



# **Occupational Health and Safety Program**

**2015**

*Reviewed and updated  
April 2020*

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## **Acknowledgements**

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## **PART 1 CORE REQUIREMENTS**

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## ***POLICY***

The Board of Directors of the Lillooet Regional Invasive Species Society is committed to providing a safe and healthy workplace for all employees by:

- Promoting a positive attitude toward health and safety in the work place.
- Defining the responsibilities of board members, workers and contractors.
- Holding regular board meetings for the purpose of reviewing health and safety activities, incident trends, and for the determination of necessary courses of action.
- Providing sufficient resources to implement the Occupational Health and Safety Program.
- Complying with legislated regulations, standards and established safe work procedures.
- Cooperating with the Workers' Health and Safety Representatives to identify hazards, assess risks, and find solutions.

## ***Responsibilities***

### **Lillooet Regional Invasive Species Society**

The Lillooet Regional Invasive Species Society Board of Directors will:

- Ensure that there is a safety program and resources in place designed to reduce the risk of accidents, injuries and industrial disease.
- Ensure that all items of Personal Protective Equipment that employers may require while doing LRISS work are provided.
- Conduct a management review of this plan and safety procedures on an annual basis to ensure LRISS's program meets the requirements of the Workers Compensation Act and Regulations. Meeting minutes for this review will be recorded in the regular Board meeting minutes.

### **Lillooet Regional Invasive Species Society Executive Director**

The Lillooet Regional Invasive Species Society Executive Director will:

- Ensure that all employees are given a safety orientation and site safety orientation.
- Ensure that written procedures for health and safety are updated regularly.
- Act as employer safety representative for all safety issues.
- The Executive Director is the person who instructs, directs and controls workers in the performance of their work. They are responsible for:
  - Ensuring workers are aware of the hazards.
  - Ensuring employees receive adequate and appropriate instruction and training.
  - Ensuring employees under their direction and control follow safety regulations and safe work procedures.
  - Correcting any failure to comply with the safe working procedures and applicable regulations.

- Ensuring employees are aware of the hazards of the workplace and the hazards of their jobs.
- Provide equipment, supplies, facilities, first aid attendants and services as are adequate and appropriate for
  - (a) promptly rendering first aid to workers if they suffer an injury at work, and
  - (b) transporting injured workers to medical treatment.

## **Workers**

Employees will:

- Understand the Workers Compensation Act and Regulations as found on the WorkSafe BC website and procedures that are applicable to their job.
- Not operate any equipment on which they have not been trained.
- Correct any unsafe or hazardous conditions within their abilities and qualification.
- Report incidents, injuries, near misses and unsafe or hazardous conditions to the LRISS Executive Director.
- Participate in orientation, training and educational sessions as written in this manual.
- Participate in weekly “tail-gate” safety meetings as required, to communicate potential safety concerns, work habits/practice issues, and to familiarize self with upcoming projects and safety measures.

## **Contractors**

Contractors will:

- Ensure they adhere to all requirements set out in this program as well as ensure that they comply with the Workers Compensation Act and Regulations.

## ***Person Responsible for Health and Safety***

### **Duties and Functions of the Person Responsible for Health and Safety**

The Person Responsible for Safety:

- Identifies situations that may be unhealthy or unsafe for workers and provides advice on effective systems for responding to those situations.
- Ensures workers are aware of hazards and how to control them.
- Participates in workplace inspections, identifying workplace hazards and investigating work refusals.
- Ensures written procedures are in place.
- Makes recommendations for improvement of workplace health and safety.
- Participates where practicable, in inspections, investigations and inquiries conducted by Work Safe BC officers.

## ***Incident Investigations***

The Lillooet Regional Invasive Species Society will ensure prompt investigation of incidents to determine action to prevent recurrence. Incident investigations will be performed by the LRISS Executive Director and a LRISS board member.

The focus of investigation is to identify and rectify the cause of incidents, and to make recommendations to prevent recurrence.

Investigation reports contain:

- Place, date and time of the incident.
- Names and job titles of persons injured in the incident.
- Names of witnesses.
- Brief description of the incident.
- Statement of the sequence of events, which preceded the incident.
- Identification of any unsafe conditions, acts or procedures, which contributed in any manner to the incident.
- Recommended corrective actions to prevent similar incidents.
- Names of the persons who investigate the incident.

Incident investigations are initiated and reported to Work Safe BC immediately for incidents:

- Resulting in injury requiring medical aid, beyond the level of first aid at the workplace, with risk of death or death of a worker.
- Involving a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation.
- Involving the major release of hazardous substance that resulting in two or more workers receiving first aid or one worker requiring medical aid.

Investigations must be initiated immediately for other incidents:

- Resulting in any treatment of a worker by a medical practitioner.
- Not resulting in injury, but with the potential for causing serious injury (Work Safe BC defines serious injury as a life altering injury i.e. permanent disability).

## ***Records***

All records related to incidents or first aid will be kept for a minimum of three years by LRISS. Appendix A is a copy of the First Aid report for any injury or illness recorded. This appendix also has a Worksafe Employer Incident Investigation form that will be used.

All records will be kept confidential and cannot be disclosed except as permitted by Work Safe BC regulations or otherwise permitted by law.

## ***Refusal of Unsafe Work***

### **Policy**

A LRISS employee must not carry out any work processes if that person has reasonable cause to believe that by doing so would create an undue hazard to health and safety of any person.

### ***Procedures following a Refusal of Unsafe Work***

A worker who refuses to carry out a work process or operate a tool, appliance or equipment, as above, must immediately report the circumstances of the unsafe condition to the LRISS Executive Director.

The LRISS Executive Director must immediately investigate the matter and ensure that any unsafe condition is remedied without delay.

If in her opinion the report is not valid, the LRISS Executive Director must inform the person who made the report.

If the matter is not resolved, and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the LRISS Executive Director must investigate the matter in the presence of the worker who made the report and in the presence of a LRISS Board Member.

If the investigation does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the LRISS Executive Director and the worker must immediately notify a Work Safe BC Officer. The officer must investigate the matter without undue delay and issue whatever orders are deemed necessary.

## ***Hazard Assessment***

Hazard assessment is a way of determining what needs to be done to prevent injury or illness in the workplace once hazards have been identified. Hazard assessment begins with a careful examination of the workplace for hazards that can cause harm to people. Hazards are identified in order to determine whether to take precautions or avoid certain activities to prevent harm.

### **Hazard Assessments Required by Regulation**

<b>Subject</b>	<b>Regulation</b>
Pre-job	115(2)(b)
Heat & Cold stress	7.29 & 7.34
Emergency preparedness & response	4.13

Musculoskeletal injury (MSI)	4.48
Working Alone	4.20.2
Workplace violence	4.28

## ***Emergency Preparedness & Response***

All LRISS employees need to be aware of the type of emergencies that can affect their workplace. Employees must be adequately prepared for emergency evacuation and rescue and will be knowledgeable on emergency procedures to be followed.

### **Hazard Identification and Assessment**

The LRISS Executive Director will perform an emergency evacuation and rescue assessment to determine the requirement for response and any rescue requirements of employees. The following hazards are identified for the various worksites:

- Working around heavy equipment
- Fires
- Earthquakes
- First aid in emergencies
- Transmission of viruses
- Explosion of oxygen cylinders
- Rescue involving:
  - Working around water
  - High angle work
- Adjacent Work sites
- Eye Injury – Chemical
- Bomb Threats

### **Assessment Results**

The results of the assessment will be used to determine the following:

- The likelihood of emergency
- The potential solutions that can be put in place
- Whether an action plan is required

### **Written Emergency Procedure Requirements**

The LRISS Executive Director or a designate using the results of the hazard identification and assessment will develop written evacuation and rescue procedures.

The following sections outline the written procedures that are required as part of the emergency response plan.

## **Exposure Control Procedures**

The LRISS Executive Director or a designate will identify safe work procedures regarding controlling exposure of a biologic agent, especially viruses like COVID-19 or other novel corona viruses. Worksafe BC's Occupational Health & Safety regulations (section 5.54) stipulate that an exposure control plan must include the information:

- A statement of purpose & responsibilities (see section above)
- Risk identification, assessment & control
- Education & training (in ED responsibilities above)
- Written work procedures
- Hygiene facilities & decontamination procedures, when required
- Health monitoring, when required
- Documentation, when required

If not otherwise indicated, this information can be found in the procedures section of this document.

## **Evacuation Procedures**

The LRISS Executive Director or a designate will complete an emergency evacuation procedure. If a requirement for rescue has also been identified, rescue procedures will be developed as well. Each evacuation procedure will be slightly different, but will share common components.

The LRISS Executive Director will file copies of the completed plans for reference, and will review the plans prior to a drill.

## **High Angle Rescue**

LRISS employees are not equipped to perform high angle rescues. In the event that a high angle rescue is required, the LRISS Executive Director or a designate will contact the local Fire Department, Search & Rescue or appropriate agency.

## **Fire**

The LRISS employees will review the evacuation plans and procedures while conducting business at their office space or in the field in the case of a wildfire.

## **Earthquake**

The LRISS Executive Director or a designate will perform an assessment of the likelihood of significant earthquake damage. The Provincial Emergency Program should be used as a reference. The LRISS Executive Director or a designate will ensure that safe places (refuges) are identified in the worksite.



## **PART 2 – CORE SAFE WORK PROCEDURES**

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Part 2 of the Occupational Health and Safety Program provides written safe work procedures that will affect all employees of the Lillooet Regional Invasive Species Society.

## ***Working around Water***

### **Personal Protective Equipment**

- Non-slip footwear
- Lifejacket if working alone around bodies of water with no guard-rails
- Personal flotation device if working with colleagues around bodies of water with no guard-rails where there is a risk of slipping into the water due to steepness of slope (greater than 8 in 12) or slippery terrain

### **Safe Work Procedures**

- Perform visual inspection of the surrounding area for potential hazards, including electrical equipment
- If working near water (within 5 metres) wear a personal flotation device that keeps the head above water. It must be a self-inflating PFD if this type is used.
- If working **alone** near water, wear a personal flotation device that turns the torso/body onto its back (refer to Worksafe document in Appendix and recommendations from [Transport Canada](#))

### **Boat use**

A boat must be equipped with

- deck matting or other surface cover which provides an effective grip, and
- effective heating.

A boat operated in navigable waters during the period from sunset to sunrise, or in conditions of restricted visibility, must

- have deck and cabin lighting, where necessary to provide safe levels of illumination aboard the craft (if applicable), and
- have searchlights or floodlights, where necessary to facilitate safe navigation and to illuminate working or boarding areas adjacent to the craft.

Buoyancy equipment meeting the requirements of [Part 8 \(Personal Protective Clothing and Equipment\)](#) must be worn by each worker in an open boat.

A boat must not be loaded with personnel or equipment so as to adversely affect its stability or seaworthiness.

#### **Presence of operator**

- The operator of the boat must have a Canadian license to operate a boat (in most cases this will be the Pleasure Craft Operators' license or the appropriate license for the type of boat in use).

#### **Wind and sea conditions**

- A boat designed for use in calm waters must not be operated in wind or adverse

weather conditions.

### ***Fall Protection***

When work is being performed at a height of 3 meters or more workers will use a fall protection system. This is in accordance with Work Safe BC OHS Regulation 11.2(1).

### ***Working Alone or in Isolation***

#### **Policy**

The LRISS will avoid having employees work alone or in isolation where there is a risk of injury whenever possible. Where this is not practicable, the LRISS Executive Director will implement a procedure for checking the well-being of any employee assigned to work alone or in isolation under conditions that present a risk for disabling injuries or violence.

Risk assessment of jobs done alone or in isolation shall indicate of a risk of disabling injury exists and if the employee may be unable to secure assistance.

