



BC Forest Safety



A&A Trading Ltd.

2021 BASE 4 Report

September 13-16, 2021

P.L. Carruthers, MF, RPF

Table of Contents

EXECUTIVE SUMMARY	3
SCORING SUMMARY – OH&S PROGRAM	4
SCORING SUMMARY – INJURY MANAGEMENT/RETURN-TO-WORK PROGRAMS.....	4
CONSOLIDATED CORRECTIVE ACTION LOG	5
AUDIT DETAILS	6
P. PLANNING FOR RELIABLE, INJURY-FREE WORK.....	6
D. DOING THE WORK WELL.....	23
C. CHECKING FOR SAFE WORK	40
A. ADJUSTING FOR BETTER WORK	49
I. INJURY MANAGEMENT / RETURN TO WORK PROGRAMS (OPTIONAL)	56
KEY DEFINITIONS	73
COMPANY PROFILE.....	75
REVIEWER CONCLUSION	81
OUTCOME	82

Executive Summary

The conclusion of the audit is that the A&A Trading Ltd. has yet again met the scoring requirement for a successful outcome.

The audit was a maintenance audit.

The overall score achieved was 98% with a range of 97 - 98% in elements PDCA exceeding the requirement of $\geq 50\%$ on each question and $\geq 80\%$ overall. Element I scored 100% in all elements exceeding the requirement of $\geq 50\%$ on each element and $\geq 80\%$ overall.

A&A Trading Ltd. continues to be a high performing organization with minor safety program improvements since the 2020 audit including:

- Extremely minor revisions to the Job Safety Breakdown,
- continued and consistent implementation of the H&S Program Manual in a pragmatic manner,
- a continued strong orientation and mentoring process consistently implemented.

No major recommendations are provided considering A&A's continued excellent safety record and performance with some minor administrative corrections identified including:

- always documenting completion of (ERP) corrective actions,
- reviewing and re-signing the safety policy at least every three years,
- ensuring posted procedures are current.

The company is named A&A Trading Ltd.

A&A Trading Ltd.'s WorkSafeBC account number is 556622.

A&A Trading Ltd. operates within WorkSafeBC Classification Unit #703008.

The audit occurred September 13th through 16th, 2021 in Vancouver and Campbell River, BC. Four days were spent on site conducting the audit.

Data collection was completed on the last day indicated above.

The site review included Vancouver and Campbell River offices. Observations and interviews occurred at the sites and allowed a review of employees active in the office and preparing for/leaving for the field as well as returning from the field. A document review was also completed during the audit. Interviews were described to each interviewee as confidential.

Recommendations are provided in the audit report for A&A's consideration and are intended to aid in improving the OH&S Program Manual to best serve their staff.

Scoring Summary – OH&S Program

	Awarded	Available	N/A	Available – N/A	% awarded
P. Planning for Reliable, Injury-free Work	127	130	0	130	98
D. Doing the Work Well	146	150	0	150	97
C. Checking for Safe Work	59	60	0	60	98
A. Adjusting for Better Work	59	60	0	60	98
Total	391	400	0	400	98

Scoring Summary – Injury Management/Return-to-Work Programs

	Awarded	Available	N/A	Available – N/A	% awarded
I1. Policy, Management and Leadership	65	90	25	65	100
I2. Resources, Education and Training	70	70	0	70	100
I3. Stay at Work and Return to Work	130	155	25	130	100
I4. Communications	100	100	0	100	100
Total	365	415	50	365	100

Consolidated Corrective Action Log

Findings include seven non-conformities and one opportunities for improvement.

Points scored	Audit Question	Recommendation / Continual Improvement Item	Company Action Plan	Assigned To	Due Date	Date Closed	Verified By
9/10	P2.1	Review, redate/re-sign safety policy					
8/10	P2.2	Always document office inspections and remove outdated posted procedures					
9/10	D2.2	Ensure posted procedures are current					
9/10	D3.3	Ensure first aid assessments are completed as recommended					
8/10	D4.1	Always orient new staff on or before the first day of work					
9/10	C2.1	Ensure posted procedures are current					
9/10	A2.2	Ensure drill corrective actions are tracked to completion					
8/10	P2.2	OFI #1 – consider removing Epipens from the Vancouver office first aid kit as recommended					

Audit Details

P. PLANNING FOR RELIABLE, INJURY-FREE WORK					
P1. Goals and Objectives					
P1.1 #1	How does company leadership set and measure goals and objectives for improved safety performance and communicate them to all employees and contractors?	O	D	I	Total
			3	7	10
		0	0-3	0-7	/10
<p>Intent: Setting clear goals and objectives is a key method for management to demonstrate leadership. Having goals and objectives shows due diligence that leadership has reviewed the current company situation and set goals or directions for improvement. Goals are reviewed annually and have measurable targets and objectives. Communicating goals to the rest of the company is critical to success, so the communication portion of this question is weighted heavier than the existence of the goals.</p>					
<p>D – If the senior management has written safety performance improvement goals and objectives and that these are related to previous results, award 1 point. The format and method of recording those goals should be appropriate for the risk and complexity of the organization. Goals should be reasonably achievable, set by management and meet regulatory and legal requirements, including changes to those requirements.</p> <p>D – If the company can show that goals and objectives are communicated to workers and contractors, award 1 point. Potential methods include, but are not limited to:</p> <ul style="list-style-type: none"> • Meeting minutes at any degree of formality • Mailouts • Emails • Posters or signs <p>D – If at least 50% of the goals are measurable, award 1 point</p> <p>I - Award up to 7 points based on the % worker and contractor interviews reporting that they understand the major themes of the company goals and objectives.</p>					
<p>Audit Note:</p> <p>A&A continues to formalize their safety goals in a Safety Improvement Plan (2021 <i>SIP.pdf</i>) that has three objectives each with indicators, responsibilities and timelines for achievement. A&A's overarching goal is "A&A will have outstanding safety performance with zero serious incidents and no fatalities" expressed in the Health & Safety policy that links to the objectives used to measure performance annually. All objectives and indicators are beyond legal requirements and are focused on A&A's safety program and improvement of implementation. The Safety Improvement Plan is communicated to staff through the regular monthly safety meeting and was introduced at the beginning of 2021. The indicators for each objective are measurable with each indicator being a surrogate for objective measurement. As the overarching goal and Safety Improvement Plan document meets all three conditions (i.e. 3/3=100%) three points were awarded.</p> <p>Interviews with all 14 workers (14/14=100%) revealed a positive response with respect to the safety goals, that the goals are identified in a matrix and reviewed almost monthly at the safety meeting. As a result of 100% positive responses received seven points were awarded.</p>					
<p>Recommendations and Resources</p> <p>-</p>					

P2. Policy and Procedures					
P2.1 #2	Does the company have a written health and safety policy that identifies health and safety responsibilities?	O	D	I	Total
			9		9
		0	0-10	0	/10
Intent: A clear written health and safety policy shows commitment by leadership and sets responsibilities for each layer in the company. While the actual policy may take many forms, better policies are signed or otherwise sanctioned by current senior management and dated within the last 3 years.					
D – Award up to 10 points based on the appropriateness of the policy for the company operations, considering the complexity and risk of company operations A safety policy could contain: <ul style="list-style-type: none">• A statement of intent, safety objective or aims;• General responsibilities of management• General responsibilities of supervisors (where supervisors exist)• General responsibilities of workers• A commitment to review the safety program and adjust as necessary• A balanced commitment to safety and production The responsibilities may partially overlap, but cannot be wholly duplicated to award points unless all the company managers are supervisors and there are no supervisors that are not also managers.					
Audit Note: (Documentation only for Endorsement) The health and safety policy is signed by the president and identifies general responsibilities for all levels of staff and contractors. The policy was reviewed in 2017 as a result of discussion at the monthly safety meetings and includes a revision in the first statement to reflect the reality of the work A&A completes and better articulate how risk is incorporated into staff/contractor's decisions. The policy is signed by the President, is dated February 23, 2017 and was reviewed at the January 4, 2021 safety meeting and did not require revision. The policy is posted in the office foyer, Occupational Health & Safety Program manual (OH&S program) and on the website (http://www.aatrading.com/operations.html#operations_safety). The policy has however not been re-signed within the last three years. The policy contains four statements that articulate the balance of production and worker safety with a commitment to continual improvement of safety performance. More specific responsibilities are identified in sec. C of the Occupational Health & Safety Program manual (OH&S program) dated August 25, 2020. As a result of having a safety policy posted that meets the six content conditions of the question but is not dated as current (i.e. within the last three years, seven of eight requirements are met and therefore, 7/8=0.875(10)=8.75 rounded to nine therefore nine points were awarded and one point deducted.					
Recommendations and Resources: <i>A&A must review and re-sign/date the safety policy every three years as identified in the intent statement for the question.</i>					

P2.2 #3	What processes are used to determine what the hazards and risks are at the work site before the job starts and as they become identified during operations?	O	D	I	Total
		5	1	2	8
		0-6	0-2	0-2	/10
Intent: The company needs to have a method to identify existing and reasonably foreseeable hazards before work starts and as issues arise. Pre-work plans and Job Hazard Analysis are 2 common ways, out of many possible ways, to assess risk before a job starts. The objective is to focus on the higher risk issues first and is not intended to be onerous by requiring all low risk activities to have a formal hazard assessment.					
O - Award up to 6 points based on the % of appropriate identification and management of hazards and risks on the work sites observed (i.e. for hazard observed on site, has the company appropriately managed them). For companies involved in creating plans for other companies, this includes identification and management of those hazards and risks to others.					
D - Award up to 2 points based on the % completion of records showing that hazards and risks are appropriately identified and prioritized at an appropriate frequency using a cascade of responsibilities from licensee to end-contractor to a degree appropriate to the risk of the hazard. Potential records include, but are not limited to, pre-work plans, supervisor diaries, notes, meeting minutes, manual falling activities with falling plans, maps, evacuation routes and check-in procedures, training records, CVSE logs, road grade assessments and maps, Notices of Project, Wildfire Management Branch notifications or notifications to agencies having jurisdiction that require notifications, inspections and assessment reports. Records need to show who performed the risk assessment, how workers are involved and how the personnel who performed the risk assessment were trained.					
I - Award up to 2 points based on % interviewed workers and supervisors reporting appropriate identification and communication of known and foreseeable hazards at the work site.					
Audit Note: (Documentation only for Endorsement)					
Observations of the Vancouver and Campbell River offices were positive staff following the revised COVID-19 office procedures including washing hands, distancing and using masks in the public hallways of the offices. Hand cleaning stations are present inside each office for cleaning upon entry with a plexi-glass barrier at the reception in the Vancouver office. Each office has integrated fire alarms/smoke detectors and emergency exit lighting maintained by the building managers and show current tags from recent inspections. First aid and earthquake kits are complete with EpiPens recently replaced in the Vancouver office and the AED (Vancouver office only) showing a charge. C19 procedures are posted outside the Vancouver office with out of date procedures posted in the Campbell River office. Offices are organized and clean. Vehicles are newer and in good shape/ with no negative observations of the vehicles. No observations of out of date fire extinguishers in offices or vehicles. Observations of cutblocks in the March 2021 EMS/SFM/CoC audit were positive with respect to harvested cutblocks in terms of danger tree control, road signage and staff wearing all required PPE noting all cutblocks were complete with no activity other than planting. As a result of of one negative observation of dated C19 procedures still posted in the Campbell River office at four sites (2 offices, vehicles and cutblocks) with at least 10 observations/site possible, $1/40=0.03(6)=0.2$ rounded to one therefore one point deducted and five points awarded.					
A&A inspects its offices at least annually to identify hazards/estimate risk and correct any deficiencies with informal inspections/corrections occurring during the year as required. The network files include office safety inspections for 2021 for the Vancouver and Sandspit but no documented inspection for the Campbell River office.					
Employees are responsible for inspecting/maintaining their vehicles on an ongoing/per-use basis with service providers completing mechanical inspections, preventative maintenance and repair. Camp vehicles are inspected formally at least annually and at each use by the user with a responsible person for each camp vehicle who completes inspections and arranges for repair/maintenance. Employees are also responsible for inspecting their PPE which is documented at least annually on their Worker Assessment forms.					

Of higher risk are field worksites/active harvesting operations and engineering layout in remote locations. For engineering/layout worksites A&A staff complete the tailgate meeting form that is a pre-work/ERP and includes known hazards with an additional emergency contact field card specific to each project. The tailgate meeting form is comprehensive and includes all A&A staff as well as any consultants working with A&A and identifies the controls to be used (i.e. communication methods, air/boat transport, location of survival kit/first aid bag and the designated first aid attendant). The tailgate meeting is repeated at each shift with hazard information updated as required/identified. Logging/silviculture/engineering contractors (not working alongside A&A) are evaluated prior to hire to determine if their OH&S program meets A&A's/legal standards. Once established, contractors/consultants are inspected using A&A's Safety Checklist to confirm hazard communication to staff/sub-contractors (if prime contractor responsibility has been assigned) and completion of required OH&S program elements (i.e. NOP/first aid assessment & identification of first aid attendant/first aid resources and method of transport/site evaluation for hazards, pre-work communicating project plan/hazards and controls, etc.). The training requirement is met through orientation/introduction to the safety program.

As a result of consistent records to support ongoing hazard communication and inspection for hazards with the exception of one office inspection intended to control hazards considering offices, travel, methods and field worksites, $1/3=0.33(2)=0.7$ rounded to one therefore one point awarded and one point deducted.

Interviews with the VP Business Improvement & Indigenous Relations, the Log Supply Manager, two supervisors and 14 workers some of whom who work with/supervise contractors/consultants revealed a thorough understanding of A&A's process for identifying and communicating hazards as well as checking contractors/consultants to ensure they are communicating hazards down the line in all cases and therefore as a result of the 100% positive responses received (i.e. $18/18=100\%$) two points were awarded.

Recommendations and Resources:

A&A must ensure the office inspections are completed and documented as directed in the safety program on a consistent basis and that posted procedures are current with dated procedures removed such that safety program direction is current and the messaging to staff consistent.

OFI #1 – A&A may wish to consider the value of EpiPens given there is no known anaphylactic allergy in the Vancouver office and the EpiPens simply expire. Less costly antihistamine could replace EpiPens and would be available should anaphylactic shock be present.

P3. Planning to Manage Risks and Upset Conditions					
P3.1 #4	Are there specific written safe work procedures for each routine, non-routine and high risk task?	O	D	I	Total
			10	0	10
		0	0-10	0	/10
Intent: The company needs written safe work procedures for the work that it does, focussing on the higher risk activities (as described in the company profile). Examples might include skidding as a routine activity and management of site-specific steep slopes as a non-routine high risk task. The safe work procedures need to address the key safety considerations of the company's work.					
D - Award up to 5 points based on % of safe work procedures written compared to those required based on the company work activities and OHS Regulations. The auditor needs to examine the list or table of contents of the Safe Work Procedures (SWPs) and compare to the company profile activities, observed field activities and auditor experience to determine if the list is appropriate. Award up to 5 further points based on the average completeness of the safe work procedures that have been written. The focus should be on the higher risk tasks performed by the company and the outcomes of the risk assessment process used in P2.2 Safe work procedures should cover the basics of routine, non-routine and likely upset conditions (i.e. steep slopes), but not necessarily to the level of a full operating manual from a manufacturer. Training materials, point form and graphics are fully acceptable substitutes for full sentences when appropriate and are not intended to be a measure of completeness for the purposes of this question. Safe Work Procedures need to address as appropriate to company activities and injuries, particularly the high risk activities as listed in the company profile of this audit document and document the provision of standardized engineering controls (i.e. guarding, interlocks, etc.). Safe Work Procedures must include and follow the hierarchy of control (engineering, administrative and then PPE in order). It is recognized that since auditor experience is used as one of the scoring inputs, scores may vary from auditor to auditor Transportation equipment used to transport 1 or more people includes, but is not limited to: <ul style="list-style-type: none">• On road and off-road vehicles• Boats• Aircraft• Bicycles Transportation Safety equipment includes, but is not limited to: <ul style="list-style-type: none">• Seatbelts• First aid kits & PFD's• Radios• Helmets					

Audit Note from question on previous page: (Documentation only for **Endorsement)**

A&A maintains a Job Safety Breakdown (JSB) that had minor revision and is dated August 30, 2021 that addresses all of the hazards and situations A&A staff may face. The OH&S Program also had minor revision in 2020 and is dated August 25, 2020 with sec.E.8/Hazard Identification and Risk Control articulating a hazard and risk model stipulating use of controls in a hierarchical manner starting with elimination followed by substitution, engineering controls, signage/warnings, administrative controls and the use of personal protective equipment. The JSB document is comprehensive and includes sections covering:

- general safety rules,
- training,
- PPE,
- communication/sign-out (sign-out/radio use/satellite phones/general emergency response procedures),
- transportation (vehicles/aircraft/helicopters/crew boats/ATV's),
- working in the woods (comprehensive covering 11 areas inclusive of wildlife interactions),
- jump starting vehicles,
- right to refuse unsafe work.

A&A developed and added COVID-19 procedures during their office shutdown in 2020 that were revised over time to be consistent with the changing public health orders. A&A's Homathko Camp procedures were reviewed by WSBC and the MoFLNRO & RD on behalf of Coastal Health in 2020 with no further inspections by WSBC.

A&A made some minor revisions to their Woodlands Operating Procedures for Harvesting & Roads, pre-works and safety inspections to add COVID-19 precautions during company/contractor meetings, remove the need for crews to sign off with the A&A representative writing down the names of the attendees and providing information digitally with those revisions made in 2020.

As a result of a comprehensive JSB, a hazard identification model/with hierarchical use of controls to manage risk and comprehensive COVID-19 procedures to manage the viral risk with ongoing revisions as public health orders changed five points were awarded.

The JSB manual focuses on the higher risk activities A&A staff face and does not dwell on low risk office hazards which are addressed through the formal and informal inspection program. The JSB manual is reviewed and signed off annually by field staff as evidenced by the January 2021 sign off sheets and mention in monthly safety meeting minutes. As the JSB manual is comprehensive covering all areas of work by field staff and includes identification of controls to be used for each task five points were awarded.

