

SAFETY FOR WORK PARTIES: (printable outline)

This outline relies on the **Forms and Documents** page

1. Obtain Funding if needed
2. Meet with landowners; reach agreement on:
 - a. Work to be accomplished. **see document #1a**
 - b. Decide which forms to use (theirs or ours)
 - c. Communication plans **see documents #2a, and #2b**
 - d. Emergency action and evacuation plans **see documents #3a and #3c.**
 - e. Print out needed forms
3. Assemble the work crew
 - i. Sign liability waiver (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 #4b.**
 - ii. Divide up the work crews if multiple jobs are to be accomplished Determine if personnel have physical limitations. Assign work accordingly.
 - iii. Ensure work crews each have a medical first aid kit **see document #5** and someone has current CPR training.
 - iv. 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 #6a, 6b, and #6c**
4. Brief job hazard analysis (JHA). See documents in section 7
5. Discuss Personal Protective Equipment (PPE) (See documents section 8)
6. Discuss communications plan (see documents section 2).
7. Discuss emergency and evacuation plans (see documents section 3).
8. Follow up
 - i. Return forms desired by landowner
 - ii. Fill in incident reports (if needed) and file with safety officer and the BCHW President at safety@bchw.org
See Documents Section 9
 - iii. Close out funding documents if needed.

