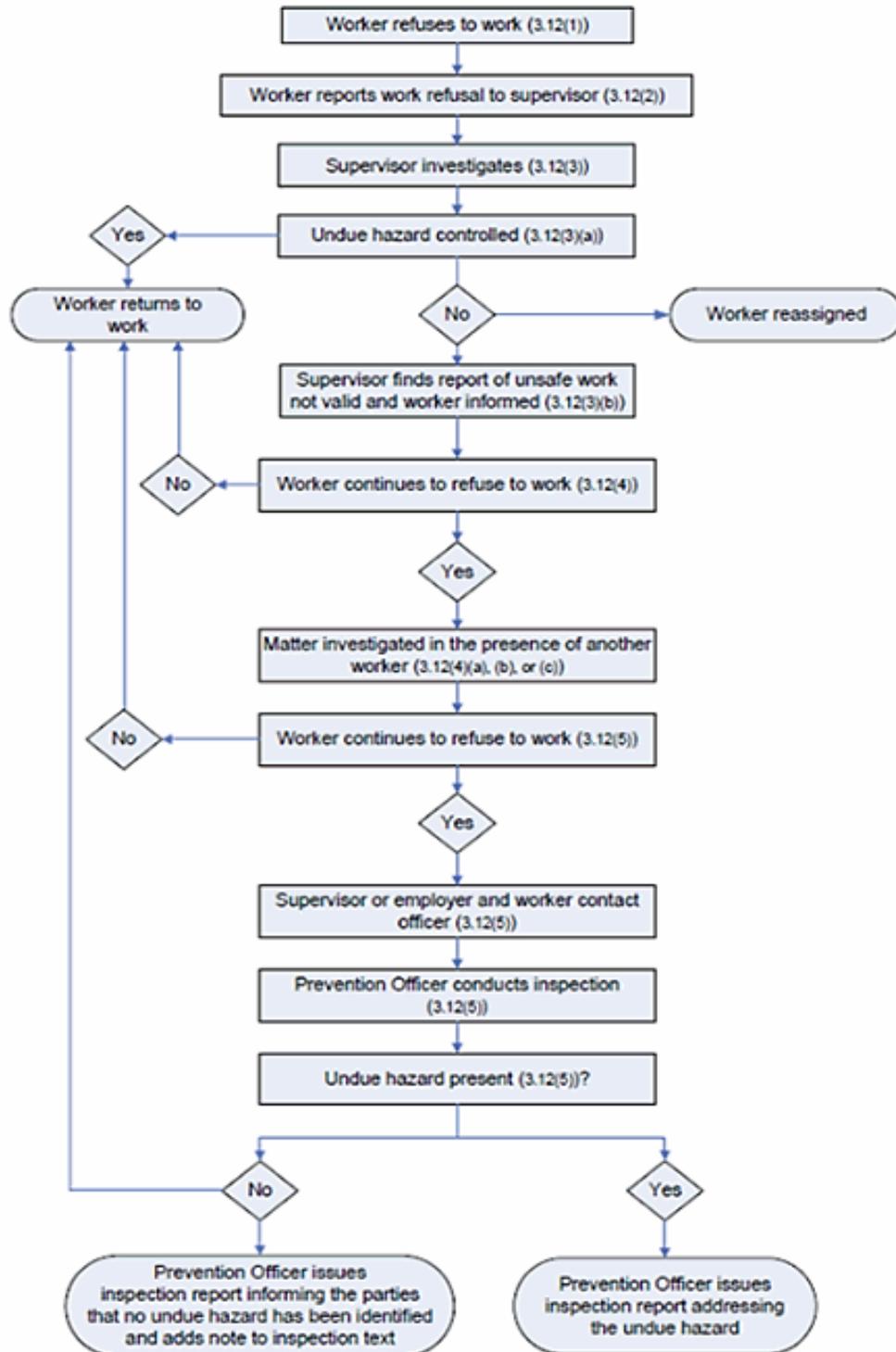
Word/Phrase	Definition
	the product. In some circumstances, an employer may be required to prepare an SDS (e.g., when the product is produced and used exclusively in that workplace).
Senior Management	The person(s) at the highest level of an organizational structure responsible for leading, managing, and/or directing an organization.
Sensitizer	Means a substance that has been shown to elicit an allergenic type of response in humans after an initial exposure, resulting in development of symptoms upon subsequent exposure at much lower concentrations;
Supervisor	Means a person who instructs, directs and controls workers in the performance of their duties; also means, the senior worker in the work unit.
System	A set of interrelated or interacting elements.
Utility Service	Means a petroleum pipeline, sanitary sewer line, enclosed storm sewer, water line, steam line or electrical cable.
Violence	Is the attempted or actual exercise by a person, other than a worker, of any physical force to cause injury to a worker and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.
WHMIS	WHMIS stands for the Workplace Hazardous Materials Information System. It is a comprehensive system for providing health and safety information on hazardous products intended for use, handling, or storage in Canadian workplaces.
Worker	A person employed by the organization or a person under the day-to-day control of the organization, whether paid or unpaid. Note: This definition of “worker” includes employees, supervisors, managers, team leaders, contractors, service providers, volunteers, and students or others actively engaged in undertaking activities for benefit to the organization.
Worker Representative	A non-managerial worker who is a member of a workplace health and safety committee; a representative of other workers according to the requirements of law or collective agreements; or selected by non-managerial workers for other reasons.
Working Load Limit Or WLL	Means the maximum load which a product is authorized by the manufacturer to support in a particular service.