#### **Initial Risk Assessment**

Not all working alone or isolation activities require check-in and rescue procedures. Check-in procedures will be required where there is a significant chance of the employee sustaining a disabling injury and the injury or work location will make summoning assistance difficult. The greater the probability of injury or the potential consequence of injury, the more frequent should be the check-in intervals.

Check-in procedures will be determined according to the level of risk to the employee when working alone or in isolation.

##### Level 1 Risk

Employee is:

- Traveling on paved roads
- Office based

For Level 1 activities, there is no requirement to initiate check-in procedures, regardless of the risk of injury.

##### Level 2 Risk

Employee is:

- Traveling outside of office hours i.e. between 16:30 and 08:30
- Water-based
- Working at weekends.
- Traveling on unpaved roads

For Level 2 activities, the LRISS Program Manager is required to implement an appropriate check-in procedure if there is a risk of injury.

##### Level 3 Risk

Employee is out of radio range. For level 3 activities with a risk of injury, a regular check-in procedure must be implemented through the SPOT System.

Please refer to **Appendix B** for the Safety check-in procedure.

### **Formal Risk Assessment**

A more formal risk assessment will be conducted if there is not agreement on the risk of the work being conducted.

## ***Working from Home***

### **Policy**

LRISS does not have an office space that can accommodate employees so we ask that seasonal staff, if appropriate, work from their home. Working from home can also reduce the risk of exposure and infection of coronaviruses like COVID-19. This policy is to ensure the health & safety of our workers in their home environment.

Our policy for those working at home includes the following, as recommended by WorkSafe BC:

1. Protocols will be implemented for each workplace for evacuation to a safe location including how to contact the employer in the event of this emergency.
2. Review of safe working practices at home and how to report incidents or injuries.
3. Review of resources to encourage a workspace that is ergonomically safe.

### **Procedures & Documentation**

Any staff member that will be working from their home will receive training and resources to address home evacuation, safe working practices, ergonomics and safe working practices. LRISS staff will receive orientation and training that will include a written record of this discussion and specific details appropriate to each situation.

Please refer to Appendix C, Safety Bulletin #5: Working from Home that contains a form to capture details as well as the information to review with employees. Worksafe BC has a document called “How to Make your Computer Workstation Fit You” and it contains a comprehensive guide to potential risks and tools to mitigate the risks for working from home. The following risks will be reviewed with each employee: musculoskeletal injury, sore muscles, eye strain and process for evacuation. Other specific risks for the individual home workplace can also be identified with ways to mitigate.

## ***Violence in the Workplace***

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which

provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

LRISS has a zero tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

As a result of the occasional climate of confrontation during conversation, workers at the LRISS may be exposed to violence from persons not in agreement to operational treatment of invasive species. In the event that any worker is exposed to an angry or violent person, the following procedures will be in place:

### **Defusing the Angry Individual**

As a worker, you may be a victim of anger or violence that is a result of activities performed in your job. In order to reduce the risk of violence from an angry individual, there are three strategies to consider.

1. Depersonalize the problem by explaining your role and your duties.
2. Personalize yourself: It is easier to commit violence against a symbol than a person. Although you are a representative of the employer you must also be seen as a person. This requires empathy, eye contact and understanding.
3. Connect the person to society.

People who feel alienated have much less to lose. This can prompt "all or nothing" responses. These people need to connect to you, their families, and their friends. They need to know there are caring people.

"Is there anyone you need to contact?" "Do you have family that you need to contact?"

As you review this script, think of the things you might say in an escalating situation that would help defuse it. These strategies are not manipulation, they are a way to express your thoughts and connect with the client who's having a difficult experience.

Actual physical violence is a very rare response. Verbal violence is very common. But the techniques that are used to defuse that possibility are also valuable in non-violent situations as well.

### **Recognizing and Escaping from the Violent Client**

Sometimes your best efforts cannot defuse the situation. In such cases it is necessary that you escape the situation without risk of injury. The following procedures can help minimize your risk of injury.

As part of your preplanning, ensure that you already have an escape route, and a method of contacting other persons. A whistle is a valuable tool to alert others to your situation.

### **Recognizing Potential Violence**

#### **Raised Voice**

If during the discussion the person continues to escalate until he or she is screaming, there may be a risk of violence. Understand that some individuals use screaming as an intimidation technique that is not connected to violence.

#### Red Face

If the client gets red in the face, take this as a warning that there may be escalation to violence.

#### Clenched Fists

Notice the position of the hands during the start of a confrontation. If the hands are open and then become clenched, this may be the prelude to a punch.

#### Aggressive Stance

If the client changes his or her stance onto the balls of the feet with the shoulders slightly hunched, this may signal a potential rush.

### **Escaping Potential Violence**

#### Stand Sideways

You present a much less vulnerable target if you are standing sideways. You are also much more able to avoid a punch.

#### Maintain Neutral Position

Do not escalate to the situation yourself with your body language

#### Run

Do not be afraid to drop everything and run. It is not part of your duties to interact with a violent client. Call the police to deal with the individual.

### **Dispute Resolution**

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, LRISS recommends the following process for conflict or dispute resolution.

- Speak to the person you are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications.
- If speaking to the individual does not work, speak to the Executive Director. The ED will arrange a meeting between those involved in the dispute, to determine a resolution.

If the ED is unable to resolve a workplace dispute, the parties may be referred to mediation by an outside third party. The resolution of the mediator is binding on both parties of the dispute.

### ***Harassment & Bullying***

LRISS wants to provide a harassment-free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. LRISS will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment. *Any suspected or known*

*behaviour must be reported to the Executive Director, Board of Directors or Worksafe BC.*

There are several forms of harassment but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. “Unwelcome”, for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

## ***Heat & Cold Stress***

### **Policy**

LRISS employees will equip themselves with personal equipment against the elements, including rain-gear, boots, hat and gloves.

All LRISS employees will carry additional water, dry clothing, rain gear and wear appropriate footwear when working in remote locations.

All LRISS employees working in the field will know how to assess heat stroke, hypothermia and cold-related injuries and how to administer appropriate first aid procedures.

### **Responsibilities**

As a general practice LRISS employees do not perform fieldwork in the extreme cold or heat. All LRISS employees will wear clothing and personal protective equipment appropriate to the weather conditions when working in the field.

## ***Exposure Control Plan***

An Exposure Control Plan is being implemented in response to the global pandemic outbreak of the novel corona virus, COVID-19 (2020). The purpose of the Exposure Control Plan located in Appendix C is to minimize the risk of LRISS employees to occupational exposure of biological agents and reduce the risk of the spread of infection should exposure occur. These procedures will be reviewed and taught during our employee training at the beginning of the season. Safety Bulletins to support our training are located in Appendix C.

**Policy**

The policy of the LRISS is to ensure that our staff are protected from occupational exposure to biological agents (especially COVID-19), according to the BC Workers Compensation Act and Occupational Health and Safety Regulation as well as human rights legislation.



## **PART 3 – SUPPLEMENTARY SAFE WORK PROCEDURES**

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Procedures in this part of the manual are those that are applicable to some, but not all, LRISS employees depending on their duties & activities.

### ***Working on Shorelines (Lakes/Streams)***

#### **Safe Work Procedures**

- If there is a risk of wader ballooning, tie a belt around the waist.
- Wear steel-toed boots if danger of dropping hazards onto feet.
- Wear appropriate life preserver
- Perform a visual inspection of the substrate in which employee will be standing to ensure that there are no obstructions or drop offs that may increase the likelihood of slipping or falling.
- Perform a visual inspection upstream to identify possible hazards such as debris that may float down and cause employee to lose his/her footing.
- Perform a visual check downstream to look for obstructing or possible hazards in the event that employee is swept in by the current or floating debris.
- Ensure proper stance and firm footing before beginning task (if appropriate).
- Always face upstream or into the current.
- Regularly observe the current while walking,

### ***Operation of Trucks***

These procedures are applicable to operation of 4x4 pick-ups.

#### **Pre-Trip Checklist**

Prior to setting off in a vehicle you have not used before a pre-trip checklist will be completed.

- ☐ Start engine – horn, wipers, gauges
- ☐ Air system if applicable
- ☐ Mirrors
- ☐ Lighting devices, signals, reflectors
- ☐ Fuel tanks, caps tight
- ☐ Tires (condition and inflation), wheels, rims, nuts
- ☐ Service brakes, including brake adjustment if necessary
- ☐ Parking brake
- ☐ Steering
- ☐ Visual check drive line
- ☐ Warning devices
- ☐ Emergency equipment
- ☐ Load securement devices
- ☐ Dangerous Goods Transport manifest, placards
- ☐ Others

## ***Operating Winches***

Winches are used for clearing road obstructions, commonly fallen trees. Prior to operating the winch, ensure the brakes are on and wear a high visibility vest. When operating the winch at the front end of a 4x4, do not stand in the bight of the line in the event that it snaps.

There are many things to do and consider before you actually begin pulling. Think through what you're doing and you can keep yourself and those around you out of harm's way. Operating your winch properly is so important: in fact, you should practice these techniques before having to face the distractions and stresses of a real winching situation.

Make your intentions clear. Be sure that everyone in the immediate vicinity surrounding the winching operation is completely aware of your intentions before you pull.

### **Put on Gloves**

Always keep hands and clothing clear of the wire rope, hook and fairlead opening during operation and when spooling a winch.

Never attempt to disengage the clutch while wire rope is under tension. Never engage the clutch while the drum is rotating. Always make sure the clutch is fully engaged or disengaged.

Never winch when there are less than 5 wraps of wire rope around the winch drum.

Always pick an anchor that will withstand the stress. Try to pick an anchor in line with the pull. If an anchor is suspect, use a longer line to find a good anchor or install a deadman.

Operate the remote control from the cab while winching wherever possible. If there is a risk of rollover operate the remote control from the safe side away from the bight of the line.

Avoid overheating the winch motor. For extended winching, stop at reasonable intervals to allow the winch to cool down.

Walk the wire rope towards the fairlead, carefully spooling in the remaining wire rope by handling the wire rope and walking the rope in. Do not let it slide through the hand and control the winch at all times.

## ***Driving on Logging Roads***

All LRISS employees will follow safe work procedure to prevent collisions with logging vehicles.

Loaded logging trucks cannot leave the center the road and cannot stop quickly. It is the responsibility of LRISS employees follow the Traffic Control Procedures for each logging firm when use of their logging roads is required for access to lakes or others areas of LRISS work. It is necessary to phone in advance to find out if the road will be used for

active hauling on the day of the trip and proper procedures, if there is no site office on the road system.

## **Procedures**

Upon entering a logging area, LRISS employees will follow the respective Traffic Control Procedures for each logging company. The following is one set of procedures that may be followed when driving on logging roads:

- If employees have VHF radios they will be used to advise the logging company of their presence on their logging routes and take directions from the company.
- Logging trucks call out their kilometers both “loaded” (traveling out of the woods) and “empty” (traveling into the woods). LRISS employees will pull over to give right of way to both “loaded” and “empty” trucks.
- If employees do not have VHF radios they must stop at the site office and take direction from the logging company on site. LRISS vehicles will wait for and follow a radio-equipped logging vehicle when practicable.
- Drivers of LRISS vehicles will be observant for trucks/vehicles that are not carrying radio equipment i.e. members of the public using their private vehicles.

## ***ATV Safety Guidelines***

The most common causes for ATV accidents are unsafe speed, driving on paved roads and into regular traffic, driving in unsafe weather conditions, and driving without proper supervision or training.

