BCCA Program Delivery Inc.
2026 Range Rider Assistance Program (Safety Forms)

1. PROGRAM OUTLINE

Applicant must review and complete the enclosed information on worker safety and supervision. If you require assistance, AgSafeBC is available, contact Reg Steward, 250-305-6427

- BCCA Program Delivery Inc. will provide WorkSafeBC required coverage for the rider under your supervision, and in the employ of BCCA Program Delivery Inc.
- In this relationship, BCCA Program Delivery Inc. is the employer and you, the ranch engaging the rider(s) are the supervisor(s).
- Applicants must complete and forward a copy of the attached documents/checklists for each rider to comply with the law and protect you, the BCCA Program Delivery Inc. and its directors from indemnity.
- Thank you for your cooperation this documentation is a legal requirement.
- All documents need to be retained and completed for your records.

Applicant/Supervisor Responsibilities:

- **You must identify and designate a supervisor** from the ownership, a suitable member of your operation, your ranch leadership team or family.
- **The supervisor must confirm competency** in livestock handling, horse handling and/or mobile equipment usage.
- **The supervisor must document and provide confirmation of competency** to BCCA Program Delivery Inc., prior to engaging the rider.
- **The supervisor must actively supervise**, monitoring the activities of the worker, ensuring a work alone or in isolation plan is in place, recording work alone check ins and ensuring that suitable and compliant first aid is available, conducting applicable orientations to the ranch and range under their supervision and upon which the rider will work.
- **The supervisor must be aware of and** ensure that all applicable regulations that apply to any task directed by the supervisor or undertaken by any BCCA Program Delivery Inc. rider are complied with.
- **The supervisor is responsible for ensuring** all licencing, personal protective equipment, acts and regulations that apply to mobile equipment operation by a range rider using an atv or UTV, motorcycle or other mobile equipment are complied with. The competency for each mobile equipment type used by a rider must be confirmed, documented, and submitted to BCCA Program Delivery Inc., prior to engagement of the rider.
- **If you are engaging a legitimate, bona fide contractor** who provides service as a range rider they must provide a copy of a clearance letter from WorkSafeBC confirming coverage. Contractors will require an orientation for your location and task but will not require competency be determined by you.

Activity or task	Worker's name	✓YES	×NO	Not Applicable N/A
Supervisor has been designated				
Work alone plan in place				
Work alone check in method in place				
Competency determination-horse				
Competency determination-cattle				
Competency determination-atv/utv				
Evacuation plan in place				
First aid assessment completed				
Orientation completed				
Contractor-WSBC clearance letter				

RANCHER/Supervisor (name printed)_____

SIGN HERE Signature:_____

Date:_____

2. Range Rider/ Contractor Orientation

Range Rider/Employee Name: _____

Hire/Return to Work Date:_____

Orientation Completed By:_____

Orientation Date:_____

Checked when reviewed:

- ☐ Site specific workplace health and safety rules
- ☐ Identify & discuss hazards of job, along with worker's responsibility to report
- ☐ Reviewed First Aid procedures, facilities, equipment & personnel
- ☐ Understands right to refuse unsafe work
- ☐ Reviewed working alone procedures and man-check systems
- ☐ No drugs or alcohol to be consumed prior to or when working
- ☐ Identified areas to be avoided, areas of concern and confined spaces
- ☐ Emergency Response Procedures

I have reviewed the attached competency assessment and confirm I have the necessary competencies in the listed area:

- ☐ Wilderness & Range
- ☐ Cattle Handling
- ☐ Working Horseback
- ☐ Off Road Vehicles

I understand that, if I have any concerns, I should address them with my immediate supervisor or the manager.

Range Rider/Employee (name printed) _____

SIGN HERE Signature:_____

Date:_____

As the supervisor, I confirm the rider is competent in the above skills.

