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HFN Executive Council Briefing Note on Work Site Safety Requirements to Mitigate Risk

Date: September 15, 2011

To: HFN Executive Council and Law Clerk

From: John A. Jack, Chair of Finance Committee

Issue

There is a (relatively minor) risk of accident and injury whenever someone visits a workplace such as the gravel pit, construction or forestry operation site. As this is a possible liability or risk to the HFN if something occurs, then it should be addressed in a straightforward and accountable manner.

Background

All employees of the HFN and HFN-owned bodies are trained for safety in their workplace. Personnel working in particularly hazardous locations are required to wear appropriate clothing and are equipped with gear to mitigate risks of property damage, injury or loss of life. There are instances when personnel from an unrelated section of the HFN's group of bodies visit such a worksite and there emerges risks that the HFN must take steps to mitigate.

Considerations

A long-time contract worker, Mark Godard, has created documents regarding safe and proper equipment and conduct on such worksites relating to the HDC's forestry operation. They have been included as an attachment for your information. Adopting similar practices for our public works and infrastructure sites would do much to help mitigate any risks or liabilities whenever untrained personnel from one section of the HFN group of bodies visits another.

Furthermore, the *Risk Management Policy Regulation* under the Financial Administration Act requires us to ensure that we are taking the proper steps to identify potential risks before the end of the fiscal year and mitigate them within parameters set out in provincial, federal and international standards. (Quotation to follow.)

Risk mitigation measures

5 An identified risk must be mitigated by taking actions, including any of the following that are possible, appropriate and cost effective:

(**a**) ensuring the risk is communicated to all employees and other persons whose actions may affect that risk;

(**b**) actively monitoring the risk;

(**c**) having a plan of action and implementing it if the risk is realized;

(**d**) taking preventive action to reduce the risk;

(**e**) insuring against the risk including using hedging strategies to manage financial and business risks.

Options

1. Do not adopt similar practices.

2. Approve the decision to adopt similar safety practices and authorize the Executive Director to work with the appropriate bodies to establish them.

Recommendations

The recommendation is the second option.

HFN Forestry L.P.

HFN FORESTRY VISITOR CHECK-OFF

This form is to be used for visitors to the operation who are familiar with forestry operations, e.g. Log Buyers, Contractors or forestry company representatives.

Group _____ Date of tour_____

HFN Rep _____

PPE	Yes	No	N/A
Hard Hat			
High Visibility Vest WorkSafe compliant			
Proper Footwear (Caulks, Steel Toe, Ankle Support)			
Eye protection			
Hearing protection			
Gloves			
Radio, cellular Phone or signaling device.			

Safe Procedures Review		Comments
Seat Belts		
Working alone		
Right to refuse		
Reporting Unsafe Acts		
Reporting All Incidents		
Walking in the woods		
Driving Resource Roads		
Inclement Weather		
Medical Conditions		

Dry-land Sort Safety		Comments
Safe Areas identified		
3 meters from power saws.		
Inspection of piles review		
Boom Safety		

Other Disscussions:

I (we), the undersigned.have reviewed the above and agree to these conditions;

Signed_____Print Name_____

_____Print Name_____

_____Print Name_____

_____Print Name_____

_____Print Name_____

Signature of HFN Rep _____

HFN Forestry L.P.

General

All visitors to HFN Forestry woods and drysort operations must be familiar with the procedures in place for entrance and work procedures in each area being visited. This document must be reviewed and signed by the individuals touring operations.

Driving:

- Seatbelts shall be worn ***any*** time the vehicle is moving.
- Determine which radio frequencies will be required to drive the roads in the area and gain access to all work areas.
- If traveling without a radio, entrance into work areas must be accompanied by a radio equipped vehicle.
- Drive with headlights on at all times
- Call your location as required.
- Always park your vehicle in designated locations or in the clear of all traffic.
- In the woods, leave the vehicle in gear with the parking brake applied and wheels chalked if necessary. Leave the keys in the ignition.
- Drive with caution and courtesy. Obey all posted signs. Drive to the condition of the road and the amount of visibility in front of you. Maximum 70 kph on all industrial roads.

Approaching Active Areas:

- Be familiar with procedures to obtain clearance before proceeding through signs.

General Requirements:

- Visitors must be accompanied by an HFN representative at all times.
- Know the location of the first responder or first aid person in each area.
- Get eye contact and a signal with all machine operators before approaching.
- Replace any ropes and signs that that you take down to proceed.
- Stay two log lengths away from any working machine and two tree lengths from any falling activity.
- Ensure log decks are secure before walking on or below them. Before work commences in a falling area, every faller must be aware of your presence and each faller must be contacted before entering their work area. A portable radio is a must.
- Never work or walk in felled and bucked where there is a hazard due to terrain where logs may be dislodged and roll.
- When inspecting logs at Spencer dry sort, stay with the ground crew.

Personal Protective Equipment

- Orange hardhat, high vis vest and boots must be worn in all operating areas.
- Caulk boots and gloves must be worn in the woods and when walking on logs.
- Eye and hearing protection must be on your person and worn when required.
- Personal Floatation Devise must be worn on docks, booms and boom boats.

Huu-ay-aht First Nations – Written Motion

(*Government Act*, s. 52)

For ease of reference, this motion may be referred to as:

Motion Regarding _____Worksite Safety Requirements to Mitigate Risk_____

Motion

Be it resolved that the HFN Executive Council authorize the Executive Director to see to the development of worksite safety procedures and documents to mitigate the risk of injury or damage to HFN assets (by the meeting of the Executive Council in December of 2011).

as soon as practicable

Follow-up action to be taken:

Date for completion of follow up action: _____

Appendices attached to Motion:

☐ Written report prepared by ____John A. Jack_____.

Note: Section 56 of the *Government Act* requires that the report on any substantive matter to be considered by Executive Council must be provided to Executive Council at least 4 working days in advance of its consideration.

☐ The following documents:

Note: Any documents or records referred to in the motion MUST be attached (*Government Act*, s. 52(5)).

_____

_____

_____

_____

_____

Introduced by: John Jack

Executive Council member

Huu-ay-aht First Nations – Record of Motion

If passed, becomes

Record of a Resolution of Executive Council

(Sections 52 and 53, *Government Act*)

Motion

Introduced by:

John A. Jack — Executive Council member

Finance — Councillor's portfolio (if applicable)

Sept. 15/11 — Date

John Jack. — Signature of Councillor

Decision to be made:

Adopt or reject motion regarding:

Work site Safety Requirements to Mitigate Risk, attached.

Record of decision:

☑ Adopted by consensus **OR**

☐ Recorded vote called by _____
Executive Council member

Record of vote:

Councillors in Favour:	Councillors Opposed:	Abstentions:

Resolution Number

☐ Did not pass

☐ Passed by Executive Council

Resolution #: 2011 - 58

Date effective: _____

Sept. 15/11 — Date

Signature of Chair