Recommendations and Resources:

-

P3.2 #5	How does the company ensure that health and safety plans and controls are in place so that workers or contractors performing activities at the same time, or otherwise interacting, are protected?	O	D	I	Total
		6	0	4	10
		0-6	0	0,4	/10
Intent: The company needs to have an overall plan that everyone who is or could be interacting understands where each other is and what they are each doing, to avoid running into each other. Avoiding mixing layout crews and active blasting would be an example. Managing vehicle and pedestrian traffic would be another.					
O - Award up to 6 points based on % of positive observations of work settings and processes having hazards identified and controlled so that workers are not placed in positions of unacceptable risk. Good work settings and processes should not place workers in hazardous situations without controls in place. Where practical, work activities should be separated by time or distance, specifically addressing stacking of workers on a slope where applicable. Physical controls such as lockout or keeping specified distances away from mobile equipment should be in place where maintenance and operational activities may be in conflict. The degree of control needs to be proportional to the degree of risk. Hazards should be managed by a hierarchy of controls (elimination, substitution, engineering, administrative and finally PPE) in a systematic manner I - If at least 70% of interviewed workers report that the planning is effective, award 4 points. Interviews must include sub-contractors if reasonably available.					
Audit Note: (Documentation only for Endorsement) Observations of staff working in the offices without rushing and leaving for/returning from the field as well as preparing for field work. In all cases hazards were controlled through house keeping, controlled entrances and mitigative controls (first aid kits/fire extinguishers/communications equipment). Observations during the March 2021 EMS/SFM/CoC audit showed preparation/delivery of a tailgate meeting prior to arriving at the field worksite and delivery of the tailgate meeting at the log dump/beach access addressing all hazards known to be present before starting the field tour. No negative observations of staff at office and field worksites or travelling between worksites and as a result, six points were awarded. 11 field workers of the 14 workers (three office based) interviewed all responded positively to planning operations in a safe and stepwise manner. The office based workers interviewed were excluded from the question as the office work does not require planning for safety in the manner that field work/logging does. Field layout/engineering is carefully planned with people sent to specific areas after submitting a field check in form with map and check-ins throughout the day. Projects are based on a tailgate plan prepared prior to the project with a project specific ERP built into the tailgate and carried by field staff. Harvest operations are planned by the contractors however A&A staff oversee and identify/address any unsafe issues they detect during inspections which follow a documented pre-work that identifies the known hazards and complexities of the operation. Contractor staff were not available during the BASE audit. As a result of 13 of 13=100% positive responses for planning field worksites in a thoughtful and organized manner four points were awarded.					
Recommendations and Resources: -					

P4. Planning to Protect Personnel					
P4.1 #6	What written requirements does the company have for Personal Protective Equipment (PPE) requirements?	O	D	I	Total
		7	2	1	10
		0-7	0-2	0,1	/10
Intent: The company needs to clearly communicate the PPE expectations to everyone on site. The expectations could be blanket statements such as wearing a hard hat unless inside a machine or risk-based, such as wearing a hard hat whenever there is a risk of overhead hazards.					
O - Award up to 7 points based on % observation of workers wearing PPE appropriate for the tasks, based on regulatory and company requirements.					
D – Award up to 2 points based on the % completeness of the PPE requirements appropriate to the company. The PPE requirements need to include the assignment, selection and maintenance of PPE. The requirements need to meet regulatory requirements and be consistent with company and industry risk assessments and controls (i.e. standard practices). The requirements may specify exactly what equipment must be worn or define risk-based criteria or use a mixture of methods.					
I - If at least 70% of interviewed workers are able to describe their PPE requirements, award 1 point.					
Audit Note: (Documentation only for Endorsement)					
No observations of workers performing tasks that required PPE during the BASE audit. Observations of staff during the March 2021 EMS/SFM/CoC audit showed caulk boots, high visibility clothing/rain gear and hardhats with some hard hats having visors to protect eyes when required. Observations of trucks showed PPE available for wet weather, high visibility clothing, caulk boots, hard hats and eye/ear/hand protection available should it be required. Positive observations of COVID-19 PPE (face masks/gloves/hand cleaner) available in the offices and vehicles and with staff using face asks in the public hallways/elevators in the Vancouver and Campbell River offices as a requirement of the building management and public health order noting Island Health’s office next to A&A’s in Campbell River. As a result of 100% positive observations seven points were awarded.					
PPE requirements are specified in the PPE policy/sec. A.3 of the OH&S Program document. The policy identifies the PPE that must be used, when it must be used and the standard requirements (i.e. CSA/ANSI) for the PPE article. The policy also identifies what PPE the employer and employee are required to provide. As a result of clear and consistent direction for PPE use two points were awarded.					
Interviews with 14 workers that included three office based workers were clear on what PPE was required for field work with the office workers stating A&A has reviewed this with them and will provide PPE should they go to the field/log booms. A constant response was that whatever PPE they require A&A will provide with some staff using face shields on hard hats so that eye protection is available when required and favoured over safety glasses. A&A’s provision is based on the staff member being empowered to make decisions and purchase new/replacement PPE and submit an expense report for reimbursement – don’t ask/request but rather act and get/access required PPE. As a result of 100% positive responses received for PPE use questions one point was awarded.					
Recommendations and Resources:					
-					

P4.2 #7	How has the company clearly communicated how to provide first aid services and how to summon first aid services for each work site?	O	D	I	Total
			5	5	10
		0	0-5	0,5	/10
Intent: The company needs to have a plan for first aid. While every injury is preventable, not all are prevented. A good first aid plan minimizes the effect of any injury that does occur.					
<p>D - If the first aid procedure clearly describes how a worker is to obtain first aid services for themselves or an injured worker, award 3 points. It needs to include roles and responsibilities as well as meeting Regulatory requirements.</p> <p>If the first aid procedure clearly defines what first aid services are to be provided, award a further 1 point.</p> <p>If the first aid procedure includes a checklist of required supplies and services, that at least meets regulatory requirements, award a further 1 point.</p> <p>I - If at least 70% of interviewed workers and supervisors are aware of the types of first aid resources available and can describe how to access them, award 5 points.</p>					
Audit Note: (Documentation only for Endorsement)					
<p>The OH&S program document at sec. H/First Aid Equipment and Services and sec. J/Emergency Response provides a sufficient level of detail to provide clear direction on how to request first aid/emergency response services within the company. The ERP has been replicated on field cards for reference for field workers and is included with the tailgate for each engineering project. Sec. J.1/Emergency Preparedness provides the specific direction for field projects inclusive of communications. The ERP assigns roles to the crew leader and first aid attendants and as a result, three points were awarded.</p> <p>Sec. H and J identify the services to be provided which include assessment, onsite stabilization/treatment as determined by the injury and transport via a variety of methods. As a result one point was awarded.</p> <p>Sec. H defines the requirements for first aid resources with the ERP's identifying survival/personal kits as well as level 1 kits with blankets maintained in dry bags for engineering/layout sites and pickups as well as level 1 kits for offices. The direction is provided describing and then identifying the sections of the OH&S regulation that pertains to the specific first aid resource with some deficiencies in first aid kits identified and addressed earlier and later in this report. A further detailed assessment for field work in parties of one to 20 workers identifies the resources required in each situation. As a result of consistent identification of first aid resources one point was awarded.</p> <p>Interviews with 14 workers and two supervisors were unanimous (i.e. 16/16=100%) with respect to identifying the first aid resources A&A provides in both office and field situations. As a result of the 100% positive responses received five points were awarded.</p>					
Recommendations and Resources:					
-					

P4.3 #8	What are the written Emergency Response Plans (ERPs) for handling other potential emergencies relevant to the company's operations and how are they communicated to workers?	O 0	D 5 0-5	I 5 0-5	Total 10 /10
<p>Intent: The company needs to have a plan for each reasonably foreseeable emergency. Everyone on site needs to know what to do in an emergency at a level appropriate for their responsibilities. A master ERP may be many pages long and highly technical, while a laminated card on the truck keychain may be entirely appropriate for the truck driver. The plan is usually a mixture of information from the licensee, prime and contractor, but must be incorporated into the company system and ultimately owned by the company. This question is about the plans other than the First Aid response that is covered in P4.2</p>					
<p>D - Award up to 4 points based on the % of topics included in the company Emergency Response Plan (ERP) compared to those needed for the operation. Plans should be a mixture of general plans and site-specific documents.</p> <p>Topics that must be included are:</p> <ul style="list-style-type: none"> General - Injuries (MUST specifically include management of blood borne pathogens where level 3 attendants are required or used) General - Fires (structural, equipment and/or wildfire, as appropriate) General - Fatalities; General and/or Site specific - Natural disasters appropriate to the general and site geography (floods, landslides, earthquake, tsunami, sudden severe weather, etc.) Site specific - Evacuation (coordinates i.e. lats/longs and/or UTM grid /address of site plus as applicable, helipads or ambulance meeting and current routes with maps as applicable) Site specific - Radio frequencies where radios are used <p>Other topics that may be included, depending on the complexity and risks of the company, include, but are not limited to:</p> <ul style="list-style-type: none"> General - Environmental incidents (spills, leaks, etc.) General - Missing worker (at least for when a worker who is working alone fails to check in) General - Violence in the workplace appropriate to needs (road rage, protestors, theft-in-progress, etc.) General and /or site specific - Rescue from height and confined spaces General and/or site specific - Water rescue General - Wildlife encounter <p>Topics may be combined or standalone and there is no requirement that the titles in the above list be used by the company. The ERP must be obvious in its instruction, have contact information and number/frequency, and assign general responsibilities. It should be easy to understand for all the topics.</p> <p>If a selected sample of emergency contact phone numbers or radio frequencies are posted and are all correct, award 1 point.</p> <p>I - Award up to 5 points based on the % of interviewed workers, Supervisors, Managers and Contractors aware of their roles in applicable emergencies. The workers should be able to discuss marshalling points, communication devices, how to contact help, location of emergency numbers and understand any specific assigned responsibilities.</p>					

Audit Note for question on previous page: (Documentation only for **Endorsement)**

The OH&S program document at sec. J/Emergency Response contains the emergency response plans for A&A. The section includes ERP's for:

- Medical emergencies,
- Helicopter medi-vac,
- Ground transport medi-vac,
- Missing person response,
- Fatalities,
- Earthquake,
- Tsunami,
- Lightning storm,
- Landslides,
- Floods,
- Forest fires.

A&A maintains a blood borne pathogen response plan that is reviewed and signed off annually by their designated level I first aid attendants for each office (most recent August 25, 2021). Wildlife is not treated as an emergency response plan but rather addressed as a hazard in the JSB document. Violence in the workplace is not treated as an emergency response plan but rather a policy with specific direction on what to do in the OH&S program document. Working at heights does not apply to A&A. Working on/over water does apply to log traders who tour booms and evaluate them for purchase however there is no emergency response plan as the log traders tour the booms with a water taxi operator and such a plan would be of no value for the log trader; rather rescue drills have been completed with water taxi operators with drills completed during the audit period and addressed later in this report. Site specific emergency response plans draw on the OH&S program document and plans include coordinates/communication methods and local numbers associated with the particular project. Both the generic/area specific, pre-prepared ERP's and the more specific project based ERP's have current phone numbers including emergency services (RCMP/Hospital/etc.) and more importantly, air services for the companies used (Airspan/Sunshine Coast Air – Sechelt, WCH – Campbell River, etc.). A&A continues to maintain air/boat charter lists with the Air Charter Companies list updated in 2021 and the last update to the Marine Charter Companies in 2020. As a result of comprehensive ERP's to address all of the emergencies A&A staff could reasonably encounter five points were awarded.

Interviews with 18 of A&A's staff (2 manager, 2 supervisors and 14 workers [18/18=100%]) revealed a consistent, positive response with respect to what is in the company ERP's, what tools they use for communication (radio's w/repeater & w/o repeater, cell phones, satellite phones, In Reach) and what is expected of them in an emergency situation. As a result of 100% consistent responses received five points were awarded.

Recommendations and Resources:

-

P4.4 #9	What is the process to manage existing and/or future young workers under the age of 25?	O	D	I	Total
			5	5	10
		0	0-5	0-5	/10
Intent: Workers under age 25 are much more likely to have injuries and other work-related errors than older workers. Young and old workers communicate in very different ways. The forestry labour shortage means that there are very few older workers available to hire, so all companies need to have at least a plan for managing the young workers that they will need soon.					
D – Award up to 5 points based on the effectiveness of the company system in managing young workers. This applies whether or not the company has any young workers at the time of the audit. If the company has workers under age 25, the documentation review is based on both procedure and records. If the company does not have any young workers, then the review is based only on procedures. An effective company system should cover <ul style="list-style-type: none">• Orientation• Competency assessment• Ongoing communications in an age-appropriate manner• Frequent assessments through age 25• Record-keeping					
I – Award up to 5 points based on the % positive responses of all management and supervisors (not just those actually having young workers) in their knowledge of the company system					
Audit Note: <p>A&A formalized their process for managing young workers in a procedure titled, "Young Worker Assessment Procedure WOP-13". The procedure directs the management of young workers from hiring/orientation through training and mentoring during field work/tasks and indicates when assessments should be documented on the assessment form. A&A had three young workers that are/were field based during the audit period with two captured in the interview process. A&A documented progress/evaluation of tasks using the <i>Young Worker Assessment Form</i> that is an ongoing diary of tasks completed. Additional assessment was completed on the <i>Worker Assessment</i> form. The forms reviewed show ongoing assessment by the supervisor demonstrating ongoing supervision and mentoring with completion of varied tasks. As a result of a young worker procedure that is implemented for the young and new workers five points were awarded.</p> <p>Interviews with the supervisors (2) and two workers who supervise A&A staff/consultants revealed a good understanding of the procedure and the fact that the procedure just formalizes what A&A was doing in terms of mentoring new/young workers giving them the tools to work safely in the field. As a result of 100% consistent responses received five points were awarded.</p>					
Recommendations and Resources: <p>-</p>					

P5. Planning Documentation					
P5.1 #10	How does the company manage and maintain safety documentation to ensure safety documents are communicated and available to workers and contractors?	O	D	I	Total
		3	4	3	10
		0-3	0-4	0-3	/10
Intent: The company should share relevant current and historical info appropriate to the worker with the worker, and where applicable the JOHSC or Representative. This shows record keeping credibility, due diligence and accountability. If it is not recorded, it didn't happen. If it is not reasonably retrievable, it's not doing anyone any good.					
<p>O – Award up to 3 points based on the appropriateness of the documentation system and its users in being able to produce documents needed for the audit in a timely manner to the auditor.</p> <p>D - Award up to 3 points based on the effectiveness of the company system in managing documents appropriate to the needs of the company. Documents need to be retained and where applicable communicated appropriately.</p> <p>Program reports may include, but are not limited to:</p> <ul style="list-style-type: none">• Internal audits or other safety program evaluations• External audits and inspections• Ergonomic assessments• Perception surveys• Medical or health monitoring results• Noise, chemical or other parameter surveys• Meeting minutes showing communication, specifically including posting and maintenance of JOHSC minutes where a JOHSC is present• Emails• Safety alerts <p>D – If the responsibility for the Workplace Hazardous Materials Information System is assigned in writing in accordance with Regulation, award 1 point.</p> <p>I – Award up to 3 points based on the % of interviewed supervisors, managers and safety specialists (including JOHSC or Representative where required) in being able to describe how to find necessary safety documents.</p>					
Audit Note:					
Remote access to the network was provided allowing a review of all safety documents and records prior to and during the on site visits. Few records were not located and where available but filed elsewhere, provided upon request. Observations of staff retrieving documents from the network safety folder/lower level sub-folders were positive. As a result of a functional document storage/retrieval system three points were awarded.					
Documents available on the network safety folders include: safety meeting minutes (Monthly by office & only one with all offices as of early 2021), JOH&S Rolling Action Tracker, office inspections, ERP drills, engineering/layout tailgate meetings & field ERP cards, contractor safety records (safety checklist/PC Assignment forms/Safety Inspections), incident reports (A&A and contractor), orientation/worker assessments/Next of Kin forms, safety program manual/JSB/ancillary procedures, forms, audit reports, etc. A&A created a record that is appended to the H&S program that states the Forestry & Planning Manager is responsible for WHMIS who is the person who trains workers using A&A's in house WHMIS 2015 training program. As a result of all documents required to be reviewed being available on the network safety folders four points were awarded.					
Interviews with 18 staff inclusive of the VP Business Development & Indigenous Relations, the Log Supply Manager, two supervisors and 14 workers which included two of six JOH&S committee members and two informal interviews with other JOH&S committee members not included in the sample count) provided a consistent, positive response with respect to accessibility of records on the network safety folders inclusive of the one new hire interviewed. As a result three points were awarded.					
Recommendations and Resources:					
-					

P6. Planning for Investigations						
P6.1 #11	What are the company's written procedures for the reporting and investigation of incidents, specifically including close calls / near misses?	O	D	I	Total	
			5	5	10	
		0	0-5	0-5	/10	
Intent: Company reporting needs to capture close calls and near misses, not just actual injuries since this is where the 'free learning' is. Investigation needs to be appropriate for the degree of the risk of the event rather than just the severity of injury and maximize the learning from incidents.						
D - Award up to 5 points based on the % of applicable requirements met. The investigation policies and procedures must include: <ul style="list-style-type: none">Responsibilities of reporting by all personnel (employees, visitors, contractors)Immediate reporting of all incidents including injuries, close calls / near misses and property damageDescriptions of what type of event receives what level of investigation or review (if any).Responsibilities and authorities of persons involved in the investigation including the requirement that they be knowledgeable of the type of work being investigated.Procedure for carrying out investigations including the follow up of reportsA requirement for worker participation in investigations (other than the affected worker or as witnesses) when the company has sufficient personnel on a worksite to make this practicable or if the company has a JOHSC or Representative on-site The company must specifically list injuries, close calls / near misses and property damage to be awarded the applicable points. Specifying 'all incidents' is insufficient unless the phrase 'all incidents' contains a definition that includes the specifics. There is no intent to require a company to perform formal individual investigations of 'paper cut' level injuries.						
I - Award up to 3 points based on % of worker interviews reporting that they understand and follow their incident reporting requirements.						
I - Award up to 2 points based on % of supervisor interviews reporting understanding of appropriate investigation protocol.						
Audit Note: (Documentation only for Endorsement) The OH&S Program manual @ sec. K/Investigation of Incidents directs A&A incident investigation. The program directs all staff, contractors and visitors by role/position at sec. C/Safety Roles and Responsibilities to report all injuries or close calls. Contractor incident reporting is addressed in sec. A.4 of the supplement to the OH&S program document and directs incident reporting by contractors within 24 hours or close calls within 72 hours. The EMS/SFM/CoC system directs staff to complete incident reports for environmental, sustainability, chain of custody and safety incidents/serious close calls. Environmental, sustainable forest management are directed by the EMS Manual and very specifically, WOP-05/Incident Reporting. The OH&S Program manual at sec. K/Investigation of Incidents identifies the process for incident investigation, the persons responsible for the investigations and their authority to conduct investigations. As A&A staff work as "workers, supervisors and managers" with a project lead on an interchangeable basis (i.e. a manager will work with a team and complete worker tasks in a field environment) the worker participation is satisfied. The routing of incident reports is through the JOH&S committee for review and final acceptance. As a result of a clear process for investigating incidents and clear direction for reporting incidents and close calls inclusive of visitors to report incidents/close calls (i.e. 100% of all parties) five points were awarded. Interviews with 14 workers of which four were new hires with between one month and eight months of service revealed a consistent response to understanding the incident/close call reporting process and stating should they be involved in a close call/incident they would report it as immediately as practicable. As a result of the 100% (i.e. 14/14=100%) positive responses received three points were awarded.						

Interviews with the two supervisors and 11 workers who supervise A&A staff/consultants revealed a consistent response to incident investigation and how they work with A&A management/JOH&S committee members to complete incident investigations. As a result of 100% consistent responses received two points were awarded.