I have reviewed the following documents with each Range Rider:

- ☐ **Working Alone or in Isolation**
- ☐ **Evacuation Plan**

RANCHER/Supervisor (name printed) _____

SIGN HERE Signature:_____

Date:_____

3. Competency Determination

Task or Skill
SECTION 1: Wilderness & Range
ATV-able to effect repairs to enable start of machine
Equine-Able to render basic first aid to horse
Able to start fire in all conditions.
Able to create shelter in adverse conditions
Able to find or create potable water
Able to render first aid to self or co-worker.
Able to locate stock trailer/truck, camp, home, headquarters.
Able to create signal for help, fire, signs, symbols or other.
Able to follow directions and find workmates/cows or check range or locations in various terrain and find way back.
Able to avoid getting lost.
Able to identify if they are lost and to create plan to survive
Able to do basic tracking to help find way out of bush
Able to stay warm and dry if lost or overdue
Always lets someone know where they are going and when they will return
Aware that they can, and knows when to turn back and seek help
Is bear, cougar and wildlife aware.
SECTION 2: Cattle Handling
Demonstrates use and has understanding of flight zone
Positions self-outside of the kick zone when on foot around cattle
Properly positions self at gates on foot or horseback
Indicates, demonstrates, is aware of and can verbalize an awareness of escape routes prior to entering pen
Reads cattle moods, stress levels & disposition
Communicates position to other workers, aware of work alone rules, keeps in touch
Checks facilities, (if applicable) to ensure ease of flow,
Checks facilities to ensure working chutes squeezes and gates
Approaches sick or downed animal from the spine side with caution
Is able to move cattle in desired direction, understands how to initiate movement of cattle
Demonstrates awareness and is conscious of distractions that affect cattle movement
Is calm, patient and deliberate around the cattle, aware of noise as a stressor
Is aware that if in doubt the worker is to get out
Checks behind self when movement through cattle is required
Utilizes appropriate PPE when required
SECTION 3: Working Horseback (in range/rough country)
Is able to handle horse in mud, windfalls, crossing water, through rocks and debris
Able to view country and select best route
Aware of obstacles and things to avoid when selecting route
Aware of personal equipment needs, clothing, footwear, chaps, gloves
Crosses water safely, understands horses visual challenges in water, selects best crossing with consideration for entry and exit points of water
Can get on and off horse on both sides, keeps horse balanced on hillsides, gets off on uphill side, positions horse well avoiding overhangs
Knows when it is time to get off and walk if necessary
Has correct seat position and body shift for hills, going up or down
Correct foot position and depth in stirrup on hills
Gives horse head and does not fight horse allowing horse to find and maintain balance
Controls speed downhill

Aware of changing footing conditions, grass, mud, snow, slick surfaces, loose material
Is alert to potential trouble and on the look out for changing terrain, weather conditions and problems
Watches for downed fences, wire on ground, scrap, and metal litter
Selects entry and exit points in ravines and steep terrain
Can use compass and GPS
Is aware of work alone requirements
Can start fire and has equipment or means to start a fire
Checks "backtrail" to enable area knowledge and find way back
Considers cattle path and can avoid trouble but be effective in locating and moving cattle on range
Knows when in over head in rough country
Keeps horses' feet in good condition or properly shod for terrain
Knows how to get help
Is bear, cougar and wildlife aware.
SECTION 4: Off Road Vehicles (ATV/ORV)
Is able to handle ATV in mud, windfalls, crossing water, through rocks and debris
Able to view country and select best route
Aware of obstacles and things to avoid when selecting route
Aware of personal equipment needs, clothing, footwear, chaps, gloves, helmet
Crosses water safely, understands stability challenges in water, selects best crossing with consideration for entry and exit points of water
Can get on and off ATV on both sides, keeps ATV sideways when parking hillsides, gets off on uphill side, positions ATV well avoiding too steep of ground
Knows when it is time to get off and walk if necessary
Has correct seat position and body shift for hills, going up or down
Correct foot position and body position on hills
Gears down and keeps speed under control rather than using brakes unnecessarily
Controls speed downhill
Aware of changing traction conditions, grass, mud, snow, slick surfaces, loose material
Is alert to potential trouble and looks for changing terrain, weather conditions and problems
Watches for downed fences, wire on ground, scrap, and metal litter
Selects entry and exit points in ravines and steep terrain
Can use compass and GPS
Is aware of work alone requirements
Can start fire and has equipment/means to start a fire
Checks "backtrail" to enable area knowledge and find way back
Considers cattle path, can avoid trouble and be effective in locating/moving cattle on range
Knows when in over head in rough country
Keeps ATV in good condition/proper tires and inflation
Knows how to get help
Is bear, cougar and wildlife aware.

