

Volunteer Services Agreement for Natural Resources Agencies for Individuals or Groups

Please print when completing this form

Site Name/Project Leader Pisgah, Appalachian and Nantahala Ranger Dists.		Agency USFS		Reimbursement (if any)	
Name of Volunteer or Group Leader – Last, First, Middle Carolina Mountain Club		Age (If Individual Agreement) <input type="checkbox"/> Under 18 <input checked="" type="checkbox"/> 18-25 <input checked="" type="checkbox"/> 26-55 <input checked="" type="checkbox"/> 56 and Older			
Are you a U.S. Citizen? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Visa Type	Email Address carolinamountainclub.org	Home Phone		Mobile Phone	
Street Address PO Box 68		City Asheville	State NC	Zip 28802	

IF VOLUNTEER IS UNDER AGE 18 – Name of Parent or Legal Guardian	Home Phone	Mobile Phone	Email Address
Street Address	City	State	Zip

I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform. I give my permission for

to participate in the specified volunteer activity sponsored

by _____ at _____
(Name of Sponsoring Organization, if applicable) *(Name of Volunteer Duty Station)*

From _____ to _____
(Date) *(Date)* *(Parent/Guardian Signature)* *(Date)*

Emergency Contact Name	Home Phone	Mobile Phone	Email Address
Street Address	City	State	Zip

GOVERNMENT OFFICIAL COMPLETES THIS SECTION

Description of service to be performed. *Include details such as time and schedule commitment, use of personal equipment, government vehicle, skills required (note certifications if necessary), level of physical activity required, etc. Attach the complete job description and job hazard analysis to this form. If this is a group agreement, the leader is to provide the group name, a complete list of group participants to be attached to this form, and parental approval (above) completed for each volunteer under the age of 18.*

CMC members will perform trail maintenance activities with hand tools, weed trimmers, and chainsaws. Chainsaw operators must have current certification. Appropriate PPE must be used. Related JHAs are attached. Tailgate safety sessions must be conducted and lists of crews dates, and participants must be maintained by CMC per group volunteer agreement Attachment 1.

Government Vehicle required?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Valid State Driver's License <input type="checkbox"/> International Driver's License
Personal Vehicle to be used?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please verify that the volunteer is in possession of one of these documents. DO NOT keep a copy of the document for his/her file.

I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party.

I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties.

I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.

I understand the health and physical condition requirements for doing the work as described in the job description and at the project location, and certify that the statement I have checked below is true:

- I know of no medical condition or physical limitation that may adversely affect my ability to provide this service.
- I do know of a medical condition or physical limitation that may adversely affect my ability to provide this service and have explained

It to See Attachment 1 signature page

 (Name of Agency Official)

I do hereby volunteer my services as described above, to assist in agency-authorized work. I agree to follow all applicable safety guidelines.

See Attachment 1 signature page _____
 (Signature of Volunteer) (Date)

The above-named agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims and injury compensation to the extent not covered by your volunteer group, if any.

See Attachment 1 signature page _____
 (Signature of Government Representative) (Date)

Termination of Agreement

Volunteer requests formal evaluation Yes No Evaluation Completed _____
 (Date)

Agreement terminated on _____
 (Date) (Signature of Government Representative)

Public Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) and U.S. Department of the Interior (USDI) prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA and USDI are equal opportunity providers and employers.

Privacy Act Statement

Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.

The intent of this agreement is to streamline the administrative processes associated with engaging volunteers. It eliminates the need to enter into Individual Volunteer agreements with each person participating in service on behalf of the Appalachian, Nantahala and Pisgah Ranger Districts (Ranger Districts) and the Carolina Mountain Club (CMC). The Forest Service and the CMC together are responsible for the success of this agreement. Both organizations will provide oversight, coordination, and supervision as necessary.

Definition of a Volunteer

The USDA Forest Service was authorized by Congress to engage volunteers in the accomplishment of the Forest Service mission by the Volunteers in the National Forests Act of 1972. Volunteers are defined as people who donate their time freely and willingly towards the accomplishment of Forest Service goals and objectives. Volunteers are treated as federal employees for purposes (and only for purposes) of worker's compensation and tort liability.