Recommendations and Resources:

-

P7. Planning for Contractors					
P7.1 #12	If the company hires contractors, what is the method used to determine that contractors are qualified to work safely?	O	D	I	Total
			5	5	10
		0	0-5	0-5	/10
Intent: The company needs to show due diligence by considering the safety of the contractors, not just accepting low-bid parameters. This could include reference checks, certifications held and personal knowledge.					
This question is not applicable if the company does not hire contractors.					
<p>D - If there is a clear documented outline of non-dependent contractor safety requirements, award 4 points. This must include a system being in place to determine if the contractors are qualified to work safely. The rigor of the assessment should be proportional to the level of risk of the activities.</p> <p>If there are records of the selection requirements being applied consistently to all contractors, award 1 point.</p> <p>I - Award up to 5 points based on % interviewed persons hiring contractors understanding the company program.</p> <p>Selection criteria may include non-safety items, but only safety-related items are in scope for this audit question.</p> <p>This question applies to all contractors, working for the company rather than just forestry contractors. Visitors are excluded from the scope of this question. See 'Definitions' section for contractors and visitors</p>					
Audit Note: (Documentation only for Endorsement)					
<p>Contract management is maintained in a separate appendix in the OH&S program document. Appendix A covers contract management while appendix B covers prime contractor assignment/multiple employer workplaces. Sec. A1 identifies contractor requirements that must be achieved and is assessed by A&A evaluating the contractor's OH&S program using A&A's Safety Checklist. Once the checklist is complete with any deficiencies addressed or a suitable action plan completed, A&A allows contractors to commence work and follow up with a safety inspection. The appendix identifies contractor responsibilities and A&A's Contract Manager responsibilities. A review of the network folders showed annual, contractor sub-folders with safety checklists, safety inspections, copies of OH&S programs, NOP's, ERP's and other related contract documentation. Official contract documents are stored elsewhere. The auditor's safety as a consultant was documented by way of an engagement letter specifying how the auditor's safety would be managed on A&A worksites. As a result of a credible system that sets a minimum standard for contractors and has consistent records to support its implementation five points were awarded.</p> <p>Interviews with ten staff who hire contractors/consultants revealed a clear understanding of the contract management process inclusive of contractor evaluation and contractor safety inspections with comments that the process is followed on a consistent basis. As a result of 100% (i.e. 10/10=100%) positive responses received five points were awarded.</p>					
Recommendations and Resources:					
-					

P8. Planning for Multi-Employer Workplaces					
P8.1 #13	If Multi-Employer Workplaces are created by the company, how are these workplaces planned to ensure a mechanism is, or will be, in place to ensure they are coordinated and have a system of compliance?	O	D	I	Total
			5	5	10
		0	0-5	0-5	/10
Intent: The company needs to show due diligence by managing multi-employer workplaces to ensure that they are properly coordinated. This could be done by assigning Prime Contractor status or by being the Prime Contractor or owner without assigning Prime to another party.					
This question is not applicable if the company does not create multi-employer workplaces.					
D - If there is a clear documented outline of how the company manages, or intends to manage its Multi-Employer workplaces (MEWP's), award 4 points. This must include a system to ensure coordination of the multiple employers and ensure that the multiple employers are all in compliance to their own requirements and to the overall workplace plan. The rigor of the management should be proportional to the level of risk of the activities. If there are records of the requirements being applied consistently to all worksites, award 1 point. Not applicable if there have been no MEWP's in the last year I - Award up to 5 points based on % interviewed persons who plan MEWP's understanding the company program. Program criteria may include non-safety items, but only safety-related items are in scope for this audit question. This question applies to all MEWP's that the company has rather than just forestry MEWPs. Visitors are excluded from the scope of this question. See 'Definitions' section for contractors and visitors.					
Audit Note: (Documentation only for Endorsement) Appendix B describes the process for managing multiple employer worksites which is done through evaluation of a contractor's ability to be the Prime Contractor and if so, assignment of Prime Contractor responsibilities for the worksite/project. The section directs the assignment of Prime Contractor to be in writing either in one of A&A's contract documents or on a Prime Contractor assignment form signed off by both A&A and the contractor being assigned the responsibilities. In addition, the assignee must name a supervisor for the project, have the procedures necessary to provide oversight of all sub-contractors and identify a method by which they will communicate hazards, complete a first aid assessment, provide necessary first aid resources and provide a communication forum for all contractor staff (i.e. safety meetings). In addition, the assignee must have a suitable incident investigation/reporting program that addresses all sub-contractors at the worksite. As a result of a comprehensive program for assessing, assigning and implementing Prime Contractor responsibilities for multiple employer worksites four points were awarded. Records in the annual contractor folders showed assignment of Prime Contractor responsibilities, Safety Checklists that evaluated the Prime's OH&S programs and safety checklists that A&A completes to ensure Prime's are fulfilling their responsibilities at the multiple employer worksites. As a result of consistent implementation as evidenced by completed forms one point was awarded. Interviews with ten staff who hire contractors/consultants and assign Prime Contractor responsibilities or in the case of engineering/layout consultants that work with A&A staff where A&A retains the role of Prime Contractor revealed a clear understanding of the contract management process inclusive of contractor evaluation and contractor safety inspections and Prime Contractor assignment when appropriate with comments that the process is followed on a consistent basis. As a result of 100% (i.e. 10/10=100%) positive responses received five points were awarded.					
Recommendations and Resources: -					

P. Planning for Reliable, Injury- Free Work – Scoring Summary					
	Awarded	Available	N/A	Available – N/A	% awarded
Total	127	130	0	130	98

D. DOING THE WORK WELL					
D1. Leading by Example					
D1.1 #14	Are managers and supervisors leading by example and following the health and safety rules and procedures?	O	D	I	Total
		7	0	3	10
		0,7	0	0,3	/10
Intent: The company needs to demonstrate that safety applies from the top down and that everyone is expected to ‘walk the talk’. If supervisors do not follow the rules, workers will also cut corners.					
O - If at least 90% of observations show that managers and supervisors are actively following regulatory, manufacturer and company safety rules and requirements, award 7 points. Examples of positive observations may include, but are not limited to: wearing appropriate PPE, wearing seat belts and driving within road rules and conditions, communicating their presence around mobile equipment and keeping clear of hazard areas.					
I - If at least 90% of interviewed workers state that managers and supervisors always follow all safety rules, award 3 points.					
Audit Note:					
Multiple observations of supervisors/managers wearing a face masks outside of the Vancouver and Campbell River offices in the building hallways (building rules/public health order). Positive observations of PPE available in the vehicles reviewed/worn during the March 2021 EMS/SFM/CoC audit along with required safety response equipment (FA kit/blankets, current fire extinguisher, jumper cables, etc.). All observations of managers and supervisors were positive and as a result seven points were awarded.					
Interviews with 11 workers who are field workers and require PPE revealed a consistent response that managers and supervisors wear PPE/have PPE replaced when required, use the sign out system and follow the OH&S program. As a result of the consistent responses three points were awarded.					
Recommendations and Resources:					
-					

D1.2 #15	Have general safety responsibilities been written and communicated to employees?	O	D	I	Total
			2	8	10
		0	0-2	0-8	/10
Intent: Company leadership sets the tone and culture in terms of safety expectations.					
<p>D – Award up to 2 points based on % of employees with general safety responsibilities (i.e. not job-specific safe work procedures). Examples could include</p> <ul style="list-style-type: none">wearing seatbelts,driving with all lights on all the time,staying between the yellow lines in the mill yard,fit to work (with fatigue specifically be included in the note and a loss of 1 point if not)not going on sites without an orientation,not operating any machine unless trained to do so <p>I – Award up to 8 points based on % of workers, supervisors and managers able to describe their general safety responsibilities.</p>					
<p>Audit Note:</p> <p>A&A's OH&S program at sec. C/Safety Roles and Responsibilities identifies the roles/responsibilities for each position in the company as described previously. Each position has a section titled "General" which identifies general responsibilities which are safety rules. This is augmented by sec. E/ Instruction of Workers and Supervisors that identifies general safety rules applicable to all positions (orientation, training, Workplace Violence policy/Bullying & Harassment policy, Impairment policy, IMP, Progressive Discipline policy, etc.). The JSB document at sec. 2 further identifies general safety rules prior to becoming specific at sec. 3. All staff have access to the documents through the network at each office inclusive of the Sandspit office. The Drug and Alcohol policy includes fatigue as a form of impairment and was updated to identify marijuana explicitly in late 2018 and renamed the Impairment Policy as recommended in the 2019 audit. As a result of having general safety rules for all staff, providing them and reviewing them at orientation and making them available through the network full points were awarded.</p> <p>Interviews with A&A's staff revealed a consistent response to knowing and understanding the general safety rules for working in the office, sign out, working in the field, driving and general workplace conduct/expected standards of behaviour. As a result of 18 of 18 positive responses received (i.e. 18/18=100%) eight points were awarded.</p>					
Recommendations and Resources:					
-					

D2. Managing Risks and Upset Conditions					
D2.1 #16	How are the documented hazards and risks and associated safe work procedures communicated to workers and contractors before the job starts and as issues arise during work?	O	D	I	Total
				10	10
		0	0	0-10	/10
Intent: The quality of communication reinforces the ability of workers to know and more importantly understand the hazards and what to do about them. This interview question is different from the planning documentation question – this question addresses the communication of the plan at ground level.					
I - Award up to 10 points based on % of positive responses from interviewed workers reporting receiving communication on the hazards, risks and controls for their work activities appropriate for the level of risk of those activities and understanding those communications. Communications need to be appropriate to the audience, such as new workers, young workers and those with different language and literacy levels. The reported risk communication may be written and/or verbal. Potential hazard communication methods may include, but are not limited to: <ul style="list-style-type: none">• Pre-work meeting records• Signed falling plans for blocks• Steep slope and steep haul planning records• Shift change log book• Site safety meeting records• Supervisor journals• Email• Machine, vehicle or process log books• Lock-out / Tag-out.• Posting of inspections or reports from external bodies such as Primes, licensees and WorkSafeBC					
Audit Note: 11 of 14 workers who are field workers responded to the question stating the primary method of hazard communication is through the pre-work process/project planning process. For logging/silviculture contractors the EMS pre-work form was identified as the means to communicate both safety hazards and environmental aspects. As an alternative, the Work Site Hazard Assessment worksheet is also used. Both forms document known hazards and are used to communicate to staff and contractor for each project. For engineering/layout projects where A&A may work with an in house crew or with consultant staff the Tailgate Safety Meeting form was referenced as the means of hazard communication with a Field Safety Card (site specific ERP) developed for each project. The Tailgate Safety Meeting identifies the project supervisor, the crew, locations of blocks and general area, the radio channel for field communication/other communication method, known hazards/controls, other topics, daily PPE requirements while the Field Safety Card is a project specific ERP with block locations, phone numbers, repeats work hazards, identifies local radio frequencies and includes a emergency response procedure for injured workers. As a result of all 11 field workers responding positively (i.e. 100% positive responses received) with the two office workers understanding their process for identifying/reporting and addressing/controlling hazards ten points were awarded.					
Recommendations and Resources: -					

D2.2 #17	What is the maintenance program for company-controlled facilities, tools and equipment that meets company, manufacturer and regulatory requirements?	O	D	I	Total
		5	2	2	9
		0-6	0-2	0-2	/10
Intent: The company needs to have a maintenance program for every important item that it controls that needs maintenance. The program needs to be appropriate to the level of risk involved with each item.					
<p>O – Award up to 6 points based on observation of company-controlled facilities, tools and equipment being maintained to necessary standards, based on the level of risk of the object being maintained.</p> <p>D - Award up to 2 points based on the % of sampled tools and equipment covered by the maintenance program in a manner that meets manufacturer, regulatory and company safety requirements, based on the level of risk. Potential sources of records include, but are not limited to:</p> <ul style="list-style-type: none">• Equipment inventory lists;• Maintenance schedule;• Equipment inspection records (whether user or maintenance personnel inspections); and• Computer-based maintenance management systems. <p>Mobile equipment user inspection records need to meet all requirements for the appropriate type of mobile equipment, including the requirement for pre-use inspections and testing of emergency and warning systems.</p> <p>I - Award up to 2 points based on the % of positive responses from interviewed managers and supervisors confirming the maintenance program meets manufacturer, regulatory and company safety requirements. In all parts of this question, the scope only applies to facilities, tools and equipment that are under direct company control and is responsible for maintaining. If the company contracts out maintenance in whole or in part, then the documentation is limited to user records rather than detailed maintenance records. For any commercial vehicles, the intent is not to duplicate CVI requirements but rather examine how the company maintains records and whether items not typically included in CVI, such as first aid kits, fire tools and log bunks are properly maintained.</p>					
Audit Note: (Documentation only for Endorsement)					
<p>A&A's equipment that requires inspection/maintenance and repair are vehicles. The company offices are subject to at least annual inspections and show signs that this is taken seriously with any deficiencies addressed. Observation of vehicles showed them to be newer, in good working order with no negative observations. A&A no longer uses/owns an ATV. Positive observations of the offices, vehicles, field worksites (March 2021 EMS/SFM/CoC audit) with one negative observation of outdated C19 procedures at the Campbell River office. One negative observation of with at least 10 observations/site possible therefore $1/30=0.033(6)=0.2$ rounded to one therefore one point deducted and five points awarded.</p> <p>A&A's system for tracking preventative maintenance and repair for vehicles is simple and effective given the smaller fleet. Operators are responsible for having their vehicles serviced/repared and submit receipts to the company for payment/tracking. The company maintains a tracker that shows which vehicle is driven by which employee and tracks the history of preventative maintenance and repair. Camp vehicles are tracked in the same manner however an A&A employee is assigned responsibility for the vehicle and must arrange preventative maintenance and repair although the vehicles do not get significant mileage at the camps. All camp vehicles in use had inspections completed during the audit period. Service providers complete mechanical inspections of the vehicles during service/repair with camp vehicles serviced in town when moved from camp to camp. Operators complete visual inspections of the vehicles on a per-use basis and are responsible to ensure the first aid kit, blankets, tow rope/jumper cables and fire extinguisher are present. As a result of a functional system of inspection, service and repair that show correction of deficiencies two points were awarded.</p> <p>Interviews with the VP Business Development & Indigenous Relations, the Log Supply Manager and two supervisors revealed a solid understanding of the inspection/maintenance program and as a result of the 100% positive responses received two points were awarded.</p>					

Recommendations and Resources:

A&A must ensure that posted procedures are current with dated procedures removed such that safety program direction is current and the messaging to staff consistent.

D3. Working Safely					
D3.1 #18	Are workers complying with safe work procedures, company safety rules, manufacturer standards and regulatory requirements?	O	D	I	Total
		10	0	0	10
		0-10	0	0	/10
Intent: The company needs to set and maintain expected levels of behaviour. While ‘safety is what happens when no one is watching’, auditor observations indicate how seriously workers are treating the system.					
O - Award up to 10 points based on % observations of workers following applicable company, regulatory and manufacturer requirements.					
Requirements, as appropriate to company activities and their risk levels, include but are not limited to:					
<ul style="list-style-type: none">• Hiring Contractors• Lockout• Manual Tree Falling• Commercial Vehicles• Heavy Equipment Operations• Respiratory Protection• Having Young Workers (under age 25)• Camps and Remote Accommodations• Working near High Voltage Power Lines• High Hazard Materials• Assigning Prime Contractor status• Working at Heights• Combustible Dust• Hot Work• Confined Space• Working over or on Water					
Where particular company activities are not observable on the day(s) of the audit, interview workers as a replacement for the particular observations, scoring as observation and clearly noting the scope of the method substitution in the audit note.					
Audit Note:					
Lockout, manual tree falling, commercial vehicles, respiratory protection, high hazard materials, working at heights, combustible dust, hot work and confined space do not apply to A&A. Working around heavy machinery applies only to the extent that A&A may be supervising operations where heavy equipment is active. No observations of active logging/silviculture sites during the March 2021 EMS/SFM/CoC audit as referred to previously. Observations of staff that required PPE use were positive in the March 2021 EMS/SFM/CoC audit. Face mask use was positive as described earlier in this audit report. Office sign out is shown on a dry erase board and field check-in forms on a clip board in Campbell River. Observations of staff communicating with contractors over the phone and completing pre-works using distancing in each office.					
All observations were of a positive nature which is consistent with A&A's OH&S program rules and the company's culture. As a result of 100% positive observations of staff at the two office sites ten points were awarded.					
Recommendations and Resources:					
-					

D3.2 #19	What is the method for supervisors, workers and contractors to manage unforeseen hazards?	O	D	I	Total
		7	2	1	10
		0-7	0-2	0,1	/10
Intent: The company needs to ensure that hazards under the company control are being managed (i.e. how does the company instruct its contractors to manage hazards and when, how and if they report back to the company). This needs to address unforeseen hazards – the issues not in the plan that come up during work and help discourage “production-first” attitudes. This is not intended to include matters solely under the control of the contractor.					
The company needs to have a process that includes how to detect, document, communicate and control the hazards. The process may permit less-significant hazards to be controlled without requiring documentation of the hazard or action. Examples might include field level risk assessments, RADAR or simple verbal reporting. O - Award up to 7 points based on % observation of good practices in managing and controlling hazards on site. D - Award up to 2 points based on % of completeness of a process for identifying and reporting hazards appropriate to the company risk and complexity. I - If at least 70% of interviewed workers are able to describe how a significant hazard that they detected would be reported to the company, award 1 point.					
Audit Note: (Documentation only for Endorsement)					
Clear communication is A&A's primary method for identifying and communicating hazards. Communication occurs through several means and addresses known hazards as well as previously unknown hazards. The OH&S program manual at sec. E.8/Hazard Identification and Risk Control describes the RADAR method as the official means for identifying hazards, both known and unforeseen and estimating risk/applying controls. Observations at the offices showed hazards controlled including: <ul style="list-style-type: none">• controlled reception areas where visitors are oriented to the offices,• COVID-19 signs at the entrances providing information on what is required for entry,• housekeeping activities that have addressed tripping/falling hazards,• available first aid and communication equipment to address emergency situations,• vehicles equipped with emergency response equipment should it be required when travelling to/from the field,• sign-out/check-in forms posted on a clip board in the Campbell River office/digital in the Vancouver office.					
As a result of consistent practices that follow the OH&S program direction and are intended to control hazards seven points were awarded.					
Documents that identify hazards and communicate them to contractors and to A&A staff/consultants are primarily the pre-work form and the Tailgate Safety meeting forms. A&A uses their monthly safety meeting forum to identify new/existing and uncontrolled hazards and communicate them to staff who can, if required, communicate the information to contractors/consultants. The review of the network safety folders revealed consistent pre-work meetings with contractors and consistent Tailgate Safety meetings with A&A staff/consultants when engaged with A&A filed by project. In addition, the monthly safety meeting minutes provide evidence of hazard communication. As a result of consistent, documented hazard communication two points were awarded.					
The interviews with 14 workers inclusive of the four new hires unanimously stated any identified hazard would be either immediately dealt with, if possible or verbally reported to a supervisor or safety coordinator with some interim control put in place (i.e. signage/other) until a final control could be implemented. COVID-19 was identified as an ongoing hazard that had the offices shutdown in 2020 with work from home until controls were put in place and the offices re-opened. As a result of 100% positive responses received one point was awarded.					
Recommendations and Resources:					
-					

