

Lee and North River Ranger Districts Volunteer Pre-Trip Safety Checklist

After each work trip, please email this checklist and your completed Tailgate Safety Session form to: Lee District Office (Stephanie.L.Chapman@usda.gov) Or North River Ranger District (Steven.R.Beri@usda.gov)

Complete	Pre – Trip checklist, to be completed by group leader.
	I/We have a signed agreement with the Forest Service that identifies this particular project as within our scope of work. (Form 301a)
	I/We have read, discussed and signed the combined OF301b and Tailgate Safety Session form. (This includes all participants that are active members of the sponsoring organization, and any persons, including parents and siblings, not actively enrolled in the sponsored organization. Signature of the combined OF301b and Tailgate Safety Session form will document that all participants have been recruited, trained and are serving in accordance with the provisions of this agreement as stated in both 301a form. This includes providing parental permission for volunteers under 18 and emergency contact information that is maintained by group leader.)
	I/We have appropriate Personal Protection Equipment for each member of the group. Use clothing and equipment appropriate for the job. At a minimum, field work requires long sleeved shirts, long cuffless pants, sturdy leather boots (minimum 8" top if using chainsaw), gloves, eye protection, ANSI approved hard hats.
	I/We understand the procedure to follow if one of my crew has an injury or accident related to the work project identified in our Volunteer Agreement. The procedures are as follows: <ol style="list-style-type: none"> 1. If someone is injured their health and welfare is the most important priority. They should seek medical assistance immediately. 2. After addressing the immediate medical needs of the injured person, have them report the incident to their immediate FS liaison/supervisor and file a Form CA-1, Federal Employee’s Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. Injuries MUST be reported within 48 hours of the incident. 3. Even if the injury does not require immediate medical attention the volunteer should still report the injury and file a CA-1 with their FS liaison/supervisor within 48 hrs. in case problems due to the injury arise later on. 4. CA-1 forms can be obtained at the Lee Ranger District Office or on-line at http://www.dol.gov/owcp/dfec/regs/compliance/forms.htm