



WEST MOBERLY FIRST NATIONS

FIELD WORK CONTRACTOR POLICY

Adopted:	April 23, 2018
Amended:	

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OBJECTIVE

To define the roles and responsibilities of Field Work Contractors.

To provide a framework for the Lands Department to hire and manage Field Work Contractors.

APPLICATION

West Moberly First Nations (WMFN) Field Work Contractors

SCOPE

West Moberly First Nations participates in Project Assessments to identify and address project site-specific issues. It is anticipated that WMFN Field Work Contractors involvement and recommendations will result in the design of better projects and the mitigation of project site-specific impacts.

DISCLAIMER:

Participation of WMFN Field Work Contractors does not constitute, in and of itself, meaningful consultation or release the Crown or industry from their obligations and duties to WMFN. Opinions from individual Field Work Contractors do not represent the opinion of WMFN as a whole. Further, participation in Project Assessments does not address the critical issue of cumulative impacts on WMFN rights, values and cultural interests.

Assessment and participation will not mean consultation obligations have been met. Nor will such participation by WMFN Field Work Contractors be interpreted to indicate WMFN consent in whole or in part to the proposed project.

DEFINITIONS

Unless otherwise noted here, all capitalized terms will be defined as set out in the WMFN Interpretation Policy.

Aboriginal Rights: practices, customs or traditions integral to the distinctive culture of WMFN.

Community Member: as defined in the WMFN Interpretation Policy

Council: Chief and Council

Crown: refers to the British Columbia Government and Federal Government including departments, ministries, and Crown agencies.

Elders: as defined in the WMFN Interpretation Policy

Field Work Contractor: an individual who collects project information and Traditional Knowledge and traditional use data on behalf of WMFN. Further descriptions of Field Work Classifications are included in Section 1 (Field Work Contractors Classifications).

Field Work: work done in the field to gather data relevant to WMFN's culture through the observation of subject matter in the natural environment.

Members: WMFN Band Member as defined in the WMFN Interpretation Policy

Project Assessment: the process that examines proposed projects for potential adverse environmental, economic, social, heritage and health effects that may occur during the life cycle of these proposed projects.

Proponent: any party including industry, local government, provincial agencies, federal agencies, and Crown Corporations that puts forward a proposal for activities related to land or resource development within WMFN traditional territory

Traditional Knowledge: the accumulated body of knowledge, observations and understandings about the environment, and about the relationship of living beings with one another and the environment, that is rooted in the traditional way of life of the Dunne Za.

Treaty: a solemn agreement between government and a First Nation that defines the rights of aboriginal peoples with respect to lands and resources over a specified area.

Treaty Rights: rights held by WMFN in accordance with the terms of Treaty No. 8.

Work Agreement: a written description of job duties and work terms.

WMFN: West Moberly First Nation

1. FIELD WORK CONTRACTORS CLASSIFICATIONS

Classifications will be filled based on funding and contract availability.

Guardian: *Full Time Contract (future position per funding availability)*

Monitor the cumulative effects of resource use within WMFNs traditional territory.

Monitor and confirm mitigations have been completed by industry.

Resource use includes but is not limited to: forestry, oil, gas, wind, mining, fishing, trapping, parks, road use, ATV, quad, sled activity, water, air, and wildlife.

Guardians will be the stewards of the land for the community. Each Guardian will have specific duties within the cumulative nature of the extracted resources but will be united to create a holistic approach.

Conservation Officer: *Full Time Contract (future position per funding availability)*

COs are uniformed Field Work Contractors who are responsible for protecting the environment and ensuring natural resources such as fish and wildlife are used wisely. While they have the authority of police officers, COs also do public relations, resource management work and promote healthy environments and ecosystems. This job will take place mainly outdoors and frequently in isolated and wilderness locations.

Certified Environmental Field Technician: *1 Full Time Contract (annual) + Part Time as/when contract for specific jobs (future position per funding availability)*

Observe, record, communicate and archive collected data and identify impacts of industrial activities.

Have a solid understanding of the theoretical, practical and cultural components of baseline and construction phase in environmental monitoring. Assist in minimizing or mitigating negative environmental impacts.

Traditional Use Study (TUS) Interviewer: *Part Time Contract (annual contract – work volume dependent on industry requests/funding)*

Record Traditional Knowledge, cultural and spiritual data on pre/post resource impacted sites. Data will be gathered by table top exercises using maps, recorded interviews and ground truthing via site visits.