D3.3 #20	Are the on-site first aid personnel, supplies and equipment adequate and based on a completed first aid assessment?	O	D	I	Total
		8	1	0	9
		0-8	0-2	0	/10
Intent: Having the appropriate emergency response equipment and personnel for the site activities shows that the company is committed to being prepared and values the people on site.					
<p>O - Award up to 8 points based on % observations of appropriate first aid personnel, equipment, supplies and services for the site.</p> <p>Appropriate, in this case, means whichever is the higher standard of company or regulatory requirements. Personnel need to be evaluated for number and level at the time of the audit.</p> <p>Equipment and supplies being complete and in good working condition.</p> <p>First aid kits need to be sampled for location, accessibility, completeness, condition and usability of contents. Supplies, such as oxygen and Automated External Defibrillators (AEDs), need to be sampled for correct storage, volume/charge and accessibility</p> <p>Emergency Transport Vehicles (ETVs) and major equipment need to be evaluated for operability and location on the work site for appropriate time/distance to workers being served by that equipment.</p> <p>D - Award up to 2 points based on % of completed, correct First Aid Assessments in the last year compared to those needed.</p> <p>Assessments are needed for:</p> <ul style="list-style-type: none">• Fixed facilities such as shops, offices, warehouses, processing facilities• Field sites• Mobile sites (worker transportation and solo drivers) <p>A company may supply supporting logic to justify grouping assessments due to similar situations. Examples include a single assessment covering all log transport vehicles or all survey sites in a local geographic area</p>					
<p>Audit Note: (Documentation only for Endorsement)</p> <p>Each office has a level I first aid kit and land lines as well as staff cell phones. Vehicles are equipped with level I first aid kits for solo drivers/multiple staff as well as road radios (some handheld and some hard wired in truck). Field layout crews maintain dry bags with a level I kits, blankets and other survival equipment at known locations/helipads with examples in the offices, reference made in Tailgate Safety Meeting forms and observation during the March 2021 EMS/SFM/Coc audit. Field staff also carry personal first aid kits as evidenced by review of field gear. A&A purchased a defibrillator/AED for the Vancouver office in 2019 with the station checked periodically and annually in the formal office inspection. A&A does not use or require oxygen equipment or ETV's. A&A has a designated first aid attendant in each office with multiple level I tickets given all field staff are required to maintain their level I tickets. First aid kits sampled included the additional COVID-19 contents (nitrile gloves/face masks/safety glasses and face shields). As a result of first aid equipment that exceeds legal requirements in all cases with an AED in Vancouver and survival kits for field work with no first aid equipment lacking and therefore eight points awarded.</p> <p>A&A completes first aid assessments annually for both the offices and field work (latest September 9, 2021). The office assessments identify <20 minutes to a hospital in Vancouver and Campbell River > 20 minutes with water travel required in Sandspit. The field assessment indicates < 20 people at any one time with groups of 2-5 and 6-19 and a low hazard. The assessment identifies a level 1 kit is required for each level of people but does not identify a level 1 first aid attendant is required. As a result of first aid assessments completed for 2021 with the field assessments augmented by assessments in the Tailgate Safety Meeting form but some gaps identified in the field assessment (i.e. low hazard and level 1 first aid attendant required) one of two points were awarded.</p>					
<p>Recommendations and Resources</p> <p><i>A&A must use at least a moderate hazard level for field work as identified in the Field Work Services classification unit which is the hazard level for the type of field work A&A completes and always identify both the first aid kit type required, other equipment that may be required and the level of the first aid attendant required.</i></p>					

D3.4 #21	Are there communication devices readily available and effectively used?	O	D	I	Total
		10	0	0	10
		0-10	0	0	/10
Intent: This is a key issue for routine communications, not just emergency response. Without communications, the company system simply cannot work.					
<p>O- Award up to 10 points based on the % of workers being served by appropriate readily available and functioning communication devices and being able to use them effectively in their particular setting (i.e. cell service or radio range must be included).</p> <p>Communication devices include, but are not limited to:</p> <ul style="list-style-type: none">• Radios• Cell phones• Land line phones• Satellite phones• Whistles• Horns, bells and alarms, including manual fire pull stations• Voice, where distance and background noise permit <p>The auditor must test a sample of communication devices if they are not otherwise observed in action to award the points. Testing of fire alarm bells or evacuation devices may be accomplished by reviewing test records rather than activating the alarm.</p> <p>Having multiple workers share a communication device is acceptable as long as all workers in that group remain within verbal communication range with consideration for ambient noise, distance, terrain/layout and weather. For helicopter evacuation, there must be a method of communication with the pilot.</p> <p>For ETV or industrial ambulances, there must be a method of communication between the driver and Attendant.</p>					
Audit Note:					
<p>Both offices have land lines and staff have company cell phones. Each office has satellite phones that can be signed out for locations where radio contact or cell phone contact is not available. Field staff carry hand held radios to communicate with each other in the field and with equipment/aircraft/water taxis. All field crews and solo workers have an InReach device. Observations of staff using land lines and cell phones during the BASE audit. In addition, examples of confirming check in via email were confirmed. Radio communication was confirmed during the March 2021 EMS/SFM/CoC audit on the cutblocks as well as a field sign out/check in. As multiple forms of communication are available for field staff to communicate effectively ten points were awarded.</p>					
Recommendations and Resources:					
-					

D4. Safety Training					
D4.1 #22	How are employees, contractors and visitors being provided with an appropriate orientation that meets company and regulatory requirements?	O	D	I	Total
		5	3	0	8
		0,5	0-3	0,2	/10
Intent: The company needs to ensure appropriate orientation for the audience, including young workers, new workers, different languages and literacy levels. This applies to both the company orientation and any necessary site-specific orientation.					
<p>O - If the auditor was oriented to the company operations in general and to each different work site visited, award 5 points.</p> <p>D - If there is documentation evidence that at least 90% of all workers, including workers of dependent and non-dependent contractors and visitors, receive orientation on or before the first day of work, award 1 point. Award up to 2 points based on the % of orientation forms including all regulatory and company requirements. If the company has not hired any new or young employees in the scope of the audit, a review of the template or form is acceptable.</p> <p>I - If at least 90% of interviewed young and new workers confirm orientation on or before the first day of work, award 2 points.</p> <p>New workers include new hires, Return-to-Work cases and reassigned or transferred workers.</p> <p>Young workers include any person under age 25.</p> <p>Workers include workers of the company, of dependent contractors and of non-dependent contractors.</p> <p>If there are no new workers in the scope of the audit, interview a sample of workers hired in the last 5 years.</p> <p>If there are no new workers hired within the last 5 years, interview managers and supervisors for knowledge of the system and its applicability to future new workers.</p>					
Audit Note: (Documentation only for Endorsement)					
<p>The auditor was oriented to both the Vancouver and Campbell River offices and the field audit sites in the March 2021 EMS/SFM/CoC audit. As a result of consistent orientations five points were awarded.</p> <p>The network safety files were reviewed and orientations were available for all staff including the misfield 2018 orientation form identified in the 2020 BASE audit. All new hire orientations were reviewed and show the orientation occurred at the start of their work on the first day with the exception of one that was occurred after the first day and was combined with an additional new hire orientation on day one of the BASE audit. The orientation form is based on a legacy BCFSC form that has been updated to reflect legal requirements and A&A's program. As a result of 41 of 41 current staff orientation forms located on the network that exceeds the the threshold of 90% (i.e. 41/41=100% > 90%) and a compliant orientation form three points were awarded for both conditions.</p> <p>Interviews with three of four new hires confirmed a review of the OH&S program and full orientation on the first day of work. As a result, 3 of 4=75% <90% and therefore two points were not awarded.</p>					
Recommendations and Resources:					
A&A must ensure all new workers are oriented in or before the first day of work so that the legal requirement and the BASE audit questions are consistently addressed.					

D4.2 #23	How does the company provide employees appropriate safety training geared towards their specific work activities and provide refresher training?	O	D	I	Total
			5	5	10
		0	0-5	0-5	/10
Intent: Without training, both initial and ongoing, there can be no expectation that the workers will know anything. Appropriate safety training needs to include considerations for new workers, young workers and those with different languages and literacy levels.					
D - Award up to 5 points based on the % of sampled workers and supervisors with current, appropriate initial and ongoing safety training records. Sample workers and supervisors by examining a selection of training records. This must include first aid, PPE, inspection processes, driving, WHMIS, Fire Safety Training, spills, working from heights, manual falling and working near high voltage electrical transmission lines, respiratory protection, confined space entry and rescue and other high risk activities as appropriate for activities. Other topics may include topics such as EMS, Training topics can be both technical skills and the soft skills such as hazard awareness and use of degraded imaging.					
I - If at least 90% of interviewed supervisors are aware of what training is required for which tasks and are ensuring only appropriately trained workers perform those tasks, award 2 points. If at least 90% of workers are aware of and have received the training necessary for their assigned tasks, award 3 points.					
Audit Note: (Documentation only for Endorsement) A review of 14 workers and two supervisors revealed the requisite training as identified by A&A was current with some level I first aid lapsed but scheduled. A&A is arranging for an A&A specific first aid re-certificaiton course so that A&A staff stay with their cohort during the training. Training includes WHMIS 2015, s100/a for field staff, level I first aid/TE for field staff and OH&S program/IM-RTW training. As a result of consistent training updated as required full points were awarded. The two supervisors interviewed were cognisant of required training inclusive of first aid, wildfire and safety program training. As a result of consistent responses from the three supervisors two points were awarded. Interviews with 14 workers inclusive of the four new hires revealed positive responses with respect to required training for both office positions and field positions. As a result of 100% consistent responses received three points were awarded.					
Recommendations and Resources: -					

D5. Safety Communication					
D5.1 #24	How are workers and contractors encouraged to participate in discussion and resolution of current and ongoing health and safety issues?	O	D	I	Total
		2	1	7	10
		0-2	0-1	0-7	/10
Intent: Those affected by the company program need to be able to quickly discuss safety issues. If the company includes contractors in its safety program, then the contractors also need to have a mechanism. There is no intent to require a company to give a voice to contractors who are not involved in the company's safety program.					
<p>O - Award up to 2 points based on the % observations of the last 3 safety meeting minutes <u>and</u> where applicable JOHSC meeting minutes being posted or otherwise made available to all workers. Scoring is to be based on the % of workers and contractors with access to the applicable minutes. For example, if 80% of workers could access all minutes, award 2 points, while if 80% of workers could only access half the minutes, award 1 point.</p> <p>D - If safety meetings have been held in at least 75% of operating months in the previous 12 months, award 1 point.</p> <p>The scope of these safety meetings is different from JOHSC meetings. They are intended as all-employee meetings. It is not necessary for all employees to physically meet. Telephone, radio and/or video aids may be used and it is not necessary that all workers attend the same meeting. It is expected that not all employees are able to attend all meetings, but there must be a mechanism to pass meeting information on to absent people. The minimum frequency of these meetings is to be monthly during operating months. More frequent meetings such as site-specific, new-project, one-on-one, weekly or daily meetings also meet the requirements of this question provided the meetings are documented.</p> <p>I - If at least 70% of interviewed workers confirm existence of the monthly (or more frequent) meetings and their personal attendance at all of those meetings or having meeting information passed to them after the meeting, award 2 points.</p> <p>I – Award up to 5 points based on % of worker (and contractor where contractors participate in committees) interviews reporting active worker participation in the discussions, specifically including resolution of issues. The workers do not need to be able to cite specific examples for a positive finding.</p>					
Audit Note:					
<p>All monthly safety meeting minutes and the JOH&S Action tracking worksheet are available on the network safety folders. Safety meeting minutes are also emailed to staff following monthly safety meetings. A&A move to one monthly safety meeting with Campbell River and Sandspit joining Vancouver via video conference in early 2021 with Vancouver/Sandspit and Campbell River having separate monthly safety meetings prior to that early 2021. As a result of making all safety meeting minutes available to staff through electronic means two points were awarded.</p> <p>Monthly safety meetings were available for all months during the audit period (October 2020 – Sept 2021) with the safety meeting continuing to be scheduled in the first Monday/business day of each month. As a result full points were awarded.</p> <p>Interviews with 14 workers including the four new hires one of which had a length if service of ne month and had only attended one monthly safety meeting confirmed monthly safety meetings with mandatory attendance unless away from the offices for bona fide reasons. As a result of 100% positive responses received two points were awarded.</p> <p>Interviews with 14 workers confirmed monthly safety meetings with all staff participating/encouraged to participate with specific topics areas where staff provide updates. As a result of 100% positive responses five points were awarded.</p>					
Recommendations and Resources:					
-					

D6. Reporting and Investigating Incidents					
D6.1 #25	How are incidents, including near misses / close calls being reported to the company and to the relevant authorities or agencies that have jurisdiction?	O	D	I	Total
			5	5	10
		0	0-5	0-5	/10
Intent: The company needs to consider how workers report to the company and the company to authorities. Near miss / close call reporting for workers is a key method for improving company safety performance. This is not intended to include workers knowledge of injury claim reporting to authorities.					
D - Award up to 2 points based on % of completeness of instructions for reporting to relevant authorities for types of incidents that could reasonably occur in the scope of company operations.					
Types of incidents may include, but are not limited to:					
<ul style="list-style-type: none">• Near misses and close calls• Minor injuries requiring medical treatment (and/or other WSBC claim parameters)• Serious injuries• Fatality• 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• Fire					
Relevant authorities depend on the company's activities and location. They may include, but are not limited to:					
<ul style="list-style-type: none">• WSBC (fatality, serious injury, claim, hazardous occurrence, etc.)• BC Safety Authority (boilers and pressure vessels, etc.)• BC Hydro or local power provider (power lines)• Ministry of Environment (specified spills)• Ministry of Forest and Range (wildfire and other issues)• Ministry of Transportation (certain vehicle incidents)• ICBC (certain vehicle incidents)• ESDC / Transport Canada (certain aircraft and watercraft incidents)• Clients and licensees (meeting contractual obligations)					
The intent of this question would be satisfied with a list of parties to notify in different cases.					
D - If documentation (first aid records, incident reports, maintenance records, reports to authorities, etc.) is positively correlated to indicate all incidents are reported to the company and where necessary to authorities and agencies, award 3 points.					
If the company had no reportable incidents in the audit scope, score these second 3 points only as 'N/A' and adjust total accordingly.					
I - Award up to 4 points based on % of positive responses of interviewed workers being aware of, and following, reporting procedures.					
If 80% of supervisors or managers who have responsibility for external reporting understand that responsibility, award 1 point.					

Audit Note for question on previous page:

Sec. J/Emergency Response provides reporting direction for the types of incidents defined in each ERP including:

- missing person - designated check-in person contacts appropriate Woodlands staff (closest to know location),
- the pre-arranged helicopter company or the Rescue Coordination Centre if that fails for aerial medical evacuations,
- the emergency team leader for medical ground evacuation where the injured worker can walk out,
- the A&A emergency contact person for missing persons (as per the check out procedure and directed to call the RCMP/SAR where required),
- A&A Safety Coordinator for fatalities who is directed to contact the RCMP and WSBC,
- Supervisor for an earthquake and follow the appropriate evacuation procedure,
- Supervisor for Tsunami's,
- No reporting for lightning storms unless an incident and then follow the appropriate ERP (provides direction on what to do to avoid injury),
- Landslide/erosion, flood and fire – MoFLNRO,
- Spills – PEP.
- Road hazards – Nechako NorthCoast (handles DriveBC). Note this number is repeated for all ERP's and is not specific to the different area.

Powerline hazards are dealt with specifically in contractor pre-works with BC Hydro attending and determining the limits of approach and controls to be used (as was identified in the Malaspina cutblock during the March 2021 EMS/SFM/CoC audit where the powerline runs adjacent to the highway and A&A had top pruning completed to lessen the chance if windthrow onto the powerline noting work near powerlines is not a common occurrence. As the reporting instructions are comprehensive and reasonable for the types of emergencies the company may have to deal with two points were awarded.

A&A had one WSBC reportable incident (medical aid-collapse after blood donation) during the audit period that was unrelated to work activities and two close calls (tick on body/serious slip) with one contractor incident (medical treatment for a tick bite) with other contractor incidents not yet finalized. WSBC reporting was confirmed for the medical aid with all records maintained in a confidential file in the Controller's office. As a result of consistent reporting within A&A with one incident that required WSBC reporting (i.e. form 7) three points were awarded.

Interviews with 14 workers (100%) revealed a clear understanding of incident reporting procedures inclusive of reporting where it is a contractor/consultant incident involved with A&A. As a result of the consistent responses received four points were awarded.

The interview with the safety coordinator (excluded from the interview count) who is the person tasked with external reporting revealed he fully understands the responsibility and as a result, one point was awarded.

Recommendations and Resources:

-

D6.2 #26	Are all reported incidents effectively investigated by the company?	O	D	I	Total
			5	5	10
		0	0,5	0-5	/10
Intent: Appropriate investigations maximize learning and prevent recurrence. This is not intended to require formal investigation of all paper cuts as that would not be appropriate, nor maximize learning.					
D - If at least 90% of total incidents have an investigation report appropriate for the severity of the incident, award 5 points. The minimum level of investigation for any reported incident is a preliminary informal review by the supervisor to determine if a more serious investigation is warranted. For the more significant investigations, worker participation should be included.					
I - Award up to 5 points based on the % of positive responses from interviewed workers and supervisors stating all reported incidents are investigated.					
Audit Note: (Documentation only for Endorsement) A&A one reportable incident during the audit period as identified earlier and one contractor incidents that required contractor reporting to WSBC with other contractor incident investigations/reporting in progress and not finalized. The medical aid incident had a report with a basic investigation. The close calls had basic investigations with evidence collection that was commensurate with the close calls and were discussed with A&A staff for learning potential. As a result of investigation of both incidents and close calls with additional support provided to contractors for their incident/serious close calls five points were awarded. Interviews with 14 workers and two supervisors were unanimous with respect to both understanding the incident reporting procedure and that all/any incidents are investigated commensurate with the severity if the incident/close call. Responses included helping contractors with their incidents inclusive of WSBC reporting where required. As a result of 100% positive responses received five points were awarded.					
Recommendations and Resources: -					

D7. Employee Engagement					
D7.1 #27	What process does the company have to ensure managers, supervisors and lead hands have appropriate skills to effectively manage people for safety?	O	D	I	Total
			2	8	10
		0	0-2	0-8	/10
Intent: This is a key cultural question that shows leadership commitment to success and recognizes that effective supervision is key in all areas. Supervisors need to have the ability to manage key human factors affecting safety. This could include catching when people are 'off', rushing, fatigued or complacent.					
D - Award up to 2 points based on the % completion of records showing that supervision is being provided to all workers with a frequency appropriate to the scope, complexity and risk of the tasks. Potential records include, but are not limited to, supervisor diaries, notes, inspections and assessment reports.					
I – Award up to 8 points based on % positive responses from interviewed senior managers, managers and supervisors being able to consistently describe how supervisory (including lead hand, team leader, relief supervisor, etc.) competence is ensured.					
Positive practices may include, but are not limited to:					
<ul style="list-style-type: none">• Formal or in-house training and/or mentoring• Coaching and evaluation of supervisory practices• Documented competency evaluations of the supervisor by management and/or workers• Hiring standards• Assignment of duties to allow appropriate time for supervisory tasks					
Desired topics of competence include, but are not limited to:					
<ul style="list-style-type: none">• Coaching skills• Human factors knowledge• Techniques for detecting and managing workers who are acting 'off'• Soft skills for supervisors					
Audit Note:					
A&A's primary supervisory documentation tool is the worker assessment based on the legacy BCFSC worker assessment form with modification for A&A's purposes as well as the Young Worker Assessment form used with new and young workers. Worker assessments were available for 40 of 41 staff including the four new hires included in the sample. In addition, A&A revised the Worker Assessment from creating an Office/Administration assessment form in 2018 and adjusted the form again in 2019 to allow a record of inflatable pfd inspection/repair that was consistently completed in the 2021 assessments. A&A has moved to two assessments during the year over the prior one/year. As a result of 40/4q assessments for all staff including some of the second assessments being completed, 40/41= 0.976(2)=1.95 rounded to two therefore two points were awarded.					
Interviews with the VP Business Development & Indigenous Relations, the Log Supply Manager, two supervisors and 10 workers who supervise contractors/consultants and manage projects with multiple A&A staff revealed that competence assessments begin with the orientation followed by required and ongoing training/checks of existing training, work experience with observation by direct supervisors/managers and mentoring by direct supervisors/managers for inexperienced workers at a more frequent rate along with informal observation and discussion/review are the primary means to assess competence. In addition, formal worker assessments are completed by supervisors/managers on their reports as a documented and formal assessment of competence. As a result of 100% positive response for understanding the informal and formal methods of assessing competence eight points were awarded.					
Recommendations and Resources:					
-					

