

## Safety for Work Parties (Printable Outline)

1. Obtain funding (Grants) if needed
2. Meet with land owners: reach agreement on:
  - a. Work to be accomplished
  - b. Decide which forms to use (theirs or ours)
  - c. Communications plan Document #2a
  - d. Emergency and evacuation plans Document #3a Document #3b
  - e. Print out needed forms See Forms and Documents page
3. Assemble the work crew
  - a. Sign Liability release form for all involved. Participants in volunteer trail work projects and rides 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 or ride. Document #4b (BCHW)
  - 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, and someone has CPR training. Document #5
  - d. Provide job briefings, use check list 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)
    - i. Brief on the Job Hazard Analysis See JHA's under Forms and Documents section #7 (print all that apply).
    - ii. Discuss PPE (Personnel Protective Equipment) Document #8
    - iii. Discuss Communication Plan Document #2a
    - iv. Discuss Emergency and Evacuation Plans Document #3a
    - v. Volunteer Sign in sheet Document #6a Abbreviations Document #6b Agency Codes Document #6c
4. Follow up
  - a. Return forms desired by land owner
  - b. Fill in incident reports (If needed) and file with the Safety Officer Document #9 (USFS) Sawyer Document #9b (BCHW)
  - c. Close out funding documents (Grants) if needed