



New SAFE Companies online tool for Small Employers and Individual Owner Operators

In the last Forest Safety News, we told you about a new online SAFE companies audit tool we were rolling out for our smaller employers. The tool is now live and ready to use. We've had some great feedback from early adopters and know this tool will be very useful.

Check out this [short introduction video](#) showcasing the new SAFE Companies Audit tool.



Some key features of the new system include:

- Courtesy reminders about your SAFE Companies audit due date. You'll get these at 45, 30 and 15-day intervals before your audit due date.
- Audit forms tailored to your company size.
- A faster, more efficient way to enter your audit information.
- A "drag and drop" functionality to upload your audit information.
- An alert process to flag missing information.
- You can work on your audit at your convenience. You can start the online audit process by entering some data with your email address and hit save. You will be sent an email with a link to the unfinished form so you can complete it in your own time.
- The tool is available 24/7.
- An automatic email notification to inform you the audit was submitted successfully.

We have developed a [resource page](#) and a series of short instruction videos to help you learn how to use the system. We have also developed a step-by-step instruction PDF you can download and use as you are completing the online audit.

Our SAFE Companies webpages have been updated with the audit tool links. We will also be sending direct links with our SAFE Companies audit communications to get the word out.

COVID-19 restrictions have limited the number of staff members we can have in the BCFSC office. Receiving and processing paper audits has been challenging and the process has become slower and more time-consuming. Using the online tool will not only help you get your audit done faster but it will be processed more quickly and you will have results sooner than submitting them in paper-form.

If you have any questions, or need any help with your online audit, please contact us during regular working hours at **1-877-741-1060** or by email safeco@bcforestsafeco.org

Safety Meetings

By Tyler Bartels, BCFSC Safety Advisor

Importance of Completing Safety Meetings

Safety meetings are an important, valuable and productive tool to communicate, engage and deliver messages to your employees. The safety meeting should be a tool used in your health and safety program to get your employees thinking about safety and encourage them to participate in health and safety programs. Safety meetings are not only an important way to provide information to workers, but they also give employees a forum to provide feedback and information. Employees should be encouraged to share ideas and provide suggestions to prevent incidents and minimize work-site hazards.



Regular safety meetings will keep employees up-to-date on company news and review enhancements to health and safety programs such as updated safe work procedures. They provide a collective setting to review past incidents, near misses and safety alerts and inform workers of any recent incidents with a chance to discuss adjustment to help prevent re-occurrences. Safe work practices change throughout the year relevant to the season or different stages of work activities and projects. Regular safety meetings are the opportune time to discuss relevant and important topics with employees and provide them with additional safety information based on the time of year or changes in work-site activity.

How to make your Safety Meeting Effective

As valuable as safety meetings can be, they can also be ineffective if managed incorrectly. To ensure safety meetings are providing the best use of people's time and to keep the meetings on track, there are several steps to consider.

1. Take time to prepare for the meeting. Consider picking a relevant topic and finding some valuable information to share with employees. Review past incident information or look for relevant safety alerts to share with employees. Pick something relevant from your health and safety program such as a safe work procedure or other safety-related document to review with employees like a crew talk sheet.
2. Put yourself in the worker's shoes. Consider the most appropriate time and place to hold a meeting so they can retain the information. Depending on the work environment, shift schedules and location of the employees, it can be difficult to hold safety meetings. Try to plan the location, length and timing so the employees are most engaged. Pick a comfortable location, and try to keep the meeting short, around to 10-15 minutes, held at the beginning of the workday or shift when crews are fresh and in the right mindset to start the day.
3. Lastly, consider how to deliver your meeting. If you are only reading from a sheet of paper or passing out a piece of paper for the workers to read, how engaged do you think they will be and how effective do you think the outcome will be? Try and engage employees as much as possible. Start discussions, share personal stories and experiences or ask workers to share their stories and experiences. Ask questions and be open to new ideas. Maybe even consider asking a worker to run the safety meeting to change things up and get workers to take more ownership and possibly provide more feedback.

BCFSC has several resources to help get you prepared to talk about safety with your crews. Visit our website to access crew talks sheets, safety alerts, healthy worker resources and more. 