D7.2 #28	Does the company promote and encourage timely two-way communication for workers and contractors to speak up about perceived unsafe work procedures, practices or conditions?	O	D	I	Total
				10	10
		0	0	0-10	/10
Intent: A culture of ‘speaking up’ is a key safety indicator. While it includes the ‘right to refuse’ it also involves the ‘right to participate’ in the resolution of safety issues.					
I – Award up to 10 points based on interviewed workers (and where reasonably available contractors) reporting they have the ability to raise all real and perceived safety issues and that such reporting would be well received and satisfactorily addressed. This includes new, young and front-line workers reporting a senior worker or supervisor either engaging directly, or directing others to engage, in what they believe are questionable practices. Interviewed Workers and Contractors need to report a process to manage unsafe work (or asking for assistance when out of their personal depth) by: <ul style="list-style-type: none">• The worker reporting the issue to their supervisor• Jointly developing a solution acceptable to both the worker and supervisor The process described may or may not progress to the involvement of the JOHSC and/or representative and/or WSBC. The intended focus is the internal company processes and the comfort of the worker with managing perceived unsafe work as-given. The intent of the question is to provide a mechanism that is faster than waiting for the next scheduled meeting.					
Audit Note: Interviews with 14 workers revealed a consistent response to A&A's culture where they are expected to walk the walk and set an example for co-workers and their contractors. With respect to unsafe acts/conditions the response received was to identify/discuss with the responsible worker and depending on the response received, report upward although they all indicate this has not occurred. As a result of 100% positive responses received ten points were awarded.					
Recommendations and Resources: -					

D. Doing the Work Well – Scoring Summary					
	Awarded	Available	N/A	Available – N/A	% awarded
Total	146	150	0	150	97

C. CHECKING FOR SAFE WORK					
C1. Supervisor Oversight					
C1.1 #29	How are supervisors monitoring the health and safety of all workers and contractors under their direct supervision and ensuring they operate within limits?	O	D	I	Total
		2	2	6	10
		0,2	0-2	0-6	/10
Intent: Actively monitoring workers is part of a commitment to accountability at all levels. Supervisors pro-actively engaging with workers, rather than just passively watching, leads to superior safety results.					
<p>O - If 100% of observations of supervisors show that supervisors are ensuring workers and contractors are following safe work procedures, specifically including intervening where workers or sub-contractors are observed by the supervisors not to be following safe work procedures, award 2 points.</p> <p>If no interventions are necessary, evaluate based on % good supervisory techniques, such as observing and coaching workers, inspecting the site and directing the correction of deficiencies.</p> <p>D - Award up to 2 points based on the % completion of records showing that supervision is being provided to all workers and contractors with a frequency appropriate to the scope, complexity and risk of the tasks. Potential records include, but are not limited to, supervisor diaries, notes, inspections and assessment reports.</p> <p>I - Award up to 3 points based on % interviewed workers and supervisors reporting appropriate supervisory presence (i.e. frequency and duration) and communication of known and foreseeable hazards at the work site.</p> <p>I - Award up to 3 points based on the % of positive responses from interviewed supervisors understanding the applicable legal and regulatory requirements, company safety standards and control measures required for evaluating work activities. This is intended to evaluate aggregate supervisor knowledge, so if 4 of 5 supervisors fully understand and 1 understands 50%, this would be 90% positive.</p>					
Audit Note:					
<p>Observations of two supervisors were office based with no need for intervention. As A&A's staff are primarily Qualified Registered Professionals (QRP's) in the accounting and forest/environment fields and generally follow the safety rules with exceptions being primarily lapses not intentional deviation. Workers who act as project managers were also observed however again in an office environment with no need for intervention/correction. Interactions were complimentary with dialogue and issue review the primary purpose. All staff work deliberately and purposefully without rushing. As a result of 100% positive supervisor observations two points were awarded.</p> <p>Supervisory documentation includes the worker assessments with documentation of 40/41 workers/supervisors available for 2021 including the four new hires. Beyond that supervisors and workers who are project managers prepare pre-works and tailgate meetings which provide direction for staff and contractors/consultants. Correction is documented on inspection forms (i.e. Safety Inspection form) however that is limited to the start of projects and initial safety inspections that identify deficiencies which are followed up until corrected. In addition, the monthly safety meetings provide an update of all ongoing operations and identification of any deficiencies and actions A&A need to take with a follow up the next month. As a result of consistent documentation (worker assessments, pre-works, tail gates, contractor review/inspections, monthly safety meeting minutes) that demonstrates supervision is being provided two points were awarded.</p> <p>Interviews with 14 workers and two supervisors were positive with respect to indicating adequate supervision and A&A presence occurs for both staff and contractors/consultants as identified throughout this report and that the pre-work/tailgate meeting process is the primary conduit for communicating hazards with follow up meetings as required. In addition, field staff indicated they are cognisant of the role of the Prime Contractor and ensure they check but do not direct Prime Contractors. As a result of 100% positive responses received three points were awarded.</p>					

Interviews with the two supervisors and ten workers who manage contractors/consultants revealed a clear understanding of legal requirements, A&A's OH&S program requirements and the use of appropriate controls to manage risk. In addition, responses indicate A&A will bring in outside experts to aid with inspections in specialized areas to help with time management issues for staff to ensure the safety aspect is dealt with in a timely manner. As a result of 100% positive responses received three points were awarded

Recommendations and Resources:

-

C2. Inspections					
C2.1 #30	Does the company conduct inspections in accordance with an outline of what is to be inspected, at what frequency, and by a competent individual?	O	D	I	Total
		5	2	2	9
		0-6	0-2	0-2	/10
Intent: The company needs inspections to prevent things going wrong. Doing it properly shows leadership follow-through.					
<p>O - Award up to 6 points based on the % of observed equipment, facilities, materials and sites having any evidence of appropriate inspections based on either the object being either safe for use or removed from service.</p> <p>D - Award 1 point if all the following topics are covered in the inspection program:</p> <ul style="list-style-type: none">• Equipment• Facilities, including camps and other remote accommodations under company control• Materials (i.e. supplies such as explosives, fuels and raw materials)• Worker (and contractor where applicable) activities and practices;(specifically including any company high risk activities)• Site conditions (specifically including company high risk activities). <p>Topics must define the frequency of inspection and have an overall statement of intent and involve workers in performing the inspections.</p> <p>D - Award 1 point if all inspection frequencies are shown to occur at intervals that can reasonably be expected to prevent the development of unsafe working conditions AND the inspections are performed by competent (or where required by law or regulation – qualified) individuals. If a company is not performing an inspection at the frequency required by law or regulation, this is a negative finding.</p> <p>I – Award up to 2 points based on % of interviewed workers stating that inspections are done on time, by competent (or qualified where required by law or regulation) individuals and to the appropriate depth.</p>					
Audit Note: (Documentation only for Endorsement)					
<p>Observations of the offices (inner office/outer building and office equipment) and vehicles (exterior and interior as well as equipment in vehicles) did not reveal instances of outstanding maintenance/repair. One observation of outdated C19 procedures posted in the Campbell River office. Observations of field gear and emergency equipment (first aid kits/fire extinguishers) revealed newer equipment stored appropriately in the offices and in the vehicles. As a result of one negative observation of three sites (two offices and vehicles) with at least 1 observations/site possible, $1/30=0.033(6)=0.2$ rounded to one therefore one point deducted and five points awarded for all other positive observations.</p> <p>The OH&S program document at sec. F/Inspections of Premises provides direction on inspections and indicates the intent of inspections is, "...detect and control of workplace hazards and risks....". The inspection program covers: roads, cutblocks, buildings/structures/offices, grounds, tools, equipment, field layout and work methods and practices. Vehicles have a separate paragraph but are understood to be included in equipment. The section defines the inspection interval for vehicles and offices. Logging/road building site inspections are completed by the logging supervisors on a frequency based on risk as defined in WOP-09. Vehicle operators complete per trip/per-use, undocumented inspections of vehicles with service provider mechanical inspections at PM/repair intervals (generally 5,000 - 8,000 kms depending on the manufacturer). Office inspections occur annually with undocumented monthly inspections with an inspection frequency that is commensurate with the low risk. Workers and supervisors are formally inspected annually with a move to an additional assessment during the year but not a requirement and observation/inspection daily by the supervisors in their normal course of work. Inspections are completed by qualified registered professionals. All inspections are completed at intervals that are consistent with the OH&S regulation and the level of risk and as a result, two points were awarded.</p>					

Interviews with 14 workers were positive with respect to inspections of offices, vehicles and field worksites being completed on a consistent basis by A&A staff who are competent and identify deficiencies which are then corrected. As a result of 100% positive responses (i.e. 14/14=100%) received two points were awarded.

Recommendations and Resources:

A&A must ensure the office inspections detect outdated postings so that that posted procedures are current with dated procedures removed such that safety program direction is current and the messaging to staff consistent

C3. Checking Competency					
C3.1 #31	What process does the company use to ensure workers are competent to perform their assigned tasks?	O	D	I	Total
			3	7	10
		0	0-3	0,7	/10
Intent: People should only be doing work that they are trained to do and are competent to do. Competency is different than training – it is observation and feedback to the worker on how they are performing the job. While having worker signatures on evaluations is preferred, it is not required.					
D - Award up to 3 points based on the % of worker and supervisor competence assessments completed compared to the number of workers and supervisors. Every worker and supervisor (once they have completed training) must have a documented competence assessment for their current position or assigned tasks. Ongoing assessments are required and the frequency should be based on the risk of the tasks being performed and the skill (including age and experience) of the particular worker. Competence assessments must include observation of the persons performing the tasks. Competence assessments may include, but are not necessarily limited to: <ul style="list-style-type: none">• Training and practical examination records• Certificates supported by observation content• Supervisor journal notations• Assessments• Inspections					
I - If at least 90% of interviewed supervisors and managers are: <ul style="list-style-type: none">• knowledgeable about the company program and regulatory requirements• assessing workers in accordance with company and regulatory requirements, award 7 points. If managers also assess workers, include applicable managers in the interview sample size. If all supervisors are also managers, exclude supervisor assessment from the question. Workers are limited to company workers and exclude contractors.					
Audit Note: (Documentation only for Endorsement) Worker assessments are the primary form of competence assessment as referred to earlier. The worker assessment form is focused on field workers as office workers do not face the same hazards or level of risk that field workers do however they are also completed for office staff using the office/administration worker assessment form. Worker assessment forms were available for 40 of 41 staff including the new hires and the young worker. The training matrix identifies completed training and orientation forms demonstrate orientation to the OH&S program at hire with annual reviews/sign offs noting the one orientation completed after the first day of work and addressed earlier in this audit report. In all cases orientations and training were complete on or before the first day with the one exception identified and addressed earlier. As a result of 40 of 41 workers/supervisors/managers having the require annual assessment with some having a second assessment completed and current required training completed or scheduled where lapsed as identified earlier in this report with additional worker assessments competed more frequently for the new/young workers three points were awarded. Interviews with the VP Business Development & Indigenous Relations, the Log Supply Manager, two supervisors and ten workers who manage projects that include A&A workers and contractors/consultant staff confirm they understand A&A's requirement to assess competence, that they do this on a daily basis informally and formally on an annual basis for A&A staff/on a project basis for contractors/consultants via the inspection process. As a result of 100% consistent responses received seven points were awarded.					
Recommendations and Resources: -					

C4. Communicating Results					
C4.1 #32	How do managers and supervisors regularly share health and safety program performance information relevant to their operation with their workers and contractors?	O	D	I	Total
		2	0	8	10
		0-2	0	0-8	/10
Intent: This question is specific to the company sharing performance with workers, as opposed to having a document management system in P5.1. This is a link to the goals in P1.1 and keeping the goals visible and high profile.					
O - Award up to 2 points based on the % of workers readily having access to performance information. Methods may include, but are not limited to: <ul style="list-style-type: none">• Signs• Posters• Mail outs• Emails• Presence of content in minutes• Posting of external reports or other documents, such as those from Primes, Licensees and/or WorkSafeBC					
I - Award up to 8 points based on the % of interviewed workers with an awareness of the company safety program and its current key issues.					
Audit Note: A&A has moved to a predominately digital format for documents and records. Observations completed during the office tours, during interviews and via the network access provided showed all staff have access to A&A's network safety folders where all documentation is maintained. In addition email records demonstrate monthly safety meeting minutes are emailed to staff as well as being posted to the network. As a result two points were awarded. Interviews with 14 workers revealed a consistent understanding of the safety program and its requirements. Current issues continue to be documented in the monthly safety meeting minutes and JOH&S CAL as identified by workers. As a result of 100% consistent responses eight points were awarded.					
Recommendations and Resources: -					

C5. Investigation Quality				
C5.1 #33	How does the company properly complete investigations to lead to recommendations to prevent reoccurrence?	O	D or I	Total
			10	10
		0	0-10	/10
Intent: Investigations are key to preventing reoccurrence. Investigation needs to lead to preventing reoccurrence, not just stop at causes. Only if investigations lead to meaningful corrective actions will the rate of fatalities and serious injuries drop. While there are several investigation questions in this report, this question focusses only on the recommendations from the investigations.				
Verify by documentation if the company has any incidents that have been or should have been formally investigated.				
Verify by interview only if the company does not have any incidents that have been or should have been formally investigated.				
Do NOT use both methods.				
D - Award up to 4 points based on the % of completeness of evidence collection as appropriate for the incident. Evidence collection will usually, but not always, include:				
<ul style="list-style-type: none">• Events leading to the incident• Conditions of the work environment, tools, equipment and employees• Witness statements (if any witnesses)• Photos, diagrams and/or sketches• Reports on relevant employee training• Applicable safe work procedures• Emergency response actions				
D - Award up to 4 points based on the % of completed investigations with applicable fundamental recommendations to prevent recurrence compared to investigations completed.				
D – Award up to 2 points based on the % of investigators of the sampled investigations having formal training. The investigation needs to use any standard investigative method to dig to the deeper system causes of an event in order to make fundamental recommendations. While addressing symptoms or immediate causes is important, it alone is insufficient for a positive finding. Worker participation is required unless impracticable.				
I - In the absence of completed investigations due to a lack of incidents of sufficient severity for a formal investigation, this question may be evaluated through interview of investigators being able to explain how to investigate incidents using a form that has an ability to lead to preventing reoccurrence (i.e. evaluating their training and capacity). This method is particularly applicable to small and/or low-risk companies. Award up to 10 points based on the effectiveness of the individuals who would reasonably be investigating (by either company or regulatory requirements – i.e. must include worker JOHSC members) being able to explain the basics of investigation processes.				

Audit Note for question on previous page: (Documentation only for **Endorsement)**

A&A had one WSBC reportable incident during the audit period and two close calls as described in question D6.2. In each case the evidence was limited to statements of fact describing the incident/close call and conditions at the time of the incident/close call. Given the nature of the incidents the evidence was appropriate in three of three cases (i.e. 3/3=100%) and as a result four points were awarded.

In each of the three cases the recommendations were basic and concise. The basic recommendation for the non-work related medical aid followed the doctor's recommendation related to iron levels. The close call recommendations follow the prior communications regarding walking in the woods and checking oneself for ticks/tick bites. Given the nature of the incident/close calls the corrective actions were appropriate in three of three cases (i.e. 3/3=100%) and as a result four points were awarded.

The current six members of the JOH&S committee as well as an additional two staff members completed incident investigation training with the date included in the training matrix. Workers are included in the JOH&S committee and involved in the investigations to some degree including review/acceptance of incident investigation reports. Several other staff members have incident investigation training developed as part of the EMS certification. As a result two points were awarded.

Recommendations and Resources:

-

C6. Checking Multi-Employer Workplaces					
C6.1 #34	If multi-employer workplaces are created by the company, how does the company confirm that the workplaces are coordinated and a system of compliance is in place?	O	D	I	Total
			5	5	10
		0	0,5	0-5	/10
Intent: Multi-employer workplaces can be managed by the company by assigning Prime Contractor to another company or can be self-managed by being the Prime Contractor. In either case, the company needs to have appropriate oversight of the workplaces in question. The oversight has to balance checking the activities and allowing the other companies on site to manage their own activities appropriately.					
This question is not applicable if the company does not create multi-employer workplaces.					
D - If documents show that company personnel who should have oversight of multi-employer workplaces are exercising the oversight appropriately for the risks and activities on those worksites, award 5 points.					
I - Award up to 5 points based on % of interviewed personnel who should have oversight over multi-employer workplaces able to confirm that they are appropriately evaluating key safety coordination and compliance parameters appropriate to the risk and activities and providing direction based on those evaluations.					
Audit Note: (documentation only for Endorsement)					
A&A uses their phase contracts or a Prime Contractor assignment form to transfer responsibilities to Prime Contractors. Transfer is done after an evaluation of the contractor's safety program using the Safety Checklist as referred to earlier in this report. Many of the contractors are repeat contractors and therefore A&A has an established relationship and is aware of their safety programs/ability to be a Prime Contractor. Once transferred A&A checks on Prime Contractors and their sub-contractors to ensure all elements of a Prime Contractors responsibilities are being addressed. This is documented on the Safety Inspection form and completed by the A&A employee with responsibility for oversight of that Prime Contractor or camp (i.e. Homathko Camp owned by A&A but managed by a contractor). A review of records shows many contractors are assigned Prime Contractor responsibilities, that Safety Checklists are consistently completed to assess both the OH&S program and the contractor's ability to maintain/control activities at the project site and that safety inspections are consistently completed to assess implementation of the Prime Contractors program and completion of their Prime Contractor responsibilities. The monthly safety meeting minutes also provides an update for each active project and makes reference to the last safety inspection and next scheduled safety inspection. As a result five points were awarded.					
Interviews with two supervisors, the VP Business Development & Indigenous Relations, the Log Supply Manager and ten workers who manage contractors, some of whom are assigned Prime Contractor responsibilities revealed a clear understanding of A&A's procedures and tools for management of those project worksites. Reference was also made to providing external resources (i.e. inspectors) to help complete safety inspections where issues are complex or staff require additional help to manage the Prime Contractors. As a result of 100% consistent responses received five points were awarded.					
Recommendations and Resources:					
-					