Statement of Mutual Benefit

The primary objective of the Carolina Mountain Club is to explore and enjoy the mountains of Western North Carolina and adjacent regions by hiking their trails. The Club, now over 80 years old, is the oldest hiking and trail maintaining club in Western N.C. The Club members lead hikes, maintain over 400 miles of trail, build new trails, promote the conservation of trails, and educate members in hiking, trail building and maintenance skills, while working with the U. S. Forest Service, the National Park Service, and the State of North Carolina to achieve these goals.

As units of the National Forest System, the Appalachian, Nantahala and Pisgah Ranger Districts are managed to sustain the health, diversity, and productivity of the lands within its boundaries to meet the needs of present and future generations. Hiking is one component of the many sustainable multiple uses the Ranger Districts seek to balance, manage, and provide.

The CMC and the U.S. Forest Service recognize that they may occasionally have organizational goals and objectives for the management of Ranger District lands that differ. Both organizations also recognize a significant overlap in their desired outcomes where hiking is concerned. It is therefore mutually beneficial for the CMC and the U.S. Forest Service to partner under the authority of the Volunteers in the National Forest Act to engage volunteers as a shared resource focused towards the accomplishment of mutually desired outcomes.

Mutually Desired Outcomes, Goals, and Objectives

The CMC and the U.S. Forest Service both desire excellent hiking experiences on national forest system lands.

Both organizations recognize that maintenance of hiking trails enhances user experience, minimizes and/or eliminates natural and cultural resource damage, and requires ongoing diligence. Recruiting, training, and managing volunteers to perform maintenance is therefore a priority objective and properly maintained hiking trails are a significant goal of this agreement. In areas where the CMC recommends, and the U.S. Forest Service concurs, that a trail cannot be sustainably maintained, engaging volunteers in the relocation of hiking trails may be considered and/or approved through appropriate U.S. Forest Service processes.

The CMC and the U.S. Forest Service also desire to engage members of the public in the maintenance and/or relocation of hiking trails as a mechanism to create awareness of natural and cultural resources, enhance the quality of life and overall health of communities, promote civic involvement in the management of public lands, build an understanding of the benefits of a trail system, and to support local economies by providing outdoor recreation opportunities. Achieving these goals requires attention to the volunteer experience and overall program morale.

Description of Volunteer Services

Perform Trail Maintenance - Trail work will include basic tread maintenance such as removing slough and berm, re-establishing out slope for improved drainage, reshaping, resetting, or cleaning water bars and grade dips. Tread work in wet areas may include refilling and reshaping turnpikes, repairing or replacing rotted or damaged puncheon. Significant boardwalk and bridge repair will be approved on a case by case basis.

Corridor clearing will include pruning or removing small trees and brush within the designated trail corridor (check with the local trail manager to determine appropriate dimensions, as they change with trail designation).

There will be no work performed outside the designated corridor without written permission from the U.S. Forest Service. This includes but is not limited to rerouting of existing trail, realignment of existing trail and moving trail onto user created trail instead of the designated trail. There will be no maintenance on non-system trails or decommissioned roads.

Trail work requires the use of hand tools, trimmers and chainsaws. Anyone using a chainsaw or crosscut saw will be required to have a current U.S. Forest Service chainsaw and/or crosscut saw certification card as well as a current First Aid and CPR card.

Appropriate Personal Protection Equipment (as addressed in the chainsaw, crosscut saw and trail maintenance Job Hazard Analyses) will be used while performing trail work. Crew leaders will ensure that crew members have reviewed the applicable Job Hazard Analysis (JHA's) and conduct and document a tailgate safety session prior to engaging in work. Mountains to Sea Trail (MST) Section Supervisors will ensure that MST Maintainers are reviewing the applicable Job Hazard Analysis (JHA's) and conducting tailgate safety sessions as necessary.

