H.I.S. Wildfire FS Inc.

Occupational Health and Safety Manual

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Occupational Health and Safety Manual

Reviewed by Ownership, February 2019

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SECTION 1
ORGANIZATIONAL LEADERSHIP

H.I.S. Wildfire FS Inc. is dedicated to the safety and wellbeing of its employees and customers. This manual will serve as the basis under which we conduct business.

Health and Safety Policy Statement

- The company is committed to providing a balance between being a safe and healthy workplace for all of our employee and contractors, as well as achieving our clients' productivity and quality expectations.
- The company believes that all injuries are preventable and that excellence in health and safety is the key to our long-term success.
- Management, supervisors, or contract instructors will educate and train all personnel in safe work procedures and hazard identification.
- Management and supervisors will lead and demonstrate safety by example and will ensure that the personnel that they are responsible for have the necessary knowledge to work safely.
- The company will hold all levels of management accountable for providing a safe work environment and enforcing safe work procedures and practices. We will also ensure timely follow-up to safety incidents.
- The company will hold all employee and contractors accountable for following safe work procedures and reporting unsafe acts and unsafe conditions, as well as ANY safety related incidents.
- Employee from every area of the company, regardless of position, will be encouraged to contribute to the Company's Occupational Health and Safety Program. H.I.S. Wildfire FS Inc. encourages the involvement of all workers in the development of the program. We will provide support and promote the program to ensure that safety is the overriding principle.
- Employee cooperation and compliance with the Occupational Health & Safety Program at H.I.S. Wildfire FS Inc. is a condition of employment.
- H.I.S. Wildfire FS Inc. is committed to compliance with any and all governmental agencies, regulations, and industry best practices and will use audits or safety inspections to measure and improve our health and safety programs.
- The company will monitor our health and safety program and share our results on a regular basis.

Owner Name and Signature — February 28, 2019 — Date

Owner Name and Signature — February 28, 2019 — Date

Forest Safety Accord

Our Key Beliefs

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

Shared Responsibility

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

Recognition of Safety Performance and Practices

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

Commitments to Training and Supervision

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

Legislation

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

Continual Improvement

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

General Safety Rules

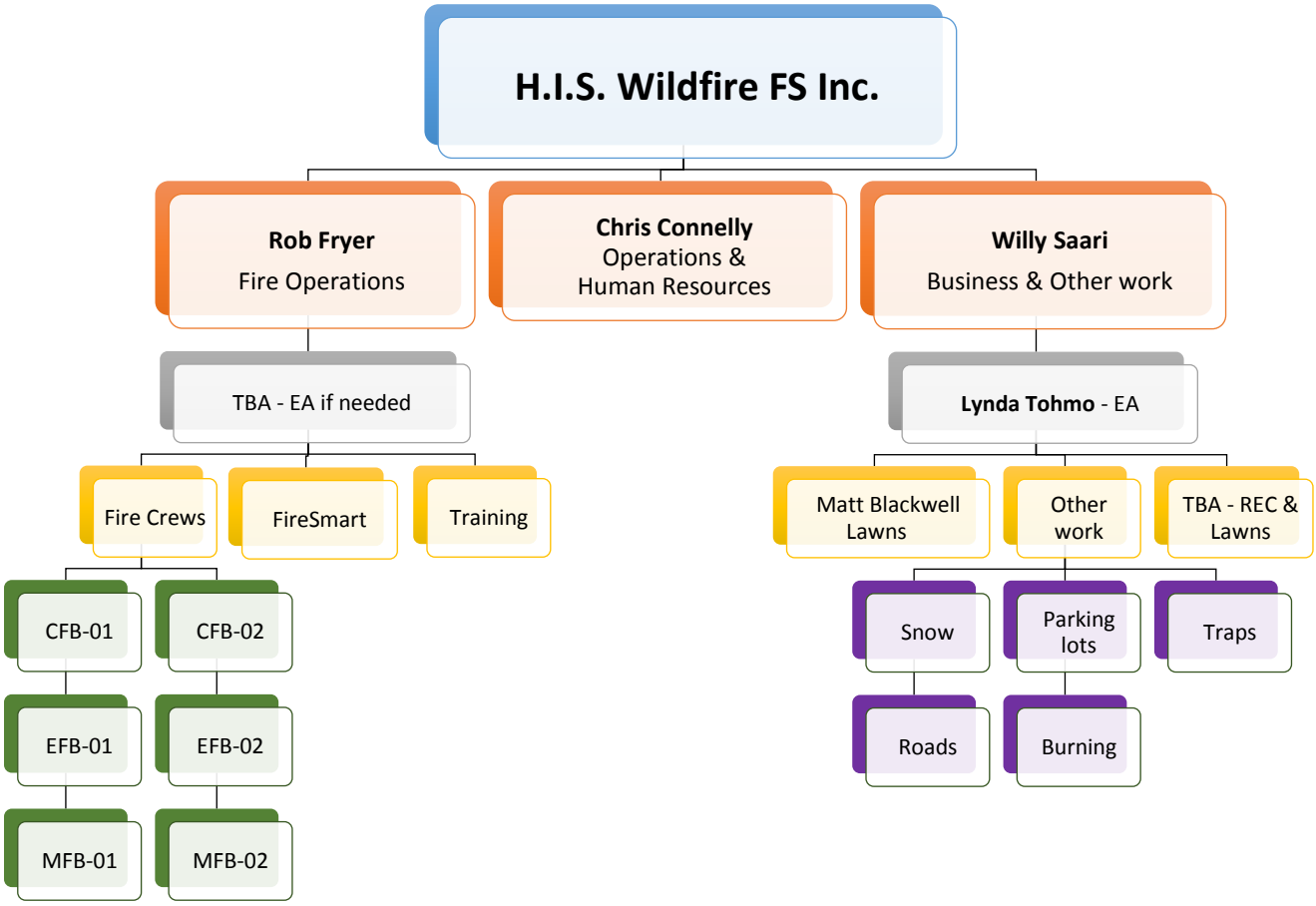
In order to promote effective health and safety at our work sites, the following General Safety Rules have been developed and apply to all persons during the course of their employment with this Company, as well as contractors and visitors.

Any violation of these safety rules will result in disciplinary action and possible removal from the worksite. These rules shall be periodically reviewed and updated as necessary.

- ALL company policies and procedures shall be followed at all times while working;
- Employees are expected to be aware of the WorkSafeBC (WCB) Occupational Health and Safety Regulations that apply to their work activities and ensure that those requirements are followed when working in BC;
- Employees are expected to be aware of the WCB Alberta Occupational Health and Safety Regulations that apply to their work activities and ensure that those requirements are followed when working in AB
- Persons operating vehicles on behalf of the company shall follow all the requirements of the BC Motor Vehicle Act and Regulations and Alberta Motor Vehicle Act, or other legislation relating to safe vehicle operation;
- All Personal Protective Equipment (PPE) as required by Regulation or by Company policy / procedure (e.g. hardhat, safety boots, high visibility vest / clothing, safety glasses, hearing protection, etc.) shall be worn at all times when required;
- Specialized PPE (e.g. fall protection, respiratory protection, chemical resistant clothing, etc.) shall be provided and used when necessary;
- Loose, torn or ragged clothing, dangling neckwear or bracelets shall not be worn around moving (e.g. rotating) parts of machinery or electrically energized equipment;
- Where there is a risk of exposure to potential fire and / or excessive heat sources, workers shall avoid wearing synthetic clothing which can burn readily and / or melt to the skin when working in such areas. Tightly woven natural fibers (e.g. wool, cotton, leather) offer improved protection from burns. If a worker is engaged in work that involves exposure to high heat and / or risk of fire (e.g. welding) clothing made of fire resistant fabrics are required. Refer to PPE Policy and Procedures for additional details;
- Site safety meetings shall be held at the start of each day, and/or more often where conditions and / or circumstances dictate; or if there is a change of scope;
- Employees have the right to refuse any work that they believe to be unsafe or unhealthy to themselves or any other person;
- All employees shall immediately, or as soon as possible, report ANY injury to the designated first aid person and / or their supervisor;
- ALL incidents, including near miss / close call type incidents shall be reported to the site supervisor as soon as possible; and inputted into SiteDocs;
- All employees have the responsibility to bring to the attention of their supervisor any unsafe conditions and / or unsafe work practices that may exist;
- No employee shall remove, impair or render ineffective any safety device or safeguard from any tool, machinery, equipment or facility that has been provided for the protection of any person;
- Employees shall inspect equipment, machinery, tools for any potential defects prior to each use. If any significant defect is found the device shall not be used;
- No employee shall operate any machinery, equipment or tool if it is known to be in an unsafe or damaged condition, including missing or defective guarding;
- Operators of mobile equipment and / or vehicles are directly responsible for the safe operation and maintenance of their machinery and equipment, which includes strict compliance with all established safe work procedures and practices, as well as the manufacturer's operating instructions and maintenance manuals;

- Whenever mobile equipment or vehicles are equipped with seat belts, the operator and passengers shall wear the belts whenever the equipment is moving;
- All employees must maintain all equipment & vehicle log books and report any items requiring attention (i.e. defects) to their immediate supervisor without delay;
- Employees shall not intentionally misuse prescribed medications, over-the-counter medications, or other substances that may adversely affect job performance;
- No employee shall engage in any horseplay, scuffling, fighting, practical jokes, bullying, harassment, threatening behavior, workplace violence or any other behavior that might create or be considered a hazard to themselves or any other persons;
- All employees must maintain minimum safe distances between themselves and other workers, machinery and / or timber falling activity (either manual falling or mechanical falling);
- All visitors are to immediately report to the Site Supervisor or other designated individual (e.g. loader operator) upon arrival to receive an orientation to the work site before undertaking any other activity;
- Firefighting equipment shall be maintained in accordance with the manufacturer's instructions, the requirements of the BC Fire Code and / or the BC Wildfire Act and Wildfire Regulations and also Alberta Wildfire standards;
- Flammable liquids are to be handled and stored only in approved safety containers (e.g. CSA, ULC, CGSB or other suitable standard). Proper lids and caps must always be used on flammable storage containers. Cloth, paper, and / or other "make-shift" lids / caps are prohibited;
- Never dispense flammable / combustible liquids (e.g. gasoline or diesel) into a fuel tank while the engine is running and / or the motor is hot.
- Do not dispose of any hazardous materials or flammable liquids by dumping them into the environment (e.g. pouring them onto soil and / or where they may enter a body of water). Guidance in proper disposal of hazardous materials may be available on the Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS);
- Workers are expected to familiarize themselves with the Company Safety Program, related policies, safe work procedures (SWP), and emergency response procedures (ERP) that may apply to their workplace;
- Smoking is not permitted in the work place or in Company vehicles. “No Smoking” signs must be obeyed and will be posted as necessary;

Chain of Command/Organizational Charts



Joint Occupational Health and Safety Committee

A Joint Occupational Health and Safety Committee (JOHSC) has been established to ensure the safety of our workers.

This committee shall consist of the following:

- A cross-representation of employees from the company's various crews and work activities including
- A faller
- A rookie firefighter
- 2 experienced employees
- Employee working in the landscaping/snow removal section of the company
- Administrative Assistant
- Human Resource Advisor

Note: Other persons will be invited to attend for specific reasons or investigations from time to time.

H.I.S. Wildfire FS Inc. JOHSC Rules of Procedure:

- In alignment with our mission statement, the goal of H.I.S. Wildfire FS Inc.'s safety program is to ensure that our employees are role models for safety, not only in their work environment but in their personal lives.
- Safety is imperative to maintaining the company's core value: **Quality**.
- The committee meets one time each month either at the main office or by conference call.
- Hours dedicated to the JOHSC, outside of regular work hours, will be compensated as per your agreed upon wage with the company. For those committee members working on Alberta Firetack crews, if there are JOHSC tasks assigned to you that can be done on Man-up it will be expected that you do them within those work hours. Committee members are required to adhere to H.I.S. Wildfire FS Inc. meeting charter during meetings.
- **DISCIPLINE (FAILURE TO CONDUCT DUTIES):** This will be dealt with as per the **late for work/failure to show up for** work in our discipline policy.

The following are the responsibilities of the JOHSC as per WorkSafe BC Compensation Act, Part 3 Division 4:

Duties and functions of joint committee

A joint committee has the following duties and functions in relation to its workplace:

- to identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
- to consider and expeditiously deal with complaints relating to the health and safety of workers;
- to consult with workers and the employer on issues related to occupational health and safety and occupational environment;
- to make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
- to make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with this Part and the regulations and to monitor their effectiveness;
- to advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
- to advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers;
- to ensure that accident investigations and regular inspections are carried out as required by this Part and the regulations;
- to participate in inspections, investigations and inquiries as provided in this Part and the regulations;

- to carry out any other duties and functions prescribed by regulation.
- review company safety goals and monthly updates

Joint committee procedure:

WorkSafe BC - 131

(1) Subject to this Part and the regulations, a joint committee must establish its own rules of procedure, including rules respecting how it is to perform its duties and functions.

(2) A joint committee must meet regularly at least once each month unless another schedule is permitted or required by regulation or order.

SECTION 2

HUMAN RESOURCES

Policies and Standard Operating Procedures

H.I.S. Wildfire FS Inc. is committed to providing safe, motivated, friendly work environment free from ethnicity, race and discrimination. H.I.S. Wildfire FS Inc. is an equal opportunity employer.

Importance of Policies and Procedures

- Policies and Procedures help to provide guidance and standardize decisions so that they do not have to be dealt with repeatedly.
- Policies and Procedures ensure fair and consistent treatment of all workers in an organization.
- Policies and Procedures help to achieve strategic goals by outlining specific steps to achieve established goals.
- Policies and Procedures do not override employment and/or safety legislation. Any policy or procedure that is in contradiction of the Human Rights legislation, Employment Standards Act, Workers Compensation Act or other employment / health & safety legislation will be revised.
- H.I.S. Wildfire FS Inc. encourages free thinking of employee within a professional safe work environment. Having said that, free thinking must ALWAYS take into consideration the thought and experience the company has taken into developing these standards.

Discipline Policy

All staff must conduct themselves in a professional manner at all times. The following outlines H.I.S. Wildfire's Areas Subject to Disciplinary Action, as well as actions for infractions. All discipline matters must be reported on an incident report in SiteDocs and follow the incident reporting and discipline SOP.

Areas Subject to Disciplinary Action

The following is a list of areas where disciplinary action will be imposed:

- **Poor Performance** – Not performing to the employee's abilities, demonstrating low motivation without cause, and not performing to the standard of the company or the customer. *Example: Not doing routine maintenance to equipment or not doing tasks as instructed.*
- **Intoxication** – The state in which a person's normal capacity to act or reason is inhibited by alcohol or drugs. The use or possession of alcohol in company vehicles, fire camps, on the job or while performing duties is strictly prohibited. All staff must have 8 hours clear from using alcohol prior to commencing work.
- **Safety Infractions** – Any action or lack of action that goes against that could harm a person or property. As well, not following the established procedures, guidelines and/or training as contained the Company's OH&S Program manual.
- **Late to Work** – Not being ready to start work on the time required. Being on time requires the employee to be dressed in appropriate equipment for the job and ready to commence work at the time required.
- **Failure to Report to Work** – Not showing up for a scheduled shift. Reasonable notification for missed work as well as proof of reason for missing work must be given for missed work. Any reason given for failure to report to work is subject to an investigation and possible discipline actions may be taken.
- **Insubordination** – The act of wilfully disobeying an authority. Refusing to perform an action that is unethical, or illegal is not insubordination; neither is refusing to perform an action that is not within the scope of authority of the person issuing the order. ***Example: You are given a task to do by your supervisor and you deliberately go against the orders given to you even though it is well within the scope of your job, or incomplete or poorly done paperwork.***
- **Bullying and/or Harassment** – Unwanted conduct on the grounds of race, gender, sexual orientation etc. which has the purpose or effect of either violating the claimant's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

- **Workplace Violence** – any attempted or actual violence against ANY worker, so as to cause injury to that person, and includes any threatening statement or behaviour that results in another worker believing they are at risk of injury.
- **Abuse** – Injurious or improper treatment of a person including mentally, physically, and/or sexual.
- **Abuse or Damage of Property** – Misuse or improper treatment of company or customer's property.
- **Possession or Use of Illegal Drugs -** The use or possession of illegal drugs is strictly prohibited. The company or its customers has the right to perform drug and/or alcohol testing to employee at any time. All prescription drugs must be in their original packages from the pharmacy. The possession of expired medications is also prohibited. All prescriptions medication must be reported to supervisors and noted on employee medical questionnaire.
- **Theft** - Unauthorized taking, keeping or using of another's property which must be accompanied by an intention of dishonesty and/or the intent to permanently deprive the owner or the person with rightful possession of that property or its use.
- **Conduct Unbecoming of an Employee** - Conduct that is unprofessional or contrary to the interests of the public, our customer, and or H.I.S. Wildfire Fs Inc., or which harms the standards of their profession in the eyes of the public.
- **Impairment -** Odor of alcohol or drugs, glassy or red eyes, unsteady gait, slurring, poor coordination.

Discipline Actions

The following is a chart outlining the disciplinary guidelines and actions taken for infractions. Please also be advised that our customers may have higher standards or stronger disciplinary actions that employees may be subject to. Customer's discipline standards will be part of the employee's Assignment Details per job.

Cause	Written Warning	Up to 30 Day Suspension	Up to 1 Year Suspension	Suspended Indefinitely
Poor Performance Or paperwork	1st	2nd	3rd	4th
Intoxication	1st	2nd	3rd must complete program to return	
Safety Infractions	1st	2nd	3rd	4th
Late to work	1st	2nd	3rd	4th
Failure to Report to Work		1st	2nd	3rd
Insubordination	1st	2nd	3rd	3rd
Harassment & Bullying		1st	3rd	2nd
Abuse or Damage of Property	1st		2nd	3rd
Possession or use of Drugs				1st
Theft		1st	2nd	3rd
Fraud			1st	2nd
Conduct Unbecoming	1st	2nd		3rd
Impairment	1st	2nd	3rd must complete program to return	

*** Property must be returned or paid for.**

****Ownership has the right to adjust any disciplinary measures based on the severity of the infraction.**

Staff Recruitment/Hiring Policy

- To obtain employment, a resume must be submitted to the company with a completed company application.
- Interviews will be conducted on all potential employee.
- Preference will be given to applicants possessing past experience, applicable education and training, current / valid first aid certificates, good physical fitness, and strong interpersonal skills.
- Successful applicants will be required to complete the conditions in an Offer of Employment as well as a Hire Agreement
- Preference will be given to applicants that have a Valid Class 5 Drivers Licence or equivalent

Orientation / Commencements (including New Workers and Workers Under 25) Policy

- All staff are required to complete a company orientation prior to commencing work. In instances where an employee has been hired 'on the fly' the employee will be given 24 hours to have their orientation completed and if this is not completed the employee will be not be allowed to go to work without completing the orientation.
    - The orientation will comprise of three components
        - First Phase – Policies and Standard Operating Procedures
        - Second Phase – Training Briefings
        - Third Phase – Safe Work Procedures
- All new workers and Young Workers under the age of 25 will be given a company orientation and training.
- This training and orientation will be documented using SiteDocs and must be signed off by the company representative and the employee.
- All new workers will wear a new worker pin at all times when working in Fire Operations and in landscaping operations new workers will have different colored Hi-Vis.
- All new workers and U25 Young workers will be informed of hazards on the jobsite.
- Annual company safety goals and updates will be reviewed with all hires.

<u>Leaders</u>

- All leaders and new leaders will receive a SiteDocs Orientation
- All leaders and new leaders will have reviewed the timeline checklist to ensure that they understand what needs to be and when. This will take place during leader orientation.

New Worker Policy

- A new worker is defined by the company as a worker who is new to the job.
- A new worker is a worker who needs to be mentored or buddied while on the job.
- The company is to advise via email or by letter to its customers advising them of any new workers on a job site
    - New workers will no longer be new workers when they achieve the following experience:
        - Firefighter – 5 certifiable fires or 150 fire hours
        - Lawn Labourer – 80 hours
        - FireSmart Labourer – 80 hours
        - Snow Labourer – 5 shifts (a shift is defined as a snowfall and the employee working greater than 4 hours doing snow removal)
        - Labourer – 100 Hours

Training, Certification and Promotion Policy

Training

H.I.S. Wildfire FS Inc. is committed to training and educating their staff to ensure their safety. All employees need to have completed training pertinent to their job tasks before being able to go to work. Providing proper education and training ensures the quality of work performed, increased productivity, and motivation.

EDUCATION AND TRAINING ARE KEY COMPONENTS OF PROACTIVE SAFETY AND RISK MANAGEMENT.

Management Responsibilities

It is the responsibility of Management to ensure that ALL employee:

- Are fully trained using the Occupational Health and Safety – Policy Manual as the reference;
- have received the education and training to **work safely** in a hazardous environment;
- **Produce a quality of work** that routinely exceeds expectations;
- have the education and training to **maximize their productivity.**
- have the education and training to **provide flexibility** to meet agency requirements;
- have Education and Training that meets, or exceeds WorkSafeBC, WCB Alberta or any other governing jurisdiction's legislated requirements;
- have the required training and experience to meet the necessary level of certification prior to being laced in their job; and,
- are mentored by experienced employee to provide on the job training

Employee Responsibilities

It is the responsibility of ALL employees to:

- Attend and participate in the required orientation, education, and training for their job or tasks.
- Fire fighters must complete and pass a fitness test prior to being able to participate in fire training.
- Employees must track all use of equipment and hours of operation until they are deemed competent on that piece of equipment.
- Keep current and, prior to commencing work, obtain a valid Industrial level 1 First Aid certificate and a Transportation Endorsement.

Continuous Training

The company will develop an annual continuous training plan for all operations using the following:

- Mentorship
- Buddy system
- Mock accident training scenarios
- Table top training sessions
- Team building exercises
- Physical training scenarios
- Evaluations
- One on one meetings
- Bullying and Harassment education

Training Costs:

The following is a breakdown of the company training cost structure:

All courses eligible for payroll deduction may be subject to a non-refundable deposit

Course	**Estimated Fee / Costs**	**Payment Program**
Danger Tree Assessor (Silva-culture)	$455	Employer to pay
Danger Tree Assessor (Wildfire)	$455	Employer to pay
Danger Tree Assessor (Parks)	$455	Employer to pay
Canada Energy Safety or WTA or CTF Level 1 Bucker	$600	Initial Employee - Employer 50-50 split with 100-day re-imbursement to employee for days worked - can also be payroll deduction
Canada Energy Safety Level 2 Faller Entry	$3000	Initial Employee - Employer 50-50 split with 100-day re-imbursement to employee for days worked - can also be payroll deduction
Canada Energy Safety Level 3 Faller Challenge	$1300 plus mentor fee	Initial Employee - Employer 50-50 split with 100-day re-imbursement to employee for days worked
Canada Energy Safety Level 3 evaluation or re-certification	$850	Employee to pay
Canada Energy Safety Level 4 Faller Tutor	$120	Initial Employee - Employer 50-50 split with 100-day re-imbursement to employee for days worked
WTA Faller	$775	Employee to pay $300 - Employer to pay the rest - can also be payroll deduction
Faller Supervisor	$1500	Employer to pay
First Aid Level 1 Industry	$89-100	Employee to pay
First Aid Transportation Endorsement	$105	Employee to pay
First Aid Level 3	$820	Employee to pay upon passing employee entitled to 50 cents per hour wage premium
Wilderness First Aid	$300	Employer to pay
Petroleum Safety Training (PST)	$75	Employer to reimburse employee upon pre-approval
Confined Space Training (CST)	$185	Employer to reimburse employee upon pre-approval
H2S Alive	$150-$230	Employer to reimburse employee upon pre-approval
ATV/UTV	$250	Employer to Pay
Firetack Training	$2500	Employee pay $300 via payroll deduction
Firetack Leader Training	$1040	Payment responsibility is contract dependent. Where possible the employer will pay.
Incident and Accident Investigation	$400	Employer to pay
Orientation/OH&S Manual Training	No cost	n/a
JOHSC	No cost	Employer to pay
Additional Training	Various Costs	Negotiable

- ***When the employer pays the full or partial cost of the course and the employee does not pass, is released from the course, or quits before completion of the training, the employee will then be responsible to pay for the course (i.e. reimburse the employer).***
- **Employee - Employer 50-50 split** - the employer and employee agree to each pay half of the value of the course. Once completed and the employee has passed the course, the employee is entitled to be reimbursed a portion (i.e. 20%) for each 20 days of work specific to the training received. After 100 job specific days the employee will have recovered 100% of their initial cost for the course.
- **Employer to pay -** Employer pays 100% of the course cost, however, should the employee fail the training, the employee will be responsible to pay back the entire cost of the course. Within this category the employer will also approve who is taking this further training.
- **Employee to pay -** Employee will pay for training and no reimbursement or cost recovery can be claimed by the employer.
- **Payroll Deduction –** The company and employee agree to a payment terms agreement that must be signed by both parties and a deduction will be authorized to be taken off paychecks.
- All training is subject to approval from ownership.

<u>Firetack Training</u>

- The following table outlines the breakdown for the Firetack training. Employee will pay a nominal fee of $300(subject to change), for the Firetack training payable by the designated due date. Various BC fire courses will be given credit to the employee upon completion of the Firetack training and employee will receive certificates for the following courses:

Firetack Training	$2500
Outsourcing Fee	$60
Royalty Fee	$15
Materials	$50
BC S-100 Basic Fire Suppression	$125
BC S-185 Fire Entrapment	$75
BC S-190 Fire Behavior	$100
BC S-211 Fire Weather	$100
BC S-212 Fire Line Communications	$100
BC S-213 Use of Bulldozers and Heavy Equipment	$100
BC S-232 Portable Pumps and Water Delivery Systems	$100
TDG – Ground	$25
TDG – Air	$25
WHMIS 2015	$50
Incident Command System - ICS 100	$25
Restricted Radio Operator	Free

<u>Training Requirements</u>

All staff are required to have the following minimum certifications:

- ICS-100 (take home)
- Valid Driver's Licence
- TDG Ground (take home)
- WHIMIS
- Level 1 First Aid

Specific training requirements for various work activities will be identified in the Assignment Details.

Certification

- An Employee must have the required training and experience to meet the certification level pertaining to their job prior to commencing work. **The Project Manager will conduct an orientation / training briefing, and employee will meet all requirements of the SAFE Work Procedures, as well as Training Resources pertaining to their specific tasks, before commencing work.**
- Employees are responsible for updating certifications and if certificates expire while on a project and/or fire the employee will be removed from work until certification is renewed.
- Employees must keep all wallet certification cards with them when working. All certified fallers must carry log books with them at all times.
- Certification will apply to all positions. No one will be placed in a position for which they are uncertified.
- Job titles and classification will be assigned by owner and /or management.

Certification to Meet Contract Standards

- Please see contracts and/or Job Descriptions

Certification for Pay Structure

- Members
    - Uncertified Member
        - Fewer than 5 certifiable fires and less than 150 fire hours
    - Certified Member
        - Work 5 certifiable fires or 150 fire hours
- Sub-Leaders
    - Untrained Sub-Leader
        - No Leader Training but must be a Certified Member
    - Uncertified Trained Sub-Leader
        - Successfully completed Leader Training
    - Certified Sub-Leader
        - Successfully completed Leader Training and work 2 certifiable fires as a Sub-Leader
- Leaders
    - Uncertified Leader
        - Completed leader training
    - Certified Leader
        - Successfully completed Leader Training and work 2 certifiable fires or 100 fire hours as a Leader
- Chainsaw Operators
    - Buckers
        - Valid Bucker's Ticket from a recognized training provider
    - Fallers
        - Valid Faller's Ticket from a recognized training provider

<u>Continuous Training</u>

- Continuous training will have a separate document outside of this manual providing a reference to various additional training situations.
- Leaders will be required to do continuous training with their crew
    - This will ensure that safety protocols are followed
    - Everyone participates and has a role
    - Feedback will be provided to ownership for review and then results will be passed on to staff

Hours of Work Policy

- There are no guaranteed hours or a guaranteed schedule for employee. Employee are expected to be able to travel within 2-3 hours of notification, 24 hours, 7 days a week. Work is initiated by the client's needs and requirements and is often at the last minute.
- Employees may exchange shifts with other employee with sufficient notice from the Employee and if there will be no added cost to the Employer
- Employees may NOT deliberately manipulate their schedule to obtain overtime.
- Two (2) paid rest periods of fifteen (15) minutes each shall be scheduled during each normal day
- The Employer shall make every reasonable effort to schedule a meal break of one-half (1/2) hour during each full shift which shall not constitute part of the work period. Such meal break shall be scheduled as close as possible to the mid-point of the shift unless an alternate arrangement is agreed to at the appropriate level between the Employer and the Employee. If an Employee is not given a meal break scheduled in advance, all time from the commencement to the termination of the employee's full shift shall be deemed time worked.
- When working in BC all hours are allocated to the day an Employee started work regardless of when the shift ends
- When working in Alberta all hours are allocated to the day the work takes place. If a shift goes past midnight an Employee's hours commence again at 00:01 hours.
- The Employer shall make every reasonable effort to allocate overtime work on an equitable basis amongst readily available, qualified Employee
- When a crew is out of town and in a camp or hotel, they are committed to staying a MINIMUM OF 18 DAYS AND UP TO A MAXIMUM OF 24 DAYS. If any person wishes to come home prior to that time their travel time home is not paid. There may be allowances made, at the discretion of the company, where travel or method of travel may be paid.
- very reasonable effort shall be made by the Employer to:
    - Not schedule the commencement of a shift within eight hours (8) of the completion of the Employee's previous shift.
    - To avoid excessive fluctuation in hours of work
    - To grant an Employee a minimum of two (2) consecutive days of rest in a 19-day work schedule
- If employees are prevented from performing their duties because of a strike or lock-out on the premises of another company the Employee shall report the matter to the Employer, and the Employer will make reasonable efforts to ensure that employee are employed elsewhere so that they will receive regular pay and benefits to which they are normally entitled to.
- Employees are asked to respect the 2 weeks' notice of termination of employment. Fire crew members are asked to identify their last day of employment 30 days prior to their last known day of work if it is before the end of September.
- During periods of accelerated fire action, it is the Crew Leaders and Squad boss's responsibility to ensure all crewmembers are rested, alert, and safety conscious enough to perform their duties. The Crew Leader must stress that the quality of work cannot drop as fire action increases.
- The Crew Leader must remove a crew or individual from active fire action if it is felt they are not capable of performing their duties due to fatigue, or other reasons.
- The Crew Leader has the right to cease work of any employee he/she feels is not fit to work either during the work day or at the beginning of a work day. If possible, the Crew Leader is to inform ownership for evaluation.

Definition of a Workweek

- In British Columbia, the normal workweek shall be forty (40) hours exclusive of (unpaid) lunch periods, comprising five (5) days of eight (8) hours each, Sunday to Saturday

- In Alberta, the workweek shall be forty-four (44) hours exclusive of (unpaid) lunch periods, comprising five (5) days of eight (8) hours each, Sunday to Saturday
- The schedule weekly and daily hours of work may be varied by the Employer to all for specific job junctions.

Duty Rotation

This will change to conform with the applicable agency standards and/or labour board

- A normal duty rotation for firefighting in Alberta is 10 on and 4 off. When fire fighting in BC an employee can work up to 14 days and then requires 2 days off.
- Alberta Fire Crews can be extended to an 18-day tour with 4 days off before returning to work. Ownership and Alberta Government may approve a 24-day tour in some circumstances.
- Staff may not work more than 18 days consecutively on any projects or any combination of projects without the approval of ownership.
- All effort must be given to allow workers 8 hours off between shifts.
- Workers must also follow commercial driver's regulations regarding shift hours if applicable.
- It is recommended that drivers do not drive more than 4 hours consecutively and not more than 8 hours in 1 shift.

Overtime

- Each fifteen (15) minute period of overtime shall be compensated for at the following rates:
    - **BC:**
        - Time and one-half (1 ½) for all hours worked over eight (8) hours in a day to a maximum of 12 hours
        - All hours worked in excess of 12 hours in a day will be paid at the rate of double
        - All hours worked over 40 hours in a week will be paid at time and one-half (1 ½) while working
    - **Alberta:**
        - Time and one-half (1 ½) for all hours worked over eight (8) hours in a day
        - All hours worked in excess of 44 hours per week will be compensated at time and one-half (1 ½) in Alberta

Standby

- Employee will be compensated at the rate of $15.00/hour in British Columbia for any Standby work.
- Alberta based crews will be compensated with 2 hours of regular pay when put on night standby.
- An Employee designated as on standby for duty will be with his/her crew and available to respond to fire calls within 10 minutes. The Crew Leader may vary response time and location of standby upon approval of ownership. In designating Employee for standby, the Employer will endeavor to provide equal opportunity for standby duties.
- No standby payment shall be granted if an Employee is unable to report for work when required
- An Employee on standby who is required to report for work shall be compensated at applicable rates.
- Time spent by the employee reporting to standby or returning to his/her residence shall not constitute time worked. Exception prevails when required by the Employer, to use an Employer's vehicle for transportation to a work location other than an employee's normal place of work or marshaling point.

<u>Compensation Policy</u>

- The first pay period of each month will cut off on the 8th and the second pay period will cut off at the 23rd of the month
- Employee will be paid on the 15th and the last day of each month unless these fall on a holiday or a weekend.

- If the payday falls on a holiday or a weekend the payday will be the Thursday or Friday prior to that.
- Under no circumstances are payroll advances granted.
- **All questions regarding payroll discrepancies must be submitted in writing in full detail with specifics dates and amounts and referenced to timesheets where possible, either by fax, hardcopy, or personal e-mail account to Chris. Employee will get a response in writing to their inquiry within 24hours. Emails submitted via crew email account will not be accepted.**
- A benefit package will be provided for those employees designated as salary employee. The benefit package will include: vision care, medical coverage, medication coverage, out of Canada extended medical coverage, extended medical coverage, and optional long-term and short-term disability
- The Employer will pay "out of country" additional medical insurance while Employee are on assignment out of Canada or while on days off as part of that assignment. At present this is deemed to be a non-taxable benefit, this may be subject to a Revenue Canada Judgment.
- Employee must request a Record of Employment when there is a shortage of work or at the end of the season. Employee that have been terminated will receive a ROE with their last cheque.
- **ROE's are issued by request only, please email Chris.** All employees who have inquiries about their ROE will be instructed to contact Service Canada first.

Pay Rates

Pay rates for all positions will be identified in the employee's Assignment Details. If you did not receive Assignment Details for your job you will be paid minimum wage in the province in which you are working.

Statutory Holidays

Employees will be entitled to the following paid holidays:

New Year's Day
Labor Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day (Salary Employee only)
Family Day
Good Friday
Victoria Day
Canada Day
BC Day (when applicable)

- Where a day that is a designated holiday for an Employee coincides with a day of leave with pay, that day shall count as a holiday and not as a day of leave.
- All stat pay will be paid out on November 30, payroll each year other than Christmas. This reduces the tax implications for our employee.

Travel Time

- This will be determined per job/project and will be stated on each job specific hire agreement.
- Alberta Fire Crews will be paid travel time the first time they travel to their base and their season ending travel home.
- Throughout the fire season, no travel time will be paid for travel back and forth from their base to Kamloops.
- All travel time on BC Fires will be paid at fire rates.

Expenses

- Personal Truck Rentals will be agreed upon prior to the company entering into a contract with the employee.
- Truck rental costs will be paid within 30 days of receipt for use.
- All accommodation reserved and paid for by ownership.
- Meal costs will be determined on an individual basis and based on the contract or situation. All meal costs must be approved by ownership if not included in a hire agreement.
- The employer will pay signed travel expenses within 30 days of receipt.
- Travel advances may be request for travel estimated over 5 days in length.
- Ownership has the right to cover actual meal costs rather than granting per diem if suitable arrangements can be made.
- While on travel status in the United States the rates will be paid in US funds.

Cell Phone Expenses Policy

- All Alberta Crew Leaders are given $35.00/month to cover cell phone costs while on assignments if not given a company cell phone.
- Cell phone expenses related to business may be expensed to a maximum of $35.00/ month with a detailed report to ownership. If the cost is over $35.00/month, then expenses need to be approved by ownership.
- All data, texting and roaming charges on company's cell phone must be approved by ownership.
- Based on the severity of the injury and/or incident investigation, employee may be required to have written doctor's permission before being able to return to work.
- ALL WorkSafe BC or WCB Alberta reported injury incidents will require written doctor's permission before the employee will be able to resume work activities.
- Based on the severity of the injury and recommendation of health professional, H.I.S. Wildfire FS Inc. reserves the right to have employee engage in modified work activities until the employee is able to resume full duties

Time Off Request Policy

- All new hires will identify time off request as part of their hire agreement for the first 90 days of their employment.
- Days off are to be requested through proper procedures at least 21 days prior to the current tour of work.
- Once the request is approved or rejected, the team member will be made aware.
- Excessive time off requests will be reviewed, and a discussion will take place with the team member.

Special Leave Policy

- The Employer shall make every reasonable effort to accommodate an employee who requests time off, without pay, for personal emergencies
- Employee may request leave with pay, up to 3 days, in the event of a death to an immediate family member. Any extra time may be granted as leave without pay. To be eligible for this provision the

employee must have a minimum of 50 days employment in that calendar year or worked 50 days in the previous year if in the first 90 days of the new calendar year.

- Excusable absences include a death of an immediate family member which includes Biological Mother, Father, and Siblings.
- You may apply in writing to Willy and Rob requesting an excusable absence in the event it is necessary due to other members of your family or close friends passing away or if circumstances dictate.

Evaluations Policy

- All employee will be subject to performance evaluations.
- All employee will be required to evaluate their peers.
- After completion of a project or firefighting tour the Crew Leader will complete an evaluation on each crew person.
- After completion of a project or firefighting tour, crew members will complete self-evaluation, an evaluation on their Crew Leader and, if applicable, their Sub-Crew Leader.
- Evaluations must be completed in SiteDocs.
- Each crew person will complete an evaluation on the Crew Leader and Sub-Crew Leader at the same time.
- In both cases the evaluation for staff members should be discussed with the person who was evaluated and in all instances a copy given to the individual.
- Reviews are compiled by HR and findings summarized and presented to management and in some cases a training plan may be developed
- Owners will do performance evaluations on the management team members semi-annually.

Documentation Policy

- The Crew Leader is responsible to ensure all necessary paperwork is completed and handed in to the applicable company and/or agency representative as per their work activities.
- Failure to do necessary paperwork properly and/or completely is subject to discipline under poor performance or fraud.
- Any Memos, Bulletins and Safety Alerts as directed by Management to HR for distributions. Sign off on SiteDocs
- Necessary paperwork to be completed in SiteDocs includes all safety paperwork for any project including the following: First Aid Site Assessment, Tailgate Safety Briefing, Falling Plan, Emergency Response Plan (for example one site assessment and one ERP for a project is to be completed and sent in via SiteDocs prior to commencing a project)
- All Staff is required to report all incidents, accidents, including injury and damage to equipment or vehicles (incidents), as well as near miss incidents with the potential for any injury, property damage and/or lost time from work, on the incident form in SiteDocs within 24 hours and all major incidents must done **immediately and call Willy at 250 319 9375. More in the SOP**

Personal Protective Equipment Policy

- Employee will be provided the required PPE as per their work activities, with the exception of CSA approved footwear, when they are hired, and instructed on its proper use, care and maintenance.
- Employee are responsible for using PPE properly, keeping all items of PPE in good working condition, and following procedures for getting PPE replaced
- PPE use, care and maintenance procedures are reviewed with all staff yearly at the Annual Orientation, prior to starting any new project, at morning tailgate safety meetings, and if an employee has been away from work activities for 6 weeks.
- PPE must meet regulatory requirements and meet the applicable safety standards (e.g. CSA, ANSI, NFPA, etc.)

- Chainsaw operators (Fallers and Buckers) in Alberta must have footwear that meets the CSA requirements with the tree symbol on the boots or a Class 2 or Class 3 boot.
- Employee must ensure they are wearing and using the appropriate PPE at all times. Failure to do so could result in disciplinary action.
- Should an employee require assistance in purchasing boots the company is willing to assist but the employee must understand the terms of purchase in a written agreement for payroll deduction signed by both the employee and the company and a $50 surcharge will be applied to the purchase price plus applicable taxes.
- Hearing tests are to be conducted on January 2 of each year to all staff who have continuously worked for the last calendar year. Staff hired after January 2 will not do hearing tests in their first.

Inspection Policy

- As per WorkSafe BC, H.I.S. Wildfire FS Inc. requires that equipment, PPE, and facilities be inspected routinely and that those inspections are documented for statistical purposes, ensure that repairs and maintenance are conducted and that to ensure safety concerns are addressed through corrective action.

Personal Clothing Policy

- H.I.S. Wildfire FS Inc. and its customers are not responsible for any lost, stolen or damaged personal property of clothing.
- Clothing with vulgar, rude, and/or offensive graphics or wording shall not be worn by company employee.
- Employee are expected to wear personal clothing of a type and condition that will not expose the worker to any unnecessary and/or avoidable hazards.

Travel / Check-In Interval Policy

- Travel plans will be created as and when required, by the Crew Leader, and provided to the designated check-in person as per the Check-in Standard Operating Procedure.
- Check-ins will be conducted, and documented on the travel plan, pertinent to each work activity and as outlined in the Standard Operating Procedure for Check-ins.

Camp Standard Policy

- H.I.S. Wildfire FS Inc. will adhere to the regulations, acts and policies of the province in which they are working.
- H.I.S. Wildfire FS Inc. reserves the right, for camps of under 5 people and less than 10 days duration, to enter into an agreement with their employee to meet minimum camp living standards.

Fitness Policy

All employee must be physically fit to perform their duties. Personal fitness is the responsibility of every individual.

- Employee must pass a physical fitness test prior to commencing work, as per the criteria below, in order to be eligible to fight fires for H.I.S. Wildfire FS Inc.
- All fire crews on standby at fire bases must do some form of physical activity every day on man-up or standby without project work if working Alberta. Activities could include, but are not limited to, hiking or a brisk walk, riding a stationary bike if available, lifting weights etc. The Crew Leader has the authority to direct fitness activities.
- Fitness activities must be documented and signed off that they were witnessed.
- Employee must read and fill out a PAR-Q before commencing work.

Fitness Tests

- The following fitness standard is acceptable for additional crews in Alberta and the BC contract.
    - Crewmembers must walk 2 miles carrying a 25-pound backpack in less than 30 minutes. NOTE: Running is not allowed.
    - Crewmembers must complete the pump-hose relay in under
        - BC - 4 minutes 10 seconds
        - AB – 6 minutes

Notes:

- 20-minute rest will be given between each test.
- If an employee fails the first fitness test the employee will be given a second opportunity with a reasonable amount of rest time.
- An employee will not be eligible to work for H.I.S. Wildfire FS Inc. after a second failed attempt to pass the fitness test.

Pump-Hose Relay

- Walk 150 meters with a 65-pound mark III Wajax water pump, untimed.
- Run 300 meters with 4 rolled lengths of 100 foot 1.5-inch hose, timed.
- Drag a charged (water filled) 1.5-inch hose 200 meters, timed.

Interagency Exchange Fitness Standard (WFX FIT) out of province export

- Must complete the WFX-FIT fitness test in 17 minutes and 45 seconds or less to meet the interagency standard for export out of province
- The WFX-FIT consists of a Ramp with four performance components that must be tested together
    - Carry pump on Back
    - Hand carry pump
    - Hose Pack Lift and Carry on Back
    - Charged Hose Advanced
- The timed circuit involves 4 separate components performed in a continuous sequence over 40 metre laps with cone markers at each 20 metre end line
    - Timing of the circuit begins when the participant crosses the starting line while carrying the simulation pump (28.5 kg) from a 1 metre platform on their back. For safety purposes, the WFX-FIT Appraiser assists with the lifting and lowering of the pump onto and off the participant's back. The simulation pump is carried on the back for a total of 160 metres (4 laps over the 40 metre course) traversing a ramp (35 degree pitch, 1.22 metres) every 20 metres, then the simulation pump is returned to the platform.
    - Next, the participant picks up the simulation pump from the platform in his/her hands and carries it for 80 metres (2 laps of the 40 metre) without traversing the ramp.
    - The participant then places the simulation pump back onto the platform, picks up the WFX-FIT hose pack containing 4 lengths of hose (25kg) from the ground and hoists it onto his/her back, then carries the hose pack 1 kilometer (25 laps of the 40 metre course) traversing the ramp every 20 metres.
    - In the final component of the circuit, the participant drags a weighted sled 80 metre (2 laps of the 40 metre course) on level ground to simulate advancing a charged hose (pull force required to move sled = 18.5 kg). Turn lines are also marked 3 metres beyond the end line so the participant knows when the sled has crossed the end line without looking behind.
- Should a member fail this test the entire crew is ineligible for export until such time the member is replaced, and the entire crew can pass the test.

Borrowing Company Equipment Policy

H.I.S. Wildfire FS Inc. will lend to its staff equipment under the following conditions:

- Ownership approval.
- An equipment sign-out form is completed with ownership and employee.
- All equipment must be inspected by employee and ownership, be properly signed out, and a date of its return specified.
- Ownership can call back borrowed equipment at any time.
- Equipment will be inspected with employee and ownership upon return.
- An orientation covering the Safe Work Procedures regarding the piece of equipment being borrowed will be conducted with the employee when the equipment is signed out.
- Any lost, damaged or stolen equipment may be charged to the employee at the replacement value of the equipment item.

Vehicle / Driver Licence Policy

- Every employee must have a driver's licence or plan to obtain a licence for employment.
- Each individual will have their own drivers licence plan developed and outlined as part of their offer of employment.
- If a vehicle is borrowed specific permission must be received from company ownership.
- If an employee is using a company vehicle for personal use, they are responsible for any damage or repairs from that use.
- Personal use of vehicles approved by ownership will be charged $0.50/km paperwork must be filled out in SiteDocs as per policy.
- All drivers must have a current driver's abstract (driving record) on file prior to driving a company vehicle.
- Drivers will not drive for any longer than 6 hours at a time without a minimum 30minute break.
- Drivers must complete a driver log book, if not completed the leader will be responsible for any damages and tickets.
- There is no smoking in vehicles, this includes e-cigarettes or vapor cigarettes.
- Speed control (i.e. cruise control) will not be used on dirt, snow or wet roads.
- When parking vehicles ensure the vehicles is facing out or away from the location to ensure you do not have to turn the vehicle around in the event of an emergency.
- The Crew Leader and Driver are responsible for the safety of the vehicle.
- All vehicles are equipped with a GPS tracking unit.
- When backing up a vehicle without a backup camera a spotter must be used whenever possible.
- Vehicles are to be parked after hours and will only be allowed to move if permission is granted by ownership. Drivers and crew leader are subject to discipline if vehicles move without permission
- Persons not employed by the company, or agency working for the company, are not permitted to drive company or agency vehicles, without prior authorization from H.I.S. Wildfire FS Inc. ownership.
- All personal use of vehicles must be approved by the Crew Leader and money paid to the Crew Leader upon completion of use. Crew Leader is to then turn over monies to Rob or Willy. Money will not be deducted through payroll for this and the Crew Leader is responsible for any monetary shortfall.
- If a vehicle is involved in an accident or incident the proper authorities and agencies must be notified immediately to report the incident. RCMP, ICBC (dial a claim 1-800-910-4222), and the company must be contacted.

Weapons Policy

- Weapon of any kind are not allowed at the workplace.
- Firearms are strictly prohibited on any worksite, in company vehicles unless written permission is received from the owners. (example working on Rec Site and Hunting would be the main occurrence where this may be allowed.)
- Knives for any purpose other than as tool for work are also prohibited. This is defined as you are allowed to carry one knife on your person but not multiple knives. If you have more than that you will be asked to remove them.

Cell Phone Policy

- Cell phones, with the exception of one on the worksite for emergency purposes, will be kept in company trucks and are not allowed on the worksite.
- Employee can use cell phones while as a passenger in a vehicle or on scheduled breaks.
- Data usage on company cell phones must be related to work activities only.
- Crew members may use company cell phone to call family but priority for phone use is for work related activities.

Music Player Policy

- The use of any devices to listen to music must be approved by the customer and crew leader, and the company recommends only having one ear bud in. The Crew Leader or customer has the authority to deny use of these devices if he/she deems it unsafe or unproductive.
- Such devices may be used by passengers in a vehicle, unless there is a level of risk that would make the use of such a device hazardous to the vehicle occupants.

Media Policy

- Posting of any derogatory/offensive statements, or photos directed at or about any employee in the company or any other employer/agency or any member of the general public, is not tolerated and will be subject to the company's discipline policy.

Drug and Alcohol Policy

- H.I.S. Wildfire FS Inc. has a zero-tolerance policy for the use of drugs or alcohol.
- Any employee caught in contravention will be subject to discipline as per Discipline Policy.
- There will be no use of drugs or alcohol at any time during work or within 8 hours of going on a project/job.

Drug and/or Alcohol Testing

- All employees are subject to drug and/or alcohol testing at any time.
- Random drug testing may occur during the year to ensure controls are being met.
- If this test is requested as a pre-hire condition, the employee is responsible for the cost of the test. If the employee successfully passes the test, H.I.S. Wildfire FS Inc. will reimburse this cost. H.I.S. Wildfire FS Inc. will also cover the cost of the Doctor's administrative fee for processing the referral and interpretation of the test results.
- If drug and/or alcohol testing is done randomly in the field, the Employee or the Customer will cover the cost of the test.
- If the Employee fails a drug test during the term of their agreement the Employee will be responsible for all training costs that H.I.S. Wildfire FS Inc. incurred as a result of hiring him / her for the project and are subject to further disciplinary actions as per the Discipline Policy.

Impairment Policy

H.I.S. Wildfire FS Inc. is accountable to create a safe environment for employees, contractors, and members of the public. This duty includes ensuring there is no use of illegal substances in the workplace or misuse of substances before or during work hours that may impair an employee's ability to perform their work functions responsibly.

