

# Contractor's General SOP

## SOP - OPERATIONS GENERAL

### 1.0 Definitions and Interpretation

- 1.1 If any provision or requirement of any SOP conflicts with a provision or requirement in any signed agreement with the Company from time to time, the following will apply:
- If the conflict relates to standards or levels of performance, then the higher or more stringent of the two provisions will prevail unless the relevant provision of a signed agreement with the Company expressly provides otherwise; and
  - for all other conflicts, the provisions of a signed agreement with the Company will prevail.

### 2.0 General

- 2.1 Prior to the commencement of an activity the Project Manager, the Company Supervisor and the Contractor:
- Must have a signed contract with the Company (except the Project Manager).
  - Must fully understand the procedures, the services to be delivered, the silviculture prescription and the standards in his Contract with the Company.
  - Must attend a pre-work conference with the Company.
  - Must have all safety procedures and equipment in place.
  - Must have all environmental procedures and spill kits in place.
  - Must sign-off the pre-work conference document.

### 3.0 Environment

- 3.1 The Project Manager, the Company Supervisor and the Contractor:
- Must ensure the "Fuel, Oil, Pesticides and Waste Management Plan," and any new updates that are in force during the implementation of the contract, is readily available in all vehicles and the procedures are fully understood.
  - Must stop work immediately in regards to anything that would result in unacceptable environmental damage while carrying out an activity.
  - Must report any incident of non-compliance and/or EMS non-conformance to the Company as soon as reasonably practicable. Must ensure deleterious material is not deposited in streams, lakes, wetlands and meadows.
  - Must ensure equipment is not refueled inside a riparian management area or within 20m of any standing water.
  - Must ensure no equipment is operated within 5 m (16 feet) of streams, wetlands, meadows and lakes.
  - Must ensure no material is removed that could de-stabilize a stream bank.
  - Must ensure equipment is checked regularly to ensure it is free of oil/fuel leaks and is in proper working order. All oil/fuel leaks are to be fixed immediately.

#### **4.0 Safety**

4.1 The Project Manager, the Company Supervisor and the Contractor:

- Must comply with and enforce the Workers Compensation Board Safety Regulations.
- Must comply with and enforce the Company's Standard Operating Procedures and ensure that the Standard Operating Procedures are reviewed with all employees prior to the commencement of work.
- Must ensure the Silviculture "Standard Operating Procedures" is readily available in all vehicles and the procedures are fully understood by all employees.
- Must report all accidents to the Company. All lost time accidents and accidents with the potential for an injury, are to be investigated by the Project Manager, the Company Supervisor and the Contractor and the findings documented in a written report. The written report is to be submitted within 24 hours of the incident.

#### **5.0 Wildlife**

5.1 The Project Manager, the Company Supervisor and the Contractor:

- Must ensure known and any discovered wildlife features such as and not limited to trees, leks, mineral licks and dening sites are not damaged.
- Must report the location of all previously unidentified wildlife features as soon as is reasonably practicable to the Company.
- Must ensure activities are being carried out within known operational windows.
- Must ensure protected vegetation is not damaged.

#### **6.0 Heritage Resources**

6.1 The Project Manager, the Company Supervisor and the Contractor:

- Must ensure known and any discovered heritage resources, such as and not limited to trees, sites and artifacts are not damaged.
- Must report the location of all previously unidentified heritage resources as soon as is reasonably practicable to the Company.

#### **7.0 Merchantable Trees**

7.1 The Project Manager, the Company Supervisor and the Contractor:

- Must ensure protected merchantable trees are not unnecessarily damaged.
- Must ensure all unskidded bunches/groups (more than three) of merchantable trees are marked in the field and on a map and reported to the Company.

#### **8.0 Crop Trees**

8.1 The Project Manager, the Company Supervisor and the Contractor must ensure crop trees are not unnecessarily damaged.

#### **9.0 Fire Prevention**

9.1 The Project Manager, the Company Supervisor and the Contractor:

- Unless otherwise exempted in writing by the Ministry of Forests and Range Officer, must ensure his operation(s) is in compliance with the provincial forestry legislation, and, in particular, the requirements for fire fighting tools for industrial operations and any applicable restrictions on working in certain fire hazard conditions.

- Must not light or cause to light any fires on or near the work site.
- Must ensure no person is smoking on site except during prescribed smoke breaks and will ensure that all flammable debris is cleared away down to mineral soil to dispose of matches, cigarette butts, and the likes.

