



HFN Forestry EMS Pre-Work Checklist



Instructions: This form is to be used whenever a planned project is released for execution or production and before any work is done. As much as possible, a single form should be used for each project. **The person leading the pre-work meeting must complete the form and forward it to the person responsible for records and documentation.** The checklist form is kept on file in the Block / Project binder *ITS* is used to track action items.

ID (Cutblock, Road name, project etc.):			
Project Information:	Falling& Bucking (RW& Block) <input type="checkbox"/>	Grade (Const. or React.) <input type="checkbox"/>	
Grade (Deactivation) <input type="checkbox"/>	Grade Maintenance <input type="checkbox"/>	Grade Structure Project (const. or maint.) <input type="checkbox"/>	
Engineering (Const. or Reno.) <input type="checkbox"/>	Yarding & Loading <input type="checkbox"/>	Minor Forest Product <input type="checkbox"/>	
Tree Crown Modification <input type="checkbox"/>	Forestry <input type="checkbox"/>	Other <input type="checkbox"/>	_____
Authority: CP <input type="checkbox"/>	RP <input type="checkbox"/>	NA <input type="checkbox"/> #: _____ / Approval Date: _____	Exp Date: _____

Release Meeting (Planner to Project Supervisor)

	Name	Signature	Date
Company Planner Releasing (OpsForester or DRH professional.)			
Project Supervisor Receiving			
Site Supervisor Receiving			
Site Supervisor Receiving			
Site Supervisor Receiving			
Site Supervisor Receiving			
Pre-Work done: In Office <input type="checkbox"/> On Site <input type="checkbox"/>			
Company Planner required at On-Site Meeting: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Notification of commencement: MoFR MoE DFO Water licenses WorkSafe
 Notifications done: Yes N/A Date: _____

On-site Meeting (with on-site Supervisor or Crew)

Pre-work completed by: _____ **Date signed:** _____
Pre-work received by: _____ **Company:** _____ **Date signed:** _____
 (On-site Supervisor)
Prime Contractor: _____

Signed contract in place? Yes / No / n/a

All involved in project have received the required EMS training? Yes / No **Date:** _____

Crew: _____ / _____ / _____ **Date:** _____

Crew: _____ / _____ / _____ **Date:** _____

Crew: _____ / _____ / _____ **Date:** _____

Crew: _____ / _____ / _____ **Date:** _____

(list all workers)



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Common (reviewed for all activities)					
Location and /or understanding of:	Yes	N/A	Location and /or understanding of:	Yes	N/A
1. The scope of the project (which areas are involved in the plan)			9. Maps /plans & mapping standards /symbols		
2. Boundaries and field markings			10. Project Instructions (Harvest, Road, etc.)		
3. Debris management & disposal			11. Riparian/gully management areas		
4. Reporting procedures (incidents, new resource, uncertainties)			12. Special management areas (sensitive areas, special recourses)		
5. Fueling and service areas			13. Signage & gating requirements (Block & rd. name, hammermark		
6. Invasive plants measures reviewed.			14. Stream classifications		
7. Litter & cleanup procedures			15. Weather readings & stop-work conditions (rainfall, fire, fog, snow, etc.)		
8. Machine Free Zones (marking standard)			16. Worksite safety plan in place & reviewed.		

Falling and Bucking					
Location and /or understanding of:	Yes	N/A	Location and /or understanding of:	Yes	N/A
17. Center lines, Rd. stations & Falling bdy			20. Right of way & widths		
18. Mechanical falling restrictions			21. Utilization standards bucking specs		
19. Retention areas & system					

Grade					
Location and /or understanding of:	Yes	N/A	Location and /or understanding of:	Yes	N/A
22. Construction standards (temp. / perm.)			28. Roadside log piling requirements		
23. Drainage structures requirements			29. Sediment control measures / devices		
24. End haul sections & requirements			30. Special engineering / construction sections		
25. Junctions & switch backs			31. Stream crossings & fish timing windows		
26. Landings, quarries, pits & spoil areas			32. Timber mark boundary & marking standards		
27. Right of way / road widths & limits					

Structure Projects					
Location and /or understanding of:	Yes	N/A	Location and /or understanding of:	Yes	N/A
33. Environmental Monitor requirements			35. Stream crossings & fish timing windows		
34. Quarries, pits & spoil areas locations					

Yarding and loading inc. Minor Forest Products					
Location and /or understanding of:	Yes	N/A	Location and /or understanding of:	Yes	N/A
36. Non- timber resources in the area (as per map)			40. Timber mark boundary & marking standards		
37. Harvesting methods / directions / restrictions			41. Trails standards & locations		
38. Scaling locations, conditions			42. Utilization standards		
39. Seasonal constraints					

Forestry					
Location and /or understanding of:	Yes	N/A	Location and /or understanding of:	Yes	N/A
43. Stocking standards			46. Treatment standards		
44. Target species			48. Weather constraints		
45. Treatment prescriptions & details			49. MSDS		



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Pre-Work Hazard and Risk Assessment



- Have danger trees been dealt with? _____
- Any grades in excess of 18%? _____
- Any possible run away log hazards? _____
- Where are the safe work areas? _____
- _____
- Hoe chucking slopes in excess of 40%? _____
- Any utilities in the area? _____
- Any public in the area? _____
- Any interaction issues? _____
- Is first aid adequate? _____
- Can emergency vehicles get in and out? _____
- What effect will terrain have? _____
- What effect will weather have? _____
- Do radios have required channels? _____
- Will anyone be working alone? _____
- Do you have all necessary signs? _____
- Do you have your emergency plan? _____
- Bears or cougars in the area? _____
- Any other hazards? _____

Corrective Action log

These corrective actions are to be completed by the person indicated, within the time frame allotted. If more time is required, or there are difficulties encountered, please contact Steve Gray for assistance.

Identified Problem	Action	By Who	By When	Done

Supervisor _____