C. Checking for Safe Work – Scoring Summary					
	Awarded	Available	N/A	Available – N/A	% awarded
Total	59	60	0	60	98

A. ADJUSTING FOR BETTER WORK					
A1. Continual Improvement					
A1.1 #35	How are senior leadership and managers actively involved in measuring and evaluating safety performance and evaluating opportunities for continual improvement?	O	D	I	Total
			5	5	10
		0	0-5	0-5	/10
Intent: For this important cultural question, leadership must show that they are meaningfully involved in promoting continuous improvement in the operations.					
<p>D - If documents show managers measure and evaluate key safety performance indicators, award 3 points. Key performance indicators may include, but are not limited to:</p> <ul style="list-style-type: none">timely completion of safety program activities such as inspections, assessments, investigations and corrective actionsnear miss / close call, first aid, medical aid and time loss statisticstraining and competency assessmentsanalysis of records and statistics that determine injury trends such as frequency, nature, type and severity of worker injury <p>If documents show managers provide directions for continual improvement based on the results of their evaluations, award a further 2 points.</p> <p>This process is different than managers attending JOHSC or other similar meetings as a participant. This process needs to show that management has a plan for driving change and improvement. There is no intent in the audit to specify what the nature or scope of that plan should be.</p> <p>I - Award up to 5 points based on % of interviewed managers able to confirm that they are appropriately evaluating key safety performance indicators and providing direction for continual improvement based on those evaluations.</p>					
Audit Note:					
<p>Documentation that shows management reviews safety indicators primarily through monthly safety meetings and the JOH&S Action Tracking worksheet. Minutes demonstrate key safety indicators inclusive of the company goals/objectives are reviewed and assessed regularly with communication to staff. As a result of consistent documentation five points were awarded.</p> <p>Interviews with the Planning and Forestry Manager/Safety Co-ordinator/IMP Coordinator (JOH&S Secretariat - partial interview not included in the sample count) and the VP Business Development & Indigenous Relations (JOH&S member) and the Log Supply Manager revealed that safety performance indicators are reviewed at monthly safety meetings and by the JOH&S committee on a regular/monthly basis. For contractors, A&A records MIR however it is understood that this measure is not a full description of contractor performance as many contractors work with A&A for a short duration and any incidents result in an abnormally high MIR. In addition, training needs are assessed/reviewed as are incidents although A&A continues to have few incidents and most are contractor incidents noting A&A has a target for contractor incidents. As a result of consistent responses to reviewing, understanding and tracking, as required, key safety indicators five points were awarded.</p>					
Recommendations and Resources:					
-					

A2. Adjusting Procedures					
A2.1 #36	How are risk control measures and safe work procedures reviewed and updated with worker involvement on a regular basis and when there are changes in work conditions?	O	D	I	Total
			5	5	10
		0	0-5	0,5	/10
Intent: The company needs to have a living and evolving management system that adapts to change, not just a dusty manual on the shelf. Workers, since they are most affected by the company program, are the best voice for operational feedback.					
<p>D - Award up to 5 points based on records showing that risk control measures and safe work procedures are reviewed at least every 2 years and/or updated when necessary. It is not necessary to show that the procedures change every 2 years, only that they are examined to determine if they are still applicable. One-on-one review of safe work procedures with workers is considered acceptable provided there is an opportunity to cause change in the measure or procedure.</p> <p>I - If at least 70% of interviewed managers, supervisors and workers report that at least some workers are involved in the review process, award 5 points.</p> <p>It is not necessary for every worker to be directly involved in the process. Worker involvement may be via a committee or representative. However, the interviewed worker must at least be aware how their issue or idea could be evaluated for incorporation into a revised procedure to be considered a positive response.</p>					
Audit Note: (Documentation only for Endorsement)					
<p>The OH&S program document was updated in 2016 to address BASE 4 requirements with some minor revisions in 2018 to clarify marijuana as a legal substance in the drug, alcohol and fatigue section and again in August 2020 addressing some minor typographical errors. Safety meeting minutes show a review/revision to the JSB including addition of policies (Bullying & Harassment 2015) as well as completion of the Young Worker procedure (2016). 2017 revisions include external guidance documents that include: (1) selecting the frequency of helipads for engineering projects, (2) ongoing on a helicopter charter guidance document for staff booking helicopters (size/power vs. crew size as opposed to cost/hr.), (3) a revised “Working Around Active Operations” field reference card and (4) a new Office/Administration Worker Assessment checklist. The three documents and checklist directly support the OH&S program. In 2018 the revision included addition of an ATV procedure given the Terrace office acquired and uses ATV’s noting the Terrace office’s closure and that the ATV’s is no longer owned/used by A&A. The JSB was updated in August 2021 to provide better direction for when hand protection is required and correcting some minor typographical errors. The IM/RTW program revisions in 2019 addressed some audit recommendations. A pfd policy implemented in December 2019. As a result of consistent review/update of the OH&S program document five points were awarded.</p> <p>Interviews with the VP Business Development & Indigenous Relations, Log Supply Manager, two supervisors and 14 workers revealed that the OH&S program/JSB are continually reviewed and when necessary, edited/changed or additional controls added. Staff referred to the monthly safety meeting forum where staff are continually asked for input/suggestions. As a result of 100% consistent responses received five points were awarded.</p>					
Recommendations and Resources:					
-					

A2.2 #37	What are the methods in place for reviewing, implementing, tracking and following up on the investigation, inspection and other recommendations?	O	D	I	Total
		6	1	2	9
		0-6	0-2	0-2	/10
Intent: The company needs to follow through and show due diligence in addressing corrective actions of any type and learn from experience. The company must allocate sufficient resources for safety.					
<p>O - Award up to 6 points based on % auditor observation verification that sampled corrective actions have been completed. If there are no recommendations that yielded reasonably observable actions, score the observation portion as not applicable and deduct 6 points from the total.</p> <p>D - If there is a process for tracking corrective actions award 1 point. Having different processes for each of investigations, inspections, etc. is acceptable.</p> <p>D – If at least 90% of documented deficiencies are reported and corrected within established time frames, award 1 point.</p> <p>Potential records of interest may include, but are not limited to:</p> <ul style="list-style-type: none">• CAL from the previous audit if there was a previous audit (a primary and mandatory document)• Inspection forms• Investigations• JOHSC minutes• Safety Meeting minutes• Daily equipment logs• Maintenance reports• Monthly inspection reports• Danger Tree assessments• Supervisor journals• Report forms such as RADAR or SafeStart• 3rd party inspections (Prime, Licensee, health or other authority, WorkSafeBC, etc.) <p>The process may be integral with the investigation form, a separate system or part of an overall company system, but it must include target completion dates and assign tasks to people. Updating target completion dates as situations change is acceptable.</p> <p>Actions that are not yet due should be excluded from the calculation.</p> <p>If the company has a system, but has no actions assigned that should have been completed, score the second part of the question as 'N/A' and deduct 1 point from the total. If the concept of due dates is not included in the company system award zero points for Documentation parts of this question.</p> <p>I - Award up to 2 points based on the % of positive responses from interviewed workers stating corrective actions are completed by the target date.</p>					

Audit Note for question on previous page: (Documentation only for **Endorsement)**

Corrective actions are listed on incident report forms and work their way through A&A's review process which ends up with the JOH&S committee sign off. In addition, any additional or more complex/time sensitive corrective actions are tracked on the JOH&S Action Tracking worksheet and reviewed as part of their regular meetings. A&A completed the CAL from the 2020 audit report. A&A had one recordable incident during the audit period with two close calls. Other corrective actions such as ensuring ERP drills are completed are identified in the CAL/safety meeting minutes but can only be checked through documentation of the drills. Additional corrective actions are identified on Safety Inspections and again can only be checked through documentation but did show completion. Observable corrective actions included:

- current fire extinguishers – complete,
- first aid kits requiring C19 supplies - completed.

As a result of a two of two observable actions confirmed as completed (i.e. 2/2=100%) six points were awarded.

As a result of a clear process to track corrective actions to completion one point was awarded.

As a result of corrective actions completed within the time frame specified with the exception of one ERP drill where an O₂ tank was found to be empty and leaking but no indication of correcting the deficiency one point was not awarded.

Interviews with 14 workers unanimously state corrective actions are completed in a timely manner and are only delayed when they are more complex and require gathering of information and consideration prior to decision making. As a result of 100% positive responses for completion of corrective actions in a timely manner two points were awarded.

Recommendations and Resources:

A&A must ensure all drill corrective actions are tracked through to completion and not forgotten so that necessary supplies, actions, training, etc. are completed and the ability to respond to emergencies is not compromised by faulty equipment.

A3. Adjusting Emergency Response					
A3.1 #38	Are appropriate drills being conducted to periodically test and refine the effectiveness of the Emergency Response Plan (ERP)?	O	D	I	Total
			5	5	10
		0	0-5	0-5	/10
Intent: While holding a drill as a training exercise is very useful, the main benefit comes from adjusting the future emergency response rather than just checking it.					
<p>D - If an emergency response drill, such as a general fire/evacuation drill, has been conducted in the last 12 months, award 2 points.</p> <p>If drills have been conducted to test at least one other scenario, such as injury, confined space rescue or missing worker, award a further 1 point. Note that if the company work from heights and/or over/on water and/or has confined spaces that are entered at least annually, then they must perform all applicable rescue drills to be awarded this point, even if they have performed other scenarios.</p> <p>If results of drills are reviewed and the ERP amended as necessary award a further 2 points.</p> <p>Proof of review may include meeting minutes or formal reports to management, workers, JOHSC, etc.</p> <p>I – Award up to 5 points for positive % responses from interviewed managers, supervisors and workers being aware of the learnings from emergency drills. If no drills have been held, score zero interview points.</p>					
Audit Note:					
A&A completed multiple ERP drills during the audit period including:					
<ul style="list-style-type: none">• medical response drill/Haida Gwaii - June 5/21,• medical response and evacuation drill/Mainland coast – Jul 28/21,• ERP communications drill/Sunshine south – Jun 22 & 23/21,• medical response drill/mainland coast – Jun 17/21,• man overboard drill – Oct 6/20,• table top man overboard procedure review – Mar 1/21.					
<p>The completed drills include a review of what went well/what areas required improvement in each case with a review of the drills at the A&A monthly safety meetings for those who were not participants. The ERP's are not so specific that the fine details of improvement need to be included in ERP's but rather they are real life improvements so that in the event of an emergency staff are aware of what is required. As a result of medical response drills for each office location as well as an ERP communications test drill and a man overboard drill (i.e. working on/over water) three points were awarded for both conditions.</p> <p>Interviews with A&A staff (VP Business Development & Indigenous Relations, the Log Supply Manager, two supervisors and 14 workers) revealed that all are aware of emergency response drills, their use in improving response capabilities and that they are reviewed with the staff at the monthly safety meetings. As a result of 100% positive response for emergency response drills and improvements in A&A's response five points were awarded.</p>					
Recommendations and Resources:					
-					

A4. Worker Input to Adjustments					
A4.1 #39	Is the company's safety program structured to involve employee/ contractor representatives in the regular review of the safety program with recommendations to management?	O	D	I	Total
			5	5	10
		0	0-5	0-5	/10
Intent: The program needs a mechanism to allow those affected by the program to have input into the evolution of the program. This could range from suggestion boxes (that are used), JOHSC, open emails, annual formal meetings with contractors. This shows a positive culture with worker engagement via feedback and company follow-through/response.					
D - Award up to 5 points based on the existence of a mechanism to involve workers and/or sub-contractors in the regular review of the safety program. Positive evidence may include, but is not limited to: <ul style="list-style-type: none">• Terms of reference of a compliant JOHSC or Representative where required by regulation<ul style="list-style-type: none">• an absent or non-compliant JOHSC or Representative where one is required by regulation is a negative finding• Meeting minutes from multi-company committees involving sub-contractors (only where such committees exist) showing program review<ul style="list-style-type: none">• meetings that do not involve program review content are not positive findings• Emails or other communications• Safety Manual sections defining program review• Worker participation in performing inspections and investigations, etc.					
I - Award up to 5 points based on the % of interviewed managers, supervisors and workers reporting how workers or contractors can effectively make changes to the company system if necessary.					
Audit Note: A&A's JOH&S committee is required as they have grown and have a current staff of 41 people down from a high of 47 in past audits with only the Vancouver office having > 20 people however many are not in the office on a regular basis. A&A continues the JOH&S committee, started as a requirement for BASE 3.0 when they were less than 20 people at either office and as a best management practice as it has increased buy in and staff ownership of the OH&S program becoming an effective forum for implementation and maintenance of the program producing rolling minutes with a CAL and a terms of reference/membership list/annual review. The advantage is that the committee includes management and workers with representation from all offices allowing for clear communication from the floor to management. The other forum is the monthly safety meeting that all staff attend noting the change to meetings at each office rather than one meeting with other offices joining by video link. The forum allows for requests from staff as well as delegation of duties all in an effort to improve the OH&S program. The office inspections show that different staff are involved in the inspections as do contractor safety inspections which are completed by different but designated staff members. A&A's safety meetings do not include their contractors with the exception of pre-work or tailgate meetings. The current Terms of Reference is dated February 13, 2020. Meeting minutes were available for each month of the audit period (October 2020 through September 2021) as well as the JOH&S rolling action tracking worksheet. The JOH&S committee did complete the annual assessment as required by sec. 3.26(2) of the OH&S regulation. As a result of documentation that shows worker participation in implementation and improvement of the OH&S program as well as an annual evaluation of the JOH&S committee, six of six committee requirements (i.e. 6/6=100%) are complete and therefore five points were awarded. Interviews with A&A staff (VP Business Development & Indigenous Relations, Log Supply Manager, two supervisors and 14 workers) revealed that all are aware of the open culture and their ability to raise concerns/have them addressed at the monthly safety meetings. As a result of 100% positive response for emergency response drills and improvements in A&A's response five points were awarded.					
Recommendations and Resources: -					

A5. Performance Management					
A5.1 #40	Are individual responsibilities and accountabilities supported by regular review and recognition of performance towards safety goals, targets, and expectations?	O	D	I	Total
			3	7	10
		0	0,3	0-7	/10
Intent: Leadership should be demonstrating and reinforcing individual accountability for safety performance, goals and expectations. This should be a two-way communication process in a one-on-one setting and is formal, documented, structured and scheduled.					
<p>D - If the company has a mechanism for formally reviewing personal safety performance, award 3 points. There may be different programs for different levels or work units in the company, especially where different unions have involvement. There is no requirement that the programs be uniform across the organization. This topic deals with the results of assessments, rather than the performance of assessments. Disciplinary processes for enforcing the use of engineering, administrative and PPE controls must be included.</p> <p>NOTE: This question specifically prohibits records of completed discipline or reward from being examined. Only policy documents or blank forms are in scope.</p> <p>I - Award up to 7 points based on % of interviewed managers and supervisors being able to describe a functioning system.</p>					
Audit Note: A&A has formalized their annual performance review process with safety expectations integrated into the questions on the annual performance review template. In addition, the company requires each staff member to review the OH&S program/JSB with annual review/sign off which includes the use of controls and implementation of the discipline policy where instances of lacking controls are identified. This review is consistent with the Employment Letter which requires staff members to follow A&A's OH&S program as a condition of employment. The performance review process is a one on one process with formal sign off by A&A and the employee. As a result three points were awarded. Interviews with the VP Business Development & Indigenous Relations, Log Supply Manager and two supervisors responded positively to the formalized performance review process. As a result of four (100%) positive responses describing a functional performance review system seven points were awarded.					
Recommendations and Resources:					

A. Adjusting for Better Work –Scoring Summary					
	Awarded	Available	N/A	Available – N/A	% awarded
Total	59	60	0	60	98

I. INJURY MANAGEMENT / RETURN TO WORK PROGRAMS (OPTIONAL)					
I1. Return to Work Policy, Management and Leadership					
I1.1	Is there a corporate policy outlining the company's commitment to the Injury Management (IM)/Return-to-Work (RTW) Programs?	O	D	I	Total
		10	20		30
		0,10	0,20	0	/30
<p>O - If the company IM/RTW policy is conspicuously posted or otherwise made available to workers in physical or electronic format, award 10 points. Possible methods may include handouts, manuals or reference materials as well as physical or electronic posting.</p> <p>D - If the document includes an outline of the intent of the program, award 10 points. If the document outlines the objectives of the program, award 10 points.</p> <p>If this whole element is not applicable, leave all scores blank, and do not enter anything in scoring tables at the end of the Element</p>					
<p>Audit Note:</p> <p>A&A's Injury Management Program was revised in September 10, 2019 to address the minor deficiencies identified in past audits with no further changes made nor did the changes affect how the program is intended to function noting no cases for the past several years. The policy is identified in sec. E.4 of the OH&S Program manual with greater detail found in the stand alone document, "<i>Injury Management Return to Work Program</i>". There is no official, signed policy however the description in the OH&S Program manual is essentially a policy that describes management's commitment to the program and A&A staff. The stand alone, detailed document begins with a section titled, "Policy Statement". The program is made available to all staff via the network and at orientation as evidenced by a review of orientation forms. In addition, a review was identified and discussed at the January 6, 2020 safety meeting with all staff at that time reviewing the program. Other monthly safety meeting minutes also show communication of the program in the "Additional Topics" section of the meeting minutes template. As a result of making the program intent and management's commitment available through the network and communicated through orientations and safety meetings ten points were awarded.</p> <p>The policy statement identifies the intent of the program with objectives listed under a separate section titled, "Objectives". As a result 20 points were awarded.</p>					
<p>Recommendation:</p>					

11.2	Is there a written IM/RTW program with defined roles and responsibilities for all relevant groups?	O	D	I	Total
			10	10	20
		0	0,10	0-10	/20
<p>D - If there is a written program containing responsibilities for at least the following groups, award 10 points:</p> <ul style="list-style-type: none">• OHS personnel;• Human resources department;• Medical professional;• WSBC case management;• Employee assistance program;• Employee representation (e.g. union);• Senior management representation; and• Workers (i.e. potential users of the IM/RTW program). <p>Depending on the company structure, several responsibilities may be combined into a single person (i.e. senior management, OHS and HR may be covered by an owner). This is acceptable for the purpose of the question. The responsibilities can exist in any company program/policy/procedural document, not necessarily in an IM/RTW-specific document. Examples include but are not limited to JSB's and job descriptions. Documenting the responsibilities in a record document such as meeting minutes or a report is not sufficiently significant or directive to be awarded the points.</p> <p>I - Award up to 10 points based on the % of positive responses of interviewed representatives of groups understanding their responsibilities.</p>					
<p>Audit Note:</p> <p>A&A's Injury Management Program is identified in sec. E.4 of the OH&S Program manual <i>Injury Management Return to Work Program</i> provides a list of responsibilities for the employer and the worker. The responsibilities are provided in greater detail, in progression in the "<i>Process for Reporting of Injuries/Illnesses in the Injury Management Return to Work Program</i>" document where the employee is directed from injury onset through the process. This includes injury reporting to the supervisor and first aid attendant (may be the supervisor or manager), physician when it is determined the injury requires medical attention/assessment, the Injury Management Coordinator and WSBC reporting. A&A's structure is very flat with a small but increasing yet focused staff so the roles within the IMP may be performed by the same person. As roles and responsibilities are included for all parties ten points were awarded.</p> <p>Interviews with 18 of 18 staff who are all members of the groups identified (with the exception of a physician/medical provider and WSBC) including the new new hires revealed that all staff understand their responsibilities under the IM/RTW program to the extent that they report injuries and if required, consult both the company and a physician should the injury be such that regular work is not possible. Alternate duties may be provided or return to work scheduled should the injury be more severe. As a result of 100% positive responses received ten points were awarded.</p>					
<p>Recommendation:</p>					

I1.3	Are case progressions and outcomes tracked?	O	D	I	Total
			-		n/a
		0	0-10	0	/10
D - Award up to 5 points based on % of case files showing progress review. Progress review may include, but is not necessarily limited to: <ul style="list-style-type: none">• Injured worker contact;• Results of medical assessment;• Performance on alternate or modified duty program; and• Modification of RTW plan. Award up to 5 points based on % of case files showing outcome review. Outcome review may include, but is not necessarily limited to: <ul style="list-style-type: none">• Duration of short and long term injury;• WSBC claim cost; and• End results of case. If there are no case files in the scope of the audit, score this question as 'N/A' and deduct 10 points from the total.					
If this question is not applicable (but the element as a whole is applicable) leave the score blank and add '10' to the 'Not Applicable' cell at the end of the element.					
Audit Note: A&A had no Lost Time Injuries and one medical treatment injury that was non-work related and did not result in lost time or otherwise require modified work during the audit period. As a result the question was scored as not applicable.					
Recommendation: -					