#### **10.0 Camping and Parking**

- 10.1 The Project Manager, the Company Supervisor and the Contractor must ensure his camp is in compliance with the Workers Compensation Board Camp Regulations.
- 10.2 The Project Manager, the Company Supervisor and the Contractor must ensure when using Provincial Crown forest land, including any roads, landings, or Ministry of Forests and Range recreational sites for the purpose of lodging, camping, vehicle parking or trailer parking done in connection with the Services or any other operations, is done so with prior written approval from the Ministry of Forests and Range.

#### **11.0 Site Clean-up**

- 11.1 The Project Manager, the Company Supervisor and the Contractor must ensure any operating, camping, or rest areas used in connection with operations is kept clean and will ensure any litter or refuse is disposed properly and any damage is repaired or restored.

**SOP - CONTRACTOR'S SUPERVISOR**

**1.0 General**

- 1.1 The Contractor's Supervisor(s)/Representative must be present at the Contractor's pre-work conference.
- 1.2 The Contractor's Supervisor(s)/Representative will ensure he has reasonable access to a copy of his contract and the pre-work documentation during the course of carrying out the Services to the Company.
- 1.3 The Contractor's Supervisor(s)/Representative will ensure he has a Contract's applicable Unit map on site at all times during the course of carrying out the Services to the Company.

**2.0 Contract Implementation**

- 2.1 The Contractor's Supervisor(s)/Representative:
  - If required by the Company, have a pre-work conference with his workers.
  - Ensure all employees read, sign, understand and follow all SOP, SWP and contract standards.
  - Must ensure all activity work is carried out within the treatment unit boundary.
  - Must ensure the activity results are consistent with the contract, the SOPs, the pre-work conference documentation and the Work Progress Plan.
  - Must ensure all his employees' performance is consistent with the contract, the SOPs, the pre-work conference documentation and the Work Progress Plan.
  - Must do quality inspections regularly to ensure compliance.
  - Must fully understand the Company's ribbon codes. If ribboning is unclear, the Contractor's Supervisor(s)/Representative are to stop work immediately and contact the Company Supervisor.
  - Must maintain a current documentation file, including but not limited to special instructions, warnings and operational notes, during the course of carrying out the Services.
  - Must keep in contact with the Company Supervisor during the project, as needed, to ensure the success of the project. The Company Supervisor is to be kept abreast of any operational issues.
  - Must stop work immediately if in doubt about any contract procedures that could result in any safety violations, environmental damage or non-compliance and contact the Company Supervisor immediately.
  - Must meet with the workers on a regular basis to carry out compliance inspections, to discuss sensitive or high risk areas, to discuss contract performance and to employ quality assessments.
  - Must address all questions from his workers.
  - Must keep accurate notes of all operational discussions with the Company Supervisor and his workers.
  - Must report any incidents of non-compliance and/or EMS non-conformance to the Company Supervisor as soon as is reasonably practicable.
  - Must supervise inexperienced workers more frequently than experienced workers, to ensure the contract procedures and standards are being met and the SOPs are being

## **SOP - COMPANY SUPERVISOR**

### **1.0 General**

- 1.1 The Company Supervisor must be present at the Supervised Contractor's pre-work conference.
- 1.2 The Company Supervisor will ensure he has reasonable access to a copy of his contract, his pre-work documentation, the Contractor's contract(s) and the Contractor's pre-work documentation during the course of carrying out the Services to the Company.
- 1.3 The Company Supervisor will ensure he has a copy of the Contractor's applicable Unit map on site at all times during the course of carrying out the Services to the Company.
- 1.4 The Company Supervisor will ensure the Contractor or his representative(s) has reasonable access to a copy of his contract and the pre-work documentation during the course of carrying out the Services to the Company.
- 1.5 The Company Supervisor will ensure the Contractor or his representative(s) has an applicable Unit map on site at all times, during the course of carrying out the Services to the Company.

### **2.0 Contract Supervision**

- 2.1 The Company Supervisor:
  - Must attend a pre-work conference with the Contractor and/or his representative(s).
  - If required by the Project Manager, carry out a pre-work conference with the Contractor or his representative(s) and his employees.
  - Must ensure the Contractor, his representative(s) and his employees read, sign, understand and follow all SOP, SWP, and contract standards.
  - Must ensure all activity work is carried out within the treatment unit boundary.
  - Must ensure the activity results are consistent with the contract, the SOPs and the pre-work conference document.
  - Must ensure the contractor or his representative(s) and his employees performance is consistent with the contract, the SOP and the pre-work conference documentation.
  - Must inspect sites regularly to ensure compliance.
  - Must establish quality assessment plots immediately following the completion of a unit. Units that are partially completed, and there is a mutual agreement by both the Contractor or his representative(s) and the Company Supervisor to establish quality assessment plots within the treated area, are to have quality assessment plots established immediately.
  - Must fully understand the Company's ribbon codes. If ribboning is unclear the Company Supervisor is to stop work immediately and contact the Project Manager.
  - Must maintain a current documentation file, including but not limited to special instructions, warnings and operational notes, during the course of carrying out the Services.
  - Must contact the Contractor or his representative(s) during the project, as needed, to ensure the success of the project.
  - Must stop work immediately if in doubt about any contract procedures that could result in any safety violations, environmental damage or non-compliance and contact the Project Manager immediately.