Ground Truthing: *Part Time Contract (annual contract – work volume dependent on industry requests/funding)*

Direct observation via regular visits to sites where pre/post damage may occur. Record, confirm Traditional Knowledge, cultural and spiritual data as per WMFNs recorded date to confirm its existence and organize field trips.

Industry Monitor: *Part Time Contract (rotating list)*

Hired for specific projects to record, monitor and report any relevant environmental/cultural damage and to assist in minimizing/mitigating those risks. They are to observe both the industry user and First Nations cultural data. Duties will vary depending on proponent industry.

Elder Monitor: *Part Time Contract (rotating list combined with knowledge specialties)*

Elder as per WMFN's interpretation policy. Elder monitors will use the accumulated knowledge to enhance/preserve cultural data. Elder monitors can be utilized at any stage of a project.

Archaeology Assistant: *Part Time Contract (rotating list)*

Assist archaeology companies at site. Assist/record and preserve cultural and traditional information. Duties include: identify important sites, assist with the excavation of test pits (as appropriate), map and record local geology and plant communities, record potential wildlife species.

Wildlife Monitor: *Part Time Contract (rotating list)*

Employed to ensure the safety of resource workers in various fields. Trained in wildlife control, hazard assessment and bear safety protocols. They will also be aware of the environmental issues and risk management.

Caribou Shepherd: *Part Time Contract (annual contract – work volume dependent on industry requests/funding)*

Protect the captured caribou from predators and human contact. Feed/cater and ensure the health of the animals. Monitor and record data as requested. Shepherds will have a one week on/off rotation.

2. ELIGIBILITY AND QUALIFICATIONS

To be placed on the Field Work Contractors list, interested Members/Community Members must submit a resume and appropriate certifications to the Lands Department.

Field Work Contractors must:

- Be a WMFN Band Member or Community Member.
- Meet physical requirements of contract as outlined in posting and/or Work Agreement.
- Provide evidence of training, tickets, qualifications per Appendix I (Field Work Contractors Qualifications) and/or Work Agreement.

Field Work Contractors may be required to have other certificates as requested by the Proponent. These will be outlined in the accompanying Work Agreement.

Field Work Contractors will be responsible for maintaining current certification and providing the Lands Department with photocopies of current certificates. Failure to submit copies of current certification will result in ineligibility.

From time to time, the Lands Department may provide in-house training. Training provided by the Lands Department will be subject to the Employment, Trades and Career Training Education Policy (ETCT).

WMFNs Field Work Contractors will be required to sign the Code of Conduct (Appendix II).

The Lands Department will review the Field Work Contractors list with council on an annual basis for information purposes.

3 PROJECT AWARD AND EMPLOYMENT

3.1 Annual Contract:

Field Work Contract postings for annual contracts (see Section 1: Field Work Contractors Classifications) will be posted on the bulletin board in the West Moberly First Nations offices, sent in regular community mailings, and communicated directly to Field Work Contractors as per contact details on file with the Lands Office.

If the proponent has not provided adequate notice, the Lands Department will post the opening using other methods as appropriate (Including door-to-door and notification of Family Councillors).

Postings will describe the key responsibilities of the project and the minimum requirements (qualifications, tickets, physical requirements of project, availability, etc.).

The posting will state the deadline for receipt of applications. Applications received past the deadline date will not be accepted.

A short-list of applicants will be prepared from the candidates who meet the minimum qualifications noted on the job posting. This task will be conducted by applying a consistent evaluation process. Applications that do not clearly indicate how the applicant meets the job requirements will not be considered further.

An interview panel chosen by the Lands Department will interview short-listed candidates to assess knowledge and experience.

The Lands Manager will offer the position to the candidates in the order authorized by the interview panel.

3.2 Part-Time Contract Rotating List:

A list of qualified WMFN Field Work Contractors will be maintained by WMFN Lands Department. (see Section 2: Eligibility and Qualifications)

Contact List Ordering and Reordering Procedure:

- a) A randomly ordered list of qualified Field Work Contractors will be generated annually.
- b) Throughout the year, qualified Field Work Contractors will be ranked on the call list from least days worked to most days worked. This ranking will be updated upon completion of each job. Field Work Contractors that have the same number of days worked will be ranked by date of last job with the most recent job ranked lower on the list.
- c) Only days worked as Field Work Contractors for the part-time rotating list (see Section 1: Field Work Contractor Classifications) will be used to calculate ranking. Days worked for other Field Work Contractors Classifications will not impact ranking.

