

Swedish PEFC Forestry contractor standard

PEFC SWE 003:3 V2

2011-2016

Document name: Swedish PEFC Forestry contractor standard

Document title: PEFC SWE 003:3

Approved by: PEFC Sweden **Date:** 31.1.2011

Issue date: 16.2.2011

Application date: 18.2.2011

Transition date: one year from the official announcement of the PEFC re-endorsement decision

Note: The only official version of the document is in Swedish. This translation of the document is provided by PEFC Sweden. In case of any doubt the Swedish version is decisive.

Table of contents

1. Introduction

- 1.1 Felling operations contractors
- 1.2 Silvicultural operations contractors
- 1.3 Forest management planning contractors
- 1.4 Exceptions from the PEFC requirements for contractor certification

2. PEFC basic requirements for forestry contractors

3. Excerpt from the social standard

- 3.1 Laws and terms of the labour market
- 3.2 Terms of labour agreements
- 3.3 Work environment
- 3.4 Organisation of work
- 3.5 Basic qualifications
- 3.6 Competence development

Swedish PEFC Forestry contractor standard

1. Introduction

A central principle of the PEFC is that the forest owner is responsible for ensuring that the requirements of the forest standard are met. However, the magnitude of forestry operations undertaken by forest owners themselves is quite low in Swedish family-forestry. This is especially true for forestry operations at the final stages of a stand's rotation period. At the same time, the major part of the PEFC requirements concern just forestry operations in these final stages. Regarding final felling and pre-commercial thinning, the percentage of harvested volume deriving from forest owners undertaking the work by themselves, is 3 percent and 16 percent respectively. The greater part of such measures is thus undertaken by hired contractors. This means that these play a key-role in meeting the requirements of the forest standard. It is against this background that the Swedish PEFC demands certification of forestry contractors within the framework of the Swedish PEFC system. The requirement to hire forestry contractors that are certified implies that the undertaking of individual forestry operations may easily be delegated, since the contractor is certified.

This document defines the requirements that have to be met in order for a certificate or proof of group-certification to be issued for the certification of forestry contractors.

Forestry contractors that are hired by directly certified or group-certified forest owners and wood procurement organizations holding a forestry certificate shall, with certain exceptions as detailed below, be in possession of a contractor certificate or proof of contractor certification while undertaking work on certified forest owners' forest land. Direct certification or group certification of forestry contractors is made according to the documents SWE 001 and SWE 004 respectively.

1.1 Felling operations contractors

As a felling operations contractor counts a registered company that undertakes forest-related felling operations, for example pre-commercial thinning, final felling, and extraction of forest fuel on forest land.

1.2 Silvicultural contractors

As a silvicultural contractor counts a registered company that undertakes silvicultural jobs, for example soil scarification, planting, cleaning, or ditching on forest land.

1.2 Forest management planning contractors

As a forest management planning contractor counts a registered company that undertakes forest management planning, other types of planning and/or inventories of importance for being able to observe the PEFC requirements.

1.4 Exceptions from the PEFC requirements for contractor certification

Exceptions regarding the PEFC requirements for contractor certification are accepted in the following cases:

- For newly hired/newly started contractor companies during an introductory period of twelve months.
- Under extraordinary circumstances, for example in the event of extensive windthrow.

2. PEFC basic requirements for forestry contractors

Forestry contractors are responsible for observing the following in their respective business:

- To observe Swedish legislation and the Swedish collective agreement.
- To make an agreement regarding certification with either an umbrella organization (in the case of group-certification) or an accredited certification body (in the case of direct certification).
- To comply with the requirement of management system according to SWE 001 chapter 8 (direct certification) or specified by the umbrella organization (group certification)
- To report annually to the umbrella organization or to the certification body, by means of own control, that the Swedish PEFC requirements are observed in the business in question.
- To accept that the umbrella organization and/or the certification body undertake controls of whether the PEFC requirements are met in the business. This includes the disclosure of relevant data, documentation or other information, or the permission of access to facilities whether in connection with formal audits or reviews or otherwise. Annual reports that are not publicly available in Sweden shall be presented upon request.
- To observe applicable parts of the PEFC forest standard while undertaking work on the forest land of certified forest owners. To ensure this, the contractors shall have the necessary qualifications for contractors according to paragraph 3.5.
- To also observe applicable requirements of the social standard of the PEFC forestry contractor standard while undertaking work on forest land of non-certified forest owners.