Policy

All individuals working at H.I.S. Wildfire FS Inc. (including contractors) are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to use or after effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications, or any other substance that may impair judgment or performance. H.I.S. Wildfire FS Inc. has taken the position that the presence of illicit drugs and alcohol on the worksite is not permitted. Any individual failing to adhere to this policy will be subject to discipline up to and including dismissal.

Definition of Impairment

The appearance of impairment at work is described as: Odor of alcohol or drugs, glassy or red eyes, unsteady gait, slurring, poor coordination.

Procedures

- Managers and supervisors are to identify and handle all situations promptly where there are concerns about an individual's ability to perform his or her job safely.
- Employees who are assessed and suspected to be impaired while at work will either be sent home or returned to camp base immediately. Transportation will be arranged. The supervisor is responsible for documenting any incidence of suspected impairment.
- Employees are required to inform Human Resources, in writing, about their use of medication or prescription drugs that may compromise their safety or the safety of others or impair their performance. All information will be kept confidential.
- H.I.S. Wildfire FS Inc. reserves the right to develop work plans for staff in positions that may affect their safety or the safety of others.
- H.I.S. Wildfire FS Inc. will provide support for employees by providing access to confidential assessment, counselling, treatment, and after-care services. Employees who have substance dependence are strongly encouraged to seek assistance through the Employee Assistance Program. All voluntary referrals to the Employee Assistance Program are kept confidential.
- Employees shall advise their supervisor whenever they have any concerns about their colleagues' fitness or duties.
- The Human Resource contact will work with the immediate supervisor to determine appropriate disciplinary action if necessary.
- The Manager will ensure adherence to reporting requirements with the appropriate licensing bodies.

Workplace Bullying, Harassment, and Violence Policy

Workplace bullying, harassment and violence is not tolerated, and "includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment" (Worker's Compensation Act, Jan. 28, 2016)

- Employee deemed to be bullying, harassing, or being violent towards another company employee or any other person is subject to discipline under the discipline policy.

- Employee will be trained in Workplace Bullying, Harassment and violence as part of their Orientation Training Briefing.
- All incidents of workplace bullying, harassment and violence will be reported in writing to ownership.
- All incidents of workplace bullying, harassment and violence will be dealt with as per our disciplinary policy and procedures.
- Employee will be encouraged to report any workplace bullying, harassment and violence to the RCMP
- The Company will investigate all incidents of workplace bullying, harassment and violence that are reported and report those incidents to WorkSafeBC as required.

For more information on Workplace Bullying and Harassment see Section 2 Training Resources.

SECTION 3
CONTRACTOR MANAGEMENT

Selection Criteria

H.I.S. Wildfire FS Inc. strives to hire safe and reputable contractors when required to do so.

When selecting new contractors, the following priorities will be used:

- Are they a SAFE certified company or have their COR designation?
- Ensure their WCB coverage is up to date.
- Obtain a copy of their Occupational Health and Safety manual.
- Check references.
- Consult with our customers on company recommendations.

The following is a criterion to determine unacceptable safety standards for contractors:

- Companies not registered or current with WCB.
- Companies that have demonstrated unsafe work practices.
- Companies that have excessive orders issued against them by WSBC or WCB Alberta.
- If the Company has received a penalty from WSBC or WCB Alberta.

Additional Information:

- Preference will be given to companies that are SAFE certified.
- References do not imply a reputable company.

Management will review all safety issues with on-going sub-contractors at their annual meeting to ensure the quality of the product we are receiving is maintained and that the sub-contractors are conducting business according to acceptable standards.

Contractor Management

The company will ensure all sub-contracts have a clause to ensure that H.I.S. Wildfire FS Inc. is notified if a significant event occurs because of the sub-contractor's work.

H.I.S. Wildfire FS Inc. regularly meets with its contractors to discuss safety and quality issues.

The company conveys its Occupational Health and Safety program to its sub-contractors. Any contractor doing over $25,000.00 of work for H.I.S. Wildfire FS Inc. will receive a copy of our Occupational Health and Safety program.

Owners will also complete a Sub Contractor Form to ensure the above is adhered to.

SECTION 4
STANDARD OPERATING PROCEDURES

Standard Operating Procedures are provided to assist the company in ensuring that company systems and processes with regards to their various work activities are followed and act as a reference for employee when conducting these work activities. The goal of standard operating procedures is to ensure there is consistency among all employee in the way they conduct work activities.

H.I.S. Wildfire FS Inc. has developed Standing Operation Procedures (SOP) to ensure all staff know that steps and task need to an operation. We have used staff and owners name to make this easy for all staff to know who does what. With large number staff that seasonal and work out of the office and never meet all of the owners and support staff we feel that this the best way to present these SOP.

If staff person has any questions, please call Willy or Rob and they will be happy to help

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Check-ins

February 2019

This Standard Operating Procedure will serve as the guide for our company check-in procedures, keeping in mind that our customers may have more stringent check-in policies and we will adhere to those when necessary.

Procedures Consistent for All Work Activities

Missed Check-in Response

- If the designated person does not receive a check in call or text at the scheduled time, they must:
    - Attempt to reach the employee by radio or cell phone.
    - If no contact is made, the supervisor or other nearby personnel must be dispatched immediately to investigate.

Out of Radio and/or cell phone contact

- If the work is deemed as "Working Alone" and the employee(s) need to be out of radio, or cell phone contact for any length of time, he/she must inform the designated check-in person and identify when the next check-in will be.

ALL Check-ins MUST be documented on the travel plan channel on the SLACK app by the designated check-in personnel

Work Activity Specific Procedures

Alberta Fire Fighting Crews

- Crews travelling to base at the beginning of each tour
    - Crew Leader will check off using the SLACK app travel plan channel the departure time, location and expected ETA and destination and verify that Rob has received it by text, phone or email.
        - If Rob does not verify receiving the ping or text within 15 minutes of sending, the Crew Leader will text, phone or email Willy the departure time and location for verification.
    - Crews will leave the marshalling point to be at their Alberta base 2 hours prior to lights out.
    - Crew leader to use SLACK app travel plan channel to check in when arriving at the destination.
    - Crew Leader to inform the Duty Officer upon arrival in camp.
- Crews travelling from base to home at the end of each tour
    - Duty Officer and ownership must approve travel before crew leaves base.
    - Crew Leader will check off using the SLACK app travel plan channel the departure time, location and expected ETA and destination and verify that Rob has received it by text, phone or email.
        - If Rob does not verify receiving the ping or text within 15 minutes of sending, the Crew Leader will text, phone or email Willy the departure time and location for verification.
    - Crew leader to use SLACK app travel plan channel to check in when arriving at the destination.
    - Crew Leader to inform the Duty Officer upon arrival in camp.
- Crews getting exported to a different district than their home district
    - Duty officer or logistics will inform crew of export.
    - Crew Leader will check off using the SLACK app travel plan channel the departure time, location and expected ETA and destination and verify that Rob has received it by text, phone or email.
        - If Rob does not verify receiving the ping or text within 15 minutes of sending, the Crew Leader will text, phone or email Willy the departure time and location for verification.

- Crew leader to use SLACK app travel plan channel to check in when arriving at the destination.
- Crew Leader to inform the Duty Officer upon arrival in camp.

- Crews travelling within their home district
  - Check-ins will be conducted with the crew's Man-up Supervisor or the Duty Desk as per district policies.

BC Fire Crews

- Crews travelling from H.I.S. Wildfire FS Inc. office to or from a fire
  - Crew Leader will check in with the Fire Centre when departing H.I.S. Wildfire FS Inc. office and will announce they are on route to the incident.
  - Crew Leader will check in every 2 hours while enroute to the worksite (unless other specific arrangements are made/requested)
  - Crew Leader will check in with the Fire Centre upon arrival to the incident.
  - Crew Leader will checkout with the Fire Centre upon departing an incident.
  - Crew Leader will check in with the Fire Centre upon arrival back to H.I.S. Wildfire FS Inc.
  - Crew Leader will check in with H.I.S. Wildfire FS Inc. using the SLACK app travel plan channel upon return to Kamloops office.
  - If travelling outside the Kamloops Zone Willy or Rob will confirm check-in procedures and inform the Crew Leader.
- During an Incident
  - Check-ins will be done every 2 hours while on the job site with the Fire Centre unless otherwise advised.

Parks Canada

- Crews travelling from H.I.S. Wildfire FS Inc. office to or from a fire
  - Crew Leader will complete an H.I.S. Wildfire FS Inc. Travel Plan and submit to Rob.
  - Crew Leader will check in with Parks Canada when departing H.I.S. Wildfire FS Inc. office and will announce they are on route to the incident.
  - Crew Leader will check in with the designated Parks Canada representative upon arrival to incident.
  - During assignment to Parks Canada the Crew Leader will ensure they have received check-in procedures for their duty day. If check-ins are being conducted through a national office, the office must know the crew's operations and location.
  - Crew Leader will checkout with the Parks Canada representative upon departing an incident.
  - Crew Leader will check in with H.I.S. Wildfire FS Inc. using the SLACK app travel plan channel upon return to Kamloops office.
- During an Incident
  - Further check-ins will be done through designated personnel

Chainsaw Operations

- Contact the Project Lead prior to leaving the marshalling point.
- If the work is being conducted by Rob, Rob to inform Willy.
- Using the Travel Plan channel on the SLACK app the employee should identify departure time, and location with agreed upon person and verify that the Project Manager has received it by text, phone or email.
- Office has a copy of route and estimated timeline with a map prior to departure.
- Check-in with office every 4 hours unless identified differently in the travel plan.
- In circumstances where this work is deemed to be "Working Alone", meaning that employee work in circumstances where assistance is not readily available to them in case of an emergency, or in the case that the worker is injured or in ill health, the check-in procedures will be

determined by H.I.S. Wildfire FS Inc. ownership based on the risk of the work that is being conducted.
    - Low risk – check-ins frequency will be every 4 hours
    - Moderate risk - check-in frequency will be every 2-4 hours
    - High risk – check-in frequency will be every 1-3 hours
- Buddy systems in place for all workers and man checks at least every 30 minutes when sawing.
- Chain saw operator must have a buddy and be able to hear or see their buddy at all times. **If this is not possible, a routine meeting times must be scheduled, maximum 30 minutes, or as approved by the Crew Leader.
- If the chainsaw operator is part of a crew with a Crew Leader, the Crew Leader to make repeated checks on chain saw operators throughout the day.

Danger Tree Assessing

- Contact the Project Lead prior to leaving the marshalling point.
- If the work is being conducted by Rob, Rob to inform Willy.
- Using the Travel Plan channel on the SLACK app the employee should identify departure time, and location with agreed upon person and verify that the Project Manager has received it by text, phone or email.
- Office has a copy of route and estimated timeline with a map prior to departure.
- Check-in with office every 4 hours unless identified differently in the travel plan.
- In circumstances where this work is deemed to be “Working Alone”, meaning that employee work in circumstances where assistance is not readily available to them in case of an emergency, or in the case that the worker is injured or in ill health, the check-in procedures will be determined by H.I.S. Wildfire FS Inc. ownership based on the risk of the work that is being conducted.
    - Low risk – check-ins frequency will be every 4 hours
    - Moderate risk - check-in frequency will be every 2-4 hours
    - High risk – check-in frequency will be every 1-3 hours
- Buddy systems in place for all workers and man checks must be done at least every 30 minutes
- Danger Tree Assessor must have a buddy and be able to hear or see their buddy at all times. **If this is not possible, a routine meeting times must be scheduled, maximum 30 minutes, or as approved by the Crew Leader.

Rec Site Maintenance, Traps, Roads

- Contact the Project Lead when leaving marshalling point.
- If the work is being conducted by Willy or Rob, whoever is not conducting the work will be the point person to inform when leaving the marshalling point.
- Using the Travel Plan channel on the SLACK app the employee should identify departure time, and location with agreed upon person and verify that the Project Manager has received it by text, phone or email.
- Office has a copy of route and estimated timeline with a map prior to departure.
- Check-in with office every 4 hours unless identified differently in the travel plan.
- In circumstances where this work is deemed to be “Working Alone”, meaning that employee work in circumstances where assistance is not readily available to them in case of an emergency, or in the case that the worker is injured or in ill health, the check-in procedures will be determined by H.I.S. Wildfire FS Inc. ownership based on the risk of the work that is being conducted.
    - Low risk – check-ins frequency will be every 4 hours
    - Moderate risk - check-in frequency will be every 2-4 hours
    - High risk – check-in frequency will be every 1-3 hours

- Check-in with the point person once at your end of day destination.

Fire Smart/Spacing

- Using the Travel Plan channel on the SLACK app the employee should identify departure time, and location with agreed upon person and verify that the Project Manager has received it by text, phone or email.
- Each Project will have a defined check-in procedure for each day's activities which will include travel if applicable.
- If no travel check-ins are required the crew is must check-in with the Project Manager upon arrival to the worksite, at noon, and arrival back at the marshalling point at the end of the day.
- In circumstances where this work is deemed to be "Working Alone", meaning that employee work in circumstances where assistance is not readily available to them in case of an emergency, or in the case that the worker is injured or in ill health, the check-in procedures will be determined by H.I.S. Wildfire FS Inc. ownership based on the risk of the work that is being conducted.
    - Low risk – check-ins frequency will be every 4 hours
    - Moderate risk - check-in frequency will be every 2-4 hours
    - High risk – check-in frequency will be every 1-3 hours

Snow Removal

- Each crew member must check-in using the travel plan channel on the SLACK app once per-hour.
- Check-in updates include work progress, issues, resources needed, and estimated work for the next hour.

Landscaping

- Crew members to check-in using the travel plan channel on the SLACK app at noon each day and at end of day.

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Discipline

Revised: January 2019

This Standard Operating Procedure will serve as the guide for our discipline procedures.

Responsibilities

- Chris will be responsible for discipline.
- Rob and Willy are ultimately responsible for all appeals or grievances to discipline.
- Crew Leaders have the authority and responsibility to report all potential disciplinary matters as per the incident reporting procedures.
- Employee have the right to report a Crew Leader and/or Sub-Crew Leader to Chris, Rob and/or Willy using the incident reporting procedure.
- Chris Connelly will update Rob Fryer and/or Willy Saari with disciplinary reviews, investigation and determination.

Investigation Process

Once initial incident call and incident report has taken place Willy will initiate an investigation plan. This plan will include the following:

- Delegate roles and responsibilities of staff and agencies involved.
- Timelines for reporting

Reporting

- ALL disciplinary actions from verbal to suspension need to be reported in writing using an incident report.
    - Verbal and written warnings need to be documented on an incident report on SiteDocs within 24 hours of the incident.
    - Reporting needs for disciplinary action that may require further investigation or discipline outside of a verbal or written warning include:
        - Immediately after incident, report it to Willy Saari by phone, (250) 319-9375.
        - Within one hour of the phone call, Willy Saari will reply to the Crew Leader with a written investigation plan.
        - The Crew Leader must document the event on an incident report in SiteDocs within the timeframe communicated on the initial phone call with Willy.

Discipline Requiring Investigation

The following are guidelines to follow once the initial incident has been reported and Willy has instigated an investigation plan:

- All witnesses and involved statements to be submitted to the lead investigator within 24 hours of incident.
    - If written statements need to be supplied by customers or outside agencies timelines for completion need to be allocated to the applicable party.
- Lead investigator to provide recommendations for either disciplinary actions or the need for further investigation to Rob Fryer, Willy Saari, and Chris Connelly within 48 hours of the incident.
    - If further investigation is needed a timeline for completion will be developed at that time.
    - Any discipline recommendations will be approved by Willy Saari and Rob Fryer.

- All discipline will be communicated to the employee by phone within 2 hours of the decision and written communication of that discipline will be completed, and either emailed or mailed, within 12 hours.

Grievance

All grievances will be given the same attention and fall under the same process as the disciplinary incident.

- If an employee wishes to grieve a disciplinary action applied by his Crew Leader it can be put in writing and submitted to Willy Saari for review.
- Any grievance pertaining to a disciplinary matter that was applied by the ownership can be appealed to Labor Relations.

Areas Subject to Disciplinary Action

The following is a list of areas where disciplinary action will be imposed:

- **Poor Performance** – Not performing to your abilities, having low motivation, and not performing to the standard of the company or the customer. *Example: Not doing routine maintenance to equipment or not doing tasks as instructed.*
- **Intoxication** – The state in which a person's normal capacity to act or reason is inhibited by alcohol or drugs. The use or possession of alcohol in company vehicles, fire camps, on the job or while performing duties is strictly prohibited. All staff must have 8 hours clear from using alcohol prior to commencing work.
- **Safety Infractions** – Any action or lack of action that goes against that could harm a person or property. As well, not following the established procedures, guidelines and/or training as contained the Company's OH&S Program manual.
- **Late to Work** – Not being ready to start work on the time required. Being on time requires the employee to be dressed in appropriate equipment for the job and ready to commence work at the time required.
- **Failure to Report to Work** – Not showing up for a scheduled shift. Reasonable notification for missed work as well as proof of reason for missing work must be given for missed work. Any reason given for failure to report to work is subject to an investigation and possible discipline actions may be taken.
- **Insubordination** – The act of wilfully disobeying an authority. Refusing to perform an action that is unethical or illegal is not insubordination; neither is refusing to perform an action that is not within the scope of authority of the person issuing the order. ***Example: You are given a task to do by your supervisor and you deliberately go against the orders given to you even though it is well within the scope of your job, or incomplete or poorly done paperwork.***
- **Bullying and/or Harassment** – Unwanted conduct on the grounds of race, gender, sexual orientation etc. which has the purpose or effect of either violating the claimant's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- **Workplace Violence** – any attempted or actual violence against ANY worker, so as to cause injury to that person, and includes any threatening statement or behaviour that results in another worker believing they are at risk of injury.
- **Abuse** – Injurious or improper treatment of a person including mentally, physically, and/or sexual.
- **Abuse or Damage of Property** – Misuse or improper treatment of company or customer's property.
- **Possession or Use of Illegal Drugs** – The use or possession of illegal drugs is strictly prohibited. The company or its customers has the right to perform drug and/or alcohol testing to employee at any time. All prescription drugs must be in their original packages from the pharmacy. The possession of expired medications is also prohibited. All prescriptions medication must be reported to supervisors and noted on employee medical questionnaire.
- **Theft** - the act of stealing; the wrongful taking and carrying away of the personal goods or property of another
- **Fraud** - A false representation of a matter of fact—whether by words or by conduct, by false or misleading allegations, or by concealment of what should have been disclosed—that deceives and is intended to deceive another so that the individual will act upon it.
- **Impairment -** Odor of alcohol or drugs, glassy or red eyes, unsteady gait, slurring, poor coordination.

Disciplinary Actions

The following is a chart outlining the disciplinary guidelines and actions taken for infractions. Please also be advised that our customers may have higher standards or stronger disciplinary actions that employees may be subject to. Customer's discipline standards will be part of the employee's Assignment Details per job.

Cause	Written Warning	Up to 30 Day Suspension	Up to 1 Year Suspension	Suspended Indefinitely
Poor Performance Or paperwork	1st	2nd	3rd	4th
Intoxication	1st	2nd	3rd must complete program to return	
Safety Infractions	1st	2nd	3rd	4th
Late to work	1st	2nd	3rd	4th
Failure to Report to Work		1st	2nd	3rd
Insubordination	1st	2nd	3rd	3rd
Harassment & Bullying		1st	3rd	2nd
Abuse or Damage of Property	1st		2nd	3rd
Possession or use of Drugs				1st
Theft		1st	2nd	3rd
Fraud			1st	2nd
Conduct Unbecoming	1st	2nd		3rd
Impairment	1st	2nd	3rd must complete program to return	

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

DOCUMENTATION and TIMELINE

Created: January 2018

This Standard Operating Procedure will serve as the guide for our company documentation and timeline for completing these documents. H.I.S. Wildfire FS Inc. is committed to training and educating their staff to ensure their safety and documentation helps to achieve this goal. Providing proper documentation and training ensures the company and its employee are being proactive with regards to safety and risk management, as well as increases the quality of work, productivity and motivation of employee.

Project Managers will be required to check SiteDocs daily to ensure paperwork has been completed by the crew leaders.

- Ensure documents are filled out with proper details
- Communicate with crew leader to ensure paperwork is completed to standard
- Project Managers to complete documentation checklist

SITEDOCS

Electronic Documentation

- H.I.S. Wildfire FS Inc will use SiteDocs exclusively for all of it safety paperwork and all other applicable documentation required for our company

Administrative (HR) Documentation

- Human Resources requires documentation from the following list
    - Disciplinary Discussion Record
    - Impairment record
    - New worker orientation checklist
    - Offer letter
    - Orientation exam
    - Performance review
    - Personal information
    - Safety measures firefighting and firesmart
    - Safety measures lawns and landscaping
    - Safety measures rec site / traps / road inspections
    - Safety measure snow removal

Work Sheets

- The following is a list required for various jobs or projects
    - Landscaping
    - Parking lot Clean up
    - Snow Route Sheets
    - Snow Strata Clients worksheet
    - Rec Site Work Sheet
    - Job Sheet

Safety Paperwork

- The following is a list broken down by frequency and what is needed for each job or project
    - First day
        - Start of job or tour checklist
        - First Aid Site Assessment
        - Emergency Response Plan
            - All members of the crew must sign off in SiteDocs
    - Weekly
        - Equipment Inspections once a week
        - Weekly inventory
            - Obtain a list of expensed items from warehouse
            - Do your inventory
            - Have a supervisor or SRD rep sign off that you did your inventory
            - Send a signed off copy to Rob at the office
    - Daily
        - Timesheets are to be sent in daily and must include KM
            - All members of the crew must sign off on the timesheet in SiteDocs
            - If applicable completion maps attached (firesmart)
        - Tailgate safety briefing
            - All members of the crew must sign off in SiteDocs
        - Falling Plan or if necessary amendments
            - All members of the crew must sign off in SiteDocs
        - Journal completed by 10 am next day (report on the previous days' events positives and negatives and what you did)
    - Vehicles
        - Vehicle inspection sheet (required to be completed on days 1, 5, 10 on a tour for fire crews)
        - All assigned trucks must be done weekly
        - All FireSmart trucks must be done at the start and end of the project and every five days
        - All unassigned vehicles must be inspected by Matt weekly unless they are not used no inspection necessary.
        - Truck fuel log (required to be completed during each fuel up)
            - Pictures must be taken of the pump display showing the amount of fuel purchased and the number of liters, odometer, and receipt and recorded immediately
            - No preauthorized receipts will be accepted they must be final sale
            - Crew leader and driver should both sign off in site docs
    - Expenses
        - Truck Fuel expenses are not recorded with the expense document
        - All other expenses must be filled in on the expense report as expenses happen
            - Pictures of receipts must be taken
    - Incidents / Near Misses
        - All Incidents and/or near misses should be reported using the Incident Report form in SiteDocs
            - Pictures of must be taken if there is an injury or damage
            - Fill out WorkSafeBC and WCB AB paperwork when necessary

Other Documents

- The following is a list required for various jobs or projects
    - Equipment Sign out form
    - Performance Reviews

TIMELINE

January

- Invite Leaders to participate in online classes to provide leadership course (January 10)

February

- Online training for L-180 Human Factors in the Wildland Fire Service (on or around Feb 15)
- Online training for L-280 Followship to Leadership (on or around Feb 15)

March

- Online training for Site Docs (completed by March 15)
- Firetack training (typically March Spring break 3rd week)
- Chainsaw training (late march early April)
- Firetack Leader Training (typically third week of March)
- Orientation (before going to work)
    - SOP's
    - SWP's
    - Training Briefings
    - Review known Hazards

April

- Supervisor Video training

May

- Visit Crews
    - Mock Accident Training
    - Team Building
    - Training Scenarios
    - Review SWP's

June

- Visit Crews
    - Mock Accident Training
    - Table Top
    - Training Scenarios
    - Review Training Briefings

July

- Visit Crews
    - Mock Accident Training
    - One on One with members and leaders
    - Audit Prep
    - Orientation refresher

August

- Audit

October

- Maintenance of manual

November

- Maintenance of manual

December

- Maintenance of manual

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Emergency Response Planning

Revised from 2016 OH&S Manual: December 2016

These procedures address the emergency response for injuries or fatalities on a work site, and forest fires

Emergency Responsibilities:

The supervisor on the work site is responsible to:

- carry out inspections to identify potential hazards and corrective actions
- ensure there is a trained and certified first aid attendant, as required by regulations, with a well-equipped and maintained First-Aid Kit
- have documented safety meetings discussing safety, emergency response and evacuation procedures and to update these procedures as required
- post in an accessible location the Emergency Response Plan and a list of emergency contact names & numbers (including updates)
- on multi day projects or in remote areas, a printed copy or a rough hand written copy of the ERP must be provided and kept in the vehicle or muster point for ease of review in case of emergency
- identify a person to be a team leader (usually First-Aid attendant) in the event of an emergency and a person to contact external emergency responders, if required
- initiate the emergency response process (i.e. stop work, site containment, search-and-rescue, First-Aid)
- communicate incidents/emergencies to head office (if applicable), and/or the governmental authorities
- investigate ALL incidents, including emergencies that have occurred and involve company employee.

Emergency Procedures

The on-site supervisor must evaluate every work site to identify conditions and adjust procedures as necessary, ensuring resources are adequate to deal with any type of emergency that may occur. Appropriate procedures will involve the assessment

- Potential hazards and possible consequences
- Resources (e.g. medical supplies, rescue equipment etc.) needed for emergency response
- Evacuation routes
- External resources that may be available (e.g. ambulance service, search & rescue, etc.)

And provide:

- Name of the designated First-Aid person(s) on site and the team leader for any emergency response
- Contact information for emergency responders, government and company representatives
- Worker briefing and training
- Shut down and start-up conditions
- Investigation and documentation of incidents
- Follow-up and final reporting

Radio Procedures During and Emergency

- Try to be aware of how you communicate when using the radio during an emergency;
- Choose your words correctly and accurately;
- Stick to the facts.
- Keep statements short and clear.

- Do NOT use the names of persons involved
- The priority is to get the necessary help to the site as quickly as possible, while trying to ensure information is not worded in a way that can cause individuals listening in on the radio to jump to false assumptions or spread rumors to family members etc., prior to you being able to get the correct information to them.
- During an emergency, use the radio only for requesting assistance and/or managing the incident
- Do not allow anyone to use the radio unnecessary communication
- After the initial call, ensure the radio is monitored by a qualified person in case the emergency services are trying to contact the scene.

First Aid Procedures for Injury – Serious & Minor

Minor Wounds, Breaks, Strains:

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

Serious Injury:

- Ensure the site is safe, then stabilize (i.e. provide first-aid) and/or prepare patient for transport
- Call 911 if using a cellular phone, or call alternate emergency ambulance as per the ERP if using a satellite phone or other form of communication (as 911 may not reach the right place);
- provide the emergency operator with the nature of injuries, location co-ordinates in UTM or longitude and latitude for the location, whether there is a suitable helicopter landing site available, and the communication method to use on the way to the incident side.
- If the 1st Aid Attendant thinks that air evacuation is required you must advise the communication center you've reached; if road evacuation is used, advise the road name and whether or not you will be meeting the ambulance on route.
- If two-way radios are being used onsite, advise the emergency operator of the appropriate radio frequencies to use (Refer *to the specific ERP for each job).*

If you cannot contact the emergency response agency using phone services, then notify the appropriate client office using radio, and someone will arrange the emergency transport services for you. Stay in contact to relay additional information.

If you cannot contact the client's office using phone services or two-way radio, try contacting another individual with a suitable radio and/or telephone to relay the emergency message to the Client's Office and/or Ambulance.

If you cannot reach anyone by phone or radio, send someone from the site to establish contact from another location where a message can be relayed.

If you do contact someone and help is on the way, stay close to the telephone, radio, etc. so as to be able to provide emergency services with more details and receive instructions if required.

Procedures for Preventing Exposure to Blood Borne Pathogens

- Treat all blood as potentially infectious
- Follow routine practices whenever there is any possibility of exposure to blood or other body fluids. Routine practices include hand hygiene, safe work practices, and the use of PPE such as gloves, eye protection, and gowns.
- Ensure that waste collection includes the separation and isolation of sharps and biomedical waste. Workers should not compress garbage bags by hand. Garbage bags should be held away from the body to avoid scratches from sharps inadvertently left in the bags. Sharps disposal containers should be puncture resistant
- Identify laundry that is soiled with blood, and follow routine practices when handling it, including wearing gloves and gowns.
- Refer anyone who suffers a possible occupational exposure to a bloodborne pathogen to the nearest appropriate medical facility. Someone who suffers a needle-stick injury should be assessed by a physician within two hours of the injury. Provide workers with psychological support after exposures.
- Investigate all exposures to help prevent recurrence.

Procedures for Fatality

- Ensure the site is safe to approach / enter
- Phone 911 or alternate number if using a cellular phone, satellite phone, etc.
- Do not disturb the site, except so far as is necessary to
  (a) attend to persons injured or killed,
  (b) prevent further injuries or death, or
  (c) protect property that is endangered as a result of the accident.
- Cover the body, ribbon off the area, and block access to the scene with a vehicle or machine if necessary
- Protect the scene from disturbance by animals if necessary.
- The employer must record the names, addresses and telephone numbers of persons that witnessed the fatality; AND
- make every reasonable effort to have those individuals available for interview by any person-in-authority conducting the investigation, to ensure a proper investigation of the incident.

Landslide/Flood

- Notify the Supervisor or other company representative;
- If it is reportable, notify:
  - MOF at 1- 250-825-1100
  - PEP at 1-800-663-3456
  - AB at 1-800-222-6154
- Keep people back from the edge of the water, OR from the edge of any potentially unstable embankment, OR from the perimeter of the landslide;
- Ensure that vehicles have been positioned well back from any hazards.
- Ensure that a suitable escape / evacuation route is always available to the workers. If there is a risk of being unable to leave an area safely, relocate to a safer area.
- If the flood or landslide has cut off your means of evacuation, wherever possible relocate to:
  - higher ground for flood situations;
  - well away from the landslide area.
- If reasonable to do so, prevent further erosion.
- Await assistance. Take shelter in vehicles, parked well away from the hazard area. If survival equipment is available, make use of those supplies as necessary.
- The Supervisor must complete the Incident Report Form and Incident Investigation (as necessary).

Road / Bridge Washout

- Notify the Supervisor or other company representative;
- If it is reportable, notify:
  - MOF at 1- 250-825-1100
  - PEP at 1-800-663-3456
- Keep people WELL back from the edge of the washout, OR from the edge of any potentially unstable embankment since the ground may be undercut;
- Do not attempt to cross the washout area or any damaged bridge structure.
- Await assistance. Take shelter in vehicles, parked well away from the washout. If survival equipment is available, make use of those supplies as necessary.
- If evacuation is necessary, contact the appropriate resources (e.g. helicopter company, etc.).
- The Supervisor must complete the Incident Report Form and Incident Investigation (as necessary).

Spill – Environmental Containment

- All spills greater than 50 litres (e.g. 2 pails) must be reported by the company, or by your supervisor or yourself if the company or the supervisor cannot be contacted, to the following number:
- Spill control should follow the "Three Cs" approach (i.e. Control, Contain, Clean-up), while ensuring that NO ONE is endangered while performing any of these tasks.
  - Control the spill (i.e. stop the flow of the materials to prevent increasing the amount spilling [whenever possible]);
  - Contain the spill (i.e. surround the spilled materials with spill control materials [e.g. sawdust, dirt, spill control pads, etc.]);
    - If the spill is on land
      - Mark the perimeter, dig recovery ditches around the perimeter and/or pits within the spill area for containment, then use absorbent pads, socks or similar products to absorb the excess spilled materials.
      - All contaminated materials must be placed in suitable containers (e.g. plastic pails, drums, etc.)
    - If the spill is into water (e.g. stream or ditch)
      - Attempt to contain the spill using a tarp or dirt containment diking system.
      - Absorbent pads, socks, etc., can be wrung out into suitable waste containers and re-used.
  - Clean-up (i.e. clean up and dispose of the spilled materials in accordance with all local laws and following the instructions of the product manufacturer, etc.).
- ALL worksites are to have some form of spill control equipment, which is capable of being used on the chemicals that may be spilled;
- Any spill to water, or any spill to land of 50 litres (2 pails) or more of fuel or other petroleum products (e.g. oil, hydraulic fluid) are reportable to the client (e.g. Ministry, licensee, BCTS, etc.);
- All spills greater than 100 litres (22 gallons) must be reported to the following number: 1-800-663-3456 – Provincial Emergency Program (PEP);
- Procedures - General:
  - Ensure Safety First – Assess the hazards to yourself and others.
  - Turn off ignition sources. No smoking.
  - Locate and stop the spill at the source if safe to do so;
  - Identify the source and type of spill;
  - Use the appropriate Personal Protective Equipment for dealing with the spill;
  - Contain the spill – if possible (if the spill has scattered materials over a large area and it is not feasible to clean it up, then it must simply be reported);
    - Spill to water (i.e. ditch, creek or stream) – contain the spill using a tarp or dirt containment system. Sorbent pads can be wrung out in containment area and reused if necessary;

        - Spill to Land – mark the perimeter, dig recovery ditches around the perimeter and pits within the spill area for containment, then use sorbent pads to remove free product and excavate contaminated soil;
    - Clean-up the spill in accordance with the information contained in the Material Safety Data Sheet (MSDS) or the product label or the spill control materials.
    - The Supervisor must complete an Incident Investigation Report / Spill Report Form for all spills, regardless of whether reportable outside the company or not.

Fire

If you notice a fire:

- Notify the Company if Supervisor not available
- Notify the BC Forest Service at 1-800-663-5555 or AEMA 310-0000 (Alberta Equivalent)
- **Safety First.** If reasonable to do so, take action on all fires within 1 kilometer of an industrial operation; suppress the fire with available manpower and equipment
- **Supervisor,** if available, must notify Company Manager. The Supervisor must complete the Incident Investigation Report (for all non-prescribed fires).

****Refer to the Emergency Response Procedure for specific details for each job****

Explosives

If you notice an undetonated explosives, bombs, or ammunitions:

- Notify the Company if Supervisor not available
- Notify the necessary authorities RCMP, Armed Forces if necessary
- Notify appropriate authorities immediately if undetonated explosives are encountered – do not touch the explosives.
- Evacuate the area to a safe muster point
- **First Aid.** If reasonable to do so, administer first aid on any casualties
- **Supervisor,** if available, must notify Company Manager. The Supervisor must complete the Incident Investigation Report
- **Do Not re-enter** until given the all clear from authorities.
- **Record and report** keep track of the details of the event and report this information to the authorities

Missing Person Procedure

OVERDUE LAND BASED EMPLOYEE

1. Record the time the Employee is determined to be Overdue. Time Employee(s) is considered overdue: _____
2. Check to see if the company work vehicle is in the parking lot. Done Y/N Time: _____
3. Contact the Employee by radio or cell phone if the number is known. Done Y/N Time: _____ Time: _____ Time:_____ Time:_____
4. Call the Employee's home to see if they returned directly to their residence. Done Y/N Time: _____
5. Inform the Employee Supervisor that they are missing Done Y/N Time: _____
6. Identify call-out persons who may have personal knowledge of the working area where the missing Employee was last reported. This may include co-workers. Done Y/N Time: _____
7. Document all actions taken in order to assist any form of investigation into the incident (date, time, action taken and results).
8. The Employee's Supervisor will arrange to send two staff members to the last known location of the missing Employee. Equipment such as a spine board, stretcher, first aid kit, and flashlights should accompany staff dispatched to the search area. Done Y/N Time: _____
9. Inform Ownership or designate when the initial search for the missing employee begins. If a management representative cannot be located the Safety Officer will assume the responsibility for the search until relieved by a Supervisor or Manager. Done Y/N Time: _____
10. Ownership or designate will inform the RCMP in the area where the Employee was last reported. The RCMP will then be responsible for initiating a formal search utilizing search and rescue organizations if necessary.

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Fire Fighting

Updated February 15, 2018

This Standard Operating Procedure will serve as the guide for our Wildland Fire Fighting procedures. Please also see the Fire Fighting Safe Work Procedures for further information on these work activities.

Administration

Contract Administration

- Willy is responsible for overall administration and interpretation of all contracts.
- Rob is responsible to ensure the standards of crews, vehicles and equipment is met.
- Rob, along with Chris, is responsible to ensure all documentation regarding crews is submitted on time, and accurately, to the appropriate agency representative.
- Rob and Chris to deal with issues that arise due to crew documentation.

Communication Structure with Customer

- Rob is the main source of communication with customers within each Alberta District
- Rob is to ensure a monthly meeting is conducted with each Alberta District. Dates to be predetermined after start dates have been confirmed.
- Willy is the main source of communication for any financial matters.
- Willy to be the lead regarding communication around provincial matters, both in BC, Alberta, and Parks Canada etc.
- Chris is authorized to communicate on matters brought to her attention that she is comfortable in answering but must keep Willy and Rob informed.
- Crew Leaders communication should be with the Man-up Supervisor and the Duty Officer. Any communication with these individuals should be related to their work tasks. All other communication should be noted in their personal logs and then relayed to ownership as part of their check-ins with Rob.

Day-to-Day communication/operations

- On a daily basis, throughout the fire season, Rob and Chris should review all fire activities and crew issues.
- Rob and Chris to communicate with the Crew Leader as per a schedule that is set at the beginning of each fire season.
- All conversations with Crew Leaders, Sub-Crew Leaders and/or Crew Members will be documented in the Crew Communication Log.

Pre-Season Planning

**Willy Saari is responsible for final budgets with input from Rob Fryer (December and early January)

Firefighting and Training budget

- Discussed at management planning meeting in November
- Work plan will be developed at the initial budget meeting to assign tasks and deadlines associated with budget
- Final budget to be completed by January 21st each year.

Vehicle plan and budget

- Rob and Willy to meet the first part of January to complete a vehicle plan and budget.

Employee

- Chris to create an electronic and hard copy file for each employee with the applicable hire package documentation.

- Once the employee start date is confirmed Chris to enter him/her into accounting system (Rob to confirm starting pay rate).
- Chris to add employee and applicable information to the following spreadsheets
    - BC and Alberta, Parks employee spreadsheet.
    - Employee medical spreadsheet.
    - Employee contact list
    - Employee birthday list
    - Employee Orientation checklist.

Crew Deployment

Crew Development

- Rob is the point person for crew development.
- If Rob is not available, Willy will contact Rob to determine capacity for crews.
- When developing a crew
    - Utilize the Crew Contact spreadsheet to
        - Contact staff based on contract requirements and availability of staff
        - If Rob is not available Willy will consult with Chris to determine staff availability.
- Crews are developed as per the contract requirements for the following agencies:
    - Parks Canada
    - Alberta Firetack Base Crew, Secondary Crew, or Emergency Crew
    - BC Government Mop-up crew or Type II Crew
- Deployment Checklists to be used for the following as this will help provide consistency
    - Parks Canada
    - BC Government Mop-Up Crew or Type II Crew
    - Alberta Firetack Base Crew

    **Contracts can be found in binders in the top cabinet of the tall filing cabinet in Willy's office and in Google Drive (Projects – fire crews – contracts)

Upon Communication between HIS Wildfire FS Inc. and relevant agency:

- Rob, or Willy if Rob is not available, and Chris to complete appropriate crew information for relevant agencies.
    - Alberta
        - Copies of Schedule A and all relevant certificates sent to the District the crew is working for.
        - An email with the crew member's names and fire certification number.
    - BC
        - Copy of crew manifests (list of crew member's names and position).
        - Copy of relevant certificates for new members (Willy will send certificates for all members if Rob is unavailable).
        - Obtain draw-down from dispatch, sign and send back by email.
    - Parks Canada
        - Copy of crew manifests (use Appendix A-3 of the Parks Canada contract)
        - Vehicle Safety Inspection Certificate
        - Cell phone and/or satellite number for each Crew Leader
    - Crew Leaders
        - Copies of all relevant employee certificates and personal manifests
- Crew Kit development
    - Rob to build Crew Kit components
        - Checklist
        - Manual

        - Equipment sign out form
        - Paper, pens, calculator, envelopes
        - ERP
        - Site Inspection Form
        - First Aid Assessment
        - SDS
        - Chrome Book Cheat Sheet
        - SiteDocs Cheat sheet
        - SLACK cheat sheet
        - Cell phone cheat sheet
    - Rob to create the Crew Kit including, but not limited to
        - H.I.S. Wildfire FS Inc. OH&S manual (In SiteDocs)
        - Copy of relevant regulations for AB or BC (in SiteDocs)
        - SDS (In SiteDocs)
        - Other relevant documentation (based on the needs of the crew) (In SiteDocs)

<u>Travel</u>

- Rob or Willy to determine travel times with Crew Leader based on agency requirements as per the Draw Down.
- Crew Leader will complete travel check-ins as per policy
- Willy and Rob to work with Crew Leader to determine pick-up and marshalling points for crew
- Travel home will be approved by Rob or Willy for Alberta based crews or asper agency direction.
- Crew Leader, for Alberta based crews, to inform DO when crew arrives in camp
- Rob or Willy will conduct a pre-dispatch meeting (non-AB based crews)
- Willy to provide logistic support

<u>Vehicles</u>

- Willy to ensure all necessary arrangements are made for vehicles and contracts to be in place.
- Rob to advise Willy of dates vehicles will be required upon received crew starts dates.
- Rob to ensure that all trucks have necessary equipment to meet laws, regulations, acts and contract
- Lynda to produce a truck driver log book for all trucks
- Crew Leader, driver, and Rob to conduct an initial vehicle inspection prior to transferring the vehicle to the crew (Use the vehicle inspection and inventory document).
- Crew Leader is ultimately responsible to ensure all truck paperwork is completed and handed in by 1PM after the last day of their tour or fire.
- Driver is responsible to ensure the daily vehicle log is filled in appropriately.
- Crew Leader or the person left responsible for the truck will have vehicles washed prior to the start of each tour, both inside and out.
- Crew Leader must complete repair request and/or incident reports for any repair or damage in the timelines set in the company's OH&S Manual.
- Lynda to monitor repair and maintenance, from the SiteDocs vehicle inspections and vehicle fuel log and maintain a tracking spreadsheet.
- Lynda to advise Willy of any repairs and/or maintenance needs and Willy will work with Lynda on a schedule or plan to have work completed.
- All ICBC issues will be the responsibility of Willy.
- Chris will take the lead on all accident investigations and use the appropriate staff to assist. These matters will also be taken to the JOHSC for review.
- Rob to inspect 80% of the trucks after each tour and through the use of SITE DOCS and pictures

- Rob to ensure all trucks are returned and inspected at the end of the fire season (Work with Willy on any costs that may be incurred as a result of these inspections). This includes, but may not be limited to, booking truck detailing, and staff to clean out trucks as well as remove canopies and shelves.

Equipment

- Rob and Matt to conduct a complete inventory of all firefighting equipment by January 31 of each year.
- Rob and Willy to meet the first part of February to review the inventory and determine if there are any equipment needs to enter into the budget.
- Crew Leader, and Rob to conduct an initial equipment inspection prior to transferring the equipment to the crew, as well as prior to departure for each tour. (Use the equipment inspection and inventory document).
- Crew Leader is ultimately responsible to ensure all any paperwork associated with equipment paperwork is entered into SiteDocs daily.
- Crew Leader must complete repair logs and/or incident reports for any repair or damage in the timelines set in the company's OH&S Manual.
- Lynda and Chris to monitor repair and maintenance, both forms in SiteDocs on a daily basis, as well as maintain a tracking spreadsheet.
- Lynda to advise Willy of any repairs and/or maintenance needs and Willy will work with Lynda on a schedule or plan to have work completed.
- Rob to inspect all company equipment after each fire. If Rob identifies any deficiencies the Crew Leader needs to be instructed to complete appropriate repair log before leaving the office at the time of inspection (deficiencies will be handled by Willy).
- All equipment must be returned to its appropriate storage place and washed if needed.

Alberta Specific

- Crew leader is responsible to hand in a complete inventory of all Alberta firefighting equipment by 1PM the day after completing their tour. Inventory must be accompanied by an inventory printout from their district and emailed to Chris, Rob and Willy at end of tour prior to leaving to coming home submitted via site docs
- Crew Leader must hand in copies of all equipment transfers by 1PM the day after completing their tour using SiteDocs.
- Crew Leader is responsible to follow the procedures within their district for repair, maintenance and inspection of their equipment.
- Crew Leader is responsible to fill out radio transfer forms and submit a copy to the office electronically when the equipment is transferred.
- Crew Leader is responsible to fill out personal PPE transfer form and maintaining these records

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

FireSmart

Created: December 2016

This Standard Operating Procedure will serve as the guide for our Fire Smart work activities, keeping in mind that our customers may have specific requirements that will be adhered to when necessary.

Administrative Procedures

Planning Meeting - Management

- Prior to the start of the project Willy and Rob will meet to determine the following:
  - Rob & Willy's roles and responsibilities on the project
  - Staff for the project
  - Schedule pre-work meeting and confirm agenda
  - Work schedule
  - Equipment
  - Sub-contracting (if required)
  - Vehicles
  - Training (if required)
- Willy to develop contract or Assignment Details for the project.
- Willy and Rob will finalize the budget for the project.
- Rob and Willy will meet with Crew Leader(s) prior to the pre-work meeting to review the budget.

Responsibilities

- Contract Administration
  - Willy is responsible for overall administration and interpretation of all contracts.
  - Rob will be responsible to ensure the standards of crews, vehicles and equipment is met, unless a different Project Manager is assigned.
  - Rob, or the assigned Project Manager, along with is responsible to ensure all documentation regarding crews is submitted on time, and accurately, to the appropriate agency representative.
  - Rob, or the assigned Project Manager, and to deal with issues that arise due to crew documentation.
- Communication structure with customer
  - Rob, or the assigned Project Manager is the main source of communication with customers.
  - Progress meetings will be conducted between Rob, or the assigned Project Manager, and the appropriate agency representatives based on contract needs.
  - Willy is the main source of communication for any financial matters.
  - Crew Leader's communication should be with the Rob, or the assigned Project Manager.
- Day-to-Day communication
  - Rob and Willy will communicate daily to discuss project status.
  - Rob, or the assigned Project Manager will communicate with the Crew Leader daily to discuss logistic matters, and further action plans.
    - Crew Leader to communicate with Rob, or assigned Project Manager, regarding resource requests no later than 15:00 each day.
    - All conversations with the Crew Leader will be documented in the Crew Communication Log.

- Employee Files
    - If required, Chris to create an electronic and hard copy file for each employee with the applicable hire package documentation.
    - If required, the employee start date is confirmed Chris to enter him/her into accounting system (Rob to confirm starting pay rate).
    - If required, Chris to add employee and applicable information to the following spreadsheets
        - BC and Alberta employee spreadsheet.
        - Employee medical spreadsheet.
        - Employee contact list
        - Employee birthday list
        - Employee Orientation checklist.
    - If required, Chris to add hard copies of employee certificates and "schedules" to Employee Binder.
    - All new employee must go through employee orientation before commencing work.

Crew Deployment

Crew Development

- Rob is the point person for crew development.
- If Rob is not available, Willy will contact Rob to determine capacity for crews.
- When developing a crew
    - Utilize the Crew Contact spreadsheet to
        - Contact staff based on contract requirements and availability of staff
        - If Rob is not available Willy will consult whiteboard in Google docs to determine staff availability and use Chris as a potential resource.
- Crews are developed, and applicable paperwork is forward to the agency representative, or the agency, as per the contract requirements

  **Contracts can be found in binders in the top cabinet of the tall filing cabinet in Willy's office.
- Upon Communication between HIS Wildfire FS Inc. and relevant agency:
    - Rob, or Willy if Rob is not available, and Chris to complete appropriate crew information for relevant agencies.
    - Crew Kit development
        - Rob, or assigned Project Manager to build Crew Kit components
        - Rob to create the Crew Kit including, but not limited to
            - H.I.S. Wildfire FS Inc. OH&S manual
            - Copy of relevant regulations
            - SDS
            - Vehicle duo tang or binder
            - Crew manifests and certifications
            - Other relevant documentation (based on the needs of the crew)

Pre-Work Meeting

- Rob, or assigned Project Manager will chair a pre-work meeting with the entire crew. Out of town employee will call in on a conference line.
    - Agenda items will include but are not limited to:
        - Prescription
        - Fire Smart Power Point
        - Safe Work Procedures applicable to the project
        - Emergency Response Plan
        - Daily objectives
        - Timesheets/Progress Reports

- Paperwork requirements
- Human Resources (i.e. travel, accommodation etc.)
- Equipment
- Hire agreements

Travel

- Rob or Willy to determine travel times with Crew Leader.
- Crew Leader will complete travel plans.
    - Crew Leader can check with Rob or Chris as there may be a pre-completed travel plan on file.
- Willy and Rob to work with Crew Leader to determine pick-up and marshalling points for crew
- Willy and Chris to provide logistic support

Day-to-Day Operations

- Crew leader to conduct tailgate safety meeting with crew prior to commencing shift and review Emergency Response Plan, First Aid Assessment, and Falling Plan.
- Each crew member should sign all appropriate paperwork
- Review prescription and determine daily objectives
- Crew Leader to complete timesheets and map, as well as measure the area completed and summarize the daily activities on the timesheet, including any identified issues/concerns, at the end of the day.
- Crew Leader to ensure all paperwork regarding equipment is completed at the end of the day.
- Crew Leader to ensure all applicable paperwork is emailed to the appropriate email accounts.