- d) Field Work Contractors that become eligible for inclusion on the rotating list part way through the year will initially be ordered in the list as if they have worked the same number of days as the average of all others on the list (year-to-date). (e.g. if the average days worked to date by all Field Work Contractors is 8, the new hire will be ordered on the list as if they have already worked 8 days)
- e) This list will identify the order Field Work Contractors will be called and does not guarantee exact equality of income or annual days worked as this can be impacted by Field Work Contractors availability and physical/technical requirements of each project.

Field Work Contractors Rotating List Calling Procedure:

- a) Proponent request for Field Work Contractors received by WMFN Lands Department. Whenever possible, WMFN will require a minimum of one week notice from the Proponent.
- b) WMFN Lands Department ensures that Contact List is reordered per the guidelines (See Contact List Ordering and Reordering Procedure) and identifies Field Work Contractors that are qualified for the position (see Section 2: Eligibility and Qualifications)
- c) Lands Department attempts to contact the first qualified person on the list. If the individual cannot be contacted, the Lands Department leaves a message as per the current contact details on file and allow 4 hours for returning a message.
- d) If there is no return contact after 4 hours, the Lands Department contacts the next person on the list.

Notes:

- It is the responsibility of Field Work Contractors to notify the Lands Department of any changes to contact details on file.
- If the Proponent has not provided adequate notice, the Lands Department will move through the list as required to fill the position in time for the job and the 4-hour wait requirement for return call may be waived.

3.3 Rotating List - Lengthy Projects (10 working days or longer):

Whenever possible, projects lasting 10 working days or longer will be awarded through the same posting and contract process as the annual contract awards.

In the event that multiple Field Work Contractors are equally qualified, preference will be given to the ranking on the rotating list.

Projects that include an interruption due to proponent scheduling will be considered a single project.

3.4 General Policies:

- a) Availability: It is the responsibility of the Field Work Contractors to inform the Lands Department of their availability for work.
- b) Substitutions: Field Work Contractors are not permitted to select a substitute due to a change of plans. Field Work Contractors will notify the Lands Department and the Lands Department will arrange substitutions as required. (see 3.4 (g) No Shows/Change of Plans)
- c) Job Fitness: Field Work Contractors will advise the Lands Department prior to signing a Work Agreement regarding any health issues that will interfere with job responsibilities (eg. Knee problems resulting in inability to dig).

d) Job Decline:

Valid reasons for declining a job include (but are not limited to):

- Lack of child care
- Illness
- Parental care
- Cultural/spiritual event
- Road/weather conditions
- Emergency/critical health appointment
- Employment appointment / other job offer
- Improper or lack of correct tickets
- Known unsafe practices on the job site
- Education
- Health issue that will interfere with job responsibilities

Invalid reasons include (but are not limited to):

- Drinking/drugs
- Lost driving privileges
- Break-up
- Because you “don’t feel like it”
- Don’t like the job
- Don’t like the people you are working with (unless there is lateral violence or charges against you or the other individual)
- Because you want the next Field Work Contractors job
- No vehicle – Lands Department will attempt to provide transportation

- e) Field Work Contractors will adhere to the sections of the WMFN Human Resources Policy that apply to contractors.
- f) Field Work Contractors will adhere to Zero Tolerance for bullying and harassment with all staff within WMFN’s operations. (See WMFN Human Resources Policy - Bullying and Harassment).

g) Disciplinary Action:

Grounds for Field Work Contractors disciplinary action include (but are not limited to):

Attendance problems:

- unexcused absenteeism
- excessive excused absenteeism
- tardiness

Failure to meet acceptable standards of performance:

- excessive errors in work
- poor quality of work

Misconduct problems:

- failure to abide by the employer's rules and policies
- failure to comply with a reasonable directive
- unacceptable attire
- unprofessional conduct
- abusive language
- loafing
- theft
- misuse of WMFN equipment and property

No Shows/Change of Plans – failure to show up after accepting a job. Field Work Contractors will notify the Lands Department in the event of a planned or emergency absence. Field Work Contractors will notify the Lands Department, before 1:00 p.m. on the day before the job regarding non-emergency change of plans.

Job decline – Field Work Contractors will not decline an offered a job without a valid reason (see Section 3.4 (d)).