- Read the owner’s manual carefully and follow the operating procedures described. Pay special attention to the warning in the manual and all labels on the machine.
- Do not operate an ATV without proper instruction. Take a training course.
- Be aware of your capabilities. Some adults lack the strength and skill to correct an unstable ATV.
- Always wear an approved motorcycle helmet. Also wear eye-protection, sturdy boots with ankle support, gloves, long pant, and a long sleeved shirt or jacket as conditions warrant.
- Never carry a passenger, which can upset the balance of the ATV and cause you to lose control, unless the ATV is designed for more than one person.
- Never operate an ATV on pavement. They are not designed for use on paved surfaces and may be difficult to control.
- Do not operate an ATV on public streets or highways. Not only can collisions with cars, trucks, and other motor vehicles can be deadly, in most areas it is illegal to operate off-road vehicles on public roads.
- Do not ride at excessive speeds. ATVs are very unstable and easily flip on uneven ground due to their short wheelbase and manoeuvrability. Use a speed that is proper for the terrain, visibility conditions, and your experience.

- Be especially cautious when approaching hills, turns, and obstacles and when operating on unfamiliar or rough terrain. Keep at least 10 feet between your ATV and other vehicles.
- Do not consume alcohol or drugs before or while operating an ATV.

**Before taking an ATV to the field** inspect it to ensure:

- The tires are in good condition
- The controls and cable are operational
- The chain has proper slack and is lubricated
- Your riding gear is in good condition.

### ***Operating Chainsaws***

Employees who are required to use a chainsaw to clear road obstructions will have completed a chainsaw training course. LRISS employees will not fall any trees other than saplings under 35 cm diameters at breast height.

### **Personal Equipment**

- Wear proper approved faller's pants or chaps.
- Wear hardhat, eye protection, earmuffs, gloves, long sleeved shirts, and caulk boots; all in good condition.

### **Safe Procedures**

- Do not smoke when fuelling saw.
- Avoid spilling fuel.
- Don't start saw in fuelling area.
- Assess each cut before starting the cut.
- Start with bar facing away from body and clear of fellow workers.
- Start chainsaw on a firm object or ground. Do not start in the air by pushing saw away while pulling the starter cord.
- Keep a firm grip on your saw with both hands when cutting.
- Do not cut with saw above shoulder height.
- Avoid kickbacks – do not bore with saw if possible. Avoid contacting tip of bar with brush or chunks which could cause kickback.
- Do not touch chain when saw is running. The motor must be stopped when checking or adjusting chain tension.
- Do not pack saw over your shoulder. Carry saws at your side with the bar to the rear.
- Shut off saw before climbing over or under obstructions.
- Maintain saw in good working order at all times.
- Ensure fellow workers are a safe distance and adopt a buddy system.
- Cut trees as low as possible and ensure that the cut is free from the stump.
- Avoid leaving pointed stumps.
- Cut limbs off all stumps.

- Fall saplings into a clear area to avoid brushing other saplings.
- Have a clear escape/access trail.
- Be alert for foreign material (i.e. old cables, rocks, etc) before cutting.
- Use road signs and/or flagman when working on roadsides.

Saplings that appear hazardous to fall should be left. Contact the LRISS Executive Director for instructions.

### ***Danger Tree Criteria***

Whenever work in forestry operations exposes a worker to a dangerous tree, the tree will be removed. When determining whether or not a tree is dangerous, the following criteria will be used:

- Stand history and condition, including past failures, the health of the stand and the age of the stand.
- The possibility of ice and snow loading.
- The possibility of flooding and possible root damage as a result of past flooding.
- Windthrow potential, including topography, prevailing winds, height diameter ratio of the trees, shallow rooting and shallow soils.
- Crown condition.
- Resinosis.
- Tree lean as a result of recent disturbance.

If there is any doubt about whether or not the trees are safe, and there is a plan for retention of the trees, either for habitat or other reasons, a wildlife/danger tree assessor will assess the trees. The assessor will determine the procedures to be used to retain the trees while ensuring that no workers are exposed to hazard.

### ***Working around Aircraft***

#### **Helicopter Operations**

##### Helicopter Safety

Prior to commencement of Helicopter operations, the Pilot or a representative of the Helicopter company will be requested to brief all workers on loading or unloading the Helicopter. All helicopter take off and landings shall be under the direction of the Pilot and the Helibase or HeliSpot Manager.

##### Boarding or deplaning a helicopter:

1. Stay within the pilots range of vision at all times.
2. Do not approach or leave the helicopter to the rear area as it is out of the pilots filed of vision and the tail rotor is at head height.
3. Wait for a signal from the pilot or designate before approaching the helicopter.
4. Inform the pilot on the nature of any cargo being brought aboard. Items such as explosives require additional training and safety procedures. For example, bear spray must be kept in sealed containers. Pilots will stow or instruct the worker on how to stow equipment such as bear spray, tools, and backpacks.

5. If it is necessary to unbuckle the seat during the flight to perform duties, wear a harness and clip off to a secure anchorage in the cabin. Confer with the pilot on the best procedure.

#### Danger Areas

- Never approach or depart uphill from the helicopter
- Never go under the tail boom to get from one side to the other; walk only around the front of the helicopter.
- Walk in a crouched position, when approaching or leaving the helicopter, as the blade tips of some models will come within 1.2m of the ground.
- Never approach the helicopter tail rotor.

#### Landing and Takeoff

All helicopter take off, landing and safety procedures will be under the direction of the Pilot and the Helibase Manager (if one exists). The following guidelines must be followed:

- Helicopter passengers must be made aware of exit and entry points on the landing and take-off site.
- Use a chin-strap if wearing a hard hat.
- Do not smoke aboard the helicopter or within the landing area.
- Operate and secure seatbelt and door hardware is instructed.

Any device operated under a helicopter:

- Helicopter working signs to be displayed around work area.
- Hard hats with ear protection and eye protection to be worn by ground crew.

### ***Precautions in Emergency Situations***

#### **General Emergency Signals**

LRISS employees will be provided with a SPOT system that uses satellites to signal for help in emergency situations. Two levels of request for aid can be activated. "Help" signals the LRISS Executive Director or designate that help is required but not in an emergency situation. "911" will dispatch an emergency signal to the nearest 911 location and to the LRISS Executive Director and contacts. The signals repeat every 5 min allowing you to move while sending the lat/long and a google earth map to the recipients. The system is one way so there is no confirmation that your signal has been received. The following procedures should occur at the same time.

If you or your co-workers are in serious trouble or if you are simply lost, knowing the International Morse Code Emergency Distress Signal (S...O---S...) is a must. With a flashlight or mirror attempt to signal three dots, then three short dashes, and finally three more dots.

If possible, construct ground signals at least 15 meters in size so that they can cast a shadow; the bigger they are the more visible they are from the air. Preferably, the colour of the materials used should contrast the colour of the ground.

Fire signals can also be used to signal for help. Remember signals are to be noticed as smoke during the day and fire at night. Be very cautious if using fires in High or Extreme Fire Danger ratings.

If in the snow, trench out the symbols with your feet and line them with bark, branches, rocks, and/or dust and dirt as available.

## ***Wildlife Hazards***

When possible, it is recommended that courses pertaining to wildlife hazards be taken by employees.

### **Tick Bites**

Ticks are tiny bugs, about the size of a sesame seed, that live in tall grass and wooded areas. Ticks bite by burrowing partway into your skin, draw blood, and then drop off. The feeding tick's mouth is under the skin, but the back parts will be sticking out. If it is full of blood and blue-grey in colour it is engorged.

Some tick bites can cause human diseases including Lyme disease, relapsing fever, tularemia, Rocky Mountain Spotted Fever (RMSF), Q fever, Ehrlichiosis and temporary paralysis. Lyme disease is the most common.

#### Avoiding ticks

You can generally avoid getting a tick bite by following these recommendations:

- Walk on cleared trails and not in tall grass whenever possible.
- Wear light coloured clothing. Tuck your top into your pants and tuck your pants into your boots or socks.
- Put insect repellent containing 5% Permethrin onto clothing and insect repellent containing DEET on all uncovered skin. Reapply as frequently as directed on the containers.
- Check household pets that go into tall grass and wooded areas.

### **Bear Safety**

#### About Bears:

- Bears can run fast as horses, uphill or downhill
- Bears can climb trees, although black bears are better tree-climbers than grizzly bears
- Bears have excellent senses of smell and hearing, and better sight than many people believe.
- Bears are strong. They can tear cars apart looking for food.
- Every bear defends a "personal space". The extent of this space will vary with each bear and each situation; it may be a few meters or a few hundred meters. Intrusion into this space is considered a threat and may provoke an attack.
- Bears aggressively defend their food.



- All female bears defend their cubs. If a female with cubs is surprised a close range or is separated from her cubs, she may attack. An aggressive response is the mother grizzly's natural defence against danger to her young.
- A female black bear's natural defence is to chase her cubs up a tree and defend them from the base. However, she is still dangerous and may become aggressive if provoked.

#### Avoid conflict by practicing prevention.

- Be alert.
- Always carry bear spray when working alone in a wilderness area.
- Look for signs of recent bear activity. These include droppings, tracks, evidence of digging, and claw or bite marks on trees.
- Make your presence known; it doesn't pay to surprise a bear.
- There is no guaranteed minimum safe distance from a bear – the further, the better.
- Stay away from dead animals. Bears may attack to defend such food.
- Never approach a bear. Get out of the way or detour widely if you have that option, especially if a bear is not aware of you.
- When a bear sees you, let the bear know that you are human. Wave your arms over your head and speak in a firm, even tone. Back away slowly.
- If a bear approaches, hold your ground. **Do not run.** Back away slowly if the bear stops.
- If the bear continues to approach in an aggressive manner use your bear spray.
- Never play dead unless a bear actually makes contact with you, then put your hand clasped behind your neck and remain on your stomach, continuing to roll back to your stomach if the bear rolls you.

### **Cougar Safety**

#### If you meet a cougar:

- Always carry bear spray when working alone in a wilderness area.
- Never approach a cougar. Although cougars will normally avoid a confrontation, all cougars are unpredictable. Cougars feeding on a kill may be dangerous.
- Always give a cougar an avenue of escape.
- Stay calm. Talk to the cougar in a confident voice.
- **Do not run.** Try to back away from the cougar slowly. Sudden movement or flight may trigger an instinctive attack.
- Do not turn your back on the cougar. Face the cougar and remain upright.
- Do all you can to enlarge your image. Don't crouch down or try to hide. Pick up sticks or branches and wave them about:

#### If a cougar behaves aggressively:

- Arm yourself with a large stick, throw rocks, speak loudly and firmly. Convince the cougar that you are not prey.
- If the cougar continues to approach in an aggressive manner use your bear spray.

- If the cougar attacks, **fight back!** Many people have survived cougar attacks by fighting back with anything, including rocks, sticks, bare fists, and fishing poles.

## **Moose and Elk Safety**

People are often concerned about encountering bears; yet more people each year are injured by moose than by bears. Moose and elk aren't inherently aggressive, but will defend themselves if they perceive a threat. When people don't see moose as potentially dangerous, they may approach too closely and put themselves at risk.

**Give moose and elk plenty of room!** Enjoy viewing them from a distance. Cow ungulates are extremely defensive of their young so use extra caution around cows with calves.

In the summer months, moose blend well to their environment and can be surprisingly hard to see for such large animals. They are likely to stand their ground even when they hear people approaching, so pay close attention to your surroundings, especially in prime moose habitat such as willow thickets or around streams or ponds.

**If you do find yourself close to a moose or elk:**

- If it hasn't detected you yet, keep it that way.
- If it knows you're there, talk to it softly and move away slowly.
- Don't be aggressive – **you want to convince the animal that you aren't a threat.**
- If you think the animal is going to charge you, take cover or run away.

**Watch for signs that the moose or elk is upset** – if its ears are laid back and hackles are up it is likely to charge. Most of the time, when an ungulate charges, it is a "bluff", or warning for you to get back – a warning you should take very seriously! Once a moose bluff charges it is already agitated. If possible, get behind something solid (like a tree or a car). Unlike with bears, it is okay to run from a moose. They usually won't chase you and if they do, it is unlikely that they will chase you very far. If the moose knocks you down, curl up in a ball and protect your head with your arms and keep still. Fighting back will only convince the moose that you may still be threat. Only move once the moose has backed off to a safe distance or it may renew its attack.