- Must meet with the Contractor or his representative(s) and/or his employees on a regular basis to carry out compliance inspections, to discuss sensitive or high risk areas, to discuss contract performance and to employ quality assessments.
- Must address all questions from the Contractor, his representative(s) or his employees.
- Must keep accurate notes of all operational discussions with the Contractor, his representative(s) and his employees.
- Must report any incidents of non-compliance and/or EMS non conformance to the Project Manager as soon as is reasonably practicable.
- Must supervise inexperienced Contractors more frequently than experienced Contractors, to ensure the contract procedures and standards are being met and the SOPs are being followed.

### **3.0 Reports**

- 3.1 The Company Supervisor will provide a summarized report and any supporting documentation to the Company, in a format specified by the Company. The report is to be completed and submitted to the Company within 10 days from the Contractor or his representative(s) giving notification to the Company Supervisor that he has completed an activity Unit or parts thereof, or as stated by the Project Manager. General summary reports (applicable to the whole contract) are to be filed on the Contract file. Unit summary reports are to be filed correctly on the applicable cut block file.

**SOP - WCB NOTICE OF PROJECT**

1.0 Before commencing a forestry operation a Notice of Project is required by the contractor to submit in a form and manner acceptable to the Board. This applies to a workplace in a forestry operation where the work is expected to last more than 5 working days, but does not apply where the work is limited to:

- timber cruising,
- forestry road or cutblock layout, or
- surveying

Not more than 30 days and not fewer than 24 hours before the start of work at a workplace, the owner for whom the work is being done must ensure that a Notice of Project is provided to the nearest Board office.

If it is necessary to do immediate work in order to prevent injury to workers or damage to property, work on the project may commence immediately, and the owner for whom the work is being done must ensure that a Notice of Project is provided to the nearest Board office at the earliest possible time.

2.0 The notice required under subsection (1) must identify the

- location of the operation,
- name of the owner or licensee of the trees,
- name of the person conducting the operation,
- type of work to be performed,
- type of equipment to be used, and
- procedures to be used if trees are to be harvested by commercial thinning, selective logging, individual tree selection or other similar methods.

3.0 It is required that the contractor provide FORSITE a copy of their Notice of Project once it has been submitted and approved.

For more information, refer to the WorkSafe BC OH&S Regulations 26.4, Notice of Project.

## SOP - DANGEROUS TREES

### 1.0 Definitions

- 1.1 A "**dangerous tree**" includes any tree that is hazardous to people or facilities because of location or lean, physical damage, overhead hazards, deterioration of the limbs, stem and/or root system, or a combination of these.
- 1.2 "**Significant Tree Hazards**", as defined by the Wildlife Tree Committee of BC (WTC), include:
  - insecurely lodged trees, or hung-up limbs or tops (consider size and height above ground)
  - highly decadent or unstable trees (e.g., >50% cross-section area stem damage, or >50% roots damaged/unsound)
  - recent high lean (>15% toward work area) AND damaged root system/anchoring soil layer
- 1.3 A "**certified tree assessor**" is someone who has passed the required Wildlife/Danger Tree Assessor's course module(s) sponsored by the WTC, and who holds a valid certificate, dated since November 1998, which signifies this designation.
- 1.4 A "**qualified person**" is a person experienced in the specified work activity and who, by reason of education, training, experience or a combination thereof, is able to recognize and evaluate hazards associated with trees, with due regard for the anticipated work activity and possible disturbance of the tree(s).