11.4	Is there a process to implement the opportunities for improvement identified through the analysis of program outcomes?	O	D	I	Total
			10	5	15
		0	0,10	0,5	/15
<p>D - If there is a process to review case files for opportunities for improvement to the IM/RTW system, award 5 points.</p> <p>If the process involves multiple groups (see 11.2) in the process, award 5 points.</p> <p>I - If at least 70% of interviewed group members can describe the review process, award 5 points.</p> <p>This question is to address opportunities for improvement in the system, rather than in individual cases.</p> <p>Examples of opportunities for improvement would include but are not limited to items such as:</p> <ul style="list-style-type: none"> • Modifying a form to be sent to a doctor for increased clarity and options ; • Changing the default planned contact frequency for absent workers; and • Changing the default progress review frequency for workers present at work on an IM plan. <p>It is a positive finding if the company reviews files for system improvements, but finds no practicable opportunities.</p>					
<p>Audit Note:</p> <p>The IM/RTW program identifies the Injury Management Coordinator's role as including the provision of, <i>"oversight, guidance and maintenance for the overall Injury Management component in the company OH&S program"</i>. In addition, a section titled, <i>"Program Guidance and Evaluation"</i> provides detail on review on an ongoing basis to ensure the program meets the needs of A&A, the employees and legislated requirements. This is interpreted as review and change to better implement the program while making it efficient for all parties avoiding superfluous review and pontification about improvement focusing on keeping the program real and functional. As a result of direction to review and modify the program ten points were awarded.</p> <p>As there is no formal group to review the IMP as referred to above the response from the Planning & Forestry Manager/safety coordinator who is also the IMP Coordinator revealed a positive response in the context of a simple program with few opportunities to implement the IMP over the past several years but a clear understanding of the intent of review and improvement. A&A has made some minor modifications in the past and given the suspension of the program by WSBC A&A understands they are free to continue in a fashion that is effective for them removing the prescriptive elements mandated by WSBC. As a result of the IMP Coordinator understanding the review/improvement process five points were awarded.</p>					
<p>Recommendation:</p> <p>-</p>					

I1.5	Do case records support that identified opportunities for system improvement are being implemented?	O	D	I	Total
			-	-	n/a
		0	0-10	0,5	/15
D - Award up to 10 points based on % of case files having documentation indicating program review occurred. I - If at least 70% of group members can describe examples of program improvement based on reviews, award 5 points. If there are no cases, or no cases resulting in system improvement, score this question as 'N/A' and deduct 15 points from the total.					
If this question is not applicable (but the element as a whole is applicable) leave the score blank and add '10' to the 'Not Applicable' cell at the end of the element.					
Audit Note: A&A had no Lost Time Injuries and one medical treatment injury that was non-work related and did not result in lost time or otherwise require modified work during the audit period. As a result the question was scored as not applicable.					
Recommendation: -					

Scoring Summary – I1					
	Awarded	Available	N/A	Available – N/A	% awarded
I1. Policy, Management and Leadership	65	90	25	65	100

I2. Resources, Education and Training					
I2.1	Have the duties of an IM/RTW coordinator been assigned and do the duties outline the authority to establish and implement RTW plans?	O	D	I	Total
			10	10	20
		0	0,10	0,10	/20
<p>D - If the IM/RTW program or other documentation assigns program coordination duties, award 10 points.</p> <p>I - If at least 70% of interviewed workers, supervisors, managers are aware of the program coordinator's duties, award 10 points.</p> <p>The coordinator may be a committee, a lead or technical member of a committee or an individual. Each site or division may have its own coordinator.</p>					
<p>Audit Note:</p> <p>The IM/RTW program assigns the role of program implementation to the IMP Coordinator who is responsible to senior management. The sections of the program that describe the implementation of cases show where those responsibilities fit within a case from injury onset to return to work. As the role and duties have been assigned ten points were awarded.</p> <p>Interviews with all 18 staff (18/18=100%) inclusive of all levels (worker/supervisor/manager) revealed a positive response to who and what the IM/RTW Coordinator is required to do in all cases. As a result of a 100% positive response which exceeds the threshold of 70% ten points were awarded.</p>					
<p>Recommendation:</p> <p>-</p>					

I2.2	Does the IM/RTW coordinator have appropriate education and/or training for their duties?	O	D	I	Total
			15	15	30
		0	0,15	0,15	/30
<p>D - If records demonstrate appropriate training for the IM/RTW coordinator with respect to their role in the program, award 15 points.</p> <p>Records may include attending courses, seminars, presentations or formal education.</p> <p>I - If the IM/RTW coordinator, when interviewed, understands their role in the program and is aware of relevant legislation award 15 points.</p> <p>The IM/RTW coordinator needs to at least know where to access information on:</p> <ul style="list-style-type: none">• Human Rights Act;• BC Human Rights Code;• Workers Compensation Act;• Freedom of Information and Protection of Privacy Act; and• (PIPA) Personal Information Privacy Act (SBC 2003, Chapter 63). <p>If the IM/RTW coordinator is a contract agency, review agency publications for evidence and score the interview portion as 'N/A'.</p>					
<p>Audit Note:</p> <p>Training records for the IMP were created in early 2009 and continue in 2021 YTD. The orientation form identifies IM/RTW training. The Planning & Forestry Manager/Safety Coordinator who is the IMP Coordinator developed the program, has significant education and experience and is more than capable of implementing the program with help from the Controller who acts as the HR Manager and liaises with WSBC. As a result of an IMP Coordinator who designed the program and delivers program training to staff fifteen points were awarded.</p> <p>The interview with the IMP Coordinator who is also the Planning & Forestry Manager and Safety Coordinator, though not included in the interview count provided a positive response with respect to his role in the program and clear awareness of legislation that applies to the program. As a result fifteen points were awarded.</p>					
<p>Recommendation:</p> <p>-</p>					

I2.3	Does the company have policies and procedures for IM/RTW case record security and retention periods?	O	D	I	Total
			10		10
		0	0,10	0	/10
D - If policies and procedures for record retention and security exist and they meet legal and regulatory requirements, award 10 points.					
Audit Note:					
The IM/RTW program at Confidentiality discusses confidentiality issues and was revised to include a three year records retention period as one of the past changes. The section does identify that records are kept in the strictest confidence and are in fact, maintained by the Vancouver office by the Controller (de facto HR Manager) in her office). Given retirement planning and a part time role for the current Controller/HR Manager A&A has hired a replacement accounting professional (i.e. CPA) who is training and developing in his role of Controller/HR Manager and will fully assume all duties upon retirement. As a result of a records retention period ten points were awarded.					
Recommendation:					
-					

I2.4	Have relevant groups been trained in the IM/RTW policies, procedures (including Stay-at-Work) and privacy issues?	O	D	I	Total
				10	10
		0	0	0-10	/10
<p>I - Award up to 10 points based on the % of positive responses of interviewed groups having appropriate knowledge and education on their role in the IM/RTW program, including Stay-At-Work and privacy issues.</p> <p>Interviewed groups include:</p> <ul style="list-style-type: none">Managers;Supervisors;Human resources personnel;OHS personnel;Committee members; andUnion representatives.					
<p>Audit Note:</p> <p>Interviews with 18 staff (18/18=100%) [and the IMP Coordinator who did not have a full interview and is not included in the count] who have a role in the program (i.e. workers/supervisors/managers) who may be injured employees, the IMP Coordinator and two supervisors who have/will be required to liaise with the IMP Coordinator in the event of a case plan revealed 18 of 18 positive responses with respect to understanding their roles in the program which equates to 100% considering 18/18=100% and as a result of 100% positive responses ten points were awarded.</p>					
<p>Recommendation:</p>					

Scoring Summary – I2					
	Awarded	Available	N/A	Available – N/A	% awarded
I2. Resources, Education and Training	70	70	0	70	100

13. Stay-at-Work and Return-to-Work					
13.1	Does the company have a written process (series of steps) for dealing with all IM/RTW cases and is this posted or made available to employees?	O	D	I	Total
		10	20		30
		0,10	0-20	0	/30
<p>O - If the overview of steps in the IM/RTW process is conspicuously posted or otherwise made available to workers in physical or electronic format, award 10 points. Possible methods may include handouts, manuals or reference materials as well as physical or electronic posting.</p> <p>D - Award up to 20 points based on the % completeness of the IM/RTW process. It needs to include a summarized step-by-step instruction for injury management. For example:</p> <ul style="list-style-type: none">1. 1st response to injury;2. Worker reporting requirements;3. Medical assessment;4. Contact with worker;5. Employer reporting requirement to WSBC;6. Claims management;7. Identification of available alternate or modified duties; and8. Process to develop IM/RTW plan					
<p>Audit Note:</p> <p>The IMP process is made available to all staff through A&A’s network with all staff having access to the network. Both the OH&S Program manual and the IM/RTW document are available with the latter providing the detail in the program and a step wise description of program implementation. As observation reveals the program is made available to all staff electronically ten points were awarded.</p> <p>The IM/RTW document contains a list of the steps that will be taken when implementing a case plan under the “Process for Reporting of Injury/Illness” and “Injury Management Procedures” sections. Further detail is provided in the <i>Return to Work/Stay at Work, Injury Management Phase</i> and <i>Conclusion</i> sections. As a result of a detailed series of steps outlining program implementation twenty points were awarded.</p>					
<p>Recommendation:</p> <p>-</p>					

13.2	Does the company have a “Stay-at-Work” initiative as part of their IM/RTW program?	O	D	I	Total
			15	10	25
		0	0,15	0-10	/25
D - If the documentation indicates that the program applies to ‘Stay-at-Work’ cases, award 15 points.					
I - Award up to 10 points based on the % of interviewed supervisors describing how they use Stay-at-Work opportunities to avoid time loss.					
Audit Note:					
Both the OH&S Program manual and the IM/RTW document discuss stay at work as part of the program. As a result of stay at work opportunities full points were awarded.					
Interviews with two supervisors (2/2=100%) demonstrated they understand how, depending on the nature of an injury, they would implement the program by offering stay at work/light duty tasks where possible depending on the nature of the injury and the employee’s skills as described in the IM/RTW document. As a result of responses that provided an understanding of the program ten points were awarded.					
Recommendation:					
-					

I3.3	Does the company have alternate duties identified in writing and are supervisors aware that they can offer modified duties when required?	O	D	I	Total
			10	10	20
		0	0,10	0-10	/20
D - If alternate duties are identified in advance, award 10 points. Alternate duties may include a range of standard opportunities, a list of functionally acceptable restrictions on workers or a statement that alternate duties have been researched and none exist in the company. If no duties are possible, the company needs to justify this conclusion in order to be awarded the points. I - Award up to 10 points based on the % of supervisors understanding how they can offer or arrange modified or alternate duties to workers in both Stay-at-Work and Return-to-Work situations.					
Audit Note: Specific alternate duties are identified at the <i>Stay-at-Work/Return-to-Work Process</i> section and were part of the minor revisions to the IM/RTW document in the past given A&A's work is such that office work tends to always be available for field staff and remains a part of the stay at work opportunities now explicitly identified in the program. As alternate work duties have been identified in writing ten points were awarded. The two supervisors interviewed were aware of light/alternate duties available. The activities that are directly related to the business of A&A and the responses provided suggest the supervisors have thought about how they would/could use alternate duties should the need exist. As a result of 2/2 positive responses which equates to 100% (i.e. 2/2=100%) full points were awarded.					
Recommendation: -					

13.4	Does the company have a procedure for initial and ongoing contact with an absent injured worker?	O	D	I	Total
			10	5	15
		0	0,10	0-5	/15
D - If the company has a procedure for initial and ongoing contact with absent injured workers, including timelines or methods for developing case-specific timelines, award 10 points.					
I - Award up to 5 points based on % of interviewed supervisors, IM/RTW coordinator or other contact personnel used in the company system being able to correctly describe the initial and ongoing contact protocol.					
Audit Note:					
Both the OH&S Program manual and the IM/RTW document discuss initial and ongoing contact between the injured worker and the IMP Coordinator and physician/health care professional when necessary. The case plan template includes the start date and expected end date as well as a table to record the subsequent meetings and document progress/set dates. As time bound initial and ongoing contact procedures are established full points were awarded.					
The interview with the IMP Coordinator revealed he is aware of the process to be followed for an IMP case plan with respect to initial and ongoing contact and that this will be dependent on the nature of the injury and the recommendations provided by the attending physician/health care professional. As a result of a positive response full points were awarded.					
Recommendation:					
-					

I3.5	Do case records support that the procedure for initial and ongoing contact with absent workers is being used?	O	D	I	Total
			-		n/a
		0	0-5	0	/5
D - Award up to 5 points based on the % of case files showing initial and ongoing contact being followed. If there are no case files, score the question as 'N/A' and adjust the score accordingly.					
If this question is not applicable (but the element as a whole is applicable) leave the score blank and add '5' to the 'Not Applicable' cell at the end of the element.					
Audit Note: A&A had no Lost Time Injuries and one medical treatment injury that was non-work related and did not result in lost time or otherwise require modified work during the audit period. As a result the question was scored as not applicable.					
Recommendation: -					

I3.6	Is there a procedure to develop, approve, monitor and modify case specific IM/RTW plans?	O	D	I	Total
			10	10	20
		0	0,10	0-10	/20
D - If the company has a procedure to develop, approve, monitor and modify IM/RTW case plans, award 10 points. The process must include a mechanism to set and modify plan end-dates.					
I - Award up to 10 points based on the % of interviewed IM/RTW Coordinator (and any other company personnel involved in case plan decisions) being able to describe the company process to develop, approve, monitor and modify IM/RTW case plans, including the mechanism for setting and modifying end-dates.					
Audit Note:					
The IM/RTW program identifies the process for initiating, developing, managing and finalizing case plans. The Injury Management Procedure outlines the process from injury onset with the IMP Coordinator entering at step #5 with the development of a case plan in conjunction with the injured worker and supervisor using the physicians recommendations/physical demands analysis. The authority for the IMP Coordinator is identified under the IMP Coordinator section and states the coordinator is accountable to senior management in that role. Part of that role includes date setting/revision with a template designed to capture such changes. Given the flat structure and open environment it is clear decisions are not made in isolation and senior management would be aware of case plan development. As a result of a process that provides the authority to develop/approve/modify case plan ten points were awarded.					
The interview with the IMP Coordinator that is not included in the count revealed he is aware of the process to be followed for an IMP case plan with respect to initial and ongoing contact and that he can develop/approve, monitor and amend case plans as necessary and would do so depending on the nature of the injury, the progression of recovery and the recommendations of the attending physician. As a result of a positive response full points were awarded.					
Recommendation:					

I3.7	Do case records support that the procedure to develop, approve, monitor and modify case specific IM/RTW plans is being followed?	O	D	I	Total
			10		10
		0	0-10	0	/10
D - Award up to 10 points based on the % of IM/RTW case files showing proper development, approval, monitoring and if necessary modification. If there are no case files, score the question as 'N/A' and adjust the score accordingly.					
If this question is not applicable (but the element as a whole is applicable) leave the score blank and add '10' to the 'Not Applicable' cell at the end of the element.					
Audit Note: A&A had no Lost Time Injuries and one medical treatment injury that was non-work related and did not result in lost time or otherwise require modified work during the audit period. As a result the question was scored as not applicable.					
Recommendation: -					

13.8	Do case records support that all IM/RTW plans have planned progress review dates and end dates, where practical?	O	D	I	Total
			-		n/a
		0	0-15	0	/15
<p>D - Award up to 5 points based on the % of IM/RTW case files showing a planned progress review date.</p> <p>Award up to 10 points based on the % of IM/RTW case files showing a planned end date, where such a date can be medically determined or estimated.</p> <p>If there are no case files, score the question as 'N/A' and adjust the score accordingly.</p> <p>Not all case files can have a planned end date, since some case progressions are not reasonably medically determinable. These cases should be excluded from the sample for the end date portion of the question.</p> <p>If all case files have end dates that are not able to be medically determined, score the end date portion of the question as 'N/A' and adjust the score accordingly.</p>					
<p>If this question is not applicable (but the element as a whole is applicable) leave the score blank and add '15' to the 'Not Applicable' cell at the end of the element.</p>					
<p>Audit Note:</p> <p>A&A had no Lost Time Injuries and one medical treatment injury that was non-work related and did not result in lost time or otherwise require modified work during the audit period. As a result the question was scored as not applicable.</p>					
<p>Recommendation:</p> <p>-</p>					

I3.9	Are workers and supervisors knowledgeable of the reporting process and requirements under workers compensation legislation?	O	D	I	Total
				10	10
		0	0	0-10	/10
<p>I - Award up to 3 points based on the % of interviewed supervisors able to describe their reporting requirements to authorities. If the company program has supervisors reporting information to other company parties for submission to authorities, also include those other parties in the interview sample.</p> <p>Award up to 7 points based on % of interviewed workers having correct knowledge of reporting requirements. Reporting requirements must include <u>both</u> the obligation to report an injury and the obligation to report seeking medical aid for a work-related reason.</p>					
<p>Audit Note:</p> <p>The supervisors (2) and IMP Coordinator (1) are knowledgeable regarding when an injury has to be reported to WSBC inclusive of a first aid record by the first aid attendant and through A&A when a form 7 is required as a result of a medical aid or more severe incident. As a result of 100% consistent responses three points were awarded.</p> <p>Interviews with 14 workers (14/14=100%) were unanimous stating they must report all injuries and to seek medical aid when the injury requires it. As a result of 100% positive responses received seven points were awarded.</p>					
<p>Recommendation:</p> <p>-</p>					

13.10	Do case records support that the different groups within the company worked together to support the goals of the IM/RTW case and program?	O	D	I	Total
			-		n/a
		0	0-5	0	/5
D - Award up to 5 points based on % of reviewed case plans that show a coordinated approach to case management. A coordinated approach will be shown by an absence of conflicts and a presence of smooth interaction between: Employee benefit package (medical, extended healthcare plan, employee assistance plan); OHS (incident reporting, training); Claims management; and Stay-at-Work / Return-to-Work program. If there are no case files, score the question as 'N/A' and adjust the score accordingly.					
If this question is not applicable (but the element as a whole is applicable) leave the score blank and add '5' to the 'Not Applicable' cell at the end of the element.					
Audit Note: A&A had no Lost Time Injuries and one medical treatment injury that was non-work related and did not result in lost time or otherwise require modified work during the audit period. As a result the question was scored as not applicable.					
Recommendation: -					

Scoring Summary – I3					
	Awarded	Available	N/A	Available – N/A	% awarded
I3. Stay at Work and Return to Work	130	155	25	130	100