Vehicles

- Willy to ensure all necessary arrangements are made for vehicles and contracts to be in place.
- Rob to advise Willy of dates vehicles will be required upon received crew starts dates.
- Rob to ensure that all trucks have necessary equipment to meet laws, regulations, acts and contract
- Lynda to produce a truck driver log book for all trucks
- Crew Leader, driver, and Rob to conduct an initial vehicle inspection prior to transferring the vehicle to the crew (Use the vehicle inspection and inventory document).
- Crew Leader is ultimately responsible to ensure all truck paperwork is completed and handed in by 1PM after the last day of their tour or fire.
- Driver is responsible to ensure the daily vehicle log is filled in appropriately.
- Crew Leader or the person left responsible for the truck will have vehicles washed prior to the start of each tour, both inside and out.
- Crew Leader must complete repair request and/or incident reports for any repair or damage in the timelines set in the company's OH&S Manual.
- Lynda to monitor repair and maintenance, from the SiteDocs vehicle inspections and vehicle fuel log and maintain a tracking spreadsheet.
- Lynda to advise Willy of any repairs and/or maintenance needs and Willy will work with Lynda on a schedule or plan to have work completed.
- All ICBC issues will be the responsibility of Willy.
- Chris will take the lead on all accident investigations and use the appropriate staff to assist. These matters will also be taken to the JOHSC for review.
- Rob to inspect 80% of the trucks after each tour and through the use of SITE DOCS and pictures
- Rob to ensure all trucks are returned and inspected at the end of the fire season (Work with Willy on any costs that may be incurred as a result of these inspections). This includes, but may not be limited to, booking truck detailing, and staff to clean out trucks as well as remove canopies and shelves.

Equipment

- Rob to conduct a complete inventory of all fire smart equipment prior to the crew being deployed (schedule as part of management pre-work meeting).
- Crew Leader and Rob to conduct an initial equipment inspection prior to transferring the equipment to the crew.
- Crew Leader is ultimately responsible to ensure all paperwork associated with equipment is completed daily and in SiteDocs.
- Crew Leader must complete repair logs and/or incident reports for any repair or damage in the timelines set in the company's OH&S Manual.
- Crew Leader must complete repair logs and/or incident reports for any repair or damage in the timelines set in the company's OH&S Manual.
- Lynda and Chris to monitor repair and maintenance, both forms in SiteDocs on a daily basis, as well as maintain a tracking spreadsheet.
- Rob to consult with Willy on repairs and/or maintenance needs at his discretion and then an action plan will be put in place.
- Rob to inspect all company equipment after each tour and/or the end of the project. If Rob identifies any deficiencies the Crew Leader needs to be instructed to complete appropriate repair request before leaving the office at the time of inspection (deficiencies will be handled by Willy).
- Crew leader will return equipment to its appropriate storage place and washed if needed.

Post-Project Review Meeting

- Rob, or the assigned Project Manager will have a meeting post-project review meeting with the crew. Rob, or the assigned Project Manager will assign Chris to take detailed notes during the meeting and produce written meeting minutes for the crew and H.I.S. Wildfire FS Inc. ownership/management following the standard post project agenda and must be completed no later than 14 days of completion of project.

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Hiring

Revised: December 2016

This Standard Operating Procedure will serve as the guide for our hiring procedures. Hiring procedures may vary depending on the work activities.

Administration

Planning Meeting - Management

- Prior to hiring for any position Willy, Rob, Chris, and any appropriate managers will meet to determine the following:
    - Staff needs
    - Advertising
    - Schedule for interviews
    - Funding and grants

Firefighting Planning Meeting – Late November early December each year

- Rob, Willy and Chris
- Develop a work plan and a timeline to confirm the following
    - Returning staff
        - How, who, and when to confirm staff
    - Recruiting new staff
    - Hiring criteria and submission of personal information
    - Advertising and postings for positions

Planning Review Meeting – On or Around January 10

- Rob, Willy, Chris
- Confirm dates and work plan from November meeting
- Determine interview dates (Chris to support)
- Review Offer of Employment document/hire package to determine if any changes need to be made for current year (Chris to support)
- Willy to develop Assignment Details for the position(s) (formerly Hire agreements)

Funding and Grants

- Chris monitors, on a monthly basis for training and employment funding and grant opportunities in BC, Alberta and federally (First Nations).
- Chris to provide Rob and Willy with any developments in potential funding and determine whether or not we qualify for the funding streams
- Chris to ensure necessary documentation and deadlines are met in order to qualify for funding prior to training commencing. (i.e. Application deadlines for job grant training)
- Rob to provide Willy a detailed list of employees taking training for invoicing purposes prior to any training to take place and then also any necessary updates as changes occur so we do not have outstanding invoices from staff that may not have taken training.
- Rob to have training dates set so we can meet the funding deadline and criteria.

Employee Files

- All employee hire packages will be done through SiteDocs
- Chris will email successful candidates and returning staff the Offer of Employment. This needs to be in each employee file in order for staff to go to work. As the Offer of Employment documents are received, the Orientation Verification spreadsheet is updated to reflect this.
- Chris to create an electronic and hard copy file for each employee with the following information:
    - Hire package
        - Once the hire package is determined a detailed checklist will be developed in order to ensure all documents are received by the office.
- Once the employee start date is confirmed Chris to enter him/her into accounting system or other payroll system (appropriate manager will confirm starting pay rates for employee).
- Chris to add employee and applicable information to the pertinent spreadsheets
    - BC and Alberta employee spreadsheet
    - Employee medical spreadsheet
    - Employee contact list
    - Employee birthday list
    - Employee Orientation checklist
- Chris to create personal manifests for the crew binders of employee pertinent to each crew.
- Chris to add hard copies of employee certificates and "schedules" to Employee Binder (Note: Alberta Fire Fighting - also add to District binders if they have not already been sent).
- Once an employee file is complete and the employee is able to work, Chris is to give the file to Rob for double checking and cross-referencing to ensure everything is signed off as complete.
- Chris to create a master (checklist) spreadsheet of all staff with their certifications and expiry dates and when their orientation was completed and which SOP/ SWP were reviewed.
- Rob or Willy to check all Chris' work spreadsheets

Staff Recruitment/Hiring

- To obtain employment, a resume must be submitted to the company with a completed company application.
- Interviews will be conducted on all potential employee.
- Rob will pass on any resumes or applications of interest to Chris and Chris will book interviews as per the schedule set out at the management planning meeting.
- Chris to create a spreadsheet to evaluate potential employee
- Preference will be given to applicants possessing past experience, applicable education and training, current / valid first aid certificates, good physical fitness, and strong interpersonal skills.
- Chris to conduct reference checks on those individuals that need it.
- Successful applicants will be required to complete the conditions in an Offer of Employment as well as a Hire Agreement.
- A condition of employment for hire as a fire fighter is a mandatory pass of a fitness test.

Staff Orientation

- Rob and Chris or Willy will conduct all employee orientations.
- All staff must complete an orientation prior to commencing work.
- Orientations will be tailored for the position in which they are hired.
- Orientation will be conducted in three phases
- Orientations will commence in late February for returning staff and mid-March for new staff
- Orientations to include information for new workers under the age of 25
- An Orientation seminar will be given to leaders to ensure they are able to assist in the event of a snap hire during the fire season to ensure all staff receive an orientation in the first 24 hours of hire.
- Review of company safety goals and updates.

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Incident Reporting and Investigation Systems

Revised: January 2018

This Standard Operating Procedure will serve as the guide for our incident reporting and investigations.

Reporting Injuries/Incidents

For Incidents occurring in Alberta please substitute WorkSafeBC with WCB Alberta and use applicable Alberta forms

All Incidents, accidents, including injury and damage to equipment or vehicles (incidents), as well as near miss incidents with the potential for any injury, property damage and/or lost time from work or study, must be reported, on the incident form in SiteDocs within 24 hours and all major incidents must done **immediately and call Willy at 250 319 9375. All incidents should be communicated to the supervisor.**

To report an incident to the office, complete the H.I.S. Incident Report form on SiteDocs. This is necessary to provide both a formal notification and a legal record of the incident. This form **MUST be done in SiteDocs within 24 hours of the incident**. If the incident requires medical attention Willy Saari is to be notified **immediately** at 250-371 9375 and a copy of the incident report completed in SiteDocs and signed.

Incident Reports are essential records of occurrences that happen within H.I.S. Wildfire F.S. Inc.'s operations.

If Vehicle related accident must be reported to the RCMP if necessary.

If Vehicle related damage or accident must be reported using ICBC's Dial-a-Claim 1-800-910-4222

They provide documentation that can be used for statistical purposes, to identify trends, to validate claims (insurance and/or WCB), and to meet legal obligations imposed on the Company and its employee.

Additional picture and field notes should be attached as necessary to provide as much information as possible. Accuracy and completeness are critical.

Blank copies of Incident Reports are in all the Crew binders if SiteDocs is down.

Where the incident requires involvement of a First Aid Attendant, there may be a separate First Aid Report form completed by the First Aid Attendant, however, that information is normally classified as confidential and directed only to Company's main office. Completion of a First Aid Report does not eliminate the need for the supervisor or the affected person to complete and submit an Incident Report form.

When, where and how to report incidents

Type of Incident	Reporting within the company	Reporting to WorkSafeBC
Resulted in serious injury or death of a worker	✓	▲ ● ■
Major structural failure or collapse of any type of construction or excavation	✓	▲ ●
Any incident involving a fire or explosion that had potential for causing serious injury to a worker	✓	▲ ●
Major release of hazardous substance	✓	▲ ●
Situations that required the use of the company's Emergency Response Plan	✓	●
Close calls (near misses)	✓	●
Injuries or occupational illnesses that prevent a worker from performing assigned tasks	✓	● ■
Injuries that are treated on site	✓	
Any event or loss, such as a motor vehicle accident, theft or spill	✓	

Key:

✓ Crew Leader or supervisor on the jobsite are required to complete an Incident Reporting Form in Site Docs. Any incident that requires the inclusion of WorkSafeBC must be initially reported to the office with a phone call to Willy Saari at 250-319-9375 and an incident report sent to the office at the same time. Incidents that don't require WorkSafe BC involvement need to be documented on an incident report filed within 24 hours of the incident on SiteDocs.

▲ Crew Leader or supervisor on the jobsite will contact WorkSafe BC immediately and then contact Willy Saari at 250-319-9375. An incident report will be completed as soon as possible once WorkSafe and Willy is contacted, and then file report on SiteDocs.

● Crew Leader or supervisor on the jobsite are required to complete an Incident Reporting Form and submit on SiteDocs within 24 hours of the incident. These incidents must be investigated by the company, with a report submitted to WorkSafeBC

■ Crew Leader or supervisor on the jobsite are required to complete an Incident Reporting Form and submit on SiteDocs within 24 hours of the incident. These incidents require the company to complete and submit to WorkSafeBC the following forms within 48 hours of the incident:

- Form 7 (Employer's Report of Injury or Occupational Disease). Find it online at **www.worksafebc.com/forms/assets/PDF/7.pdf**.

This Standard Operating Procedure will serve as the guide for our hiring procedures. Hiring procedures may vary depending on the work activities.

Investigations
If a workplace incident results in an injury or could have caused a serious injury a company investigation is required. Incident investigations help identify root causes and hazards, while finding ways to prevent similar incidents from happening in the future.

Incidents that require investigation include:

- Serious injury to a worker or a worker's death
- Injury requiring medical treatment
- Minor injury, or no injury, but had the potential for causing serious injury

Incidents requiring further investigation will be determined by Willy Saari, with potential input from Rob Fryer and/or the JOHSC.

Assistance may also be provided by a worker not including witnesses or the affected worker such as someone on the crew or a member of the JOHSC.

Investigation stages
Conducting an investigation into an incident that occurred in your workplace includes four stages. Those conducting the investigation must be knowledgeable about the type of work involved at the time of the incident. An employer and a worker representative must participate, if or as they are available.
The four stages of an investigation are:

Preliminary investigation

- A preliminary investigation is an opportunity for employers to identify any unsafe conditions, acts, or procedures that must be addressed so work can resume safely until a full investigation has been completed. Employers must complete a preliminary investigation and accompanying report within 48 hours of an incident.
- It is recommended when possible that a representative from the worker group be involved in the formal incident investigation.

The preliminary investigation and its accompanying report must be completed within 48 hours of the incident — unless WorkSafeBC grants an extension. This report outlines the facts of the incident, including the names of injured workers and witnesses. It also asks you to describe the sequence of events leading up to the incident and what happened when the incident occurred. In addition, you are required to identify the unsafe conditions or acts that significantly contributed to the incident and list the recommended corrective actions.
Preliminary investigation reports, along with the interim corrective actions below, should be handed in to Willy upon completion and within the 48-hour timeline above.
A copy will be provided to the JOHSC for review and posted in the boardroom if applicable.

Interim corrective actions

- During the period between the incident and the conclusion of the full investigation, an employer is responsible for taking all actions reasonably necessary to prevent the incident from happening again. If you can identify only some of the unsafe conditions, acts, or procedures that significantly contributed to the incident, interim corrective actions may include a full or partial shutdown of the worksite, removal of equipment, or reassignment of workers to other duties.

The interim corrective actions report should address the findings of your preliminary investigation and describe the recommended steps taken to prevent similar incidents.

Full investigation

- A full investigation is about determining an incident's cause or causes. This involves carefully analyzing the facts and circumstances to identify the underlying factors that led to the incident. Key questions to ask include:
    - What factors made the unsafe conditions, act, or procedures possible?
    - Are there any health and safety deficiencies in my management system or processes?
    - A full investigation and report must be completed within 30 days of the incident.

The full investigation and accompanying report must be completed and submitted to Willy within 7 days of the incident and to WorkSafeBC within 30 days of the incident. The full investigation report expands on the preliminary investigation report by describing what your investigation has determined to be the cause or causes of the incident. You may need to update the section on the unsafe conditions, acts, or procedures that led to the incident (in other words, the underlying factors), as well as your recommended corrective actions.

Final corrective actions

- Once a full investigation has been completed, as an employer you must prepare a corrective action report that describes the unsafe conditions that led to the incident, what corrective action is necessary, and the steps you and your organization will take to implement those actions.

Once the full investigation and report have been completed, the investigator is responsible for preparing a corrective action report identifying:

- The unsafe conditions, acts, or procedures that made the corrective action necessary
- The corrective action(s) taken to prevent similar incidents from occurring in the future
- The names and job titles of those responsible for implementing the corrective action(s)
- The date of completion for the corrective action(s)

The corrective action report will be prepared by the investigator and completed within 7 days of the incident as per the full investigation and submitted to Willy.

Outcomes from Investigations

- An action plan to implement or revise any procedures will be developed by Willy, Rob and Chris, with input from the JOHSC if needed, within 30 days of the incident.
- Chris to file full incident report and investigation documents in the incident report binder and in the employee file if applicable.
- All documents regarding the incident and investigation will be provided to the JOHSC for review and potential input.
- An all staff bulletin will be created by Chris which will include information regarding the incident, investigation outcomes and corrective actions. The bulletin will also be posted in the office boardroom and filed by Chris.

WorkSafe BC Resources

The following is the link to the WorkSafe BC Incident Investigation Report Form that could be useful.
https://www.worksafebc.com/en/resources/health-safety/forms/incident-investigation-report-form-52e40?lang=en

The following is the link to the WorkSafe BC resource handbook for investigating accidents/incidents:
https://www.worksafebc.com/en/resources/health-safety/books-guides/investigations-of-accidents-and-incidents/reference-guide-and-workbook?lang=en

Inspections

This Standard Operating Procedure will serve as the guide for our inspection procedures.

Administration

- Rob to develop inspection reports for any new types of powered equipment, vehicles, office/yard, and first aid kits. A generic inspection form will be used for all other tools and rental equipment.
- Willy is to review all inspection reports when turned in and then Lynda to file.

Office & Yard Inspection

- Willy is to conduct office and yard inspections on the first of each month.
- Lynda to file and assign CALs to appropriate people as noted on the reports

Vehicles / UTV / Trailer

- Rob, Willy and Matt to inspect their company trucks weekly using SiteDocs and Lynda and or Chris will track into CAL's.
- If a vehicle has not turned a wheel no new inspection is necessary until the vehicle is going to be used.
- Staff are to inspect their trucks prior to commencing work each day as well as when a new driver takes over driving. Inspections are to be done using SiteDocs and all repairs must be reported on the vehicle inspection form in SiteDocs
- Truck inspections are to be completed weekly on Day 1, 5, 10, 14, 18 of a Fire tour or when a new driver assumes driving privileges. This will be documented using site docs and pictures.
- Rob to inspect 80% of trucks that return to Kamloops from fire crews from Alberta.

Powered Equipment including lawn equipment

- All equipment must be inspected using the appropriate forms prior to their use.
- Inspections reports are to be handed in as part of the crew packages for the project or fire tour. All repairs must be reported on the appropriate inspection form in SiteDocs
- All equipment requiring repairs must be flagged and returned to the office.
- **Agency fire equipment should be inspected prior to use. Any issues should be reported to the appropriate agency rep and taken out of service. Crew leaders should make note of the inspection in their log books.
- **Agency fire equipment should be inspected and reported using SiteDocs

First Aid Kits

- All first aid kits including those in the trucks and personal first aid kids need to be inspected using the first aid checklist:
    - At the beginning of each tour for Alberta Fire Fighters
    - Prior to leaving for any other fire
    - Prior to a project
    - At the beginning of each week for all other activities
    - Equipment request form is filled out using SiteDocs and if something needs to be replaced or is missing a call to Rob or Willy as a follow up should be made.
- If items are used or unsafe contact the project supervisor and have the items replaced.
- If the first aid kit is unopened, we are to presume the kit is complete and should remain unopened until needed.

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Lawn/Landscaping

Updated on: March 2018

This Standard Operating Procedure will serve as the guide for our lawn/landscaping procedures.

Administrative Procedures

Planning

- Willy to develop a forecast budget for the upcoming fiscal year by October 31.
- Willy, Rob, Chris and Matt will meet the last half of January and develop a work plan and a timeline to confirm the following:
    - Returning staff
    - Recruiting new staff
    - Hiring criteria and submission of personal information
    - Advertising and postings for positions if needed
    - Determine interview dates if needed
    - Budget
    - Equipment and truck needs
    - Supplies
    - Develop work plan/schedules
    - Develop Offer of Employment document/hire package
    - Identify customer meeting schedule
    - Training needs
- Willy, Rob, Chris, and Matt will meet in the last half of February to finalize the lawn maintenance/landscaping budget, including any necessary training, for the up-coming season.
- Willy, with the Matt's input, will develop a 7-month work schedule by March 31 each year.
- Willy, with the assistance of Chris, to develop contracts and hire agreements.
- Willy and Rob will finalize the budget
- Lynda, Willy and Matt to develop work binders
    - Site maps
    - Routes
    - Site notes/instructions
    - Safety paperwork
    - Equipment inspection
    - Daily work plan sheets and job specific forms (i.e. Lawn Task List)
    - Overview map
- Lynda and Willy to develop contract binder
    - Copies of all contracts and quotes
    - Site maps
    - Site notes/instructions
    - Contact information

Responsibilities

- Contract Administration
    - Willy is responsible for overall administration and interpretation of all contracts.

- Willy is responsible to ensure the standards of crews, vehicles and equipment is met, unless a different Project Manager is assigned.
- Willy is responsible to ensure Matt completes or has staff complete documentation on time, and accurately, including submitting to Willy.
- Willy and Chris to deal with issues that arise with documentation.

- Communication structure with customer
  - Willy is the main source of communication with customers. All communication with customers should be noted on the weekly progress report.
  - Willy is to ensure a monthly meeting is conducted with customers as identified in the pre-season meeting.
- Day-to-Day communication/operations
  - On a daily basis, Matt is to do a check in via phone call or Slack at noon and at the end of day with Willy or in the event Willy is not available call Chris or Rob.
  - Willy to update Rob on a weekly basis.
  - All crew members must do check-ins and communicate with Matt every two hours.
- Employee Files
  - If required, Chris to create an electronic and hard copy file for each employee with the applicable hire package documentation.
  - If required, the employee start date is confirmed Chris to enter him/her into accounting system (Willy to confirm starting pay rate).
  - If required, Chris to add employee and applicable information to the following spreadsheets
    - BC and Alberta employee spreadsheet.
    - Employee medical spreadsheet.
    - Employee contact list
    - Employee birthday list
    - Employee Orientation checklist.
  - If required, Lynda to add hard copies of employee certificates and "schedules" to Employee Binder.
  - All new employee must go through employee orientation before commencing work.

Crew Scheduling

- Willy to submit a tentative work schedule including staff, trucks, equipment and supply needs for the following week to Chris by 8:00 AM on Thursday mornings ***(new forms will be developed over the winter to assist with scheduling)***
  - Willy to review by 2:00 PM on Thursday and provide feedback and a final schedule for approval by 9:00 AM on Friday morning
  - Chris and Lynda will then build crew binders by end of day Friday and assist with logistic support for the next week.
- Crew schedules will be emailed to members no later than noon, the Friday before the next work week.

Pre-season Meeting

- Willy will chair a meeting with the entire crew (March – April).
  - Agenda items will include but are not limited to:
    - Scheduling
    - Overview of work activities
    - Expectations
    - Safe Work Procedures and Training Briefing Resources applicable to job
    - Emergency Response Plan
    - Timesheets
    - Paperwork requirements
    - Equipment

- Hire agreements
- Conduct site visits

Day-to-Day Operations

- All staff must conduct two hour check-ins with Matt if he is not working with the crew.
- Driver is responsible to fill out daily truck sheets appropriately.
- Daily Task sheets, timesheets, and any other required paperwork to be done in SiteDocs upon completion of daily activities.
- Willy is responsible to ensure all paperwork, reports/notes are handed in no later than 8AM Monday morning of each week. Some task sheets may be required sooner for invoicing purposes or to meet payroll needs.

Vehicles

- Matt to advise Willy of any dates vehicles will be required upon confirmation of work schedule.
- Rob to ensure that all trucks have necessary equipment to meet laws, regulations, acts and contract.
- Matt is responsible to ensure all vehicles are kept clean and tidy.
- Lynda to produce a truck binder or duo tang with all necessary paperwork.
- Willy and Matt to conduct an initial vehicle inspection prior to transferring the vehicle to the crew and the crew using site docs.
- Matt or the Crew Leader is ultimately responsible to ensure all truck paperwork is completed and handed in by 8AM each daily.
- Driver is responsible to ensure the daily vehicle log is filled in appropriately.
- Matt or Crew Leader must complete repair logs and/or incident reports for any repair or damage in the timelines set in the company's OH&S Manual using SiteDocs
- Rob and Willy to monitor repair and maintenance, from SiteDocs and hardcopy documentation received each Monday, as well as maintain a tracking spreadsheet.
- Lynda to advise Willy of any repairs and/or maintenance needs and Willy will work with Rob and Matt on a schedule or plan to have work completed.
- All ICBC issues will be the responsibility of Willy with Lynda to assist when directed.
- Willy will take the lead on all accident investigations and use the appropriate staff to assist. These matters will also be taken to the JOHSC for review.
- Willy will inspect the truck weekly using SiteDocs

Equipment

- Matt to conduct a complete inventory of all equipment by January 31 of each year.
- Willy and Matt to meet the first part of February to review the inventory and determine if there are any equipment needs to enter into the budget.
- Willy and Matt to conduct an initial equipment inspection prior to transferring the equipment to the crew.
- Matt is ultimately responsible to ensure all any paperwork associated with equipment paperwork is completed and handed in using SiteDocs.
- Matt must complete repair logs and/or incident reports for any repair or damage in the timelines set in the company's OH&S Manual using SiteDocs
- Lynda to monitor repair and maintenance from SiteDocs and report all repair and maintenance needs to Willy and log in CAL file.
- Lynda to advise Willy of any repairs and/or maintenance needs and Willy will work with Lynda and Matt on a schedule or plan to have work completed.

- Willy to inspect all company equipment at the end of October each year. If Willy identifies any deficiencies Matt needs to be instructed to complete appropriate repair log before leaving the office at the time of inspection (deficiencies will be handled by Rob and Willy).
- All equipment must be returned to its appropriate storage place and washed if needed.
- Inspections:
    - All mowers, blowers, and trimmers to be inspected daily using SiteDocs
- Maintenance:
    - To be completed on all equipment at a schedule weekly time that will be determined in the yearly management planning meeting, including written documentation.

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Orientation

Created: January 2018

This Standard Operating Procedure will serve as the guide for our company orientation and tracking procedures. H.I.S. Wildfire FS Inc. is committed to training and educating their staff to ensure their safety. Providing proper education and training ensures the company and its employee are being proactive with regards to safety and risk management, as well as increases the quality of work, productivity and motivation of employee. Orientations will be provided to new and returning workers and young workers under 25. With regards to orientation, keep in mind that our customers may require additional or different orientations than what is stipulated in these procedures which will be addressed with employee when needed.

Planning

Management Planning Meeting

- Ownership and applicable management team will meet the first two weeks of January to conduct the following:
    - Finalize calendar for training dates including
        - New and workers under 25 Orientation
        - Returning workers Orientation/Safety Training

Administrative Procedures

- Every Employee must receive his or her orientation prior to commencing work.
- Once orientations are scheduled Chris, Rob or Willy will conduct the orientation
- Orientations will be tracked by use of spreadsheet by Chris
    - Identify all items covered off by the presenter
    - Employee must sign off that they received the orientation by a company representative
    - Review Standard Operating Procedures (SOP) with all staff relevant to their job
    - If an employee completes a new training briefing or safe work procedure (SWP) then this must be passed on to Chris for tracking
    - In the event of a “quick hire” the employee shall be supplied with a PDF version of the orientation PowerPoint and be required to complete the orientation exam within 24 hours of hiring, overseen by crew leader and followed up by Chris
    - Each employee must sign off on SiteDocs all SWP’s and Training Briefings and SOP’s
        - Employer must sign off on all SWP’s and Training Briefings and SOP’s covered in the orientation

Visitor Orientation

- All Visitors to our job sites must complete a Visitor Orientation Form or take part in the morning Tailgate meeting and sign off on this. (Visitor Orientation form is in SiteDocs with instructions)

Content

- Known hazards identified and reviewed safety measures specific to the job hired for and again on site.
    - Right to refuse including reporting unsafe conditions
    - Workplace and safety rules
    - Violence in the workplace

    - PPE
    - First aid facilities
    - Emergency Procedures
    - Emergency Response Plan Video presentation
    - Instruction and demonstration of the tasks that a young or new worker will be performing.
    - Incident reporting
- Known hazards that have been identified are as follows and could be specific to certain jobs
    - Human Error
    - Not Knowing
    - Hand Tools
    - Driving / Road Hazards
    - Fire
    - H2S Exposure
    - Fatigue
    - Aircraft Hazards
    - Heat Stress and Stroke
    - Falling Objects
    - Extreme Noise
    - Human Aggression
    - Dangerous Animals
    - Repetitive Strain
    - Distracted Driving
    - Equipment failure
    - Overhead Hazards
    - Power Tools
    - Off Road Driving
    - Fire entrapment
    - Heavy Equipment
    - Dangerous Trees
    - Weather and Exposure
    - Chainsaw Hazards
    - Slippery Footing
    - Water Proximity
    - Conflicting Operations
    - Poor Communication

STANDARD OPERATING PROCEDURES (SOP'S)

- Standard Operating Procedures must be reviewed with all staff
    - Check-ins
    - Discipline
    - Documentation and timeline
    - Emergency Response Planning
    - Incident Reporting and Investigation
    - Inspections
    - Personal Protective Equipment
    - Repairs
    - Training and certification
- Standard Operating Procedures specific to specific jobs or tasks that will be reviewed with employees performing these jobs
    - Rec Sites / Traps / Road Inspections

    - Snow
    - Lawns / Landscaping
- Standard Operating Procedures specific to Fire Fighting and Firesmart that will be reviewed with employees performing these jobs
    - Firefighting
    - Firesmart

TRAINING BRIEFINGS

- Training Briefings will be identified and reviewed specific to job hired for.
    - Firefighting and Firesmart Training Briefings that must be reviewed
        - Bear Encounters
        - Bee Wasp Stings / Bites
        - Cougar Encounters / Survival Strategies
        - Dangerous Goods Handling and Spill Response
        - Emergency Response Planning
        - Fatigue Management
        - Garbage Disposal
        - Lifting Heavy and / or Awkward Objects
        - Smoking and Camp Fires
        - Tick-Borne Illness
        - West Nile Awareness
        - WHMIS 2015 Orientation
        - Wildlife Encounter Avoidance
        - Working Around Standing Timber
        - Working in Extreme Cold
        - Working in Extreme Heat
        - Workplace Bullying, Harassment and Violence
    - Rec Site / Traps / Road Inspections Training Briefings that must be reviewed
        - Bear Encounters
        - Bee Wasp Stings / Bites
        - Cougar Encounters / Survival Strategies
        - Dangerous Goods Handling and Spill Response
        - Emergency Response Planning
        - Fatigue Management
        - Garbage Disposal
        - Lifting Heavy and / or Awkward Objects
        - Smoking and Camp Fires
        - Tick-Borne Illness
        - West Nile Awareness
        - WHMIS 2015 Orientation
        - Wildlife Encounter Avoidance
        - Working Around Standing Timber
        - Working in Extreme Heat
        - Workplace Bullying, Harassment and Violence
    - Lawn and Landscaping Training Briefings that must be reviewed
        - Bee Wasp Stings / Bites
        - Dangerous Goods Handling and Spill Response
        - Emergency Response Planning
        - Fatigue Management
        - Garbage Disposal

        - Lifting Heavy and / or Awkward Objects
        - Smoking and Camp Fires
        - Tick-Borne Illness
        - West Nile Awareness
        - WHMIS 2015 Orientation
        - Working in Extreme Heat
        - Workplace Bullying, Harassment and Violence
    - Snow Removal Training Briefings that must be covered
        - Dangerous Goods Handling and Spill Response
        - Emergency Response Planning
        - Fatigue Management
        - Garbage Disposal
        - Lifting Heavy and / or Awkward Objects
        - Smoking and Camp Fires
        - WHMIS 2015 Orientation
        - Working in Extreme Cold
        - Workplace Bullying, Harassment and Violence

SAFE WORK PROCEDURES (SWPs)

- Safe Work Procedures will be identified and reviewed specific to job hired for.
    - Firefighting and Firesmart Safe Work Procedures that must be reviewed
        - Aerial Suppression and Foam / Retardant Delivery Systems
        - ATV / UTV operations
        - Ax, Pick, Pulaski, Spade, Grub Hoe, Including Fire Rake, and Shovel operation
        - Brush Saw and Weed Eater Operation
        - Danger Tree Assessing
        - Drip Torch Operation
        - Fire Fighting
        - General Hand Tool Use
        - Hand Pruners Operation
        - Leaf Blower Operation
        - Lockout Procedures
        - Office / Warehouse / Boardroom
        - Pole Drag Saw Operation
        - Pole Saw Operation
        - Pump Operation and Hose Use
        - Small Equipment Operations
        - Tiger Torch Operation
        - Tree Falling Operation
        - Vehicle Operation
        - Working Alone or In Isolation
        - Working with Helicopters
    - Rec Site / Traps / Road Inspections
        - ATV / UTV operations
        - Ax, Pick, Pulaski, Spade, Grub Hoe, Including Fire Rake, and Shovel operation
        - Brush Saw and Weed Eater Operation
        - Camp Sites, Recreational Sites, and Other Maintenance Operations
        - Circular Saw Operation
        - Danger Tree Assessing
        - Fire Fighting

        - General Hand Tool Use
        - General Power Tool Use
        - Handsaw Operation
        - Hand Pruner Operation
        - Leaf Blower Operation
        - Lockout Procedures
        - Office / Warehouse / Boardroom
        - Pole Drag Saw Operation
        - Pole Saw Operation
        - Portable Generator Operation
        - Pump Operation and Hose Use
        - Small Equipment Operations
        - Trailer Towing Operation
        - Vehicle Operation
        - Working Alone or In Isolation
    - Lawn and Landscaping
        - ATV / UTV operations
        - Ax, Pick, Pulaski, Spade, Grub Hoe, Including Fire Rake, and Shovel operation
        - Brush Saw and Weed Eater Operation
        - Danger Tree Assessing
        - General Hand Tool Use
        - General Power Tool Use
        - Handsaw Operation
        - Hedge Trimmer Operation
        - Hand Pruner Operation
        - Leaf Blower Operation
        - Lockout Procedures
        - Office / Warehouse / Boardroom
        - Pole Drag Saw Operation
        - Pole Saw Operation
        - Power Broom Operation
        - Power Rake / De Thatcher Operation
        - Push Mower Operation
        - Ride-On Mower Operation
        - Small Equipment Operation
        - Trailer Towing Operation
        - Vehicle Operation
        - Wheelbarrow, Wagon, Dolly Operation
        - Working Alone or In Isolation
    - Snow Removal
        - Ax, Pick, Pulaski, Spade, Grub Hoe, Including Fire Rake, and Shovel operation
        - General Power Tool Use
        - Leaf Blower Operation
        - Lockout Procedures
        - Power Broom Operation
        - Office / Warehouse / Boardroom
        - Small Equipment Operation
        - Vehicle Operation
        - Working Alone or In Isolation

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Personal Protective Equipment (PPE)

Revised from 2016 OH&S Manual: December 2016

This Standard Operating Procedure will serve as the guide for our company personal protective equipment (PPE) procedures, keeping in mind that there is work activity specific PPE that employees are required to wear. These specific PPE requirements are included as part of the work specific Safe Work Procedures in the Occupational Health and Safety Manual.

- Prior to commencing work activities Rob or Willy will distribute required PPE to all employee.
    - Consumable PPE (i.e. gloves and eye protection) does not need to be returned or signed out
    - Employee will be required to fill out an equipment sign-out form for Non-consumable PPE (hard hat, peltors, face shield etc.)
- Rob or Willy will review the PPE Safe Work procedure prior to signing the equipment out to an employee.
- PPE is reviewed with all new staff, as well as staff who have not worked for the company for 6 weeks, as part of their Orientation and/or initial training.
- Upon return of equipment, Rob will inspect equipment and sign the equipment sign-out form to indicate the equipment has been returned to the office.
- Employee may be charged for damaged equipment upon the discretion of management.
    - Willy is notified and then the employee will have a deduction from their pay cheque.
- Crew Leaders are responsible to review PPE requirements for daily work tasks at morning safety meetings and/or prior to starting a new work activity.
- Crew Leaders are responsible to ensure all crew members are wearing the appropriate PPE for the works tasks they are performing.
- Should an employee require assistance in purchasing boots the company is willing to assist but the employee must understand the terms of purchase in a written agreement for payroll deduction signed by both the employee and the company and a $50 surcharge will be applied to the purchase price plus applicable taxes.
- Hearing tests are to be conducted on January 2 of each year to all staff who have continuously worked for the last calendar year. Staff hired after January 2 will not do hearing tests in their first.

Standard Guidelines for PPE

PPE	Requirements	Used in these situations
High-visibility clothing	• Must be worn when working around mobile equipment or other vehicles. • The apparel must be a color that contrasts with the surrounding environment • Must have at least 775 sq. cm of fluorescent trim for daytime use and retro-reflective trim for nighttime use on both the front and back	• When worker is outside of a vehicle **Not required when working wildfire or any prescribed burns if wearing synthetic hi-vis clothing (e.g. plastic vest) as these materials are flammable and have a low melting point. **
Limb and Body Protection	• Suitable body protection must be worn where there is a risk of injury and/or contamination from a chemical substance.	• Chaps or fallers pants must be worn at all times when using chainsaws

PPE	Requirements	Used in these situations
	• All garments provided for body protection must be stored in a dry area, be free of holes, and in good condition. • Suitable leg protection (e.g. faller's pants or chaps) must be worn by anyone operating a chain saw. • Faller's pants or chaps must be in good condition and be worn so that the protective material is centered on the knee and covers the majority of the leg the No cuts or rips in chaps or fallers pants. Must have calf protection and must cover full length of leg	
Fire / Flame Resistant Clothing	• Fire / flame resistant clothing must meet industry standards • Fire resistant clothing must be washed / laundered according to the manufacturer's instructions and/or industry standards	• Fire resistant clothing must be worn at all times when conducting burning or doing fire prevention / suppression work • Specialized protective clothing must be worn when mixing prescribed burn fuel or loading burn fuel for helicopter ignition
Head Protection	• Hard hats of a high visibility Color (e.g. orange, red, or yellow) to be worn during any forestry operations; • Cleaned regularly and stored away from grease and tools • Must be free of cracks, dents or any other damage • Chins straps must be used when workers are climbing, working from a height exceeding 3m, working in high winds, or working around helicopters	• Hardhat Must be worn in any work area where there is a danger of head injury from falling, flying or thrown objects, or other harmful contacts • When working in temperatures below freezing (0 De.g.C. / 32 De.g.F.), hardhat liners or toques are mandatory
Eye and Face Protection	• Safety eyewear (e.g. glasses or goggles) must fit properly and include side shields Face shields are to be used where there is risk of injury to the facial (skin) areas. • Hard hat screens must be kept clean and free of rips and dents • Safety Lens sunglasses when working in snow (to prevent glare)	• Safety eyewear must be worn when working in conditions that are likely to injure or irritate the eyes • Face shields alone do not provide adequate eye protection.
Hand Protection	• Gloves should be made of a material that provides a good grip. • Gloves used during refueling operations must be of a suitable chemical resistant (impermeable) material	• Leather or similar types of work gloves are to be worn during any activity that is likely to puncture, abrade or adversely affect the skin. • Synthetic gloves, appropriate to the hazard involved are to be worn where there is an exposure to any chemical substance that may absorb through the skin.

PPE	Requirements	Used in these situations
	• Gloves must be worn at all times when there is any hazard to exposed skin	
Safety footwear	• Must be a design, construction and material appropriate to the protection required for the work environment • Work boots should provide good ankle support due to the requirement to walk on uneven terrain. • CSA approved footwear specific to the specific job – see SAFE work procedures • Caulk boots may be recommended in some weather conditions or terrain	• Safety footwear must consider the following factors: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock, and any other recognizable hazard. • Toe and metatarsal protection, puncture resistance, and/or dielectric protection must be used where appropriate • Caulked or other equally effective footwear must be worn by workers who are required to walk on logs, piles, pilings or other round timbers
Hearing Protection	• Suitable hearing protection (e.g. ear plugs, ear muffs), must be worn when operating any equipment that generates noise above 85 decibels (dBA); • Hearing protection is to be worn properly and used according to the manufacturer's instructions.	• If those levels cannot be practicable met, the employer must: o Reduce levels as low as possible o Post warning signs regarding noise hazard areas o Provide to workers hearing protection that meets CSA / ANSI standards, and ensure it is worn effectively in noise hazard areas
Buoyancy Equipment	• Any person who is working under conditions that involve a risk of drowning must wear a personal flotation device (PFD) or lifejacket with sufficient buoyancy to keep the worker's head above water.	• The PFD or lifejacket must meet the applicable standard. • A PFD or lifejacket does not need to be worn when a personal fall protection system or guardrail is being used to prevent falling into the water.
Fall Protection	• Suitable fall protection equipment (e.g. full body harness and safety lanyard) shall be worn when working at heights (e.g. more than 3 meters / 10 feet above grade). • The system used may be fall restraint or fall arrest, depending on the work activity.	• When necessary for worker protection while working at heights, the worker's lanyard shall be attached to a suitable anchorage,
First Aid	• Personal first aid kit must be kept dry and fully stocked at all times	• All employee must carry a personal first aid kit at all times.
Lighting	• Head lamps complete with adequate batteries	• Any staff working at night without additional lighting must use head lamps while working.

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Repairs

Updated: December 2018

This Standard Operating Procedure will serve as the guide for our repair procedures.

Vehicle Repairs

- Once a repair or issue has been identified it needs to be documented by the Crew Leader and/or applicable ownership/management using SiteDocs
    - If the repair is a result of an incident such as abuse to equipment/vehicle, and/or an accident, an Incident Report on SiteDocs must also be filled out.
- Crew Leader and/or applicable ownership/management to return required forms to the office within 24 hours on SiteDocs
- For repairs that will be completed upon the truck's return from Tour of Duty, the Crew Leader needs to notify Rob or Willy within 48 hours of their return to Kamloops, so a repair appointment can be booked.
    - For the most part, Rob will make arrangements to have the truck fixed however, in some cases Lynda may also do the bookings.
    - Instructions may be given to the crew leader to repair the issue on their own (i.e. oil changes or wiper blades replacement).
- If a repair requires immediate attention contact Rob at (250) 572-7226. If Rob doesn't reply within 15 minutes, contact Willy at (250) 319-9375.
    - Within two hours, Rob or Willy will come up with a plan to help resolve the issue and will direct the crew leader on what the next steps are.
- If the repair is as a result of an incident (i.e. abuse to equipment/vehicle, and/or an accident), and not normal wear and tear, an incident report needs to be filled out along with the Repair Request Form.
- All major repairs or expenses (over $1,000.00) will be discussed by both Owners before commencing repairs.
- Rob and Willy will monitor SiteDocs and will forward the information to Chris to log all repairs requested.
- Rob forwards Incident Reports to Willy for further action.
- Snow operations will follow the above process
- With respect to Lawn/Landscaping work Willy is the point person for vehicle repairs and Matt is to be kept in the loop regarding booking and scheduling repairs.

Equipment Repairs

- Follow the same protocol as for vehicles with the exception of the following:
    - If the repair is required on a piece of equipment that is owned by H.I.S., not only does the Equipment Request Form need to be filled out, but the piece of equipment needs to be flagged. Rob will look at either replacing that piece of equipment or getting it repaired upon receiving the Repair Request Form and getting the piece of equipment back to HIS.
    - If the piece of equipment is from an outside agency, the item must be flagged and returned to that agency that has issued the equipment. The Crew Leader would then sign out a new piece of equipment in replacement. NOTE: A HIS Repair Request Form does not need to be filled out.
    - With respect to Lawn/Landscaping work, Matt has the authority to initiate equipment repairs under $100.00 without approval from Willy. That said, the paperwork and reporting process still needs to be followed as above.

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Rec Site/Traps/Road Inspections

Revised on: March 2018

This Standard Operating Procedure will serve as the guide for our Rec Site/Traps and Road Inspections procedures.

Administrative Procedures

Planning

- Willy to develop a forecast budget for the upcoming fiscal year by October 31.
- Willy, Rob and Chris will meet the last half of January and develop a work plan and a timeline to confirm the following:
    - Staff
    - Budget
    - Equipment and truck needs
    - Supplies
    - Develop work plan/schedules
    - Identify customer meeting schedule
    - Training needs
- Willy, Rob and Chris will meet in the first half of April to finalize the budget and work plan, including any necessary training, for the up-coming season.
- Lynda and Willy to develop work binders
    - Site maps
    - Routes
    - Site notes/instructions
    - Safety paperwork
    - Equipment inspection
    - Daily work plan sheets and job specific forms
    - Overview map
- Lynda and Willy to develop contract binder
    - Copies of all contracts and quotes
    - Site maps
    - Site notes/instructions
    - Contact information

Responsibilities

- Contract Administration
    - Willy is responsible for overall administration and interpretation of all contracts.
    - Willy is responsible to ensure the standards of crews, vehicles and equipment is met, unless a different Project Manager is assigned.
    - Willy is responsible to ensure staff and management completes documentation on time, and accurately, including submitting to Willy.
    - Willy and Chris to deal with issues that arise with documentation.
- Communication structure with customer
    - Willy is the main source of communication with customers. All communication with customers should be noted on the weekly progress report.
    - Willy is to ensure a monthly meeting is conducted with customers as identified in the pre-season meeting.

- Day-to-Day communication/operations
    - Willy to update Rob on a weekly basis.
    - All crew members must do check-ins and communicate with Willy or designated individual.
- Employee Files
    - If required, Chris to create an electronic and hard copy file for each employee with the applicable hire package documentation.
    - If required, the employee start date is confirmed Chris to enter him/her SiteDocs and payroll system (Willy to confirm starting pay rate).
    - If required, Chris to add employee and applicable information to the following spreadsheets
        - BC and Alberta employee spreadsheet.
        - Employee medical spreadsheet.
        - Employee contact list
        - Employee birthday list
        - Employee Orientation checklist.
    - If required, Chris to add hard copies of employee certificates and "schedules" to Employee Binder.
    - All new employee must go through employee orientation before commencing work.

Scheduling

- Willy to develop a schedule on a monthly basis.
- Crew schedules will be integrated into the weekly lawn schedule where applicable

Pre-season Meeting

- Willy will chair a meeting with staff.
    - Agenda items will include but are not limited to:
        - Scheduling
        - Overview of work activities
        - Expectations
        - Safe Work Procedures and Training Briefing Resources applicable to job
        - Emergency Response Plan
        - Timesheets
        - Paperwork requirements
        - Equipment
        - Hire agreements
        - Conduct site visits

Day-to-Day Operations

- All staff must conduct 4 hour check-ins with Willy or designated individual.
- Driver is responsible to fill out daily truck sheets appropriately.
- Daily Task sheets, timesheets, and any other required paperwork to be handed in to Willy upon completion of daily activities.
- Willy is responsible to ensure all paperwork, reports/notes are handed in no later than 8AM after the days' work or trip.

Traps

- Install traps as per contract
- Pick up traps in the fall as per contract
- Diane to inspect traps, complete count and contract paperwork in the fall
- Willy will book accommodation if required

Rec Sites

- Willy to develop a painting schedule for all sites
- Complete site inspections as per contract standards and complete appropriate paperwork
- Paint and repair where applicable

Road Inspections

- Complete road inspections as per contract standards. Standards could be different between districts.
- Complete all necessary paperwork.

Vehicles

- Willy to ensure that all trucks have necessary equipment to meet contract needs.
- Matt is responsible to ensure all vehicles are kept clean and tidy.
- Driver is ultimately responsible to ensure all truck paperwork is completed and handed in by 8AM the day after the day's work or trip using SiteDocs
- Driver must complete repair logs and/or incident reports for any repair or damage in the timelines set in the company's OH&S Manual using SiteDocs
- Rob and Willy to monitor repair and maintenance, both from the email account and hardcopy documentation received each Monday, as well as maintain a tracking spreadsheet.
- Lynda to advise Willy of any repairs and/or maintenance needs and Willy will work with Lynda and Rob on a schedule or plan to have work completed.
- All ICBC issues will be the responsibility of Willy with Lynda to assist when directed.
- Willy will take the lead on all accident investigations and use the appropriate staff to assist. These matters will also be taken to the JOHSC for review.
- Willy will inspect the truck weekly using SiteDocs

Equipment

- Willy to conduct a complete inventory of all equipment by January 31 of each year.
- Willy and Rob to meet the first part of February to review the inventory and determine if there are any equipment needs to enter into the budget.
- Person conducting work must complete repair logs and/or incident reports for any repair or damage in the timelines set in the company's OH&S Manual using SiteDocs
- to monitor repair and maintenance, both from the email account and hardcopy documentation received each Monday, as well as maintain a tracking spreadsheet.
- Lynda to advise Willy of any repairs and/or maintenance needs and Willy will work with Rob on a schedule or plan to have work completed.
- Willy to inspect all company equipment at the end of October each year.
- All equipment must be returned to its appropriate storage place and washed if needed.
- Inspections as per SOP.

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Snow Removal

Created on: December 2016

This Standard Operating Procedure will serve as the guide for our snow removal procedures.

Administrative Procedures

Planning

- Willy, Rob and Chris will meet the second half of September and develop a work plan and a timeline to confirm the following:
    - Determine a call-out procedure for hourly hires
    - Returning staff
    - Hiring criteria and submission of personal information
    - Advertising and postings for positions if needed
    - Determine interview dates if needed
    - Equipment and truck needs
    - Routes
    - Supplies
    - Budget
    - Develop Offer of Employment document/hire package
    - Training needs (if applicable)
- Willy, with the assistance of Lynda, to develop contracts and hire agreements.
- Willy and Rob will finalize the budget (October 15)
- Lynda and Willy to develop the following for SiteDocs and hard copies of route sheets:
    - Site maps
    - Routes
    - Site notes/instructions
    - Safety paperwork
    - Snow trucks inventory sheet
    - Equipment inspection
    - Overview map
- Lynda and Willy to develop contract binder
    - Copies of all contracts and quotes
    - Site maps
    - Site notes/instructions
    - Contact information
- Lynda and Willy to develop 5 binders
    - Site maps
    - Routes
    - Site notes/instructions
    - Safety paperwork
    - Snow trucks inventory sheet
    - Equipment inspection
    - Overview map
- Lynda and Willy to develop contract binder
    - Copies of all contracts and quotes
    - Site maps

- Site notes/instructions
- Contact information

Responsibilities

- Contract Administration
  - Willy is responsible for overall administration and interpretation of all contracts.
  - Willy is responsible to ensure the standards of crews, vehicles and equipment is met, unless a different Project Manager is assigned.
  - Willy is responsible to ensure all documentation is submitted on time, and accurately.
  - Willy and Rob to deal with issues that arise with documentation.
- Communication structure with customer
  - Willy, or Rob if needed, is the main source of communication with customers. All communication with customers should be noted on the daily progress report.
  - Lynda is authorized to communicate on matters brought to her attention that she is comfortable in answering but must keep Willy and Rob informed.
- Day-to-Day communication/operations
  - Rob and Willy will communicate daily to discuss project status.
  - All crew members must do check-ins and communicate with daily lead as identified.
- Employee Files
  - If required, Lynda to create an electronic and hard copy file for each employee with the applicable hire package documentation.
  - If required, the employee start date is confirmed Chris to enter him/her into the accounting system or other payroll system (Rob to confirm starting pay rate).
  - If required, Chris to add employee and applicable information to the following spreadsheets
    - BC and Alberta employee spreadsheet.
    - Employee medical spreadsheet.
    - Employee contact list
    - Employee birthday list
    - Employee Orientation checklist.
  - If required, Chris to add hard copies of employee certificates and "schedules" to Employee Binder.
  - All new employee must go through employee orientation before commencing work.