Disciplinary Progression:

First offence – written warning (all contracted days will be included in list ranking regardless of days not attended for invalid reasons)

Second offence – 2 weeks removal from rotating list

Third offence – 3 months removal from rotating list

Fourth offence – 6 months removal from rotating list

Field Staff Contractors that are removed from rotating list for disciplinary reasons will be ordered on the list as newly eligible contractors at the end of their disciplinary period (see Section 3.2 (d)).

Serious / Major Offences: Offenses such as alcohol, drugs, violence, destruction of property, safety infractions, harassment, or inappropriate use of firearms may result in immediate suspension, termination of contract, or permanent dismissal at the discretion of the Lands Manager.

4. FIELD WORK CONTRACTORS WORK AGREEMENT

Field Work Contractors shall sign the appropriate Work Agreement.

Field Work Contractors will not be allowed to work without a current Work Agreement.

Field Work Contractors Work Agreements will comply with one of the following classifications:

- Full Time Contract (annual)
- Part-Time Contract (annual)
- Part-Time Contract (rotating list)

5. ROLES and RESPONSIBILITIES OF FIELD WORK CONTRACTORS

WMFN Field Work Contractors will support and assist WMFN Lands Department and will:

- Participate as Field Work Contractors as outlined in Section 2: Field Work Contractor Classifications and the specific job expectations outlined in the Work Agreement;
- Identify and if possible collect additional site information as requested by Lands Department;
- Document and report to WMFN Lands Department potential impacts to WMFN interests in relation to the environment, ecology and ecosystem, wildlife and wildlife habitat within a proposed project area, including cumulative impacts, values, interests, landscapes or cultural features;
- Document any potential infringements on Treaty or Aboriginal rights posed by proposed projects;
- Complete a daily or completion report including GPS site location and photos/video wherever possible;
- Attend site assessments with Proponent and Crown representatives and WMFN staff/leadership when required and participate in additional meetings as required to address project issues and recommendations;
- Maintain strict confidentiality. Observations, issues and recommendations must not be discussed or shared in the field with the Crown, Proponent, or representatives; Field Work Contractors will be subject to the WMFN Human Resources – Confidentiality Policy.
- Abide by WMFN Standards of Conduct (See WMFN Human Resources Policy) and the Code of Conduct (see Appendix II: Code of Conduct);
- Not use, possess, or be under the influence of drugs, alcohol or marijuana while working for WMFN;
- Abide by Proponent and WCB safety regulations and procedures;
- Ensure that all WMFN equipment is properly cared for and returned to the Lands Department at the end of the project;

6. SAFETY

Field Work Contractors will equip themselves with proper safety gear and clothing. This includes steel-toed boots, leather gloves, safety glasses, rain coat and pants or other clothing suitable for the expected weather conditions.

The Lands Department and Field Work Contractors will adhere to Workers Compensation Standards. Field Work Contractors will notify the Lands Department **immediately** as well as complete the appropriate Workers Compensation forms within 48 hours of any incident/accident.

Field Work Contractors will follow the WMFN Lands Department Motor Vehicle Use Policy (see Appendix IV: Motor Vehicle Use).

Field Work Contractors must be able to hike reasonable distances and fulfill the physical requirements of the Work Agreement without risk of health problems. At the discretion of the Lands Manager, Field Work Contractors may be required to provide medical confirmation of ability to perform specific work requirements.

Field Work Contractors will advise the Lands Department of their schedule and whereabouts while on a project and if in camp, will not leave the camp without advising the proponent AND the Lands Department of the reason for leaving and expected time of return.

Firearms – Field Work Contractors are not permitted to carry a firearm on a project unless specifically requested in the Work Agreement by the Lands Department or Proponent. Firearms must only be used by Field Workers with required firearms licenses and only for protection of life and property. Use/discharging of a firearm other than the aforementioned will result in immediate disciplinary action up to and including termination of contract.

Alcohol and drugs – Because of potential safety issues associated with Field Work, Field Work Contractors must not be under the influence of alcohol, drugs, or marijuana while on a job. It is the responsibility of the Field Work Contractors to advise the Lands Department when they are taking prescription drugs that impair performance or judgement. WMFN reserves the right to require a drug test post incident or whenever there is reasonable suspicion that the Field Work Contractor may be under the influence of alcohol or drugs. Lands Department may refer to the following factors when assessing whether to allow a Field Work Contractor to attend a job site:

- Admission by the Field Work Contractor that he/she has taken substances that could impair performance or judgement
- Evidence of improper or abnormal driving
- Lack of coordination and inability to perform physical tests
- Lack of comprehension, such as slurred speech
- Bloodshot or watery eyes
- Presence of a flushed face
- Odour of an alcoholic beverage
- Other inappropriate behaviour

7. EQUIPMENT

Field Work Contractors will supply: Appropriate clothing, personal protective equipment, water, and meals as outlined in the Work Agreement.