- That routines are in place for reporting of deviations, including documentation and filing.
- That preparedness for emergencies is documented and available and includes necessary first aid equipment as well as equipment for clearing.
- That the requirements of insurance companies regarding preparedness for fires are observed and that preventive measures against forest fires are taken when there is risk of fire at hand.
- To observe the tract directive (including a map) received from the principal for the contracted work in question.
- In the case a tract directive from the principal is lacking or incomplete, the contractor shall make a deviation report according to the principal's routines for handling of deviations. In cases of incomplete tract directives, the contractor shall ensure that there is the necessary knowledge and competence prior to undertaking the operation in question. In the case of repeated deviations, the deviation report can be sent to the principal's certification body.
- The engines of harvesting machines shall meet the requirements of EU emission legislation.
- For two-stroke engines, alkylate gasoline shall be used which at least meet the requirements of the Swedish standard SS 15 54 61.
- To use hydraulic oils in harvesting machines which at least meet the requirements for hydraulic oil according to Swedish standard SS 15 54 34, environmentally friendly. Older machines, where for technical reasons the use of such oil is not possible, shall be phased out of operations by 2013 at the latest.
- For lubrication of chain saws, to use vegetable chain saw oil, other environmentally approved chain saw oil, or other lubricant for chain saws according to SS 15 54 70, environmental class B at the lowest.
- In new machines that are put into operation after 2012, equipment to minimize the consumption of chain saw oil shall be installed.
- Ethylene glycol may not be used in machine cooling systems after 2012.
- To return waste products to the supplier or to an approved collection point for environmentally harmful waste. Accounting documentation shall be in place for the handling of hazardous waste.
- Equipment for the clearing of oil, and for example a tarpaulin for the collection of oil spillage, shall be available at service- and maintenance work in order to prevent the entering of leaching liquids into nature. This shall be used at the changing or repair of components where one may expect oil spillage.
- At transportation of dangerous goods, to be in possession of an ADR-certificate; ADR-S 1.3 as a minimum.
- Dangerous goods may only be transported in packing/containers that have undergone type examination and that are accompanied by a type certificate. That this is the case shall be clear from the labeling of the packing/container, i.e. it shall be labeled with and accompanied by a type approval designation.

- To choose environmentally labeled products at the purchases of equipment and consumer goods when this is practically and economically feasible.
- To ensure, at the contracting of sub-contractors, that PEFC requirements are observed.
- Certified contractors shall be contracted as sub-contractors at first hand. The principal shall make sure that the sub-contractor has a valid contractor proof/certificate.
- Sub-contracts may not be made in more than two steps unless a written agreement is made with the forest owners or wood procurement organization which has ordered the contract.

3. Excerpt from the social standard

Holders of a Swedish PEFC-certificate are responsible for ensuring that the following criteria are met in their respective work.

3.1 Laws and terms of the labour market

Current legislation, Swedish collective agreements, and established labour market practice shall be observed in all businesses of relevance to Swedish PEFC-certification. Directly certified companies/wood procurement organizations and group-certified companies with more than ten employees or more than two sub-contractors, shall elaborate and apply a public policy which describes the company's social responsibility, in line with the social standard.

3.2 Terms of labour agreements

For operations concerning planning, silviculture, and harvesting, such contractors/enterprises shall be contracted that have paid the charges and taxes prescribed by law. The contractor shall demonstrate payment of Swedish tax on companies (F-skatt) and VAT-registration to the employer. Closing account shall be made available to the principal upon request. Employment- and working conditions shall be in accordance with current legislation, both for those employed directly by companies and for employees of contractors. In addition, the provisions of the Swedish collective agreement shall be used as a basis for agreements between employers and employees. In the event the employee demands a collective agreement to be in place, it is presupposed that such an agreement is made.

- Contracts between principals and contractors shall be made in written form. In most cases it is the principal, the larger company, who is responsible for this to take place. The contents of the contract shall be in accordance with the practice of the respective line of business and be agreed upon by the parties. Examples

of such provisions for the forestry sector are laid down in ABSE (“Standard conditions for forestry-related contracting”).

- An employment agreement informing the employee about the conditions for the employment shall be made in written form. The employer is responsible for this to take place. The contents of the agreement shall be in accordance with Lagen om anställningsskydd (“Employment Protection Act”) and current Swedish collective agreement.
- The parties making an employment agreement are employer and employee.
- The parties to the agreement are responsible for following-up that agreements entered into are observed.
- When principals are engaging contractors whose operations are geographically dispersed and which lacks a specific location for their operations, or whose operations are located abroad, the principal must ensure that the conditions under which the contractor, or personnel hired by the contractor, lives during the term of the contract are good with regard to the season in question. Rules regarding reporting for duty, journey home, and journeys at free time, shall be laid down in the employment agreement. If the employee is paying for accommodation and journeys via deduction from salary, this shall be accounted for in the employment agreement and in the salary statement.
- Agreements entered into shall be documented and made in identical copies, of which the parties take one each.
- Work- and security instructions must be at hand at the workplace and be available in the languages necessary to ensure that they are understood by all affected personnel.