Moose and elk are also potentially dangerous when involved in automobile collisions. They are very large, long-legged and difficult to see under low light conditions (moose are most active at dusk and at night). Data collected indicate that a moose/car collision is 30 times more likely to result in a human death than a deer/car collision. On the average, one out of 50 moose/car collisions results in a human fatality.

## **Rattlesnake Safety**

A rattlesnake is a heavy-bodied, blunt-tailed snake with one or more rattles on the tail. It has a triangular-shaped head, much broader at the back than at the front, and a distinct "neck" region. The rattlesnake also has openings between the nostrils and eyes, which is a heat-sensing pit. The eyes are hooded with elliptical pupils. Additional identifying characteristics include a series of dark and light bands near the tail, just

before the rattles that are different from the marking on the rest of the body. Also note that rattles may not always be present, as they are often lost through breakage and are not always developed on the young.

In the BC rattlesnakes are found from sea level to the inland prairies and desert areas and to the mountains at elevations of more than 10 000 feet.

Generally, not aggressive, rattlesnakes strike when threatened or deliberately provoked, but given room they will retreat. Most snakebites occur when a rattlesnake is handled or accidentally touched by someone walking or climbing. The majority of snakebites occur on the hands, feet and ankles.

Rattlesnakes can cause serious injury to humans on rare occasions. Rattlesnakes account for more than 800 bites each year with one to two deaths. Most bites occur between the months of April and October when snakes and humans are most active outdoors. About 25 percent of the bites are “dry”, meaning no venom was injected, but the bites still require medical treatment.

There are several precautions that can be taken to lessen the chance of being bitten when out in snake country – which is just about anywhere in BC.

#### The do's and don'ts in snake country:

Be aware that startled rattlesnakes may not rattle before striking defensively. There are several safety measures that can be taken to reduce the likelihood of startling a rattlesnake.

- Wear hiking boots.
- When hiking, stick to well-used trails and wear over-the-ankle boots and loose-fitting long pants. Avoid tall grass, weeds and heavy underbrush where snakes may hide during the day.
- Do not step or put your hands where you cannot see, and avoid wandering around in the dark. Step ON logs and rocks, not over them, and be especially careful when climbing rocks. Check out stumps or logs before sitting down, and shake out sleeping bags before use.
- Never hike alone. Always have someone with you who can assist in an emergency.
- Do not handle a freshly killed snake, it can still inject venom.

#### What to do in the event of a snake bite

Though uncommon, rattlesnake bites do occur, so have a plan in place for responding to any situation. Carry a portable phone or radio, hike with a companion who can assist in an emergency, and make sure that the employer knows where you are going and when you will be checking in.

The first thing to do if bitten is to stay calm. Generally, the most serious effect of a rattlesnake bite to an adult is local tissue damage that needs to be treated.

Get to a doctor as soon as possible, but stay calm. Frenetic, high-speed driving places the victim at greater risk of an accident and increased heart rate. If the doctor is more

than 30 minutes away, elevate the bite and then try to get to the doctor as quickly as possible.

- Stay calm
- Wash the bite area gently with soap and water
- Remove watches, rings, etc. which may constrict swelling
- Immobilize the affected area
- Transport safely to the nearest medical facility

## ***Use of Shop Tools***

### **Procedures**

- Complete safety orientation of all tools to be used in the task.
- Inspect cords of electrical tools regularly.
- Ensure an effective means of guarding is used to prevent worker contact with a working part of any wood-working tool while in operation.
- Ensure tools are kept in good repair and properly stored when not in use. Do not lay cords or tools in oil, water or on a chemically saturated floor.
- Never pull a cord when it is kinked or pinched.
- Do not lift or lower the tool with the cord.
- Ensure all portable electrical hand tools are grounded.
- Avoid carrying sharp or pointed tools in pockets.
- Do not store tools on shelves above shoulder level, in walkways, aisles or stairways.
- Do not leave a tool running and unattended. Ensure power switch is turned off and the tool is unplugged from the power source.
- If using portable electrical equipment in a wet/damp location or outdoors, ensure that the tool is protected by an approved Class A ground fault circuit interrupter, unless another acceptable means of protection is provided.
- Keep manufacturer's manuals in the shop, readily accessible to workers.

## ***Operating Spray Vehicles***

Care must be taken when driving the vehicles due to their larger size and weight. You will notice that visibility is limited due to the tank location behind the rear window. The width of the deck and dual tires are larger and quite difficult to manoeuvre in tight situations. Use your mirrors in all situations prior to reversing or have your partner step outside and guide you.

The spray units, storage boxes and lockups are all bolted to the truck. Please ensure that all lids are locked and any loose items such as backpacks, garbage bags and other equipment are securely fastened to equipment that is bolted to the truck.

## ***Mixing and Loading Herbicides***

Mixing, loading and herbicide application should be carried out by certified pesticide applicators, or by an individual supervised by a certified pesticide applicator. Always apply at the label rate suggested in the Herbicide Guidelines, or consult the Label as it takes precedent over all other suggestions. If applying Milestone DO NOT mix more than the estimated required amount of mix as the herbicide becomes inactive if left unused overnight.

Once you have chosen the appropriate herbicide for the target species, use syringes to select the appropriate amount of herbicide and add it to the backpack or tank. Equipment used for measuring herbicides should be triple rinsed into the backpack or tank after every use. Dye is to be added and applied at all times at the appropriate concentration recommended on the label (usually 1 oz per 10 L)

Mixing of herbicides should be done with utmost care. Protective clothing should be worn anytime you are handling herbicides. First aid kits, eye wash, spill kits and response plans should be onsite at all times. Mixing of chemicals should not occur closer than 30 meters to ecologically sensitive areas and pesticide free zones.

Used equipment, such as empty backpack sprayers, syringes and measuring cups should be triple rinsed on-site where the chemical was sprayed before they are put away. If any chemicals are dripped onto truck surfaces, park truck in a safe spot where there is no possibility of runoff or water contamination. Wash the chemicals off the truck with water. This will ensure that the next rain shower does not wash off any drips in an unsafe location.

## ***Pesticide Spills***

Prevent pesticide spills by transporting, storing and handling pesticides properly. Make sure pesticides are secure during transport. Drive appropriately for road conditions. Have suitable shelving and lighting in the storage area. Follow laws and safety guidelines when storing pesticides. Have a good loading platform where you fill the sprayer. Make sure application equipment does not have faulty hoses or valves. Mix, load and apply pesticides carefully to minimize the chance of spills.

Accidents can happen even when taking precautions. Therefore, be prepared to handle pesticide spills.

**Read the Label!**

**Be prepared to handle a spill before you handle a pesticide!**

### **Be Prepared for Spills**

1. Each contractor or employee handling pesticides should develop a spill contingency plan. It will help guide you if there is a spill. The plan should explain:

- How to prevent spills
- Who to contact if there is a spill

- How to contain the spill
- How to clean up the spill
- Where critical or sensitive areas are
- How often the plan will be updated

## 2. Have spill clean-up kit(s)

Keep a spill cleanup kit in a vehicle when transporting pesticides, in the pesticide storage area, and at the mixing and loading areas. A spill cleanup kit can be purchased from some farm supply stores or can be made from easily obtainable items. A pesticide spill cleanup kit should contain:

- personal protective equipment
  - unlined gloves
  - rubber boots
  - a respirator
  - protective eyewear
  - disposable coveralls
- Dry absorbent material, such as sawdust, dry coarse clay, kitty litter, commercial absorbent, newspapers or paper towels.
- Lime, chlorine bleach or washing soda to decontaminate material
- Broom and scoop or shovel to pick up the contaminated material
- A container with lid (ie. 20L pail or heavy duty garbage bag) to put the contaminated waste in. This container can also be used to store contents of the spill kit.
- A felt pen to write the name of the spilled pesticide on the container.
- A list of emergency phone numbers.

3. Post emergency phone number. Write the numbers large enough so they are easy to read. Include phone number for the Poison Control Centre, doctor, Fire/Police/Ambulance (911), and Provincial Emergency Program (PEP).

4. Compile a list of pesticide company emergency phone numbers. Pesticide labels have an emergency phone number(s) on them. Read your pesticide labels and record the PCP Act numbers, the company name, and the pesticide name. In an emergency it may take too long to find phone numbers on the labels or the labels may be damaged. Keep these phone numbers in the spill contingency plan and spill kits.

5. Ask your pesticide dealer for copies of the Material Safety Data Sheets (MSDS). Keep these in a convenient location.

6. Design the mixing area to contain spills. Consider installing a containment pad for mixing and loading. This pad would contain any spill at the application site.

7. Regularly review First Aid Procedures for pesticides spilled onto skin or splashed into eyes.

8. Review pesticide label information before using a pesticide.

## Dealing with a Pesticide Spill

Act quickly. The sooner the spill is controlled, the less damage it can cause.

1. Protect yourself against pesticide contamination. Put on protective gear including chemical-resistant gloves and the disposable coveralls. If a respirator is normally used when applying the pesticide, wear a respirator to clean up the spill. Do not smoke, drink or eat during the clean-up. Work up-wind of the spilled material.
2. If the pesticide spilled onto a person, have the person remove contaminated clothing. Thoroughly wash the skin with soap and water and follow the first aid directions for skin exposure. If a person inhaled the pesticide take them to fresh air and follow the first aid directions for inhalation.
3. If the spill is inside, ventilate the area by opening doors and windows and using the fans if necessary.
4. Keep bystanders and animals away from the spill. Do not let people walk to drive through the spilled material.
5. Control the spill. Eliminate the source of the spill if possible. If a pesticide container, bag, small sprayer or applicator tips over, quickly set it upright to stop more pesticide from spilling out.
6. Contain the spill. Prevent the spilled material from spreading more. If the spill is near a sensitive area such as a creek or pond, first divert the spill away from the sensitive area. Surround the spilled pesticide with a barrier so it cannot spread. Use the materials in the spill kit or material such as soil, peat moss, sawdust, newspapers, etc. Absorb or soak up as much liquid pesticide as possible by covering it with absorbent material. Don't use absorbent material if a dry pesticide formulation was spilled.
7. Do not apply water to the spilled pesticide. Water will spread the spill further.
8. If the spill is in a public area like on a highway, call the local police. **Call the Provincial Emergency Program at 1-800-663-3456 if you need advice or help and report the spills of more than 1 litre or 1 kilogram of pesticide.** Call the nearest Ministry of Environment office if you need information on disposing of the spilled material.
9. Begin cleaning up the spill as soon as the spill is under control. Sweep up dry pesticides or the absorbent material. Some dry pesticides may still be able to be used. Place the waste materials into an empty waterproof container or strong garbage bag. Label the container with the name of the pesticide, the PCP Act number, and the approximate amount of pesticide that was spilled. Contact the Ministry of Environment for advice on disposing of the contaminated soil. Cover the area with at least 5cm of lime. Cover the lime with fresh topsoil. Put the contaminated soil in a strong container, label it as above and dispose of it according to Ministry of Environment's directions.
10. Decontaminate the contaminated area. Check the pesticide label and material safety data sheet (MSDS) for information on cleaning up spills. Form a dam around the contaminated area so clean-up does not spread the pesticide. Many

- pesticide contaminated areas can be cleaned up by washing the area with a mixture of household bleach, detergent and water. Only use a little liquid. Cover the clean-up solution with absorbent material and then put the absorbent material into the disposal container with the other contaminated materials. Contact the Ministry of Environment or the manufacturer for advice.
11. Decontaminate all equipment used in the clean-up. Remove and wash protective gear. Change clothing immediately. Launder clothing as soon as possible. Discard any badly contaminated clothing or equipment. Shower using lots of soap and water.
  12. Re-evaluate your pesticide handling procedures and your spill contingency plan. Restock your spill kit.