Crew Scheduling and Deployment

- Chris, Willy and Rob to establish a work schedule, start times and marshalling points for all staff.
- Chris to advise staff of work schedules and calls
- Rob and Willy to weather forecast daily
- Rob and Willy to determine potential for additional crews and call-outs (standby)

Pre-Season Meeting

- Willy will chair a pre-season meeting with the entire crew.
  - Agenda items will include but are not limited to:
    - Scheduling
    - Overview of work activities / Expectations
    - Safe Work Procedures and Training Briefing Resources applicable to job
    - Emergency Response Plan
    - Timesheets
    - Paperwork requirements
    - Equipment
    - Hire agreements
    - Conduct site visits

Day-to-Day Operation

- All staff must conduct progress updates every 30-60 minutes by phone with the identified daily lead
- Stocking and re-stocking trucks
- Driver is responsible to fill out daily truck sheets appropriately
- Route sheets, timesheets, and any other required paperwork to be handed in upon completion of daily activities

Vehicles

- Rob to ensure that all trucks have necessary equipment to meet laws, regulations, acts and contract.
- Rob and Willy are responsible to ensure all vehicles are kept clean and tidy.
- Driver must complete repair logs and/or incident reports for any repair or damage in the timelines set in the company's OH&S Manual.
- Rob and Willy to monitor repair and maintenance, from SiteDocs and hardcopy documentation, as well as sending information to Chris for maintaining a tracking spreadsheet.
- Rob to advise Willy of any repairs and/or maintenance needs and Willy will work with Rob on a schedule or plan to have work completed.
- All ICBC issues will be the responsibility of Willy with Lynda to assist when directed.
- Willy will take the lead on all accident investigations and use the appropriate staff to assist. These matters will also be taken to the JOHSC for review.
- Rob will inspect the trucks weekly.

Equipment

- Rob and or Willy to conduct a complete inventory of all equipment by October 15 of each year.
- Willy and Rob to identify and mark all equipment over $500.00 in value.
- Rob and or Willy to conduct an initial equipment inspection prior to transferring the equipment to the truck.
- User must complete repair logs and/or incident reports for any repair or damage in the timelines set in the company's OH&S Manual.
- Rob to monitor repair and maintenance, from SiteDocs and hardcopy documentation, as well as maintain a tracking spreadsheet.
- Rob to advise Willy of any repairs and/or maintenance needs and Willy will work with Rob on a schedule or plan to have work completed.
- Rob to inspect all company equipment at the end of March each year. If Rob identifies any deficiencies Rob needs to be instructed to complete appropriate repair log before leaving the office at the time of inspection (deficiencies will be handled by Rob and Willy).
- All equipment must be returned to its appropriate storage place and washed if needed.
- Inspections:
    - All snow blowers and leaf blowers prior to use and fill out appropriate paperwork

H.I.S. Wildfire FS Inc.
STANDARD OPERATING PROCEDURE

Training & Certification

Revised from 2016 OH&S Manual: February 2018

This Standard Operating Procedure will serve as the guide for our company training, certification and promotion procedures. H.I.S. Wildfire FS Inc. is committed to training and educating their staff to ensure their safety. Providing proper education and training ensures the company and its employee are being proactive with regards to safety and risk management, as well as increases the quality of work, productivity and motivation of employee. With regards to training and certification, keep in mind that our customers may require additional or different training than what is stipulated in these procedures which will be addressed with employee when needed.

Administrative Procedures

Budget

- By October 31 of each year the following should be submitted to Willy
    - Rob to provide preliminary budget for wildland fire fighting, fire smart, and falling training costs
    - Willy to provide preliminary budget for lawn/landscaping training costs.
    - Chris to provide preliminary budget for JOHSC training costs.
- All training costs should identify any potential cost-sharing or funding/grant opportunities

Funding and Grants

- *Chris monitors, on a monthly basis for training and employment funding and grant opportunities in BC, Alberta and federally (First Nations).*
- *Chris to provide Rob and Willy with any developments in potential funding and determine whether or not we qualify for the funding streams*
- *Chris to ensure necessary documentation and deadlines are met in order to qualify for funding prior to training commencing. (i.e. Application deadlines for job grant training)*
- Rob to provide Willy a detailed list of employees taking training for invoicing purposes prior to any training to take place and then also any necessary updates as changes occur so we do not have outstanding invoices from staff that may not have taken training.
- Rob to have training dates set so we can meet the funding deadline and criteria.

Planning

Management Planning Meeting

- Ownership and applicable management team will meet the first two weeks of January to conduct the following:
    - Finalize calendar for training dates including
        - Leader Training Sessions
        - Orientation/Safety Training
        - All Staff Training
        - Firetack Training
        - Bucker Training
        - Faller Training
        - DTA Training
        - Wilderness First Aid
        - S-100 & S-185
        - Leader Training – Hinton
        - Internal Re-certification such as WHIMIS, TDG

        - Landscaping training
    - Rob to come to the Management Planning Meeting with a draft calendar for training, which includes Chris's and Matt's needs. Part of this calendar needs to identify the following:
        - Long weekends
        - BC and Alberta spring breaks (these are different in various regions of BC) for high school kids
        - University completion
    - Rob to have a list of instructors and availability of these individuals for this meeting.
    - A work plan to finalize training dates and logistics will be developed.
    - Update on grants/funding opportunities

Firetack Training

- Rob to contact Rapid Fire to book training dates and requirements
- Willy to draft a training contract, with Rob's input, for Rapid Fire for training
- Rob to develop an agenda for training dates with Rapid Fire
- Rob to develop a work plan that all necessary requirements regarding Firetack training take place.

Crew Leader / Sub-Leader Training

- Rob, Chris and Willy to develop in-house training agenda in February of each year.
    - Training to include in-house for leaders
        - Risk Management
        - L-280 Followship to Leadership
        - WorkSafe BC Supervisor Video
        - SiteDocs Training
- Alberta Leader Training
    - Call for candidates is requested from the Alberta districts, once in the summer for a fall training session, and once in the spring for a late spring training session (dates vary).
    - Rob submits names to the Alberta districts by the due date, usually 2-3 weeks after the request.
        - Recommendations for potential candidates must be submitted by Crew Leaders by August 5 each year.
        - Rob and Chris to rank potential candidates by August 10 each year based on Crew Leader input, evaluations, customer comments and personal experience with the employee.
        - Rob to submit names based on outcomes from meeting with Chris as well as availability of staff.
        - After spring hiring, Rob and Chris to add any potential new staff that meet the requirements to the ranking list.
    - Rob contacts the candidates to confirm attendance once the Alberta districts have informed him of the successful candidates.
    - Rob deals with all logistic matters involved with training.

Bucker Training

- Rob to identify and contact training provider to book training dates and requirements
- Willy to complete training provider contract.
- Rob and Chris to develop a workplan for this training

Faller Training

- Rob to identify and contact training provider to book training dates and requirements
- Willy to complete training provider contract.
- Rob and Chris to develop a workplan for this training

DTA Training

- Rob to identify the company needs and how many staff are required
- Rob to identify, in order of importance, employee that require training

- Rob to determine if a full course needs to be booked with UNBC or placed into existing BC Forest Safety Council classes (Chris can assist with booking if need be)
- Rob to identify dates of BC Forest Safety Council classes
- Registration process TBD once training method is confirmed

Fire Smart

- Rob to identify the company needs and how many staff require training
- Rob to conduct FireSmart training Power Point with trainees
- Project Manager to review prescription with all employee as part of training
- Project Manager will have onsite discussion and mentoring with prescription

JOHSC

- Chris to discuss potential JOHSC members with Rob in December/January each year.
- Chris to contact potential JOHSC members and determine interest
- Chris to set up mandatory 8-hour certification training course, conducted by an outside facilitator, in Q1 each year.
- Course is offered in Q1 each year.

Training Costs

- Company training cost structure is provided in the OH&S manual on page 13

Firetack Specific

- The following table outlines the breakdown for the Firetack training. Employee will pay a nominal fee of $300 for the Firetack training payable by the designated due date. Various BC fire courses will be given credit to the employee upon completion of the Firetack training and employee will receive certificates for the following courses which is outlined in the OH&S manual on page 14

Certifications

Administrative Procedures

- Chris tracks all certifications in a spreadsheet for easy access to check expiry dates
- Within 2- 3 weeks of employee's certificates expiration time, Chris to inform Willy and Rob, as well as the employee.
- Chris to inform Rob if any employee does not renew or has an expired certificate.
- Rob removes employee from work activities if a certificate is expired.

SECTION 5
TRAINING BRIEFING RESOURCES

Training Briefing Resources pages are provided to assist employee to safely perform their tasks and enhance their knowledge, so they can perform all aspects of their job with confidence. These Training Briefings will be discussed at the All Staff Training Briefing Orientation at the beginning of each season and with any new staff that is hired throughout the year, as well as staff who have been away from work activities for 6 weeks.

It is up to each employee to be familiar with these Training Briefing Resources and to understand their importance in performing your job safely.

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H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Bear Encounters

Created on September 5, 2013 and Revised by March 25, 2015

Introduction

There are two types of bears found in BC and Alberta: *Black Bears and Grizzlies*. It is important to know which type of bear you are dealing with in an encounter as it may affect the way you respond. NOTE: The color of the animal's fur CANNOT be reliably used as a means of identification.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Whistle	Recommended
Bear Bell	Recommended
Or Other deterrents such as bear spray, air horns, or bear bangers	Recommended

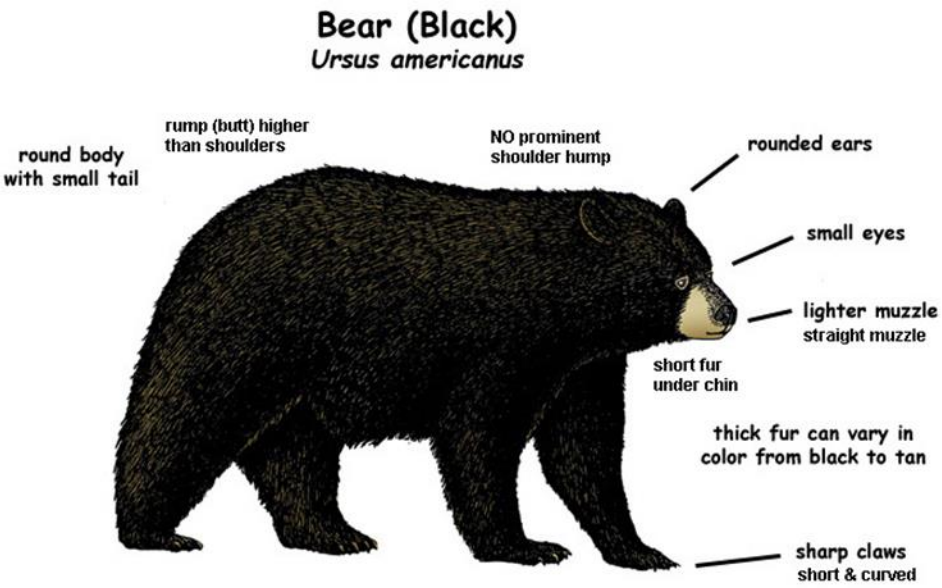
Steps to Perform This Task Safely:

- Know how to tell the difference between a black bear and a grizzly
- BLACK BEAR:
    - Typically, black but can also be brown or grayish. Color is not a good indicator to identify this bear
    - Typically, smaller but size is not a good indication. Mature black bears weigh from 220-440 lbs. but can get up to 600 lbs.
    - They have a relatively straight back profile
    - They have a straight nose profile
    - They have large, pointy ears
    - Their claw prints are close to the foot pads

- GRIZZLY BEAR:
    - Typically, brown but can also vary in Color
    - They weight from 330-1100 lbs.
    - They have a hump on their back over their front shoulders
    - They have a dished nose profile
    - They have small, rounded ears
    - Their claw prints are far from the foot pads in the center of the print

Bear Encounter

- A bear rising on its hind legs may simply be trying to better assess the situation either visually or through smell. Standing tall is not necessarily a threatening gesture



- There are two types of charges – a real charge and a false charge (also called a “bluff charge”). A charging bear will frequently veer away if you stand your ground. Some bears will make multiple false charges with each one getting a little closer
- A threatened bear may make a popping or “woofing” noise with its jaw

- A bear may turn sideways to better display its size. It is trying to show you it is too big for you to mess with

Casual Encounter

- Casual encounters are when there is little or no threat of an attack. In these instances, the bear typically runs away.

Defensive Encounter/Attack

- Bears looking to protect a food cache or their young can become aggressive. The presence of bear cubs almost ensures that the bear will act to protect its young. Defensive encounters can be handled by showing the bear that you are not a threat
    - When a mother is protecting her young
    - When a bear is protecting a food cache
    - When a bear is threatened by your presence in its territory
    - When a bear is surprised by our appearance
- WARNING SIGNS
    - Animal carcass in area
    - Young bears seen in area

Predatory Encounter/Attack

- On rare occasions, bears will stalk people as prey. Bears who seem to be following you or sneaking around you are displaying predatory behavior
- A defensive attack is much more "preferable" than a predatory attack. With a defensive attack, you need to convince the bear that you are not a threat and that you will leave peacefully. With a predatory attack, you are definitely in a potentially dangerous situation
    - When the bear perceives you as food
- WARNING SIGNS
    - If a bear is stalking you, you are likely faced with a predatory attack. The bear is looking at you as a potential source of food.

Survival Strategies

- Try not to panic! A bear can be startled or provoked by quick movements
- Don't make eye contact, this can be seen as threatening to the bear. Rather, lower your gaze and slowly back away. Assess the bear's reaction and determine the type of bear and type of an encounter this might be
- Do not run. A bear can outrun a horse in a short race. A bear can reach speeds of 50-60km/h and can run both uphill and downhill with ease
- Once the type of attack and the type of bear have been determined, you can decide on the best course of action

	Explanation	Warning Signs
Black Bear	Your goal is not to be seen as a threat to the bear • Shy away • Do not run • Move toward other nearby people • Do not climb a tree. The black bear can follow you up a tree • Drop your daypack or anything else that may distract the bear	With black bears, playing dead is not a viable option. Sometimes a Black Bear will start chewing on its prey (you) • Make noise • Stand your ground • Fight with your hand tools if you have to
Grizzly Bear	Same as a black bear but, worse comes to worst, you can play dead	Same as black bear or play dead
Climbing Trees	Black bears can climb trees quite easily and grizzlies have a reach of about 4 meters. If sufficiently motivated, a grizzly can climb – or just push the tree over	

How to Play Dead

- If you are physically attacked by a grizzly bear, play dead. If you are physically attacked by a black bear, DO NOT play dead.
- Lie on your side curled in a ball with legs drawn into your chest and your head buried in your knees
- Clasp hands behind your neck
- Keep legs tightly together
- Stay in this position and try not to struggle

Grizzly Bear Reactions to Playing Dead

- If you play dead during a grizzly attack the bear will typically bat you around until it is satisfied that you are dead. The grizzly may throw some debris over the "carcass" and urinate on it. Grizzly bears typically wait until their prey is a little decomposed before they start eating. Wait until you are certain the bear has left before getting up and looking for help.

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Bee Wasp/Stings/Bites

Created on September 5, 2013 and Revised by March 25, 2015

Introduction

Bee stings or bites can produce a potentially life-threatening reaction. It is important to know how to deal with bee stings or bites whether it is a minor or major incident.

Steps to Perform This Task Safely

- Know and understand what Anaphylaxis is and how to deal with it
    - ***Anaphylaxis:*** a potentially life-threatening medical emergency and it often occurs within minutes and symptoms include:
        - Hives
        - Generalized itching
        - Tingling/numbness (in mouth and face)
        - Weakness
        - Vomiting/diarrhea

    CAUTION – Report any of these signs to the crew leader and First Aid Attendant
- Know and understand what Anaphylactic Shock is
    - ***Anaphylactic shock*** is life threatening and the most severe form of anaphylaxis. Symptoms include:
        - Constriction of airways (difficulty breathing)
        - Fainting/collapse

    *****EMERGENCY – get immediate medical attention*****

- I you are stung report any symptoms to your Crew Leader or First Aid Attendant
- Take an antihistamine such as Benadryl immediately, may help lessen symptoms like pain and swelling
- Notify your co-worker, Crew Leader, or First Aid Attendant so they can help keep an eye on you
- If you have an Epi-pen and you feel you need to use it, do so, but immediately notify your Crew Leader or First Aid Attendant. Get somebody to go find them if necessary
- Epi-pens are typically self-administered because First Aid Attendants are generally not permitted to administer injection drugs.
- Ensure that all bites are reported to supervisor or ownership and take appropriate medical action.

Introduction

The purpose of an exposure control plan is to have procedures and controls in place to eliminate or minimize the risk of occupational exposure to an infectious disease, as well as to reduce the risk of infection should exposure occur.

Anyone who comes in contact with blood, other bodily fluids, or biological substances* has the potential to be exposed to infectious disease. Exposure can occur while providing first aid to co-workers or while performing clean up.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Personal First Aid Kit	Required
First Aid Kit in all vehicle – Level	Required
Pocket Mask with one-way valves	Recommended
Gloves – synthetic	Required
Eye protection	Required
Face Protection	Recommended
Bags (plastic) or other suitable container for disposing of contaminated materials	Required

**This PPE list is the basic requirements however more extensive PPE or Safety Equipment may be needed based on the individual circumstance. **

Critical Task Inventory

- Basic First Aid
- Fill out all necessary SAFE paperwork and any specific paperwork relative to the incident

Reference Materials:

- WorkSafe BC Regulation 6.34

Steps to Perform This Task Safely

Biological Substances - Examples

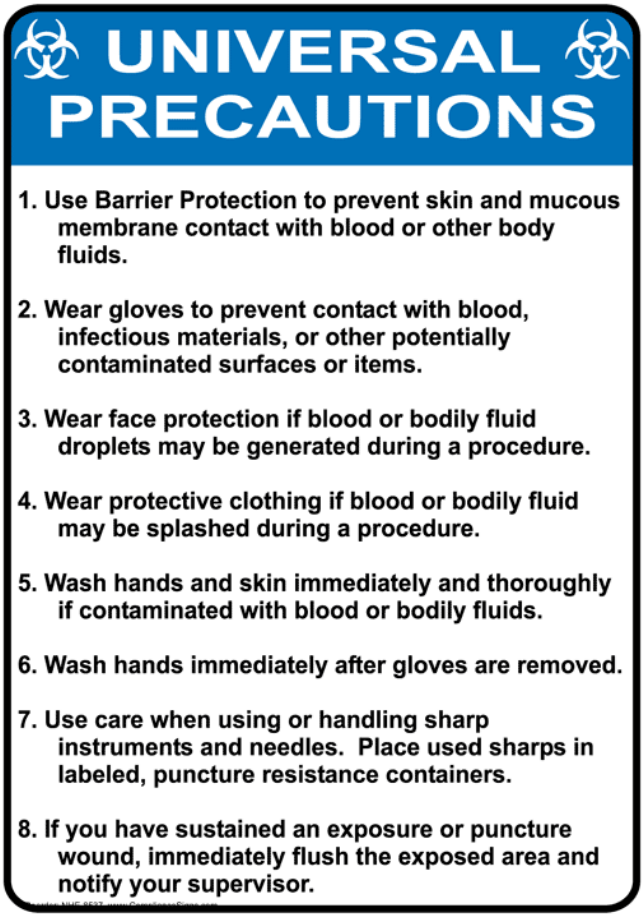
- Blood
- Body Fluids (e.g. saliva, fluids from lungs, stomach, semen, or spinal column)
- Vomit – **ONLY** if it contains visible blood
- Urine – **ONLY** if it contains visible blood
- Feces – **ONLY** if it contains visible blood

This list is NOT all inclusive

Controls/Protection

- Ensure sharps are disposed by the first aid attendant in a suitable container (e.g. metal can), AFTER they have been decontaminated.
- In case of an emergency, use a one-way valve pocket mask which is located either in the company truck, or office. DO NOT share masks without first disinfecting them
- Wear ALL applicable PPE/Safety Equipment when providing first aid
- Place in a container (e.g. plastic bag, can;
- ADD 10:1 water/bleach solution (10 parts water to 1-part household bleach)
- Wait 10 minutes
- Toss the container in the regular garbage (i.e. the bleach solution will kill the biological agents, provided the bleach is “fresh” – i.e. purchased recently). ONLY mix with water when needed. Do not mix up in advance or is will not work effectively.
- Wash any used first aid equipment in hot soapy water. DO NOT use bleach on stainless steel instruments. Alcohol and/or soap/water can be used to disinfect plastics (e.g. pocket mask)
- Hand washing facilities are located in the washroom of the office building

- Waterless hand cleaners/towelettes should be provided if hand washing facilities are not immediately available
- Level 3 First aid attendants will be offered the “Twinrix” vaccine protecting against Hepatitis A & B vaccination at no cost to them. Attendants may decline the vaccination. Record of the vaccination or refusal of the vaccination will be recorded.
- Follow “universal precautions” (see graphic below)



H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Cougar Encounters/ Survival Strategies

Created on September 5, 2013

Introduction

Your response to a cougar needs to be much different than to a bear.

Steps to Perform This Task Safely

Encounter Response

- Directly face the cougar and slowly back away.
    - Maintain eye contact while you move away
- Always leave the cougar a path for retreat
- Cougars don't bluff charge like bears. If a cougar charges get ready for impact
- Make yourself large. Raise and wave your arms above your head to make yourself look big. This might intimidate the cougar
- You could also throw rocks and yell at it. Aggression may scare the cougar away
- Arm yourself with a large stick, speak loudly and firmly.
- Convince the cougar that you are a threat, not prey
- Don't run away.
    - Cougars are predators and running may trigger the cougar's attack instinct. They are faster than you.
- Do NOT play dead if attacked by a cougar
- If attacked, fight back with everything you have

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING
Dangerous Goods Handling and Spill Response
Hazard Assessment and Training Briefing

Created on September 5, 2013

Introduction

Before handling any controlled product, you should be familiar with the safety precautions outlined for the product in its Safety Data Sheet (SDS).

Certified Training Requirements

- WHMIS is required for all employee working with hazardous materials and substances.
- Transportation of Dangerous Goods (ground or air) training is also required for employee who transport dangerous goods in restricted quantities.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required (when handling fuel drums)
Hi-Vis clothing when attaching trailer and flame-retardant type pant	Recommended
Job specific work gloves – e.g. leather to protect from skin abrasion / synthetic to protect from skin contamination / absorption of the hazardous materials	Required
CSA approved eye protection when eye hazards are present	Required
First Aid Kit and Eye Wash	Required (on jobsite)
Spill Kit	Required (at Mix and Load Stations)
Fire Extinguisher	Required (in vehicles and at fuel caches)
Personal First Aid Kit	Required

Handling Dangerous Goods

Before handling any controlled product, you should be familiar with the safety precautions outlined for the product on its MSDS. All workers will receive internal WHMIS training (as required by legislation) and will be given an orientation to the controlled/hazardous /dangerous products that are routinely used in the workplace.

- All workers are required to follow the safe work procedures and PPE requirements as outlined by the MSDS
- Controlled products may only be transported, and dispensed from approved containers
- Wash your hands promptly and thoroughly after removing PPE following handling any hazardous product, especially before eating or smoking

Fueling Vehicles and Equipment

- Always double check the "right (correct) fuel" is being dispensed into vehicles and/or equipment as significant damage can occur if the wrong type of fuel is used.
- Eliminate all sources of ignition before dispensing fuel, this includes cell phones
- A fire extinguisher must be kept nearby and be readily available.

Transporting Dangerous Goods

Everyone involved in transporting dangerous goods has to comply with Transport Canada regulations

- No vehicle/trailer with a canopy can carry propane unless securely fastened.
- No vehicle/trailer with a canopy can haul more than 2 drums of fuel
- No flammable material (e.g. gasoline, propane) may be transported in the passenger compartment of any vehicle
- If transporting more than 2 barrels of fuel or 2 canisters of propane, a spill kit must be in the vehicle (all vehicles must be equipped with a fire extinguisher)
- Transported loads must be secured so the potential for a loss is minimized. Use non-stretch straps to get the best support
- Compressed gas cylinders, including propane, must be transported in an upright position and secured against falling/movement
- All controlled products must be transported in open-air conditions and not inside the vehicle cab or trunk. This will reduce the chance of the dangerous chemical vapors pooling in an enclosed area.
- All vehicles transporting dangerous goods "in bulk" must be operated by a person trained and certified in Transportation of Dangerous Goods

Loading and Unloading Fuel Drums

- Keep fingers away from pinch points
- Gloves are recommended
- Inspect the loading or unloading area before doing any heavy lifting
- Do not attempt to move fuel drums by yourself unless you are simply rolling them along the ground. ALWAYS obtain assistance from additional workers
- Do not roll fuel drums off of a vehicle onto a hard surface. Either lift them off (with several people) or roll them off onto a soft surface such as soil or rubber tires (without rims). Using quad ramps may be helpful

Fuel Drum Storage

Fuel drums are frequently stored in a field/bush cache and precautions need to be taken to avoid starting a fire, spilling fuel, and/or contaminating the environment.

- Post a no smoking sign in the storage area
- Never smoke and remove all other forms of spark in the fuel drum storage area
- Keep firefighting equipment in the fuel storage area
- Create secondary containment around the drum(s)
- Keep a stocked spill kit in the fuel drum storage area
- Keep drums protected from vehicle traffic
- Flag the perimeter of the storage area
- Clean up and report spills promptly

- Fuel must be stored away from water courses and in such a way that if a spill were to occur, then the spill would not enter into a water course
- Fuel barrels must be tilted in such a way that water cannot collect near the bung openings and enter the drum. Do not let water contaminate the fuel.

Dispensing from Fuel Drums and Slip Tanks

- Only pumps in good order will be used for fueling; all hoses must not be cracked and must not have holes or leaks

Fire and Explosion

- Ensure that all sources of ignition are eliminated so that there is no chance of a spark igniting the fuel

Harmful Product Exposure

- Release accumulated pressure slowly to control the rate of release. This will reduce exposure to the harmful fumes and allow the tank to relieve the pressure in a safe manner. If the gas escapes too quickly it could cause an explosion

Spills

- To avoid a spill, do not overfill and fully close all valves before securely hanging up the nozzle
- There must be appropriate drip containment for fueling nozzles
- Stay with nozzle until transfer is complete

Jerry Can Storage

- Use bin to store Jerry cans
- Ensure that all sources of ignition are eliminated
- In hot weather, open the small cap slowly to allow accumulated pressure to bleed off
- Splash goggles are required to prevent accidental eye exposure
- Never refuel near a watercourse to avoid environmental contamination

Propane Cylinder Storage

- Keep all sources of ignition and heat well clear of propane storage. Propane vapors are heavier than air and can pool in depressions or low areas if there is any kind of a leak. It may not disperse, and any source of ignition could cause an explosion or a fire
- Keep propane cylinders stored upright and fasten them securely so they cannot fall over. Either attached the cylinder to an existing structure or dig into the ground 20cm. If they fall over, there is a chance of an accidental release
- Propane cylinders must NEVER be stored inside a building.

Changing Propane Cylinders

- Close propane valve on the cylinder before beginning to change the cylinder
- Changing cylinders can result in slight gas releases which could cause flare up fires and even explosions
- Keep propane cylinders well away from sources of ignition or heat to prevent the chances of a fire
- Test all new connections with soap and water to ensure that they are not leaking

- Periodically check the date of the tank. Do not use an outdated tank. The risk of a leak increases as the tank gets older
- Propane cylinder threads are reverse, so ensure that you are turning your wrench in the correct direction or the threads could be damaged. If the threads become damaged it decreases the effectiveness of the connection and could cause a leak to occur
- Insulated neoprene gloves are recommended when depressurizing the gas in the cylinders as it can cause frostbite
- Large propane cylinders should be lifted by two people following correct lifting procedures. This will help prevent a back injury and unnecessary muscle strain

Spill Preparedness

It is important to be ready to deal with a spill at any time.

- Know the spill response and clean up procedures for the products that you work with
- Have a fully stocked spill kit in an easily accessible location. Take a look, see what is in there and see how it could be used – you might need it some day
- Ask your supervisor where contaminated soil and rags are to be disposed

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Emergency Response Planning

Injuries, Fatalities, Forest Fires, Erosion Events and Spills

Created on September 5, 2013

Introduction

This information addressed the emergency response for injuries or fatalities on a work site, and forest fires, erosion events and spills.

Emergency Responsibilities:

The supervisor on the work site is responsible to:

- Ensure a copy of the ERP is put in SiteDocs
- Carry out inspections to identify potential hazards and corrective actions
- Ensure there is a trained and certified first aid attendant, as required by regulations, with a well-equipped and maintained First-Aid Kit
- Have documented safety meetings discussing safety, emergency response and evacuation procedures and to update these procedures as required
- Post in an accessible location the Emergency Response Plan and a list of emergency contact names & numbers (including updates)
- On multi day projects or in remote areas, a printed copy or a rough hand written copy of the ERP must be provided and kept in the vehicle or muster point for ease of review in case of emergency
- Identify a person to be a team leader (usually First-Aid attendant) in the event of an emergency and a person to contact external emergency responders, if required
- Initiate the emergency response process (i.e. stop work, site containment, search-and-rescue, first aid
- Communicate incidents/emergencies to head office (if applicable), and/or the governmental authorities.
- Investigate ALL incidents, including emergencies that have occurred and involve company employee.

Emergency Procedures

The on-site supervisor must evaluate every work site to identify conditions and adjust procedures as necessary, ensuring resources are adequate to deal with any type of emergency that may occur. Appropriate procedures will involve the assessment of:

- Potential hazards and possible consequences
- Resources (e.g. medical supplies, rescue equipment etc.) needed for emergency response
- Evacuation routes
- External resources that may be available (e.g. ambulance service, search & rescue, etc.)

And provide:

- Name of the designated First-Aid person(s) on site and the team leader for any emergency response
- Contact information for emergency responders, government and company representatives
- Worker briefing and training
- Shut down and start-up conditions
- Investigation and documentation of incidents

- Follow-up and final reporting

Radio Procedures During an Emergency

- Try to be aware of how you communicate when using the radio during an emergency;
    - Choose your words correctly and accurately;
    - Stick to the facts.
    - Keep statements short and clear.
    - Do NOT use the names of persons involved
    - The priority is to get the necessary help to the site as quickly as possible, while trying to ensure information is not worded in a way that can cause individuals listening in on the radio to jump to false assumptions or spread rumors to family members etc., prior to you being able to get the correct information to them.
    - During an emergency, use the radio only for requesting assistance and/or managing the incident
    - Do not allow anyone to use the radio unnecessary communication
    - After the initial call, ensure the radio is monitored by a qualified person in case the emergency services are trying to contact the scene.

First Aid Procedures for Injury – Serious & Minor

Minor Wounds, Breaks, Strains:

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

Serious Injury:

- Ensure the site is safe, then stabilize (i.e. provide first-aid) and/or prepare patient for transport
- Call 911 if using a cellular phone, or call alternate emergency ambulance as per the ERP if using a satellite phone or other form of communication (as 911 may not reach the right place);
- provide the emergency operator with the nature of injuries, location co-ordinates in UTM or longitude and latitude for the location, whether there is a suitable helicopter landing site available, and the communication method to use on the way to the incident side.
- If the 1st Aid Attendant thinks that air evacuation is required you must advise the communication center you've reached; if road evacuation is used, advise the road name and whether or not you will be meeting the ambulance on route.
- If two-way radios are being used on-site, advise the emergency operator of the appropriate radio frequencies to use (*Refer to the specific ERP for each job).*

If you cannot contact the emergency response agency using phone services, then notify the appropriate client office using radio, and someone will arrange the emergency transport services for you. Stay in contact to relay additional information.

If you cannot contact the client's office using phone services or two-way radio, try contacting another individual with a suitable radio and/or telephone to relay the emergency message to the Client's Office and/or Ambulance.

If you cannot reach anyone by phone or radio, send someone from the site to establish contact from another location where a message can be relayed.

If you do contact someone and help is on the way, stay close to the telephone, radio, etc. so as to be able to provide emergency services with more details and receive instructions if required.

Procedures for Missing Person

Overdue Land Based Employee

- Record the time the Employee is determined to be Overdue. Time Employee(s) is considered overdue: _____
- Check to see if the company work vehicle is in the parking lot. Done Y/N Time: _____
- Contact the Employee by radio or cell phone if the number is known. Done Y/N Time: _____ Time: _____ Time:_____ Time:_____
- Call the Employee's home to see if they returned directly to their residence. Done Y/N Time: _____
- Inform the Employee Supervisor that they are missing Done Y/N Time: _____
- Identify call-out persons who may have personal knowledge of the working area where the missing Employee was last reported. This may include co-workers. Done Y/N Time: _____
- Document all actions taken in order to assist any form of investigation into the incident (date, time, action taken and results).
- The Employee's Supervisor will arrange to send two staff members to the last known location of the missing Employee. Equipment such as a spine board, stretcher, first aid kit, and flashlights should accompany staff dispatched to the search area. Done Y/N Time: _____
- Inform Ownership or designate when the initial search for the missing employee begins. If a management representative cannot be located the Safety Officer will assume the responsibility for the search until relieved by a Supervisor or Manager. Done Y/N Time: _____
- Ownership or designate will inform the RCMP in the area where the Employee was last reported. The RCMP will then be responsible for initiating a formal search utilizing search and rescue organizations if necessary.

Procedures for Preventing Exposure to Blood Borne Pathogens

- Treat all blood as potentially infectious
- Follow routine practices whenever there is any possibility of exposure to blood or other body fluids. Routine practices include hand hygiene, safe work practices, and the use of PPE such as gloves, eye protection, and gowns.
- Ensure that waste collection includes the separation and isolation of sharps and biomedical waste. Workers should not compress garbage bags by hand. Garbage bags should be held away from the body to avoid scratches from sharps inadvertently left in the bags. Sharps disposal containers should be puncture resistant
- Identify laundry that is soiled with blood, and follow routine practices when handling it, including wearing gloves and gowns.
- Disposal of items that are soiled is by use of a bio hazard bag or if necessary a garbage that is labelled identifying that the contents are soiled and biohazardous
- Refer anyone who suffers a possible occupational exposure to a bloodborne pathogen to the nearest appropriate medical facility. Someone who suffers a needle-stick injury should be assessed by a physician within two hours of the injury. Provide workers with psychological support after exposures.
- Investigate all exposures to help prevent recurrence.

Procedures for Fatality

- Ensure the site is safe to approach/enter
- Phone 911 or alternate number if using a cellular phone, satellite phone, etc.
- Do not disturb the site, except so far as is necessary to
  (a) attend to persons injured or killed,
  (b) prevent further injuries or death, or
  (c) protect property that is endangered as a result of the accident.
- Cover the body, ribbon off the area, and block access to the scene with a vehicle or machine if necessary
- Protect the scene from disturbance by animals if necessary.
- The employer must record the names, addresses and telephone numbers of persons that witnessed the fatality; AND
- make every reasonable effort to have those individuals available for interview by any person-in-authority conducting the investigation, to ensure a proper investigation of the incident.

Landslide/Flood

- Notify the Supervisor or another company representative;
- If it is reportable, notify:
  - MOF at 1- 250-825-1100
  - PEP at 1-800-663-3456
  - AB at 1-800-222-6154
- Keep people back from the edge of the water, OR from the edge of any potentially unstable embankment, OR from the perimeter of the landslide;
- Ensure that vehicles have been positioned well back from any hazards.
- Ensure that a suitable escape / evacuation route is always available to the workers. If there is a risk of being unable to leave an area safely, relocate to a safer area.
- If the flood or landslide has cut off your means of evacuation, wherever possible relocate to:
  - higher ground for flood situations;
  - well away from the landslide area.
- If reasonable to do so, prevent further erosion.
- Await assistance. Take shelter in vehicles, parked well away from the hazard area. If survival equipment is available, make use of those supplies as necessary.
- The Supervisor must complete the Incident Report Form and Incident Investigation (as necessary).

Road/Bridge Washout

- Notify the Supervisor or another company representative;
- If it is reportable, notify:
  - MOF at 1- 250-825-1100
  - PEP at 1-800-663-3456
- Keep people WELL back from the edge of the washout, OR from the edge of any potentially unstable embankment since the ground may be undercut;
- Do not attempt to cross the washout area or any damaged bridge structure.
- Await assistance. Take shelter in vehicles, parked well away from the washout. If survival equipment is available, make use of those supplies as necessary.
- If evacuation is necessary, contact the appropriate resources (e.g. helicopter company, etc.).
- The Supervisor must complete the Incident Report Form and Incident Investigation (as necessary).

Spill – Environmental Containment

All spills greater than 50 litres (e.g. 2 pails) must be reported by the company, or by your supervisor or yourself if the company or the supervisor cannot be contacted, to the following number:
Spill control should follow the "Three Cs" approach (i.e. Control, Contain, Clean-up), while ensuring that NO ONE is endangered while performing any of these tasks.

- Control the spill (i.e. stop the flow of the materials to prevent increasing the amount spilling [whenever possible]);
- Contain the spill (i.e. surround the spilled materials with spill control materials [e.g. sawdust, dirt, spill control pads, etc.]);
  - If the spill is on land
    - Mark the perimeter, dig recovery ditches around the perimeter and/or pits within the spill area for containment, then use absorbent pads, socks or similar products to absorb the excess spilled materials.
    - All contaminated materials must be placed in suitable containers (e.g. plastic pails, drums, etc.)
  - If the spill is into water (e.g. stream or ditch)
    - Attempt to contain the spill using a tarp or dirt containment diking system.
    - Absorbent pads, socks, etc., can be wrung out into suitable waste containers and re-used.
- Clean-up (i.e. clean up and dispose of the spilled materials in accordance with all local laws and following the instructions of the product manufacturer, etc.).

- ALL worksites are to have some form of spill control equipment, which is capable of being used on the chemicals that may be spilled;
- Any spill to water, or any spill to land of 50 litres (2 pails) or more of fuel or other petroleum products (e.g. oil, hydraulic fluid) are reportable to the client (e.g. Ministry, licensee, BCTS, etc.);
- All spills greater than 100 litres (22 gallons) must be reported to the following number: 1-800-663-3456 – Provincial Emergency Program (PEP);
- Procedures - General:
  - Ensure Safety First – Assess the hazards to yourself and others.
  - Turn off ignition sources. No smoking.
  - Locate and stop the spill at the source if safe to do so;
  - Identify the source and type of spill;
  - Use the appropriate Personal Protective Equipment for dealing with the spill;
  - Contain the spill – if possible (if the spill has scattered materials over a large area and it is not feasible to clean it up, then it must simply be reported);
    - Spill to water (i.e. ditch, creek or stream) – contain the spill using a tarp or dirt containment system. Sorbent pads can be wrung out in containment area and reused if necessary;
    - Spill to Land – mark the perimeter, dig recovery ditches around the perimeter and pits within the spill area for containment, then use sorbent pads to remove free product and excavate contaminated soil;
  - Clean-up the spill in accordance with the information contained in the Material Safety Data Sheet (SDS) or the product label or the spill control materials.
  - The Supervisor must complete an Incident Investigation Report / Spill Report Form for all spills, regardless of whether reportable outside the company or not.

Fire

- Notify the Company if Supervisor not available
- Notify the BC Forest Service at 1-800-663-5555 or AEMA 310-0000 (Alberta Equivalent)
- **Safety First.** If reasonable to do so, take action on all fires within 1 kilometer of an industrial operation; suppress the fire with available manpower and equipment
- **Supervisor,** if available, must notify Company Manager. The Supervisor must complete the Incident Investigation Report (for all non-prescribed fires).

****Refer to the Emergency Response Procedure for specific details for each job.****

Explosives

If you notice an undetonated explosives, bombs, or ammunitions:

- Notify the Company if Supervisor not available
- Notify the necessary authorities RCMP, Armed Forces if necessary
- Notify appropriate authorities immediately if undetonated explosives are encountered – do not touch the explosives.
- Evacuate the area to a safe muster point
- **First Aid.** If reasonable to do so, administer first aid on any casualties
- **Supervisor,** if available, must notify Company Manager. The Supervisor must complete the Incident Investigation Report
- **Do Not re-enter** until given the all clear from authorities.
- **Record and report** keep track of the details of the event and report this information to the authorities

Revised April 2015

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Fatigue Management

Created on September 5, 2013 and Revised by July 30, 2015

Introduction

Fatigue reduces a person's ability to work safety and effectively and is considered a mental impairment. As a result, fatigue increases risk of injuries or other incidents. If you see a worker is experiencing signs of fatigue, please ensure you take the necessary steps according to this manual.

Fatigue is the state of feeling very tired, weary or sleepy resulting from insufficient sleep, prolonged mental or physical work, or extended periods of stress or anxiety. Boring or repetitive tasks can intensify feelings of fatigue.

Sometimes, a sleep disorder may cause fatigue. You should ask your doctor or health professional for more information. These conditions include:

- Sleep Apnea
- Insomnia
- Restless Legs Syndrome
- Narcolepsy

Is fatigue a workplace issue?

Research studies have shown that when workers have slept for less than 5 hours before work or when workers have been awake for more than 16 hours, their chance of making mistakes at work due to fatigue are significantly increased.

Other research has shown that the number of hours awake can be similar to blood alcohol levels. WorkSafe BC reports the following:

- 17 hours awake is equivalent to a blood alcohol content of 0.05
- 21 hours awake is equivalent to a blood alcohol content of 0.08 (legal limit in Canada)
- 24-25 hours awake is equivalent to a blood alcohol content of 0.10

Sleep deficit has been linked to large scale events such as the Exxon Valdez oil spill and the nuclear accident at Chernobyl. Most incidents occur when people are more likely to want sleep – between midnight and 6 am, and between 1-3 pm.

What are the effects of fatigue?

- Reduced decision-making ability
- Reduced communication skills
- Reduced productivity / performance
- Reduced attention and vigilance
- Reduced ability to handle stress on the job
- Reduced reaction time - both in speed and thought
- Increased errors in judgment
- Increased sick time, absenteeism, rate of turnover
- Increased medical costs and
- Increased incident rates

Learnings and Suggestions:

- Set clear expectations about not working while impaired by fatigue. Open two-way communication between all workers will help identify opportunities to reduce fatigue.
- Long commutes and drives at work often lead to feeling tired. Taking breaks to get some fresh air and get the muscles moving helps drivers stay alert.
- Consider having a co-pilot in the passenger seat who is trained up to help identify road hazards, use the 2-way radio and keep the driver engaged.
- The best remedy for fatigue is sleep. Don't push it when you are impaired by fatigue; stop and rest until you are ready to work again. Find out what causes your fatigue and work to fix it.

Sleep is the single most important health maintenance, disease preventing, and healing activity that the human body engages in. A typical adult requires approximately nine hours of sleep per night.

Steps to Perform This Task Safely

- To avoid sleep deprivation:
    - Avoid caffeine in the afternoon and evening. Caffeine remains in the body for 5-8 hours and affects your ability to sleep
    - Alcohol helps induce sleep, however alcohol also can disturb sleep cycles
    - Ensure you communicate with your supervisor if you are extremely tired as it is unsafe to work in this condition

Reference Materials:

- Managing Fatigue (BC Forest Safety Council). Retrieved from http://www.bcforestsafe.org/node/2513

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Garbage Disposal

Created on September 5, 2013 and Revised by March 25, 2015

Introduction

Garbage in the forest will attract wildlife and cause environmental degradation

Steps to Perform This Task Safely

- Garbage that gets packed in must get packed out
- It is NOT acceptable to bury garbage of any type.

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Lifting Heavy and/or Awkward Objects

Created on September 5, 2013

Introduction

Muscles are often damaged by movement that is sudden, unexpected, or unfamiliar. This damage is most likely to occur if the muscle:

- Lacks strength due to inactivity
- Has not been warmed up and stretched before activity
- Is tired due to repetitive movement, whole body vibration, or long periods of sitting or standing in one position
- Is forced, through improper technique or over-estimation of ability, to lift or carry more than it is capable of.

Critical Task Inventory

- Warm-up and Stretching
- Heavy/Awkward Object Handling

Steps to Perform These Tasks Safely

Stretching

- Muscles should be warmed up, prior to beginning ANY work activity.
- Gradually and lightly stretch before starting work. The more strenuous the planned work, the more the muscles should be stretched prior to beginning the activity.

Lifting

- Place your feet shoulder width apart for good balance
- Bend your knees and keep your back straight
- Keep the load close to your body
- Lift gradually with your legs and hips, keeping abdominals tight. Do not lift with back or waist
- Lift smoothly and without jerking
- Turn with your feet, not your hips or shoulders. Twisting can overload your spine
- Lower the load by bending your legs – NOT YOUR BACK
- Use common sense and TAKE YOUR TIME

Carrying

- Keep the load close to the center of the body

Repetitive Lifting

- If there is a mechanical option do not do any heavy lifting
- Configure the work space to avoid awkward positions
- Decrease the weight of each lift – split the load if you are able
- Add grips to objects being handled if possible

Heavy Loads

- DO NOT LIFT more than you can handle
- Avoid lifting higher than shoulder height. Use a step stool or ladder if need be
- Use a mechanical aid such as a dolly, crane, forklift, or pallet jack when available
- Ask for help whenever possible
- Do not challenge your lifting abilities

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Smoking and Camp Fires

Created on September 5, 2013 and Revised by March 25, 2015

Steps to Perform This Task Safely

General Smoking Rules

- Use lighters, not matches
- Smoke only in designated areas – usually should be an area with bare soil or gravel and little or no combustible woody materials
- Smoking is not permitted within 10 metres (30 feet) of any fuel storage (including barrels, drums and jerry cans)
- Smoking should only take place on major roads or landings or other locations as approved by customer's representatives
- Smoking policies may also change with the weather conditions. During high fire hazard season, it is possible that smoking may not be permitted at all
- Ensure cigarettes are fully extinguished
- E-cigarettes and smokeless products are classified the same as smoking within these rules as well as the legislation/acts, both in BC and Alberta.
- All cigarettes, e-cigarettes and smokeless products must be stored in personal packs or on their person and not in trucks or company property.

Company Vehicles

- There will be no smoking in any company vehicle regardless of passenger preferences

Burn Blocks

- Use added caution when smoking in or near burns as the remaining material can be extremely dry and hazardous

Camp Fires

- There are no open fires (i.e. camp fires) permitted either on the block or in camp unless approved by both the customer and the company.
- Warming fires must be approved by the customer and/or the supervisor

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Tick-borne Illnesses

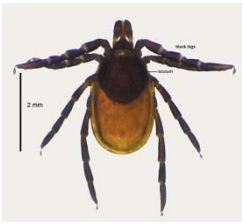
Created on September 5, 2013 and Revised by March 25, 2015

Introduction

Certain diseases can be carried by ticks that are found in wilderness/rural areas. The most common of these are "Rocky Mounted Spotted Fever", and "Lyme Disease". These are bacterial infections that are transmitted to humans following the bite by particular species of tick.

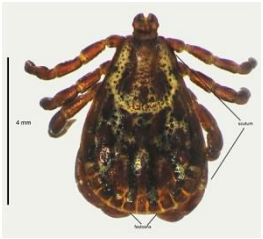
Ticks are not insects, but members of the spider family. They cannot fly and must walk to wherever they are going; however, they often crawl up long grass or brush and "hitch" a ride when an animal or person brushes past.

They have 8 legs, which usually have hook-like tips that make it easier to grab onto their potential host. Their colors vary, depending on the species and may range from tan, through reddish-brown to dark brown of black. Their size may range from very small (about the size of a dot of this size►· up to 2 mm length. They become carriers of disease after feeding on the infected blood or tissues of animals (e.g. deer, rodents, mammals and/or birds).



Deer Tick (above)

Western Black-legged Tick



Rocky Mountain Wood Tick

Dog Tick

Where are they encountered?

Ticks live in some of our favourite outdoor places; like grassy fields, the woods, gardens, beaches and nature parks. Ticks need blood to survive, so they choose to live in habitats frequented by potential mammal hosts. Areas with dense deer populations or high rodent populations are often hotspots for tick borne diseases.

The highest risk of exposure to ticks occurs immediately following snow melt for 6 to 8 weeks, although can be encountered any time between May to September.

Exposure Prevention

- Walk on cleared trails whenever possible
- Wear light-Colored clothing to make it easier to see ticks.
- Wear a hat, and tuck shirt into pants and tuck pant cuffs into socks and boots
- Put insect repellent onto clothing, and onto exposed skin at high risk areas (e.g. ankles, wrists and neck openings
- Check clothing/scalp after visiting areas where tick may be present.

Symptoms

- Tick bites may go unnoticed or one may experience a red rash around the bite usually occurring within 3 days to a month after initial contact
- General symptoms of tick-borne illnesses are similar to that of the flu
- For Lyme Disease, a painless skin rash may also appear resembling a bull's eye (see graphic to right). The rash is usually 4-20 inches long and feels warm to the touch. The rash will usually occur near the initial bite; however, it may not always appear
- Some of the cases of tick-borne illnesses may cause paralysis which can develop within a few hours to a few days after transmission
- Without medical attention, tick-borne illnesses may cause arthritis, abnormalities of the nervous system, meningitis, irregular heart rhythms and if untreated, may result in chronic illness or death.

Things Not to Do

Do not try to remove any tick by

- covering it with grease, gasoline, oil, etc.
- holding hot objects (e.g. hot match, cigarette) against the tick
- squeezing the body of the tick during removal as the chance of infection will increase

Tick Removal

- The most important thing to do is to remove all ticks, including mouth parts underneath the surface of the skin
- If possible, have tick removed by doctor or nurse
- Use tweezers/forceps to gently hold tick as close to skin as possible. Don't touch tick with hands – wear synthetic gloves if possible
- Without squeezing the tick, steadily lift straight off the skin. Make sure ALL of the tick is removed
- Clean bite with soap and water. Disinfect with an antiseptic
- If you remove it yourself, follow-up with a visit to a doctor or nurse to ensure that ALL of the tick was removed

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

West Nile Awareness

Created on September 5, 2013 and Revised by March 25, 2015

Introduction

West Nile Virus (WNV) is a mosquito borne virus. It is transmitted to humans through bites by infected mosquitoes who have become carriers of WNV after biting infected birds.

Symptoms

- Most people bitten by infected mosquitoes will not experience any symptoms
- Approximately 1 in 5 people bitten by an infected mosquito will develop mild flu-symptoms 3 to 14 days after initial transmission. Symptoms can last up to 7 days
- Less than 1% of people will develop more serious symptoms. Those most at risk are those individuals with chronic diseases, compromised immune systems and the elderly.

