

# Table of Content

<b>1: Introduction</b>	<b>Page 3</b>
A: Forest Safety Accord	
B: Health and Safety Policy	
C: Safety Committee/worker representative	
<b>2: Responsibilities</b>	<b>Page 7</b>
A: Management	
B: Supervisor	
C: Employee	
D: First Aid	
F: Guest	
<b>3: Discipline Policy</b>	<b>Page 9</b>
<b>4: Training</b>	<b>Page 10</b>
A: New and returning employees	
B: Supervisors	
C: First Aid Attendants	
D: Monthly Assessments	
<b>5: Hazards and Risks</b>	<b>Page 11</b>
A: Assessing hazards and risks	
B: Safety Meetings	
C: Safety Alerts	
<b>6: Safe Work Procedures</b>	<b>Page 13</b>
A: General Safety Rules	<b>Page 14</b>
-Smoking	
-Vehicle Speed limits	
-Seat Belts	
-Safe lifting	
-Dog/Pets	
B: Field Safety Rules	<b>Page 15</b>
-Hot weather	
-No work zones	
-Danger trees, Snags	
-Steep slopes	
-Slash/disturbed ground	
-Rocky/hard Ground/tendonitis	
-Bears/wildlife	
-Ticks	
-WHMIS/MSDS	
-Lightening	
-EarthQuakes	
-Signing in and out	
C: PPE policy	<b>Page 28</b>
D: Job Specific Safe Work Procedures	
-ATV	
-chain saw	
-brush saw	
-hand tools	

-cone picking	
-helicopter	
-tree planting	
-working alone	
-mechanized wheelbarrow	
E: Driving	<b>Page 35</b>
-ergonomics	
-responsibilities	
-maintenance	
-accidents	
-radios	
F: Fire Fighting	<b>Page 40</b>
G: Emergency Response Plan (ERP)	<b>Page 41</b>
A: responsibilities	
B: ERP sheet	
C: communicating during an emergency	
D: Types of emergencies	
-Injuries	
-natural disasters	
-missing workers	
-fatalities	
-others	
E: drills	
<b>7: Incident Reporting and Investigation</b>	<b>Page 46</b>
<b>8: Equipment Maintenance</b>	<b>Page 48</b>
-first aid	
-vehicles	
-brushing/chain saws	
-hand tools	
-ATV	
-communication equipment	
<b>9: Harassment and Bullying</b>	<b>Page 51</b>
<b>10: Review of safety program</b>	

# 1 Introduction

This booklet is an integral part of the *Raven Venture Ltd.* Occupational Safety and Health Program (OSHP). It includes the Company guidelines, procedures, and programs, which are to be used in developing and maintaining a successful safety program. The purpose of this program is to provide a structure to insure the participation of all *Raven Ventures Ltd employees*, in the prevention of accidents and the identification of hazardous situations.

The booklet is intended as a guide and a reference for both new and current employees. The Safety Plan will be thoroughly covered during the initial orientation process with management and each employee is required to read and understand the Safety Program before commencing employment. Employees must sign a form stating they have read and understand each aspect of the Safety Plan.

Management and Safety Committee members will have formal monthly meeting to identify, document and review any safety or work place issues. Once these issues are identified, an immediate action plan will be implemented to rectify these issues and appropriate changes will be made to the *Raven Venture Ltd Safety Plan*, to address these issues in the future.

Employees are encouraged to make suggestions and voice concerns through the onsite safety team members. This input will provide management information needed to identify issues and take appropriate action, thus making necessary changes to Safety Plan to rectify these concerns.

The contents of this manual are not static and will require ongoing review, revision, and additions to ensure it remains current and useful. Input will continually added through regular safety meetings, staff input and regulation changes. The participation of all staff in improving the Safety Program is both expected and encouraged.

A successful OSHP will accomplish the following goals:

- Eliminate the occurrence of injuries.
- Identify and eliminate potential workplace hazards.
- Ensure the compliance with the Worker s Compensation Board Act and regulations.
- Reduce Company and employee risk and liability.
- Provide a safe and effective work place for all employees.

A copy of this OSHP is available in every vehicle, with all managers and with and all supervisors.

## **FOREST SAFETY ACCORD**

### **Our Key Beliefs:**

- We believe that all fatalities and injuries are preventable.
- We believe in a culture where the health and safety of all workers is an over-riding priority.
- We believe that excellence in health and safety is important to our long-term success.

### **Shared Responsibilities:**

- We are collectively and individually responsible for the safety of all workers and all worksites.
- Individuals must assume responsibility for their own safety and the safety of coworkers by following all safety rules, procedures and practices; by refusing to perform unsafe work; and by taking collective responsibility for the unsafe conduct of others.
- Tenure holders, licencees and prime contractors must take a leadership role in ensuring worker health and safety and assuring accountability for safety on the worksite.

### **Recognition of Safety Performance and Practices:**

- The commitment to health and safety is to all workers, not just direct employees. When engaging contractors, sub-contractors and others to provide services, the selection process and administration of contracts will include recognition and support of good safety performance and practices.
- Employers will recognize and support the safety performance of their employees.
- All owners of forested lands, tenure holders and licencees will give weight to the safety record and current practices of companies in the awarding of contracts and in the determination of fees and levies.

### **Commitment to Training and Supervision:**

- We understand the importance of workers being fully prepared for the work they do and the provision of competent supervisors who will insist on and enforce safe work practices. All workers on the worksite must be competent and fully trained and certified for the work they are performing.

### **Legislation:**

- It is understood that the regulatory environment of the Forest Industry can have profound impacts on safety. Accordingly, government ministries and agencies must take into account the importance of health and safety when developing, reviewing and drafting applicable areas of law and regulation.

### **Continual Improvement:**

- We are committed to the on-going improvement of our practices and support efforts to develop and implement new methods, procedures and technologies that have the potential to improve safety.

## **Raven Venture Ltd. Health and Safety Policy Statement**

Raven Venture Ltd. is committed to providing a safe and healthy workplace for all our employees and contractors.

Raven Venture Ltd. believes that all injuries are preventable and that excellence in health and safety is the key to our long-term success

Management and supervisors will train all personnel in safe work procedures and hazard identification.

Management and supervisors will lead and demonstrate safety by example, and will ensure that the personnel that they are responsible for have the necessary knowledge to work safely.

Raven Venture Ltd. will hold all levels of management accountable for providing a safe work environment and enforcing safe work procedures and practices. We will also ensure timely follow-up to safety incidents.

Raven Venture Ltd. will hold all employees and contractors accountable for following safe work procedures and reporting unsafe acts and safety incidents.

Employees from every area of the company, regardless of position, will be encouraged to contribute to the company health and safety program. Raven Venture encourages the involvement of all workers in the development of the program. We will provide support and promote the program to ensure that safety has the overriding priority.

Employee cooperation and compliance with the health and safety program at Raven Venture is a condition of employment.

Raven Venture is committed to compliance with any and all governmental agencies, regulations, and industry best practices and will use audits to measure and improve our health and safety programs.

We will monitor our health and safety program and share our results on a regular basis.

## Worker Representative

The worker representative plays an important role in the health and safety program, giving workers and employers a way to work together to identify and find solutions to workplace health and safety issues. The representative has the following specific duties and functions

- Identify situations that may be unhealthy or unsafe for workers, and advise on effective systems for responding to those situations
- Consider, and promptly deal with complaints relating to the health and safety of workers
- Consult with workers and the employer on issues related to occupational health and safety, and the occupational environment
- Make recommendations to the employer and the workers for the improvement of the occupational health and safety, and the occupational environment of workers
- Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with Part 3 of the Workers Compensation Act and the regulations, and to monitor their effectiveness
- Advise the employer on programs and policies required under the regulations for the workplace, and to monitor their effectiveness
- Advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers
- Ensure that accident investigations and regular inspections are carried out as required
- Participate in inspections, investigations and inquiries as provided in Part 3 of the Workers Compensation Act and Section 3 of the Regulation

The representative is eligible for 4 hrs of relevant training.

## 2. Responsibilities

### Management Responsibilities:

It is the responsibility of those employees in management positions to ensure:

- that Occupational safety and Health Policy is established and maintained.
- hazards of a new work area will be reviewed with all employees before work commences.
- proper stands of equipment and machinery are established and maintained to guard against hazard. Manuals are posted and otherwise available.
- safe work procedures are developed and utilized for potentially hazardous job functions.
- All employees receive training appropriate for the employee's responsibility and job function
- all relevant Work Safe BC and Occupational Safety and Health regulations are know and practiced by all employees.
- all accidents and incidents are properly recorded and investigated to WSBC and the safety committee/safety representative
- proper first aid treatment and supplies are available to all employees.
- personal protective equipment is available
- all employees are encouraged to share in developing, implementing and monitoring the safety plan
- hold informal daily crew meetings that discuss any safety issues that may arise
- formal safety meetings are held monthly to identify and document any concerns and make appropriate changes to safety plan.

### Supervisor Responsibilities:

A Supervisor is defined as someone who is responsible for leading the instruction and supervision of other employees. Raven Ventures Ltd supervisory staff consists of all employees who have specific supervisory responsibilities and are expected to give direction to others.

Each person with supervisory responsibilities must consider the following list of responsibilities. This listing, however, does not eliminate the sharing of responsibilities for safe work performance by each member of the crew.

- Daily inspection of trucks, fire equipment and safety equipment.
- Initial inspection of work location to prepare employees for hazards and conditions. Site inspection form filled out for each site.
- Ensure each employee is qualified for the tasks to which they are assigned.
- Ensure all employees are properly trained in the safe procedures of their job, particularly to provide ongoing mentoring for new workers.
- Ensure all employees are equipped with proper protective and safety equipment.
- Ensure all relevant WSBC regulations are reviewed with and followed by the crew.
- Ensure specific work requirements are clearly communicated to the crew.
- Investigate and document all Incidents and Accidents. Close call and minor incident reports filled out.
- Continually scan work site for hazards and warn employees of unsafe conditions.

- Maintain a positive attitude towards all employees and all aspects of your job.
- Be responsive to ideas and suggestions from other employees.
- Develop positive relationships with other employees, thereby encouraging open discussion of safety concerns
- Complete Monthly Worker Assessments to evaluate worker competence.

### **Employee Responsibilities:**

Each employee has a primary responsibility for his or her own personal safety, and an equal responsibility for the safety of others. Specific responsibilities include:

- Read and understands the OSHP manual before commencing employment.
- Working in a safe and efficient manner, following the Safe work Procedures.
- Reporting all work-related accidents and incidents, regardless of injury, to the Supervisor for investigation and proper reporting of injuries to the WSBC.
- Reporting to work in good physical and mental condition. Correcting and reporting any unsafe conditions or practices to supervisors.
- Wearing all required personal protective equipment (as required).
- Participating in improving the Occupational Safety and Health Program and Safe Work Procedures.
- Following all Raven Ventures Ltd safety policies, procedures, and all relevant WSBC regulations.
- Working while under the influence of drugs or alcohol is unacceptable.

