

**SAFE Companies Information for BC Community Forest Association AGM
May 31**



BC Forest Safety Council

Unsafe is Unacceptable

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Include in your work force count:

1. **Owners** and/or company principals
2. Employees in **all areas** of your forestry company including operators, truck drivers, shop and office/administrative staff
3. Any **dependent contractors** you *elect* to include under your certification
 - they work under your safety program and you essentially treat them as your worker
 - you have the choice

Dependent contractor - In the SAFE companies program, a dependent contractor is a subcontractor that is completely dependent on your company for work, even though it may have its own legal status and WSCB account.

- In other words, they don't work for anyone else, they are fully integrated into your day-to-day activities including your safety program, and their employees are treated exactly the same as your employees when it comes to training and safety.
- This means that you are responsible to ensure that all dependent contractor employees are properly trained and managed for their safety responsibilities and that they are participating in all of your company's safety-related initiatives.
- If you are treating any of your contractors or sub-contractors as dependent, you must include them in your count for SAFE Companies registration and for the audit.

An **independent contractor** is a contractor that operates under their own safety management system while working for a contractor. They also usually work for several different contractors.

- They cannot be included in your certification audit activities.



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Dependent Contractor's SAFE Companies participation

- No registration
- No training required
- No audit (BASE or SEBASE)
- No rebate - for main's payroll only
- No certificate #

The dependent contractor within main contractor's safety management system is recognized to be within a certified system, but not individually certified by themselves.

Dependent contractors do not have portability (transferability) of certification off main's site.



Large
>20 peak season
employees or
dependent
contractors



Large Employer Program

1. Register as Large Employer - \$1260 fee
2. Retain an External Auditor to audit operations for certification
3. BASE audit



Small
3-19 peak season
employees or
dependent
contractors



Small Employer Program

1. Register as Small Employer - \$630 fee
2. Attend Small Employer OHS Training (2 days)
3. Conduct self-administered SEBASE Audit



Independent
1-2 peak season
employees or
dependent
contractors

Do you hire an employee or a contractor that works for you on a forestry worksite?

NO

YES

Individual Owner Operator (IOO) Program

You are an individual owner operator and your company has only 1 on-site forestry worker, and that is you and you are the owner

(your company may have an off-site admin. employee)

1. Register as Independent - \$131.25 fee
2. Attend the IOO SAFETY Course (half day)
3. Use the SAFETY Log to track your safety activities and submit log sheets for verification and certification

You are a company that is independent in numbers, but has small employer safety responsibilities

Participation in the Small Employer Program

This is because as an employer/contractor of other companies, you have the responsibility as to ensure the health and safety of all workers working for that employer, and any other workers present at a workplace.

1. Register as Independent - \$131.25 fee
2. Attend Small Employer OHS Training (2 days)
3. Conduct self-administered SEBASE Audit



Once you are registered, you have **6 months** to submit your certification audit.

If you are experiencing difficulties with this timeline, you can request an extension. Extensions will be granted for no longer than **6 months**.

- The Request for Extension form can be found at:
http://www.bcforestsafe.org/content-program-safeco/safeco-07-02-08-submission_req.pdf

For companies that don't submit their initial certification audit by the deadline (or by the extended deadline, if one has been given) notice will be issued. If there is no response within 45 days, their registration will become inactive. To participate in SAFE Companies, they will be required to start again with the registration process.



Licencee	Division	Certification Timeline
Canfor	Vanderhoof Woodlands	Quarter 2 of 2008
	Prince George Woodlands	<p>All Major Harvest Contractors May 1, 2007 (<i>harvest contractors will need to have their audit completed when they are actively working with workers on the ground</i>).</p> <p>All Major Planting Contractors October 1, 2007 (<i>planting contractors will need to have their audit completed when they are actively working with workers on the ground</i>).</p> <p>Remainder of all Forestry Consultants/Contractors December 31, 2007.</p>
	Fort Nelson Woodlands	Must be certified prior to commencing work in 2008
	Vavenby Division	<p>Where the standard is available (SEBASE or BASE) Dec 31 2007</p> <p>For the “ individual owner/operator ” standard which is not yet available our deadline is 6 months from when the standard becomes available.</p>
Interfor	Coastal Woodlands	Registered and have a contract signed with a BCFSC certified auditor and a date set for their audit in 2008.
District of Mission	Contractors working for the Forestry Department	February 1, 2008
Tembec	All Woods Operations	Early 2008
Western Forest Products	All Woods Operations	All contractors must be registered by December 31, 2007 and certified by June 2008.
Weyerhaeuser	All Woods Operations	<p>1) All major contractors registered by the end of 2007 and certified by April 1, 2008.</p> <p>2) All other contractors certified by the end of 2008.</p>
Tolko	All Woods Operations	April 30th 2008

Licencee	Division	Certification Timeline
TimberWest	All Woods Operations	March 31, 2008 for large and small companies. For Individual Owner Operators June 30, 2008.
Island Timberlands	All Woods Operations	At minimum registered by the end of the year but certification is strongly recommended
Pope and Talbot	All Woods Operations	End of 2007

BC Timber Sales Expectations	<p>For timber sale holders, put in place a requirement for mandatory registration with the SAFE company program for all companies or individuals who wish to work on timber sales advertised for sale after April 1, 2007.</p> <p>For contracts issued by BCTS, put in place a requirement for mandatory registration with the SAFE company program for all companies who wish to tender applications for or work on contracts advertised or awarded by BCTS after April 1, 2007.</p>
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Safety Tool Kit

Safety Tool Kit that is a step-by-step process designed to help build a new program or review an existing one. The tool kit also includes a CD with safety forms and templates to help you fill in any gaps you may have in your current safety program.

