



This Guideline applies to all Woodlands Supervisors and contractor representatives who are responsible for supervising field activities within the scope of the PRPD Woodlands Environmental Management System (EMS). It describes the supervisors' responsibilities to prepare and supervise workers in such a manner to prevent unnecessary environmental impacts. This guideline does not replace the requirements of Legislation, Annual Operating Plans (AOP), Private Land Operating Agreements, and associated contracts.

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The Woodlands Supervisor will complete a start-up meeting with the contractor representative for each Private Land site or Crown Tenure activity utilizing the appropriate checklist for the associated activity (CHK-001, CHK-002, and CHK-003).

The Woodlands Supervisor will review relevant project information including contract, AOP conditions, map or plan, field markings, prescriptions, special conditions, requirements and specifications, project logistics, work instructions, environmental field procedures, and emergency preparedness response plans. Supervisors will ensure all operators have a copy of the block maps as required.

It is the Contractor Representative's responsibility to ensure all persons working on the operation have had a start-up meeting and have signed off the checklist as required. The contractor Representative will submit a copy of the signed checklist to the associated Woodlands Supervisor within **5 days**.

DMI's expectation is that the Contractor Representative is responsible for the daily monitoring of active operations. Any problems noted is to be communicated to the Woodlands Supervisor who will document it on the appropriate Inspection/Monitoring Checklist (CHK-004, CHK-005, and CHK-006).

Woodlands Supervisors will inspect current and completed works to ensure that they conform to the project and EMS requirements. All inspections are to be documented on the appropriate Inspection/Monitoring Checklist for the specific activity (CHK-004, CHK-005, and CHK-006). The Inspection/Monitoring Checklist is to be entered into the tracking database and filed in the disposition files. A copy of the inspection is to be provided to the contractor for follow up at the time of the next inspection if any deficiencies are noted.

The following list indicates the **minimum** frequency rate of required inspections on the associated activities:

Inspection	Components	Frequency (minimum)
Harvesting, Chipping, Road Construction and Hog Fuel Procurement Activities (CHK-005)	<ul style="list-style-type: none"> • AOP approval conditions • <i>Forest and Prairie</i> Protection Act • Planning and Operating Ground Rules • EMS Requirements • Forest Protection Plan • General survey of all operational controls 	<ul style="list-style-type: none"> • Bi-weekly as per ASRD self-reporting guidelines during active operations. Timing of operational phases and potential timing delays (i.e. hauling of incidental conifer, hog fuel, etc.) are not considered active operations. • Satellite yards monthly





Inspection	Components	Frequency (minimum)
Planning and Development Activities (CHK-004)	<ul style="list-style-type: none"> • Planning and Operating Ground Rules • EMS Requirements • Forest Protection Plan • General survey of all operational controls • Retention Requirements • Emergency preparedness and response 	<ul style="list-style-type: none"> • One per project
Industrial Waste, Fuel and Facility Inspection (CHK-011)	<ul style="list-style-type: none"> • EMS Requirements • Emergency preparedness and response • Forest Protection Plan • General survey of all operational controls • Pollution prevention • Waste management • WHMIS/TDG 	<ul style="list-style-type: none"> • Initial camp inspection immediately following completion of “set-up” and a “closing” inspection prior to or upon abandonment, and • Monthly camp inspection where the tenure of the facility permits such a frequency. • 5 fuel tanks per month
Silviculture Activities (CHK-006)	<ul style="list-style-type: none"> • Performance surveys • Establishment surveys • Pesticide applications 	<ul style="list-style-type: none"> • One per project
Haul Route Assessment (CHK-033)	<ul style="list-style-type: none"> • EMS Requirements • Emergency preparedness and response • General survey of all operational controls • OHS Code requirements 	<ul style="list-style-type: none"> • One per hauling route (annually).
Vehicle and Equipment Checklist (CHK-049)	<ul style="list-style-type: none"> • EMS Requirements • Emergency preparedness and response • General survey of all operational controls 	<ul style="list-style-type: none"> • 7 pieces of equipment per month (includes mobile equipment, chip trucks, vehicles)
Spring Scanning	<ul style="list-style-type: none"> • Fire Control Agreement • FMA Agreement 	<ul style="list-style-type: none"> • Once per spring season

Note: The number of inspections can be increased from the minimum standard as required depending on associated risk etc. at the discretion of the Forest Resources Supervisor. Any unsatisfactory item or non-conformance will be documented at the time of discovery; regardless of the timeframe from previous documented inspection and followed up to ensure it is closed off in a timely manner.





REVISION HISTORY

Original issued:	Unknown	Author: Unknown
Revision 1.1:	May 9, 2005	Author: EMS Coordinator
Revision 1.2:	August 2, 2006	Author: EMS Coordinator
Revision 1.3:	November 27, 2006	Author: EMS Coordinator
Revision 1.4:	February 04, 2009	Author: EMS Coordinator
Revision 1.5:	August 17, 2009	Author: EMS Coordinator
Revision 1.6:	December 16, 2010	Author: EMS Coordinator
Revision 1.7:	September 27, 2011	Author: EMS Coordinator

APPROVAL:

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