Exposure Prevention

- Preventing exposure is the best way to protect health by reducing the chances of getting mosquito bites
- Wear light Colored clothing. Mosquitoes are more attracted to dark Colors
- A mesh bug hat and mesh bug jacket may be useful if high levels of mosquitoes are present
- Use an insect repellent according to the manufacturer's directions
- Avoid wearing scented products
- Treat all dead birds with caution. Synthetic gloves should always be used when handling any dead birds

Concerns

Contact 24 hour BC Nurse Line Toll free in BC – 1-866-215-4700

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

WHMIS 2015 Orientation

Created on September 5, 2013 and Revised by March 7, 2016

Spill Emergency Response Procedures

Introduction

The Workplace Hazardous Material Information System (WHMIS) is Canada's hazard communication standard for controlled products that present a hazard to workers. There are 2 hazard groups (Physical and Health) and the two hazard groups are further divided into hazard classes. Through this system, information related to the hazardous product is provided to the employer by the supplier of the product, and then conveyed to the Company's employee.

	**Exploding bomb** (for explosion or reactivity hazards)		**Flame** (for fire hazards)		**Flame over circle** (for oxidizing hazards)
	**Gas cylinder** (for gases under pressure)		**Corrosion** (for corrosive damage to metals, as well as skin, eyes)		**Skull and Crossbones** (can cause death or toxicity with short exposure to small amounts)
	**Health hazard** (may cause or suspected of causing serious health effects)		**Exclamation mark** (may cause less serious health effects or damage the ozone layer*)		**Environment*** (may cause damage to the aquatic environment)
	**Biohazardous Infectious Materials** (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

WHMIS Components

- Labels on the containers of hazardous products
- Safety Data Sheets (SDS) to supplement the label with detailed hazard and precautionary information; and
- Employer-provided training

Benefits

- Prevents injuries through proper handling and use
- Promotes emergency preparedness
- Promotes the availability for protective equipment
- Improves compliance with legislation

Responsibilities

There are three key participants that have specific responsibilities under the WHMIS Program:

1. **Suppliers**
   - Classify all controlled products
   - Supply proper labels and SDS
   - Keep information on labels and SDS current
2. **Employers**
   - Educate and train workers
   - Provide safe work procedures, including the appropriate PPE
   - Ensure availability of proper up-to-date labels and SDS
3. **Workers**
   - Understand content and significance of labels and SDS
   - Follow safe work procedures
   - Notify employers about problems with labels and SDS

SDS (Safety Data Sheets)

A Safety Data Sheet (SDS) contains information on the potential health and safety hazards and precautions of using, storing and handling a specific hazardous product, as well as procedures to follow in the event of an emergency

SDS Content:

- Identification
- Hazard Identification
- Composition / Information on ingredients
- First-aid measures
- Fire-fighting measures
- Accidental Release measures
- Handling and storage
- Exposure controls / Personal Protection
- Physical and Chemical Properties
- Stability and reactivity
- Toxicological information
- Ecological information
- Disposal considerations
- Transport information
- Regulatory Information
- Other Information

SDS must be readily available to workers at all times. Workers are encouraged to review the key information on the SDS prior to using the product

Labels

The purpose of labels is to alert (notify) workers to the main hazards of controlled (hazardous) products and provide instruction for safe handling

There are two types of labels

- Supplier labels
- Workplace labels

Supplier Label Requirements

Supplier must provide labels on containers holding controlled products.

Supplier Label Content

- Product identifier
- Initial supplier identifier
- Pictogram(s)
- Signal Word
- Hazard Statement(s)
- Precautionary statement(s)
- Supplemental label information

Workplace Labels

Workplace labels are required

- Where the supplier label has been damaged or is missing
- On secondary containers where the product has been transferred from the original container
- On containers containing controlled products produced by the employer

Workplace Label Content

- Product name
- Safe handling procedures
- Reference to the SDS for more information

The format of the workplace label is flexible and may be in the language of choice in the workplace

Forms of Hazardous Products

Hazardous products come in a variety of forms. The form that the chemical takes will affect how it interacts with the human body. Forms include:

- Dusts
- Fumes
- Smoke
- Liquid
- Mists
- Vapors
- Gases

Methods of Exposure

The form that a hazardous material takes on will affect how it enters the human body. There are three primary routes of entry into the body.

Ingestion

This means taking a material into the body by mouth (swallowing). Ingestion of toxic materials may occur as a result of eating or smoking with contaminated hands.

Absorption

Substances that contact the eyes and/or the skin may be either absorbed into the body or cause local effects

Inhalation

Taking a material into the body by breathing it in. In the lungs, very tiny blood vessels are in constant contact with the air we breathe. As a result, airborne contaminants can easily be absorbed through this tissue

Effects of Hazardous Materials

There are two primary effects of hazardous materials

Acute Affects

Acute affects, such as skin, rashes, headaches, nausea, and fever occur immediately or soon after the exposure and can usually be reversed by ending the exposure to the hazardous material. Acute affects can sometimes be fatal, such as the sudden collapse of an employee who has been exposed to high levels of carbon monoxide

Chronic Affects

Chronic affects, such as emphysema, cancer, and birth defects may not be detected until long after exposure to the hazardous material. Such affects are often difficult or impossible to trace to the source and are sometimes impossible to cure because they are detected long after the damage has been done.

Training

- WHMIS training course approved by company ownership
- All Fire crew staff must complete WHMIS training annually as part of their yearly review.
- Non-Fire staff must complete WHMIS every two years.
- All staff should ask our clients and customers of any procedures or protocol when working on their project or land.

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Wildlife Encounter Avoidance

Created on September 5, 2013 and Revised by March 25, 2015

Introduction

Workers can modify their behavior, so they don't attract wildlife to their worksites.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Whistle	Recommended

Steps to Perform This Task Safely:

- Respect all wildlife – all are potentially dangerous; Never approach or attempt to feed wildlife
- Put all garbage in approved garbage receptacles. If there are no receptacles, pack out what you pack in
- Never bury food or garbage
- Pack out any leftover food and/or garbage
- Do not store toiletries, such as shampoo or toothpaste in tents
- Never bring food close to the tent or store it in the tent
- Make noise while you are walking or working to avoid an encounter
- Work in pairs if there is an indication of bears or other hazardous wildlife in the area
- If you don't want to use a bear bell, talk, sing or make other noise to let bears know you are around
- A whistle can help signal others in case of an emergency
- Do not use personal music players and/or wear earphone/ear buds as you can't hear what is going on around you
- Be aware of your surroundings and signs of wildlife (i.e. tracks, scat, damaged trees)
- Avoid wildlife kill areas as Bears, cougars and wolves may aggressively protect them
- Avoid any moose in an area, especially a female moose with calf. Some bush workers feel the moose is the most dangerous creature in the forest
- Report wildlife sightings and aggressive behavior to the Crew Leader or Supervisor

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Working around Standing Timber

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA approved footwear	Required
Hi-vis clothing	Required
CSA approved eye protection when eye hazards are present	Required
Face Shield where face hazards are present	Required
Hearing Protection where noise hazards are present	Required
Job Specific work gloves	Required (for most work)
Personal First Aid Kit	Required
Hand Held Radio, cell phone, satellite phone and/or SPOT Device	Required
Epi-Pen for personnel allergic to stings	Required (on most worksites)
Whistle	Required (on most worksites)
24 Hour survival kit	Required

Steps to Perform This Task Safely

- Stay at least TWO (2) times the height of the trees away from potential hazardous trees
- Evacuate the area if trees are seen or heard falling from wind or snowfall

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Working in Extreme Cold

Created on September 5, 2013

Introduction

Working in extreme cold can be a dangerous situation. Many injuries can occur from working in extreme cold, both from temperature and wind. It is important that employee understand those injuries and how to avoid them

PPE or Related Safety Equipment Requirements Summary

- Wear clothes in multiple layers starting with a thin inner layer and getting thicker with each layer.
- The inner layer should provide insulation and be able to "wick" moisture away from the skin to help keep dry.
- The outer layers should provide insulation for weather conditions and should be easy to open or removed before you get too warm.
- If working in wet conditions the outer layer should be waterproof and/or a windbreaker also
- A wool knit cap or liner under a hard hat can reduce excessive heat loss
- Keep clothing clean as dirt fills air cells in fibers and destroys its insulating ability
- Gloves should be used below four (4) degrees C for light work and below minus 7 degrees C. for moderate work.
- Cotton is not recommended as it stays wet and loses its insulating properties. Wool or synthetic fibers are recommended
- Wear one pair of thick, bulky socks or two pairs – one inner sock of silk, nylon, or thin wool and a slightly larger, thick outer sock. Liners made from polypropylene will help keep feet dry and warmer by wicking sweat away from skin. Have extra socks on hand at all times to change into.
- Wear the right thickness of sock for the work boot. If socks are too thick, the boots will be tights and the sock will lose insulating properties.
- Hardhat liners and/or toques are mandatory when working below minus15 degrees C

Reference Materials:

- Canada Centre for Occupational Health and Safety
- WorkSafe BC Pamphlet entitled "Hypothermia - Surviving the Cold"

Steps to Perform This Task Safely

- Consumption of alcohol will cause body heat to be lost more quickly.
- Wind will greatly increase the amount of heat lost at any given temperature (wind chill) and will increase the probability of hypothermia and frostbite. The Wind Chill Index should be consulted before undertaking any work in cold, windy conditions.
- To conserve body heat, dead air space between the body and the outside air is essential. This requires layers of clothing and a wind proof shell. Clothing must also "breathe" to allow evaporations of sweat.
- Metal will rapidly conduct heat away from the body. Do not let bare skin come in contact with metal.
- Schedule frequent breaks in a warm (not hot) area. Decrease time of duty as temperature drops.
- Monitor all personnel frequently, watching for signs of impaired judgment or frostbite.

- When travelling in cold weather, be prepared in case of being stranded, with extra clothing, blankets, candle and food.
- When stranded in a storm, stay in the vehicle and face the vehicle into the wind if possible. Run the vehicle periodically, being careful that exhaust gas (carbon monoxide) does not enter the vehicle.
- When stranded, a candle will provide heat and light, and stuffing from seats can be placed in clothing for additional insulation.

Frostbite

- Get to a warm place and remove any wet clothing
- When frostbite is observed, gently warm (with warm water if available) the affected area gently and slowly until the skin appears red and warm. If no water is available, then breathe on skin with cupped hands. Do not rub or massage the skin or break blisters.
- Do not use direct heat from heating pads, radiator, or fires
- If there are blisters loosely apply dry, sterile dressings. Put gauze or clean cotton balls between fingers or toes to keep them separated

Signs and Symptoms of Frostbite

- White patches of skin that are numb
- Skin that is white or grayish-yellow and feels hard, waxy, or numb, or is blistering or becoming darkened or black
- Other symptoms include swelling, itching, burning, and deep pain during the rewarming/healing process

Hypothermia

- Get indoors
- Remove wet clothing and get dry if needed
- Warm the trunk first, not hands and feet
- Wrap in blankets or put dry clothing on
- Do not get into warm water – rapid warming can cause serious damage
- Don’t apply anything warm directly to the skin, wrap hot water bottles or hot packs in cloth

Signs and Symptoms of Hypothermia

- Confusion, memory loss, or slurred speech
- Drop in body temperature below 95 degrees Fahrenheit / 35 degrees Celsius
- Exhaustion or drowsiness
- Loss of consciousness
- Numb hands or feet
- Shallow breathing
- Shivering

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING

Working in Extreme Heat

Created on September 5, 2013

Introduction

Working in extreme heat can be a dangerous situation. Many injuries can occur from working in extreme heat, both weather related and working around extreme heat such as fire. It is important that employee understand those injuries and how to avoid them.

Reference Materials:

- Canada Centre for Occupational Health and Safety
- WorkSafe BC Booklet entitled "Preventing Heat Stress at Work (Booklet BK 30)

Steps to Perform This Task Safely

- Wear loose fitting, breathable clothing, long pants and shirt.
- Wear sun glasses to protect eyes where possible
- Allow time to acclimatize to hot environments
- Drink adequate replacement fluids, at least ½ - 1 cup of water every 15-20 minutes
- Avoid drinking carbonated drinks
- Limit the intake of fruit juices and/or Gatorade type drinks
- Monitor caffeine intake as it can cause dehydration
- Take breaks in shaded, or if possible air-conditioned areas

Heat Illnesses

- Heat Illnesses include
    - Heat stroke
    - Fainting
    - Heat exhaustion
    - Heat Cramps
    - Rashes
    - Heat Fatigue
- Rehydrate with small sips of water, a mouthful at a time. Water, sports drink and other electrolyte replacement drinks may need to be used
- Move to a cooler environment
- Remove clothes to help with air circulation
- Misting the skin with cool water
- Immerse in cold water or use ice packs

Signs and Symptoms

- Nauseous, Dizzy or Weak
- Clumsiness, collapse or convulsions
- Headache
- Profuse sweating
- Muscle cramps

Heat Exhaustion and/or Heat Stroke may become fatal if not properly treated.

H.I.S. Wildfire FS Inc.
TRAINING BRIEFING
Workplace Bullying, Harassment and Violence

Created on September 5, 2013

Introduction

Knowing what workplace bullying, harassment and violence is and what you can do about it goes a long way to ensuring your safety.

About Workplace Bullying, Harassment and Violence

Bullying and Harassment

- Any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.
- Examples of bullying and harassment may be:
    - Verbal aggression or insults
    - Calling someone derogatory names
    - Harmful hazing
    - Vandalizing personal belongings
    - Spreading malicious rumors
    - Social isolation

Intimidation

- Intimidation ranges from threatening body language, damage to facilities or equipment, or to threatening notes or letters. Someone blocking your path can also be intimidation

Verbal Assault

- Yelling, screaming, and name calling are just some examples of verbal assault. It also includes threats to you, your property and/or your family.

Physical Assault

- An intentional act by one person to threaten and cause bodily harm to another
- This can also include tossing materials to you that are too heavy for you to catch

Homicide

Another name for murder

Recognizing the Warning Signs

The following signs are considered clear indicators that workplace violence could occur if not addressed promptly

- An outgoing, usually communicative employee becomes withdrawn and quiet
- An employee is always late, is argumentative with other employee, contractors or sub-contractors, and behaves erratically
- An employee expresses a keen interest in guns, weapons and violent sources of media
- An employee makes comments about violent means of dealing with, or coping with, a particular situation
- An employee talks about “having nothing to lose” or “not caring about anything anymore”

Reporting Warning Signs

- Observed warning signs should be discussed with your supervisors or the owners of the company and/or reported to the RCMP
- Observed warning signs should be documented on a company incident report and handed into the office as per reporting procedures.

Reacting to Irate Persons

- Focus on emotions first, try to remain calm and try to calm the other person
- Try to avoid escalating the situation. Find ways to help the irate person save face
- Listen carefully and try to put yourself in the person’s shoes, so you can better understand how to solve the problem
- If you cannot calm the person, ask for help from another employee, or supervisor
- When dealing with clients, a risk assessment will be undertaken to determine if violent behavior may be encountered.

Minimizing the Risk

- Know the warning signs and report concerns to a supervisor
- Remove yourself from any situation that looks like it could lead to workplace violence or harassment and immediately report to your supervisor.

Steps to Perform This Task Safely - Reacting to Workplace Violence

Say No

- Make it clear to the aggressor that you are not interested in the situation
- Remain calm if possible but communicate clearly that you will not take part

Remove Yourself

- Remove yourself from an uncomfortable situation
- The potential for a violent act can often be removed when aggressors have time to cool down

Initial Actions

- If an employee becomes a victim of a violent act or threatening behavior first secure his/her safety, get out immediately and report to any supervisor to let them know what is going on

- Call 911 if the situation requires medical or law enforcement assistance

Reports

- Any incidents of workplace bullying, harassment or violence must be reported in writing to ownership on an incident report.
- All reported incidents of workplace bullying, harassment or violence, including any form of a threat or threatening behavior, will be deal within 48 hours and any disciplinary actions will be taken. Each incident will be handled with discretion, confidentiality, and with respect for both the humanity and rights of all persons concerned.
- Employee may be encouraged to report the incident to the local RCMP. The company may report the incident to the local authorities as well
- Employee may, at the supervisor's or manager's discretion, be referred to an assistance program.

Training

Employee will receive instructions regarding workplace bullying and harassment during orientation upon hiring.

SECTION 6
SAFE WORK PROCEDURES

SAFE Work Procedures are critical to ensure the safety of each worker. The following SAFE Work Procedures have been developed relative to the tasks that H.I.S Wildfire FS Inc. performs.

All SAFE Work Procedures will be reviewed at the All Staff Training Briefing each year and to any new staff orientation when an employee has been away from the work activity for more than 6 weeks. These procedures will be reviewed annually by the Safety Committee to ensure the standards stay current. Further to that, if there are any new procedures mandated by regulatory bodies, the SAFE Work procedures will be modified at that time. Any changes to the SAFE Work Procedures will be communicated to employee and if any training that is needed will be conducted.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES
Aerial Suppression and Foam/Retardant Delivery Systems

Created on September 5, 2013

Introduction

During fire suppression Helicopters or fixed wing aircraft deliver foam and retardant via airdrops to assist in controlling wildfires. This task comes with some hazards and workers need to be familiar with this to ensure the safety of themselves and their co-workers.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Approved Hard Hat of a distinguishable Color	Required
CSA approved footwear	Required
Fire resistant pants and shirts or coveralls	Required (on or near fire situation)
CSA approved eye protection	Required
Face shield where face hazards are present	Recommended
Hearing Protection where noise hazards are present	Required
Job Specific work gloves	Required (for most work)
Personal First Aid Kit	Required
Hand Held Radio and cell phone	Required (on some worksites)
Epi-Pen for personnel allergic to stings	Required (on most worksites)
Whistle	Recommended
24 Hour survival kit	Required

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- All Applicable SAFE Work Procedures specific to the job
- All Training Briefing Resources

Training

- WHMIS
- Safety Data Sheets

Reference Materials:

- Student books for all training courses
- Material Safety Data Sheets

Steps to Perform This Task Safely:

Aerial Suppression

Air tankers are used on fires for Initial Attack, Supporting the action within the first burning period and providing ongoing suppression action.

Fire Retardants

Fire retardant is any substance that, by physical or chemical action, reduces or inhibits combustion, thereby slowing or retarding the rate of spread of the fire. The purpose of apply retardant from the air to forest fuels is to slow or halt the spread of fire until ground crew arrive. Fire retardants are not intended to extinguish the fire.

- People with known allergies should be extremely careful when working with retardants
- Proper handling precautions should always be taken when handling these chemicals
- Wear gloves, wear coveralls, and wash skin thoroughly after contact
- If personnel and equipment are going to be cut off by a fire, a "Safety Island" can be built with retardants. An area is well coated with retardant and the personnel and equipment move into it after the drops are complete
- Ensure the Air Attack Officer formulates an attack plan with the crew leader
- Assess the situation once the attack has been executed
- Determine when the air tanker objectives are met
- Converse with all aircraft crew leaders
- Actions may be terminated for the following reasons:
    - The objective was achieved
    - Safety
    - Beyond Resources
    - Higher priority
- The crew leader or other applicable supervisor must remain in contact with the Air Attack Officer during any air tanker action
- Firefighters who do not have radios must listen for the bird dog aircraft siren
- If caught in a drop area do the following:
    - Lie face down towards the tanker or drop area and cover your head
    - Hang onto something
    - Place hand tools to your side or behind you
    - Stay clear of snags and dead branches
    - Don't move back to the fire line until you are sure the last drop has been made
    - Watch your footing when working in the retardant after the drop.

Foam Application

Firefighting foams have been used for wildfires only during the past 10-15 years. There are 3 different types of foams, Wet, Dripping and Dry. Foams increase the effectiveness of water, provide a short-term fire barrier and are visible from the ground or air.

- Personnel involved in handling, mixing and applying foam concentrates or solutions must be trained in the proper procedures to protect both their own health and safety and the environment
- Avoid exposing skin to the concentrate
- Special PVC-coated, non-slip gloves should be supplied when handling foam
- Avoid inhaling foam concentrate vapors
- Wear rubber boots when working with foam.
- Wash hands after any contact with foam

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Angle Grinder Operation

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Job specific Work Gloves	Recommended
Operator Manual accessible	Required

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the angle grinder. Your supervisor should demonstrate how to use this tool, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Lockout Procedures
- Electrical Cord Safety
- Lockout Procedures
- General Worksite Safety

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Do not use if in unsafe condition and report deficiencies on a Corrective Action Log and return to the office
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.
- Do not wear loose clothing, jewelry or rolled up sleeves
- Tie all long hair back
- Remove all jewelry
- Use in a well-lit area and on a level space
- Ensure the switch is in the "off" position before plugging it in

Wheel Selection

- Wheels are made only for grinding certain items. Do not grind rough forging on a small precision grinding wheel
- Ensure the grinder speed does not exceed the operating speed marked on the wheel
- Visually inspect wheels for possible damage before mounting
- Do not use a wheel that has been dropped

Inspections and Set-up

Angle grinders should be visually inspected before each use:

- Guards in place
- The speed rating of the grinding wheel must be equal or exceed the speed rating of the grinder.
- Check the speed stamped on the wheel blotter against the arbor speed of the machine to ensure the safe peripheral speed is not exceeded.
- Check electrical cord and plug for any signs of fatigue or exposed wires. Do not use any electrical cord that shows signs of fatigue

Start-Up and Use

- Apply gradual pressure to allow the wheel to warm up evenly
- Do not grind on the side of a regular wheel
- Do not touch the ground portion of the work piece until it is cool
- Shut off the power when doing other work and do not walk away from the wheel until it has come to a complete stop
- Clean the work area when you are finished using the grinder
- When not in use place grinding wheel up

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

ATV/UTV Operations

Created on September 5, 2013 and Revised by March 25, 2015

Introduction

An ATV (All-Terrain Vehicle) is designed for off-highway use; travel on low-pressure tires and designed to be straddled. UTV (Utility Transport Vehicle) is a side by side small 2-person or 6-person four-wheel drive off-road vehicle.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing	Required
Approved motorcycle helmet	Required – (Full Face Helmet recommended)
CSA approved eye protection	Required
Hearing Protection where noise hazards are present	Required
Job specific work gloves	Recommended
Personal First Aid Kit	Required
Operator's manual accessible	Required

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- Equipment inspection daily
- All SAFE Work Procedures specific to the job
- All Training Briefing Resources

Training

- An ATV and/or UTV training course needs to be completed before any staff can operate the vehicle. All operators must have a valid driver's licence before operating an ATV and/or UTV.

Reference Materials:

- Manufacturer's Manual
- WorkSafe BC Regulations
- Student Book given by course instructor
- Material Safety Data Sheets

Steps to Perform This Task Safely:

- Ensure the ATV/UTV is used in accordance with the operator's manual supplied by the manufacturer
- The operator must have full control of the unit at all times (tricks and extreme riding are strictly prohibited)
- Only one person is permitted to ride on an ATV unless there is a manufacturer's approved seat for a second person.

- If modifications need to be made to the unit they must be certified by an appropriate professional (i.e. jacking up the frame, adding tanks/tools to the unit). ***check with the manufacturer's manual first to see what modifications are allowed*
- Load and unload the ATV/UTV in a safe manner. Ramps must be at a suitable angle, wide enough, and have an appropriate grip surface for the ATV/UTV tries to properly grip and not slip
- Any cargo must be secured to prevent load shifting.
- Never load tailgate of a UTV and avoid heavy top loading
- If UTV is equipped with seatbelts they must be worn at all times
- Riding in the cargo area of an ATV / UTV is prohibited

Working on Slopes

- Check the Manufacturer's Manual for slope limits
- If there are no slope limits in the Manufacturer's Manual, then the maximum safe operating slope is 5%
- The company will assess the maximum safe operating slope, type of loads that may be carried and where loads can be carried based on individual worksites and hazards. Maximum allowable slopes must be based upon criteria that will ensure the stability of the ATV when it is operated on the slope

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES
Ax, Pick, Pulaski, Spade, Grub Hoe Including Fire Rake, and Shovel Operation

Created on September 5, 2013

Introduction
This SAFE Work Procedure covers all hand tools that require a swinging, raking and digging motion.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Hard Hat – Hi vis Color	Required
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection	Required
Face Shield where facial hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Job specific work gloves	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate all hand tools that require a swinging motion. Your supervisor should demonstrate how to use these tools, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- General Hand Tool Safety

Reference Materials:

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection. If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Ensure handles are smooth and not cracked
- Ensure tool heads are securely attached
- Replace any cracked handles promptly and never repair with tape
- Always keep cutting edges sharp
- Carry an ax or pulaski at your side with the sharpened blade pointing down
- Ensure that axes, pulaskis and other cutting tools are guarded properly if carried in the truck where any workers are riding
- Use the appropriate tool for the appropriate task

Shovel

- Used for digging and clearing with two hands on handle
- Use steady short movement with the shovel to minimize shoulder injuries and thrown debris distance
- Ensure no prying is done with the shovel to minimize damage to handles or to prevent losing balance and falling over
- The head of the shovel is placed in the ground and foot placed on top of spade head. Push down with the leg on the shovel with force.
- Keep firm footing
- Can be used to knock down flames / fire by throwing dirt;
- If the edge of the shovel is sharpened, can be used to cut small brush and roots.
- Should have the edge guarded when not being used

Pulaski

- **Grub End:** use a two-hand hold close to the middle of the handle. Use short choppy strokes to break up ground
- **Axe End:** use a two-hand hold on the handle, one in the middle and one on the end. Use short choppy strokes to break up ground.
    - Ensure that the area is cleared 2 meters around the area of use.
- Should have the edges guarded when not being used
- **Grub Hoe, Axe, and Fire Rake:** Same as Pulaski Grub End

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Ban Saw or Scroll Saw Operation

Created on September 5, 2013

Introduction

A ban saw is a saw with a continuous band of metal with teeth. Scroll saws are saws that are useful in cutting intricate curves.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Job specific Work Gloves	Recommended
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the circular saw. Your supervisor should demonstrate how to use this tool, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Electrical Cord Safety
- Lockout procedures
- General Worksite Safety
- General Power Tool Use
- Ergonomics Program

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report deficiencies on Corrective Action Log and return to the office.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.
- Do not wear loose clothing, jewelry or rolled up sleeves

- Tie all long hair back

Inspections and Set-up

Ban saws should be visually inspected before each use:

- Ensure the switch is in the “off” position before plugging it in
- Check the blade tension and tracking before starting.
- A two-foot perimeter around the saw should be kept clear of people, debris and sawdust that impair traction or footing to avoid slips and falls.

Start Up and Use

- Follow the 3” rule from the blade; always keep fingers 3” from the blade
- Don’t cut stock that is not flat on the bottom without a jig
- Keep a balanced stance at the band saw
- Never clear small pieces while the blade is moving
- Never use your thumbs to push toward the blade
- Never back out of a curve cut while the machine is running
- The teeth of the ban saw blade should point down toward the table
- The blade should be 1/32” from the rear roller bearing behind the blade. The blade alignment tracking should be at the center of the wheels
- Make sure that the upper and lower wheel guard doors are closed when running
- Keep the blade guard & guide only 1/4” above your stock
- Keep bystanders away from the right-hand area of the saw. Broken blades have a tendency to fly out to the right
- Always keep your fingers and hands away from the path of the blade
- To control the stock, use push sticks, feather boards, or any other safety device when cutting small or short stock
- Use a “V” block when cutting cylindrical stock
- Cut at a moderate feed rate into the blade. Do not force a cut
- Cut relief cuts prior to cutting long or tight curves. The relief cuts will free the blade of the tension of the tight curve and the wood will fall away. The blade size will dictate the radius of the cut
- If you need to back out of a cut, shut the machine off, after blade stops, and then back out
- If a blade breaks, shut the machine off and stand clear until everything stops
- If the work is too large for one person to handle, get help holding the stock
- When cutting with the table at an angle, clamp a block to the table to prevent your stock from slipping off the table

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Brush Pile Ignition

Created on February 5, 2019

Introduction

Brush piles can present hazards that are not typically found in wildfire ignition operations. In some cases, the brush piles to be burned are not piled by the Ignitor assigned to ignite them. Careful inspection of the pile is required to ensure it contains woody debris. If materials that could present a hazard to those individuals carrying out the burning have been mixed into the pile (i.e.. Plastics, paint cans, pressurized gas containers), the pile must not be lit. If the hazardous material cannot be removed, the brush pile must be re-piled to ensure only woody debris is in the actual pile. Once the brush pile has been lit, the crew is to maintain a safe distance from the pile in order to avoid radiant heat burns. A safe working distance from a flame front is four times the flame height. In addition, the crew is to stay out of the smoke.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Hard Hat	Required
CSA Approved footwear	Required
Fire Resistant Pants and Shirt	Required
CSA approved eye protection	Required
Face Shield where face hazards are present	Required
Safety Lens sunglasses when working in snow (to prevent glare)	Recommended
Job specific work gloves	Recommended
Personal First Aid Kit	Required

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the ignition device. Your supervisor should demonstrate how to use this equipment, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- All SAFE Work Procedures specific to the job
- All Training Briefing Resources

Reference Materials:

- Manufacturer's Manual
- Material Safety Data Sheets
- Pile Burning Safe Work Procedure
- Drip Torch Operation Safe Work Procedure
- Tiger Torch Operation Safe Work Procedure

Steps to Perform This Task Safely:

Inspections and Setup:

- Ensure that the pile, site, and weather is assessed prior to ignition

- Ensure safety zones are identified
- Always use the safest possible accelerant and ignition source for the situation and circumstance
- All PPE must be worn
- All incidents, including near miss incidents must be reported.
- Ignition Devices must be inspected before used

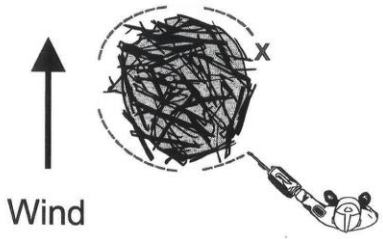
- Do not use equipment if it is in unsafe condition and report any deficiencies on an Equipment Repair Request form and return it to the office
- If equipment is in unsafe working condition tag/flag it; service them, or place in appropriate designated location, or contact appropriate service provider
- Ensure smoke management plan is adhered to
- Check the venting index for the local area you are burning in

- If a burn number or permit is required obtain information from the office
- The supervisor will ensure all safety measures are in place
- Supervisor will assess the risks / hazards and advise the crew members of these risks and the precautions to follow to ensure their personal safety.
- Hazards associated with the site, fuels, weather, topography, tools and what the appropriate PPE and escape routes will be considered in the risk assessment.
- The onsite briefing must address hazards and precautions to ensure safety of those involved in the operations.

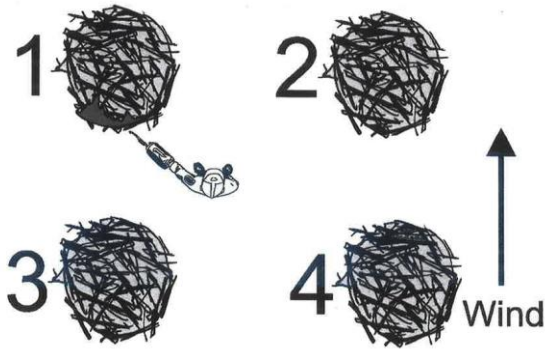
Ignition of a Brush Pile

- Ignite a test pile to ensure proper venting and spread
- A brush pile must be dry enough that, once ignited, it will sustain ignition allowing the pile to be consumed
- Another option for igniting a brush pile that will not readily ignite is to start a small fire beside the brush pile and slowly re-pile the brush onto this fire.
- A brush pile should be lit at the base of the pile.
    - Light the brush pile on its upward side allowing the wind to assist in carrying the fire through the pile

- If winds are light it may be advantageous to light the entire perimeter of the pile to ensure the fire carries through it. The pile should be lit starting on the downward side to keep the ignitor out of the smoke



- Multiple brush piles should take the following into consideration when igniting
  - Direction of wind should be considered
  - Light piles in a sequence that does not cause firefighters to have to work in the smoke from previously lit piles
  - Follow the sequence as directed by your supervisor



Other Considerations

- The number of piles actively burning cannot exceed the crews ability to contain and monitor the piles. Typically 5 piles per member
- Drip torch fuel should be managed and used the same day it is mixed to avoid any mistakes with labelling
- Ensure all containers of fuel have appropriate TDG labels
- Other types of ignition that would use similar ignition techniques are use of fussees, or the tiger torch.

What Not to Do

- Do not transport fuel in the drip torch
- Do not pour petroleum based fuels onto the pile or the ground and ignite it regardless of the ignition pattern
- Do not climb on piles
- Do not ignite more piles than you can extinguish
- Do not remove PPE until it is no longer required

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Brush Saw & Weed Eater Operation

Created on September 5, 2013

Introduction

These tools are designed to cut vegetation such as small trees and grass using various cutting heads.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Hard Hat – Hi Visibility	Required for Brush Saw Use Optional for weed eater operation
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where face hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Hardhat with screens and peltors when using brush saw	Required
Chaps or falling pants when using brush saw	Recommended
Operators Manual accessible	Required

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the brush saw and weed eater. Your supervisor should demonstrate how to use these tools, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Electrical Cord Safety
- Lockout Procedures
- General Power Tool Use
- General Worksite Safety

Reference Materials:

- Manufacturer's Manual
- Material Safety Data Sheets

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report deficiencies on Repair Log and return to office.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.

- Do not wear loose clothing or rolled up sleeves
- Tie all long hair back
- Ensure the switch is in the “off” position before plugging it in

Inspections and Set-up

Brush saws and weed eaters should be visually inspected before each use:

- Check for loose/missing nuts, bolts and screws and tighten or replace if necessary
- Ensure there are no leaks in any of the fuel lines and do not operate if leaks are found
- Guards in place and operational
- Check all blades for damage and cracks

Start-Up and Use

- Never put hands or fingers in the path of the blade
- Remove any foreign material away from the engine, cutting tools and guards
- Keep the working area clean of debris
- Do not operate if the line cutter is missing

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES
Camp Sites, Recreational Sites and Other Maintenance Operations

Created on September 5, 2013

Introduction

Camp Sites, Recreational Sites and other Maintenance Operations include work trail work, cleaning, construction and installation.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Long pants	Required
Hearing Protection	Required
CSA Approved footwear	Required
Hi-Vis clothing and type pant	Recommended
CSA approved eye protection	Required
Hearing Protection where hearing hazards are present	Required
Loose fitting clothing	Required
2-way radio in vehicle programmed with all road frequencies in the operating area, and vehicles must have BC Forest Service channels and customers' frequencies.	Required
Job specific work gloves	Required
Cell phone and/or satellite phone on person	Required
Personal First Aid Kit on person	Required
Level 1 First Aid Kit in vehicle	Required
24-hour survival kit	Required

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- All Applicable SAFE Work Procedures specific to the job
- All Training Briefing Resources

Training

- Ensure your supervisor has fully trained you on how to operate any tool/equipment/machines that you may need while doing the tasks associated with campsites, recreational sites, or other maintenance operations. Your supervisor should demonstrate how to use these items, and observe you working with it until satisfied that you can operate it safely.

Reference Materials:

- Standard contract maintenance guidelines
- BC Parks Construction Plans
- Material Safety Data Sheets

Steps to Perform This Task Safely:

- Gas, oils, cleaning supplies, or tools stored properly and not in the cab of the trucks
- Caution must be taken when transporting, loading and unloading tools in vehicles.
- General tool maintenance and operations
- Proper planning of routes and campsites must be planned before commencing work and any concerns or dangers must be identified and eliminated prior to commencing work.
- Ensure roads are safe to drive at all times
- Be familiar with the closest point of communication and secondary communication option.
- Study worksite and surroundings before commencing operations at each site.
- Operate all tools according to manufacturer's instruction and for the purpose they are designed for
- When working around open outhouse pits cover or flag area
- When using machinery please review *"Equipment Operations"*
- When using chainsaw please review *"Falling SAFE Work Procedures"*
- When using power tools please review *"Individual Tool/Equipment SAFE Work Procedures"*

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Chainsaw Operation

Created on September 5, 2013 and Revised by March 25, 2015

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Hard Hat – Hi Visibility Color	REQUIRED
CSA Approved footwear – Upper must be minimum 8" (20cm)	Required
"Logger's Tie" on boots	Recommended
Caulk boots when walking on logs	Recommended
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection	Required
Face Shield where face hazards are present	Required
Safety Lens sunglasses when working in snow (to prevent glare)	Recommended
Hearing Protection where hearing hazards are present	Required
Wear cut-resistant gloves that fit and grip well, and that provide vibration protection.	Recommended
Leg Protective pants – minimum of 3600 Threshold Chain Speed (TCS)	Required
Personal First Aid Kit	Required
Hand Held Radios	Required
Wedges and Single Bitted Axe available	Required
Chain Saw Tool Kit Available	Required
Operators Manual accessible	Required

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the power saw. Your supervisor should demonstrate how to use this equipment, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- All SAFE Work Procedures specific to the job
- All Training Briefing Resources

Reference Materials:

- Manufacturer's Manual
- Falling Safe Work Procedure
- DTA Safe Work Procedure
- Oil and Gas Industry Faller Training Standard
- Material Safety Data Sheets

Steps to Perform This Task Safely: Choosing a Chainsaw

- Ensure the saw is the right size for the job and CSA approved
- Ensure there are Manufacturer's full-wrap handlebars to improve management of kickback potential
- Ensure bar length and chainsaw are compatible with timber size and activity
- Match powerhead to bar length and bar length to body height

- Have a spare chainsaw readily available and carry spare parts

Carrying a Chainsaw by Hand

- Use a good safe trail and always wear caulked footwear
- Clear trail to avoid falls
- Carry chainsaw with bar and chain pointed behind you
- Shut the chainsaw off when carrying it for any distance
- Ensure to activate the chain brake when the chainsaw is idling to prevent the chain from rotating or when moving (walking) with the chain saw running
- Carry chainsaw on the low side or down slope, away from the body
- DO NOT carry the chain saw on your shoulder, unless proper protection and carrying equipment is used.

Chainsaw Refueling

- Use approved gas and oil storage containers
- Refuel on a stump or on ground free from debris, brush or snow
- Never refuel on the last tree felled to avoid exposure to overhead hazards from an unsettled canopy
- Ensure gas and oil are located a safe distance away from falling activities after refueling. Plan work so you can rotate back to where the gas and oil containers are stored before running out of fuel

Chainsaw Maintenance

- Keep chainsaw clean and free from debris and oil
- Inspect air filter and clean or replace as required
- Clean out dirt, oil and wood chips from around the starter recoil and inspect for cracks
- Inspect rewind cord for wear and replace if worn
- Inspect and clean cooling fins and air intake
- Inspect guide bar trueness and rail wear. File off the burrs
- Check guide bar trueness and rail wear
- Clean out guide bar groove
- Check the drive links of the chain for damage. File rough spots off
- Check bar tip sprocket for easy rotation. Grease every time the chain saw is refueled.
- Check chain brake mechanism
- Clean debris and oil from around brake band
- Inspect floating drive sprocket for wear, clean clutch shoes, check spring and drum
- Inspect chain for kinks, broken links, and excessive wear
- Check and adjust chain tension and file chain when needed
- Check anti-vibration mounts for damage
- Inspect muffler and spark arrestor screen
- Ensure the muffler mounting bolts are tight
- Check spark plug ONLY if the saw won't start.
- Secure handlebar bolts
- Tighten all bolts and screws
- Follow the manufacturer's instructions regarding maintenance and servicing.
- Use ONLY manufacturer's replacement parts
- ***Perform and maintenance needed or if chainsaw is in unsafe working condition tag/flag it, and place in appropriate designated location; or contact appropriate service provider. Do not use equipment if it is in unsafe condition and report deficiencies on an Equipment Repair Request form and return to office. ***

Chainsaw Filing

- **Refer to the chain manufacturer's handbook for hand-filing, grinding and maintenance information.**
- Ensure that the correct size (diameter) of file is used for the chain
- ALWAYS use a chain filing guide when hand filing a chain saw.

Chainsaw Handling

- Ensure you are in area with good footing before starting the chainsaw and you are away from people, clear of obstructions, limbs or debris
- Engage chain brake before starting saw and/or when moving from cut to cut
- Ensure you have a firm comfortable grip to keep control of the saw
- Ensure handlebar arm is straight
- Maintain solid footing
- Never stand directly behind a chainsaw or straddle it
- Pull chainsaw smoothly out of cuts
- Use the "dogs" to hook into the log / tree and pivot the saw.
- Prevent chainsaw kickback
    - Ensure properly filed chain cutter teeth and raker heights, well-maintained chain brake, and properly tensioned chain
    - Ensure proper body positioning to control kickback; do not over extend or reach
    - Ensure the bar tip does not contact any obstructions while the chain is moving
    - Remove brush and saplings from around falling and bucking area
    - Chop or knock out undercuts with the axe
    - Start a wedge in back cuts as soon as possible
- Safe boring procedures
    - Ensure chain cutter teeth and rakers are properly filed (i.e. no back slope or "hook")
    - Use proper stance and secure footing
    - Keep both hands firmly on the chainsaw, hold the chainsaw close and to one side of your body and keep handlebar arm straight
    - Apply consistent equal pressure as you feed chain into cut
    - Feel for increase/decrease of pressure in the tree tension as the chain is being fed into the cut

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Chop Saw Operation

Created on September 5, 2013

Introduction

This tool is also known as Miter Saw. This covers saws designed to cut medal or wood.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Job specific Work Gloves	Recommended
Operator Manual Accessible	Required

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the chop saw. Your supervisor should demonstrate how to use this tool, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Electrical Cord Safety
- Lockout procedures
- General Worksite Safety
- General Power Tool Use

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.
- Do not wear loose clothing, jewelry or rolled up sleeves
- Tie all long hair back
- Ensure the switch is in the "off" position before plugging it in

Inspections and Set-up

Chops saws should be visually inspected before each use:

- Guards in place and operational
- Clean lower guard for increased visibility and movement.
- Check and tighten blade with the blade-attachment mechanism – use the proper blade at all times

Start-Up and Use

- Use the brake if one is provided and do not reach into the cutting area until the blade has come to a complete stop
- After completing a cut, release the trigger switch and allow the blade to come to a complete stop, then raise the blade
- Hold or clamp all cutting material against the fence when cutting. Never cut using a freehand
- Do not re-cut small pieces and ensure that long material is supported at the same height as the chop saw
- Anchor high pressure jacketed lines at several points to prevent them from whipping
- Use appropriate mounting saw horse if applicable and ensure all connections are properly attached

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Circular Saw Operation

Created on September 5, 2013 and Revised by March 25, 2015

Introduction

Circular saws are any saws with a rotating blade operated by hand. These may be cordless or electric and may have different blades for cutting different materials.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Job specific Work Gloves	Recommended
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the circular saw. Your supervisor should demonstrate how to use this tool, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Electrical Cord Safety
- Lockout procedures
- General Worksite Safety
- General Power Tool Use

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report deficiencies on Corrective Action Log and return to the office.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.
- Do not wear loose clothing, jewelry or rolled up sleeves
- Tie all long hair back

- Ensure the switch is in the “off” position before plugging it in

Inspections and Set-up

Circular saws should be visually inspected before each use:

- Remove any adjusting key or wrench before turning machine on
- Check lower guard for proper closing before each use – do not operate saw if lower guard does not move freely and close instantly
- Check the operation of the lower guard spring. If the guard and the spring are not operating properly, they must be serviced
- Ensure blade depth and bevel adjusting locking levers are tight and secure before making a cut
- Ensure blades are sharp and in good working condition
- Ensure work area is clean, clear of debris and well lit

Start-Up and Use

- Make sure that your body is not in line with the blade to avoid injury by flying sawdust or debris
- Stand firmly on the ground when using the circular saw
- Check that the stock you are cutting has no nails, knots, screws, stones etc. in it prior to cutting into the wood
- Ensure the use of the proper blade for cutting
- Support and secure work with clamps or other devices to a stable platform
- Adjust the cutting depth to the thickness of the work piece
- To operate the saw, maintain a firm grip and depress the trigger switch
- To turn the tool off, release the trigger switch
- Let the blade run freely for a few seconds before starting the cut
- Apply only gentle pressure to the tool while perform the cut
- To set the bevel angles loosen the locking knob to unlock the saw shoe and adjust to desired position – tighten the locking knob to lock the saw shoe in place
- When binding occurs allow the saw to come to a complete stop before attempting to remove the saw
- When restarting a saw in the work piece, center the saw blade in the kerf and check that saw teeth are not engaged into the material

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Compressed Air Operation

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Goggles worn over safety glasses when cleaning with compressed air	Required
Hearing Protection where hearing hazards are present	Required
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate compressed air. Your supervisor should demonstrate how to use this machine, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Electrical Cord Safety
- Lockout Procedures
- General Power Tool Use
- General Worksite Safety

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report deficiencies on Corrective Action Log and return to office.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.
- Ensure the switch is in the "off" position before plugging it in

Inspections and Set-up

Compressors should be visually inspected before each use:

- Inspect all hoses, fittings, regulators, and valves for leaks, damage and other defects
- Ensure that all pipes that carry compressed air are properly labeled along with the direction of the airflow.
- Shutoff valves should be properly labeled so air can be shut off quickly in an emergency situation.

Start-Up and Use

- Anchor high pressure jacketed lines at several points to prevent them from whipping
- Install quick disconnect fittings on flexible air hoses in any high fire hazards areas so that in case of emergency the hoses can be disconnected quickly.
- Keep flexible air hoses as short as possible to minimize tripping hazards and reduce any whipping action if a hose fails
- Direct air away from eyes and skin when using compressed air
- Direct pressure relief valve away from work areas to reduce noise and prevent exhaust from the equipment or tool
- Clean with a vacuum rather than with compressed air when possible
- Never use compressed air to transfer flammable liquids or empty containers as the container could rupture

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES
Compressed Air Tools (Nailer, Stapler, Chisel, Wrench Operation)

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description		Standard
CSA Approved footwear		Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant		Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection		Required
Face Shield where eye hazards are present		Required
Hearing Protection where hearing hazards are present		Required
Operators Manual accessible		Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate compressed air. Your supervisor should demonstrate how to use this machine, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Electrical Cord Safety
- Lockout Procedures
- General Power Tool Use
- General Worksite Safety

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform tool inspection looking for cracks or defective operating or safety switches
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report deficiencies on the Equipment Repair Request Form and return to office.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Do not wear loose clothing, jewelry or rolled up sleeves
- Tie all long hair back
- Know the controls and how to stop the machine quickly.
- Before connecting the air tool, ensure the air hose does not have soft spots, bubbles or loose connections, the female snap ring connection is working properly, and the hose is not strung against hot or sharp objects

- If possible, connect tool to an air supply with an on-line filter/lubricator on it. Otherwise, lubricate the air tool by putting a few drops of air tool lubricant into the air inlet of the tool at least once a shift
- Ensure the air pressure of the line does not exceed the manufacturer's recommendation for the air tool and the attachments are rated at or higher than the tool. If unsure, ask your supervisor
- For repetitive or long-lasting tasks, take micro breaks or change tasks or positions to reduce stress on the same muscles
- Try to work in neutral positions as often as possible (wrists and back straight, elbows in, reduce back twisting by instead taking small steps to reposition, etc.) and try to avoid overreaching
- Use both hands to use the air tool if it has been designed this way or if this helps stabilize against sudden jerky movements
- Try to use air tools where there is adequate ventilation to remove dust. If this is not possible, use a dust mask
- Always keep your second hand (for one handed tools) and other body parts clear of rotating parts, or cutting, drilling path of the tool
- Never use full pressure compressed air on yourself, another worker, your work area or use it to clean your PPE. Shop air must be stepped down to 30 PSI with a silvent tip
- Keep work areas free of loose tools which could be tripped over and after use, disconnect and return tools to designated areas. Disconnect and roll up air hose and return to designated area
- Ensure air hose is not obstructing walkways or creating a tripping hazard.

Nail Gun

- Always check your nail gun before operating.
- Check lumber surfaces for knots, nails, straps, hangers, etc., that could cause recoil or ricochet.
- For placement work, keep your hands at least 12 inches away from the nailing point at all times. Consider using clamps to brace instead of your hands.
- Always shoot nail guns away from your body and away from co-workers.
- Always disconnect the compressed air when:
    - leaving a nailer unattended
    - traveling up and down a ladder or stairs
    - passing the nail gun to a co-worker
    - clearing jammed nails
    - performing any other maintenance on the nail gun
- Use a hammer instead of a nail gun, or reposition your work, if:
    - You are nailing metal joinery or irregular lumber.
    - You cannot reach the work while holding the nailer with your dominant hand.
    - The work is at face or head height, where recoil is more difficult to control.
    - You are working in a tight space, where recoil is more difficult to control and double-fires are more common
- Take extra care with toe-nailing when the gun cannot be held flush against the work piece. Use a nail gun with teeth on the safety contact to bite into the work piece to keep the gun from slipping during the shot. Use the trigger to fire only after the safety contact piece is positioned.
- When using a nail gun at height:
    - Position ladders so you don't have to reach too far. Your belt buckle should stay between the side rails when reaching to the side.
    - Maintain three points of contact with the ladder at all times to prevent a fall. Use clamps for placement work if necessary.

- Never bypass or disable nail gun safety features.
- Keep your finger off the trigger when holding or carrying a nail gun.
- Never lower the nail gun from above or drag the tool by the hose.
- If the nail gun hose gets caught on something, don't pull on the hose. Go find the problem and release the hose.
- Never use the nailer with your non-dominant hand.

Stapler

- Check safety trigger and spring are functioning properly.
- Select correct size fasteners for application – check with supervisor if not sure.
- Never manually manipulate safety trigger.
- Keep hands/fingers at least 50mm away from gun nose.
- Carefully apply fasteners one at a time
- When skewing fasteners, do NOT angle gun more than 45 degrees vertically or horizontally.
- Never aim gun at a person.
- Never position any part of your body or hands behind a stapling point on material.