## ***References & Resources***

WorkSafeBC. 1996. How to Make Your Computer Workstation Fit You. 2009 edition. Published by Workers' Compensation Board of British Columbia. Accessible online at [www.worksafebc.com](http://www.worksafebc.com)

## Appendix A



### First Aid Record

This record must be kept by the employer for three (3) years. This form must be kept at the employer's workplace. Do **NOT** submit to WorkSafeBC.

Name		Occupation	Sequence number
Date of injury or illness (yyyy-mm-dd)		Time of injury or illness (hh:mm)	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Initial reporting date and time (yyyy-mm-dd) (hh:mm)		Follow-up report date and time (yyyy-mm-dd) (hh:mm)	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Initial report sequence number		Subsequent report sequence number(s)	

#### Description of how the injury, exposure, or illness occurred (What happened?)

#### Description of the nature of the injury, exposure, or illness (What you see — signs and symptoms)

#### Description of the treatment given (What did you do?)

#### Name of witnesses

1.	2.
----	----

#### Arrangement made relating to the worker (return to work/medical aid/ambulance/follow-up)

Provided worker handout	<input type="checkbox"/> Yes <input type="checkbox"/> No	A form to assist in return to work and follow-up was sent with the worker to medical aid	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alternate duty options were discussed	<input type="checkbox"/> Yes <input type="checkbox"/> No		
First aid attendant's name (please print)	First aid attendant's signature		
Patient's signature			

# Employer Incident Investigation Report (EIIR)

Please refer to the companion [quick guide](#) for assistance completing the investigation and this form.

## 1. Employer's information

Employer's name (legal name and trade name)		
WorkSafeBC account number	Operating location number	
Employer's head office address		
City	Province	Postal code
Employer's representative's name		Phone number (include area code)
Email address		

## 2. Injured persons

Last name	First name	Job title
a)		
b)		
c)		
d)		

## 3. Place, date, and time of incident

Location where incident occurred (street address or GPS coordinates)		
City (nearest)	Province	Postal code
Date of incident (yyyy-mm-dd)	Time of incident	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

## 4. Type of occurrence (select all that apply)

<input type="checkbox"/> Death of a worker <input type="checkbox"/> Serious injury to a worker <input type="checkbox"/> Major structural failure or collapse <input type="checkbox"/> Major release of hazardous substance <input type="checkbox"/> Blasting accident causing personal injury	<input type="checkbox"/> Dangerous incident involving explosives other than blasting incident <input type="checkbox"/> Diving incident, as defined by regulation <input type="checkbox"/> Incident of fire or explosion with potential for serious injury <input type="checkbox"/> Minor injury or no injury but had potential for causing serious injury <input type="checkbox"/> Injury requiring medical treatment beyond first aid
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**An incident investigation report is NOT required under the *Workers Compensation Act* if none of the above applies or if this incident is a vehicle accident occurring on a public street or highway.**

## 5. Report type (select all that apply)

If this is a **revised version of a previous report**, please check here ☐

<input type="checkbox"/> Preliminary Investigation Report Report date (yyyy-mm-dd)  Only provide to a WorkSafeBC officer <b>if requested</b>  Officer's name	<input type="checkbox"/> Interim Corrective Action Report Report date (yyyy-mm-dd)	<input type="checkbox"/> <b>Full Investigation Report</b> Report date (yyyy-mm-dd)  <b>Must be provided to WorkSafeBC within 30 days*</b> <b>Fax 1.866.240.1434</b> Date sent (yyyy-mm-dd)	<input type="checkbox"/> Full Corrective Action Report Report date (yyyy-mm-dd)
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## Employer Incident Investigation Report (EIIR)

### 6. Witnesses

Last name	First name	Job title
a)		
b)		
c)		

### 7. Other persons whose presence might be necessary for proper investigation

Last name	First name	Job title
a)		
b)		

### 8. Sequence of events that preceded the incident

Required in Preliminary Report. Update in Full Report if necessary. Describe events earlier that day or even in previous years that led up to the incident. Examples may include events such as training given or changes in equipment, procedures, or company management.

### 9. Unsafe conditions, acts, or procedures that significantly contributed to the incident

Required in all reports. Describe anything, or the absence of anything, that contributed to the hazard such as poor housekeeping or poor visibility, using equipment without guards, or the lack of safe work procedures.

### 10. Nature of the serious injury (optional — complete only if there has been an injury)

- |                                                                                   |                                                                                         |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Life threatening or resulting in loss of consciousness   | <input type="checkbox"/> Punctured lung or other serious respiratory condition          |
| <input type="checkbox"/> Major broken bones in head, spine, pelvis, arms, or legs | <input type="checkbox"/> Injury to internal organ or internal bleeding                  |
| <input type="checkbox"/> Major crush injuries                                     | <input type="checkbox"/> Injury likely to result in loss of sight, hearing, or touch    |
| <input type="checkbox"/> Major cut with severe bleeding                           | <input type="checkbox"/> Injury requiring CPR or other critical intervention            |
| <input type="checkbox"/> Amputation of arm, leg, or large part of hand or foot    | <input type="checkbox"/> Diving illness such as decompression sickness or near drowning |
| <input type="checkbox"/> Major penetrating injuries to eye, head, or body         | <input type="checkbox"/> Serious chemical or heat/cold stress exposure                  |
| <input type="checkbox"/> Severe (third-degree) burns                              | <input type="checkbox"/> Other (specify)                                                |

## Employer Incident Investigation Report (EIIR)

### 11. Brief description of the incident

Required in Preliminary Report. Briefly, summarize the sequence of events, the unsafe factors, and the resulting injury, if any.

### 12. Corrective actions identified and taken to prevent recurrence of similar incidents

Action (Required in Preliminary Report and Interim Corrective Action Report. Update in Full Report, if necessary.)	Action assigned to (name and job title)	Expected completion date (yyyy-mm-dd)	Completed date (yyyy-mm-dd)
a)			
b)			
c)			
d)			
e)			

### 13. Explanation of blank areas on this Preliminary Report, if any

If there are blank areas, describe the circumstances beyond your control that explain this lack of information.

### 14. Persons who carried out or participated in the preliminary investigation

Representative	Name	Job title	Signature (optional)	Date signed (yyyy-mm-dd)
Employer representative (required)				
Worker representative (required)				
Other				
Other				

### End of report

**Completing all the sections above satisfies the requirements for a Preliminary Investigation Report and an Interim Corrective Action Report.**

**Note:** If this was a simple investigation and **all needed corrective actions have been completed within 48 hours**, the Preliminary and Full Investigation portions of the report can be completed at the same time. If so, you can check both the Preliminary Investigation Report and the Full Investigation Report boxes in section 5 on page 1.

As of January 1, 2016, copies of **all** reports must also be provided to the joint occupational health and safety committee or worker representative, as applicable.

## Employer Incident Investigation Report (EIIR)

### 15. Determination of causes of incident

Required in Full Report. Analyze the facts and circumstances of the incident to identify underlying factors that led to the incident. Underlying factors include factors that made the unsafe conditions, acts, or procedures in the Preliminary Report possible. Update items from section 9, if needed.

### 16. Full description of the incident

Required in Full Report. Use the brief description from the Preliminary Report and update it, if necessary.

### 17. Additional corrective actions necessary to prevent recurrence of similar incidents

Additional corrective action (Required in Full Report and Full Corrective Action Report.)	Action assigned to (name and job title)	Expected completion date (yyyy-mm-dd)	Completed date (yyyy-mm-dd)
a)			
b)			
c)			
d)			

### 18. Persons who carried out or participated in the full investigation

Representative	Name	Job title	Signature (optional)	Date signed (yyyy-mm-dd)
Employer representative (required)				
Worker representative (required)				
Other				

### 19. Other relevant workplace parties

Company name	Contact person	Contact number or email address
a)		

## End of report

Completing all the sections above satisfies the requirements for a Full Investigation Report and a Full Corrective Action Report.

Employers are required to submit **full** investigation reports to WorkSafeBC **within 30 days\* of the incident**. Reports may be submitted by fax to 604.276.3247 (Greater Vancouver), toll-free fax 1.866.240.1434, or by mail to PO Box 5350, Stn Terminal, Vancouver BC V6B 5L5. Do **NOT** submit a preliminary report unless you have been so directed by a WorkSafeBC officer.

\* Employers can request an extension from a WorkSafeBC officer, **if the full investigation cannot be completed within 30 days**.

As of January 1, 2016, copies of **all** reports must also be provided to the joint occupational health and safety committee or worker representative, as applicable.



## Personal flotation devices (PFDs) and lifejackets

You must wear an approved PFD or lifejacket when working on the deck of a fishing vessel or in a seine skiff, as there is a risk of drowning. Whatever flotation device you choose should be the right device for the job and should fit and be comfortable to work in while meeting the following requirements:

- Your PFD or lifejacket must provide a minimum buoyancy of 69 Newtons (15.5 pounds).
- If you are working alone, you must wear a self-righting PFD or lifejacket with a minimum of 93 Newtons (21 pounds) of buoyancy. Working alone means you are not in eyesight or earshot of another worker who is in a position to immediately come to your aid if you fall in the water.
- Check that your device has a permanent label or marking identifying that it meets a standard acceptable to WorkSafeBC.
- To make you easy to spot if you fall overboard, your flotation device must have white or silver retroreflective material fitted on the surfaces that normally remain above the water surface.
- If your PFD or lifejacket is not inherently buoyant, it must be automatically inflatable and must also have a manual inflation system. Manual-only inflatable devices are not acceptable.
- Wear your auto-inflatable flotation device **over** your clothing. Do not attach anything to it that might prevent it from inflating when needed.

### Why are there different requirements for different situations?

A device with a buoyancy rating of 69 Newtons (15.5 pounds) is designed to keep a conscious person's head above the water.

A device with a 93 Newtons (21 pounds) buoyancy rating is required for working alone because these devices are designed to provide enough support for the head, neck, and chest to turn an unconscious person face up in the water (self-righting).

**Wear your PFD or lifejacket—it could save your life!**

### Self-righting



*Harness-type PFD meets the 93 Newtons (21 pounds) requirement and is designed to wear while working.*



*Keyhole lifejacket meets both the 93 Newtons (21 pounds) and Transport Canada carriage requirements used for abandoning ship but is not designed to wear while working.*

For more information go to [WorkSafeBC.com](http://WorkSafeBC.com), OHS Regulation Parts 8 and 24.

## **Appendix B**

### ***Lillooet Regional Invasive Species Society Check-in and Emergency Response Procedures***

LRISS Employees will often work in remote and isolated areas accessed by Forestry roads. The following document outlines the check-in procedures for the employees in their daily work activities and Emergency response procedures, if the employee does not check-in or there is an event, incident or accident.

Each Employee will provide the following information to LRISS at the beginning of their work term. Should this information change, it is the responsibility of the Employee to inform LRISS, the Employer.

1. Full name, address and all contact phone numbers.
2. 2 Emergency contacts and their full name, address and phone numbers.
3. Any pertinent information that could be relevant to working in isolated areas, their personal risk and need for Emergency care.

#### **Check-in Procedures**

Employees will provide LRISS and their primary Emergency contact the following information before they leave for each workday:

1. Location of work – this may be a general area, but try and be specific.
2. Name of other LRISS Employee that they are working with. Most of the time LRISS Employees will work in crews of 2.
3. Time of departure.
4. Estimated time of arrival back from the workday.
5. Any information about the work activities or location that pertain to workplace risks.
6. Name of LRISS primary and secondary contacts in the event that they need to carry out Emergency Response Procedures.

If the Employee needs to change any of this information, especially the time of the check-in at the end of the day, they will need to use the SPOT to send a message indicating their location and that they will not meet their ETA.

