

Application to Upgrade Certification from Utility Tree Worker to Utility Tree Trimmer

1. Name: _____ **Personal** Phone Number: _____

Personal Email Address: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____

*If you have a third party paying for the certificate, you are granting the third party the right to view or receive a copy of your certificate and wallet card.

2. Employer: _____ Phone Number: _____

Supervisor Email: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____

3. Please ensure that the following are attached for the upgrade to be processed.

- **New** signed code of conduct
- **Current UTW Number is:** _____
- All necessary pages from proficiency book for UTT
- Clearly indicated aerial hours. A total of 600 aerial hours is required for UTT.
 - Aerial hours **MUST** be signed by a current certified UTT. Aerial hours can not be more than 8 hours in the summer and 6 hours in the winter, as per daylight savings time.
 - Hours can not be duplicated. (For example, 8 hours aerial and 8 hours ground on the same day will lead to hours being disqualified.)
- Payment Form
- Please email the completed application package to info@pvma.ca

~I declare the information on this application to be accurate & true by signing below.

~If your employer is allowing use of their company membership please have your employer and a witness sign below as well.

Applicant's signature: _____ Date: _____

Employer's signature: _____ Date: _____

Witness's signature: _____ Date: _____

Application Fees:

UTT Upgrade Application for _____

(Name of Applicant)

Member: \$210.00 (incl. gst) _____

Non- Member: \$420.00 (incl. gst) _____

Payment Options: Payment can be received by: Cheque, Money Order, Credit Card or
Email Money Transfer to info@pvma.ca

If paying by Credit Card, please fill in the following information:

Type of Card: VISA _____ M/C _____ Card Number: _____

Expiry Date: _____ CVV# _____

Name on Card: _____

Cardholder's Signature: _____

IMPORTANT! Your application fee is non-refundable. Please ensure that all information is attached, and the application is signed.





PVMA Code of Conduct for

Utility Tree Workers & Utility Tree Trimmers

Purpose: The purpose of the code of conduct for utility tree workers and trimmers is to ensure the highest possible standards of ethical and safety practices. PVMA certified persons will be asked to sign this code and abide by the principles contained therein upon issuance of their certification.

1. Professionalism – as an industry leader, PVMA certified persons will comply with all regulatory code and corporate policy and practices. This includes following proper arboricultural practices when possible.
2. Safety – PVMA certified persons will hold paramount the health and safety of all people and endeavor to protect people and property at all times. They will willingly and proactively report to the employer and take action on any observed violation, near miss or incident that is not up to industry and regulatory safety standards.
3. Public Confidence – at all times, PVMA certified persons will provide accurate and professional communications and advice to all stakeholders as required.
4. Continuous improvement – PVMA certified persons will be committed to remaining current on industry practices and implement in all daily operations.
5. Integrity - PVMA certified persons will maintain the highest standards of honesty and integrity. Ensure all credentialing information is represented in an accurate and honest manner.

I am a professional Utility Tree Worker (UTW) and/or Utility Tree Trimmer (UTT) individual who is committed to promoting the highest standards of conduct and safety. I will recognize the limits to my professional ability and seek council when in doubt.

I am committed to this **code of conduct** and agree to adhere to the spirit and intent of it at all times during the execution of my duties as a certified UTW/UTT person. I agree that suspension and/or cancellation of my certificate (decertification) may occur when I do not follow the spirit and intent of this code.

Printed Name _____

Date _____

Signature _____

Certificate # _____



Code of Conduct Infractions - Investigation and Disciplinary Process

Infractions

There are two categories of infractions of this code of conduct. Minor and Major/Repeat infractions.

Definitions:

Minor infraction – Some examples of non-injury/incidents that are not life threatening but may create a dangerous situation or damage the reputation of professionalism of the industry may include:

- Improper, inadequate or lack of Personal Protective Clothing and Equipment
- improper, inadequate or unmaintained tools, machinery and equipment
- improper arboricultural practices
- improper workplace protection

Action: Letter of recommendation to individual and employer

Major/Repeat infraction -

- Work conduct that is in direct violation of OH&S regulation, corporate safety policy and has the potential for serious injury or death
- code/government regulation violation(s)
- Fraudulent reporting on any of the following types of government, corporate or client documentation with respect to safety, training, supervisory, equipment reviews, environmental, hazardous chemicals.

Action: 1. Conditional suspension and/or decertification
2. Letter of recommendation to individual and employer

Investigation and Enforcement

Investigation and enforcement of the PVMA Code of Conduct shall be conducted through the authority of a duly formed PVMA Investigation and Disciplinary Sub-Committee (Sub-Committee).

The Sub-Committee shall consist of three members of the UTW/UTT committee and shall be appointed by the chairperson of the PVMA UTW/UTT Committee.

1. a qualified utility representative
2. a qualified government or accredited educational institution representative
3. a qualified contractor representative

Note: The involved contractor/employee shall not be appointed to the investigating sub-committee.

PVMA Investigation and Disciplinary Sub Committee Responsibilities

1. PVMA receives complaint through the UTW/UTT chairperson
2. UTW/UTT Chairperson forms sub-committee
3. Violation is investigated within 5 working days of receipt and if
 - a. NOT A VALID INFRACTION, notification to complainant to be sent within 10 working days from the chairperson.
 - b. VALID INFRACTION will be confirmed and notification within 10 working days will be sent by the chairperson to the complainant notifying that the issue is under investigation
 - c. Assess the seriousness or degree of violation of the complaint and determine the enforcement required.
 - Conditional suspension of certification –notify person and employer of investigation results and disciplinary action to be taken within 5 days of the completion of the investigation
 - Decertification – notify person and employer in writing of the action being taken complete with a summary of the investigative results. Also, advise the complainant of the appeal process and cost.

Appeal Process – an appeal may be launched within 5 working days of receiving suspension and/or decertification. The appeal must be in writing to the President of the PVMA and accompanied by a five hundred dollar (\$500.00) payment. This fee shall be refunded if the appeal is won by the complainant. Any appeal decision shall be approved by the PVMA board of Directors.

Reinstatement of Suspended or Decertification Status

Suspended Status – The PVMA Sub Committee shall detail the requirements and conditions upon which a suspension status may be lifted from a certified person.

Decertification status – Any person who has been decertified as an PVMA certified UTW or UTT shall be required to complete the entire process to receive certification. This includes the complete training course and logging of required hours beginning at “0” (zero) hours.

Record Keeping

The PVMA shall keep current records showing the current status of all certified persons in a public media.

Any correspondence relevant to any investigation of any infraction of the PVMA Code of Conduct, or the results thereof, shall be placed on the certified persons certification file at the PVMA administrative office and shall not be available to the public.



PVMA UTW-UTT Code of Conduct – Infraction Investigation Form

Nature of violation being reported:

Submitted by:

Company:

Date: of violation:

Date of report:

Details describing the violation(s) and persons involved:

Witnesses to the violation(s)

PVMA Internal use only _____

Subcommittee members

Summary of subcommittee deliberations

Action taken/recommended

Date file closed

Code of Conduct Infraction Investigation Process Map

Process for administering the
UTW-UTT Code of Conduct