### **First Aid Attendant Responsibilities:**

The first aid attendant must

- promptly provide injured workers with a level of care within the scope of the attendant's training and this Part,
- objectively record observed or reported signs and symptoms of injuries and exposures contaminants covered by this Regulation, and
- refer for medical treatment workers with injuries considered by the first aid attendant as being serious or beyond the scope of the attendant's training.
- Have valid certification
- be familiar with companies emergency response plan
- make sure equipment they are using is maintained and in good condition

### **Guest Responsibility:**

Each Guest has a primary responsibility for his or her own personal Safety, and an equal responsibility for the safety of others. Specific responsibilities include:

- Read and understand pertinent sections of the ERP
- Sign in and sign out when arriving and leaving work area
- Wearing all required personal protective equipment
- Letting supervisor know purpose of visit and periodically updating supervisor on current onsite location
- Following all Raven Ventures Ld. safety policies, procedures and all relevant WSBC regulations



### 3 Discipline Policy

Raven Ventures has adopted a progressive discipline policy to identify and address employee and employment related problems. This policy applies to any and all employee conduct that the company, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, Raven Ventures takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behaviour, poor performance or violation of the company's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, Raven Ventures need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation.

Progressive discipline may be issued on employees even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

Probationary employees are held to the highest standards for behaviour and job performance. Progressive discipline is the exception rather than the rule for probationary employees.

Raven Ventures will normally adhere to the following progressive disciplinary process:

- 1. Verbal Caution: An employee will be given a verbal caution when he or she engages in problematic behaviour. As the first step in the progressive discipline policy, a verbal caution is meant to alert the employee that a problem may exist or that one has been identified, which must be addressed. Verbal warnings will be documented and maintained by your supervisor or manager. A verbal caution remains in effect for three months.**
- 2. Written Warning: A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behaviour during the period that a verbal caution is in effect. Written warnings are maintained in an employee's personnel file and remains in effect for three months.**
- 3. Termination: An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.**

Raven Ventures will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

## **4. Training:**

Employees will be provided with an initial training session and periodic safety training related to their job functions, to ensure that they are updated on all safety issues. It is the responsibility of management to ensure that each new employee receives adequate instruction on safety issues, hazards, Safe Work Procedures, and First Aid availability. It is the responsibility of the immediate Supervisor to monitor the performance of any new employee and provide ongoing mentoring to ensure that the use of Safe Work Procedures is adequately demonstrated.

### **Employee Training**

All new employees and returning employees will receive a detailed orientation of the following from their Supervisor prior to starting work:

1. The Forest Safety Accord.
2. The Raven Venture Ltd Occupational Safety and Health program manual.
3. The specific safe work procedures for their job.
4. Required PPE equipment for each specific job.
5. The location of First Aid facilities and identification of the First Aid Attendants.
6. Existing hazards and safety concerns related to the specific job description.
7. Emergency response plans and procedures
8. Incident reporting procedures and appropriate forms.
9. WHIMIS training and the location of Safety Data Sheets (SDS) for hazardous materials.
10. Harassment and bullying training.

### **Supervisor Training**

Supervisors will receive specific training and direction to enable them to carry out their duties. This will include, but is not limited to:

1. Monthly management meetings (held for the purpose of discussing safety activities).
2. Training in techniques of effective communication, motivation, training, and supervision.
3. Training and instruction in legal requirements, how to inspect, accident investigation, emergency procedures, use and care of Personal Protective Equipment, and how to give crew talks.

### **First Aid Training**

All permanent employees will be encouraged to take First Aid training to insure that the WSBC Regulations are adhered to. This training will generally consist of Level 1 First Aid certification and Transportation Endorsement.

Raven Venture Ltd. will support more advanced First Aid training for employees provided a direct benefit to the Company can be shown.

## **Monthly Worker Assessments**

Monthly worker assessments will be performed on all Raven Venture employees including supervisors. The assessments will be performed by qualified supervisors or management using the Worker Assessment Sheet. The assessment is there to help identify areas of improvement and areas requiring further training and instruction, as well as provide ongoing mentoring to new workers. The Worker assessment help Raven Venture verify the effectiveness of its' training program and to evaluate worker competency in performing work duties.

## **5. Hazard and Risks:**

### **Assessing Hazards and Risks:**

Raven Ventures uses a combination of elements to assess all risks and hazards to all its employees. A hazard means anything that may result in injury or disease to the health of a person. The first component of Raven's hazard and risk assessment takes place through both managements and the Joint Health and Safety Committees' review of recorded workplace data, consideration is given to:

- Any records/statistics of injuries at the workplace or in other similar workplace, (Incident Report Forms, WSBC inspection reports, Investigations outcomes, ergonomics issues etc...)
- Industry wide Safety Alerts)
- Grievances from the workforce about problems they may have in performing their jobs,
- Codes of practice, guidance notes and relevant SDS.

This component results in changes to administrative controls for examples changes to work rules and procedures.

The Second component used in identifying Hazards and risks is through pre work site inspections. Through a combination of the Site Inspection Sheet, the First Aid Site Assessment Sheet and the Danger Tree Assessment Data Form, worksites will be assessed for any obvious risk or hazard. These Forms strive to assess:

1. the type of hazard and severity of the risk,
2. the size and layout of the workplace,
3. the extent of injury or illness likely to occur as a result of being exposed to the hazard,
4. the number of persons exposed to the hazard at the same time,
5. the extent and the duration of exposure,
6. the location of the workplace (eg remote or isolated areas),
7. the distance from the workplace to the nearest available emergency service,
8. an effective means of communication for persons in the event of an emergency (especially in isolated or remote locations to contact an emergency service).
9. ergonomics issues arising from work procedures.

The subsequent findings, communicated to the worker through tailgate and safety meetings, will be used to ensure that all employees entering and working on the site will be adequately informed and safe from risks and hazards. The required paperwork will be completed prior to the starting of any work and is to be completed by either a trained supervisor or manager.

Any hazards or risk identified is to be dealt with following order of priority (if possible):

1. Elimination. Removing the hazard or hazardous work practice from the work place,
2. Substitution. If elimination is not possible a less hazardous work practice may be in order,
3. Isolation. Isolating or separating the hazard or hazardous work practice from personnel at the workplace or the general work area, (no work zones)
4. Engineering Controls. Engineering controls may include modifications to tools or equipment; use of mechanical handling methods and automation; isolation, segregation or enclosure of operations producing the contaminant; mechanical ventilation, and
5. Administrative Controls. Policies and procedures can be introduced to reduce the risk
6. PPE. What Personal Protective Equipment is needed to reduce exposure to hazards.

Should conditions change after all assessment and corrective action are taken, workers are to use RADAR as a method of proceeding.

### **Safety Meeting/Tailgate Meetings**

Safety meetings are an integral part of the OSHP. Meetings provide a forum where Supervisors and workers can review and discuss pertinent safety issues to increase employee awareness. All safety meetings, including daily tailgate talks and monthly meetings that will be recorded with notes describing the discussion and any

decisions made. The initial safety meeting is a requirement before beginning work at a new worksite. All of the hazards and concerns discovered in the supervisor's site risk assessment must be discussed at the initial safety meeting and a plan developed to deal with any anticipated risks. The initial safety meeting must include discussion about the following topics:

- Location and site details
- Number and location of workers
- Man check system
- Communication procedures
- Radio check-in / check-out procedures
- Emergency Response Plan, including first aid coverage and location
- Access and egress trails
- PPE and appropriate tools for the site
- Current site map listing any restrictions
- Weather conditions
- Site specific safety concerns and hazards noted
- Special procedures, i.e. Helicopter fly in etc.
- Environmental management system covered
- Fire hazard information and Fire Response Plan
- Other concerns discovered during the site assessment

### **Safety Alerts:**

WorkSafeBC and The Forest Safety Council encourage the sharing of alerts and investigations results so that every worker and company can benefit from the information revealed by incidents and accidents. Relevant safety alerts can be found in the bulletin binder and at the following websites:

[-http://www2.worksafebc.com/Publications/HazardAlerts.asp](http://www2.worksafebc.com/Publications/HazardAlerts.asp)

[-http://www.bcforestsafe.org/safety\\_info/alerts\\_bulletins.html](http://www.bcforestsafe.org/safety_info/alerts_bulletins.html)

### **Safe Work Procedures:**

Written Safe Work Procedures will define and include specific safety and health responsibilities for each job, which may present some element of physical danger. Safe Work Procedures will provide not only a safe and healthy work environment, but also productivity, and quality control can also benefit. These procedures are ideally developed in consultation with the workers who perform these specific tasks, and are never considered finalized. Written Safe work Procedures will be reviewed annually. Supervisors are responsible for ensuring that all employees performing the specified job functions are informed of the Safe Work Procedure. The supervisor will also be required to monitor the employee s performance to determine if the worker can demonstrate the safe work practices.

## **General Safety Rules:**

### **Smoking**

Smoking is prohibited inside all company vehicles or within a 10 foot radius. Smoking is prohibited inside all hotel/lodge accommodations unless otherwise posted. Smoking is prohibited on all work sites except for designated areas. Contact your supervisor if you are unclear where you can smoke.

### **Vehicle Speed Limits**

All drivers should obey posted speed limits on all roads. Service Road speed limits in the interior are never more than 80km/h.

### **Seat Belts**

Any passenger in any vehicle is required to have a working seat belt. If there is no seat belt, find another seat. Refusal to wear a seat belt is grounds for immediate dismissal.

### **Safe Lifting**

A compact load can be lifted between the knees.

When lifting, remember to:

- Look and plan ahead. Make sure your path is free of obstructions.
- Stand close behind the load.
- Check that you can get a good grip on the load.
- Wear gloves, if necessary, to prevent scrapes or bruises.
- Straddle the load:
  - Place the leading foot flat beside the load in the direction of travel.
  - Place the rear in the direction of travel.
- Bend the hips and knees.
- Keep your back straight.
- Grasp the load with elbows inside the thighs:
  - Use a power grasp for loads with handles.
  - Use slings or hooks to improve grasp when loads do not have handles.
  - Use blocks under loads without handles to make lifting them up easier and safer.
  - Use a ledge grasp for loads without handles.
- Grasp with one hand at the outer, upper corner, over the leading foot and the other hand on the lower, opposite corner.
- Lean forward with the rear arm straight. This position gets the load moving.
- Stand up by thrusting off with the back leg and continuing in an upward and forward

direction.

