



## McLeod Lake Indian Band Land Stewardship

4821- Unit 8B, South Access Road, Chetwynd, B.C., V0C 1J0

Phone: (250) 788-2227 Fax: (250) 788-7700

### LAND STEWARDS REGISTRATION INFORMATION 2024

#### MINIMUM REQUIRED CERTIFICATION

WHMIS  
H2S Alive  
OFA Level 1 First Aid  
Bear Aware  
PCST/CSTS/Site Ready  
Drug and Alcohol Clearance Letter

#### MINIMUM REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)

CSA Approved 6" ankle steel-toed work boots  
High visibility Cruiser vest  
Side Impact Type 2 Hard Hat

#### Meals:

All monitors are required to provide their own lunch, snacks and water.  
In some projects, the Proponent may provide per diems.

#### Insurance

WorkSafeBC Coverage provided by: McLeod Lake Indian Band

#### Field Work:

Arrive for orientation to the Land Referral Office the day before each project starts. You will receive your Project Synopsis form outlining the project requirements prior to the project start date.

#### Orientation may include:

- Discussion about the project for which the activity is being done
- Review of the assessment form and reporting requirements
- Health and Safety Review

#### Your debrief at the end of each day:

- Review your completed assessment forms, notes, camera images and reports
- Review of the completed monitors log
- Confirm project supervisor signatures
- Confirm hours of work and hours of travel

Thank you for taking the time to review this Agreement.

If you require further assistance for training or equipment please do not hesitate in contacting me directly. Elizabeth Rourke, mobile: 587-377-8337

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## LAND STEWARDS REGISTRATION FORM

Please be certain your file is current and up to date with the Land Referral Office. All tickets must be scanned and on file prior to your site assignment. Copies will be made available to clients in digital format for future reference, at request

Full Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

### Certification Checklist:

- Environmental Technician
- H2S Alive
- WHMIS
- OFA Level \_\_\_\_\_
- Bear Awareness
- Confined Space Safety
- S-100 Fire Suppression
- Transportation Dangerous Goods
- Ground Disturbance
- Spill Response
- Portable Fire Extinguisher
- ATV/UTV Training
- Snowmobile Training
- Swift Water Training
- Chainsaw Safety
- Other \_\_\_\_\_

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2024 January

## LAND STEWARDS COVID 19 HEALTH MEASURES

McLeod Lake Indian Band's Land Stewardship department is committed to keeping all our workers healthy and join the effort in flattening the curve during the COVID-19 pandemic. In addition to the following measures, McLeod Lake Indian Band's Land Stewardship department will follow and adhere to our proponents' Covid guidelines.

To gain access to a work site, staff must declare themselves to be symptom free and to have followed specific COVID-19 health and safety standards. Further details of these standards, and what disqualifies staff from accessing a work site;

If you exhibit any symptoms of COVID-19, you will not be permitted to access a work site. Symptoms of COVID-19 include:

- Fever
- Cough or sore throat
- Shortness of breath or difficulty breathing
- Sneezing or runny nose

If you are generally feeling unwell with cold or flu-like symptoms, you will not be permitted access to a work site

Our monitors will be provided with self-care kits as part of their sign out equipment for each project

An appropriate number and size of vehicles should allow sufficient spacing between the driver and passenger(s)

- arrange crews so that the passengers will sit in the opposite back seat to increase physical distancing, or two metre space between back seat passengers

Tailgate meetings to be held in a large, open area to allow appropriate distancing between field crew members

- tailgate meetings will reiterate the importance of physical distancing, the proper use of gloves, hand sanitizers, face masks as and when needed, and other standard PPE, and act as a daily check for general health and wellness

Nitrile gloves provided to all field crew members, as well as sanitizer and soap and water where possible

- crew are encouraged to bring water bottles and hand sanitizers on all trips

Field equipment and truck surfaces sanitized prior to, and during, use. This will take place routinely, and in vehicles will include wiping down steering wheels, arm rests, dashboard, door handles, etc. with disinfectants

Helmets covering the mouth and nose and/or with full face shields will be required when travelling in UTVs. Helmets are not to be shared with other crew members; we recommend each crew member bring their own personal helmet. No field equipment will be shared, including pens, GPS units or cell phones. These items will be regularly sanitized as well

Hotel accommodations are to be provided if needed

- single-occupancy kitchenettes for crew to enable self-catering and avoid public eating areas; encourage grocery stock ups to limit the number of trips to public stores



Crew are encouraged to contact their crew leads if they have any questions or concerns. If crew leads are not available, please contact your lands departments as required

McLeod Lake Indian Band's Land Stewardship department will be monitoring the rules and recommendations of Federal, Provincial, and local agencies. We will update our COVID-19 policies as necessary to ensure the health and safety of all monitors and land stewards and to help prevent the spread of COVID-19

All workers must read, understand, and agree to the above and understand that you may be denied access to the work site if you fail to meet the standards or follow site procedures described above

**MONITORS MY BE REQUIRED TO SHOW PROOF OF VACCINATION BEFORE ENTERING WORK PROJECT SITES AND MOST HOTELS/RESTAURANTS.**

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Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## LAND STEWARDS CONTACTOR AGREEMENT 2024

