

# Back Country Horsemen of Washington Tailgate Safety Briefing Cover Sheet

## Need:

In order for Back Country Horsemen of Washington (BCHW) to be in compliance with the United States Forest Service (USFS) Health and Safety Code Handbook (FSH 6709.11) section 16.3 a Job Hazard Analysis (JHA) must be undertaken to identify aspects of a specific trail project that are potentially hazardous.

In accordance with USFS policy within the Volunteers in the National Forests Act of 1972, individual volunteers will be considered federal employees for the purpose of worker's compensation and tort. BCHW does not provide worker's compensation and tort coverage; therefore it is necessary to complete the following two forms.

## Purpose:

If the land manager does not review a JHA or conduct a safety meeting, BCHW must conduct a Tailgate Safety Briefing before the BCHW work party.

The intent of the *BCHW Safety Checklist - Work Party Leader* form and the *BCHW Tailgate Safety Briefing - Work Party Members* form is to streamline administrative processes associated with signing up volunteers by eliminating the need to enter into USFS Individual Volunteer agreements with each person participating in the work party.

BCHW work party volunteers in service on behalf of other land management agencies (e.g. NPS and DNR) should also complete the two forms and adhere to USFS Health and Safety Code Handbook provisions.

## Implementation:

- 1) The *BCHW Tailgate Safety Checklist - Work Party Leader* form and the *BCHW Tailgate Briefing - Work Party Members* form will accompany all BCHW chapter work parties for all land management agencies.
- 2) The two forms will be filled out by the Crew Leader(s) for the work party.
- 3) The Crew Leader(s) will acquaint themselves with the JHA that applies to the tasks of the work party project.
- 4) The Crew Leader(s) will insure that all work parties not only have a JHA but also have an Emergency Evacuation Plan (EEP), meet Personal Protection Equipment (PPE) requirements, and have a First Aid kit.
- 5) The Crew Leader(s) will review the JHA that applies to the tasks of the work party project with all work party members and have all work party members sign the *BCHW Tailgate Safety Briefing - Work Party Members* form.
- 6) The Crew Leader(s) will be responsible for insuring that both the *BCHW Tailgate Safety Checklist* form and the *BCHW Tailgate Safety Briefing* form are accurate and complete.
- 7) The Crew Leader(s) must record any work party member's health/injury incidence that occurred during the work party.
- 8) The BCHW chapter will be required to archive both forms for every work party, and send the two forms to the land management agency either after the work party or once a month if you have several work parties planned.
- 9) The BCHW chapter must immediately report to the land management agency a health/injury incidence that occurred during a work party and subsequently required professional medical assistance and report in writing the incidence to the BCHW President.