Air Wrench

- Turn off air compressor and disconnect the air hose when you change sockets.
- Select the appropriate size socket for your needs
- Attach the socket to the anvil
- Tighten the nuts as tight as you can by hand before using air wrench
- Grip the wrench firmly and gently squeeze the throttle lever

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Danger Tree Assessing

Created on September 5, 2013 and Revised by March 25, 2015

Introduction

Danger Tree Assessing includes assessing wildlife / danger trees for either Silviculture (forestry) job sites, and/or wildland firefighting operations. Danger Tree Assessing should be done on all job sites that occur inside standing timber or within reach of standing timber.

A danger tree / dangerous tree means any tree, living or apparently dead, that is a potential hazard to a worker due to:

- Its location or lean
- Its physical damage
- Overhead conditions
- Deterioration of its limbs, stem or root system
- Or any combination of the above conditions

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Hand Held Radios	Required for large scale jobs / recommended for small scale jobs
Hard Hat –, and high visibility color	Required
CSA Approved Safety Toe Boots	Required
CSA Approved Caulked Safety Toe Boots for danger tree assessors	Recommended
Hi-Vis Vest as per Section 8.25 and 26.7(1)	Recommended
Nomex pants and shirt while doing fire suppression work	Required
Ear Protection while around any operating machine	Required
Work Gloves	Recommended
Eye Protection (goggles, safety glasses,	Recommended
Face Protection	Recommended
Whistle	Required
Personal First Aid Kit	Required

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- All Applicable SAFE Work Procedures specific to the job
- All Training Briefing Resources

Training

- Parks Forest Safety Module
- Forest Harvesting and Silviculture Course Module
- Wildland Fire Safety Course Module

Reference Materials:

- Parks Forest Safety Module
- Forest Harvesting and Silviculture Course Module
- Wildland Fire Safety Course Module
- Assessors Forms
- Chainsaw Safe Work Procedure
- Falling Safe Work Procedure
- Material Safety Data Sheets
- WorkSafe BC Regulations

Steps to Perform This Task Safely:

- Study worksite and surroundings before commencing operations
- First Aid equipment location clearly identified in morning safety briefing by Crew Leader
- A means of signaling for assistance in the event of an emergency is in place – minimum acceptable is a "whistle." – OHS Regulation ***Section 26.23(e) and 26.28.***
- Equipment inspection daily
- Follow guidelines and regulations set out by the Wildlife/Danger Tree Committee of BC, WorkSafe BC, Parks Canada, other government agency and/or other worker's compensation boards.
- GPS coordinates of all danger trees, no work zones, and wildlife trees must be documented and maintained.
- Follow customer's tree marking and flagging protocols which are identified at pre-work meetings
- Follow customer's protocols for re-assessment identified at pre-work meetings.
- If any problems arise contact supervisor or another qualified assessor for assistance.
- If part of the Danger Tree Assessing work requires falling of the dangerous stem, then ONLY experienced fallers will be allowed to perform that work.
- Where required and/or feasible, fall all danger trees in main part of work area, especially in an along access and evacuation trails

Danger Tree Rating

- Determine the level of ground disturbance and worker / personnel exposure according to the project specifications
- Conduct assessments of potential danger trees
- Make the appropriate safety decision
- Fill out the necessary documentation, ensuring that you indicate reasons.

No Work Zones (NWZ)

- Identify a clear no work zone (NWZ) once a danger tree has been identified if the danger tree is not going to be felled. This will include all the area on the ground that could be reached by any dislodged portion of the tree.
- The shape of the no-work zone must accommodate the nature of the hazard and the lean of the tree
- On steep ground, the no-work zone will be extended downhill to protect workers
- A kick-back area should be included for semicircular no-work zones.
- All no-work zones should be adequately flagged.

Falling Fuel Loading Considerations

- Fuel Loading should be avoided when falling trees. H.I.S. Wildfire FS Inc. considers a situation to be fuel loading when 10 trees or more are felled within a 2-tree length area of the center of the fuel loading.
- FireSmart Activities: Fuel loading falling is loading is acceptable in these activities however, consideration for the ground crew's ability to remove the down fuel effectively should be taken into account when developing a falling plan.
- Danger Tree Falling for Roadside and Other Safety Applications: Fuel Loading falling is acceptable, but should be communicated to the customer.
- Wildfire Activities: Fuel loading falling is unacceptable without the approval of the Division Boss or Incident Commander (IC). If fuel loading falling is necessary, approval must be given by the falling supervisor, Division Boss or the IC.
- All communications should be documented in the log books and the falling plan.

Danger Tree Assessments and Fuel Loading Considerations

- When danger tree assessing follow the same protocols as fallers would, taking danger tree assessing specific protocols into consideration.

General Worksite Safety:

- Provide documentation and communicate safety procedures
- Study worksite and surroundings before making an assessment
- Notify workers of any no work zones within the assessed area
- Be familiar with closest point of communication and man check in system
- Only workers with duties associated with activities or authorized personnel are permitted on worksite.
- Operations must cease when weather conditions don't allow for safe working situations

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Drills (Hand, Hammer, Gas Powered)

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Required
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Work gloves	Not recommended
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate all drills. Your supervisor should demonstrate how to use these tools, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Electrical Cord Safety
- Lockout Procedures
- General Power Tool Use
- General Worksite Safety

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report deficiencies on Equipment Repair Request form and return to office.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Do not wear loose clothing, jewelry or rolled up sleeves
- Tie all long hair back
- Be aware of where your fingers are in relation to the drill bit
- Do not use bits that are dull, bent or damaged
- Ensure the bit is centered in chuck and tightened before operating the drill
- Use a clamp when drilling metal, this will help prevent the material from spinning into your body or hand
- Never hold metal in your bare hand while drilling

- Avoid awkward hand positions where a sudden slip could cause a hand to move into the drill bit or cutting tool
- Do not attempt to drill material that does not have a flat surface, unless a suitable support is used
- Clamp work securely to a table to prevent rotation of the work piece table
- Do not use the locking button unless the drill is mounted in a drill press stand or otherwise held stationary. The user may need to instantly release the on/off switch if the bit binds in the work piece
- Always unplug the drill when attaching or changing bits or accessories

Hand Drill

- The hand drill can be started with the drill bit in contact with the work piece
- To drill a through hole without splintering the bottom face, place the material on a scrap piece of wood. This also protects the point of the drill bit
- Use a scrap piece of wood to also prevent drilling into a metal table top
- When using paddle/spade drill bits, you should always use a hold down clamp
- Paddle bits are not to be used on metal
- When drilling into metal, a cutting lubricant should be used. Cast iron and brass/bronze should be drilled dry
- Insert drill bits about 3/4" into the chuck and tighten securely by holding the rear half of the chuck and rotating the front portion in the clockwise direction
- Do not insert drill bits so deeply that they cover the fluted portion of the bit
- If the drill stalls, it is usually because it is being overloaded or improperly used. Release the trigger immediately, remove drill bit from work piece, and determine cause of stalling. Do not click trigger on an off in an attempt to start a stalled drill as this can damage the drill
- To minimize stalling or breaking though the material, reduce pressure on drill and ease the bit thorough the last fractional part of the hole
- Keep the motor running when pulling the bit back out of a drilled hole. This will help prevent jamming
- Return bits to drawer when you are done and clean the work area

Hammer Drill

- Keep the drill's air ports clear of debris to protect the motor from overheating.
- The hammering action is rated in blows per minute, or bpm. Variable-speed hammer drills can turn out up to 40,000 bpm.
- A hammer drill can easily break a wrist if the bit jams on a piece of aggregate, so it's best to choose a model with a clutch that disengages the drive mechanism in case of a jam.
- Ensure that the tool has the required “additional” handle based on the required work.
- Hammer drills are primarily used to drill into concrete, extra protection must be used due to the potential generation of Silica Dust resulting from the operation.
- When required, a control zone must be set up and flagged properly prior to starting any work.
- When required, an acceptable abatement method must be used to control any potential Silica Dust.
- As primary objective, all workers must ensure no dust is released. This can be achieved through the application of water directly on the drill bit.
- Vacuums with HEPA filters are also an acceptable means should the quantity of dust generated not be controllable through the use of water.
- When it is not possible to control the dust, all workers involved must wear appropriate respiratory
- protection, signage warning others of the presence of airborne silica as well as area delineation is also mandatory.
- Always ensure the tool is insulated and the power cord is in good condition.
- Always use the tool at right angles to the work.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Drip Torch Operation

Created on September 5, 2013 and Revised by March 25, 2015

Introduction

A drip torch is a hand-held ground ignition device that has a fuel tank, a spout (also known as a burner), and an igniter with a wick contained inside a metal cage. The drip torch tank is filled with a mixture of gasoline and diesel. The wick is ignited and drip torch fuel is poured out of the tank, through the spout, and past the burning wick. The burning wick ignites the drip torch fuel, which starts the fire.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Hard Hat	Required
CSA Approved footwear	Required
Fire Resistant Pants and Shirt	Required
CSA approved eye protection	Required
Face Shield where face hazards are present	Required
Safety Lens sunglasses when working in snow (to prevent glare)	Recommended
Job specific work gloves	Recommended
Personal First Aid Kit	Required

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the drip torch. Your supervisor should demonstrate how to use this equipment, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- All SAFE Work Procedures specific to the job
- All Training Briefing Resources

Reference Materials:

- Manufacturer's Manual
- Material Safety Data Sheets
- Pile Burning Safe Work Procedure

Steps to Perform This Task Safely:

Inspections and Setup:

Drip torches must be inspected before used

- Ensure there is no damage or leaks in the drip torch
- Check tank cover seal for damage and leaks
- Check breather valve and discharge plug O-rings for damage and leaks
- Check breather valve tube for damage and proper installation
- Ensure there is no damage to the fuel spout or nozzle

- Ensure there is no damage to the lock ring
- Check valve and screen for damage or missing parts
- Ensure the wick assembly has been properly installed and there is no damage
- If equipment is in unsafe working condition tag/flag it; service them, or place in appropriate designated location, or contact appropriate service provider
- Do not use a drip torch that leaks. Do not interchange parts between drip torches that meet the DOT specification and those that do not.
- Do not use equipment if it is in unsafe condition and report any deficiencies on an Equipment Repair Request form and return it to the office

Mixing Fuel

- Wear ALL proper PPE
- Use only approved containers (safety cans, jerry cans, and drip torches and fuel tanks that meet DOT or ULC specifications)
- Ensure that the fuel containers are properly labeled (i.e. WHMIS labels)
- Select the proper fuel mixture for the job. See your agency's policy for authorized fuel mixtures. Mixtures other than those authorized by the agency require an additional hazard analysis, such as a job hazard analysis, before use
- Ensure fuel containers are properly bonded while they are being filled (keep the fuel nozzle in contact with the container)
- Do not fill fuel containers or mix fuel in the bed of a vehicle. Drip torches should be placed on the ground and inside a spill containment barrier before filling
- Mix fuel and re-fuel only in well-ventilated areas
- Ensure that the fuel is thoroughly mixed before using it in a drip torch

Start Up and Use

- Remove the plug from the tank cover and screw it into the threaded plug holder
- Unscrew the lock ring from the fuel tank
- Remove the tank cover from the tank
- If the fuel tank is empty, fill the tank with fuel. Leave at least 1 inch of the tank unfilled, so the fuel has room to expand. The torch should be filled on the ground at least 25 feet from any open flame. Clean spilled fuel from the outside of the tank.
- Install the tank cover with wick and fuel nozzle extended
- Install the lock ring on the fuel tank and hand tighten the lock ring to ensure that the tank does not leak; do not over tighten the lock ring
- Open the breather valve to allow fuel to flow

Igniting the Torch

- Hold the torch with the nozzle pointed down and allow a small amount of fuel to flow to the wick
- Verify that fuel is not leaking from the tank cover seal
- Tip the torch back so fuel stops flowing
- Light the fuel on the wick with a match, lighter, another drip torch, or from ground fire

Using the Torch

- Carry the torch with the nozzle pointing up so fuel is not flowing from the nozzle when you are walking from one area that is being burned to another. If you are carrying a torch for long distances in areas that are not being burned, extinguish the wick
- When igniting vegetation, make sure that the drip torch's nozzle is not pointed at you. Tilt the nozzle down so the burning wick ignites the fuel stream
- Adjust the opening of the breather valve as necessary to control the flow of fuel from the nozzle
- Watch where you are walking so that you do not become encircled by fire
- Watch the fire spread, if it is igniting / moving quickly, slow down the amount you are lighting to be in control of the ignition.

Extinguishing the Wick

- Stand up the drip torch so the wick is pointing skyward
- Close off the breather valve / vent
- Allow the wick to burn out on its own. For your own safety, do not blow out the wick or use a glove to extinguish it

Refueling

- Before refueling the torch, extinguish the wick and allow it to cool
- Ensure that the drip torch is at least 25 feet away from any open flame before removing the lock ring and tank cover
- Place the drip torch on the ground; do not refuel the torch in the back of a vehicle
- Refuel the torch from an approved fuel container. When dispensing fuel into the torch, ensure that the fuel container's spout is touching the torch to prevent static electricity from building up
- Wipe spilled fuel from the outside of the torch
- Use a spill containment barrier when fueling drip torch

Preparing the Torch for Transportation and Storage

- Make sure the wick is extinguished and has cooled.
- NEVER insert a hot torch tip into a drip torch
- Remove the lock ring and tank cover.
- Invert the tank cover and install the cover so the fuel spout and wick assembly are stowed inside the fuel tank
- Install the lock ring and hand tighten.
- Unscrew the discharge plug from the plug holder and screw it into the fuel spout opening (figure 3–19). Hand tighten the plug to prevent the plug from leaking.
- Close the breather valve
- Secure drip torches to keep them from moving while they are being transported in a vehicle.

Storing the Torch and Fuel

- Fuel should be stored only in drip torches that meet DOT specifications.
- All standard drip torches, whether full or empty, should be stored with the: Fuel spout and wick assembly stowed inside the fuel tank
- Lock ring hand tightened
- Closure plug installed and hand tightened
- Breather valve closed
- Drip torch fuel shall be stored in metal containers that meet OSHA requirements.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Electrical Extension Cords

Created on September 5, 2013 and Revised by March 25, 2015

Introduction

Electrical cords are any cord or power bar regardless of power or length that are used to connect an electric tool or equipment to a power source.

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate electric cords. Your supervisor should demonstrate how to use electric cords, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work

Electrical Cord Basics and Grounding

- All appropriate safety paperwork is filled out prior to commencing work
- Use extension cords only when necessary and on a temporary basis
- Look for a certification label from an independent testing lab such as UL (Underwriters Laboratories) or ETL (Electrical Testing Laboratories).
- Use cords with polarized plugs (two-pronged) or grounded three-pronged plugs
- DO NOT USE an extension cord that normally has a 3-pronged plug, where the grounding plug is damaged or missing. High wattage appliances need special, heavy-duty extension cords
- Extension cords used outside should be specifically designed for outside work
- Always insert plugs fully so that no part of the prongs is exposed.
- Never cover cords with rugs or other objects because trapped heat may result in a fire
- Do not drive over or step on any exposed electric cords and protect them in high traffic areas
- Do not overload cords by connecting them to several tools or appliances
- Do not use a cord that feels hot to the touch. If the cord is hot to the touch it needs to be replaced with a cord of a heavier gauge wire and greater capacity.
- Do not use any three-pronged power cords that have a missing prong
- Do not use cords that have exposed wires, splices or cracked/frayed ends
- Do not carry equipment or tools by the cord or pull plugs from the outlet by pulling on the cord
- Turn the tool off before plugging or unplugging it

Electrocution Prevention

- Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord
- Do not operate or handle power tools when your hands are wet or when the floor or ground is wet that you are standing on

Reference Materials:

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Fire Fighting

Created on September 5, 2013

Introduction

Firefighting includes all wildland firefighting operations and prescribed fires such as pile burning

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Approved Hard Hat – High Visibility Color	Required
CSA approved footwear	Required
Fire resistant pants and shirts or coveralls	Required (on or near fire situation)
CSA approved eye protection	Required
Face Shield where facial hazards are present	Required
Hearing Protection where noise hazards are present	Required
Job Specific work gloves	Required (for most work)
Personal First Aid Kit	Required
Hand Held Radio and cell phone	Required (on some worksites)
Epi-Pen for personnel allergic to stings	Required (on most worksites)
Whistle	Recommended
Headlamp for night operations	Required
24 Hour survival kit	Required

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- All Applicable SAFE Work Procedures specific to the job
- All Training Briefing Resources

Training

- WHMIS
- See Specific Job Descriptions in Section 8 and Training in section 1 of manual

Reference Materials:

- Student books for all training courses including the following courses: BC - S100, S185, S190, S211, S212, S213, S232, ICS 100, WHMIS, TDG Air, TDG Ground.
    - Alberta includes the list above as well as FIRETACK, FIRETACK LEADER
- Material Safety Data Sheets
- Fire fighter training course manuals

Steps to Perform This Task Safely:

Fire line Safety

To help ensure the safety of all persons on the fire line H.I.S. Wildfire FS Inc. accepts the 3 fire line safety standards, LACES, Standard Fire Orders, and Watchout Situations adopted throughout North America. Failure to follow these standards will be considered a breach of safety standards. All persons will be trained to know and understand these standards.

Laces

L.A.C.E.S. translates into the following:

- **L –** Lookouts
- **A –** Anchor Points
- **C –** Communications
- **E –** Escape Routes
- **S –** Safety Zones

Standard Fire Orders

- **F**ight fires aggressively but provide for safety first.
- **I**nitiate all action based on current and expected fire behaviour.
- **R**ecognize current weather conditions and obtain forecasts.
- **E**nsure instructions are given and understood.
- **O**btain current information on fire status.
- **R**emain in communication with crewmembers, your supervisor and adjoining forces.
- **D**etermine safety zones and escape routes.
- **E**stablish lookouts in potentially hazardous situations.
- **R**etain control at all times.
- **S**tay alert, keep calm, think clearly, and act decisively.

Watchout Situations

- Fire not scouted and sized up.
- In country not seen in daylight.
- Safety zones and escape routes not identified.
- Unfamiliar with weather and local factors influencing fire behaviour.
- Uninformed on strategy, tactics and hazards.
- Instructions and assignments not clear.
- No communication link with crew members/supervisors.
- Constructing line without safe anchor point.
- Building fire line downhill with fire below.
- Attempting frontal assault on fire.
- Unburned fuel between you and the fire.
- Cannot see main fire, not in contact with anyone who can.
- On a hillside where rolling material can ignite fuel below.
- Weather is getting hotter and drier.
- Wind increases and/or changes direction.
- Getting frequent spot fires across line.
- Terrain and fuels make escape to safety zones difficult.
- Taking a nap near the fire line.

Fire Line Construction

- Unit Leader or Crew Leader(s) must receive briefing from Division Supervisor/Sector Boss with all relevant fire weather and predicted behaviour information
- Line location to be completed by qualified and experienced Fire Fighter. Must have radio to stay in communication with Crew Leader and lookout if one
- If falling is required, i.e. Fuel break, please refer to Power saws / Falling Work Safe Procedure
- Hand guard construction will be conducted with 6 feet or 2 metres distance between Fire Fighters for safe use of hand tools, and a buddy system will be in place to ensure frequent rest breaks and to watch for rolling debris on steep terrain. Also, refer to General Hand Tool Use
- Ensure action is taken to remove as many tripping or falling hazards so guard, escape routes and trails are safe for crew moves

Back Firing & Burn-Off

- Ensure all relevant weather and predicted fire behaviours are related to all Fire Fighters are conveyed before operations commence
- Ensure all safety zones, escape routes, and communications are laid out in writing
- Ensure burning sequences are verbally communicated to ignition members.
- Ensure all applicable crew members have full knowledge of maintenance, set-up, ignition, and use of all burning devices being used
- Ensure suppression action to follow-up is in place for burn-offs.
- Ensure a lookout and/or patrol for spotting is in place.

Spot Fires

- Ensure a Buddy system is in use when locating spot fires
- Ensure radio communications with the Crew Leader
- Ensure there are enough hand tools on site
- Enough man-power and water to effectively control
- If spot becomes too much, or control cannot be maintained, fall back to a safe location and ask for more help from the Crew Leader or Division Supervisor/Sector Boss
- Ensure there is an escape plan/route in place

Patrol

- Ensure communications with crew at all times.
- Ensure there is a buddy system in place.
- Hand tools must be with all persons.
- Ensure all crew members know escape plans, emergency response plans and safety zones.

Fireline Evacuation

- Follow escape route to safety zone only after supervisor orders evacuation.
- Escape routes are well marked with flagging or spray paint. Safety zones should also be well marked.
- If cut off from escape route you will use a secondary escape or move to next safest area possible, i.e. increase fire activity over guard; move into black or wind increase, find open meadow.
- Once in safety zone you must stay until supervisor gives orders to return to work or camp.

Mop-Up

- Patrol/grid in groups 2 or more.
- If possible, ensure that spots are worked in pairs to lessen strain
- Use the tool handle to first check ash piles and/or roof holes for heat temperature before checking with your hand.

Burning Structures

- Ensure that no crew person enters any structure that is or may contain fire. We are not trained or equipped for this type of work. Crew Leader will ensure their crews are properly briefed if "structure protection" is required.

Buddy System

All persons must be assigned a 'BUDDY" while on the fire line. The two persons must be able to hear or see their buddy at all times.

It is recognized that instances do arise where this policy is not practical, under those circumstances the following will apply:

- No crew member may work on his/her own without first discussing their intentions, and direction of movement with the other crew members.
- Any deviations in plans must be passed on to the other crew members.
- To work a distance from the rest of the crew an obvious trail must be flagged between the two areas and a check-in schedule organized. The lone crewperson must not use any potentially dangerous equipment and be extremely safety conscious.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

General Hand Tool Use

Created on September 5, 2013

Introduction

There are many hazards associated with working with hand tools. A hand tool as any tool that is not motorized or powered.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Job specific work gloves	Recommended

Proper Tool Selection

- All tools must be used as per manufacturer's specifications and the appropriate tool for the job. Do not use your wrench as a hammer or use a screwdriver as a chisel.
- Do not use broken or damaged tools, dull cutting tools, or screwdrivers with worn tips, get them replaced.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider.

Training

- Ensure your supervisor has fully trained you on how to operate all tools. Your supervisor should demonstrate how to use all tools, and observe you working with it until satisfied that you can operate it safely.

Carrying Hand Tools

- Never carry sharp or pointed tools such as a screwdriver in your pocket
- Always carry tools on the downhill side of a hill when on the worksite
- Never carry tool on shoulders unless heads are covered by hand tool covers or traversing through water where tools cannot be carried by your side (Fire Fighters)

Passing Tools to Others

- Always pass tools to another person by the handle and never toss it.

Hand Tools and Repetitive Motions

- Using a tool for a prolonged period of time can cause stress to muscles and ligaments
- Select ergonomic tools for repetitive movements
- If a safe power alternative is available avoid using hand powered tools
- Lookout for repetitive stress. Early detection may prevent serious injury.

Tool Maintenance

- Always inspect hand tools before the end of your shift and conduct any maintenance needed
- Always keep tools in good working condition (i.e. a dull blade or blunt point can cause injury)
- If tools are not in good working condition upon inspection, service them or tag/flag and put in appropriate designated location or contact appropriate service provider.

Tool Storage

- Clean and maintain tools before putting them away
- Never store tools and/or equipment in areas where they may present a hazard, i.e. a walkway
- Put tools back in their proper location

Reference Materials:

- S-100 Student Book and/or AB Fire Attack Student Book

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

General Power Tool Use

Created on September 5, 2013

Introduction

There are many hazards associated with working with power tools. A power tool is any tool that is motorized or powered by electrical, gas or battery.

Fire Prevention

Do not operate spark inducing tools such as grinders, drills or saws near containers labeled “Flammable” or in an explosive atmosphere (such as where spray paints or solvents are used/stored).

Basic Handling

- Do not carry plugged in equipment or tools with your finger on the switch. Accidental activation can lead to serious harm.
- Do not leave tools which are “On” unattended.

Training

- Ensure your supervisor has fully trained you on how to operate all tools. Your supervisor should demonstrate how to use all tools, and observe you working with it until satisfied that you can operate it safely.

Power Tool Maintenance

- Turn off tools and unplug them before you perform any maintenance on them – FOLLOW LOCKOUT PROCEDURES
- Always inspect power tools before the end of your shift
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider.
- Always keep tools in good working condition
- If tools are not in good working condition upon inspection, service them or tag/flag and put in appropriate designated location or contact appropriate service provider.
- Only qualified professionals should repair tools

Defective Tools or Equipment

- Tag all defective tools and do not used until repaired or replaced
- Report any shocks from tools to supervisor

Reference Materials:

- Manufacturer’s Manual
- Material Safety Data Sheets

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Hand Pruners Operation

Created on December 12, 2015

Introduction

Hand pruners, also called Pruning shears or Secateurs, are a type of scissors for use on plants. They are strong enough to prune hard branches of trees and shrubs, sometimes up to two (2) centimeters thick.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved Footwear	Required
CSA Approved Eyewear	Required
Gloves	Required
Long Sleeve Shirt	Required
Long Pants	Required
Personal First Aid Kit	Required

Critical Task Inventory

- Ensure that pruning safety training has been provided to you by your supervisor. This should be done before the beginning of the season, and then once annually thereafter. Your supervisor should demonstrate how to use this tool, and observe you working with it until satisfied that you can operate it safely
- All appropriate safety paperwork is filled out prior to commencing work
- All SAFE Work Procedures specific to the job
- General Hand Tool Safety

Reference Materials:

Steps to Perform This Task Safely

- All appropriate safety paperwork is filled out prior to commencing work
- Perform tool inspection; Ensure that the tool is well lubricated and functioning properly, and that all cutting edges are well sharpened
- If the equipment is in unsafe working condition, tag/ flag it; service them, or place in appropriate designated location, or contact appropriate service provider
- Inspect the work area before work commences
- Never prune a branch that is within 10ft of a power line
- Always maintain a safe working distance from others while pruning
- Do not attempt to cut branches that are bigger than what the pruning tool was designed to cut
- Always know the location of your hands and fingers before you make a cut
- Be aware of the position of your body relative to the branch you are cutting
- Do not drop or hang pruning tools from ladders
- When carrying pruning shears, be sure that the blade is always pointing down

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Handsaw Operation

Created on September 5, 2013

Introduction

This SAFE Work Procedure covers saws such as hacksaws, keyhole saws and handsaws that don't require power.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Job specific work gloves	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the handsaw. Your supervisor should demonstrate how to use this tool, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- General Hand Tool Safety

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform tool inspection. If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider.
- Observe all warning stickers on tools. Check with your supervisor if you are not clear on the meaning of these stickers.
- Ensure the saw is the right size for the job
- Ensure the work area is free from hazards or workers that may be in the area
- Ensure the saw handle keeps the wrist in a natural position
- Check the stock you are cutting for nails, knots and other objects that can damage or buckle the saw
- Use the appropriate saw for the appropriate job (i.e. hacksaw to cut metal)
- Start the cut by placing hand beside the cut mark with your thumb upright and pressed against the blade. Start the cut slowly to prevent the blade from jumping. Pull upward until the blade bites. Start with a partial cut, and then set the saw at the proper angle
- Apply pressure on the down stroke only
- Hold stock being cut firmly
- Ensure to use clamps to hold stock or ask the assistance of a worker
- Keep teeth and blades properly set
- Protect teeth of saw when not using
- Keep saw blades clean

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Hedge Trimmers Operation

Created on December 12, 2015

Introduction

Hedge trimmers are powerful, professional-grade tools designed to cut through bushes, hedges, shrubs, and other woody growth.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved Footwear	Required
CSA Approved Eyewear	Required
Gloves, leather or rubber	Required
Hearing Protection	Required
Protective Clothing	Required
High Vis Vest	
Personal First Aid Kit	

Critical Task Inventory

- Ensure that training has been provided to you by your supervisor. Your supervisor should demonstrate how to use this tool, and observe you working with it until satisfied that you can operate it safely
- All appropriate safety paperwork is filled out prior to commencing work
- Lockout Procedures
- All SAFE Work Procedures specific to the job
- General Hand Tool Safety

Reference Materials:

- Manufacturer's Manual
- Safety Data Sheet (SDS)

Steps to Perform This Task Safely

- All appropriate safety paperwork is filled out prior to commencing work
- Ensure operator is wearing snug fitting clothing which does not restrict movement
- Ensure trimmer is in good condition including but not limited to;
    - Blade lock / brake
    - Stop switch and trigger move easily
    - Spark plug boot (gas models) is secure
    - Cutting blades are clean, sharp and free from damage
    - Fuel cap (if gasoline operated)
- If the equipment is in unsafe working condition, tag/ flag it; service them, or place in appropriate designated location, or contact appropriate service provider

- Ensure blades do not operate when trigger is released; tag and remove from service if blades move during idle
- Check work area for obstacles (stones, fences, children, animals, etc.)
- Clear your work area of bystanders. Ensure no one is within 50 feet of your work space.

Transporting the Trimmer:

- Turn off the engine
- Use blade guard
- Carry trimmer by the handle with cutting blades behind you
- Ensure the fuel tank is empty to avoid leakage

Fueling the Trimmer: (gas trimmer only)

- Shut off engine before refueling let engine cool for at 10 minutes before refueling to avoid risk of ignition; Even if engine is cooled down, always use a proper filling device and exercise caution to prevent spilling onto engine or exhaust
- Clean around filler cap before removing
- Do not smoke
- Always wear protective gloves when refueling; Change and clean protective clothing regularly
- Release fuel cap slowly to release pressure
- Fuel trimmer in a well-ventilated area
- Wipe up any spilled fuel and dispose of rags contaminated by fuel in a container that is stored in
- Ensure there is no fuel leakage; If fuel spills onto the ground, follow your spill procedure

Gas

- Always use caution when working with or around gasoline as it is extremely volatile due to its flammability
- Avoid skin contact with petroleum products; Do not inhale fuel vapors
- Ensure you use the correct fuel mixture in the gas tank; Wrong mixture can damage your tool and could potentially cause injury
- Ensure your Hedge Trimmer is stored in a secure environment to avoid gas leaks and spills

Electric Trimmer Precautions:

- Do not use in rain or if hedges are wet
- Do not drape cord over trimmer; keep cord away from trimmer
- Use only outdoor-rated extension cords; do not use damaged extension cords
- Ensure a Ground Fault Circuit Interrupter (GFCI) is provided on the circuit or outlet for the hedge trimmer
- Never yank hedge trimmer cord to disconnect from the receptacle

Proper operation:

- Engage the blade lock
- Place trimmer on firm, open ground to start
    - Ensure gas models are started away from fueling area
    - Do not drop start a trimmer
    - Hold trimmer firmly in both hands; never operate trimmer with one hand; Never force the hedge trimmer

    - Ensure well-balanced footing at all times
    - Move your body with the trimmers; do not twist from the waist
    - Do not operate trimmer above shoulder height and where the cutting blades cannot be seen; do not overreach
    - Turn engine off or disconnect power supply if cutting blades become jammed, or you encounter any other problems
    - Clear fallen branches and cuttings
    - Avoid making contact with the ground or other objects
    - Never lay down the Hedge Trimmer onto dry grass or combustible materials, as this poses a fire hazard.
- Never work while in a tree
- Do not touch blades or gear box as they get hot during operation
- Do not operate gas trimmer indoors

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Jigsaw Operation

Created on September 5, 2013

Introduction

Jig saws are portable saws with a reciprocating blade and used for cutting wood and metal.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Job specific Work Gloves	Recommended
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the Jigsaw. Your supervisor should demonstrate how to use this tool, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Electrical Cord Safety
- Lockout procedures
- General Worksite Safety
- General Power Tool Use

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.
- Do not wear gloves, loose clothing, jewelry or rolled up sleeves
- Tie all long hair back

Inspections and Set-up

Scroll saws should be visually inspected before each use:

- Ensure the switch is in the “off” position before plugging it in
- Inspect the saw and power cord for damage prior to each use
- Make sure all guards are in place and are working properly
- Select the correct saw blade for the stock being cut
- Ensure the saw blade is sharp and in good condition
- Ensure the blade is properly seated and tightened
- Ensure the work area is clear of debris.
- Ensure there is adequate lighting in the work area.
- Keep the saw’s air vents clear to maintain adequate ventilation
- Ensure the adjusting key or wrench is removed
- Keep the floor clean around the machine

Start-up and Use

- Check the material for any defects such as knots and foreign objects such as nails, staples or screws
- Inspect the work area for other possible workplace hazards
- Secure and support the stock as close as possible to the cutting line to reduce vibration
- Ensure the bench/platform is clear of the cutting path
- Do not overreach. Keep proper footing and balance at all times
- Do not start cutting until the saw reaches its full power
- To start an external cut:
    - Place/rest the front of the shoe on the stock
    - Make sure that the blade is not in contact with the stock
    - Hold the saw firmly against the stock and switch the saw on
    - Feed the blade slowly into the stock maintaining an even forward pressure.
- To start an inside cut;
    - Drill a lead hole slightly larger than the saw blade
    - Drill a lead hole slightly larger than the saw blade
    - With the saw switched off, insert the blade into the hole until the shoe rests firmly on the stock.
    - Do not let the blade touch the stock until the saw has been switched on
- Keep the base/shoe in firm contact with the stock
- Do not force the saw along a curve; allow the machine to turn with ease
- Keep your hand/fingers away from the cutting area
- Keep all electrical cords clear of the cutting area
- Remember the saw blade cuts on the upstroke
- If the blade gets stuck, then stop the saw, unplug it and safely remove the blade
- Allow the saw to come to a complete stop before withdrawing the blade
- Be aware of sawdust and debris from cutting
- Keep power cords away from the blade, heat, water and oil
- Only use extension cords that are in good condition with proper grounding
- Do not place your hands under the material/stock being cut
- Do not abuse the power cord. Never use the cord to carry the saw
- Do not carry the saw with your finger on the trigger switch
- Never use excessive force to push a saw blade into the stock
- Do not use a bent or dull saw blade

- Do not use a saw that vibrates or appears unsafe in any way
- Do not operate a corded saw while standing in water
- Do not insert or withdraw a blade from a cut or lead hole until the motor has come to a stop
- When finished, unplug the power cord or remove the battery pack, remove the saw blade and clean up the debris

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Leaf Blower Operation

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Hearing Protection	Required
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Hearing Protection where hearing hazards are present	Required
Loose fitting clothing	Required
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the leaf blower. Your supervisor should demonstrate how to use this machine, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- General Worksite Safety
- Lifting Heavy and/or Awkward Objects

Reference Materials:

- Manufacturer's Manual
- Material Safety Data Sheets

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection
- If equipment is in unsafe working condition tag/flag; service it, or place in appropriate designated location, or contact appropriate service provider. Report any deficiencies on Corrective Action Log and return to the office.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly
- Ensure the on/off switch is working prior to using
- Ensure guards are fitted, secure and working
- Ensure there are no loose/missing nuts, bolts and screws and tighten and/or replace as needed
- Ensure plant is only used where there is adequate ventilation
- Do not point nozzle at people
- Hold blower firmly
- Minimize dust by using blower at lower speeds

- Secure loose clothing
- Switch off before removing or replacing the debris bag
- Turn off blower prior to refueling
- Refuel only in well-ventilated area
- Ensure equipment is turned off before proceeding with other tasks
- Ensure equipment is stored in the appropriate location

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Lockout Procedures

Created on September 5, 2013

Introduction

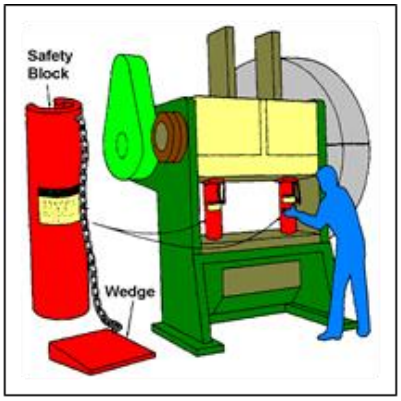
This describes the Lockout requirements for H.I.S. Wildfire F.S. Inc. to meet our Legal and corporate requirements of protecting all persons on every worksite. These practices apply to all employee, contractors, and/or any individual(s) working in a situation where lockout is required.

Objective

The overall objective of the Lockout Program is to prevent injury to anyone working for H.I.S. Wildfire F.S. Inc. To accomplish this, the program identifies all energy sources, and sets minimum standards for the development of specific lockout procedures at each location. It requires employee to test energy sources to ensure they are at a "zero energy state", and it specifies the responsibilities of each employee concerning lockout protocol. The intent is for each individual to have personal control over the de-energizing of hazards and the lockout of all devices.

Definitions

Authorized Person ..... refers to any "person" who has been authorized by a designated supervisor to perform the maintenance work being conducted (e.g. employee or contractor).



Block (safety), Blocking Device ..... refers to a device that is used to physically block, obstruct, or pin a portion of a machine and keep it from operating. Such devices shall be placed into position and secured by the use of locks, to comply with this procedure and prevent removal before the maintenance work is completed.

Control Device ..... means the device controlling the flow of energy or power to the machinery or equipment and includes, but is not limited to: switches, circuit breakers, valves, regulators, accumulators and clutches.

De-energize ..... refers to the complete de-activation, isolation, containment or removal of all sources of energy from a given location (e.g. machine, equipment or process).

Disconnect ..... A mechanism that physically disconnects or totally separates the machinery or equipment from a specific power source.

Energy Source.....means any type of energy, including, but not limited to: electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other source of energy (e.g. kinetic energy and potential energy), that is used to power equipment or activate machinery, or which is generated by machinery or equipment, and which may be potentially hazardous to a worker if not adequately controlled.

Lock.....means a keyed padlock which will secure a control device in the "off" position and prevent it from being reactivated. NOTE: Combination locks or locks using magnetic keys or bars are NOT acceptable for lockout use.

Lockout.....is the term applied to a system or procedure designed to control all situations where the unexpected energization, start-up, or release of stored energy of the equipment, machinery or process, would be likely to endanger or injure any personnel.

Lockout Device.....means a special mechanical device that has been manufactured or assembled to enable the locking out of various energy-isolating (control) devices in a position that prevents energization of a machine, equipment or process (e.g. valve covers, tap covers, circuit breaker lockouts, etc.) – (see also *"multiple lock attachments"*).

Lockout Procedure.....refers to a written procedure designed to control all situations where the unexpected energization, start-up or release of stored energy of the equipment, machinery or process, would be likely to endanger or injure personnel.

Maintenance.....refers to the work performed to keep machinery or equipment in a safe operating condition, including, but not limited to: installing, repairing, cleaning, lubricating, adjusting and the clearing of obstructions to the normal flow of material.

Multiple Lock Attachment.....means a device designed to be used to secure a control device in the "off" position and has the provision to accommodate several locks at the same time. Includes devices commonly called "scissors clips".

Personal Lock.....refers to a lock provided by the employer for use by a worker to ensure personal lockout protection. Each lock, when applied is operable only by a key in the worker's possession, and no two workers may have locks keyed the same. Locks designated for lockout should not be used for anything else.

Plug-in Equipment.....includes electrical equipment or machinery that is not wired directly to its power source, but uses a removable cord fitted with a pronged plug on the end. De-energization can be achieved by simply removing the plug from the power source and maintaining control over it while the

maintenance is being performed. Equipment powered by rechargeable / removable battery packs would also be included in this category.

Power Source ..... means **ANY** source of power that provides the energy required to drive a piece of machinery or equipment and includes, but is not limited to: electrical, steam, hydraulic, water, air, mechanical radiation, and thermal forms of energy. Also includes any elevated object or part which could injure or endanger a worker in the event that it unexpectedly moved.

Tag, Information Tag ..... refers to a tag or other similar label that is used to identify the owner of a lock and/or to indicate that the device is currently out of service and not to be operated.

To be acceptable within BC, for normal lockout activities, tags **may <u>only</u> be used in conjunction with locks**.

Zero Energy State ..... The condition when a machine has been made temporarily incapable of accidental start-up or movement. This state is achieved by shutting off or disconnecting all power sources, and draining, bleeding, blocking or otherwise isolating all residual energy sources such as: gravity, hydraulics, compressed air, springs, and capacitors.

When Is Lockout Required?

Lockout is required whenever

- the unexpected energization or startup of any machinery or equipment; or

the unexpected release of an energy source could cause an injury to any person. If such a risk exists, the energy source must be isolated and effectively controlled (i.e. locked out).

Lockout is required if machinery or equipment is shut down for maintenance and no work may be done on the item until

- all parts and attachments have been secured against inadvertent movement; and
- any hazardous source of energy has been effectively controlled; and
- the energy isolating device(s) has been locked in the inactive position.

Scope

This program defines company procedures and responsibilities regarding the use of locks and safe work procedures for personal protection against inadvertent movement of machinery and/or equipment caused any form of energy source. Typical energy sources that may be encountered would include, but may not be limited to:

- Electrical
- Mechanical
- Hydraulic
- Pneumatic (compressed air)
- Kinetic (Moving) Energy
- Potential (stored) Energy
- Gravity

If any other type of energy not listed above is used to power equipment or machinery, then the use of lockout during maintenance of those devices would also be required.

RESPONSIBILITIES

Employer / Managers

The Employer / Managers are responsible for:

a. ensuring that the written Lockout Program is developed, implemented, maintained and updated as required by regulation;
b. providing the necessary education / training to those people within H.I.S. Wildfire F.S. Inc. operations who may be required to use lockout; and
c. upon completion of the education / training, issue those qualified individuals with the necessary lockout equipment for their personal use (e.g. personal locks, keys, lockout devices, etc.); and
d. maintaining accurate records of lockout education / training and the lockout equipment issued; and
e. monitor the effectiveness of this lockout program; and
f. conduct an annual review of the program.

Supervisors

Supervisors are responsible for ensuring that:

a. any persons who may be required to perform maintenance work are adequately instructed in the appropriate lockout procedures for the specific machinery or equipment that the worker(s) is / are involved with; and
b. all workers comply with and follow the requirements of the lockout program and related procedures; and
c. workers have been issued with the required lockout equipment necessary to secure the machinery and/or equipment; and
d. ALL the energy sources for that equipment and machinery are properly identified to allow for the proper use of this lockout procedure; and
e. the equipment and machinery being maintained are deactivated as required and their control devices secured in the "OFF" position through the use of appropriate locks and necessary lockout devices; and

f. confirm through inspections, observations and interviews that employee can demonstrate proper lockout techniques.
g. any contractors who work on equipment and/or machinery have a copy of the appropriate lockout procedures and understand the requirements of this program; and
h. the necessary equipment and resources to support this program (e.g. warning signs, tags, padlocks, and lockout devices) are provided and maintained; and
i. compliance with this program by all workers and contractors shall be monitored and enforced as necessary; and
j. any incidents of non-compliance and/or incidents which result in injury or near miss (close call) are promptly investigated.

In the event of a worker violating a lockout procedure, the supervisor may also be held accountable for any failure to comply on the part of the worker(s).

Workers / Employee

Workers / employee that may be required to use lockout as part of their work activities, shall:

a. participate in the education / training related to this lockout program; and
b. follow this lockout program and all related procedures;
c. maintain their assigned personal lockout equipment (e.g. locks, keys, attachments, etc.) in good working order; and
d. report any malfunction or losses of lockout equipment; and
e. maintain accurate records relating to the lockout program as necessary; and
f. report any problems (e.g. unsafe conditions and/or unsafe acts) related to this program, its implementation and/or use to their supervisor.
g. identify improvements and changes that could be made to the lockout system.
h. if in doubt about the lockout procedure to be followed, contact their supervisor for guidance.

General Lockout Rules

The following general rules relate to ALL aspects of lockout:

a. All employee, visitors, and/or contractor's employee who are working on a company site or workplace must follow the lockout procedures when performing maintenance on any machinery or equipment.
b. No one may attempt to bypass locked out energy or power control devices in order to operate machinery or equipment.
c. The company will normally issue each employee that is required to lockout machinery or equipment with a personal set of padlocks, which are to be used ONLY for lockout purposes.
d. Each personal lock or set of locks must be identified with the name of the person to which they have been assigned.
e. Each personal lock or set of locks must be keyed alike to that particular set, which has been assigned to one individual and no other set of locks shall have identical keys.
f. No one may lend their locks or keys to any other person and no person shall attempt to borrow locks and/or keys from any other person.
g. If the key to a personal set of locks goes missing, the set will be permanently removed from service and destroyed.

Lockout Requirements – General

Lockout shall be initiated by the FIRST person to begin work on the machinery or equipment. The first person applying lockout shall also be responsible for:

a. following any posted lockout procedure, including "generic" lockout procedures, and/or machine/equipment specific lockout procedures; and
b. consulting the manufacturer's manual for the equipment or machinery to ensure that any specific safety requirements have been addressed; and
c. determining that all the necessary energy power sources have been identified and effectively controlled; and
d. draining any accumulator tanks, reservoirs or stored energy;
e. "testing" the equipment to ensure that it is no longer functional prior to commencing any maintenance work (i.e. push the "start" buttons and then push the "stop" buttons); and
f. applying multiple lock attachment devices prior to affixing his/her lock; and then
g. applying their personal lock to the multiple lock attachment, locking their lock and retaining their key for their locks in a secure location.

Each person working on a piece of machinery or equipment, must apply their own locks to each of the lockout devices controlling the energy power sources to ensure effective lockout, (i.e. if three (3) people are working on the equipment, then one multiple lock attachment with three (3) locks must be on each power source).

Locking of control circuit buttons or switches (e.g. start / stop buttons) is **prohibited** since this is **not** a positive energy isolating device and may not adequately disconnect the power source.

PRIOR to removing the last lock from a control device, the person doing so is responsible for checking the machinery and immediate area to ensure that all other persons are in the clear and that the unit can be started / operated safely.

If in doubt about lockout rules or procedures ask your supervisor.

- **Disengaging Power Sources**
    a. Before turning off the power source, check to ensure that no one is operating the equipment. A sudden loss of power could also cause an accident.
    b. Ensure that the equipment / machinery being serviced by the power source you intend to disengage have been turned **OFF** at the controls. Disengaging a power source when it is under load can be very dangerous.
    c. If in doubt about the location of any electrical control device(s) (e.g. main disconnect, circuit breaker, switch etc.) or the method of disengaging it, contact a qualified electrician or your supervisor first.
    d. When opening (pulling) a main disconnect, do so with your left hand and face away from the panel. Under certain circumstances (e.g. deteriorated electrical contacts, system under load, flammable atmospheres, etc.) the electrical disconnect may arc and/or explode outward, resulting in severe injury.

Lockout Procedure – Generic

The following minimum procedure shall be followed for **all** machinery or equipment, (except plug-in equipment), where maintenance is required to be performed.

1. Shut off the machinery or equipment involved (see individual written safe work procedure or lockout procedure – if applicable).
2. Shut off the power/energy source(s) at the control device(s).
3. Apply any lockout device or attachment that may be required to the control device(s) and/or power source(s) – (e.g. valve cover, handle cover, chain, cable lock, etc.). This includes inserting any pins, bars, blocks and/or braces to secure against inadvertent movement.
4. Place multiple lock attachment(s) – (e.g. scissors clip) – in the lockout loop or alternate locking device(s) as necessary.
5. EACH person working on the machine/equipment shall apply their personal lock(s) to each multiple lock attachment(s) or alternate locking devices.
6. Test the control buttons (or other control devices) to be sure that the power source has been properly disconnected and/or de-energized. THEN return to the "off" position.
   a. Push start button(s). b. Push stop button(s).
   OR
   a. Activate start control(s) b. Activate stop control(s).
7. Perform the necessary repairs and/or maintenance as required.
8. All employee working on a machine or equipment are to remove their lock(s) as soon as they have completed their portion of the maintenance work and have moved to a safe area.
9. Upon completion of the maintenance work and BEFORE the last lock(s) are removed:
   a. replace all guards and/or protective devices; and
   b. ensure that all tools and other objects have been cleared away; and
   c. all personnel are clear of the machine or equipment
10. Remove ALL locks and lockout devices, including any pins, bars, blocks and/or braces that were installed as part of the lockout procedure.
11. Re-confirm that everyone is clear of the machine / equipment before starting up and/or returning to normal operation.
12. Start the machine / equipment to confirm its proper operation.

The "generic" lockout procedure (see also Annex 1) is the minimum acceptable protocol for the steps necessary in performing basic lockout on any type of machinery.

Lockout Exceptions

There are two recognized exceptions to the standard lockout requirements and these are detailed below.

- **Readily Disconnected Power Supply** (e.g. Plug-in type equipment)

  One exception to the requirement for applying locks to control devices is when the equipment is connected to a wall or floor mounted socket or receptacle by means of a removable plug (i.e. the machine or equipment is NOT “hard wired” to the power source).

  The following procedure is applicable for plug connected (corded) type of equipment:

  - Before doing any maintenance work on such equipment remove the plug from the outlet;
  - Check that the correct plug has been removed by testing the equipment to ensure that the power has actually been disconnected;
  - The person performing the maintenance work must keep control over this plug at all times (i.e. within his/her reach and within visual observation at all times).

Mobile Equipment/Vehicles

Mobile equipment and/or vehicles on which maintenance work is to be performed must be secured against inadvertent movement in order to meet the intent of the lockout program and any related OHS Regulation; however, these units do not meet the normal lockout requirements, different procedures must be followed.

The following procedure is applicable for the lockout of vehicles or mobile equipment:

- Park the mobile equipment/vehicle in the location where the maintenance is to be performed;
- If possible choose a flat, level surface (e.g. maintenance shop, paved surface, etc.);
- Turn off the mobile equipment/vehicle;
- Secure the vehicle against inadvertent movement (e.g. engage parking brake, lower any buckets/ blades/forks, chock the wheels, etc.)
- Remove the ignition key for the unit; and either
  a. place it in a locked and secured location (e.g. a lock box specifically for this purpose), or
  b. retain control of the key during the period of the maintenance work; [1].
- DO NOT leave the key in the ignition;
- Secure a "Do Not Operate" placard or tag (see examples below) to the steering wheel controls of the equipment;[2]
- Upon completion of the work remove all blocking, chocks, etc.;
- Return all tools / equipment to its proper place;
- Remove the "Do Not Operate" placard;
- Return the keys to the ignition and return the vehicle to its designated place.