### FIT FOR DUTY

McLeod Lake Indian Band (MLIB) is committed to maintaining a safe and productive workplace, promoting an environment that is free from substance abuse and ensuring compliance with any controlling government laws or regulations

As a responsible employer, MLIB has a compelling interest in establishing programs to promote and enhance health and safety in the workplace. The MLIB Substance Abuse Policy is directed at protecting the health and safety of employees, co-workers, contractors, sub-contractors and the general public. The Substance Abuse policy combines drug and alcohol testing with employee education, manager and/or supervisor training and access to assistance

Land Stewards are expected to:

- arrive fit for work and remain fit for work during their period of duty;
- remain fit for work when required to be on call;
- consult with their doctor or pharmacist regarding the proper use of medication they are using to determine if the medication may have a negative effect on performance;
- seek advice to follow appropriate treatment if they suspect they have a dependency or an emerging problem; and,
- take appropriate actions to ensure a co-worker does not remain in an unfit condition at work that may endanger himself/herself or other

The role you have been contracted to complete requires that everyone be able to perform their duties safely and well, and to support and depend on each other. A wide range of circumstances can affect how we perform individually, and as a team

This form gives everyone the opportunity to disclose factors that may affect their, and the team's ability to complete the work. Work may include:

- Walking, snowshoeing, or operating ATVs for long periods or distances;
- Walking, or otherwise travelling in rough and steep terrain; and
- Working outdoors all day, including in the rain, snow, or in very hot, or very cold conditions
- People who do this work must be strong and physically fit

To avoid safety or medical incidents, all contracted employees through McLeod Lake Indian Band must let the Land Referral Office and Crew Leads of projects know if they have a condition (Physical, Health or Mental concern) that may affect their ability to complete the work in a safe manner, however, revealing why (e.g. medical conditions, etc.) is voluntary

This form must be completed before departing to the field; Please consider:

- Pre-existing injuries or medical conditions
- Recent medical procedures or injuries
- Allergies
- General conditions (bee stings, peanut allergy)
- Severe conditions (that may require epi-pen or other response)
- Acute conditions / symptoms (e.g. flu, migraine headache, etc.)
- Fatigue or susceptibility to heat stroke, sun stroke, exhaustion



If you require a prescription, please be sure you bring it in the field with you. Advise the project Crew Lead if you may need assistance to administer your prescription, or if you wear a medical alert bracelet. Please advise your Crew Lead if your condition changes and you feel you may not be able to complete your assigned tasks

Each contracted Land Steward must sign this document below to confirm that they are able to safely and effectively complete the tasks they may be assigned and are Fit for Duty

**MEDICAL INFORMATION**

Allergies or Conditions?

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Tasks you must avoid?

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I, \_\_\_\_\_ have read and understood this agreement and accept the conditions for Fit for Duty, for the McLeod Lake Indian Band Land Steward role on the terms and conditions set out in this letter

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Dated



## SUBSTANCE ABUSE POLCIY

McLeod Lake Indian Band (MLIB) is committed to providing a safe, drug and alcohol-free workplace. MLIB is aware that drug and alcohol dependencies are protected and recognized as grounds of mental, psychological and physical disability under the provincial and federal human rights regulations, and therefore considered to be prohibited grounds of discrimination

This Policy Shall:

1. Define Alcohol and/or Drug Dependence
2. Define Recreational Use
3. Discuss Drug and/or Alcohol dependency
4. Provide contractors with a set of expectations
5. Provide guidelines for the Accommodation Process

### Policy Statement

MLIB prides itself on providing a safe working environment for all of its employees and contractors. Employees and/or Contractors under the influence of drugs or alcohol on the job can pose serious safety and health risks both to themselves and their co-workers

To help ensure a safe and healthy workplace, MLIB reserves the right to prohibit certain items and substances from being brought on to, or being present on company premises or job sites. MLIB also strictly prohibits the use of non-prescribed drugs or alcohol during work hours and contractors are further prohibited from reporting to work while under the influence of drugs or alcohol

Contractors who fail to adhere to the above expectations or who engage in illegal activities such as selling drugs and/or alcohol while on MLIB premises will be subject to disciplinary action up to and including termination of employment and referral to legal authorities

### Definitions

Drug and/or Alcohol Dependency: is defined as a mental, physical or psychological dependence on drugs and/or alcohol that is considered as a mental, physical, and psychological disability and under Human Rights Law

Recreational Drug and/or Alcohol Use: with recreational use of drugs and/or alcohol, there is no mental, physical or psychological dependence, therefore, this is not considered a mental, physical or psychological disability under Human Rights Law

### Drug and/or Alcohol Dependency

MLIB understands that contractors may develop a chemical dependency to certain substance and that this is defined as a mental, physical and psychological disability. MLIB promotes the early diagnosis of this disability and encourages contractors with a dependency on alcohol or drugs to pursue medical and/or psychological treatment