- Keep the load close to the body.
- Use your thigh and leg muscles, not your back, as you lift in one, smooth motion.
- Keep the rear arm straight.
- Move off without twisting the body.
- Keep the load at a reasonable height so you can see where you are going.

What should be remembered when putting a load down?

- Take a wide stance with one foot in front of the other.
- Keep the load close to the body.
- Keep the back straight.
- Bend the hips and knees.
- Set the load down onto the ground.
- Keep the load tilted to avoid bruising fingers.
- Remove fingers from under the load.
- Stand up smoothly, easing muscles.
- Avoid jerky releases.

Dogs/Pets

Dogs and other pets are strictly forbidden from any and all work vehicle crew cabs. No exceptions are to be made. If an employee wishes to bring a dog on the worksite, they must provide a travel kennel (to be placed in the back of a pickup truck (if available)), a muzzle, a leash and they must contact both management and their supervisor to ensure that their dog is allowed on the worksite. We encourage people to leave their pets at home.

### **Field Safety Rules:**

#### **Hot Weather:**

Basic principles of working in hot weather:

Reduce exposure to the sun. If possible, it is a good idea to erect temporary shelters or move some tasks indoors or in the shade. At the very least, workers should take advantage of rest breaks to get out of the sun. They should also protect their eyes, with sunglasses. Clothing and shade are the best sun protection.

Sweating is the body's most effective cooling mechanism. The cooling occurs as sweat evaporates. Working shirtless or hatless defeats that process; the sun dries sweat too quickly and prevents it from cooling the body. Outdoor workers should wear loose-fitting clothes made of a light fabric that "breathes." Clothes give sweat a chance to cool the body and help protect the skin.

### **No Work Zone:**

No Work Zones are areas in which no worker should perform their duties. Typically because of danger trees/snags. No Work Zones will generally be marked with yellow flagging bearing the letters "NWZ" or "DANGER". Supervisors will inform workers of the location, shape, and size of any No Work Zone in a given work site during the Crew Safety Meeting given before work begins on any new site. The Crew Safety Meeting will utilize information and Maps gathered using the Danger Tree Assessment form by a Certified DTA assessor. Workers will not enter these areas.

### **Danger Trees/Snags**

Danger tree assessments are carried out for all silviculture treatment areas prior to the commencement of work. However, potentially dangerous trees may have been overlooked or conditions may have changed significantly since the time of assessment. Employees working within 2 tree lengths of any trees or snags will visually assess the soundness and potential danger of the trees before entering the area. While working within such areas workers will continually reassess the area for potentially dangerous trees and changes in wind conditions. Workers will not work within 2 tree lengths of any tall trees or snags during high wind conditions. If an area is considered to be unsafe, the worker will immediately leave the area and notify the supervisor of the potential danger.

#### **Snags: Rules and Procedures**

Firstly, a snag is any dead tree 3 meters or more in height. All snags must be felled unless they have been identified as Wildlife Trees in which case they will be clearly identified with a "No Work Zone" flagging tape boundary. If you are spacing your strip and see a snag above you, stop spacing, walk through the un-spaced ground to the snag and fall the snag then go back to your spacing. If the snag is a dangerous snag that has been missed by the snag fallers, or if you are in any way uncomfortable about falling any snag, (or any tree, for that matter) leave it. Find a supervisor and inform him of the snag location. A snag Faller will be sent to fall it.

These rules are also to be applied to any snags in the No Treatment Zones, Buffer Zones, and outside of the block boundaries, which could fall into the area you are spacing.



Workers who are brushing or pruning also have to be aware of the danger of snags, particularly when working along the timber edge boundaries, and especially if the wind is blowing. In strong winds even green trees can fall into the area where you are working so pay attention. If you think there is a danger, move well back from the timber edge and/or stop working until it is safe to resume your work.

### **Steep slopes:**

Workers will take extra precautions when working on steep sites. Some guidelines to be followed:

- Workers will not work directly above or below a co-worker on a steep slope.
- Workers will not walk on loose rock or slash which appears unstable.
- Workers will not purposefully dislodge rocks or slash.
- Workers will stay a safe distance away from “drop-offs” and dangerous outcrops.
- Any slope, which appears to be too steep and/or dangerous to work safely on, will be left and the supervisor informed.

### **Slash/Woody debris:**

Workers will avoid walking on logs with loose, rotting, wet or icy bark. Workers will not use a suspended log to cross a ravine, gully or hole if there is any doubt about the log's ability to support your weight and/or if it is more than one meter off the ground. Proper footwear is important when walking in woody debris.

### **Rocky Ground/Tendonitis/Repetitive Strain Injury/Muscular Skeletal Injury:**

Tendonitis is the primary cause of Repetitive Strain Injury (RSI), a work-related musculoskeletal injury familiar to many tree planters. It is a painful inflammatory condition caused by strain, trauma, over stretching of the tendon and/or it's surrounding sheath, or overuse of the associated joints or muscles. A Repetitive Strain Injury can develop from tendonitis due to repetition of the same movement such as gripping or twisting (like putting your shovel in the ground hundreds of times each day!).

Unfortunately, tendons heal very slowly, especially following RSI's, which can take months to heal. The best approach for healing this frustrating injury is with prevention, early recognition and treatment.

Amongst treeplanters, Repetitive Strain Injury occurs most commonly in the wrist, but the elbow, ankles, knees and shoulders may also be affected. Inflammation of the sheath through which the finger tendons run can lead to another common planting ailment known as “the Claw”. This type of RSI will respond to the same types of treatment and preventative measures as tendonitis in other areas.

Unfortunately, because of the repetitive nature of planting, tendonitis is sometimes

unavoidable, especially if you've had a previous injury.

Additionally, as your tendons age, they undergo a slow degeneration and weaken so previous RSI's will likely make you more susceptible to further episodes of tendonitis.

Also with age, cartilage loses glucosamine causing it to thin which contributes to joint pain, stiffness and also to increased susceptibility to injury.

The "ideal" approach to treating tendonitis isn't always possible once you are in the bush working and everyone around you is cashing in while you sit in camp doing dishes. However, preventative measures, early recognition and treatment with a few days off CAN mean the difference between a lucrative season and going home early.

Signs that you may have tendonitis:

- Joint pain...pain may be mild initially but progresses quickly to severe pain.
- Stiffness and tenderness around the affected joint.
- Overlying skin may be WARM and/or RED.
- Sharp pain on movement.
- Decreased mobility, strength and range of movement of affected joint and muscles (ie. you have a hard time holding your fork at dinner).
- Inflammation.
- Crackling noise upon movement of affected joint
- Numbness, tingling (pins and needles) or loss of feeling in the fingers.

Treatment

- Ice...try 20 minutes on, 20 minutes off as soon as possible once it starts to hurt. Repeat this 3-4 times a day if you can.
- Rest, if possible. Maybe some alternate work for a few days like throwing plots or helping the cooks. Taking a couple of days off, especially when the pain first begins, can make a big difference in minimizing healing time.
- Immobilization of affected area (use tensor bandage, skateboarding/rollerblading wrist brace, or tendonitis-specific brace available at drugstores)
- Take Anti-Inflammatory Drugs like Ibuprofen to help reduce pain and swelling....be careful though, these will mask the pain, and you can do significant further damage without noticing if you keep working
- Gently stretch and massage the affected joint, bringing circulation to the area will help it heal faster.
- If you have access to them on days off, therapies like Massage, Acupuncture and Physiotherapy can help reduce pain and inflammation, accelerate the healing process, and prevent long-term damage.

Possible long-term effects:

- Increased susceptibility to further injury/pain/swelling

- Development of scar tissue and permanent thickening of the tendon sheath can lead to restricted motion of the affected muscle and joint
- Chronic pain and stiffness

Ways to prevent tendonitis:

- Keep the affected/susceptible joints warm, especially in the morning or when it's cooler, raining or snowing. (ie. for your wrists, you can cut the feet out of a pair of wool socks and use the leg part as wrist warmers while you are planting).
  - Stretch before and after work. I know everyone says it and not that many planters actually do it, but it can make a big difference in preventing injuries including tendonitis.
  - use both hands to plant. It may be awkward at first, but will help in the long run.
  - If you start to get tendonitis, ask your supervisor/crewboss for alternate work for a few days. Don't work through it or you might have to cut your season short.
  - If you have had tendonitis in the past, consider seeking out some treatments in the off season such as Physiotherapy, Acupuncture, and Massage therapy
- Further information on proper ergonomic techniques are available in the MSI Handout.

### **Bears/Wildlife:**

As a Raven Venture Ltd employee working in the silviculture industry there is a good chance you will encounter bears during the regular course of your work. We must respect the fact that the wilderness is home to bears and we are the intruders.

Bear Safety essentials:

- Respect all bears - they all can be dangerous.
- Never approach a bear.
- Be defensive - never surprise a bear.
- Learn about bears, anticipate and avoid encounters.
- Each bear encounter is unique.
- No hard and fast rules can be applied when dealing with a potentially complex situation; in general the following advice should apply:

The most dangerous bears are:

1. Bears habituated to food; do not leave your lunch in the open, place all food scraps in a secure container.
2. Females defending cubs. Get as far away as possible from cubs.
3. Bears defending a fresh kill. Stay away from dead animals, bears may attack to defend such food.
4. Bears that appear to be uninterested in YOU.

If you see a bear:

- Don't run! Immediately leave the area without getting between a sow and her cubs. -Avoid direct eye contact with the bear.

- If a grizzly attacks you: Curl into a ball and protect the back of your neck.
- If you are attacked by a black bear: Curl up into a ball. If the attack persists, fight back with sticks, rocks, and yelling.

### About bears:

- Bears can run as fast as horses, uphill or downhill.
- Bears can climb trees, although black bears are better tree-climbers than grizzly bears.
- Every bear defends a "personal space". The extent of this space will vary with each bear and each situation; it may be a few meters or a few hundred meters. Intrusion into this space is considered a threat and may provoke an attack.
- Bears aggressively defend their food.
- All female bears defend their cubs. If a female with cubs is surprised at close range, or is separated from her cubs, she may attack. An aggressive response is the mother grizzly's natural defence against danger to her young.
- A female black bear's natural defence is to chase her cubs up a tree and defend them from the base. However, she is still dangerous and may become aggressive if provoked.

### When in Bear country:

- Avoid conflict by practicing prevention.
- Be careful near feeding areas such as berry patches and salmon spawning streams.
- Look for signs of recent bear activity. These include droppings, tracks, evidence of digging, and claw or bite marks on trees and logs.
- Make your presence known by talking loudly, clapping, or occasionally calling out.