SAFEty Log

The SAFEty Log is your 'in the truck/machine/pick-up' safety business centre. It provides an easy way to track and verify your safety activities on the way to becoming SAFE certified.

- There are seven (7) sections in the SAFEty Log which will help to make it easy for you to keep track of your forms and progress. Each section contains different safety related items for you to complete or to collect. For example, there are sections that deal with emergency response plans, the Forest Safety Accord, safety meeting activities, certification tracking, and what to do to complete your audit submission.

Safety Advocates

Safety Advocates review small forest companies' health and safety programs. They will also provide advice on how to achieve SAFE Company certification. The Council currently has six Safety Advocates who are available at no charge to the sector.

Training

- Small Employer OHS training - 2 days (for companies using the SEBASE standard+)
- IOO SAFEty Course – ½ day (for individual owner operators)



2008 COR Rebate Example

The annual COR rebate on assessment premiums for all eligible SAFE certified

companies will increase from 5 to 10 % starting this year and continue every year after. The 2007 SAFE Companies/COR rebates remain at 5%.

2008 COR Rebate Example:

2008 Assessable payroll	\$200,000
Integrated forest Management base rate (CU 703008)	\$9.46
Approximate 2008 WSBC premiums paid (\$200,000/\$100)*\$9.46	\$18,920
Approximate 2008 COR rebate (\$18,920 * 10%)	\$1,892

To be eligible for COR rebates, companies have to be in “**good standing**” with WSBC. In summary, this means a participating employer may be ineligible for COR rebate when any of the following conditions apply to the employer:

- o Employer is engaged in activity which would cause WorkSafeBC to consider imposing , or has resulted in imposing, an administrative penalty;
- o Employer has suppressed claims;
- o Employer is in arrears in assessment payments;
- o Employer is engaged in ‘other’ misconduct.

Please note that rebates are calculated as a percentage of the **base assessment** in the payroll of that year of certification. This way, companies with good experience ratings (e.g. assessed below the base rate) don’t receive a proportionally lower rebate.

COR rebates are **issued by WCB account and classification unit (CU) number**; all workers and operating locations in a CU of a single company need to have been included in the SAFE certification activities to be eligible for COR rebates. For example:

- o if a company has several operating locations and have chosen to SAFE certify each location separately, all locations need to be SAFE certified for a COR rebate to be issued;
- o if a company has 2 classification units and SAFE certification was issued for activities under 1 CU only, COR rebates will be issued based on the assessable payroll of that single CU



A community forest has a long term or probationary community forest agreement.

- Considered the owner
- Have a manager and operational supervisor that are the only direct employees
- Harvesting activities are contracted out to a prime contractor (PC)
 - The PC manages the health and safety on the work site.
 - The PC could also likely be SAFE certified.
 - The PC is responsible to ensure that the safety activities of other contractors on the multi-employer work site are coordinated.

CF SAFE Companies Participation

1. Register in the independent employer category
 - Receive Safety Toolkit
2. Attend the 2-day Small Employer OHS training
3. Ensure an effective health and safety program
 - Safety Advocates assistance
4. Self-audit using the SEBASE standard



As the owner, you have responsibilities for:

- Planning
- Communication
- Roads and Trails
- Contractor Relationships*
- Contractor Supervision
- Diligence Documentation

(WSBC Forestry Compliance InfoFlip)

***Designating a Prime Contractor (PC)**

The Prime oversees the site and related work in a multiple employer workplace from a health and safety perspective. They must have knowledge and authority to carry out necessary activities. Their specific duties are appointed by the owner in a signed contract.

It is important the Prime:

- Has the knowledge and control to fulfill their role,
- Signs a PC agreement that specifies roles, responsibilities, and duties specifying the area and time
- Has their authority communicated to all phase contractors,
- Understands the owner's expectations.



As it relates to health and safety, how can a community forest manage users groups as such as:

- **community members going into the community forest to cut Christmas tree / firewood?**
- **volunteers doing trail building?**
- **school kids planting trees?**

As the owner, if there is not an active prime contractor on the work site, the community forest has the health and safety responsibilities for visitors.

The above user groups can be considered “visitors to the worksite” and community forests need to determine how best they can meet the requirements around visitor orientation. This may include communication around:

- Worksite rules
- Identification of known hazards
- Safe work procedures for tasks
- PPE required
- First aid requirements
- Emergency response procedures



A community forest (CF) has a rancher who wants to cut 100 fence posts for \$1 each. The community forest manager completes the MOFR administrative paperwork and has hired a consultant to create a map at a cost of approximately \$100 to line things up for the rancher to proceed.

Does the rancher need to be a certified faller?

In accordance to the WorkSafeBC's OHS regulations, anyone working in British Columbia who falls a tree larger than 6 inches in diameter as part of a forestry operation must be certified.

Regarding the requirement for the falling company to be SAFE certified, this is the choice of the CF as there is no regulatory requirement to be SAFE certified, nor does the Council establish a requirement. Industry is establishing the best recommended practice.

By requiring SAFE certification, it does offer the CF due diligence as an owner as it is a way of ensuring the safety on the land you are the owner of. Furthermore, it also aligns with Forest Minister Rich Coleman's endorsement of the SAFE Companies initiative, saying that any forest industry company which wants to work on the land base in BC will have to be certified under this initiative (Jan 2006).