The Land Department will supply safety, communication, and recording equipment if available, on a sign out and as required basis according to the Work Agreement.

Field Work Contractors will ensure that all WMFN equipment is properly cared for and returned to the Lands Department at the end of the project;

Field Work Contractors will report any and all damage to WMFN equipment to Lands Department as soon as possible

Field Work Contractors shall use their best efforts to return WMFN equipment in good working condition. Return of WMFN equipment in reasonable condition is required for payment of contractor fees. In the event that WMFN equipment is lost, damaged or destroyed, Field Work Contractors are responsible for repair or replacement costs. (Costs subject to review by WMFN Lands Department.) WMFN reserves the right to recover any costs, in any manner it deems appropriate, for lost, damaged, or destroyed WMFN equipment under the care and control of the Field Work Contractor.

8. REMUNERATION and EQUIPMENT RENTAL

Field Work Contractors Rate – As per Appendix III: Rate Sheet
Rates can only be changed by a BCR from Chief & Council

Vehicle Use – Subject to approval by Proponent and Lands Department, Field Work Contractors are permitted to use a personal vehicle (including quads, snowmobiles, etc.) providing that it is in satisfactory condition, adequately insured, and required by the project (see Appendix IV: Motor Vehicle Use Policy). Commercial insurance may be required. Rate of pay for mileage will be in accordance with Appendix III: Rate Sheet.

Equipment Rental – Apart from reasonable wear and tear, Field Work Contractors will be responsible for all costs related to damage or loss of rental equipment.

Hotels - Apart from reasonable wear and tear, Field Work Contractors will be responsible for all costs related to damage to hotel rooms during their employment.

Meals - Meal allowances (if any) will be identified within the Work Agreement and are only available according to contracts negotiated with Proponents.

Gas - Field Work Contractors are eligible for a paycheque advance to pay for one gas fill up when first starting a job. A Purchase Order will be issued by the Lands Department. Receipts must be submitted to the WMFN Finance Office. Receipt amount will be deducted from next paycheque. If receipts are not submitted, the full amount of the Purchase Order will be deducted.

Processing of Payments – Field Work Contractors will be paid based on submitted reports and timesheets approved by supervising Lands Department staff. For projects less than two weeks in length, Field Work Contractors will submit a timesheet upon completion of the project. For projects longer than two weeks, Field Work Contractors will submit timesheets every two weeks as per WMFN's pay schedule. Field Work Contractors will be paid as per WMFN's pay schedule

Payment for any project will not be released until the required reports are received by the Lands Department.

9. ISSUE RESOLUTION

As per WMFN Appeals Policy

REVIEWED & RECOMMENDED

This WMFN Field Work Contractor Policy has been reviewed and approved by a quorum of Council on [April 23, 2018], coming into force on [April 23, 2018]:

Councillor: Dean Dokkie

Councillor: Robyn Fuller

Councillor: Clarence Willson

Councillor: Patricia Brown

This policy has been reviewed and amended by a quorum of Council:	

APPENDICES

- I. Field Work Contractors Qualifications**
- II. Code of Conduct**
- III. Rate Sheet**
- IV. Motor Vehicle Use Policy**

APPENDIX I – FIELD WORK CONTRACTORS QUALIFICATIONS

WMFN Cultural Program is currently being developed. When complete, all Field Work Contractors will be required to have this qualification.

Qualifications listed reflect minimum requirements. Additional requirements will be outlined in the Work Agreement.

Guardians:

To be identified as Guardians position is developed

Conservation Officer:

To be identified as Conservation Officer position is developed

Certified Environmental Field Technician:

- Certified Environmental Technician course from a certified Canadian institution
- WMFN Cultural program
- Bear aware
- Driver's License
- WHIMIS
- H2S Alive
- First Aid (Level 1)
- Drug Test

Traditional Use Study (TUS) Interviewer:

- WMFN Cultural Program
- Data/Map reading
- Facilitation
- Budgeting/planning
- WHIMIS
- H2S Alive
- First Aid (Level 1)
- Drug Test

Ground Truthing:

- WMFN Cultural Program
- First Aid
- Data/map reading
- ATV/UTV Training
- GPS Training
- Driver's License
- WHIMIS
- H2S Alive
- First Aid (Level 1)
- Drug Test

