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Tolko Industries Ltd.
High Level Lumber Division
Woodlands EMS/CSA Audit

Audit Overview

- ☞ Internal CSA Audit occurred in High Level February 18 – 20th, 2015
- ☞ Full Audit including staff and contractor interviews and a visit to the field operations
- ☞ Conducted by Internal Auditor – Nate Ryant
- ☞ EMS/CSA Audit Findings Included:
 - 2 Non Conformances,
 - 4 Opportunities for Improvement and
 - Several other Items to be addressed via update of the TolkoEMS and Alberta Woodlands Re-Organization

Non Conformance #1

- 📄 CSA7.3.3 & EMS 4.5.2 Evaluation of Compliance
 - The audit found that sewage sumps were installed too close to the camp accommodations and that garbage had blown into the sump areas. The requirement for 10 meters from a building was not maintained.

Proposed Actions (NC#1)

☰ For 2015/2016 season during contractor ensure owner operators and contractors are aware of the requirements for camp setup for sewage and garbage.

Non Conformance #2

📄 CSA 7.4.1 Roles and Responsibility's - The audit found that the roles and responsibility matrix listing who is responsible for the indicators has changed due to the company re-organization but not updated in the matrix.

Proposed Actions (NC#2)

- 📄 As a result of the Alberta Woodlands re-organization, review and update of all documents in the HLLD CSA process.
- 📄 Review and update PAG Terms of Reference.
- 📄 Review & Update SFMP
- 📄 Review & Update CSA Roles and Responsibility Matrix
- 📄 Review & Update HLLD Values, Objectives, Indicators, Targets & Programs (name & positions)

Proposed Actions (NC#2)

- 📄 Complete 2013 Annual Plan publish, circulate and communicate with affected parties as required
- 📄 Complete 2014 Annual Plan publish, circulate and communicate with affected parties as required.
- 📄 Review SFMP website contents and provide the appropriate content for upload on Website
- 📄 <http://www.highlevelwoodlands.com>.

OFI #1

📄 CSA/EMS 7.2/4.2 Policy's - Consider posting the Tolko Policy's on the Contractor camp wall to improve operator awareness of the company's certifications.

Proposed Actions (OFI #1)

📄 During the start-up meetings for 2015-2016 Season Tolko Area supervisors should encourage all contractors to post documents related to the awareness training at common locations in their camps to assist in keeping the information fresh in people minds.

OFI #2

📄 CSA 7.3.5 SFMP - Consider revising the SFMP to account for the staff change in terms of responsibility for the SFMP and process. The current version has the past Divisional Forester listed in the document

📄 *Note: OFI has been incorporated into NC#2*

OFI #3


- 📄 CSA7.3.3 & EMS 4.5.2 Evaluation of Compliance
 - Consider developing an index for the MSDS Binder for the 131 controlled substances to ease finding a form in cases of emergency.

📄 *Note: MSDS binder was supplied to Contractor by the Fuel Supplier*


Proposed Action (OFI#3)

- 📄 Encourage contractors supplied with the MSDS binder from Fuel Supplier to provide feedback directly to Fuel Supplier regarding the MSDS binder and the recommendation that an index be provided.

OFI #4

 CSA/EMS 7/4.4.6 Operational Controls - Consider developing a EMS/CSA/PEFC Guidebook for the operators and include information on soil, water, SAR, invasive plants, special sites, retention criteria etc.

Proposed Action (OFI #4)

 Recommendation will be considered during the review the Tolko Corporate EMS, Operational Controls and Standard Operating Procedures.