Word/Phrase	Definition
Workplace	Any location in which work-related activities under the control of the organization are performed.

Appendix B Refusal of Unsafe Work Flowchart

Flowchart for Regulation Guideline 3.12



Appendix C Records and Statistics

BCCF maintains records and statistics relating to health and safety as required by legislation. Statistics will be collected from all worksites and analyzed for trends annually. Relevant safety statistics will be shared with the JOHSC and posted in the meeting minutes.

Record Type	Location	Retention Length
Project Safety Assessment	BCCF Server Project Site	Electronic copy retained for minimum 10 years.
Workplace Inspections	BCCF Server	Electronic copy retained for minimum 10 years.
First Aid Records	BCCF Server	Electronic copy retained for minimum 3 years.
Incident Investigation Reports	BCCF Server	Electronic copy retained for minimum 10 years.
Working Alone/ In Isolation Check-in Records	BCCF Server	Electronic copy retained for minimum 10 years.
WorkSafeBC Orders/Reports	BCCF Server	Electronic copy retained for minimum 10 years.
Equipment Maintenance Logs	BCCF Server On Equipment	Electronic copy retained for minimum 10 years.
Safety Orientation Checklists	BCCF Server	Electronic copy retained for minimum 10 years.
Joint Occupational Health and Safety Committee Agendas/Minutes	BCCF Server	Electronic copy retained for minimum 2 years.
Job/Specific Training Records	BCCF Server	Electronic copy retained for minimum 10 years.

Appendix D Forms and Templates

Section	Form/Template Title
Section 2	Project Safety Assessment
Section 2	Project Safety Assessment Example
Section 2	Task Hazard Analysis
Section 3	Safe Job Procedure Template
Section 3	Safe Work Practice Template
Section 4	Eye & Face Protection
Section 4	Head Protection
Section 4	Buoyancy Equipment
Section 4	Hand Protection
Section 4	Hearing Protection
Section 5	Safety Orientation Checklist
Section 5	SafetyLine & inReach Set-Up and Use
Section 5	Garmin inReach SE User Guide
Section 5	Garmin inReach SE+ Manual
Section 5	On the Job Training Record
Section 6	JOHSC Terms of Reference
Section 6	JOHSC Evaluation
Section 8	Incident Investigation Template
Section 8	Incident Investigation Statement
Section 9	Fixed Location Emergency Response Plan
Section 9	Field Level Emergency Response Plan
Section 9	Emergency Response Drill
Section 10	First Aid Record
Section 10	Minor Injury First Aid Procedures
Section 10	Guidelines for Modified Work
Section 10	OFA Level 1 First Aid Inventory
Section 11	Workplace Bullying and Harassment Investigation Report
Section 11	Complainant Incident Description
Section 11	Respondent Incident Description
Section 11	Witness Incident Description
Section 11	Violent Incident Report
Section 13	Program Review Timeline
Section 13	Project Completion Questionnaire