3.3 Work environment

Swedish PEFC-certified companies shall work for a good and secure work environment within the framework of current legislation and good practice of the respective line of business. A reasonable time of transition are allowed for measures requiring larger economic investments like rebuilding and replacement of machinery.

- Employer and employees shall collaborate and systematically work to improve the work environment in a way that encompasses all employees.
- Responsibility for and undertaking of the companies activities concerning the work environment shall be documented.
- The following shall be clear from the business agreement:
 - Scope of the contract work
 - Who is responsible for organization of work and for the work environment
 - How the responsibility for consultation regarding work environment and security shall be divided if several parties are involved

- Routines for emergency situations shall be established and be available in the languages necessary to ensure that they can be understood by all employees and employers.
- Personnel shall have access to an appropriate room for resting according to agreements within the framework of the Swedish legislation on work environment and applicable collective agreement.
- A safety committee shall be organised in larger companies (at more than 50 employees, safety committee is required by law).
- Companies with more than five employees shall have a safety representative. In smaller companies, the regional safety representative and the local company healthcare may for example be appropriate partners in safety work.
- The employer is responsible for seeing to it that the kind of healthcare required by the work conditions is at hand. (Company healthcare refers to an independent expert resource within the areas of work environment and rehabilitation. The company healthcare shall in particular work to prevent and set aside health risks at workplaces. It shall also have the competence to identify and describe the relations between work environment, organization, productivity and health.)
- If work entails the use of chemicals, there shall be routines in place ensuring that these are used in accordance with laws and ordinances.
- When principals are engaging contractors whose operations are geographically dispersed, and/or whose operations are located abroad, the principal must make sure that the contractor undertakes documented and functional measures for improvement of the work environment, in line with the Swedish PEFC standard.

3.4 Organisation of work

Swedish PEFC-certified companies shall strive for continuous improvements which permits employees and the business to develop. Resources allocated shall be adapted to the size and situation of each individual company.

- There shall be a clear delegation of responsibilities and duties so that the role of the individual employee within the organisation is clear.
- The company shall formulate objectives and make sure that the personnel are familiar with those.
- The work situation shall be adapted to the medical and ergonomic premises of each individual.
- The mode of working shall be permeated by equality.
- Formal conversations between employer and employee regarding individual development, as well as formal workplace gatherings, shall be undertaken on a regular basis, in order to be able to identify need for competence development with regard to the needs of the company and the individual. Such conversations and workplace gatherings shall be documented.

3.5 Basic qualifications

Swedish PEFC-certified companies shall recruit employees which possess good basic qualifications as a basis for further learning in forestry work. Any gaps in the qualifications of employees shall be compensated by specific education, management, and supervision.

- All personnel undertaking forestry work (felling, pre-commercial thinning, soil scarification, cleaning, planning and work management) shall have a proof of qualifications in adequate nature- and cultural environment conservation equivalent to the SYN-courses (vocational training for forestry personnel) Natur- och Kulturmiljövård (nature- and cultural environment conservation).
- All personnel undertaking planning and implementation of ditching shall have a proof of qualifications regarding precautionary ditching/cleaning of ditches equivalent to the SYN-course Skyddsdikning/dikesrensning (precautionary ditching/cleaning of ditches).
- The SYN-course Natur och Kulturmiljövård - förnyelse (further education in nature- and cultural environment conservation) shall be run at least every fifth year.
- Appropriate basic education is a three year upper secondary school specialized in forestry. Equivalent qualifications may also have been derived through own work experience or other education within the forestry sector.
- There occur, within the silvicultural sector, temporarily employed personnel engaged on a seasonal basis that lacks forest-related vocational training. In such cases, the organization of work shall be adapted according to the competence and experience of the temporarily employed personnel. Works managers with good competence shall be appointed. Special education shall be undertaken in order to compensate for any gaps in the personnel's competence. Management and supervision shall be carried out in such a manner that observance of the PEFC requirements can be ensured. Works managers (e.g. planting foremen) and temporarily employed personnel undertaking cleaning operations, and which are in work for more than three months, shall meet the requirements regarding basic competence, as outlined in the paragraphs 1 and 3 above. The scope of training of cleaning personnel in nature- and cultural environment conservation can however be adapted to and integrated in other adequate training programmes for cleaning according to SYN-courses.
- All regularly recurring personnel, except from seasonally employed planters, shall meet the requirements on basic qualifications. All personnel engaged in forestry planning shall have the competence to undertake forest-related assessments of conservation values. Personnel undertaking forest management

planning, or other knowledge-based services, shall have documented qualifications for the work in question.

3.6 Competence development

A systematic development of the competence of employees shall constitute an important part of the certified company's personnel policy. This shall be designed as individual or group-wise programs.

- Needs of competence development shall be identified. Education activities that have been undertaken and that are planned shall be noted in a register for education.
- All recurrent personnel shall be included in programs for competence development.