

SUPERVISOR’S SAFETY CHECKLIST FOR FIELD PROJECTS

1. Develop a job hazard analysis and make sure it is specific for the activity or project. The analysis needs to include a communication plan and emergency evacuation plan. Ensure all involved volunteers understand and sign the document.
2. Make sure all your volunteers have the proper training, not only for the job, but for work within the Forest Service.
3. Check to see if any volunteer has a known medical condition you should know about.
4. Check all personal protective equipment required for the job to ensure it is up to standards and in good working condition. Here are a few of the items you should check:

- Hardhats
- Gloves
- Boots
- Hearing protection—appropriate for noise levels
- Respirators—clean, appropriate filters, fitted to the individual and stored properly
- Eye protection (safety glasses/goggles)—check for fit and visibility
- Chain saw chaps—up to standard and not torn

5. Check all project equipment to make sure it is in good working condition. Address the following concerns:

- Tools are sharpened and stored with proper protective measures.
- Maintenance has been done on all equipment.
- Proper guards are in place on all mechanical tools.
- Maintenance kits are prepared and kept with field-going equipment.
- First aid kits are stocked and current.
- All vehicles are serviced and ready for use.
 - Lube and maintenance work is up-to-date.
 - Tires were inspected/replaced when needed.
 - Routine maintenance checks were performed.
 - Tools are safely stored in all vehicles.
 - First aid and barrier kits are installed.
 - Fire extinguisher is charged/mounted (not rolling around).
- Radios and/or cell phones are working.
 - Extra battery packs are available for the radios.
 - Employees/volunteers understand radio procedures and know about the “dead spots” and repeater locations.

6. Make sure check in/check out procedures are established and regularly monitored.

- Make sure all crew members are accounted for at the end of the day. Always ensure you have a way of knowing all your people arrive back safely.

7. Conduct tailgate safety sessions to emphasize precautions identified in the JHA and to modify the JHA as needed.