### Bear Spray

- Do not store in a hot place.
- Do not spray little shots at any time to see how the spray works.
- Do not carry inside a backpack, bear spray should be carried where it can be accessed easily.
- Do not transport in the cab of a vehicle (especially a helicopter.)

### Handy links

[general info](#)

[bear aware training video https://www.youtube.com/watch?v=z5TFw6utz3g](https://www.youtube.com/watch?v=z5TFw6utz3g)

### Ticks

There are more than 20 species of ticks in British Columbia, but only three species normally bite humans. Although the bites are sometimes painful and slow healing, there is little danger of disease as long as they are removed promptly.

Adult ticks have eight legs, unlike insects, which have six. Ticks cannot jump or fly and do not drop from trees. They require blood as a source of protein for egg development. A few simple precautions will decrease the likelihood of tick bites.

Ticks "quest" for hosts by waiting near the top of grass and low shrubs, readily attaching to passing humans or animals that brush against them. Ticks successful in

finding a host attach their mouthparts to the skin by means of a rapidly hardening cement.

### The Western Black-legged Tick

The Western Black-legged tick is very common during the spring and early summer. The red and black females and smaller black males attach to humans, deer, cats and dogs, becoming grey and bean-like in size as they feed. The bite is often painful and may result in a slow-healing ulcer. This tick does not cause paralysis; however, it is a carrier of the microorganism responsible for Lyme disease in North America. The organism which causes Lyme Disease. health authorities now believe that Lyme Disease carrying ticks may be present throughout the province. For more information on Lyme Disease, see the [B.C. Centre for Disease Control web site](#).

### Removing Ticks

Many methods have been developed over the years for removing feeding ticks which connect themselves to their host with small, barbed mouthparts. Ticks do not burrow under the skin. A number of the more drastic techniques such as using a hot cigarette, gasoline, or hot matches to induce the tick to detach itself are unreliable and may cause injury to the person involved. Ticks are most safely and effectively removed by a slow and gentle pull without twisting, using tweezers or fingers. This will normally remove the tick with the mouthparts attached. The wound should be treated with an antiseptic. See the BC Center for Disease control web site for further information on removal of ticks.

### Personal Protection

The following precautions will decrease the likelihood of tick attachment.

1. Wear high boots or tuck pant cuffs into socks. Tuck shirt into pants. Do not wear short pants. Application of commercial insect repellents containing diethyl toluamide (DEET) to the pants may assist in repelling ticks.
2. If possible, avoid game trails or old roads overgrown or closely lined with vegetation. Tick levels may be high in areas frequented by animals.
3. When resting, sit on a bare rock, a ground sheet, or a vegetation-free area instead of stretching out on vegetation.
4. Make daily examinations for ticks, paying particular attention to the pubic region, the base of the skull, and the scalp. Check the backs of everyone in the group and carefully inspect any children. Clothes should be closely examined for ticks, especially near the collar, after they have been hanging overnight.

If you have the following symptoms within days or weeks after being bitten by a tick, please report them to your first aid attendant and family doctor immediately. Tell your doctor when and where you were bitten by a tick. If possible, keep any removed ticks

and take them to your doctor who may need to have the ticks identified. Ticks can be stored in any sealed container in a fridge or freezer.

1. General symptoms of fever headache, muscle and joint pains, fatigue or weakness of the muscles of the face.
2. Skin rash, especially one that looks like a "Bull's Eye". It may or may not be where the bite was.
3. In some cases paralysis may occur. The paralysis usually starts in the feet and legs and gradually works its way up to the upper body, arms and head. This paralysis can develop from within a few hours to several days.

Handy links:

ticks in BC government guide <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/animals-and-crops/plant-health/insects-and-plant-diseases/home-garden/ticks>  
<https://canlyme.com/lyme-basics/tick-removal/>

tick removal video <https://www.youtube.com/watch?v=AmM5NmQMhVo#action=share> [https://www.youtube.com/watch?v=1Na6\\_CORwTE](https://www.youtube.com/watch?v=1Na6_CORwTE)

## **WHMIS And MSDS :**

Workplace Hazardous Materials Information System is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces. Information is provided by means of product labels, material safety data sheets (SDS) and worker education programs. The main components of WHMIS are hazard identification and product classification, labelling, material safety data sheets, and worker training and education. Raven's work activities limit the exposure to hazardous materials but there is the possibility of coming into contact with gasoline and Fertilizer.

### Fuel Handling

- When working with any fuels exercise caution at all times. Do not smoke around or have open flames near a fuel container. If you spill fuel on your clothing, immediately remove yourself from any flame source and change clothes.
- Review WHMIS information if working with gasoline, diesel, stove fuel, propane or fire foam or other types of Dangerous Goods.
- Always read the label on any product with a WHMIS sticker if you are required to use it.
- Always store compressed gas cylinders in a safe location.
- Keep open flames away from any container marked "Flammable".
- Always wear required protection gear as indicated on the WHMIS label.
- Know how to access the Material Safety Data Sheets (MSDS) when required.
- Do not work with any regulated material if you are unfamiliar with the substance or do not have the proper protective equipment.
- Do not do any task that you are untrained or unprepared to do.
- Report any problems you encounter to your supervisor immediately.
- SDS sheets are available in the bulletin binder.

What hazardous products will the worker find on the job site.

Workers in the firefighting, tree planting and forestry field should be familiar with the following products;

Compressed gases.

Propane tanks are commonly used in forest camp situations. The containers are under great pressure and contain a flammable substance. These tanks will show both the compressed gas and flammable symbols. Handle these tanks with care and avoid dropping them, avoid smoking within 50 metres and keep them away from open flame or high heat sources.

Flammable/Combustible materials

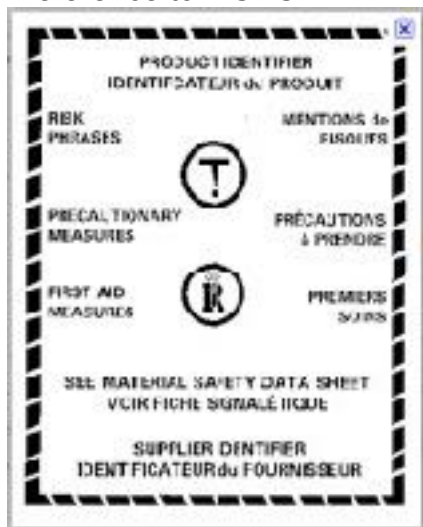
This class covers gasoline, oil and diesel, commonly used in forestry operations. Follow all precautions listed on the container. Keep the containers in a safe area away from heat or open flame. Insure all containers have proper labels indicating the contents. No smoking within 10 metres. Avoid prolonged breathing of the vapors.

Understanding the WHMIS label.

Workplace hazardous materials will come with a Supplier Label. These labels will show seven types of information. The hatched border makes these labels easy to identify but is no longer required.

The information on the label will include the following:

- Product name
- Hazard symbols
- Risk phrases
- Precautionary measures
- First aid measures
- Supplier identifier
- Reference to MSDS



- The product name is the common name used to identify the material, such as "Gasoline".
- The hazard symbol will be any of the 10 symbols that are appropriate to the material. More than one symbol may be present.
- The risk phrase will be a brief description of the main risk, such as "Flammable".
- The precautionary phrase gives a warning of the hazards associated with this product.
- The first aid measure will be a brief description of what first aid steps should be taken if contact with the material happens.
- The supplier identifier is the products name.
- The reference to SDS (Safety Data Sheet) means that there is a sheet with more information available. These sheets were previously call MSDS (Material Safety Data Sheets)
- If a hazardous material has been transferred from its original container, a smaller label

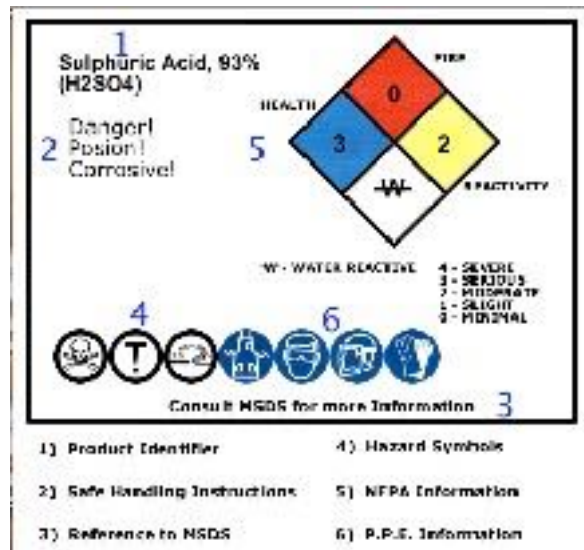


should be placed on that container. This label should have at least the product name, safe handling procedures and a reference to the SDS sheet.

Other identifiers are a) placards, b) warning signs, c) colour

codes. Warning Samples:

Colour coding samples:



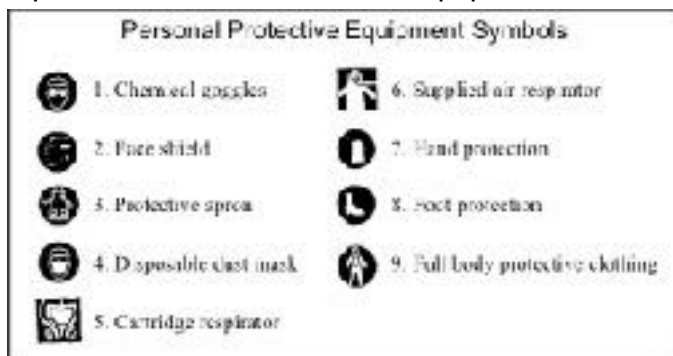
How should hazardous products be handled.

Any worker using a product that has a WHMIS label should follow the cautions and instructions on that label.

Protective equipment symbols are another form of letting the worker know how to handle the material. Attached is a chart of those symbols.

Become familiar with them and use whatever protective gear is required.

### Sample of Personal Protective Equipment



The WHMIS shippers label can accommodate just so much information. In order to provide the user with more information, the supplier must provide a technical data sheet known as the Safety Data sheet (SDS).

The SDS will provide:

- Product ingredient
- Specific hazard information
- Measures needed to protect workers
- Safe handling and storage information
- Emergency procedures
- Detailed health and safety information

SDS are located in the bulletin Binder

Workers should familiarize themselves with the emergency procedures of specific products used on their work site. These procedures will be listed on the SDS for that product.

The Safety Data Sheets should be no older than 3 years.

For More information refer to link below

[worksafe BC WHMIS resource pdf](#)

### **Lightening:**

AVOID:

- water,
- metallic objects
- high ground
- solitary tall trees.
- close contact with others, spread out 15-20 ft. apart.
- Avoid open spaces.