#### **Emergency Response Procedures**

In the event of an event (natural disaster), incident, accident or failure to check-in, the following procedures will be followed:

1. In the case of an event, incident or accident, LRISS and the Employee's primary Emergency contact will work with the local authorities (Fire, Rescue, Police and Ambulance) to address the situation in an effective and timely manner.
2. In the case of an Employee's failure to check-in, the following steps will be taken:
  - a. The Employee's primary contact will attempt to call the Employee within 15 minutes of the predetermined check-in time.



- b. If the Primary contact person cannot reach the Employee, he or she will make another attempt within 5 minutes for not longer than another 15 minutes. If the Employee's Primary contact person still cannot reach the Employee after 30 minutes, they will call the LRISS contact person and they will invoke the Emergency Response Procedures as outlined below.

The **Emergency Response procedures** for when an Employee fails to meet a check-in and their primary contact person cannot reach them are as follows:

- Two LRISS representatives will be sent out to the Employee's designated work area for that day. The LRISS representatives going to look for the Employee will ensure that they have a communication plan in place with the Employee's primary contact person.
- If deemed necessary, Emergency personnel will be called and informed of the situation. This could include Police, Search & Rescue, Fire Department or Ambulance Service.
- The Employees Primary Contact person will continue to try and reach the Employee until they are found.

Record of checks – LRISS log of phone calls made to communicate with Employee not checked in.

Date	Time	Initials	Comments or Issues

**IMPORTANT NOTE:** Should LRISS have to invoke the Emergency Response Procedures due to a failure of the Employee to check-in on time for reasons other than an Emergency, the Employee will have one warning and after that, the costs incurred by LRISS to enact these procedures will be deducted from the Employees paycheque.

## Employee Daily Check-in Record

This record can be used to meet the LRISS check in procedures as outlined in the Occupational Health and Safety Plan.

<b>Date:</b>	
<b>Employee Name:</b>	
<b>Co-Worker's Name:</b>	
<b>Location of Work:</b>	
<b>Time of Departure:</b>	
<b>Estimated Time of Arrival Home:</b>	
<b>Any known risks or hazards in the area:</b>	

**Check-in Times** - LRISS makes it mandatory that you check in at the end of the day at a minimum. If you would like to arrange with your Primary contact person to do more check-ins, this table can be used for this purpose.

Time	Location	Confirmed Check-in?

### LRISS Contact information:

Name	Position	Phone	Cell
<b>Jacquie Rasmussen</b>	Executive Director	250-256-4292	250-256-3116
<b>Sue Senger</b>	Board Chair	250-256-7616	250-256-3555

## Appendix C: LRISS Exposure Plan & Safety Bulletins



### EXPOSURE CONTROL PLAN FOR COVID-19 (SARS-CoV-2)

#### SCOPE & PURPOSE

An Exposure Control Plan is being implemented by the Lillooet Regional Invasive Species Society (LRISS) in response to the global pandemic outbreak of the novel corona virus, COVID-19 (SARS-CoV-2). This document will be attached as part of our Occupational Health and Safety Program (2015, updated 2020). Please refer to that document for the policy.

The **purpose of this plan** is to minimize the risk of LRISS Executive Director, employees and Board of Directors to occupational exposure of biological agents and reduce the risk of the spread of infection should exposure occur. Other important notes are included in the following bullets:

- **Provincial State of Emergency:** In addition to the declaration of a “global pandemic”, BC has also declared a Provincial State of Emergency. The Provincial Health Officer (PHO) has implemented [orders](#) that must be followed.
- **Essential Services in BC:** Vegetation management has been listed by the BC Government as an [essential service](#) but this does not cover all of LRISS’s program activities. If your business has not been ordered to close by the PHO and is not on the essential service list, these services can continue as long as they follow the PHO’s orders and guidelines.
- **Compliance:** In order to comply with all of the regulations as set out by the PHO and now WorkSafe, LRISS is required to develop this plan. LRISS will require that all those associated with LRISS (ED, employees, Directors and contractors) follow the protocols as set out in this plan.
- **Updates:** This document will need to be reviewed frequently (at least once every 2 weeks) during the time that LRISS has contractors and employees to ensure that the most current information and protocols are in this plan.

#### ACKNOWLEDGEMENTS

We are very grateful to the following organizations for their templates and examples to create this plan: Sea to Sky Invasive Species Council, BC Construction Safety Alliance, Fraser Valley Invasive Species Society and the Central Kootenay Invasive Species Society. Due to the WorkSafe requirements, our document will look very similar in content to these plans. Thank you.

#### HEALTH HAZARDS OF COVID-19

COVID-19 is called a novel virus because humans do not have immunity against it. To date, there is no vaccine and while it can be more serious in the elderly and those with underlying health issues, it can also infect young and healthy people. In serious cases, it can cause hospitalization and death. Those with health issues are more at risk and this can include diabetes, heart & lung disease. Until there is more known about the strains of this virus, immunity and an effective vaccine, we need to protect LRISS employees & Board members through specific protocols.

##### Symptoms

Symptoms of COVID are not unlike the flu or common cold. They include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.

The [BC COVID-19 Self-Assessment Tool](#) is available online or through the app and should be used to help any worker assess their symptoms. If any worker feels sick, they should not come to work and notify their supervisor.



## EXPOSURE CONTROL PLAN FOR COVID-19 (SARS-CoV-2)

### Transmission

According to the BC Centre for Disease Control (BCCDC) coronavirus "is transmitted via liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact."

It can also be spread by touch. It is good to avoid touching your face and cough or sneeze into your elbow. Frequently touched surfaces should also be disinfected.

### STATEMENT OF PURPOSE

LRISS is committed to providing a safe work environment. A combination of measures will be implemented to limit worker exposure to COVID-19. A regular review of the most current and effective controls will be completed to ensure they are available to our employees. All employees must follow the procedures outlined in this plan to prevent or reduce the exposure to COVID-19.

### RESPONSIBILITIES

Employer responsibilities:

LRISS will:

- Provide PPE and supplies for disinfecting and hygiene for all LRISS work activities.
- Provide training on protocols to all employees before and during work activities.
- Review all current controls and information frequently to ensure employees have the most current and effective means to prevent and mitigate the spread of COVID-19.
- Conduct review of the plan's effectiveness.
- Maintain records of training and any safety records.
- Ensure that a copy of this plan is available to workers.

Employee responsibilities:

- Maintain physical distancing.
- Stay home if feeling unwell.
- Report any possible exposure.
- Know how to report exposure incidents.
- Follow protocols as directed by LRISS ED and training.
- Use any PPE as instructed.
- Report unsafe work conditions.

### RISK IDENTIFICATION AND ASSESSMENT

There are three primary ways that COVID-19 can be transmitted and these are the focus of control protocols. They include droplets, contact with people, and contact with surfaces.

#### Breathing in droplets in the air

The BCCDC reports that currently health experts believe that coronavirus cannot be transmitted through airborne transmission. This being said, physical distancing of at least 2 meters will ensure that workers will not come into contact with any airborne droplets. The current understanding is that when a person coughs or sneezes, droplets can travel up to 2 meters but the virus is said to be quite "heavy" and falls to the ground (or surface) beyond the 2 meters.



## EXPOSURE CONTROL PLAN FOR COVID-19 (SARS-CoV-2)

### Close contact

Physical contact with another person like hugging or hand-shakes can transmit the virus. People who are carriers of COVID-19 may transfer the virus if they are in close contact with others.

### Surface contact

Surfaces can be contaminated with the virus if an infected person touches them or droplets with the virus land on a surface. Frequently contacted surfaces like lightswitches, doorknobs, telephones or other equipment could become contaminated.

### Table for risk assessment

The following risk assessment shows that there is an overall Low to Moderate risk to the LRISS Executive Director, Staff and Board of Directors especially when they are physical distancing. LRISS work is primarily in the outdoors and field work activities presents little or no contact with the public. Any contact with the public for outreach activities is primarily outdoors and never in confined, inside spaces.

Role – Type of Work	LOW RISK	MODERATE RISK	HIGH RISK
	Low or no contact with the public	Some contact with the public in outdoor spaces.	Close contact with the public in confined spaces.
<b>Executive Director</b> – Office work (home office)	X		
<b>Seasonal Staff</b> – Field Work outside & Outreach work outside or home		X	
<b>Board of Directors</b> – Virtual meetings only.	X		
<b>Contractors</b> – Outside Field Work & virtual meetings.		X	

## RISK CONTROL

WorkSafe BC require employers to implement infectious disease controls that include the following in order of priority (taken directly from WorksafeBC website):

1. **Elimination or Substitution:** This involves removing the risk of exposure entirely from the workplace. This could involve postponing, re-organizing, or planning work in such a way that workers are not exposed to any risk. Having workers work remotely would be an example or eliminating the risk from the workplace.
2. **Engineering controls:** These are physical changes in the workplace, such as installing plexiglass barriers in a grocery store.

3. **Administrative controls:** This involves altering work practices to minimize exposure, such as minimizing the numbers of customers inside grocery stores, staggering work shifts, making virtual appointments, working from home etc.
4. **Personal protective equipment (PPE):** This last form of protection should only be considered after careful consideration of the previous control measures. Some workplaces have specific requirements for PPE, such as in health care settings.

#### Hand Washing

Frequent hand washing is one of the most effective ways to minimize the risk of infection and spread of COVID-19. Consider washing your hands (at a minimum), in the following situations:

- Before you enter a vehicle.
- After handling equipment or materials that could be contaminated.
- Before eating, drinking or any activity where you would touch your face, mouth, nose or eyes.

#### Hand Washing Procedure

Supplies will be provided to ensure that LRISS staff can practice best hygiene practices when on the job. The primary way to reduce the risk of infection is to wash hands frequently and not to touch your face. Hand-washing must be with any soap and last for at least 20 seconds with vigorous rubbing action over your entire hand surface at least up to your wrist. If soap and water is not available, use a waterless hand sanitizer with at least 60% alcohol. A procedural hand out will be given to all employees. Cleaning & Disinfecting kits will be supplied for the employees.

##### Contents of the Kits for Handwashing:

- Handwashing supplies: water jug, basin, soap and dry cloth.
- Hand sanitizer (if available): alcohol-based hand sanitizer (with a minimum of 70% alcohol content)

##### Resources on Handwashing:

- HealthLink BC: <https://www.healthlinkbc.ca/healthlinkbc-files/hand-washing>
- Worksafe BC: <https://www.worksafebc.com/en/resources/health-safety/slide-shows/washing-hands-saves-lives?lang=en>

#### Cough/Sneeze Etiquette

All LRISS Staff are expected to follow a cough/sneeze etiquette that will prevent and minimize the airborne droplets that could cause the transmission of COVID-19.

- Cover your mouth and nose with a sleeve when coughing or sneezing.
- Use tissues to contain secretions and throw them away immediately.
- Wash your hands frequently and immediately after using a tissue to wipe any parts of your face.

#### Cleaning & Disinfecting

The definition of cleaning is the removal of germs, dirt and impurities from a surface whereas disinfecting is the killing of germs on surfaces using chemicals. It is important to note the differences but that both processes are important.

Equipment and vehicles will be the focus for cleaning & disinfecting. A kit will be provided for all staff to ensure that they can clean & disinfect equipment and vehicles on a daily basis. The following procedures must be used when cleaning & disinfecting personal vehicles used for LRISS work. When cleaning field gear and equipment, a kit with clothes and cleaning solution\* will be provided to wipe down all surfaces at the end of the day.

#### *Vehicle Use & Disinfecting*

LRISS activities do require the use of a vehicle and it is important to outline use and disinfecting procedures. General guidelines for vehicle use are as follows (See Safety Bulletin#2, Appendix C):

- Occupants must not be exhibiting symptoms of COVID-19. The BC Self-assessment can be used if there is any doubt of infection.
- Use physical distancing protocols of 2 meters. If workers are family or live in the same household, physical distancing is not required. These workers are considered in a “pod”.
- When workers are not in a pod and physically distancing is not possible, appropriate PPE and controls must be implemented to mitigate the risk of infection and spread of COVID-19. This will include hand washing in addition to gloves, eye protection and masks.
- Workers not in a pod must be comfortable traveling together with the PPE supplied by LRISS.
- Hand washing must occur before an employee returns to a vehicle when working for LRISS.