Industry Monitor:

- WMFN Cultural Awareness program
- WHIMIS
- H2S Alive
- First Aid (Level 1)
- Drug Test

Elder Monitor:

- Elder as per WMFN Interpretation Policy
- WMFN Cultural Program (as required depending on existing knowledge base)
- WHIMIS
- H2S Alive
- First Aid (Level 1)

Archeology Assistant:

- Archeology Assistant Program (WMFN's course or another course as per case-by-case decision by the Lands Manager)
 - WMFN Archeology Assistant Certification is currently being developed. When complete, all Archeology Assistants will be required to have this qualification from the WMFN program or another approved program.
- WMFN Cultural program
- WHIMIS
- H2S Alive
- First Aid (Level 1)
- Drug Test

Wildlife Monitor:

- WMFN Cultural Program
- Wildlife Monitor Program from a certified Canadian institution
- WHIMIS
- H2S Alive
- First Aid (Level 1)
- Drug Test

Caribou Shepherd:

- WMFN Cultural Program
- PAL
- ATV/UTV Training
- Driver's License
- WHIMIS
- H2S Alive
- First Aid (Level 1)
- Drug Test

APPENDIX II: CODE OF CONDUCT

As a West Moberly First Nations (WMFNs) contractor, I agree to abide by current WMFNs Policies as amended from time to time. I will fulfill my job responsibilities to the best of my ability and uphold the values of the WMFNs. I also agree to abide by the following Code of Conduct:

- I will carry out the duties of my position conscientiously, loyally, and honestly, remembering that my primary work task is to serve WMFN.
- In my actions and words, I will promote and uphold the integrity and dignity of the WMFN government.
- I will be on the job punctually each day unless there is a valid reason for absence or lateness, in which case, I will contact my immediate Supervisor and provide an indication of when I expect to return to work.
- I will use initiative to find ways of performing my work more efficiently and economically without compromising the integrity of WMFN.
- During my hours of employment, I will work solely on my job responsibilities.
- I will maintain a positive attitude when dealing with fellow Field Work Contractors, Lands Department Personnel, Chief and Council.
- I will follow instructions attentively and be cooperative with others to work as a team member.
- I will respect the authority and jurisdictional structures of WMFN.
- I will attend all meetings, workshops, conferences, etc., assigned to me to further my skills/knowledge and will formally report back to the Lands Department upon my return from the proceedings.
- I will not give out official or confidential information acquired on the job unless I have been authorized by WMFN.
- I will use information obtained on the job for the intended purpose only.
- I will use property and supplies which are owned or rented by WMFN for authorized purposes only, will use equipment with care, and will report any maintenance required to the appropriate Lands Department personnel.
- I will communicate openly with other Field Work Contractors to settle internal differences in a constructive manner.

Signature _____ Date _____

APPENDIX III – RATE SHEET

FIELD WORK CONTRACTORS RATES

**PLEASE CONTACT WMFN LANDS DEPARTMENT
FOR RATE INFORMATION**

Field Work Contractors: <ul style="list-style-type: none">• Archeology Assistants• Industry Monitors• Wildlife Monitors• Ground Truthing	Daily	
Field Work Contractors: <ul style="list-style-type: none">• Elder Monitors	Daily	
Field Work Contractors: <ul style="list-style-type: none">• TUS Interviewers	Hourly	
Field Work Contractors: <ul style="list-style-type: none">• Guardians• Conservation Officers• Environmental Field Technician	Daily	
Truck	Daily	
ATV (ATV / UTV / Snowmobile)	Daily	
Per Diem (meals)	Daily	
Mileage	Per km	

APPENDIX IV - MOTOR VEHICLE USE POLICY

1. General Motor Vehicle Use

The use of WMFN owned motor vehicles and use of personal vehicles (including ATV/UTV/SNOWMOBILES) for WMFN business is restricted to workers directly authorized.

WMFN-owned vehicles must be used only for authorized activities pre-approved by the Lands Department.

The driver of a WMFN owned vehicle or private vehicle used for WMFN business will:

- be licensed and/or trained to drive that type of vehicle;
- not be impaired by alcohol or other drugs;
- not be fatigued according to the guidelines outlined in section 4 of this procedure;
- obey all local speed limits and regulations;
- report and record all motor vehicle related events;
- ensure all occupants wear required safety gear (e.g. seatbelt and/or helmet) whenever the vehicle is in motion;
- not smoke in a motor vehicle;
- complete the required site pre-start check (see vehicle and ATV/UTV/SNOWMOBILE checklists attached).