Seek shelter in crew cabs first. A person inside a fully enclosed metal vehicle must not be touching metallic objects referenced to the outside of the car. Door and window handles, radio dials, CB microphones, gearshifts, steering wheels, and other inside-to-outside metal objects should be left alone during close-in lightning events. We suggest pulling off to the side of the road in a safe manner, turning on the emergency blinkers, turning off the engine, putting one's hands in one's lap, and waiting out the storm. if that is not possible, Seek clumps of shrubs or trees of uniform height. Seek ditches, trenches or the low ground. Seek a low, crouching position with feet together with hands on ears to minimize acoustic shock from thunder.

When to Seek Safe Shelter: Lightning can strike as far as 10 miles from the area where it is raining. That's about the distance you can hear thunder. If you can hear thunder, you are within striking distance. Seek safe shelter immediately.

## **Earthquakes:**

If indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

If outdoors

- Stay there
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects. Workers should be especially wary of falling trees during an earthquake.
- If in a moving vehicle
- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.
- Gather at muster point to account for everyone. Follow ERP

## **Signing In and Out of Worksite:**

All workers must sign in at the beginning of the day and sign out at the end of the day ON the worksite, not at base camp or before getting into the trucks. Sign up sheets are found with the supervisor. Scores are also entered on the sign-out sheet. Any worker wishing to leave the work site for any non-illness/first aid reason must contact their supervisor. Workers are not allowed to leave the worksite on their own. Failure to organize with a supervisor will result in immediate dismissal. Employees are not allowed to hitch hike back to town. If the reason is first aid, employee must see the first aid attendant.

## **Personal Protective Equipment (PPE) policy:**

An employee is responsible for providing:

- clothing needed for protection against the natural elements,
- Safety whistle (fox 40 is recommended)
- general purpose work gloves and appropriate footwear including safety footwear.

All employees when they are hired will be provided with the following additional required PPE when required, and instructed on its proper use and care:

- hi vis clothing
- safety headgear (if not provided above)

Employees are responsible for keeping all PPE in good working condition and notifying their supervisor if any PPE no longer meets safe standards.

The minimum requirement when on our worksite is: safety footwear, work gloves and safety whistle. A hardhat is not required while working inside equipment if no hazard exists. Additional PPE may be required based on the job task, client requirements or as determined from onsite hazard identification.

All PPE must meet regulatory and Canadian Standards Association (CSA) standards.

The following provides a guideline to the requirements and use of PPE. Reference: Occupational Health and Safety Regulation (OHSR) on the WorkSafeBC website under OHS Regulation, Part 8 Personal Protective Clothing <http://www2.worksafebc.com/publications/OHSRegulation/Part8.asp>

PPE	Requirements	Used in these situations
<b>High-visibility clothing</b>	<ul style="list-style-type: none"> <li>• The apparel must be a colour that contrasts with the environment.</li> <li>• Must have at least 775 sq cm of fluorescent / retro-reflective trim on both the front and back.</li> <li>• Additional requirements apply if used for traffic control.</li> </ul>	<ul style="list-style-type: none"> <li>• When worker is outside of a vehicle or machine, or office.</li> </ul>
<b>Head protection</b>	<ul style="list-style-type: none"> <li>• High-visibility, side impact hardhat.</li> <li>• Cleaned regularly and stored away from grease and tools.</li> <li>• Must be free of cracks, dents or any other damage.</li> <li>• Chin straps must be used when workers are climbing, working from a height exceeding 3m, or working in high winds.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be worn in any work area where there is a danger of head injury from falling, flying or thrown objects, or other harmful contacts.</li> </ul>
<b>Hearing protection</b> OHSR Part 7 Noise, Vibration, Radiation and Temperature	<ul style="list-style-type: none"> <li>• WorkSafeBC's noise exposure limits are: <ul style="list-style-type: none"> <li>○ 85 dBA Lex daily noise exposure level</li> <li>○ 140 dBC peak sound level</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• If those levels cannot be practicably met, the employer must: <ul style="list-style-type: none"> <li>○ Reduce levels as low as possible</li> <li>○ Post warning signs regarding noise hazard areas</li> <li>○ Provide to workers hearing protection that meets CSA standards, and ensure it is worn effectively in noise hazard areas.</li> </ul> </li> </ul>
<b>Limb and body protection</b>	<ul style="list-style-type: none"> <li>• Must be stored in a dry area.</li> <li>• Must be free of holes and, in the case of hand protection, made of a material that provides a good grip.</li> <li>• Must be impermeable if used in refueling.</li> </ul>	<ul style="list-style-type: none"> <li>• When the worker is exposed to a substance or condition that is likely to puncture, abrade or affect the skin – or be absorbed through the skin.</li> </ul>
<b>Eye and face protection</b>	<ul style="list-style-type: none"> <li>• Safety eyewear must fit properly and include side shields when necessary for worker safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety eyewear must be worn when working in conditions that are likely to injure or irritate the eyes.</li> <li>• Face protectors must also be used if there is a risk of face injury.</li> </ul>

PPE	Requirements	Used in these situations
<b>Safety footwear</b> CSA Z195 – Protective Footwear	<ul style="list-style-type: none"> <li>Workers must protect their feet from hazards by selecting and correctly using protective footwear certified by CSA Group.</li> </ul>	<ul style="list-style-type: none"> <li>Safety footwear must consider the following factors: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock, and any other recognizable hazard.</li> <li>Toe and metatarsal protection, puncture resistance, and/or dielectric protection must be used where appropriate.</li> <li>Caulked or other equally effective footwear must be worn by workers who are required to walk on logs, piles, pilings or other round timbers.</li> </ul>

I have read the PPE policy of my company. By signing this form, I agree to use the appropriate PPE in the situations described above, and report any deficiencies in my PPE to my supervisor. I understand that specific PPE requirements are included in our company safe work procedures however additional PPE may be required based on a job task, client requirements or as determined from onsite hazard identification.

(Supervisor name: \_\_\_\_\_ )

**E m p l o y e e**  
**Name:** \_\_\_\_\_

**Date**  
**:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### Job Specific Safe Work Procedures

#### ATV

- ATVs are only to be operated by designated trained drivers.
- Helmet must be worn at all times, no exceptions.
- Safety boots, long sleeves and gloves also required.
- Passengers are strictly prohibited from riding on ATV
- Operate according to manufacturers specifications.
- ATV are not be operated on hills with a grade greater than 30%
- Operator should be familiar with ATV's operating manual (which is available)

#### Chain Saw Operator

- Personal Protective Equipment:
- Hi-visibility Hard Hat
  - Steel Toed Footwear

- Safety Whistle
- Eye and Hearing Protection
- Leg Protection
- Field Dressing
  
- Saws are to be maintained in good running order.
- Place a saw on a firm base when starting.
- Shut off saw when cleaning it.
- Fuel is to be carried in an approved container suitably marked.
- Be aware of hot exhaust system when servicing and filling.
- Do not smoke when refuelling.
- Shut off saw when carrying it any distance.
- When carrying the saw, keep the bar to the rear to avoid falling on the chain if you trip.
- To reduce the risk of kickbacks, keep a firm grip on the saw with thumb around the handle.
- NEVER OPERATE SAW WITH ONE HAND.
- Avoid touching limbs or other objects with the tip of the bar.
- Chain brakes are to be maintained in good order.
- Never operate saw above chest height.
- Co-workers should stay at least five meters from someone who is operating saw.
- When felling trees, co-workers should be a minimum of 1.5 tree lengths from the Faller.
- review Ergonomics handouts for tips on how to prevent Muscular Skeletal Injuries.

## **Brush Saw Operator**

Personal Protective Equipment:

- Hi-visibility Hard Hat
- Safety Whistle
- Hearing Protection
- Suitable Footwear
- Eye Protection
- Field Dressing

-

Read Operators manual before using brush saw.

- Saws are to be maintained in good running order and should be adjusted so that the blade is not spinning when saw is idling.
- modification are not permitted to the blade guard.
- Shut off saw when cleaning it.
- Fuel is to be carried in an approved container suitably marked.
- Do not smoke when refuelling.
- Shut off saw before refuelling and move at lest three meters away from fueling spot.

- Keep at least fifteen meters or two tree lengths between you and the other workers.
- Do not operate saw with one hand.
- review Ergonomics handouts for tips on how to prevent Muscular Skeletal Injuries.

### **Hand Tools:**

#### Personal Protective Equipment:

- Suitable Footwear
- Eye Protection (if deemed necessary)
- Field Dressing (if deemed necessary)
- Gloves

- Keep hand tools sharp.
- Always use a file with a handle over the tine.
- Be aware of fellow workers and keep a safe distance from them.
- review Ergonomics handouts for tips on how to prevent Muscular Skeletal Injuries.

### **Cone Picking:**

#### Personal Protective Equipment

- Suitable Footwear
- Eye Protection (if deemed necessary)
- Gloves
- Hard hats (when working on blocks with active machinery)
- Hi visibility vest-Cone pickers should stay within 3 tree lengths distance away from any active logging machinery.
- Cone pickers should stay 5 meters away from anyone using a chain saw.
- Cone pickers should always be aware of the location of logging machinery in relation to their location
- Pickers should try to alternate picking hand and movement used in dislodging cones so as to minimize strain on wrist and hands
- Pickers should try to develop several methods of detaching the cone from the tree branch so as to avoid repeating the same movement over and over again. Different techniques include:
  - using the palm of the hand
  - using the thumbs
  - using the tips of the fingers to “pry”
  - rolling the cone off its branch
- Cone pickers should be informed of any hazards present on site through the Crew Safety Meeting preceding each new work site.
- Cone pickers should never engage active logging machinery, if the need should arise to pass within the safety limit, workers should be in the company of someone



in radio contact with the machinery. Workers should maintain safe distance from the machinery, until eye contact is made with operator, and machine is lowered and inactive.

- If a Cone Picker should need to communicate with operators of Machinery, the appropriate radio channel will be posted in the ERP alongside the necessary radio.
- Cone pickers should be aware of all other safe rule procedures regarding no work zones, danger trees, steep slopes and others listed in the OHSP

## **Helicopter:**

Personal Protection Equipment:

- Non-conducting hardhat with chinstrap: non-conducting because static electricity builds up on an airborne Helicopter, chinstrap will keep hardhat from blowing into the rotor.
- Eye goggles: rotor wash will lift sand, grit and small pieces of debris that could harm or irritate eyes.
- Ear protection: prolonged exposure to high frequency noise can damage hearing permanently.
- Snug fitting clothes: to prevent snagging - avoid synthetic materials such as nylon
- nylon builds up static charges and offers no protection in fire - it melts and sticks to the body - cotton and wool materials, which are flame resistant, are preferred.