Proper cleaning of any vehicle used for LRISS work is required including removal of garbage and disinfecting at least twice in an operational day.

- Especially on long trips, disinfecting should occur before traveling back to Lillooet and at the end of the day. If the vehicle was used for personal use between LRISS work, it must be disinfected prior to use by LRISS employees.
- Vehicle disinfecting should focus on common contact points including but not limited to: door handles, steering wheel, controls (shifter, wiper, signal, dashboard, mirrors); window controls, ventilation grills, rear view mirror, armrests, grab handles, seat adjusters, belt buckles, tail gates, dry boxes or other compartments.
- Vehicle disinfection should be completed with an alcohol based cleaner, disinfecting wipe OR spray and paper towel. If this is unavailable, hot water with a multi-purpose cleaner\* and water is also an option.
- A procedural handout on this topic will be in each field bin for staff and reviewed in training.

\*An approved cleaning solution will be acquired by LRISS for this process. Health Canada and the BC Centre for Disease Control has guidance on the appropriate cleaners to use:

- Health Canada: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>
- BCCDC: [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID-19\\_MOH\\_BCCDC\\_EnvironmentalCleaning.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID-19_MOH_BCCDC_EnvironmentalCleaning.pdf)

#### *Equipment Cleaning & Disinfecting*

LRISS Staff use a variety of equipment to do their work. Frequent hand washing will provide a great amount of protection to our workers as well as cleaning & disinfecting frequently used equipment. It is important to use the proper supplies to clean equipment so as not to damage it. Field equipment like shovels should be wiped down with the same disinfecting solution provided for vehicles.

Any digital equipment must be carefully cleaned. A small amount of hand sanitizer or rubbing alcohol can be used on any IPADS as long as they have industrial covers. A microfiber cloth or paper towel can be used. Do not apply any liquid directly to the device, it should be on a cloth first and then applied carefully.

#### *Physical Distancing*

It is recommended that physical distancing of at least 2 metres between people as an effective way to minimize the risk of spread between people for COVID-19. Physical distancing measures will be implemented as per best advice from the Chief Medical Officers of BC and Canada. When physical



## EXPOSURE CONTROL PLAN FOR COVID-19 (SARS-CoV-2)

distancing is not possible, PPE or other barrier tools will be implemented to mitigate the spread between LRISS staff members.

Specific instructions regarding vehicle use and public displays at event will be given to employees during training. *The following guidelines may change if Worksafe BC has updates to their procedures.*

General guidelines for setting up displays in public places:

- Create a 2m buffer between the public and staff.
- Multiple tables to create safe space and a place for the public to receive resources.
- Provide an approach and an exit to the display area that creates the recommended 2 m physical distancing for the public. Materials like rope and signs will be provided.
- Ensure that the staff sanitization kit is on site to practice regular hand hygiene and to sanitize outreach equipment and props as needed but at least twice in session (beginning and end).

### Working from Home & Meetings

LRISS Employees will be offered the ability to work from home for activities that are not in the field. LRISS will ensure that employees have the training and supplies to safely work from home. Please refer to the Safety Bulletin regarding Working from Home. Training and supplies to keep home offices clean will be given to all employees who opt to work from home.

Until further notice, meetings will be held using virtual methods. LRISS will offer a computer and call-in option to meetings to limit gatherings and the risk of COVID-19 spread. All PHO orders and guidelines regarding gatherings will be followed.

### Personal Protective Equipment

LRISS will provide all employees with the necessary personal protective equipment (PPE) to safely do their work activities. Gloves, eye protection and masks are examples of PPE that could be employed.

### If Employees Show Symptoms of COVID-19 or Possible Exposure

If any employee becomes sick with COVID-19 or they are exposed to a person that has COVID-19, they must follow these procedures:

1. Report it to LRISS via the ED or the Board.
2. Do not come to work and self-isolate for the recommended number of days.
3. Seek advice from a medical professional through 811, the BC Health Link line as the first step.
4. If you are having any distress as a result of your illness while on the job, it is necessary to stop all work and seek medical advice via calling 811 or go directly to the hospital for care.
5. The LRISS ED will communicate with all employees that were exposed the employee who reported sickness. Those employees will need to self-isolate to ensure that they do not cause further exposure and spread.

A Worksafe BC First Aid Record will be filled out (if the employee is able) regarding this exposure (see Appendices A & B).

LRISS will require staff to stay at home in the following situations:

- If they are having any symptoms that could be COVID-19 like fever, cough, sore throat or sneezing. A positive test is not necessary, to require a staff member to stay at home.
- If staff have travelled international. They are required to self-isolate for 14 days.





## EXPOSURE CONTROL PLAN FOR COVID-19 (SARS-CoV-2)

- Any staff who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating or have been exposed to a confirmed COVID-19 infected person & advised by public health (811) to self-isolate.
- In some cases, an LRISS employee also may need to self-isolate if they have traveled outside our community or have had visitors. This can affect their ability to perform their LRISS duties. All travel & visitors should be discussed with their supervisor ahead of time.

*It is important to note that LRISS normally hires seasonal employees for specific work. There are usually no more than 6 staff hired for a short duration of 8 to 9 weeks. If one or more employee needs to self-isolate for 2 weeks, this could significantly impact LRISS's ability to complete summer operations and meet agreement obligations from funders.*

### WORKER TRAINING

The LRISS ED or designated trainer will deliver all of the training on procedures & controls found in this document and the LRISS OHSP. Training includes but is not limited to:

- Risk of exposure to COVID-19, symptoms and information about COVID-19.
- Safe work procedures to following including hand-washing, physical distancing, cough-sneeze etiquette and proper use of PPE.
- Use of handwashing kits, cleaning and disinfecting kits for equipment and vehicles.
- How to seek first aid and documentation.
- How to report an exposure or symptoms of COVID-19.

Safety bulletins have been created for training and reference purposes. The following bulletins are relevant to this plan and essential training:

1. Safety Bulletin #1: COVID-19 101
2. Safety Bulletin #2: Vehicle Use & Cleaning
3. Safety Bulletin #3: Procedures for COVID-19 Case
4. Safety Bulletin #4: First Nations Health Authority Use of Masks
5. Safety Bulletin #5: Working from Home

### RESOURCES

The following organization have up to date information and will be used to check updates to the safe work procedures. The ED will implement procedures on an "as needed" basis for LRISS employees to ensure they have the most effective and current procedures.

- [BC Centre for Disease Control](#)
- [Health Canada](#)
- [Interior Health](#)
- [WorksafeBC](#)

### HEALTH MONITORING

The LRISS ED will be responsible to monitor all safe work procedures and that the policies are being followed. Tailgate safety meetings, use of supplies and verbal check-in as tools to monitor compliance.

It will be extremely important that LRISS employees monitor their own health in addition to the LRISS ED asking about their health. Any sign of COVID-19 signs must be taken seriously and staff will need to stay at home.



## EXPOSURE CONTROL PLAN FOR COVID-19 (SARS-CoV-2)

### RECORD KEEPING & DOCUMENTATION

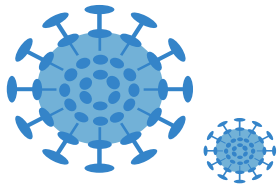
LRISS is keep records of training of staff, exposure reports and first aid records.

### REVIEW

LRISS will review the controls and this plan at least once every 2 weeks while LRISS has staff employed. Information is constantly being updated by the PHO and WorkSafe BC and it will be important to ensure the most up to date information is provided to our staff.

These bulletins have been created for training and orientation purposes and support all of the policy and procedures contained in the Exposure Plan.

Thank you to the First Nations Health Authority for the Bulletin on Homemade Face Masks. An LRISS Safety Bulletin (#4) will be created if needed to address face masks, their use and procedures if needed and if information changes significantly from the FNHA document below.



## **SAFETY BULLETIN #1**

### **COVID-19 101:**

### **RESOURCES & PREVENTION**

**INTRODUCTION:** This safety bulletin is intended for LRISS staff. The source of this information is primarily the BC Centre for Disease Control. The contents of this bulletin will need frequent review to ensure the most up to date information is presented here. This bulletin will be given to every staff member in addition to training on this subject. Training will include access to resources because LRISS does not have staff with expertise in the health field.

**WHAT IS COVID-19?** COVID-19 is in the large family of viruses called coronaviruses mostly found in animals. They can cause diseases from the common cold to more severe ones such as SARS (severe acute respiratory syndrome). Confirmed COVID-19 cases have included both mild and severe symptoms. Many of the characteristics are still unknown but a self-assessment tool and App have been created to help everyone get the information they need.

**Link to the APP & COVID-19 Self Assessment Tool:** <https://bc.thrive.health/>

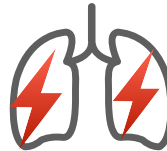
**COMMON SYMPTOMS:** If you feeling unwell at all, LRISS policy is for you to remain at home. Some common symptoms include:



**Fever  
and  
Chills**



**Cough**



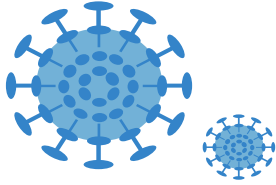
**Difficulty  
Breathing**

**DO YOU HAVE SYMPTOMS?** Isolate at home. Avoid visits with older adults or those with medical conditions. Call ahead to visit your health care professional. Call 811 in BC. If you get worse, call 911 especially if you are having difficulty breathing.

**PANDEMIC:** COVID-19 has been declared a global pandemic. BC has declared a state of emergency to support the response to the outbreak. For more information & frequency asked questions, go to these sources:



- **BC Centre for Disease Control**
- **Health Canada**
- **BC Government COVID-19**
- **Interior Health**
- **Call 1-888-COVID19, 7 days a week**



## COVID-19 : STEPS FOR PREVENTION

As part of the LRISS Team, we are responsible to give you the tools to keep yourself and your co-workers safe and healthy. Take the following steps to reduce the spread of COVID-19:



- Follow advice from your local public health authority.
- Wash your hands often with soap and water for at least 20 seconds. There is evidence that it takes this long to break down the virus.



- Use alcohol-based hand sanitizer if soap and water are not available. Use at least 70% alcohol content.
- Avoid touching your face, especially your eyes, nose and mouth.



- Cover your nose and mouth when coughing or sneezing. Cough or sneeze into your elbow or sleeve.



- Throw used tissues immediately into a garbage and wash your hands.
- Avoid contact with people outside your immediate family or “Pod”. A “Pod” is defined as the people that you live with.



- Stay away from others if you are sick.
- Practice physical distancing of at least 2 metres when working or doing essential errands.
- Avoid all non-essential travel or visitors from outside the community.
- If travel is necessary, please inform your supervisor prior to travel, there may be a need for you to self-isolate and this could affect your ability to complete your LRISS work activities.

*Date developed: April 20, 2020*





## **SAFETY BULLETIN #2:** **VEHICLE USE & CLEANING**

### **VEHICLE USE GUIDELINES**

This bulletin supports the LRISS Occupational Health & Safety Plan Policy & Procedures. Very frequent review of these procedures are necessary because of the rapid rate of new information on COVID-19 that is being given by Provincial & National Health Officers.

LRISS staff are required to use a vehicle for their duties. These procedures are to mitigate exposure to COVID-19 and keep our employees safe. Main guidelines:

1. Employees must practice Social Responsibility and follow all COVID-19 related prevention guidance to limit impacts at home and at work.
2. Employees must wash their hands regularly with soap & water or (at least 70%) alcohol-based hand sanitizer.
3. Physical distancing is best (2 meters apart) but when this is not possible, LRISS will supply personal protective equipment to employees.
4. When possible, physical distance or travel in pods that include people that are either family or living together.