DO NOT OPERATE

This piece of equipment / vehicle is undergoing maintenance and is NOT to be operated without authorization of the person performing the maintenance.

Example of a suitable "Do Not Operate" placard for use on mobile equipment / vehicles to indicate compliance with the lockout procedure. This placard has been created at the workplace for their use.

Examples of two types of commercially available "Do Not Start" tags that are can be used on mobile equipment to indicate compliance with the lockout procedure.

1 If the ignition key is required during any phase of the maintenance work before it is returned to the ignition a complete check of the vehicle and the surrounding area is **MANDATORY** to ensure that no one is at risk of injury when the unit is started.

2 When securing a "Do Not Operate" placard to the steering wheel, ensure that it cannot be accidentally dislodged by wind, vibration or other means. For example, use a wire twisted around the steering wheel, a string (cord) tied onto the wheel, or a plastic tie-wrap to secure the placard.

These types of placards and tags would ONLY be permitted for use on mobile equipment to indicate it is inoperative for maintenance purposes. Placards and/or tags would NOT be acceptable for any other types of lockout activities on non-mobile equipment or machinery.

Education and Training

Adequate education and training in this lockout program and related procedures shall be provided by a qualified person to any employee that may be required to use lockout procedures to ensure they understand the purpose and function of the program.

- **Records**

The Employer shall maintain a record of all initial and subsequent education / training related to this program that is provided.

The record shall include the name of the participant, the date(s) of training, and the training topic(s) for each individual person involved.

Documentation of the actual information covered during education / training sessions should also be retained.

- **Exemption / Modification**

  Where, in the opinion of a senior manager, a person has demonstrated an adequate knowledge of these lockout procedures and has acquired experience in lockout elsewhere, they **may** be deemed to be "qualified" and the requirement for education / training may be reduced or waived.

  Where such a waiver and/or exemption is permitted, a detailed record of the rationale used to support that decision shall be retained on file as a permanent record in the employee's personnel file.

- **Retraining**

  Retraining shall be provided for all authorized individuals whenever there is a change in their job assignments, a change in machines, equipment, or processes that presents a new hazard, or a change in energy control and/or isolation procedures.

  Annual refresher training should be conducted to maintain an appropriate level of awareness; however, this will be determined by the appropriate supervisor.

  Where in the opinion of an appropriate supervisor any person who requires knowledge in lockout procedures in order to perform their work, has demonstrated a lack of understanding of the requirements and/or a failure to follow these requirements, they shall be required to take additional education and/or training prior to being allowed to engage in any work activity which requires the protection of lockout.

Lock Removal Procedure

Although workers are to remove their personal locks at the end of their shift, it is recognized that an occasion may arise where a lockout device and information tag has been inadvertently left on an energy-isolating device by an authorized individual who has left the workplace or is not available to remove the lock(s). The OHS Regulations require that there be a procedure in place to address such situations. The following procedure shall be used to address the removal of a personal lock by someone other than the owner.

Removing another employee's lock is a serious matter and is prohibited except in the case of an emergency and only when the following procedure has been followed:

a. The appropriate supervisor shall be informed that a personal lock has been inadvertently left on a control device, it needs to be removed, and the person assigned the lock cannot be located;

b. The appropriate supervisor will make every effort to contact the owner of the personal lock(s), so that he / she can remove their lock(s). Those attempts to locate shall be thoroughly documented;

c. The appropriate supervisor shall then contact a worker representative, preferably from the safety committee to request their attendance with the area inspection and removal of the lock(s).

d. At least one worker representative from the appropriate union (where applicable) must be present, in addition to the supervisor, during the inspection of the area and any lock removal.

e. Where no union is involved a worker safety representative shall fill this role.

f. If the person who left the lock(s) on the equipment cannot be located and the area in question has been thoroughly inspected and is confirmed to be clear of any hazards to anyone, the lock may be forcibly removed (i.e. cut off) by the supervisor.

g. The supervisor shall be responsible for filling out and distributing the “Lock Removal Form” (see below)

h. A copy of the Lock Removal Form and the removed lock(s) will be retained by the supervisor for follow-up with the person to whom the lock(s) were assigned.

i. The person whose lock(s) have been removed will not be assigned to maintenance work until he / she has provided a written explanation to the Employer and the appropriate supervisor explaining why the lockout program and related procedures were not followed.

Program Review

The employer, through managers and/or supervisors shall periodically assess and review the condition and effectiveness of each element of the Lockout Program.

This program review should involve the health and safety committee or worker safety representative and be completed:

- at least annually; or
- as a result of any incident investigation process where the use of de-energization and lockout was a component of the work process related to the incident.

Where a need for updating is identified during the review, the program shall be amended as necessary and without undue delay.

Critical Task Inventory

- Ensure your supervisor has fully trained you on lockout procedures. Your supervisor should demonstrate how to do lockout procedures, and observe you doing this task until satisfied that you can perform this task safely.
- All appropriate safety paperwork is filled out prior to commencing work
- All Power Tool/Equipment SAFE Work Procedures
- General Worksite Safety

Hazards

- Please see individual Work Safe Procedures for hazards

Reference Materials:

- WorkSafeBC Regulations
- Alberta Occupational Health and Safety

Steps to Perform This Task Safely:

Responsibilities

- Anyone doing maintenance on equipment or machinery is responsible for adhering to the lock-out procedures.
- Management will ensure that all energy sources for equipment and machinery are deactivated and in the “off” position through the use of appropriate locks or tags and labels.
- Management and Supervisors will be held responsible for any worker that does not comply with the Lock-Out Procedure.
- The company will be responsible for supplying locks, tags and labels to any outside source working on equipment or machinery for the company.

Authorization

- Only those employees authorized to provide maintenance work to equipment or machinery will do so.
- Any outside source working on equipment or machinery owned by the company must sign-in with the appropriate person before commencing work.

Lock, Keys, Tags and Labels

- When using power cord devices, remove the plug and keep it within your sight and reach to maintain control of it.

Plug-in Equipment

- The only time you can forgo applying locks to control devices is when equipment is connected to a wall or floor mounted socket or receptacle by removable plug
- Ensure you remove plugs from outlets before doing any maintenance to equipment/machinery.
- Ensure you have removed the right plug and test the equipment/machinery before commencing maintenance.
- The person performing the maintenance on the equipment/machinery is responsible for ensuring the plug is disconnected at all times.
- If necessary, attach a “plug lockout device” over the plug and attach a personal lock through the holes in that lockout device to ensure it does not get plugged in.
- Plugs should be kept in sight of the person doing maintenance.

Disengaging Power Sources

- Ensure no one is operating any equipment/machinery before turning off any power source
- If you are unsure of the main disconnect switch contact the applicable staff or contact an electrician.
- To avoid arcing or an explosion that can result in injury or damage, DO NOT disengage an electrical disconnect while it is under load.
- Ensure that machinery is turned off at the controls before turning off the breaker.
- If there is HIGH VOLTAGE installations a qualified electrician MUST operate the disconnect
- If needing access to control panels in the office, please contact the building owner

Locking Out – General

- Follow guidelines and regulations set out by WorkSafeBC, other government agency and/or other worker’s compensation boards.
- Lock-out procedures are implemented by the person who will be working on the equipment/machinery. That person will also be responsible for “testing” the equipment/machinery to ensure that it is not operational.

Lock Out Procedures for Small Machinery

The following procedures will be followed for all equipment/machinery such as mini-excavator/skid steer requiring maintenance.

- Shut off machinery/equipment and lock cab door
- Ensure that buckets or attachments are firmly planted on the ground
- If working on machines that have hydraulic release valve, ensure that it is released prior to commencing maintenance on hydraulic system.
- Ensure the use of braces or supports when needed
- Label machine door with a lockout tag or label.

Lock Removal Procedure

- Remove all locks, keys, tags and labels after service is complete
- Destroy all labels and tags before placing them in the garbage

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Office/Warehouse/Boardroom

Created on September 5, 2013

Introduction

This includes working in any space rented by the company

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Proper footwear in accordance with your surroundings	Required
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection (when using tools/equipment)	Required
Rubber gloves when using cleaning supplies	Required
Fire extinguishers mounted and tested as per City of Kamloops Regulations	Required
Evacuation procedures posted and marshaling points designated	Required
Back-up lighting in good working order	Required
Level 1 First Aid Kit	Required
Eye Wash Station	Required
Hearing Protection where hearing hazards are present	Required

General Requirements

Reporting to Management

Employee are required to report to management any:

- Theft or dishonesty
- Tampering with or abuse of office equipment or property
- Falsification of records or reports
- Unsafe working conditions or potential hazards

Personal Use

- The office is not to be used for personal use unless it has specifically been approved by ownership
- All company-owned property used offsite must be signed out and in
- All garbage and recycling must be disposed in proper containers

Equipment/Tool Use

- Do not use gas powered tools inside the building
- Do not refuel equipment inside any building or enclosed structure
- Ensure drilling, grinding, filing is done in the warehouse
- Ensure fuel is stored outside in dry boxes
- Sealed oil is permitted inside
- Ensure all cleaning supplies are stored in the warehouse or cabinets

Ensure all gas-powered equipment is drained of fuel before storing inside any structure

After Hours Work

- Ensure the front and back doors of the building are locked from 6PM – 6AM

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- All Applicable SAFE Work Procedures specific to the job
- All Training Briefing Resources

Reference Materials:

- Material Safety Data Sheets
- Owner's Manuals related to specific equipment and/or tools

Steps to Perform This Task Safely:

- Know all evacuation routes, risk of fire and regular fire drills
- Appropriate signage posted
- Electronic devices must be in good working condition and don't overload electrical outlets
- Ensure work area is safe and free of hazards
- When done work ensure worksite is clean and free from hazards
- Return all supplies, tools and other related material to it's appropriate location when finished work

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Planer Operation (Thickness or Jointer)

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Job specific Work Gloves	Recommended
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate all planers. Your supervisor should demonstrate how to use these tools, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Electrical Cord Safety
- Lockout Procedures
- General Power Tool Use
- General Worksite Safety

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report deficiencies on Corrective Action Log and return to the office.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.
- Do not wear loose clothing, jewelry or rolled up sleeves
- Tie all long hair back
- Do not wear work gloves while operating planers
- Ensure the switch is in the "off" position before plugging it in

Inspections and Set-up

Planers should be visually inspected before each use:

- Ensure all wood shavings and other debris are removed before starting the machine
- Use the proper lockout procedures for the feeder rolls, cutter heads and cylinders before removing wood fragments or to make any adjustments
- Ensure solid medal guards enclosing the cutter heads of the planer are in place and operational
- Ensure dust removal equipment is operational
- Fence or mark off work area to prevent injuries to other workers

Start-Up and Use

Thickness Planer

- Examine the width of all lumber. Most planers remove a maximum of 3mm per pass. The motor may overheat with lumber that is already at the maximum width so if the motor does stall follow lockout procedures and lower the table prior to re-starting the machine
    - Lumber less than 10mm can be planted by placing a thin board on top of a thicker board and run both boards together through the planer. If the stock is thicker on one end, then insert the thicker end into the planer first
- Length considerations
    - Do not plane lumber less than 55mm longer between the distance of the infeed and the outfeed as it can jam the machine
    - There must be adequate space at the outfeed end of the planer for long lumber so the planer should not be too close to the wall
    - When planning short stock be mindful as the infeed rollers will sometimes cause short stock to quickly tilt up and then down which can pinch fingers
- Check boards for loose knots, nails, staples, dirt, sand or other foreign objects.
- Stand to one side of the planer when using it
- Do not let the stock feed through your hands when the machine self feeds. This will prevent slivers from being forced into your skin at the same rate the planer is planning wood.
- Do not look into the planer to watch operation as wood chips and knots may be thrown out of the machine
- Do not plane lumber that doesn't have square ends as the end can catch on the pressure bar and jam
- Do not plane lumber that has been varnished or finished as the dust can be harmful to health and can dull knives
- No one should work or walk directly behind the feeding end of the planer. Use a barrier or guardrail.
- Do not come between the end of a long plank and an immovable object such as a wall when removing lumber from the outfeed of the planer.

Jointer Planer

- Let the jointer cutter head come to full speed before commencing work
- Check stock for loose knots, nails, staples, dirt, sand or other foreign objects
- Check the width and thickness of the stock before jointing it
    - Do not joint stock that is less than 300mm long
    - Do not edge-joint stock that is less than 20mm high
    - Do not face stock that is less than 12mm thick. Always, use a push block for thin material
- If the wood is narrower than 7.6cm use a hold-down push block
- Knives of the cutter head cannot extend beyond the body of the head more than 3.2mm
- Never place hands over the front or back edges where they can easily come into contact with the head. Keep hands as high as possible on the side of the stock.
- Stand to one side of the jointer when using it
- Return the depth of cut to 1mm when you are finished with the jointer. If the jointer is set for a deep cut the next operator could be seriously injured as a kickback can occur when depth is left to deep.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Pole Drag Saw Operation

Created on December 12, 2015

Introduction

A long-handled pruning saw with a curved blade at the end and sometimes a clipper; used to prune small trees.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved Footwear	Required
CSA Approved Eyewear	Required
Hearing Protection	Required
Protective Clothing	Required
Personal First Aid Kit	

Critical Task Inventory

- Ensure that training has been provided to you by your supervisor. Your supervisor should demonstrate how to operate this equipment, and observe you working with it until satisfied that you can operate it safely
- All appropriate safety paperwork is filled out prior to commencing work
- All SAFE Work Procedures specific to the job
- General Power Tool Use

Reference Materials:

- Manufacturer's Manual
- Material Safety Data Sheet (MSDS)

Steps to Perform This Task Safely

- All appropriate safety paperwork is filled out prior to commencing work
- If the equipment is in unsafe working condition, tag/ flag it; service them, or place in appropriate designated location, or contact appropriate service provider
- Pole saws are intended to use on limbs up to a couple of inches thick.
- The thicker the wood, the more dangerous, and the slower and more tiring it will be to cut.
- You must not attempt to fell branches overhead until you are familiar with techniques for reducing weight before making a final cut by making preliminary and jump cut with your pole tools.
- Pole saws, especially with extensions to get above 8 feet, are heavy and tiring to work with.
- Never, ever, ever work near power lines, or on branches with any part above a power line
- Be aware of other workers nearby.
- Cut only those limbs whose ends you can see.
- Clear an area for dropping limbs.
- When cutting larger limbs, make two cuts.

- Begin with a slight cut on the underside of the branch to prevent bark from tearing when the limb is severed from the top.
- Carry pole saws by your side.
- Grip the handle near the blade and point it away from your body and down.
- Long handles may require another worker to carry the tool farther back on the handle.
- Don't let the end of the handle drag on the ground.
- When transporting blades, provide a small protective box that holds approximately 10 to 15 blades vertically
- Each blade should be separated by a ¼–inch plywood partition.

Maintenance

- Keep metal blades of all tools sharp and well-oiled
    - Sharpen these saws with a slim taper file.
    - Pole saws have alternately offset teeth that are beveled on both edges.
    - Clamp the blade so the gullets are exposed about one–eighth–inch to minimize chatter during sharpening.
    - Align the file in the first gullet against the front and trailing edges of two adjacent teeth.
    - The file should form an angle of about 65° with the blade.
    - File every other gullet, then reverse direction and file alternate gullets at the same angle. Four or five strokes per tooth should suffice. File teeth equally; unevenly filed teeth will differ in height. The shorter teeth will be ineffective while cutting.
- Check regularly for loose and worn out parts on tools and replace them if necessary.
- Lightly sand and clean wooden parts regularly and treat them with a 50/50 mixture of linseed oil and turpentine.
- Identify damaged tools and store them in a designated location to allow either the supervisor or maintenance person to arrange for their repair.

Cleaning

- Clean the tools immediately after use
- Wash the tools using water
    - A wire brush may be useful to loosen the soil stuck to the blades.
- Minimize the risk of spreading germs while dirty tools are being cleaned.
- Coat the blades with light oil like WD-40 on areas prone to rust.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Pole Saw Operation

Created on December 12, 2015

Introduction

A Pole Saw is a one-person unit, but it is wise to have a work companion. Pole Saw, or Pole Pruner, is a chainsaw that has the bar and chain on a pole; the pole allows greater reach of the saw. It is ideal for limbing and trimming small branches, up to approximately 20cm diameter, where it would be far too dangerous or impossible to use a standard chainsaw.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved Footwear	Required
CSA Approved Eyewear	Required
Face Protection	Required
*Hearing Protection • Stuffing ears with cotton is NOT recommended • Persons who make part of their living using saws should be tested periodically for hearing deterioration.	Required
Hard Hat	Required
Gloves	Required
Appropriate Clothing (snug fitting) • No loose clothing, jewelry or hair	Required
Pole Saw Harness	Required
Personal First Aid Kit	Required

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the Pole Saw. Your supervisor should demonstrate how to use this equipment, and observe you working with it until satisfied that you can operate it safely
- All appropriate safety paperwork is filled out prior to commencing work
- All SAFE Work Procedures specific to the job
- All Training Briefing Resources

Reference Materials:

- Manufacturer's Manual
- Material Safety Data Sheet (MSDS)

Steps to Perform This Task Safely

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection
- If the equipment is in unsafe working condition, tag/ flag it; service them, or place in appropriate designated location, or contact appropriate service provider
- Ensure safety decals are legible
- Ensure the equipment is used properly as per manufacturer's directions
- Do not wear loose clothing or jewellery

Inspections and Setups:

Pole Saws should be visually inspected before each use

- Guards in place and operational
- Adjust the hand grip to suit your size before starting work
- Complete a walk around of the immediate work area prior to starting
- When carrying equipment, the engine must be stopped, guide bar facing the front, and the hot muffler kept away from your body

Fueling:

- Fueling should be done in a well-ventilated area outdoors
- Move the pole saw pruner at least 3 metres (10 feet) from the fueling point before starting the engine
- Let the engine cool down before refueling

Start-Up and Use:

- Before doing any work, inspect the work area to ensure it is clear of obstructions and objects, including persons. Be sure to remove any materials which may start brush fires.
- Do not cut metal, sheet metal, plastics or any non-wood materials
- Keep all bystanders away from the equipment during operation.
- Do not let anyone hold the wood for you to cut
- Keep the unshielded guide bar from touching an object or the ground, to prevent rotational kickback
- In tight situations, it may be better to cut at part-throttle or low engine speed to control the pole saw pruner
- Do not allow the guide bar to come in contact with solid foreign objects such as rocks, roots or bits of metal, as it may fling them directly or by ricochet in the direction of bystanders or the operator, and may damage the pole saw pruner
- Always hold your pole saw pruner firmly with both hands while you are working
- Keep the handles dry, clean and free of oil or fuel mixture
- Ensure you have secure footing
- Do not operate while standing in a tree
- Do not overreach
- Use extensions specifically designed for that particular pole saw pruner
- Use caution when cutting small-sized brush and saplings because slender material may catch the saw chain and be whipped toward you

- When cutting a limb that is under tension, be alert for spring back so that you will not be struck by the limb or saw when the tension in the wood fibre is released
- Stay on the uphill while pruning, limbs may roll down the hill when cut
- Work only when there is adequate lighting to see clearly
- Do not work under trees during periods of high winds or heavy precipitation
- Keep all parts of your body away from the saw chain while the engine is running
- If the chain gets jammed, turn off the engine and disconnect the spark plug
- Only clear the jam once the chain has stopped moving. Never grasp the chain
- Do not leave the equipment unattended
- Ensure that engine is shut down before performing any repairs or maintenance
- Disengage spark plug before conducting any maintenance or cleaning operation
- End of the day, always clean dust/dirt off the machine. Do not use a grease solvent
- If you experience unusual noise, smell, or vibration shut off the machine immediately. Determine cause. Restart only after repaired

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Portable Generator Operation

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Required (on or near fire situation)
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Recommended/Required when fueling
Hearing Protection	Required
Job Specific work gloves	Required (for most work)
Hand Held Radio and/or cell phone	Recommended
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the generator. Your supervisor should demonstrate how to use this piece of equipment, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- General Worksite Safety
- Lockout Procedures
- Lifting Heavy and/or Awkward Objects

Reference Materials:

- Owner's Manual
- Material Safety Data Sheets

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection
- If equipment is in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report any deficiencies on Corrective Action Log and return to the office.
- Only use the equipment for its intended use.
- Ensure generator is in a well-ventilated area
- Ensure generator is fueled
- Place the electrical cord is out of the path of workers if possible
- Stop generator immediately if the work area becomes wet
- Ensure machines is turned off and unplugged when not in use

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Power Broom Operation

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Long pants	Required
Hearing Protection	Required
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Hearing Protection where hearing hazards are present	Required
Long pants	Recommended
Loose fitting clothing	Required
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the power broom. Your supervisor should demonstrate how to use this machine, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- General Worksite Safety
- Lifting Heavy and/or Awkward Objects
- Store the machine with fuel valve closed and in such a way that there is no risk of leaking fuel or fumes can come in contact with flames or sparks from electrical machines, electric engines, relays, switches, etc.

Reference Materials:

- STIHL Operator's Manual
- Material Safety Data Sheets

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report any deficiencies on Corrective Action Log and return to the office.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.
- Do not wear loose clothing or rolled up sleeves
- Tie all long hair back

Inspections and Set-up

Power Brooms should be inspected before each use:

- Ensure there are no people in the vicinity of the machine when you start the machine – make sure people are a safe distance away – 5M (15f) of your own position.
- Find and locate all fixed object in the ground, such as sprinkler systems, poles, water valves, bases for washing lines, etc.
- Check for hidden electrical cables or similar in the surface and always run the machine around these objects.
- Check the throttle trigger, throttle trigger interlock (if applicable), stop switch, sweeper drums, rubber sleeve and harness before using machine. Check for loose parts and for worn or damaged parts.
    - The throttle must move freely and always spring back to the idle position
    - The sweeper must be properly tightened and in safe operating condition
    - Both sweeper belts must be mounted
    - The rubber sleeve on the end of the drive tube must be in good condition
- Check fuel level and fuel filler cap for leaks before using and leave space for the fuel to expand

Start-Up and Use

- Only use the machine for its intended use. It is only designed for sweeping sand, stones, gravel, leaves and snow on grass, concrete or asphalt and removing puddles of water from flat surfaces.
- Always hold the machine firmly with both hands, keeping the handles cradled between your thumb and fore-finger.
- Ensure the machine grips are in good condition
- Use the machine at ground level with the sweeper belts parallel to the ground.
- Start the machine in the “start” position and guide the starter rope to rewind it, do not allow the grip to snap back. Do NOT operate the machine using the starting throttle lock as you do not have control of the engine speed.
- When reversing use lower throttle settings and be aware that thrown debris may also affect your footing.
- Make sure you have a proper foothold when using the machine, especially when backing
- Only operate the machine outdoors or in a well-ventilated area
- Maintain a low angle to the work surface
- Sweeping
    - For narrow areas guide the sweeper drum at right angles to the direction of travel
    - For wide areas guide the sweeper drum at an angle to the direction of travel
    - For sweeping corners turn the Power Sweep over

Control dust and fumes where possible

- Smoking, pen flames or sparks in the vicinity of the machine is strictly forbidden
- If you run over something stop and inspect the machine, make repairs if necessary
- Park the machine on even ground, disengage the drive, turn off the engine and wait until all moving parts have stopped before leaving the operating position behind the machine.
- If the sweeper belts become clogged or stuck, turn off the engine and make sure the sweeper belts have stopped before cleaning.
- After a long period of full-throttle operation, allow engine to run for a while at idle speed so that the heat in the engine can be dissipated by flow of cooling air.
- Turn off the engine and allow it to cool at least 2 minutes before transport
- Always stop the engine to refuel and never remove the fuel cap when the engine is running
- Do not smoke when refueling
- Never fill the tank indoors
- Store in a dry, high or locked location
- If storing machine for longer than a few days empty the fuel tank

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Power Rake/De-Thatcher Operation

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Hearing Protection	Required
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Long pants	Recommended
Loose fitting clothing	Required
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the power rake/de-thatcher. Your supervisor should demonstrate how to use this machine, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- General Worksite Safety
- Lifting Heavy and/or Awkward Objects

Reference Materials:

- Bluebird Operator's Manual
- Material Safety Data Sheets

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report any deficiencies on Corrective Action Log and return to the office.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.
- Do not wear loose clothing or rolled up sleeves
- Tie all long hair back

Inspections and Set-up

Power Rakes should be inspected before each use:

- Observe safety decal – AS ABOVE
- Ensure there are no people in the vicinity of the machine when you start the machine – make sure people are a safe distance away.
- Clear the area of objects such as stones that could become caught in moving machine parts and thrown out.
- Find and locate all fixed object in the ground, such as sprinkler systems, poles, water valves, bases for washing lines, etc.
- Check for hidden electrical cables or similar in the surface of the lawn and always run the machine around these objects.
- Ensure all ground plates and protective shields are in place and intact before using the machine.
- Check fuel level before using and leave space for the fuel to expand

Start-Up and Use

- Do not use on grades of more than 20 degrees. Work across slopes rather than up and down
- Do not leave the machine standing on a slope unattended
- Never use the machine indoors or in spaces lacking proper ventilation
- Do not use machine on any surface other than grass
- Make sure you have a proper foothold when using the machine, especially when backing
- Never work on wet grass
- Keep your hands and feet away from the work tools
- Smoking, pen flames or sparks in the vicinity of the machine is strictly forbidden
- If you run over something stop and inspect the machine, make repairs if necessary
- Park the machine on even ground, disengage the drive, turn off the engine and wait until all moving parts have stopped before leaving the operating position behind the machine.
- Press down on the handle and turn on the back wheels to steer the machine
- Turn off the engine and allow it to cool at least 2 minutes before transport
- Always stop the engine to refuel and never remove the fuel cap when the engine is running
- Do not smoke when refueling
- Never fill the tank indoors
- After refueling move the machine at least 10 feet from the location from where it was filled
- Collapse the handle if the machine is equipped with a collapsible handle
- Fasten machine properly in place with approved fasteners, such as tension belts, chains or ropes.
- Store the machine with fuel valve closed and in such a way that there is no risk of leaking fuel or fumes can come in contact with flames or sparks from electrical machines, electric engines, relays, switches, etc.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Pump Operation & Hose Use

Created on September 5, 2013 and Revised by March 25, 2015

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Hard Hat	Required
CSA approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Required (on or near fire situation)
CSA approved eye protection	Required when fueling and when operating nozzle
Hearing Protection when using pumps	Required
Job Specific work gloves	Required (for most work)
Hand Held Radio and/or cell phone	Recommended
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the pump. Your supervisor should demonstrate how to use this machine, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- General Worksite Safety
- Lifting Heavy and/or Awkward Objects

Reference Materials:

- Owner's Manual
- Material Safety Data Sheets

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection
- If equipment is in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report any deficiencies on Corrective Action Log and return to the office.
- Observe all warning stickers on equipment. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Wear all required PPE, especially hearing protection – ALL pumps are very noisy.

Inspections and Set-up

Pumps should be inspected before each use.

Start-Up and Use

- Only use the machine for its intended use.
- Carry pumps in a safe manner, either on a backpack or with a partner when needed. If travelling over rough terrain, use two people to carry
- Start the pump with both hand(s) grip on the pull cord.
- Tie the pump to something to ensure it stays in place. The vibration may cause unexpected movement.
- ALWAYS tie floatable pumps, since if the hose coupling becomes detached the pump will sail away.
- Secure the fuel container against inadvertent movement.
- Position the fuel container as far away from the pump as the fuel line will allow, but do not have any tension on the fuel line as it may become uncoupled.
- A 2-person crew is required to setup pumps adjacent to large bodies or fast-moving water. This is to ensure that there is assistance in the event that one person falls into the water. Once the pump is operational and secure a single pump operator is only required. When pumping from bladders, tanks or small shallow bodies of water this additional person is not required.
- Always use a check valve in the system, usually place within 5 feet of the pump outlet.
- When carrying hose, do so in a manner so as to have hands free in case of tripping.
- Use a hose strangler in a slow deliberate manner if possible with a partner/helper.
- Always use a hose strangler on both sides of the coupling if using high pressure or back pressure.
- Hot fueling/refueling is NEVER a good idea, but if need be, it is recommended to turn the pump off although some larger pumps can be hot fueled.
- Select the proper hose nozzle for the job.
- Clean off the hose couplings before attempting to make connections;
- Make sure hose couplings are secure when joining hoses.
- Use hose wrenches to dislodge couplings that have been under pressure.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Push Mower Operation

Created on September 5, 2013

Introduction

This includes power assist mowers

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Hearing Protection	Required
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Long pants	Recommended
Loose fitting clothing	Required
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the push mower. Your supervisor should demonstrate how to use this machine, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- General Worksite Safety
- Lifting Heavy and/or Awkward Objects

Reference Materials:

- Manufacturer's Manual
- Material Safety Data Sheets

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report any deficiencies on Corrective Action Log and return to the office.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers. Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.

Inspections and Set-up

Lawn Mowers should be inspected before each use:

- Ensure the blade is sharp and secured.
- Replace thin or worn blades.
- Ensure the blade stopping controls are effective and adjust as necessary.
- Ensure that shields and other guards, such as the rear drag shield and the discharge deflector, are in place and working properly.
- Adjust wheel height before starting mower.
- Turn off the engine before adding fuel. Fill the engine when it is cool, not while it is still hot after it has been used. Use a funnel to prevent spillage on the engine. Fuel up outdoors and then wipe up all spills.
- Do not smoke when refueling!
- Restart engine at least 8 meters (25 feet) from where you refueled to avoid igniting vapors.
- Store gasoline safely - outside and away from any heat source.
- If using an electric lawn mower, use the recommended grounded extension cord, and follow the lockout procedures
- Check the mowing area for hazards before mowing and clear the area of rocks, bottles and debris that might be thrown by the blades.
- Watch for hidden hazards such as holes, roots, drain pipes and insect nests.
- Keep people (especially children) and pets away from the work area. A mower can hurl objects in any direction.

Start-Up and Use

- Do not mow wet grass (walking on wet grass is a slipping hazard for you and more likely to cause the mower to clog)
- Start the lawn mower outdoors.
- Set mower at the highest cutting level when operating on rough ground.
- Recommended to mow in a forward motion
- Cut the throttle to idle and make sure the mower will not roll when stopping to pick up debris.
- Proceed slowly into tall, heavy grass to avoid choking the mower or stalling the motor.
- Use caution around low hanging branches and shrubs.
- Operate a "push" mower standing up straight, not bent over. Do not pull the mower toward you (or your feet).
- Mow across slopes. Your feet are less likely to slide under the mower and the mower cannot roll back. (This method is opposite from operating riding lawn mowers that are driven straight and down inclines.)
- Shut off mower, ensuring the blade has stopped rotating, and disconnect the spark plug wire (or disconnect an electric lawn mower) before tipping the mower by the handle to expose the underside for maintenance.
- Stop the lawn mower immediately if the blade hits any hard object, inspect the blade, and make the necessary repairs before using the mower again.
- Keep hands away from the blades. Use a stick to unclog or remove grass from the mower (after you have turned off the mower).
- Turn off the mower and wait for the blades to stop completely before removing the grass catcher, unclogging the discharge chute, or crossing gravel paths, roads, or other areas.
- Turn off gas-powered mowers immediately after use.
- Do not reach under machine. Disconnect the spark plug wire before sharpening, replacing and cleaning the blade or any part of the mower.

- Do not leave a running mower unattended.
- Do not touch hot motor parts.
- Do not spray cold water on a hot engine.
- Do not fuel the mower while the engine is running or when engine is hot.
- Do not lift or tilt the mower while it is running.
- Do not leave blades rotating motor running when crossing a graveled area.
- Do not run mower over stones or hard objects like pipes, rocks or sidewalk edges.
- Do not remove the grass catcher or unclog the chute while the motor is running.
- Do not point the discharge chute at people, animals, buildings, windows or glass doors.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Ride-On Mower Operation

Created on December 12, 2015

Introduction

A Ride-On Mower is a piece of equipment used to ride and mow grass or lawn

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved Footwear	Required
CSA Approved Eyewear	Required
Hearing Protection	Required
Protective Clothing	Required
Personal First Aid Kit	Required

Critical Task Inventory

- Ensure that training has been provided to you by your supervisor. Your supervisor should demonstrate how to operate this equipment, and observe you working with it until satisfied that you can operate it safely
- All appropriate safety paperwork is filled out prior to commencing work
- All SAFE Work Procedures specific to the job

Reference Materials:

- Manufacturer's Manual
- Material Safety Data Sheet (MSDS)

Steps to Perform This Task Safely

- All appropriate safety paperwork is filled out prior to commencing work
- If the equipment is in unsafe working condition, tag/ flag it; service them, or place in appropriate designated location, or contact appropriate service provider
- Ensure all safety devices, guards, switches, and shields are fitted, secure and functional.
- Ensure that seat belt, if fitted, is in sound condition.
- Ensure cutting blades are secure and in good condition.
- Ensure that any pneumatic and hydraulic mechanisms are in sound condition.
- Ensure that all electrical switches (including dead man's switch if fitted) are functioning

OPERATIONAL SAFETY CHECKS

- Never carry passengers.
- Be sure the transmission is out of gear and the mower blade clutch disengaged before starting.
- Keep clear of moving machine parts.
- Drive at speed slow enough to keep control over unexpected hazards.
- Travel up/down slopes rather than across taking extra care when ascending/descending steep slopes. Use 150 as the maximum to attempt to mow.
- Take extreme caution when refueling to prevent spilling fuel onto hot engine or exhaust.
- Before making adjustments bring the machine to a complete standstill and isolate.
- Be aware of the potential for ejected material and ensure that no person or animal is endangered when operating the

STOPPING THE RIDE ON MOWER

- Park on even ground.
- Stop the ride on mower and shift the gear selector to park position.
- Raise and secure the cutting blades.
- Lock the parking brake.
- Stop the engine and remove the keys.

HOUSEKEEPING

- Clean away any foreign material and debris from in and around engine and catcher parts.
- Keep the work area or implement shed in a clean and tidy condition.

POTENTIAL HAZARDS

- Rapidly rotating cutting blades
- Noise
- Eye injuries
- Ejected material and flying debris

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Router Operation

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection or if wearing prescription glasses, you MUST have side protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where hearing hazards are present	Required
Job specific Work Gloves	Recommended
Operator Manual accessible	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the router. Your supervisor should demonstrate how to use this tool, and observe you working with it until satisfied that you can operate it safely
- All appropriate safety paperwork is filled out prior to commencing work
- Electrical Cord Safety
- Lockout Procedures
- General Power Tool Use
- General Worksite Safety

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report deficiencies on Corrective Action Log and return to office.
- Observe all warning stickers on tools or equipment. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.
- Do not wear loose clothing, jewelry or rolled up sleeves
- Tie all long hair back

Inspections and Set-up

Routers should be visually inspected before each use:

- Ensure the carbide is not cracked or appears damaged
- Ensure the bit shaft is engaged in the collet at least 1.25cm
- Ensure that a safety zone of at least 1 meter is in place around the area where the router is being used.
- Ensure the switch is in the “off” position before plugging it in

Start-Up and Use

- Always choose the correct bit for the task.
- Always keep bits sharp and clean of rust and pitch to avoid excessive friction.
- Handle sharp bit with care.
- Never use bits that have a cutting diameter greater than the opening in the router base.
- Ensure that only wrenches provided with the machine are used to make adjustments.
- After changing the bit or making adjustments, ensure that the collet nut is securely tightened and that the
- Unused portion of the bit is covered by the guard before using the machine.
- Always disconnect the power cord before changing or adjusting a router.
- Do not shape chipboard, panel board, or any material that has paint or varnish on it.
- Properly support long materials.
- Foreign objects such as nails and staples should be removed before using the router.
- After starting the router, wait until the motor is at full speed before beginning any work.
- Always stand firmly on the floor and avoid any awkward operations so you don’t slip or lose balance.
- Do not carry on a conversation while cutting. Stay focused on the task.
- Place the material securely in a vise or other recommended clamping device. Holding the material by hand
  Is unstable and may lead to loss of control.
- Never start the tool when the bit is touching the material.
- Follow the manufacturer’s direction for setting the depth of cut.
- Ensure that adjustment locks are tightened.
  For maximum control, hold the router firmly with both hands. The reaction torque of the motor can cause the tool to twist.
- Never feed the material in the direction of the bit rotation. The bit can grab and pull the material
- Never lay the tool down until the motor and bit have come to a complete standstill. The spinning bit can grab a surface and pull the tool out of your control.
- Never touch the bit immediately after use. It will be too hot to touch with bare hands.
- De-energize and lock-out all energy systems before making adjustments/repairs. Disconnect the power cord or turn off power to the room and secure the electrical panel with a lock.
- Never leave a router running unattended. Turn off the power and make sure the machine has stopped running before leaving the area.
- Store bits in a router bit holder to keep them sharp and reduce injuries from reaching into a drawer for loose bits

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Small Equipment Operations

Created on September 5, 2013

Introduction

Small Equipment Operations include working around / near and/or operation of mobile equipment such as skid steers, mini-excavators, tractors, and nodwells (i.e. tracked utility vehicles).

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Approved Hard Hat – High Visibility Color	Required
CSA Approved footwear	Required
Hi-Vis clothing	Required
CSA approved eye protection	Required
Face Shield where face hazards are present	Required
Hearing Protection where noise hazards are present	Required
Job specific work gloves	Required
Fire Extinguishers in machine	Required
Seat belts in good working condition worn while operating machine	Required
Horn and backup indicators in working order	Required
First Aid Kit	Required
Flashlight	Recommended

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- Equipment inspection daily
- Worksite Safety
- All Training Briefing Resources

Training

- Ensure your supervisor has fully trained you on how to operate any equipment. Your supervisor should demonstrate how to use the equipment, and observe you working with it until satisfied that you can operate it safely.
- 100 documented hours of use before they can operate it without being supervised

Reference Materials:

- Material Safety Data Sheets
- Operators Manual for the particular equipment
- Maintenance manual if any repairs / maintenance being performed

Steps to Perform This Task Safely:

- Only experienced, authorized and qualified persons can operate equipment
- First Aid station location to be clearly identified in morning safety briefing

- All appropriate safety paperwork is filled out prior to commencing work
- Study worksite and surroundings before commencing operations (i.e. perform hazard assessment)
- If operating the mobile equipment conduct an inspection of the unit before commencing work.
- Prior to any ground disturbance, dig 1/ BC One Call, or other similar body, along with Local utility companies, need to be contacted to identify water supplies, and/or underground and/or overhead utilities – usually needs to be done 3 days (72 hours) before work begins
- Prior to commencing work review and confirm communications signals between machine operators and any workers on foot. Keep workers outside the swing area of any hydraulic excavator or backhoe and well clear of any attachments when using the machines for hoisting materials. Do not allow workers to stand under suspended loads or suspended machine components such as the boom, arm, or bucket.
- All Equipment and attachments must be operated for the means in which they were intended and within manufacturer guidelines
- Equipment will not be operated on slopes steeper than manufacturer guidelines
- Position equipment a safe distance from excavations such as trenches
- Identify and label all machine controls and ensure manufacturers' safety features are working
- Securely latch attachments before commencing work
- Use ROPS and seat belts supplied by manufacturer – do NOT remove ROPS and/or seat belts
- Do not exceed load capacities when lifting materials
- Follow safe mounting and dismounting procedures, i.e. instruct operators to lower the boom to a safe position with the bucket on the ground and turn off the machine before stepping off for any reason
- Use 3-Point Contact when climbing onto or off of any mobile equipment
- Keep the bucket as close to the ground as possible when workers are attaching loads or hoisting
- Make sure workers are well in the clear before hoisting any loads with equipment
- Never swing a load over any worker
- Use a tag line controlled by a designated worker at a safe distance to maintain control of the elevated load and maintain control of the load
- Never permit workers to ride in or work from buckets
- Never permit workers to ride on the outside of the machine (e.g. standing on ladder). Only seats installed by the manufacturer can be used when the machine is moving.
- Work done adjacent to water bodies, water courses, water supplies, and/or underground and overhead utilities must be done in accordance with the utility companies and within the regulations of Fisheries and Oceans.
- Operations much be conducted within the governing regulations within WorkSafeBC and other governing bodies such as regional districts.
- If any problems arise contact supervisor or another qualified person for assistance.

General Worksite Safety:

- Study worksite and surroundings before commencing operations (perform Hazard Assessment)
- Ensure all workers are clear of the hazard area before commencing work
- Notify workers of any change in work plan
- Be familiar with closest point of communication and have man check system in place on worksite
- Only workers with duties associated with activities or authorized personnel are permitted on worksite.
- Ensure any applicable signs are posted – i.e. **"Danger – Equipment Operating, Do Not Enter Without Permission"**
- Traffic control (i.e. flag person) must be used when working adjacent to roadways and/or moving equipment / traffic
- Operations must cease when weather conditions don't allow for safe working conditions
- When necessary use spotters or signal persons around operating equipment

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Snow Blower Operation

Created on January 30, 2019

Introduction

To define the safe operating procedures in a manner that informs and instructs employees on the key health and safety hazards and controls to remember when using the snow

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Approved Hard Hat – High Visibility Color	Not Required
CSA Approved footwear	Required
Hi-Vis clothing	Required
CSA approved eye protection	Recommended
Face Shield where face hazards are present	Recommended
Hearing Protection where noise hazards are present	Required
Job specific work gloves	Required
Fire Extinguishers in machine	Not Required
Seat belts in good working condition worn while operating machine	Not Required
Horn and backup indicators in working order	Not Required
First Aid Kit	Required
Flashlight	Recommended

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- Equipment inspection daily
- Worksite Safety
- All Training Briefing Resources

Training

- Ensure your supervisor has fully trained you on how to operate any equipment. Your supervisor should demonstrate how to use the equipment, and observe you working with it until satisfied that you can operate it safely.

Reference Materials:

- Material Safety Data Sheets
- Operators Manual for the particular equipment
- Maintenance manual if any repairs / maintenance being performed

Steps to Perform This Task Safely:

- Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
- Operators must have read and understood the operator's manual.
- Ensure operator's manual for equipment is available to operators.

- Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
- Ensure safety decals are legible, order replacements if they are not.
- Ensure the equipment is used properly as per manufacturer's directions.
- Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
- Check all fluids.
- Confirm all controls are in proper working order.
- Ensure all control levers are in neutral or off position before starting.
- Keep all bystanders away from the equipment during operation.
- Note manhole covers, banks, curbs, large rocks, small shrubs and other obstructions. Consider marking these obstacles with stakes, flags or flagging tape.
- Allow 3.5 centimetres of ground clearance when clearing snow from an area of gravel or crushed rock.
- Plan a route before you start. Clear the area of any debris and rocks before you begin snow removal. Have the wind behind you when possible so that the snow is not blowing back at you. Plan where the blown snow is going to land. Keep it off the roadways.
- Do not put hands or feet near or under rotating parts. Keep clear of the discharge chute at all times.
- Do not remove safety devices, shields or guards on switches and keep hands and feet away from moving parts.
- Start the snow blower behind or beside the equipment.
- Ensure good footing and keep a firm hold on the handles. Walk, never run.
- Use caution when operating on or crossing gravel drives, walks or roads. Stay alert for hidden hazards or traffic.
- Be aware of the brief recoil of the motor and blades that occurs after the machine has been turned off.
- If your snow blower becomes jammed, turn it off, disengage clutch and wait more than 10 seconds for blades to stop rotating. Confirm the blades have stopped rotating. Remove sparkplug wire to prevent accidental startup. Use a stick, broom handle or clean-out tool (not your hands or feet) to remove debris from snow blower.
- Push the snow blower, do not pull.
- Look behind and use care when backing up with the snow blower.
- Use extreme caution when changing direction on slopes, if necessary, clear snow by operating the snow blower up and down the face of slopes, not across the face.
- Do not leave a snow blower unattended when it is running.
- Properly use the continuous-operator or dead-man controls that allow the snow blower to operate only when a lever is continuously pushed by the operator.
- Do not overload the machine capacity by attempting to clear snow at too fast a rate.
- When the task is complete, run the snow blower a few minutes after throwing snow to prevent freeze-up of the rotor blades.
- Disengage power to the rotor blades when the snow blower is transported or not in use.
- Never leave the equipment running in an enclosed area, such as a garage with the door closed.
- Shut off equipment and remove the sparkplug wire before making repairs or mechanical adjustments.
- Fueling must be done outdoors and while the equipment is off.
- Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES
Snow Plowing and Hopper Spreader with Plow truck

Created on January 30, 2019

Introduction

In snow and Ice control, drivers have additional responsibilities. In addition to driving the vehicles, they must simultaneously operate the equipment that is related to their tasks. There are controls for the equipment inside the cabs of the vehicles; the equipment itself is mounted on the vehicles and/or attached in a number of ways. The functions of driving are, therefore, only a part of what the operator must do at this job, since the operation of the equipment is of principal importance during winter conditions.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Approved Hard Hat – High Visibility Color	Not Required
CSA Approved footwear	Required
Hi-Vis clothing	Required
CSA approved eye protection	Not Required
Face Shield where face hazards are present	Not Required
Hearing Protection where noise hazards are present	Not Required
Job specific work gloves	Required
Fire Extinguishers in machine	Not Required
Seat belts in good working condition worn while operating machine	Required
Horn and backup indicators in working order	Required
First Aid Kit	Required
Flashlight	Recommended

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- Equipment inspection daily
- Worksite Safety
- All Training Briefing Resources

Training

- Ensure your supervisor has fully trained you on how to operate any equipment. Your supervisor should demonstrate how to use the equipment, and observe you working with it until satisfied that you can operate it safely.

Reference Materials:

- Material Safety Data Sheets
- Operators Manual for the particular equipment
- Maintenance manual if any repairs / maintenance being performed

Steps to Perform This Task Safely:

- Only experienced, authorized and qualified persons can operate equipment
- All appropriate safety paperwork is filled out prior to commencing work

- The driver must make sure that the vehicle is in a safe operating condition.
- The driver must be aware of the potential for hazards when driving in less-than- ideal conditions.
- The driver must be clear on the specifics of his tasks.
- Study worksite and surroundings before commencing operations (i.e. perform hazard assessment)
- If operating the mobile equipment conduct an inspection of the unit before commencing work.
- Prior to commencing work review and confirm communications signals between machine operators and any workers and customers on foot. Keep workers outside the swing area of any hydraulic excavator or backhoe and well clear of any attachments when using the machines for hoisting materials.
- All Equipment and attachments must be operated for the means in which they were intended and within manufacturer guidelines
- Equipment will not be operated on slopes steeper than manufacturer guidelines
- Identify and label all machine controls and ensure manufacturers' safety features are working
- Securely latch attachments before commencing work
- Use seat belts supplied by manufacturer
- Do not exceed load capacities
- Follow safe mounting and dismounting procedures, i.e. instruct operators to lower the boom to a safe position with the bucket on the ground and turn off the machine before stepping off for any reason
- Make sure workers are well in the clear before plowing
- Operations much be conducted within the governing regulations within WorkSafeBC and other governing bodies such as regional districts.
- If any problems arise contact supervisor or another qualified person for assistance.