Any contractor who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly from one of the many resources in the community or contact the McLeod Lake Indian Band Family and Health department

MLIB defines a rehabilitated drug user, alcoholic, or any individual engaged in a supervised drug or alcoholism rehabilitation program that is no longer using drugs or alcohol, as an employee with a disability

**All medical information shall be kept confidential by MLIB**



## EXPECTATIONS:

### Management

- Shall identify any situations that may cause concern regarding a land steward's ability to safely perform their job functions
- If it is known or ought to have been known that a contractor has a substance dependency, the employer shall accommodate the contractor to the point of undue hardship
- Shall ensure any contractor who asks for help due to a drug or alcohol dependence will not be disciplined for doing so

### Contractors

All contractors are expected to abide by the provisions of this policy

Contractors are encouraged to communicate to their employer that they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately

### Accommodation Process

During the accommodation process, MLIB will respect the dignity and privacy of the individual requesting accommodation. During this time, the following actions may occur:

- The contractor may take a leave of absence to seek assessment and treatment for a drug and/or alcohol dependency;
- The contractor will be allowed to return to work upon rehabilitation; and
- MLIB will accommodate relapses prior to, during, and post treatment, given the accommodation does not create undue hardship for MLIB

During the accommodation process, the contractor shall:

- Inform MLIB if they are currently experiencing a drug and/or alcohol dependency;
- Disclose previous problems with a drug and/or alcohol dependency only if it is relevant to their current job duties;
- Provide medical documentation to confirm they have a drug and/or alcohol dependency; and fully cooperate with the recommendations of professional assessments

For more information, please refer to provincial and Federal guidelines on drug and alcohol testing

### Acknowledgment & Agreement:

I, \_\_\_\_\_ acknowledge that I have read and understand the company Substance Abuse Policy, and I agree to adhere to this agreement in its entirety and will ensure that contractors working under my direction adhere to this Policy. I understand that if I violate the rules set forth in the Agreement, I may face legal, punitive, or corrective action

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date





## CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_ as a contracted Land Steward have both professional and legal requirements to protect the privacy and confidentiality of all McLeod Lake Indian Band-related information that comes into my possession

Confidential information includes all Band member, employee, creditor or stakeholder' records, written information in Band file, member or stakeholder lists, policy or manuals, computerized document templates or proprietary information not listed. It also includes conversations between Band members and staff, Band staff, Band entities and business associates of the Band

I accept the responsibility to safeguard and keep confidential any information collected relating to the Band that is required to be kept confidential and safeguarded in accordance with the Band's Policy

I agree that at no time, during or after the end of my employment with the Band, unless expressly authorized, will I disclose to any person or make use of confidential information as described above

I further agree that I have read, fully understand and will abide by the McLeod Lake Band Policies regarding privacy and confidentiality and understand that if I breach this agreement, I can be dismissed from my work

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date



## SOCIAL NETWORKING POLICY

This policy applies to all McLeod Lake Indian Band contractors

McLeod Lake Indian Band recognizes that contractors may use various forms of social media (Facebook, Twitter, etc). It is imperative that McLeod Lake Indian Band contractors recognize the difference between personal posts that are related to work in general and posts which may fall under the following categories:

- Divulging proprietary or confidential information
- Making embarrassing or nasty comments about co-workers, managers, Chief and Council
- Using company trademarks or logos or other images on a personal website
- Making false or misleading statements about the Band's philosophy, services, opinions or relationships to other organizations
- Making accusations against employees, clients, managers, Chief and Council
- Posting offensive content that is antisocial, bigoted or promotes illegal or subversive activities

A contractor may chat or blog about work-related topics. Posts such as 'I'm having a crazy week' or 'I'm so busy I can't see straight' or comments such as those, are perfectly acceptable general comments

Contractors are dissuaded to address specific issues such as making remarks about co-workers, Band Management or Chief & Council

McLeod Lake Indian Band will take every legal recourse available should contractors violate this policy, up to and including litigation and/or termination

I, \_\_\_\_\_ have read the above-noted policy on Social Networking and I will abide by it. I understand that complying with and signing off on this policy is a condition of my continued employment

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date



## PAYROLL DEDUCTION AUTHORIZATION

Any damages to hotel accommodations, property and/or equipment will be deducted from the contract monitor pay cheques in full until amount owing is reimbursed to McLeod Lake Indian Band and may result in punitive measures such as being taken off the monitor list for the rest of the season. Copies of Incident Reports will be forwarded to the Human Resource department and cc:ed to the program Director for future reference

I \_\_\_\_\_, hereby authorize McLeod Lake Indian Band or other related MLIB entity to deduct from my cheques any amount owing in arrears or for services rendered up to and including 30% of the gross pay, or full amount owing for any damages to accommodations or property or to reimburse advancements.

Dated: \_\_\_\_\_

Completed registration forms can be dropped off for a Lands department rep at the MLIB offices in McLeod Lake, Prince George or Chetwynd. You may also scan them directly to:  
monitors@mlib.ca

Thank you for registering with our Land Stewards field monitor program for 2024!

**We look forward to sending you out on your first project of the season!**

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