### 2.0 Assessment Requirements

- 2.1 Except for surveys, all work activities require a pre-work inspection by a qualified certified person, to determine if there are any trees that might endanger workers.
- 2.2 Trees with one or more "significant tree hazards" are deemed to be dangerous and must be appropriately attended to **BEFORE** any workers enter the area.
- 2.3 If "suspect" danger trees are observed by a qualified person, then further assessment by a certified danger tree assessor is required and the appropriate safety procedures taken if these trees are considered for retention and before activities begin. If the trees are not to be considered for retention then they are to be deemed dangerous and must be appropriately attended to **BEFORE** any workers enter the area.
- 2.4 Tree defect descriptors that indicate a "dangerous tree" rating are to be summarized and documented. The assessor must use the designated Wildlife/Danger Tree table(s) to determine the danger trees rating for Level 2 and 3 disturbance activities. The defects described in these tables are those that would likely cause injury to a worker if they were to fail.

### 3.0 Very Low Risk Activities

- 3.1 "**Very Low Risk Activities**", as defined by the WTC, include:
  - forest surveys
  - stand reconnaissance
  - tree marking
  - road and cut block engineering and layout
  - general light vehicle travel (pickups, ATVs)
  - foot travel (walking, hiking, horseback riding)

- 3.2 In "very low risk activities" situations, workers must keep a 'heads up' approach and stay away from any obvious overhead tree hazards (i.e. insecurely lodged trees, hanging tops or limbs).
- 3.3 When winds exceed 20 km/hr, workers must stay away from (greater than 1.5 defect lengths) all trees that have one or more "significant tree hazards" and all suspect dangerous trees.

#### **4.0 Level 1 Disturbance Activities**

- 4.1 "Level 1 Disturbance Activities", as defined by the WTC, include:
  - tree planting
  - brushing
  - tree pruning (stems < 20cm dbh)
- 4.2 Trees with one or more "significant tree hazards" are deemed to be dangerous and must be appropriately attended to **BEFORE** any workers enter the area.
- 4.3 Lesser hazards can be rated Safe for a level 1 activity.
- 4.4 When winds exceed 20 km/hr, workers must stay away from (greater than 1.5 defect lengths) all dangerous trees and all suspect dangerous trees.

#### **5.0 Level 2, 3, or 4 Disturbance Activities**

- 5.1 "Level 2 Disturbance Activities", as defined by the WTC, include:
  - juvenile spacing or slashing (stems < 15cm dbh)
  - tree pruning (stems > 20cm dbh)
  - fire control with hand tools/or water hoses
- 5.2 "Level 3 Disturbance Activities", as defined by the WTC, include:
  - tree falling (any tree > 15cm dbh)
  - mechanical site preparation with heavy machinery
  - use of light and intermediate helicopter where workers are exposed to rotor wash

#### **6.0 Safety Ratings and Appropriate Procedures**

- 6.1 Once a tree has been determined to have a dangerous defect, the appropriate safety procedures must be undertaken and include:
  - if the tree(s) can be safely addressed, removal of the tree(s) or hazardous parts by a qualified certified hand faller or appropriate machine
  - flag a no-work zone of appropriate size and shape around tree(s) and instruct workers to stay out of this area (generally 1.5 defect lengths in size)
- 6.2 Once a tree(s) has been determined to be "safe", maintain appropriate safety procedures:
  - retain tree - no removal or modification necessary;
  - mark tree as "safe" (paint or flag appropriately);
  - document the assessment as required;
  - monitor and reassess as per WTC requirements.

## **7.0 No Work Zones (NWZ)**

- 7.1 The purpose of a no-work zone is to protect workers from tree hazards in situations where the danger tree or parts thereof have not been removed. NWZs are generally 1.5 times the defect length. This length can be modified (larger or smaller) depending on site-specific conditions.
- 7.2 When the decision has been made to retain a valuable wildlife tree that has been assessed as dangerous to workers, a no-work zone must be clearly identified and marked on site. The no-work zone must include all the area on the ground that could be reached by any dislodged portion of the tree.
- 7.3 No-work zones will take into account the nature of the hazard and the lean of the tree.
- 7.4 On steep ground, the no-work zone will be extended downhill to protect workers.
- 7.5 No-work zones can be adjusted in size depending on the size of surrounding live timber (i.e. a small danger tree surrounded by much larger trees that "shield" the adjacent area have a NWZ radius less than 1.5 defect lengths).
- 7.6 A kick-back area should be included for semicircular no-work zones. The size and shape of this area is determined by tree lean, condition and form (branching).

## **8.0 Safety Meeting**

- 8.1 Prior to the start of work, the Contractor will carry out a safety meeting and document what was discussed at the meeting for each unit as described in Schedule B. At a minimum, the purpose of the meeting is to familiarize the workers with all workplace hazards, the location of hazards, escape routes, safe areas, no-work zones and safety procedures.

**SOP – EMERGENCY CONTACT NUMBERS AND RADIO FREQUENCIES**