**Transporting a sick staff member:** LRISS employees are expected to do self-assessments and, to the best of their ability, not travel if they are showing any signs of any sickness. Where a vehicle has been used to transport a sick employee, it must be immediately disinfected after use or quarantined until it can be sanitized.

### **VEHICLE CLEANING & DISINFECTING PROCEDURES**

These procedures are the responsibility of the driver of any vehicle used by LRISS employees for LRISS work activities. Proper cleaning and disinfecting is required at least twice in an operational day. These procedures must occur after personal use and before LRISS work, after LRISS work and as needed on long trips for work activities.

LRISS will supply employees with a vehicle disinfecting kit. Alcohol based cleaner, disinfecting wipe, spray and paper towel are examples of appropriate cleaning supplies. Hot water with an approved disinfecting cleaner is also acceptable. Products containing bleach, hydrogen peroxide or ammonia can damage vehicle interior surfaces and should not be used on a regular basis.

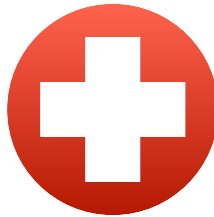


April 29, 2020

Vehicle disinfecting and cleaning must focus on common contact points. The following is a checklist of the minimum vehicle parts to clean is provided below. Other parts can be included and added.

[CTV Report Instructional Report](https://www.youtube.com/watch?v=mUwWo8AqSIQ) :https://www.youtube.com/watch?v=mUwWo8AqSIQ

Vehicle Part to Clean	 Complete?
Door Handles: Inside & Out	
Window Buttons	
Steering Wheel & Controls	
Wiper & Turn Signal Handle	
Shifters (including 4WD)	
Ventilation Grills & Knobs	
Rear-view Mirror	
Armrests	
Grab Handles, Seat Adjusters	
Belt buckles	
Heat & AC Controls	
Tailgate Handle	
Visors	
Other parts as needed	



## **LRISS SAFETY BULLETIN #3**

### **LRISS PROCEDURES FOR A COVID-19 CASE (PRESUMED OR CONFIRMED)**

This is a simple step by step process for an LRISS employee to follow if they become sick, sick with COVID-19 symptoms or are exposed to a person that has COVID-19 (or symptoms). It explains how to report.

**STEP 1:**  
You are sick or  
exposed so someone  
that is sick.

**AT ANY TIME**  
If you are in distress, having  
difficulty breathing or your  
symptoms are getting  
worse, call 911.

**STEP 2:**  
**REPORT TO LRISS  
SUPERVISOR.**  
Self-isolate at  
home.



**STEP 4:**  
LRISS Supervisor will  
communicate with all  
employees who have been  
exposed. They will need to  
self-isolate.

**STEP 3:**  
Seek Medical Advice  
from Health Care  
Professional or 811.

**STEP 5:**  
Document exposure with  
Worksafe Records found in  
LRISS OHSP.

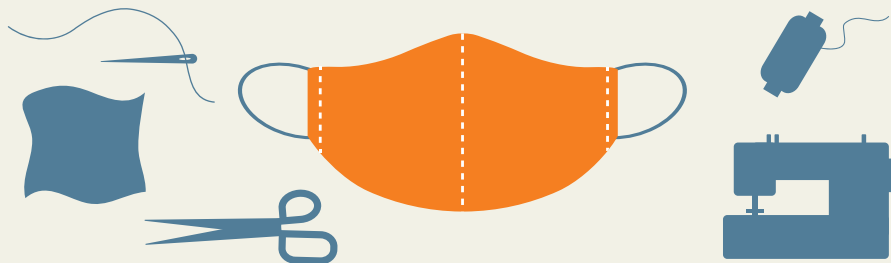
**STEP 6:**  
LRISS Supervisor monitors  
Staff health and the need



# Homemade Face Masks



## How to Use and Make Masks



Medical face masks, including surgical, medical procedure face masks and respirators (like N95 masks), should be reserved for healthcare workers, first responders and others providing direct care to COVID-19 patients to ensure that communities retain access to health services. Other people should use non-medical, homemade face masks.

### What You Need to Know

- Homemade masks can provide some protection to others around you when physical distancing is difficult to maintain i.e., in grocery stores, on public transit etc.
- As some people with COVID-19 can spread the virus before they develop symptoms or when they have only very mild symptoms, a mask may be used at any time
- Homemade masks have not been proven to protect the person wearing the mask
- Everyone needs to follow good mask etiquette to benefit from wearing a mask. This includes:
  - Washing hands before putting on and taking off the mask
  - Never touching or adjusting the mask without immediately cleaning your hands after
  - Not re-using a mask once you have put it on
  - Storing used masks safely until they can be cleaned with hot water and soap

**NOTE:** non-medical masks alone will not prevent the spread of COVID-19. Everyone must consistently and strictly adhere to good hygiene and public health measures, including frequent hand washing and physical distancing.

### USING HOMEMADE FACE MASKS SAFELY

Homemade face masks have limitations and need to be used safely. Non-medical face masks or facial coverings should not be placed on:

- Children under the age of two
- Anyone who has trouble breathing
- Anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance

If you choose to use a homemade face mask:

- Wash your hands immediately before putting it on and immediately after taking it off, in addition to practising good hand hygiene while wearing it
- Ensure the mask fits well (no gaping or holes on the sides of the mask)
- Do not share your face mask with others or take it on and off during a single use

Face masks can become contaminated on the outside or when touched by your hands. When wearing a mask, take the following precautions to protect yourself:

- Avoid touching your face mask while using it
- Change a cloth mask for a fresh one as soon as it gets damp or soiled
- Put masks directly into the washing machine or a bag that can be emptied into the washing machine and then disposed of
- Cloth face masks can be laundered with other items using a hot cycle and then dried thoroughly
- Non-medical face masks that cannot be washed should be discarded and replaced as soon as they get damp, soiled or crumpled

- Dispose of masks properly in a lined garbage bin
- Do not leave used face masks in shopping carts, on the ground, etc.

### MAKING HOMEMADE FACE MASKS

- Use clean and stretchy 100 per cent cotton t-shirts or pillowcases. Some materials work better than others
- Ensure that the face mask fits tightly around the nose and mouth. Material that allows droplets to pass through will not work
- The mask should be comfortable otherwise you won't want to wear it consistently
- If the mask makes it a lot harder to breathe, then the seal will not be as good, and the mask will be less effective

### RESOURCES

Learn more about making homemade masks [here](#)

Learn more about face masks [here](#)

Learn more about COVID-19 prevention and risks [here](#)



For more information and resources, visit [www.fnha.ca/coronavirus](http://www.fnha.ca/coronavirus)



## SAFETY BULLETIN #5 WORKING FROM HOME

It is LRISS's responsibility to ensure that staff working from home have the resources & training they need to work safely. This document will not only give the staff information but it will also document particular details specific to each home workplace. It is the duty of every employee working from home to report any incidents or injury while working for LRISS. The full policy can be found in the LRISS's Occupational Health and Safety Plan located in the Staff Dropbox Folders.



**EMERGENCY PROCEDURES:** Every employee must record below the evacuation procedures from their home and the safe location where they will evacuate to while emergency services arrive. Contact information to report to LRISS representatives is outlined below.

**HOME EVACUATION PROCEDURES:** Place the details here on how the employee will evacuate their home workspace and describe their safe location:

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**REPORTING & DOCUMENTATION:** Any incident, emergency or workplace injury must be reported to an LRISS representative:

**LRISS Executive Director: Jacquie Rasmussen, 250-256-4292.**  
[lrinvasives@gmail.com](mailto:lrinvasives@gmail.com)

**LRISS Board Chair: Sue Senger, 250-256-7616. [ssenger@telus.net](mailto:ssenger@telus.net)**  
**Report directly to Worksafe BC: 1-888-621-SAFE, 7 days a week, 24 hrs a day.**

**FORMS:** A First Aid Record must be filled out in the case of an incident. Other Worksafe BC forms will be provided if necessary. All staff have access to forms in a Dropbox File.



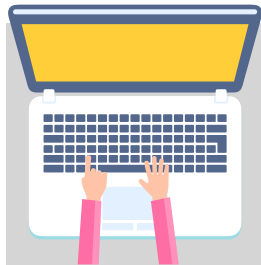
Dropbox Files Reviewed?  
LRISS & Staff Initials:

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Date Updated; April 29, 2020

**SAFE WORK PRACTICES FROM HOME:** All employees must do an assessment of their home workspace and identify risks and ways to mitigate these risks. A table has been supplied below for this purpose. It will be reviewed with each staff member working from home by an LRISS representative.

IDENTIFIED RISK	MITIGATION METHOD
Musculoskeletal injury	Implement workstation layout changes to improve ergonomics.
Eye strain & fatigue including headaches.	Improve your lighting, screen brightness.
Sore back & muscles.	Take breaks, stretch and exercise to counterbalance effects of computer work.
ADD others:	



#### **ERGONOMICS & YOUR HOME WORKSTATION:**

Worksafe BC has a detailed document called “How to Make Your Computer Workstation Fit You” that reviews basic important procedures to increase your health & safety of your home workplace. The 5 main topics that will be reviewed with each employee are as follows:

1. Check your posture.
2. Adjust your chair.
3. Rearrange your workstation layout.
4. Improve your lighting and minimize glare.
5. Improve your job design.

**ACKNOWLEDGEMENT:** Both Employer and Employee acknowledge their responsibilities and review of the information in this document including safe work practices including ergonomics & home workstation information.

LRISS Rep. signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_



Date Updated; April 29, 2020

## Workstation cleaning instructions

A clean office promotes a healthy environment. You have a role in keeping your workstation clean.

During flu season especially, it's a good idea to clean your workstation regularly.

Follow these three easy steps regularly:

1. Use a disposable disinfectant cloth to wipe down hard surfaces.

These include:

- keyboard
- mouse
- phone
- desktop
- armrests on your chair
- cabinet door/drawers

2. Carefully dispose of the cloth immediately after use.

3. Wash your hands with soap and water or an alcohol-based hand sanitizer.



The City of Richmond stocks a variety of antibacterial supplies. If the necessary disinfectant cleaning supplies are not available in your work area, please speak with your supervisor.



Date Updated; April 29, 2020

# Working at Home

## Inspection Checklist

The workplace must be used and maintained to protect from danger any person working at the workplace. Use this document as a guide to identify any potential hazards while working at home.

Complete the working at home inspection along with the COVID-19 Working at Home Arrangement document and email a copy to your [manager](#) and [Labour Relations Department](#).

If any items are noted as unsatisfactory please contact your manager/supervisor.

Item	Satisfactory	Unsatisfactory	NA	Comments
<b>Floors:</b>				
Is there loose material, debris, worn carpeting?				
Are the floors slippery, oily or wet?				
<b>Stairways and Aisles:</b>				
Are they clear and unblocked?				
Are stairways well lighted?				
Are the aisles marked and visible?				
<b>General Work Area:</b>				
Worn or broken chairs?				
Sharp edges on desks and cabinets?				
Desk organized, floor clear under desk?				
Cables stowed neatly?				
Electrical cords not frayed?				
Personal electronic appliances approved?				
Sufficient illumination and task lighting?				
<b>Workstation:</b>				
Adequate task and general lighting?				
Work station setup according to guiding documents?				
Chair adjusted correctly and feet supported?				
<b>Material Storage:</b>				
Cabinets and shelves closed, tidy, top clear?				
Cabinets and shelves secured?				
Are materials neatly and safety piled?				
Large, heavy objects stored on lower shelves?				

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Workplace Inspection Checklist

March 17, 2020

WORKSAFE BC

Date Updated; April 29, 2020

2	<b>Workplace Inspection Checklist</b>	March 17, 2020	<b>WORKSAFE BC</b>
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