When approaching the Helicopter:

- Remove any headgear that is not secured with a chinstrap.
- Always approach and depart from the front, so you are visible to the pilot at all times and, to avoid the tail rotor which is closer to the ground.
- Take precautions and crouch over when in the vicinity of helicopters.
- Never raise anything above your head.
- Never carry tools upright or over your shoulder.
- Never throw equipment from or around a helicopter - any object which strikes the rotors, not only damages the unit, but also becomes a dangerous flying projectile.

Before Take Off:

- Obtain the pilot's approval before boarding the aircraft.
- Do not slam the doors - they are light aluminum alloy and can be easily damaged.
- Fasten seat belts and keep them on during flight.
- Do not smoke.
- Ensure the BEAR SPRAY is stored in the cargo area of aircraft and never brought

into the passenger area.

During Flight:

- Do not move around especially in light helicopters.
- Hold onto your gear at all times - keep your gear and yourself well clear of foot and hand controls - unnecessary force or pressure on the controls could restrict the pilot's ability to operate the aircraft.
- Secure loose articles, if doors have been removed or windows are open for the flight - they could be sucked into the turbines or rotors.
- Do not open doors during flight.
- Do not watch the rotor blades during flight - they may cause you to become nauseous.
- Alert the pilot to other aircraft or obstacles he/she may not be aware of - do not distract the pilot with idle conversation.

## **Tree Planting**

- Attend each Project Orientation for information on hazards specific to that worksite.
- Understand and know your safety responsibilities, relevant company policies, reporting procedures.
- Ensure you are properly trained for the job at hand.
- Report to work with adequate food and water for the day.
- Know what PPE you are required to wear, and do so.
- Always wear proper footwear.
- Arrive in as good as physical shape as possible. Stretch often throughout the day.
- Always carry dry clothes, rain gear, and sunscreen to use as needed.
- Only listen to music at a level whereby you can hear Emergency signals and/or people or wildlife behind you. Be aware of your surroundings. Only one ear bud or external speaker may be used.
- Know your limits and report to your supervisor if you are feeling overly tired, ill, injured or otherwise unqualified to perform your job safely.
- Do not overload your bags or carry weight beyond your capability.
- Do not twist your back when putting loaded tree bags on or moving tree boxes; bend with your legs.
- Do not jump off the back of a truck. Back down and maintain 3 points of contact.
- Avoid jumping off logs.
- Avoid walking on logs which appear to have been burnt, rotten loose bark, are suspended, or are covered with snow, ice, or frost.
- Use caution when moving across uneven, slashy or steep terrain. Do not assume the ground is stable. Test hand and foot holds before putting your whole weight down.

- Do not carry your shovel over your shoulder. If you stumble you may hit yourself in the head with the blade.
- Keep the weight of your bags as balanced as possible.
- Keep your whistle with you at all times. Make sure you are given a radio and/or clear check-in procedures if working alone.
- Wear bright visible clothing while working, so that your foreman can more easily see you.
- Know the emergency evacuation signals and plan for every block, as well as where to find information you need, such as your physical location on a map.
- Keep your bags and shovel in good working order. Ensure your shovel is the proper length for your height.
- Work with gloves on; remove them when eating or smoking. Wash hands or use wet-nap type wipes as often as possible when eating or going to the washroom.
- Know what to do in the event of an encounter with wildlife.

### **Working Alone:**

- employees working alone will have to follow radio check-in procedures. (every two hours)
- Employees working alone will have access to a vehicle and first aid kit.
- Employees working in remote areas should be in constant visual and audio contact with their co-workers and their supervisor.
- Employees working alone should be familiar with their location worksite map
- Employees working alone should be familiar with the ERP

### **Motorized Wheelbarrow:**

- Operator must be familiar with operating manual and be trained to used wheelbarrow
- Proper PPE must be worn: work boots and gloves
- Do not overload wheelbarrow (max load of 600 pounds)
- No passengers

### **Driving:**

At the initiation of employment the Supervisor will provide the new employee with a copy of these guidelines.

- The Supervisor will review the guidelines in detail with the employee and will assist the employee with becoming familiar with the vehicle he/she will be operating.
- Operating manuals should be made available.
- Once each driver has completed an orientation he/she will sign the Driver acknowledgment of responsibilities form.

The Raven Venture Ltd driver guidelines, as given below, provide drivers with the requirements for safe use of company vehicles. This includes ensuring drivers are capable of safe use of the vehicle as well as ensuring the vehicle they drive is in good operating condition. These guidelines are to be distributed and reviewed with each person that will be driving a Raven Venture Ltd vehicle. The guidelines become particularly important when the driver is transporting a number of workers to the job site. Each employee will be given an orientation as to the correct operation of each individual vehicle he/she will be operating.

## 1. Driving Ergonomics

Driving creates significant stress to the neck and the upper and lower back. While this should go without saying only use cars that you fit into properly. Compact cars often do not fit taller users. For others certain seats may not support them properly. Safety is always the first concern. Never make an adjustment that would make you less likely to see the road, your mirrors, or the instruments easily.

Proper adjustment:

- Bring the seat height up until you can comfortably see the road and instruments and your hips are as high as your knees. If you are too low try adding a cushion or wedge to the seat. This can also decrease vibration from the road which has been shown to contribute to injury. Be sure it does not make you too high so that you have to bend your head down or to the side.

- Scoot the seat forward so you can reach and completely depress all the foot pedals without coming away from the seat back.

- Bring the back forward until you are reclined at a 100-110 degree angle. This decreases the pressure on the discs in your low back. Adjust your headrest so it rests in the middle of your head. Adjust the lumbar support so you have even back support. This should be supportive and comfortable. A lumbar cushion can be added if your car lacks sufficient lumbar support.

- Tilt seat cushion until it evenly supports your entire thigh without pressure in particular areas and does not hit the back of your knees. If it presses unevenly you can restrict circulation and cause discomfort in the legs.

- Adjust the seat belt to fit you instead of adjusting the seat to accommodate the seatbelt position.

- Bring the steering wheel down and toward you to minimize reach. The less your elbows reach forward and up the less the strain on your neck and upper back.

- Now adjust the mirrors. If you start to slouch down or get in a bad position the mirrors will feel as they need to be adjusted and cue you to sit back up.

- How you hold the steering wheel is also important. Instead of holding close to the top of the wheel at the 10 and 2 o'clock positions lower them to 9 and 3 o'clock. You can feel the shoulders muscles relax some when you do this. Other than while

turning, avoid reaching across your body to hold the steering wheel. For example, don't hold the very top or right side of the wheel with your left arm or vice versa. Try to keep your wrist straight while holding the steering wheel.

-Always remove your wallet from your back pocket before sitting. This causes the pelvis to twist stressing the back.

-When getting in to the car sit first and then swing your legs into the car. To get out slide the legs out first and then stand up to decrease low back strain.

-Take frequent breaks to get out and stretch at least every 2 hours. This is important for your back but also your hands as holding a steering wheel for long periods can contribute to carpal tunnel syndrome. If you get to your destination 3 minutes earlier but are stiff and painful you won't be very effective!

## 2. Driving Responsibilities

As a vehicle operator for Raven Venture Ltd. you are expected to do the following:

-Be familiar with all operating aspects of the vehicle. Manuals and training should be made available before operating the vehicle.

-While operating a Raven Venture vehicle you will be expected to abide all laws governing the driving of vehicles on B.C. roads.

-In particular the driver must abide by the Motor Vehicle Act of B.C. This includes, but is not limited to, the rules that govern speed limits and the use of seat belts. Buckle Up and instruct your passengers to do so as well.

-Drive according to the conditions of the road. Slow down when snowing/raining/muddy.

-No dogs or other animals are allowed in the passenger area.

-Fines and charges incurred while the driver is operating a Raven Venture Ltd vehicle will be the responsibility of the driver.

Daily and while operating:

-Fill out driver log and checklist before leaving camp.

-Drive in a safe and responsible manner; obey all regulations and posted speeds. Drive according to road conditions. Slow down when wet, snowy or muddy.

-Keep the interior clean and organized (absolutely no smoking in vehicle).

-Be alert for any unusual noise, vibration, or smell.

-Use the gears to help slow the vehicle when going down hill.

-Insure all safety equipment is secure and accounted for.

At each fill up:

-Check engine oil, windshield washer level.

-Visual check of tires.

-Inspect under vehicle - shocks, exhaust, anything hanging?

Monthly Maintenance to be completed by supervisor:

- Air cleaner (more often if dusty roads)
- Engine coolant level
- Power steering fluid
- Brake fluid
- Tire pressure
- Wash vehicle

### 3. Vehicle Maintenance

Each vehicle will be inspected and serviced accordingly by a licensed mechanic at the beginning of every season. The company maintains an ongoing relationship with a certified mechanic who will perform all servicing as necessary.

Each driver shall inspect and maintain as well as keep the vehicle clean and tidy and report any concerns to his supervisor who in turn should decide the course of action for repairs or any other maintenance. As the driver of a vehicle you must be prepared to carry out regular inspections and maintenance of the vehicle, reporting any problems to your supervisor. A daily driver log is to be completed every day, and a Vehicle Maintenance Report is to be completed every second shift.

The following items should be carried in all vehicles. The daily driver log necessitates that drivers inspect the vehicle and verify all items are present. If any items are missing notify your Supervisor.

1. Tow chain or rope
2. Spare tire with wheel wrench and jack
3. Level 1 First Aid kit (under passenger seat)
4. Jumper cables (under rear seat)
5. Fire extinguisher (under rear seat)
6. Spare key (hidden outside vehicle)
7. Shovel and Axe (I the back of truck)
8. Road flares or reflectors (under rear seat)
9. Tire chains as required
10. Eye Wash (glove box)

### 4. In Case of Accident

In case a driver is involved in an accident while driving a Raven Venture Ltd vehicle the following procedure must be followed:

1. Move all involved vehicles safely off the main roadway (if possible). If not possible, place the road flares or reflectors to warn and guide oncoming traffic.
2. Call for medical help for the injured.
3. Contact the RCMP and stay until they arrive. Never admit guilt or negligence.
4. Get information from each driver involved: Name, Address, Phone Number, Driver s License Number, Vehicle License Plate Number, Name of insurance

company.

5. Get the names, addresses, and phone numbers of all witnesses to the accident.
6. Write down all details of the accident while they are still fresh in your mind.
7. Draw a diagram of the accident scene, including stop signs, traffic lights, objects on the road, distances.
8. Take photos of the accident scene if possible.
9. Complete an Automotive Accident Report and notify your Supervisor.

