

## 1. SAFETY FOR WORK PARTIES: (printable outline)

This outline relies on the following [Forms and Documents page](#), also a printable page.

1. Obtain Funding if needed
2. Meet with land owners; reach agreement on:
  - a. Work to be accomplished. (See document #1.a)
  - b. Decide which forms to use (theirs or ours)
  - c. Communications plan see documents #2a, and #2.b
  - d. Emergency action and evacuation plans see documents #3.a and #3.c.
  - e. Print out needed forms
3. Assemble the work crew
  - a. Sign liability release form for all involved. Participants in volunteer trail work projects under the age of eighteen not accompanied by a parent or guardian must be required to have a "Permission to Treat" form before the minor is allowed to participate in a trail work project. See document #4.b.)
  - b. Divide up the work crews if multiple jobs are to be accomplished Determine if personnel have physical limitations. Assign work accordingly.
  - c. Ensure work crews each have a medical first aid kit (See document #5) and someone has current CPR training.
  - d. Provide job briefings use check lists and attendance roster for each briefing Participants in volunteer trail work projects and rides must provide a name and phone number for personal contact information required by hosting BCHW chapter(s). See documents #6.a, #6.b, and #6.c
    - i. Brief job hazard analysis (JHA). See documents in section 7
    - ii. Discuss Personal Protective Equipment (PPE) (See documents section 8)
    - iii. Discuss communications plan (see documents section 2).
    - iv. Discuss emergency and evacuation plans (see documents section 3).
4. Follow up
  - a. Return forms desired by land owner
  - b. Fill in incident reports (if needed) and file with safety officer.(See Documents Section 9)
  - c. Close out funding documents if needed.