I4. Communications					
I4.1	Have IM/RTW policies and procedures been effectively communicated?	O	D	I	Total
			20	25	45
		0	0,20	0-25	/45
D - If IM/RTW policies and procedures have been communicated to all employees as evidenced by a systematic process to provide Injury Management/RTW information to the workforce, award 20 points.					
I - Award up to 25 points based on % of interviews at all levels showing awareness of the company IM/RTW program.					
Audit Note:					
Initial IMP training occurred in 2009 and again in January 2021 as verified by the safety meeting minutes which confirms a review of the revised IM/RTW program for existing staff (with record of training form for 2010 and 2012 for the former SEBASE IM/RTW). New hire orientation forms provide documentation of new hires receiving IM/RTW training since then. In addition, email responses confirm review of the IMP as directed by the Planning and Forestry Manager. As documentation confirms the IMP has been communicated to all staff twenty points were awarded.					
Interviews with the VP Business Development & Indigenous Relations, Log Supply Manager (2), two supervisors (2) and 14 workers demonstrate there is a reasonable level of awareness regarding the IMP. As a result of 18/18=100% positive responses (i.e. 18/18=100%) 25 points were awarded.					
Recommendation:					

I4.2	Does the employer actively promote the benefits of the IM/RTW Program?	O	D	I	Total
		15			15
		0-15	0	0	/15
<p>O - Award up to 15 points based on % positive evidence of posting or making information available to employees.</p> <p>Promotion materials should be posted at strategic locations throughout the company such as bulletin boards, lunch rooms and circulation of pamphlets. If there is no opportunity to post information for workers, determine if the employer has distributed printed information to workers. The promotion material must convey the benefits of the program rather than just state that the program exists.</p>					
<p>Audit Note:</p> <p>The IM/RTW program is available to all staff on the network in electronic medium. The program describes the objectives and benefits and is not a document that simply states an IM/RTW program exists. In addition, staff were/continue to receive training/review of the program on an ongoing basis. As a result of making the program available full points were awarded.</p>					
<p>Recommendation:</p> <p>-</p>					

I4.3	Are new employees provided with information on the IM/RTW Program at a new employee orientation?	O <u>or</u> D	I	Total
		20		20
		0,20	0	/20
<p>O - If workers are observed to be given IM/RTW materials during orientation, award 20 points.</p> <p>D - If an orientation session was not observed, award 20 points if IM/RTW materials were included in orientation packages or templates.</p> <p>Note: This question is an observation OR a documentation question, not both.</p>				
<p>Audit Note:</p> <p>Orientations were not observed noting anew hire was being oriented at the Vancouver office on the first day if the audit. A review of orientation forms for existing staff (various vintages) and the new hires shows that the IM/RTW program is reviewed as a part of orientations with new staff. In addition, the monthly safety meeting is the forum where changes to the safety program inclusive of the IM/RTW program are reviewed/disseminated and in house staff training occurs. As a result of making the information on the program available to all staff full points were awarded.</p>				
<p>Recommendation:</p> <p>-</p>				

I4.4	Does that company have a process and written information package prepared to advise medical practitioners of the company's IM/RTW initiatives?	O	D	I	Total
			20		20
		0	0-20	0	/20
<p>D - If the company has a process to communicate the existence of the company IM/RTW plan to medical practitioners, award 10 points.</p> <p>Award up to 10 points based on the completeness of the package, form or template ready to send to medical practitioners with an injured worker.</p> <p>Examples of documents included in the package are:</p> <ul style="list-style-type: none">• Description of the company's IM/RTW program;• List of available alternate or modified duties;• Company cover letter to medical practitioners; and <p>Physician report template.</p>					
<p>Audit Note:</p> <p>The IM/RTW program includes a <i>“Return to Work Physical Assessment Report”</i>. The report is a form for medical practitioners to complete to help guide the development of an appropriate case plan. The form explains that the IM/RTW program does not affect a worker's rights to WSBC compensation and offers to pay a fee for timely completion of the form. The form content is comprehensive identifying many tasks and what can/cannot be done by an injured worker allowing the physician to check off what is appropriate and/or add specific requirements. In addition the form prompts for an estimated return to work date. As a process is established for informing medical practitioners of the IM/RTW program with documents prepared for use in the development of future case plans full points were awarded.</p>					
<p>Recommendation:</p>					

Scoring Summary – I4					
	Awarded	Available	N/A	Available – N/A	% awarded
I4. Communications	100	100	0	100	100

Key Definitions

Term	Definition
Company	<p>The organization being audited.</p> <p>The company may have clients, licensees and/or Prime Contractors above them in the responsibility structure. To those organizations, the company would be a contractor (or subcontractor).</p> <p>The company may have contractors and sub-contractors below them in the responsibility structure. To those organizations, the company would be a client, Prime and/or licensee.</p> <p>The audit report is to be about the company being audited and the areas that they have control over. The actions of a company under the audited company in the contractor chain only impact the audit report in how the audited company should be managing the activities, and not deal with issues that are internal to the contractor (i.e. failure of the subcontractor to maintain equipment is not a deficiency in the maintenance program of the company, but may be a weakness in contractor selection or oversight). Similarly, if the deficiencies that impact the company are caused by a company above them in the responsibility pyramid, they only impact the company audit is so far as the company has control over the issue (i.e. reporting needed road maintenance to the Prime is the maximum expectation if the company being audited has no road maintenance responsibility.)</p>
Contractor	<p>A company or a person other than an employee, that the company pays (including indirectly via a contractor chain) AND is present on the company-controlled worksite.</p> <p>Contractor, for the purposes of the audit, is a relative term that applies to an organizational level UNDER the company being audited. It is not an absolute term, since most companies are also contractors to the company above them in the responsibility pyramid.</p> <p>Examples: a water taxi would not typically be a contractor since they are not on the company site.</p> <p>A camp cook could be a contractor if the company operations include control of the camp, but would not be a contractor if the cook (or the company that the cook is employed by) has control over the camp.</p> <p>A fuel delivery service would typically be a contractor if they are allowed unescorted on the company forestry site during off-hours.</p> <p>External auditors are contractors.</p>

Term	Definition
IOO	A company with no more than one field worker other than IOO-exempt personnel, AND no contractors other than IOO-exempt personnel AND with no more than one office support person who does NOT supervise, direct or dispatch the field worker.
IOO-Exempt Personnel	One person of safety watch for an unlimited number of days per year per IOO. An additional field employee for no more than 10 person-days per calendar year per IOO for vacation, relief or additional special project labour.
Multi-person IOO	A company with no more than 3 field workers other than IOO-exempt personnel AND no contractors other than IOO-exempt personnel AND with no more than one office support person who does NOT supervise, direct or dispatch any field workers AND the up to 3 field workers are all self-contained and do not rely on each other for daily support. A multi-person IOO may not exceed 4 field workers other than safety watch, including temporary workers, at any point in the year. While a multi-person IOO can be awarded SAFE-certification, it is on a per-person basis rather than per-company and is therefore not COR-eligible.
Visitor	A person or company who is not paid by the company AND is present on the company-controlled worksite.
Documentation only for Endorsement	The company submits the required policy, procedure, standard or other guidance document for the applicable topic using a condensed tool.
Young Worker	Any worker, including a supervisor, under 25 years of age, regardless of their experience. For example a 23 year old worker with 6 years in the company is a young worker and still requires enhanced supervision until they are 25.
New Worker	means any worker who is a) new to the workplace, b) returning to a workplace where the hazards in that workplace have changed during the worker's absence, c) affected by a change in the hazards of a workplace, or d) relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace;

Company Profile

Complete all fields – an incomplete NOAA cannot be processed

Company's audit due date:	This form is a Pre-Audit NOAA <input type="checkbox"/>
September 16, 2021	This form is a Post-Audit NOAA <input checked="" type="checkbox"/>

A. Type of Audit – check all that apply (double-click each box to activate)

<input type="checkbox"/>	Certification	<input type="checkbox"/>	Student	<input type="checkbox"/>	Verification	<input type="checkbox"/>	Administrative
<input checked="" type="checkbox"/>	Maintenance	<input type="checkbox"/>	Gap Analysis	<input checked="" type="checkbox"/>	IM/RTW	<input type="checkbox"/>	Limited Scope
<input type="checkbox"/>	Recertification	<input type="checkbox"/>	Team list members in sec I.	<input type="checkbox"/>	A.M.A.P. yr 1	<input type="checkbox"/>	Phased – part
				<input type="checkbox"/>	A.M.A.P. yr 2		of
<input type="checkbox"/>	Combined - Must use Joint NOAA	<input type="checkbox"/>	MAGSAFE 1	<input type="checkbox"/>	W.I.V.A.	<input type="checkbox"/>	SAFE Only – no COR
<input type="checkbox"/>	Other:	<input checked="" type="checkbox"/>	BASE Version 4	<input type="checkbox"/>	Internal	<input checked="" type="checkbox"/>	External

B. Company Information

Legal Company Name:	Company Trade Name/dba:		
A&A Trading Ltd.	-		
WorkSafeBC Account:	SAFE Certification #:		
556622	9130004		
Mailing Address:	City:	Province:	Postal Code:
1210-1111 Melville St.	Vancouver	BC	V6E3V6
Street Address: (if different from mailing address)	City:	Province:	Postal Code:
-	-	-	-
Company Contact:	Position:		
Dave Marquis	Planning & Forestry Manager		
Phone:	Email:		
604-684-2107	dmarquis@aatrading.com		

C. Audit Period

Complete estimated for pre-audit. Complete both for post-audit.	Start Date	Date of last data collection	Report Submission Date
Estimated	Sep 13, 2021	Sep 16, 2021	Sep 30, 2021
Actual	Sep 13, 2021	Sep 16, 2021	Sep 24, 2021

D. High Risk Company Activity Types

Check all that apply	
<input checked="" type="checkbox"/> Hiring Contractors	<input checked="" type="checkbox"/> Creating a multi-employer workplace
<input type="checkbox"/> Lockout	<input checked="" type="checkbox"/> Camps and Remote Accommodations
<input type="checkbox"/> Manual Tree Falling	<input type="checkbox"/> Working near High Voltage Power Lines
<input type="checkbox"/> Commercial Vehicles	<input type="checkbox"/> High Hazard Materials
<input type="checkbox"/> Heavy Equipment Operations	<input type="checkbox"/> Working at Heights
<input type="checkbox"/> Respiratory Protection	<input type="checkbox"/> Combustible Dust
<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined Space
<input checked="" type="checkbox"/> Having Young Workers (under age 25)	<input checked="" type="checkbox"/> Working over or on Water

E. Personnel Count

Total personnel count per month for last 12 months: (Total = owners + management + supervisors + workers + workers of <u>dependent</u> contractors)												
	1	2	3	4	5	6	7	8	9	10	11	12
Year (yyyy)	2020	2020	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021
Month (mmm)	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Count	40	40	40	40	40	40	40	42	42	42	42	41
<input type="checkbox"/>	Attach an Organizational Chart or other description of the structure of the company.											

F. Audit Sampling Plan (IM/RTW)

<input type="checkbox"/> Injury Management not attempted in audit	Number of case files in organization	Number of cases sampled in audit						
Scope of IM/RTW Records								
<input checked="" type="checkbox"/> Since last audit	0	0						
RTW Minimum Sample Chart								
Cases	1 – 8	9 - 11	12 - 13	14 - 15	16 - 17	18 - 19	20 - 23	24 - 27
Min #	all	8	9	10	11	12	13	14
Cases	28 - 34	35 - 44	45 - 54	55 - 67	68 - 80	81 - 100	>100	
Min #	15	16	17	18	19	20	20%	

G. Lead Auditor Information

Audit Completed by:		Auditor Number (or 'Student'):	
Lead: P.L. Carruthers		E0608-001	
Lead auditor email: forest.solutions@shaw.ca		Lead auditor cell: 250-550-7445	
Team -		-	
Team -		-	
Accompanied by Company Representative(s) / Hosts			
Name:	D. Marquis, RPF	-	-
Occupation:	Planning & Forestry Manager	-	-

I. Scope of audit

List all WorkSafeBC CUs, their fixed locations, and operating sites. Indicate if work activity is intended (pre-) and actually present in the audit.

If the company contact is unsure of their CUs or locations, please contact the BC Forest Safety Registrar.

Insert additional rows above the total line if necessary

Total interviews performed are automatically calculated with <CTRL-A><f9> (or when opening or printing)

C U	LOCATION WSBC fixed location name or address (list separately for each CU)	SITE Audit site name (if more than one site per location)	COUNT Total personnel at each site	Sites selected for visit				Number of personnel interviewed for current audit						Scheduling for current audit		
				This year	1 yr ago	2 yrs ago	3 yrs ago	Pre-NOAA = <i>planned</i> Post-NOAA = <i>actual</i>						Auditor	Start Date	End Date
703008	Vancouver office	Head Office	16-20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M	1	S	-	W	6	PLC	Sep 13	Sep 14
703008	Campbell River office	Branch Office	6-20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M	1	S	2	W	6	PLC	Sep 15	Sep 16
703008	Sandspit Office (via Teams)	Branch Office	1-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	-	S	-	W	2	PLC	Sep 15	Sep 16
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		S		W				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		S		W				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		S		W				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		S		W				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		S		W				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		S		W				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		S		W				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		S		W				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		S		W				
Maximum count from table E on previous page:			42	Total interviews			18	M	2	S	2	W	14			
Minimum interviews required for count on line above based on table J on following pages:			17	% of total interviews that are worker interviews:				78	Min 80% worker interview target							

<p>Comments, notes, descriptions regarding sampling plan (pre- or post-): (Attach additional pages for proposals for and/or outcomes of special time frames, unique sampling protocols, etc. This space can be used on the post-audit form for justifying why a particular plan was not met.</p> <p>Vancouver and Campbell River offices sampled with the Sandspit site sampled via MSTeams. VP Operations (overall safety performance and BCFSC focus) and Planning & Forestry Manager (IM/RTW program) asked specific questions but not fully interviewed and not included in the sample count.</p>
<p>Describe the overall scope (nature and type) of the company's activities. Include reference to the company's locations as they relate their WorkSafeBC Classification Unit(s) making mention of locations and sites included in this audit:</p> <p>Forestry layout/silviculture operations, contracted harvest operations, harvest supervision, log purchase/sale.</p>
<p>Locations visited (post audit only):</p> <p>Vancouver and Campbell River offices.</p>
<p>Equipment observed (post-audit only):</p> <p>Office equipment, pickup trucks, crew boat use (March 2021 EMS/SFM/CoC audit)</p>
<p>Occupations observed (post-audit only):</p> <p>Foresters (RPF's), Forest Technicians (RFT's), Accountants (CPA's).</p>
<p>Observed company activities on day(s) of audit (post-audit only):</p> <p>Office activities and field activities (March 2021 EMS/SFM/CoC audit)</p>
<p>Interview sampling description and count (i.e. 2 owners, 1 mechanic, 3 buncher operators, 6 truckers, etc.) (post-audit only):</p> <p>Focus on new hire/young worker and staff not captured in prior year's audit respecting the target of 80% workers noting all staff work as project managers and in that role may be a supervisor or a worker</p>

J. Minimum Interview Table

The minimum number of interviews required for an audit is based on the annual monthly peak value for staff count in the 12 months before the audit. The staff count is equal to the total number of personnel in the company, including owners, management, supervisors, field personnel, office personnel, shop personnel and the total staff of dependent contractors. This applies whether they are permanent or temporary and counts each unique person rather than as full time equivalents. Two people each working half time count as 2 (not 1) staff.

Total Staff	Minimum Interviews	Total Staff	Minimum Interviews	Total Staff	Minimum Interviews
<5	all	234-240	35	560	66
5	4	241-249	36	561-570	67
6-7	5	250-299	37	571-580	68
8	6	300-302	38	581-595	69
9	7	303-309	39	596-605	70
10-11	8	310-312	40	606-615	71
12-14	9	313-315	41	616-625	72
15-16	10	316-320	42	626-638	73
16-17	11	321-325	43	639-645	74
18-20	12	326-329	44	646-655	75
21-24	13	330-332	45	656-665	76
25-27	14	333-335	46	666-678	77
28-30	15	336-338	47	679-689	78
31-36	16	339-341	48	690-699	79
37-44	17	342-348	49	700-705	80
45-49	18	349-354	50	706-719	81
50-64	19	355-359	51	720-729	82
65-74	20	360-364	52	730-740	83
75-88	21	365-369	53	741-749	84
89-99	22	370-374	54	750-790	85
100-120	23	375-379	55	791-840	86
121-149	24	380-389	56	841-959	87
150-199	25	390-399	57	960-1000	88
200-204	26	400-475	58	1001-1499	89
205-209	27	476-499	59	1500-1800	90
210-212	28	500-509	60	1801-2500	91
213-214	29	510-519	61	2501-4000	92
215-220	30	520-529	62	4001-4999	93
221-222	31	530-539	63	5000-9999	94
223-226	32	540-549	64	10000-24999	95
227-230	33	550-559	65	25000+	96
231-233	34				

K. Post Audit Signatures

Complete and submit with your post-audit NOAA. Leave blank for pre-audit NOAA

Management Representative (for internal and external audits)		
<input checked="" type="checkbox"/> I hereby acknowledge that I have provided true and accurate information to the auditor to the best of my abilities and agree that the audit sampling was completed as stated above.		
Name Dave Marquis, RPF	Signature (optional) -	Date September 16, 2021

External Auditor		
I affirm that I have read, understood, and agree to abide by the terms and conditions of the British Columbia Forest Safety Council Auditor Code of Ethics.		
<input checked="" type="checkbox"/> I have not violated the Auditor Code of Ethics during this audit, and have not received any economic benefit from OH&S consulting activities from this company in the 36 months preceding the audit.		
In addition, I have not been in a position which could be perceived as a conflict of interest by either the current BASE Auditor Manual or the current COR Standards and Guidelines.		
Marking the box to the left of this text block and applying my name by any means in 'signature' constitutes signing.		
Name P.L. Carruthers, MF, RPF	Signature (manual or electronic) PLC	Date September 16, 2021

Internal Auditor		
I affirm that		
<input type="checkbox"/> <ul style="list-style-type: none"> I have not violated the Auditor Code of Ethics during this audit; I have done my best to be objective in conducting this audit I have followed the current BASE Auditor Manual. I am a permanent employee of the company 		
Name	Signature (manual or electronic)	Date

L. Submission

Submit completed final audit report via: http://app.bcforestsafe.org/upload/
--

Auditor Conclusion

As the auditor, I confirm that this audit report contains material supporting the inclusion of the following Classification Unit(s) as listed below.	
Classification Unit (CU)	CU Description
703008	Integrated Forest Management
Notes for Registrar: -	
As the auditor, I confirm that this audit report does NOT contain material supporting the inclusion of the following Classification Unit(s) as listed below.	
Classification Unit (CU)	CU Description
Notes for Registrar:	

Reviewer Conclusion

This section is completed during the audit QA process by the reviewer

I hereby certify that this audit meets the intent and requirements of the SAFE Companies program and the total quality assurance process required by the BC Forest Safety Council.			
Reviewer name:	Mike Sexton		
Classification Unit (CU)	CU Description	This audit contains material supporting the CU(s)	
703008	Integrated Forest Management	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviewer notes:			

Outcome

This section is completed during the audit QA process by the reviewer

Based on the contents of this audit report, the following result and score is awarded by the BC Forest Safety Council:

Component	Results	Score – OHS	Score - RTW
SAFE Companies	SAFE Certification	98%	100%

Component	Scope of Operations Certified	Other conditions
Limitations	Company Assigns Prime Contractor Status	

This section is completed during the audit QA process by the COR Administrator

Component	Company Intent	Certification Outcome
COR Eligibility - OHS	Intended for COR	Eligible for COR
COR Eligibility - RTW	Intended for COR	Eligible for COR