#### 5. Use of Radios

Vehicles operated by employees are outfitted with 2-way radios, for making contact with other drivers or making emergency calls. Drivers will be required to abide by the following procedures for radio use:

-Drivers will make themselves familiar with the workings of any particular radio prior to taking the vehicle onto a logging road. This may include a review with someone who is familiar with the radio or a review of the users manual combined with practice.

-Drivers will make themselves familiar with the protocol used on the specific logging road network. Different areas will use different methods of communicating the direction of travel on a logging road. Commonly used indicators are: Empty and Loaded (Logging Trucks), Empty Pickup/ Loaded Pickup, Up and Down, East and West, in and Out. Other methods of communicating the direction of travel may be used in specific instances. Make sure you know the local protocol before proceeding up a logging road. Don't hesitate to ask over the radio for the correct method of calling your kilometers.

-The listing of radio frequencies will be reviewed when starting travel on a logging road to determine the correct channel to be used. The radio frequency in use on the main logging roads will generally be given on a sign at the start of the logging road. Review the channel listings to determine the frequency in use on the road to be traveled. A listing of frequencies is found in the WSBC binder in every truck.

To avoid accidents with oncoming traffic on narrow logging roads the radio will be used to "call out the kilometers". To use this system effectively:

-Tune in correct frequency for the logging road

-Be aware of which direction trucks are traveling on the road and use the local method to indicate that you are starting to travel up the logging road.

Identify your vehicle as a pickup to help other drivers on the road.

-Be aware of the kilometer marking system in use on the logging road. Signs are posted along the side of the logging roads generally every kilometer and indicate the distance to the highway. These markers provide a reference to use when calling out kilometers. For example, drivers may call out "7 empty pickup" when passing the 7

kilometer sign board while heading up the logging road away from the highway.  
-Listen closely for other traffic traveling on the road, particularly traffic heading towards your vehicle. Remember that there may be traffic without a radio traveling on the logging road.

-Call your kilometers clearly and consistently

When you are about to meet the oncoming vehicle you will:

1. Slow down and pull the vehicle to the side in a wide spot on the road and allow the oncoming traffic to pass.
2. Communicate with the oncoming driver to inform him/her of the approximate location where you are pulled over, for example "in the clear at 12 kilometer".
3. Pass the oncoming vehicle without pulling over only if it is clear and the road is sufficiently wide to do so. In all cases a logging truck will have the right of way.
4. If there is faster traffic coming up behind you, communicate on the radio that you will be pulling over at the next wide spot to let them pass by. Don't feel pressure from anyone, (passengers or other traffic) to drive faster than road conditions and your driving experience and ability dictate.

## **Forest Fires:**

Raven Ventures Ltd employees must be prepared for the possibility of emergency fire fighting during the forest fire season, either through accidental ignition while working or from discovery of a fire while traveling to or at the work site. To this end, all employees will receive basic fire fighting instruction at the commencement of work in the spring. Instruction will include procedure for reporting a forest fire, initial attack, fire safety, fire pump set-up and operation. Employees will be required to participate in a field training session for basic fire fighting methods.

## **Fire Suppression Guidelines**

There are four basic rules in fire suppression:

1. Fast Initial Attack - be organized, move a crew to the fire as quickly as possible, and stop the fire from spreading.
2. Aggressive Action - deploy adequate resources in an organized manner, work hard and quickly to bring the fire under control.
3. Prompt and Complete Mop-Up - If the fire is contained, a thorough mop-up must commence immediately to ensure the fire is out.
4. Initialize a contact with Rap attack crew and notify licensee and ministry.

Attacking a Fire



The basic approach to successful fire suppression is to attack where the fire is most likely to escape.

There are three ways to attack a fire:

1. Remove the fuel by cutting a path or trail between the fuel supply and the fire.
2. Remove oxygen by shovelling soil over the fire.
3. Remove the heat by applying water at the base of the flames. Brushing crews should concentrate on getting quickly to the fire with hand tools and hand tank pumps.

### Use of Hand Tools in Attacking a Fire

Hand tools used in fire fighting are simple and effective, but they can be dangerous when used carelessly. Abide by the following safety rules to decrease the risk of injury to you and to fellow crew members.

1. Carry tools at waist level and not over shoulder. This will allow you to throw the tool clear if you fall.
2. When walking along a hillside, carry tools on the downward side.
3. Pass tools to others, handles first. Never throw them.
4. Do not leave tools where they may be walked on. Lean them against a tree or rock.
5. The hand-tank pump has an 18 litter capacity therefore it must be used sparingly. The tank should be carried on your back; when full it weighs about 50 pounds so be cautious, it can unbalance you.

### Emergency Response Plan (ERP)

Each forestry operation undertaken by Raven Venture Ltd will require specific Emergency Response Plan (ERP). The function of the ERP is to quickly provide information regarding:

- Emergency responsibilities
- Emergency Procedures
- Communications

#### Emergency responsibilities

The supervisor on the work site is responsible:

- to carry out inspections to identify potential hazards and corrective actions
- to ensure there is a trained first aid attendant, as required by regulation, with a maintained First-Aid Kit
- to have documented safety meetings discussing safety, emergency and evacuation procedures and to update these procedures as required
- to post in an accessible location the list of emergency contacts (including updates)
- to identify a person to be team leader (usually First-Aid attendant) in the event of

an emergency and a person to contact external emergency responders, if required

- to initiate the emergency response process, i.e. stop work, site containment, search-and- rescue and First-Aid procedures
- to communicate incidents/emergencies to head office (if applicable), families, communities, etc.
- to investigate incidents/emergencies that have occurred.

### The Emergency Response Plan Sheet/Contact Sheet

The ERP sheet displays the following information:

- A clear description of First Aid equipment location and available transportation.
- A clear and concise procedure in case of a serious injury to a worker.
- A current listing of First Aid attendants available on the work site, and where they are located.
- A geographic description of the work site.
- Phone numbers of the nearest medical facility.
- Phone numbers for the nearest helicopters in the case of extreme emergency.
- Emergency response team names with individual responsibilities by each member.

The ERP sheet is updated at each job site. It is located on the dash of each company vehicle for easy access by every employee. All work sites must be visited by the site supervisor and at least one member of the safety team. Their job is to make sure the Emergency Response Plan will work on each site – that means adjusting the plan to the site's logistics as required. Included in the items to be examined are:

- Communications – where in the site is there a danger of communication blackout? How far do workers have to go to get back into communications range
- Emergency access – what is the fastest, safest route in for outside emergency responders?
- Evacuation procedures – identify the safest routes out of the work site in the event of an environmental emergency?

### Communication during Emergency:

If you cannot get out using phone services, then notify the appropriate Licensee office using radio, and someone will arrange the emergency transport services for you. Stay in contact to relay additional information. If you cannot contact office using phone services or radio, try contacting any individual with radio or telephone access to relay the emergency to Office or Ambulance. If you cannot reach anyone by phone or radio, send someone on site to establish contact from a point where you can relay

messages. If you do contact someone and help is on the way, stay in contact to provide emergency transport services with more details and receive instructions if required.

## Types of Emergencies

### Injury/Medical Emergency:

Minor wounds, breaks, strains:

- Call / radio 1<sup>st</sup> Aid Attendant to the scene.
- Ensure site is safe, then stabilize patient (provide first-aid), transport to hospital, if necessary. The 1<sup>st</sup> Aid Attendant does not have the authority to overrule a workers decision to seek medical attention.
- Advise office and hospital when you are on route.
- If accident is the result of a motor vehicle accident, please advise the RCMP.

Serious Injury:

- Notify First Aid Attendant/Foreman immediately and communicate the location and severity of injury, using whistle, three honks of the truck horn or radio.
- Once attendant arrives at scene head to ETV to muster evacuation team.
- If injury of a serious nature, sound three long horn signals from ETV, to signal crew to stop work and muster at ETV.
- Once mustered, instruct and mobilize all members of Emergency Response team.
- Attendant shall evaluate method of evacuation (ETV or Helicopter).
- If deemed necessary establish radio contact with local Emergency services with location coordinates and emergency status.
- When transporting an injured worker, the First Aid Attendant should, at the first opportunity, call the hospital emergency to notify them that an injured worker is being transported.
- Once patient is safely evacuated, document details of incident in Accident Report, provided in Safety Plan.
- Contact WSBC
- Hold crew safety meeting to discuss preventing similar incident. Fill out post injury report and Corrective Action Log.

### Natural Disasters/Severe Weather:

Earthquakes/Slides

- Once the quaking/slide is over, head to the muster point -confirm with foreman/first aid attendant that everyone is accounted for or uninjured
- if missing crew, proceed with Emergency Response Plan for missing workers
- if injured crew proceed with Emergency Response Plan for injured workers
- if all crew is accounted for, confirm if you are returning to work or evacuating.
- if shaking/slide was minimal and worksites seems to be generally unaffected may proceed to with extreme caution
- if worksite is visibly affected by shaking/slides, workers should evacuate so that worksite can be re-evaluated for worker safety.
- careful consideration should be given, especially with slides, to make sure that evacuation access is still open.
- If it is determined that quake/slide has destroyed worksite access, crew should determine the extent of the damage to the road.
- If the damage is minimal and crew can unblock the road, they should proceed to clear access and then promptly evacuate so that proper assessments can be made on structural integrity of the access road.
- If damage is beyond crew's capabilities, contact the licensee so they can send out a road maintenance crew.
- complete an investigation and review findings to see if any corrective action or changes to the OHSP could help prevent further such incidents
- have a safety meeting and notify employees of any changes and inform them of situation to help prevent any further incidents.
- If it is reportable, the Company will notify: Crown Land:

MOF at 1- 250-825-1100

PEP at 1-800-663-3456

### Lightening/Wind Storm

- Follow Safe work procedures for lightening or wind events, seek safety in crew cabs and wait out the storm
- confirm with foreman/first aid attendant that everyone is accounted for or uninjured
- if missing crew, proceed with Emergency Response Plan for missing workers
- if injured crew proceed with Emergency Response Plan for injured workers
- if all crew is accounted for, confirm if you are returning to work or evacuating.
- if wind damage was minimal and worksites seems to be generally unaffected, workers may proceed back to work with extreme caution
- if worksite is visibly affected by wind, workers should evacuate so that worksite can be re-evaluated for worker safety.
- complete an investigation and review findings to see if any corrective action or changes to the OHSP could help prevent further such incidents
- have a safety meeting and notify employees of any changes and inform them of situation to help prevent further incidents.

## Missing Worker

- Notify your supervisor
- help supervisor with search of missing worker in last known location
- if worker is not found within 20 to 30 minutes, go to muster point and honk horn three times
- all employees should make their way to the muster point and help in the search for the missing worker.
- if worker is not found after extensive search, contact rescue operations/911 and relay proper information.
- complete an investigation and review findings to see if any corrective action or changes to the OHSP could help prevent further such incidents
- have a safety meeting and notify employees of any changes and inform them of situation to help prevent further incidents.