Disclaimer: This resource is intended for guidance and employers are advised to customize this document or design their own to meet their business needs and legal obligations. Once customized from its original content this disclaimer may be removed to function as part of your Safety Program. This resource does not relieve persons using it from their responsibilities under applicable legislation. If you need assistance contact us at www.AgSafeBC.ca

4. Working Alone or in Isolation – Small Ranch

Check-In Procedures

Check-in procedures for all workers are to be established, and modified as necessary, by the supervisor. Such changes must be made known to the involved workers and documented.

****NOTE: The higher the risk of the activity, the shorter the determined interval of the time between checks.**

- When on the range or engaged in an activity away from the main ranch, or when engaged in an activity which isolates the worker in any way no matter where, the worker(s) will at pre-determined and agreed upon times via cell phone, SPOT locator/transmitter, radio establish contact with a pre-determined reliable party, such as a supervisor, family member or the switchboard at the office or a worker at the shop.
- All workers who will be in isolation must let the supervisor, employer or his designate or replacement when absent or a reliable party as noted above, know where they will be, what they will be doing and when they will return.
- The employer/supervisor is responsible for ensuring each worker knows the check-in procedures, including who to check-in with and what time.
- Frequent or continuous contact throughout the time apart or away or working in isolation or alone will constitute continuous monitoring and will be deemed to be a check in of the worker if there is an ongoing awareness of the worker's location and status.
- When working in the vicinity of the main ranch, each worker will check-in at designated break times (i.e. morning coffee, lunch and afternoon coffee), either in-person, by cell phone, note or written notice or by radio contact, with their employer/supervisor (or designate).

Shop & Office Personnel:

- Workers in the shop and office are often working alone they will check in or be checked upon at each designated break **(**i.e. morning coffee, lunch and afternoon coffee), either in-person, by cell phone or by radio contact, with their supervisor (or designate) or as determined prudent by the risk assessment of their tasks.

CHECK-IN PROCEDURE:

When will the rider check in? (i.e.: every two hours, etc.) _____

Who will the rider check in with? _____

How will the rider check in? (i.e.: phone, radio, spot etc.) _____

5. EVACUATION PLAN

Emergency Contacts:

- **WildfireBC**: 1-800-663-5555 (Cell phone *5555) BC Wildfire Dashboard
- **Emergency Support Services** (ESS) Information Line: 1-800-585-9559
- **Red Cross** Reunification Services: 1-800-863-6582
- **BC's Mental Health Support Line** is open 24 hours a day at 310-6789 (no area code).
- **Evacuee Registration** Assistance: 1-844-537-7377 Self-Registration Evacuee Registration

Evacuation Plan for: **COMPANY** _____

EMERG. CONTACT:_____**phone:** _____

LOCATION _____

Muster Point Location: _____

Evacuation Meeting Location: _____

Evacuation

- **Build a Grab-and-go Bag.** Have all ranch staff assemble an evacuation kit of essentials (i.e., medication, personal papers and identification, etc.) .
- **Stay Together**: Ensure all persons leave at the same time and stay together as the site is evacuated. All ranch personnel will be directed by the ranch emergency contact as to where they will be evacuated to, at this point the ranch emergency contact will lead the caravan to the evacuation destination. Once workers have arrived to the evacuation center, they will stay together with the ranch emergency contact. Do not leave the group when you arrive at the evacuation centre. Stay in contact with the ranch emergency contact at all times
- **Inform Ranch Emergency Contact Before Leaving.** No worker can leave the ranch without informing the emergency contact as the ranch needs to be able to track all workers on site (while on shift or after shift)
- **Minimize traffic on the roads** – this will be crucial as first responders, firefighters can be deployed to wild fires at a moment's notice and we would like to keep roadway congestion to a minimum
- **Phone Contact:** Ensure your cell phone is fully charged and that your cell phone charger is in your go bag (see below for go bag content checklist)
- **Vehicles:** Ensure all vehicles are fueled up and ready to go
- **Irrigation:** Ensure pivots and all available irrigation is set up on fields around the ranch and are running/cycling daily.

Returning to the ranch after the evacuation order has been rescinded (Link: "Recovering after a wildfire")

- The ranch emergency contact will inform you when it is ok to return to the ranch.
- For temporary foreign workers, the ranch emergency contact will notify the appropriate consulate that workers will be returning to the ranch.
- Stay with the group at all times when returning to the ranch, this is not the time to go to the store – there will be time after returning to the ranch.
- Follow all direction of the BC Provincial Document "Recovering after a wildfire"