Personal vehicles must:

- have, maintain, and renew adequate insurance coverage while the vehicle is used for work;
- be suitably designed, configured, and equipped for intended use;
- be in sound mechanical condition;

The driver of the vehicle is responsible for any traffic offences or fines incurred.

All motor vehicles must be driven in accordance with all applicable laws.

2. ATV/UTV/SNOWMOBILE Use

All ATV/UTV/SNOWMOBILE's will be maintained in good running order to provide safe reliable transportation. Owners are responsible for the maintenance and repair of personal ATV's that are rented to WMFN.

All vehicles and ATV/UTV/SNOWMOBILE's must be operated in a safe manner to minimize damage and prevent accidents. This involves moderating speeds of travel (especially when traversing side hills, where the likelihood of rollovers is increased, generally greater than 5% slopes).

For WMFN-owned ATV/UTV/SNOWMOBILE's, a logbook is kept on each machine (in the tool compartment). Entries should be made in the logbook each time the machine is used. This type of reporting is necessary to ensure proper repair and maintenance is undertaken and to ensure that any unsafe conditions are documented.

During transport in pick-ups or on trailers, all ATV/UTV/SNOWMOBILE's must be properly secured. Tie downs must always be used, even for short distance moves.

When not in use, ATV/UTV/SNOWMOBILE's must be stored in a secure location.

Only trained operators may use the ATV/UTV/SNOWMOBILE's. Operators are fully responsible for the safe operation, maintenance and care of the vehicle until the vehicle is transferred to another operator or returned to the compound.

Any near-miss incidences, damage, or unsafe conditions must be reported to WMFN Director of Operations and WMFN Lands Manager, and an accident near miss report must be completed.

If a passenger is to be transported, it is essential that extreme caution be taken.

3. Journey Management Planning

Where identified as a control measure via a risk assessment process, a journey management plan will be developed (not mandatory for all journeys). The risk associated with and expected duration of a journey should be considerations when determining the need for a journey management plan.

Motor vehicle travel must be reviewed and planned to ensure that:

- the risks of the journey are adequately controlled and managed; and
- crisis and emergency management procedures can be implemented where required.

Journey management plans will consider as a minimum:

- main route and alternate routes of travel (consider known accident black spots, serious road works, etc.);
- types and coverage of communication devices;
- communication methods and frequency of contact for updates and check-in calls;
- travel time, break locations, and higher risk periods (dusk, dawn, night);
- emergency notification and response plans;
- plans weather conditions including rain, fog, high winds, snow, and ice;
- driver fitness such as previous work periods and fatigue; and
- the remoteness of the destination.

Changes to the Journey Management Plan require notification of the planned contact personnel. The Lands Department must be notified as soon as possible. Information impacting other users of the route (e.g. accidents, construction, extreme weather, hazards, etc.) should be communicated to contact personnel and the Lands Department.

Refer to the Journey Management Plan Template.

4. Fatigue and Long-Distance Driving

The following controls will be implemented so far as is reasonably practicable:

- journeys and long-distance travel will be planned for daylight hours. Driving at night should be kept to a minimum and should be done only when daylight travel is not possible.
- personnel will avoid driving more than 10 hours or a combination of work and driving for more than 14 hours;
- personnel have had adequate sleep the night before a long journey;
- share driving where possible; and
- personnel take a rest break from driving of at least ten minutes every two hours or more frequently if deemed required.

5. Communications

The level of detail required to be communicated prior to and during a journey will depend on a range of factors including; duration, location, and time of day or night of travel.

When determining an appropriate communication approach the following should be considered;

- A means of mobile communication is established usually via mobile phone devices. Ensure that the driver and passenger mobile phones are charged and phone numbers are exchanged with relevant personnel.
- A form of communication is agreed between the driver and a contact person. (e.g. supervisor, team member, family member). The agreed approach should include establishing contact at regular scheduled intervals.
- It is confirmed that communication devices, where fitted to the vehicle, are working and their use is understood by all occupants.

Where it has been determined via a risk assessment process that a formal Journey Management Plan is required a formal plan is to be developed using the Journey Management Plan Template

6. Distracted Driving

This section relates specifically to the use of distracting devices while driving on business / operating vehicles for the WMFN.