## Fatality

- Ensure site is safe.
- Phone 911 or alternate number if using the satellite phone, or RCMP (see phone numbers in injury section above).
- Call WSBC at 1-888-621-7233 Monday – Friday 0830-1630 After Hours 1-866-922-4357.
- Do not disturb the site, cover the body, ribbon off the area, and block access with machine if needed.
- Note: You do not have to answer any questions; nobody is to make any statements to anyone except to the Supervisor.

## Other Emergency Procedures:

Response plans are also listed for other incidents/emergencies. Car accidents are dealt with in section 7.4, fires are dealt with in section 8.0, bear encounters are dealt with in section 6.3.7

## Drills

At least two drills should be conducted per year. One of the drills must be a fire/general evacuation of the work site. The second drill could be anything to test the company's Emergency response plan. The drills will be conducted by either management or supervisors. The results of the drill will be noted in the incident reporting form and marked as drill. The results of the drill will be tabled at the joint Health and Safety Committee meeting and if necessary will result in corrective action and modification of the ERP and administrative controls.

## 7: Incident Reporting and Investigation

As stated in employee responsibilities, all incident and close calls must be reported and have a corresponding Incident Report Form filled out.

Incidents include:

- all injuries whether serious or not
- close calls
- soft tissue / ergonomic / MSI signs and symptoms (ie tendonitis)
- fatalities
- property damage
- Structural Failure/Collapse;
- Major release of a hazardous substance;
- Motor vehicle accident on public road;
- Motor vehicle accident on forest service road;
- Motor vehicle accident on other forestry road (on public or private land);
- Power line contact;
- Explosives handling incident; and
- Fire.

When is an investigation required?

Employers are required to immediately investigate any incident that involves the following:

- Serious injury to or death of a worker
- A major structural failure or collapse
- A major release of a hazardous substance
- Fire or explosion with potential for serious injury
- A blasting accident causing personal injury
- Dangerous incident involving explosives, whether or not there is personal injury
- A diving incident, as defined by the Occupational Health and Safety Regulation
- Minor injury or no injury but had potential for causing serious injury
- Injury requiring medical treatment beyond first aid
- Note: For the first six types of incidents, you must also notify WorkSafeBC immediately. Call toll-free 1.888.621.7233. After hours call 1.866.922.4357.
- If the incident is not one of the types listed above (for example, it was a minor incident and there was no risk of serious injury), you are not required to investigate it.

### Preliminary Investigation:

When an incident occurs, you must conduct a preliminary investigation to identify any unsafe conditions, acts, or procedures—as much as possible—to identify and manage hazards in the workplace. This helps ensure that work can be done safely during the interim period between the incident and the conclusion of the full investigation. The report of the preliminary investigation is to be completed within 48 hours of the incident. The report must be presented to the JHSC and if requested to WSBC.

If the report leads to interim corrective action, a report is required. The corrective action report must include information such as the unsafe conditions, acts, or procedures that resulted in the corrective action, the interim corrective action taken and the date the corrective action was taken. This report must be provided to the JHSC.

### Full Investigation:

The employer must undertake a full investigation immediately following the completion of the preliminary investigation. Employers must determine the cause or causes, and identify unsafe conditions, acts, or procedures that significantly contributed to the incident.

The corrective actions flowing from the preliminary investigation report are focused on corrective actions that will be in place during the interim period until the full investigation is completed. Employers are required to submit their full investigation report within 30 days of the incident to both:

- 
- WorkSafeBC and
- The JHSC/worker representative

Employers must provide a copy of the report that outlines their full investigation's corrective action to the joint committee. This report must also include the following:

- 
- The unsafe conditions, acts, or procedures that made the corrective action necessary
- The corrective action taken to prevent the recurrence of similar incidents
- Employer identification information
- The names and job titles of the persons responsible for implementing the corrective action following the full investigation
- The date the corrective action was taken
- WorkSafeBC may request a copy of either of the corrective action reports from the employer.

## Contact Info:

Relevant authorities must be contacted depending on the incident. They may include, but are not limited to:

-WSBC (fatality, serious injury, hazardous occurrence, etc.) Emergency and accident reporting Monday - Friday, 8:30 a.m. - 4:30 p.m.  
1 888 621-SAFE (7233)

-BC Hydro or local power provider (power lines); Customer Services  
1 800 224 9376  
(Other Areas)

-Ministry of Forest and Range (wildfire and other issues); Report a wildfire  
1800-663-5555 or \*5555 from a cell phone

-ICBC (certain vehicle incidents); Make a claim  
1-800-910-4222

-

Clients and licensees (meeting contractual obligations). Ask for contact info

-RCMP (Fatalities, certain vehicle incidents) 911

## 8. Equipment:

All equipment is to be treated in the kindest way possible. All equipment is subject to a pre purchase assessment. This assessment will verify whether or not the equipment is suitable for the work it is intended for. Vehicles and ATVs being purchased will be brought to a licensed mechanic for a full check up and inspection before being deployed on the work force.

Equipment Maintenance:

All equipment will be examined according to the respective Equipment Inspection Work Sheet before the commencement of work. The equipment inspection work sheets should be completed according to the Inventory and Maintenance Schedule form which track both the number of equipment and the maintenance schedule.



#### First Aid:

First aid equipment should be examined before the commencement of the work season and periodically during the work season (approx once a month). This examination should ascertain if the required supplies are within the kit and whether or not the supplies are in good working order (bandages wet, oxygen tank operating)

#### Vehicles:

Each vehicle will be inspected and serviced accordingly by a licensed mechanic at the beginning of every season. The company maintains an ongoing relationship with a certified mechanic who will perform all servicing as necessary.

Each driver shall inspect and maintain as well as keep the vehicle clean and tidy and report any concerns to his supervisor who in turn should decide the course of action for repairs or any other maintenance. As the driver of a vehicle you must be prepared to carry out regular inspections and maintenance of the vehicle, reporting any problems to your supervisor. A daily driver log is to be completed every day, and a Vehicle Maintenance Report is to be completed every second shift.

#### Brushing Saw and Chain Saws:

Each saw should be examined before the commencement of work to verify that it is in good working condition. The saws should be maintained in good working condition during the work season.

#### Hand Tools:

Hand tools will be examined before the commencement of the work season to make sure they are in good working condition. Tools should be maintained in good working condition during the work season.

#### ATV:

ATVs will be inspected and serviced accordingly by a licensed mechanic at the beginning of every season.

ATV users should perform a daily visual inspection of the ATV. This inspection should verify

- tire integrity
- tire pressure
- ATV under-carriage
- fuel level
- brake function
- emergency brake function

An ATV inspection/maintenance checklist should be filled out every second shift.

## Communications Equipment

Communications Equipment will be examined and serviced if necessary before the commencement of the work season. Radios should have the proper frequencies. Satellite phones should be checked to ensure they are working. Instructions on operating the Satellite phone should always be included in the carrying case. Communications equipment should be maintained in good working condition and any problems encountered should be reported immediately to supervisor.

## Vehicle Safety Equipment:

The following items should be carried in all vehicles. The daily driver log necessitates that drivers inspect the vehicle and verify all items are present. If any items are missing notify your Supervisor.

- 
- Tow chain or rope
- Spare tire with wheel wrench and jack
- Level 1 First Aid kit (under passenger seat)
- Jumper cables (under rear seat)
- Fire extinguisher (under rear seat)
- Spare key (hidden outside vehicle)
- Shovel and Axe (I the back of truck)
- Road flares or reflectors (under rear seat)
- Tire chains as required
- Eye Wash (glove box)

## First Aid Equipment:

-Level 1 First Aid Kits are located in each company vehicle, either under the back seat or in a tuperware in the rear of the vehicle.

-Level 3 First Aid Kits are located in the designated "ambulance" and should be appropriately tied down so as to not shift when vehicle is in use.

-Level 3 first aid kits should not be in regular use, only in the case of an emergency and only by a certified level 3 first aid attendant.

## 9: Harassment and Bullying

### Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

### Bullying and harassment:

includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

### Sexual Harassment

Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment. Examples of sexual harassment include, but are not limited to:

- a person in authority asking an employee for sexual favours in return for being hired or receiving promotions or other employment benefits;
- sexual advances with actual or implied work-related consequences;
- unwelcome remarks, questions, jokes or innuendo of a sexual nature including sexist comments or sexual invitations;
- verbal abuse, intimidation or threats of a sexual nature;
- leering, staring or making sexual gestures;
- display of pornographic or other sexual materials;
- offensive pictures, graffiti, cartoons or sayings;
- unwanted physical contact such as touching, patting, pinching or hugging; and physical assault of a sexual nature.

### Workers must:

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

### Application:

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

Annual review:

This policy statement will be reviewed every year. All workers will be provided with a copy.

Workplace bullying and harassment reporting procedures:

1. How to report

Workers at Raven Venture can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact

Report any incidents or complaints to David Shaw at 2504707897

4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact: Dali Shaw at 6048336866

5. What to include in a 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 behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

6. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

Harassment and Bullying Investigation procedures

1. How and when investigations will be conducted

Most investigations at Raven Venture will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- be fair and impartial, providing both the complainant and respondent equal

treatment in evaluating the allegations

- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

## 2. What will be included

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then Raven Venture will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

## 3. Roles and responsibilities

David Shaw is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

David Shaw or Dali Shaw will conduct investigations and provide a written report with conclusions to David Shaw.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to David Shaw.

## 4. Follow-up

The alleged bully and alleged target will be advised of the investigation findings by David Shaw or Dali Shaw

Following an investigation, David Shaw will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

## 5. Record-keeping requirements

Raven Venture expects that workers will keep written accounts of incidents to submit with any complaints. Raven Venture will keep a written record of investigations, including the findings.

## 6. Annual review

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available in Safety binders.

# 10 Review of the Safety Program:

The effectiveness of the Safety Program will be reviewed annually. The goal of this review is to ensure the safety standards for Raven Venture. Ltd. Operations are current and reflect any changes in the operation and/or regulations. All established employees and management would identify areas for improvement, during their annual review of the OSHIP. Items noted during this review will be evaluated by management and incorporated into the OSHP the following year.

The contents of this manual are not static and will require ongoing review, revision, and additions to ensure it remains current and useful. A yearly review of the safety program will examine

- results of inspections;
- results of audits;
- corrective / preventive action completion and status reports;
- completion level of safety program objectives (as defined in annual plan);
- changing business and legal/regulatory circumstances; and
- safety improvement from previous year.

Input will continually be added through regular safety meetings, staff input and regulation changes. The participation of all staff in improving the Safety Program is both expected and encouraged.