General Worksite Safety:

- Study worksite and surroundings before commencing operations (perform Hazard Assessment)
- The driver must be a competent, skilled driver of the vehicle
- The driver must be very knowledgeable about the equipment that is on the vehicle
- With a front mount plow, there is a hazard in simply having this attachment on, whose length goes beyond the front bumper.
- difficulties can be encountered in tight areas and around corners.
    - Front Mount Plows…
        - Can handle any amount of snow
        - Can push snow further than can underbody plows
- Ensure all workers are clear of the hazard area before commencing work
- Notify workers of any change in work plan
- Be familiar with closest point of communication and have man check system in place on worksite
- Only workers with duties associated with activities or authorized personnel are permitted on worksite.
- Operations must cease when weather conditions don't allow for safe working conditions
- When loading the Hopper Spreader ensure both covers are open and stand back from the loader operator
- Once hopper spreader if filled with product close the covers
- When operating the Hopper Spreader drive slowly to ensure good coverage of product.
- Adjust feed rates accordingly for the property you are sanding
- Adjust spread distance accordingly for the property you are sanding

- Attaching and Setting Up the Plow
    - Hooking up a front mount snow plow is usually a job for 2 persons. Drivers must be very careful when doing this—the plow can slip.
    - The plow should be hooked up so that its push frame is mounted as close as possible to 19 inches from the ground. This will maximize the pushing power of the truck. If the plow is mounted too high, the truck has to push down, and this is dangerous, because the truck can ride easily over the top of the plow if the plow were to dig in or hit something solid. If the plow is mounted too high, the truck has a tendency to push the plow up over the top of the snow.
    - The plow frame must be connected at the right height and all of the light's connections must be made.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Table Saw Operation

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection	Required
Face Shield where eye hazards are present	Required
Hearing Protection where noise hazards are present	Required
Job specific Work Gloves	Recommended
Dust Mask when area is dusty	Required
Operator Manual accessible	Required

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate the table saw. Your supervisor should demonstrate how to use this tool, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Electrical Cord Safety
- Lockout Procedures
- General Power Tool Use
- General Worksite Safety

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Perform equipment inspection.
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider.
- Observe all warning stickers on tools or machines. Check with your supervisor if you are not clear on the meaning of these stickers.
- Read, understand, and follow the manufacturer's operating manual
- Know the controls and how to stop the machine quickly.
- Do not wear loose clothing, jewelry or rolled up sleeves
- Tie all long hair back
- Wear eye protection
- Ensure the switch is in the "off" position before plugging in the saw

Inspections and Set-up

Table saws should be visually inspected before each use:

- Blade guards, spreaders and anti-kickback devise are in place and operational
- Tabletop is clean and polished, and guides are in place.
- Rip fence is parallel to the blade, so the stock will not bind on the blade
- Throat plate fits exactly and has a slot just slightly larger than the blade
- Check blade sharpness replace or sharpen anti-kickback devices when dull
- If tools are in unsafe working condition tag/flag them; service them, or place in appropriate designated location, or contact appropriate service provider. Report deficiencies on a Corrective Action Log and return to the office

Start-Up and Use

- Stand slightly to one side to Make sure that your body is not in line with the blade to avoid injury by flying sawdust or debris
- Stand firmly on the ground when using the table saw to avoid falling into the blade
- Ensure legs are attached to the saw with bolts provided
- Do not reach behind or over the blade when it is moving
- Do not walk away from the saw until the blade has come to a complete stop
- Turn off the saw and allow it to come to a stop before attempting to remove the material and/or leaving the saw area.
- Check that the stock you are cutting has no nails, knots, screws, stones etc. in it prior to cutting into the wood
- Cut seasoned, dry and flat stock
- If the stock is 150mm or less use a push stick and use a block when you crosscut short lengths.
- The blade height should be set just slightly higher than the stock being cut. It is never to be more than 6mm above the height of the stock.
- If the width of the rip is 6” (15 cm) or wider, use the right hand to feed the work piece until it is clear of the table. Use the left hand only to guide the piece.
- If the width of the rip is 2” (5 cm), the push stick cannot be used and instead the auxiliary fence-work support and the push block need to be used.
- If the width of the rip is 2-6” (5 to 15 cm), use the push stick to feed the work.
- Use the brake if one is provided and do not reach into the cutting area until the blade has come to a complete stop
- After making any blade adjustments make sure the blade is free of any debris before turning the saw back on.
- Hold or clamp all cutting material against the fence when cutting. Never cut using a freehand
- Do not use the fence and miter gauge at the same time unless they are both on the same side of the fence.
- Circular table saw should be guarded with a hood that completely covers the blade projecting above the table
- Do not adjust fence while the table saw is being operated.
- Disconnect power after use or before conducting maintenance on the saw

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Tiger Torch Operation

Created on December 12, 2015

Introduction

A tiger torch is a hand-held torch that produces a gas-fueled flame.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved Footwear	Required
CSA Approved Eyewear	Required
Hearing Protection	Required
Protective Clothing	Required
Gloves	Required
Personal First Aid Kit	Required

Critical Task Inventory

- Ensure that training has been provided to you by your supervisor. Your supervisor should demonstrate how to operate this tool, and observe you working with it until satisfied that you can operate it safely
- All appropriate safety paperwork is filled out prior to commencing work
- All SAFE Work Procedures specific to the job
- General Power Tool Use

Reference Materials:

- Manufacturer's Manual
- Material Safety Data Sheet (MSDS)

Steps to Perform This Task Safely

- All appropriate safety paperwork is filled out prior to commencing work
- If the equipment is in unsafe working condition, tag/ flag it; service them, or place in appropriate designated location, or contact appropriate service provider
- Ensure you are acquainted with the operation of equipment.
- Ensure fuel lines are in good working conditions.
- Inspect hoses and valves to ensure there are no leaks
    - If you suspect that there is a leak, do NOT use a match to test
    - Use soap and water and look for bubbles.
- Ensure proper cylinders are secured and regulators in place.

Start-up and Use

- Ensure that the propane bottle is in the upright position during use of the torch
- Follow proper procedures for lighting torch.
- Do not use a tiger torch to heat a propane tank.
- When not used for pre-heating operation, shut torch off.
- When a torch is used, an adequate fire extinguisher should be present.
- Torches are not to be used for heating or thawing of lines where known hydrocarbons are present.
- Ensure that the propane bottles are properly shut off.
- Fuel lines are to have regulators
- Ensure that you turn the propane off at the tank and not just the tiger torch head. This will ensure that no propane will leak out of the tank if there is a leak in the propane line linking the tank to the torch.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Trailer Towing Operations

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Recommended
Hi-Vis clothing when attaching trailer and Heavy denim, fire/flame resistant type pant	Recommended
Job specific work gloves	Recommended
Level 1 First Aid Kit in truck	Required

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- Equipment inspection daily
- All SAFE Work Procedures specific to the job
- All Training Briefing Resources

Training

- Ensure your supervisor has fully trained you on how to operate and tow the trailer safely. Your supervisor should demonstrate how to use and hook the trailer up, and observe you working with it until satisfied that you can operate it safely.

Reference Materials:

- Manufacturer's Manual
- Material Safety Data Sheets
- Vehicle Operations Safe Work Procedure

Steps to Perform This Task Safely

- When backing up the trailer use a spotter when available
- Ensure the pin securing the ball mount to the receiver is in place
- Ensure the hitch coupler is secured
- Ensure the spring bar hinges are tight with the safety clips in place (load equalizer or weight distributing hitches – where applicable)
- Ensure the safety chains are properly attached
- Ensure the electrical plug is properly connected
- Ensure all lights are operating properly
- Ensure all ramps or gate pins are secure
- Ensure trailer brake is working properly (where applicable) and adjust it accordingly (it is recommended that all trucks towing trailers should have a trailer brake).
- Block all trailer and truck wheels while loading trailer
- Ensure all reflectors and reflective tape on the trailer is present and not damaged
- Ensure that any load placed into the trailer is properly positioned so as not to overload the trailer and/or the hitch

- Ensure that the weight of the trailer does not exceed the GVW of the truck
- Ensure the weight of the trailer does not exceed the hitch weight of the truck
- Ensure the weight of the cargo of the trailer does not exceed the weight limit of the trailer
- Ensure that all cargo is securely fastened with appropriate straps
- When loading a trailer please ensure that the area is safe on all sides
- Trailer wheels should be blocked to prevent loading when trailer is not attached to a vehicle
- It is required to use a spotter when backing up a trailer.
- Ensure your load is distributed appropriately to avoid control difficulty in controlling the trailer.
- Ensure you do a safety check on your trailer in the first 100km or the first hour of driving. After that check trailer every 3 hours. These checks should be done more frequently in winter driving conditions or on dirt roads
- Carry basic tools, flares or safety reflectors, and other gear you may need to change a flat tire or make other roadside repairs.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Tree Falling

Created on September 5, 2013 and Revised by March 25, 2015

Introduction

Falling includes all activities of falling, bucking, pruning, slashing, spacing and fuel modification work done with a powersaw

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Approved Hard Hat – Hi visibility Color	Required
CSA Approved footwear – Upper must be minimum 8" (20cm)	Required
"Logger's Tie" on boots	Required
Caulk boots when walking on logs	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Required
CSA approved eye protection	Required
Face Shield where face hazards are present	Required
Safety Lens sunglasses when working in snow (to prevent glare)	Recommended
Hearing Protection where Noise hazards are present	Required
Job specific work gloves	Recommended
Faller's Chain Saw Pants or Chain Saw Chaps that meet WorkSafeBC Standards	Required
Personal First Aid Kit	Required
Hand Held Radios	Required on large scale jobs/ recommended on small scale jobs

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- Faller's Log Book
- All Applicable SAFE Work Procedures specific to the job
- All Training Briefing Resources

Reference Materials:

- Power Saw Operator's Manual
- ENFORM Faller Training Standards (Info Flips)
- Material Safety Data Sheets
- WorkSafeBC Regulations
- Chainsaw Safe Work Procedure

Steps to Perform This Task Safely:

Faller Responsibilities

- Study worksite and surroundings before commencing operations (i.e. perform Hazard Assessment
- Have a faller work plan in place (Mandatory for all but brief tasks)
- Fallers/Saw Operator shall ensure that all equipment is in good operating condition Identify falling area with appropriate signage, barricades and flagging
- The active falling area is within a two tree-lengths radius of where a manual faller or mechanized falling equipment is located/working and equipped so as to be able to fall timber
- Ensure falling area is clear of workers – ONLY the faller (manual or mechanized) can give permission for people to enter the falling area. Before falling ensure workers are no closer than two tree lengths from the tree or snag being felled.

Crew Transport and First Aid Coverage

- Gas, oils and/or tools stored properly and not in the cab of the trucks
- First Aid station, if applicable, clearly identified in morning safety briefing by Crew Leader - ***Refer to First Aid Procedures***

Falling the Tree

- Maintain a straight back and hold chainsaw close to your body
- During firefighting activities fall the tree at a comfortable height, i.e. waist height
- Use a bar length appropriate for the average stem size of the trees being felled and ensure it matches the power of the saw head.
- Limb to one side when walking up the tree and the other side on the way back
- Remove undercut of oversized trees in small sections to reduce weight
- Establish good access/egress trails
- Always wear the necessary PPE while falling
- Balance the weight of tools and equipment on each side of the body
- Ensure wedge tools are immediately available (i.e. carried while falling)
- Use proper weighted axe and 2 wedges as required to control the fall of the tree
- A falling wedge is to be placed into the backcut as soon as possible to ensure some control of the tree if the lean has been misjudged.
- Clear away all brush, debris, or windfall around the base of a tree to be felled before beginning any falling cuts.
- Brush out escape route at least 3M(10feet) away, preferably behind cover – *See regulation 26.24(7)*
- Before falling determine: condition of tree, loose material overhead, snow load (i.e. frozen timber), danger trees, workers clear of hazard area
- Wedges for Snags / danger trees can only be used as a last resort, and only if the tree can be felled safely. If not, install a no work zone or call supervisor for possible alternate solutions, before adjacent live trees, and into open areas.
- Roadside Falling – When falling within 2 tree lengths of a road traffic control must be in place
- Falling Near Energized Conductors – No falling shall occur within 2 tree lengths of any energized conductor. **Utility Arborist must be used. **
- Falling Burning Trees – This task is only done if faller deems it is safe. If unsafe use other means to fall tree (i.e. machine). When falling a burning tree, Faller must have a spotter and adequate fire protection readily available.

- Timber shall be felled with consideration of efficient skidding, but the safety of the faller must be the major consideration.
- Careful assessments must be made when opening up or starting a quarter or strip – ***Regulation Section 26.24.***
    - When opening up in standing timber, the work area must be inspected for snags and other hazards. Care must be used to fall trees into natural openings. Deliberate and unnecessary brushing of timber shall not be tolerated.
- Falling must cease when weather conditions affect the control of the fall of the trees.

Danger Trees

- Assess all danger trees prior to falling to determine:
    - Condition of tree
    - Loose overhead material
    - Other trees or snags will be involved
    - All workers are clear of the hazard area
    - The most likely escape route(s) is established
    - Alternate possibilities and surrounding area and visualize what will happen when the cut is made
- Danger trees must be felled where applicable (progressively with the falling of other trees; before falling adjacent live trees; into open areas).
    - Pushing danger trees with other trees is only allowed if no other practical and safe means are available
    - Danger trees must be assessed to ensure they can be safely wedged.
    - Any danger trees 10' or taller, that could reach or fall into the work area and endanger workers, must be felled before yarding or skidding starts.
    - Fall danger trees in the direction of the lean using as deep an undercut as necessary to minimize wedging and resultant vibration.

Falling Cuts

- A clean, uniform undercut must be used on all trees and fallers must ensure that
    - Undercuts are complete and cleaned out
    - No unintentional "Dutchman" or sloppy mismatched undercuts are used
    - "Dutchman "MAY be used in RARE occasions by very experienced fallers and then only used only to overcome a specific falling difficulty (the regular use of a "Dutchman" is not permitted)
    - The minimum undercut opening must be at least one-third of the undercut depth
    - The suggested depth of the undercut is between one-quarter to one-third of the diameter of the tree, unless the tree has a distinctive lean or the stem being felled is a snag / danger tree
    - If the tree has a distinctive lean, side cuts should be used to minimize barber chairing.
- The backcut must be above the undercut to prevent the tree from kicking back off the stump in the event of inadvertently brushing another tree.
- A "step" of at least one inch should be maintained between the top of horizontal portion of the undercut and the horizontal level of the backcut.
- Sufficient holding wood must be maintained to control the fall of the tree. Normal holding wood should be completely across the stump and corners should not be inadvertently cut off.
- It is prohibited to land one tree into another, for the purpose of holding pressure, or to eliminate wedging while working on the forward tree
- Excessive pushing of one tree with another or "domino falling" will not be allowed.
- The falling of any trees into standing timber must be avoided if possible
- If one tree brushes another during the falling, the brushed tree should be assessed for hazards (e.g. damaged branches, hung up chunks, etc.) and then felled next if safe to do so.

- All falling cuts must be completed however, in the event this cannot be done, the tree and area must be ribboned off as a high hazard area, and help obtained through the Crew Leader.

Winter Falling

- Watch for accumulations of snow on the limbs of the trees
- Watch ground debris located under the snow that can pivot or fly back when the falling tree strikes it.
- To reduce the stump heights, fallers are required to trample snow down or shovel snow around the base of the tree. Maximum depth allowed for this depression is 18".
- Snowshoes are recommended but with caution
- Watch for whiteouts when falling trees with snow
- Use special grooved wedges to assist with frozen wood. Frozen wood can result in loss of control of directional falling. Caution – wedges can "pop" out when the tree is frozen.
- Dress accordingly for winter elements.
- Be aware that there is an increase hazard for slipping and falling.

Bucking

- To prevent kickbacks, both pinched and rotational, the following items should be followed:
    - Know where the end of the bar is at all times
    - Never file the depth gauges (rakers) below the recommended limits
    - Minimize the use of the bar tip
    - Make sure your chain brake is operating correctly
    - Don't overreach, keep good balance
    - Always grip the saw firmly with both hands
    - Never cut above your chest / shoulders
    - Use proper chain filing and tensioning
    - Keep your work area clean to avoid offsetting your balance
    - Keep your saw at full RPM while cutting.
- Vibration hazards should be addressed by use the following guidelines:
    - Use a low-vibration saw
    - Keep your body and hands warm
    - Wear gloves
    - Do not smoke
    - Limit your exposure to vibration
    - Take frequent work breaks
    - Keep your chain sharp to minimize cutting time
    - Keep your saw in good repair

Steep Slopes

- Assess situation and plan where and how to safely fall the tree
- Establish tree soundness and lean
- Take extra time to plan and clear and escape route and always work on the high side of the tree when falling on steep terrain
- Ensure good footing before starting any cuts
- Never work directly above other fallers or workers if there is ANY possibility of a runaway tree, logs or debris being dislodged and rolling downhill
- On some steep slopes, Fallers may need to be assisted by rope and harness
- On slopes over 45% trees need to be felled up slope
    - Limit the direction of fall to a maximum upslope angle of 15® off level

- Plan and clear escape route
- Construct undercut and start backcut above undercut
- Watch for debris flying back when the tree fells
- Immediately move clear of the tree as it starts to fall.
- Follow escape procedures when tree starts to fall
- DO NOT turn your back to the falling tree.
- Stop work and report to supervisor if you cannot fall the tree safely or at less than a 15-degree angle upslope

Escape/Emergency Procedures

- When tree starts to fall move away along the escape route
- Watch the falling tree for overhead hazards while you move away
- Once the tree has landed, wait for the canopy to stabilize, and assess standing timber and area.
- Once back at the stump ensure no additional hazards
- Gather all wedging tools and trim off any stump pulls (i.e. whiskers).
- Allow escape for at least 10ft (3m) and/or to safe cover, preferably to high side at a 45-degree angle
- Remove tripping hazards where possible
- Several escape routes may be required with dangerous trees
- Walk route before cutting
- A means of signaling for assistance in the event of an emergency is in place – minimum acceptable is a "whistle." – ***Section 26.23(e) and 26.28.***
- In case of emergency, crew members will summon help by first, blowing their whistle and then calling on the radio. All workers may carry whistles for the same purpose. Powersaw operators, Crew Leaders, and designated First Aid Attendants shall carry or have immediate access to a radio.

General Worksite Safety:

- Traffic Control – certified flaggers must be used to control traffic on roads unless the customer had identified that the road can be closed by blocking it with trucks and staff.
- Be familiar with closest point of communication and man check in system
- Signs stating – i.e. **"Danger – Active Falling – Do Not Enter Without Obtaining Permission"** will be posted to stop traffic when falling within the hazard area of two tree lengths near a traveled roadway.
- Operations must cease when weather conditions don't allow for safe working conditions

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Vehicle Operations

Created on September 5, 2013

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Two-Way radio with appropriate road frequencies	Required (on all Resource Roads)
Seat belt use – ALL Occupants	Required
Operator Manual accessible	Required

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- Vehicle inspection daily
- Worksite Safety

Training

- Ensure your supervisor has fully trained you on how to operate the vehicle safely and that you hold a valid driver's licence.

Reference Materials:

- Manufacturer's Manual
- BC Forest Safety Council
- Drive BC
- Material Safety Data Sheets
- Trailer Towing Operations Safe Work Procedure
- ATV / UTV Operation

Steps to Perform This Task Safely:

General Safety

- Report deficiencies and do not use if equipment is in unsafe condition – Report Equipment Repair Request form and return to office
- Drive defensively at all times
- Ensure all vehicle occupants are wearing seatbelts. The Crew Leader is responsible for his/her passengers
- Do not exceed posted speed limits
- On resource roads, do not exceed 80kmh or posted speed limits, whichever is safest
- Drive safely and drive to the existing road conditions. Lower speed as required. Be aware of the following:
    - Visibility reduced by dust, fog, rain and snow
    - Narrow roads with over width vehicles
    - Steep favorable and adverse gradients
    - Slippery and variable road surface conditions due to loosen gravel, snow, ice or mud

    - Other users
- Use vehicle for intended use only (purpose and weight limitations)
- Drive with vehicle lights on at all times
- Secure all heavy or sharp objects in the cab of the vehicle
- Ensure all cargo is secure
- Respect that loaded logging trucks have the right of way
- Do not tailgate other vehicles
- Pass trucks or equipment only after you receive a clearly visible and/or audible signal from the operator
- Never chase a runaway vehicle
- Stay on your side of the road
- A BC Class 5 driver's licence is recommended to operate vehicles
- Drivers using a vehicle with dangerous goods on board as defined under the Dangerous Goods Regulations must be in possession of a Dangerous Goods Transportation Ticket
- It is recommended to use 4-wheel drive when on dirt or snow-covered roads
- Check road conditions when travelling 100kilometeres away from the office
- Driver's will not drive for any longer than 4 hours without a minimum 30-minute break
- There is no smoking in vehicles
- Speed control (i.e. cruise control) will not be used on dirt, snow or wet roads

Radio Use

- Complete radio check and ensure correct frequency prior to entering radio-controlled area
- Do not drive by the radio. Expect oncoming traffic at all times
- Call your position according to the local radio protocol and signage
- Notify other radio equipped vehicles of oncoming non-radio equipped traffic
- Do not use road radio channels for conversations, use only for road traffic protocols
- Other than traffic control, pull over and safely park when talking on the radio for an extended period of time

Parking

- Park clear of traffic, away from active areas in pullouts or extra wide straight sections of road.
- Park facing the direction of exit with access for service/towing activities.
- Ensure the parking brake is on and the transmission is in 1st gear or park.
- On steep grades, use wheel chocks and always turn the wheels towards the nearest ditch.
- Never park on a curve especially on the outside curve of a road.
- When turning around, back into the cut bank of the road and not towards the outside bank.
- Use flares where required.
- ALWAYS use a spotter when backing up the vehicle

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Wheelbarrow, Wagon, Dolly Operation

Created on September 5, 2013

Introduction

Wheelbarrows, wagons and Dolly's are helpful to assist in hauling a small number of heavy objects and materials and moving them from one place to another.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection	Recommended
Job specific work gloves	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to operate these pieces of equipment. Your supervisor should demonstrate how to use these pieces of equipment, and observe you working with it until satisfied that you can operate it safely.
- All appropriate safety paperwork is filled out prior to commencing work
- Lifting Heavy Awkward Objects
- Ergonomics Program

Reference Materials:

- Manufacturer's Manual

Steps to Perform This Task Safely:

- All appropriate safety paperwork is filled out prior to commencing work
- Read, understand, and follow the manufacturer's operating manual
- Ensure the wheelbarrow has proper capacity rating for the objects or materials being hauled
- Reduce repetition as much as possible by pacing your work and by varying tasks
- Inspect pathway and ensure it is free of unnecessary equipment, objects, materials and employee
- If using ramps, ensure they are clean and strong enough to withstand the weight of anticipated loads and that there are adequate blocks used
- Warm up your muscles (do some light stretching) for a few minutes before you start lifting
- Do not attempt to lift a load that is too heavy or too bulky for you – ask for assistance
- Ensure the load is "free" to move
- Check that you can get a good grip on the load
- Place your feet so you are balance and bend your knees – keep your back upright as much as possible
- Tighten your abdominals
- Lift by straightening your legs, use your legs to lift
- Do not twist your body
- Walk short steps and keep the load balanced

- To lower the load, bend your hips and knees keeping your back as upright as possible and tighten your abdominals.

Inspection and Setup

- Inspect handles and grips for cracks
- Ensure all nuts, washers, and bolts are in place and tightened
- Inspect frames for cracks or bends
- Ensure the bracing is in place and in good conditions
- Ensure the bucket/tipping bodies don’t have holes, cracks or bends in them
- Ensure the legs or stands are not cracked, broken or bent
- Ensure the wheels are clean and straight
- Ensure the axle shafts are straight and tight
- Ensure wheel bearings are tight, clean and lubricated
- Check air pressure in tires and that the valve stem cap is in place

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURE

Working Alone or in Isolation

Created on September 5, 2013

Introduction

Employee must check-in when they are working in a remote location and/or when the employee might not be able to secure assistance in the event of an injury.

These procedures are in addition to WorkSafe BC's regulations and specific SAFE Work Procedures.

Training Briefing Overview

- What is working alone?
- Responsibilities
- Overview of plan
- Check-in intervals

What is Working Alone?

Definition

The working alone legislation indicates that a person is working alone when he/she is by himself / herself and assistance is not readily available

Rules to Follow

- Contact with the designated check person is essential
- Higher hazard jobs dictate more frequent check ins (using radio, cell phone, SPOT Device) or in very high hazard situations may require a continuous partner
- Power Saw Operators may not work alone.

Responsibilities

In order for the working alone system to work, everybody needs to know and fulfill their responsibilities

Employee

- Know and understand your responsibilities when working alone, working in isolation, or when performing high hazard work
- Follow the established working alone procedures

Supervisory Staff

- Teach working alone procedures to all affected employee
- Enforce the use of working alone procedures

Managers

- Ensure that all affected employee receive Working Alone Training and maintain accurate training records

Overview of Plan

A plan must be developed prior to working alone. The procedure for checking a worker's well-being, including time intervals between the checks, must be developed in consultation with the worker assigned to work alone or in isolation.

- If you are going to be working alone, notify your established contact such as: working alone check-in buddy, camp, or office
- Establish your travel or work plans and your next check-in time with your contact. State:
    - Where you are going
    - The route you will be travelling if applicable
    - When you will be back
    - When you will be checking in
- Take a cell phone, radio or satellite phone with you if your work takes you off-site. Ensure adequate coverage for communication
- Check in with your contact at the established times
- The designated contact person must record the check in results
- Contacts must be able to investigate any delayed calls from people working alone by:
    - Calling the person working alone
    - Calling their supervisor or project manager
    - Calling their spouse or partner
    - Calling the police
- In addition to the checks performed at the established check in intervals, a check at the end of the work shift must be done.

Check-ins

Check-in procedures are an important part of working in isolation or working alone. See Check-in Policy in the Human Resource section of the manual for a detailed explanation of the policy

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Working at Heights

Created on September 5, 2013

Introduction

There are many hazards associated with working at heights. Having standards can assist in protecting workers from the hazards of working at heights. All standards comply with WorkSafeBC Fall Protection Regulations. Following safe working at heights procedures will reduce or eliminate injuries to workers from falls.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
Approved Hard Hat – Hi Visibility Color	Required
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
Guardrails where applicable	
Fall Restraint Equipment where applicable	Required
Fall Arrest Equipment where applicable	Required
Fall Protection Anchors where applicable	Required
Job specific work gloves	Recommended

Critical Task Inventory

- Ensure your supervisor has fully trained you on how to work at heights safely. Your supervisor should demonstrate how to do this, and observe you working with it until satisfied that you can do this task safely.
- Warm-up and Stretching
- Ergonomics
- Lifting Heavy/Awkward Objects
- Worksite Safety

Reference Materials:

- WorkSafeBC Fall Protection Regulations
- Fall Protection Safety Sheets

Steps to Perform These Tasks Safely

Workers are not allowed to work at heights above 3 meters (10') without written approval from the ownership

Identifying Fall Protection Requirements

Supervisors will ensure that a fall protection system is used when work is being done for the following:

- from which a fall of 3 metres (10 feet) or more may occur, including when working off a ladder or;
- Where a fall from a lesser height may result in an unusual risk of injury; for example, from a fall when working over operating machinery.

The Supervisor must identify:

- the fall hazard expected in each work area
- the fall protection method to be used in each area
- the correct method to assemble, maintain, inspect, use, and disassemble the fall protection system; and
- rescue procedures from elevated work areas

The choice of fall protection should depend on the practicability of using it or the hazards it creates, not solely on the experience of workers. The OHS Regulations require that Fall Protection be evaluated/selected in the following order:

- Guardrails
- Fall Restraint equipment – where the use of guardrails is not practical
- Fall Arrest equipment – where fall restraint is not practical
- Work procedures acceptable to WorkSafeBC – where fall arrest is not practical

A written fall protection plan (Regulations Sec.11.3) (Appendix #1) must be prepared and available on site for any job that requires work above a height of 25 feet (8 meters) where the area is not protected by guardrails; OR when work procedures are used. The Fall Protection Plan must identify the risks and requirements of the work must be done); identify the type of equipment to be used; procedures for assembly/disassembly; and the method of rescue in the event of a fall. Each of those areas will be identified and have safe procedures in place to ensure employee safety.

Fall Protection

All fall protection systems shall conform to WorkSafeBC regulations.

Guardrails

Guardrails must meet the design requirements of the engineering specifications unless otherwise authorized by WorkSafeBC or another applicable agency.

- Any work platform where there is risk of falling more than 4 feet (1.2 m) must have guardrails.
- Openings in floors, walkways or roofs that are accessible to workers must be adequately covered or guarded to protect the worker.

Note: When a guard rail must be removed to accommodate work, only that portion of the guardrail necessary to allow the work to be done may be removed. The guard rail must be replaced if the work area is left unattended or after the work is completed if the circumstances still require the guard rail.

Fall Restraint

Fall restraint normally means a fall protection system arranged such that a worker cannot reach an unguarded edge where a fall can occur. For example, a personal fall restraint system for a worker on an elevated flat surface would be arranged so the worker could go up to the edge of the work surface, but not beyond the edge in the event of a slip or fall. The system, in the event of a slip or fall, would result in the worker landing on the work surface and not going over the edge.

Fall restraint systems require the worker to wear a full body harness, which is attached to a suitable lanyard to limit his/her travel and that is attached to a suitable anchor.

When the use of a fall restraint system is not practicable the supervisor will ensure that a fall arrest system is used.

Fall Arrest

All employee must wear a full body harness when using a personal fall protection system for fall arrest. A full body harness must conform with the Canadian Standards Association, or other standards acceptable to WorkSafeBC or another applicable agency. A full body harness and lanyard must be available for use any time there is a potential for a worker falling 10 feet or more, or at a lesser height where there is a significant risk of injury.

Before using any fall arrest device, each person must be familiar with the following:

- inspection procedures
- correct method of wearing
- how to select anchors
- how to use the harness and connecting equipment in different situations

When a fall arrest system is not practical, or will result in hazards that are greater than if the system were not used, the supervisor will ensure the following:

- a work procedure acceptable to WorkSafeBC may be chosen. Refer to WorkSafeBC Regulations and Guidelines for details of what is/is not acceptable

Fall Protection Equipment Inspection, Maintenance and Storage

Harnesses, lanyards, lifelines, connecting devices, anchorage connectors, anchors, and other similar devices must be:

- inspected by the user before each use
- inspected at least annually by a qualified person.
- kept free from substances and conditions that could contribute to their deterioration; and
- maintained in good working order in accordance with manufacturers' instructions

A device or part that is defective in condition or function must be removed from service

After any personal fall protection equipment has arrested the fall of an employee, it must:

- be removed from service, tagged; and
- not be returned to service until it has been inspected and re-certified for use by the manufacturer or its authorized agent, or by a structural engineer

Fall protection equipment must be stored in a clean dry environment, away from chemical, excessive heat or cold and away from sunlight (UV radiation).

Fall Arrest Anchors

- All lifelines as well as lanyards used without lifelines, must be secured to suitable fall protection anchors.
- A permanent anchor must be cable of withstanding forces in any direction of at least 5,000 pounds (22.2 kilonewtons). Permanent anchors must have been designed by a professional engineer. The configuration of the permanent anchor will vary depending on the design
- A temporary anchor (e.g. a metal l-beam, a wood beam, etc.) can be used if the necessary anchorage connector (i.e. anchor strap) is used. A supervisor must be responsible for performing a risk assessment confirming its adequacy for load bearing before work commences.

Scaffolding

Scaffolding must meet the requirements of *WorkSafeBC Occupational Health and Safety Regulations Sections 13.13 to 13.15*. There are a number of scaffold types and the WorkSafeBC Regulations should be reviewed carefully for special requirements that apply to each type.

- The footing or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects, such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.
- Scaffolds and their components shall be capable of supporting at least *four times* the maximum intended load.
- Scaffolds shall be maintained in a safe condition and shall not be altered or moved horizontally while they are in use or occupied.
- Scaffolds must be secured to ensure stability during use.
- Platform wheels must be locked if used.
- Scaffold platforms must meet the requirements of WCB Section 13.14.
- Damaged or weakened scaffolds shall not be used.
- A safe means must be provided to gain access to the working platform level through the use of a ladder, ramp, etc.
- Overhead protection must be provided for personnel on a scaffold exposed to overhead hazards.
- Guardrails, mid rails and toe boards must be installed on all open sides and ends of platforms more than 10 feet above the ground or floor. Mesh must be installed between the toe board and the guardrail along the entire opening, where persons are required to work or pass under the scaffolds.
- Employee shall not work on scaffolds during storms or high winds or when covered with ice or snow.

Elevating Work Platforms

Elevating work platforms must meet the requirements of *WorkSafeBC Regulation 13.20*

Any personnel operating an Elevating Work Platform (e.g. JLG, Genie Lift) must be trained and a holder of a valid certificate. The equipment must be inspected by the operator prior to use, using an inspection form designed for that particular piece of equipment. If deficiencies are found during the inspection, the equipment is to be tagged "Out of Service" and the deficiency pointed out to the heavy-duty mechanics immediately.

- Follow the safe work practices established by the manufacturer.
- Follow all warning instructions on the equipment.
- Conduct a Pre-use inspection on the equipment.
- Use all available protective and safety devices.
- Use caution when fueling.
- Cleanup the work site.
- Check the work area.
- Plan your work.
- Check for overhead clearance to obstructions and power lines.
- Use extreme caution when using elevating equipment around power lines. A minimum distance of 10 feet should be maintained
- Use the fall arrest harness at all times attached to the anchorage point in the work platform.
- Be knowledgeable of the safe load for the work platform.
- Travel at speeds safe for the area.
- Do NOT travel on uneven work surfaces. Place hi-vis safety cones to warn others.

Work Platform (suspended by lift truck)

Manually Propelled ladder stands and scaffolds must meet the requirements of *WorkSafeBC Regulation 13.30*

A work platform must only be used in conditions where it is not feasible or practical to use another means - when all other reasonable options have been exhausted.

- The work platform used to lift personnel must be certified by a structural engineer. The lift truck forks must be inspected annually.
- The rated capacity of any lift truck must be clearly visible and sufficient to handle, without tipping, work platforms mounted the weight of the platform and its occupants and their contents (work tools).
- All work platforms must be secured by a device of adequate strength (chain) to the lift truck to prevent accidental dislodgment of the work platform from the lift truck.
- Inspection records must be kept for all inspections and repairs.
- A structural engineer must approve all alterations/repairs to a work platform.
- Approved hand signals must be used for communications by personnel in the work platform (radio communication is a suitable substitute for this).
- Only a designated worker may give signals, this will be determined prior to the start the task.
- No one may ride in a work platform mounted on a forklift while the lift truck is in motion.
- A pre-lift meeting must be held for all personnel that are involved in the lift prior to the actual lift commencing.
- The area surrounding the work platform must be identified by the use of hi-vis safety cones.

Ladders

Ladders must meet the requirements of *WorkSafeBC Regulation 13.4–13.6*

Proper use of ladders is essential in preventing accidents. Even a good ladder can be a serious safety hazard when used by workers incorrectly.

- Ladders shall be inspected before each use and those which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as “Dangerous, Do Not Use”.
- Use both hands when climbing or descending ladders - do not carry heavy or bulky objects that make climbing unsafe.
- The worker shall always face the ladder when climbing up or down.
- Place hands on rungs when climbing up or down. Do not place hands on side rails
- Metal ladders shall never be used near electrical equipment.
- Only one person should be on a ladder at a time and no work is to be done from the top two rungs of single or extension ladders, or from the top two steps of step ladders.
- Fall protection is required when the ladder is positioned near an edge or floor opening that significantly increases the fall hazard AND when the work on the ladder will exceed 15 minutes’ duration.

Portable Ladders

The various types of portable ladders include:

- Stepladder – A self-supporting portable ladder, non-adjustable in length, having flat steps and hinged back.
- Single Ladder – A non-self-supporting portable ladder, nonadjustable in length, consisting of but one section. Its size is designed by overall length of the side rail.
- Extension Ladder – A non-self-supporting portable ladder adjustable in length.

Portable Ladder Safety Precautions

- Ladders shall be placed with a secure footing, and they shall be tied at the top, or held in position when the ladder is being used to facilitate work.
- Ladders used to gain access to a roof or other work area shall extend at least 3 feet above the point of contact or support.
- The foot of a ladder shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the support).
- Ladders shall never be used in the horizontal position as scaffolds or work platforms.
- The top of a regular stepladder shall not be used as a step.
- The paint tray / tool tray on a step ladder shall not be used as a step or foot rest
- It is permissible to work off a ladder for a short period of time (less than 15 minutes) without the need to use fall protection if 3-point contact is maintained (e.g. one hand and both feet or both hands and one foot)– (e.g. Replacing a light bulb)
- Always work within the side rails of a ladder (i.e. never allow your belt buckle or belly button to go past the side rails).

Fixed Ladders

A fixed ladder is a ladder permanently attached to a structure, building or equipment. Fixed ladders, with a length of more than 20 feet to a maximum unbroken length of 30 feet shall be equipped with cages fastened to the side rails of the fixed ladder or to the structure to encircle the climbing space.

A fixed ladder less than 20' if used only for access does not need to be cage

General Ladder Safety

Inspect ladders before use — unsafe ladders must be removed from service and tagged with a defective equipment tag.

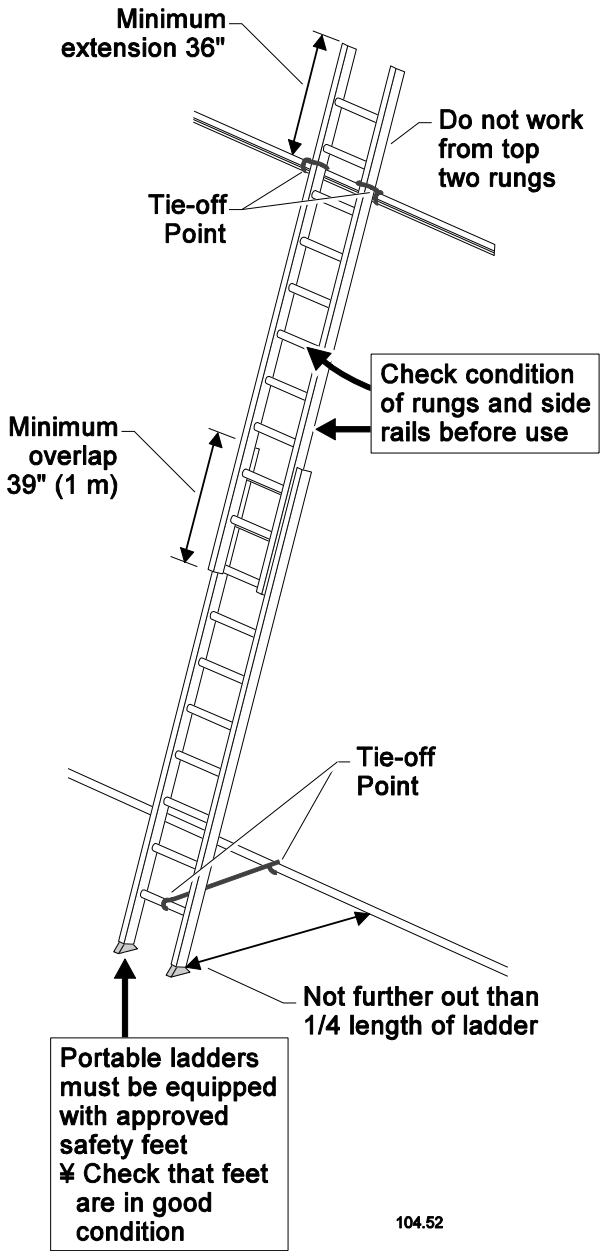
Metal ladders, or wire-reinforced wooden ladders, shall not be used in proximity to energized electrical equipment.

- Use all ladders in accordance with manufacturers' instructions.

Wooden ladders should not be painted — paint can conduct electricity. Paint can also hide cracks or other damage.

The safe working angle of a ladder is obtained when the distance from the foot of the ladder to the base of the vertical support is approximately one-fourth of the ladder height to the top support — ensure extension and overlap meet WCB requirements.

Ladders must be tied, blocked or otherwise secured to prevent them from slipping sideways.



Training

All employee using fall protection equipment must be trained in the following aspects:

- Identification of fall potential hazards.
- Fall protection equipment available on site.
- Correct size and positioning of belt and harness.
- Correct procedure for tying off.
- Inspection of equipment.
- General requirement of regulations.

Employee must also be trained in the proper use of elevating equipment and ladders. Records of training must be kept.

Responsibilities

Management:

Management must ensure that a fall protection system is used when required.

Supervisors:

Supervisors will be familiar with all aspects of the Working at Heights Standard. Before workers are allowed into a location where a risk of falling exists, the supervisor and employee must discuss the appropriate fall protection plan for the job. The supervisor will ensure that employees are properly trained in the appropriate fall protection equipment and procedures.

Employee/Workers:

Employee are responsible for using the appropriate fall protection systems where work being done requires its use.

H.I.S. Wildfire FS Inc.
SAFE WORK PROCEDURES

Working with Helicopters

Created on September 5, 2013

Introduction

Working with Helicopters can include working around, riding in helicopters, loading helicopters, and slinging/bucketing operations.

PPE or Related Safety Equipment Requirements Summary

Description	Standard
CSA Approved hardhat with chin strap – Hi Visibility Color	Required (when working outside the helicopter)
CSA Approved footwear	Required
Hi-Vis clothing and Heavy denim, fire/flame resistant type pant	Recommended
CSA approved eye protection	Required
Face shield when working around helicopters	Required
Hearing Protection	Required
Job specific work gloves	Recommended
Personal First Aid Kit	Required

Critical Task Inventory

- All appropriate safety paperwork is filled out prior to commencing work
- All applicable SAFE Work Procedures specific to the job
- All Training Briefing Resources

Training

- Ensure your supervisor has fully trained you on how to work around helicopters safely. Your supervisor should demonstrate how to work around helicopters, and observe you doing this task until he/she is satisfied that you can do this task safely.
- Helicopter Operations Course, S-270 and/or Helicopter Module of Firefighting Type 1 Training Course

Reference Materials:

- BC Forest Safety Council
- Type 1 Firefighting Training Student Book
- S-270 Student Book
- Material Safety Data Sheets

Steps to Perform This Task Safely:

General Safety

Your pilot is the authority on safety procedures regarding helicopter travel.

- Listen to the pilots' directions and always get safety briefing from the pilot prior to the flight
- If your pilot says it's time to go - stop what you are doing and head to the landing site.
- Most pilots and helicopters are not equipped to fly in the dark.
- Helicopters are expensive pieces of equipment, treat them with respect.
- Confirm, beforehand, if you may wear caulk boots in the helicopter.
- Do not touch anything on or in the helicopter unless directed to by the pilot - this includes windows!
- Do not step on the skid or basket.
- Guns, Ammo, Bear Spray, Flares & Other Dangerous Goods are not permitted in the cockpit and must be reported to the pilot when being loaded in slings, baskets or external cargo compartments.
- The pilot must be notified and permission must be granted prior to the transportation of any dangerous goods (e.g. bear spray or flares).
- Bear spray or flares must always be contained in an air tight container and stored in the baggage or external cargo compartment.
- Carry all tools at waist level – NEVER carry tools near a helicopter over your shoulder
- Never walk toward the rear of the helicopter
- Always crouch low when approaching or leaving the helicopter – regardless of its size.

Landing Sites

- Have your pilot point out a good pick up spot - prior to being dropped off.
- Landing sites should be at least 30m X 30m, (100 ft. x 100 ft.) or more depending on the wind, size, and power of the helicopter.
- If you need to find a new landing site, make sure you look up when evaluating it - don't forget the canopy.
- Pilots generally fly into the wind, consider this when determining the location of a landing site AND where to wait for the helicopter at the landing site (don't be waiting where the pilot needs to put the tail).
- Rotor wash can be extreme! (e.g. up to 60 mph)
- Ensure that the landing site is clear of debris or materials that are not weighed down.
- Wear eye protection.
- Be prepared for uncomfortable conditions - in extreme cold," wash" may take your breath away; powdery snow or dust may cause visibility restrictions.

Pre-Trip Planning

- Plan for all types of weather. Ensure you have appropriate clothing to stay dry and warm and make sure you have a hat, sun block and enough water in case it's sunny and hot!
- Know the signs, symptoms and how to treat hypothermia and heated related illness.
- Ask your supervisor what you will do in an emergency; ask them about survival kits and who is responsible for bringing them along.
- Know the check-in procedure and adhere to them. Who knows when you are coming back? Will they know what to do if you don't arrive on time?
- Know where you are going. What is your destination, where did you start? Write down the coordinates. If you have a GPS use it.

- Know what frequency you will communicate with the pilot on. Test it before you take off.
- Discuss with your supervisor what the PLAN is, where it's written down, what gear you will need, how much it can weigh, how long you will be gone for and what you should generally expect.
- If you require medication, take extra with you in the event of delays.
- Tell a co-worker, supervisor, or first aid attendant and/or pilot about any medical concerns or conditions you have or if you are susceptible to motion sickness.

Pre-Trip Safety Briefing

- All passengers must be given a pre-flight safety briefing by the helicopter pilot.
- The briefing should include instructions related to:
    - The aircraft;
    - Area of travel;
    - Effect of your movement on the aircraft;
    - Emergency procedures.

- The pilot should identify:
    - The call sign of the aircraft,
    - How many passengers are on board,
    - Any off-limit areas and potential hazards such as rotors, slippery surfaces, ignition sources, etc.

- Make sure you know where the safety equipment is and how to use it
- Know where to find the ELT and how to use it; know who the first aid attendants are AND their location.
- Know where the first aid kit and fire extinguisher are.
- If the helicopter is equipped with a folding stretcher, request the pilot to explain its use (if time permits), so that in the event of an emergency you will be aware of how the system works.

Approach Procedures

- Approach the helicopter slowly - walk don't run.
- Ensure you have made eye contact with the pilot and have been acknowledged (given the ok) prior to moving towards a helicopter or exiting one.
- Approach the helicopter, in a crouched position, as a group, from the front of the helicopter NEVER the rear.
- Pay attention to the slope, always enter from and exit to downhill. Know where the rotors are.
- If you cannot safely move in the clear, crouch low beside the helicopter until it lifts off and moves away, once the machine is clear, you can move away from the landing area.
- Ensure all ignition sources are extinguished prior to approaching the helicopter (this includes cigarettes!). Check with your pilot prior to loading ignition sources or pressurized containers (including bear spray, ammunition and flares!) Ensure they are in the rear cargo hold or basket.
- Ensure your cargo, equipment and clothing are secure (watch out for loose flagging tape, lunch bags, hard hats or scarves, etc.). Always carry tools and equipment below your waist. Designate one person to load the cargo. Never throw items around a helicopter (inside or out).
- Know how to use seatbelts, doors and the ELT before you finish the Pre-Flight Briefing or get into the helicopter.

In Flight

- Limit the amount of movement inside the helicopter

- Use the headsets / microphones provided to communicate with the pilot and each other
- If you do not have a headset, wear hearing protection while inside a helicopter.
- Do not talk while the pilot is taking off or landing as he / she is communicating with the control radio
- If you're in the front seat, be careful not to touch anything (e.g. controls, switches, circuit breakers)
- ALL people riding in the helicopter should watch out of the aircraft for other aircraft / objects (birds, trees, power lines, etc.) and CALMLY inform the pilot of what you see (he / she may not have seen it).
- If a door comes open in flight, the airflow over the helicopter fuselage will usually keep it from swinging open. DO NOT try and close it in flight – simple hold the handle to keep it secure and inform the pilot. Follow the pilot's instructions.

Entry and Exit

- Always secure clothing and other items prior to approaching a helicopter
- Ensure you have the ok from the pilot prior to boarding or exiting. Always use controlled deliberate movements near to and on helicopters.
- One person should open and hold the door (so it doesn't fly open) until all people are seated. This person will enter and firmly close AND secure the door. DO NOT SLAM THE DOOR. Fasten your seatbelt and put on the headset. Double check that the door is closed properly and let the pilot know when you are ready.
- Exiting is the same thing but in reverse. Make sure the seatbelts are done up and the door is secured prior to letting the pilot know you are all clear.
- Please review specific exiting procedures in the case of winter conditions or swamps

Calling or Directing

- When you contact the pilot use the last three call letters in the name of the aircraft (i.e. "You are flying in C-GABC - Call: Helicopter ABC, Helicopter ABC this is John Smith")
- Direct the pilot using the 12-hour clock. Always tell the pilot where you are in relation to the nose of the helicopter (i.e." The helicopter is straight in front of you, the nose pointed towards you—you are at 12 O'clock. If the nose was facing away from you, you would be at 6 O'clock"). The pilot's right-hand side (your left) is 3 O'clock and his left side (your right) is 9 O'clock.
- Limit radio chatter on the frequency used for communicating with the pilot.

Slinging/Bucketing

Loading Areas and Drop-off Points

- Discuss the proposed hook up/drop areas with the pilot
- Have a wind indicator easily visible to the pilot on the approach.
- Clean the area of all light debris
- If the area is dusty apply water if possible
- Cut stumps in landing areas flush to the ground. Flat top them to avoid the chance of snagging the load
- In rough or wet terrain, a log pad may have to be constructed
- Cut limbs flush to the trunk to prevent snagging lead line, and/or netted loads
- Find as flat a location as possible in steep terrain
- Use a suitable rock, tree or bush that will hold the load from rolling down the hill.
- In there is absolutely no place where the load can be set down safely, the pilot must wait until the crew can prevent the load from rolling downhill.

- Mark the drop-off point with high visibility seismic ribbon at least 1.5 m long on the ground using X's or square to give the pilot a visual reference point on the ground

Crew Organization

- Radio equipped signalman
- Hook-up person at the loading area
- One or two crew members at the drop-off point
- Crew leader who is generally the signalman and the hook up person works under his/her direction
- Crew leader is responsible for the following:
    - Determining the location of the loading areas and drop-off points
    - Seeing that the loading area is properly set up
    - Ensuring that all cargo is weighed and marked with its weight
    - Ensuring that the right cargo is placed with the right load
    - Ensuring that the loads are under the pilot's maximum weight
    - Carrying out a briefing with both the pilot and hook-up person prior to the start of the operation
- The Hook-up person is responsible for the following:
    - Helicopter's hook
    - Safety latch or keeper
    - Manual release operation on the main hook
    - Maintenance inspection and use of the lead line
    - Cargo nets and specialized sling systems such as the barrel sling
    - The basic hand signals that are used to communicate with the pilot and the other crew members
    - Aids the crew leader and the pilot

Hook-up Operation:

- The pilot must maintain a stable hover safely in front of the load before moving slowly towards the hook-up point and the load
- The hook-up person stands beside the load with the lead line and load ring in his hands
- The crew leader signals via the radio or by hand signals for the helicopter to move in a low hover above or over the load
- The pilot should key the radio mic once or twice to help eliminate or reduce the static electrical charge just before the hook-up person attaches the load ring to the cargo hook
- As the helicopter comes forward in a hover over the load, the hook-up person stands up with the load ring of the lead line, and attaches it to the hook, ensuring that the ring moves smoothly past the keeper and into the hook
- Upon completion, the hook-up person moves back to a safety position beside the crew leader
- While the load is being picked up, the crew leader and the hook-up person watch to ensure that the load is not snagging onto anything on the ground and that none of the cargo has shifted and is in danger of falling out of the net.

Temporary Helispot/Helipads

- Helispots and helipads must be constructed to standard and are necessary for transporting personnel, equipment, and supplies
- The following should be considered when developing a site for helicopter landing areas:
    - Type of activity
    - Surrounding terrain
    - Forest cover type
    - Volume of traffic
- Training will be given to employee on how to construct a helispot/helipad safely

Fixed Wing Aircraft

- Ensure the pilot has trained and briefed you on all safety matters including emergencies and accident protocol.
- No smoking around the aircraft
- Stay well back from the propeller until it has stopped turning
- If the aircraft is tied to a dock/marine float, walk on the opposite side of the dock from which the aircraft is tied
- If the aircraft is on an airstrip, walk only in the designated area
- Do not approach the aircraft until signaled to do so by the pilot.
- Enter and leave via the rear doors and stay behind the wing
- Don't walk on an aircraft float past the front door and always walk on the side that the pilot is sitting on. Red markings on aircraft floats indicated Danger Zone
- Watch your footing. If you should trip, you could fall into the propeller, or fall off the dock into the water
- Watch for obstructions in the docking or aircraft parking area. If one exists, remove it so that people will have a clear path around the docking area or the airstrip
- Approach and depart from the side of all aircraft
- When loading or unloading cargo from an aircraft, follow the pilot's instructions. Do not put any items in the aircraft unless so instructed.