The following must not be performed while operating a vehicle:

- Using, in any way (includes reading etc.), a mobile phone or other portable electronic device (it is also preferred that talking on a 'hands free' device is performed while safely pulled over / stationary); and
- programming or adjusting a navigation system or consulting a map

7. Inspection and Maintenance

Motor vehicles (both WMFN owned and private used for WMFN business) must be inspected and maintained in accordance with the relevant manufacturer's recommendations. A visual inspection of general vehicle condition including tires, wheel nuts, body damage, fluid levels, windshield, and seat belts must be undertaken at the start of a journey and during planned trip breaks. (see checklist below)

8. License and Competence Requirements

Employees and contractors operating all vehicles will hold a valid driver's license for the class of vehicle they are required to drive.

Personnel will immediately notify their relevant manager following any change to their license status.

WMFN JOURNEY MANAGEMENT PLAN

Journey from: _____ Journey to: _____

Contact person: _____ Vehicle: _____

Weather and road conditions: _____

Confirm prior to departing the following for the vehicle

Pre-trip Inspection	Insurance/registration
Directions	Fuel Supply
Emergency supplies	
Communication	

Journey Details:

Include expected time of arrival/return, deviations, rest breaks etc. and sequence of events if going to more than one destination.

Est. time of departure: _____ Est. time of arrival: _____

Est. time of return: _____

Originator: _____ Date: _____

Supervisor: _____ Date: _____

Vehicle Pre-Trip Inspection Checklist

Vehicle#: _____

Driver: _____

Beginning Mileage: _____

Ending Mileage: _____

Total Miles: _____

Inspection Start Time: _____

End Time: _____

Report all repairs needed below in comment area

Items to Check Daily	Driver Initial	Items to Check Daily	Driver Initial
Oil Level		Gauges: Fuel/Oil/Volt/Temp.	
Transmission Level		Brake Pedal/Emergency Brake	
Coolant Level		Registration/Insurance Information	
Power Steering Level		A/C/Defroster/Heater- Front and Rear	
Brake Fluid		Passenger Entrance Door/Light	
Belts/Hoses/Wires/Batteries		Interior Lights	
Water/Fluid Leaks		Roof Hatch	
Windshield/Wipers/Washer Fluid		Seats/Seat Belts/Hand Rails	
Headlights- Hi-Low/Daytime Running			
Signal Lights		Wheelchair Lift/ Interlock System	
Emergency Flashers		Modesty Panels/Stanchions	
Brake/Back Up Lights		Security System	
Fog Lamps		Fire Extinguisher	
Back Up Alarm		First Aid	
Mirrors/Windows/Doors/Locks		Vehicle Emergency Kit (seasonal)	
Tires/Lug Nuts/Tire Pressure			
Clean Exterior		OTHER:	
Interior Clean			

BODY DAMAGE DESCRIPTION:

OTHER COMMENTS:

NOTIFIED SUPERVISOR OF ANY REPAIRS NEEDED: ___ YES ___ NO

Driver signature: _____

I certify that the above repairs and or services were performed and complete on the above vehicle in accordance with the manufacturer's repair guidelines.

Mechanic Signature: _____

ATV/UTV/Snowmobile Pre-Trip Inspection Checklist

Vehicle# _____

Driver: _____

Beginning Mileage: _____

Ending Mileage: _____

Total Miles: _____

Inspection Start Time: _____

End Time: _____

Logbooks (located in the tool compartment) must be completed for WMFN-owned machines.

ATV/UTV/SNOWMOBILE USE PROCEDURES	
Pre-Trip Checklist	Driver Initial
Check Oil Level – correct as necessary	
Review engine for visible leaks and detached hoses	
Check throttle, brake, park brake and lights for correct operation	
Observe carburetor intake for obstruction	
Check tires and wheels for wear or damage	
Check steering for correct operation.	
Observe drive shaft and chain	
Check that shifter and brake pedals are secure	
Check that safety kit, tool kit, and spare parts are present	
Ensure lights work as well as kill switch	
Operations Checklist	
Listen for unusual sounds	
Recheck throttle, gears and brakes	
Check constant velocity joint boots front and rear swing arm for wear/damage	
Wear your helmet	

BODY DAMAGE DESCRIPTION:

OTHER COMMENTS:

NOTIFIED SUPERVISOR OF ANY REPAIRS NEEDED: ___ YES ___ NO

Driver signature: _____

I certify that the above repairs and or services were performed and complete on the above vehicle in accordance with the manufacturer's repair guidelines.

Mechanic Signature: _____