Recruit, Train, and Manage Volunteers – The CMC will seek to create a positive, enjoyable, and compelling image of the CMC/Forest Service volunteer program throughout the community. Whenever possible, the CMC will encourage involvement from community members in the management of their public lands, either through this agreement or through other volunteer avenues offered by the U.S. Forest Service. The CMC will establish procedures to train and manage volunteers engaged via this agreement so that they can serve safely, be productive, and have a positive experience.

Volunteer Program Administration – The CMC will assist the U.S. Forest Service with the annual reporting of volunteer program accomplishments by providing the Ranger Districts with the total number of individuals and volunteer hours contributed via this Sponsored Volunteer Agreement. Individual hours may be tracked by CMC and/or individual volunteers so that the U.S. Forest Service can, as possible, recognize volunteers as they reach milestones of hours volunteered. CMC will also encourage participation from youth aged 18-25 and other underserved populations and inform the Forest Service of the participation levels of members of these populations.

Special Provisions

- (1) In accordance with U.S. Forest Service policy and the authorities contained within the Volunteers in the National Forests Act of 1972 (VIF), volunteers contributing under this agreement will be considered federal employees for purposes (and only for purposes) of worker's compensation and tort to the extent not covered by the sponsor.
- (2) This is a fixed participant sponsored volunteer agreement. CMC may have up to 300 volunteers on the list. CMC will designate someone to administer the list. An updated electronic copy of the list will be sent to a designated contact at each Ranger District

annually. Additional copies would be available upon request by a District. If more than 300 volunteers are desired to be on the list the District Rangers must approve the addition. A sample roster of all volunteers eligible for sponsorship under this agreement is provided as Attachment 2.

- (3) In addition to the Description of Volunteer Services above, the CMC Crew Leaders will be trained by both the U.S. Forest Service and the CMC to perform successfully and will fulfill the following responsibilities:
- a. Conduct of tailgate safety sessions;
 - b. Monitoring of crew safety and implementation of safety procedures in accordance with the Job Hazard Analysis;
 - c. Establishment of, in coordination and cooperation with Ranger Districts, appropriate group sizes. The preference for an appropriate group size is defined as no more than 12 persons per Crew/Work Team Leader (or 9 persons per Crew Leader in the Wilderness Areas.). Groups up to 40 persons per Crew Leader for large projects are allowed at the discretion of the crew leader, but should be the exception rather than the rule. It is expected that crews will be broken up into work teams sized for safe and effective conduct of their assigned tasks.
 - d. Documentation of volunteer work events and participants. Documentation will take place in the form of a summary of work accomplished, participants, tail gate safety reports, and number of hours worked. Reports of work performed will be submitted to each Ranger District quarterly.
 - e. Ensuring that service projects are conducted in accordance with the USDA Trail Construction and Maintenance Notebook and/or other Ranger District direction;
 - f. Attendance at scheduled Ranger District volunteer coordination meetings of which there will be at least one in each District each year. If unable to attend, Crew Leaders are responsible for obtaining information from the meeting at the earliest possible time;
 - g. Sharing information from the USFS District volunteer coordination meetings with other volunteers;
 - h. Identifying special trail work project needs such as boardwalks or puncheons and coordinating with Ranger Districts, if warranted, to develop a plan for project approval/disapproval and implementation;
 - i. Conducting work on designated trails only. Coordinate with the assigned volunteer trail maintenance group when interested in conducting work on a trail not assigned to the CMC
 - j. Assist the Forest Service in identifying, preventing, and closing non-system trails;

- k. Maintaining the documentation outlined in the Description of Volunteer Services, Volunteer Program Administration, section of this agreement;
 - l. Ensuring tools meet the minimum maintenance requirements established by their manufacturer.
 - m. Communicating tool or tool maintenance needs to the Ranger District and CMC.
 - n. Scheduling and implementing outdoor volunteer events during daylight hours
 - o. Coordinating with the Ranger District any gate key or access needs to Forest roads or areas not open to the public. Gate keys are the property of the FS and signed out to the CMC.
 - p. Chainsaws and crosscut saws will only be operated by maintainers certified in their use. Certification of maintainers may be provided by representatives of the FS, the NPS or under the auspices of other organizations approved by the FS. (ATC, Wilderness Skills Institute) These maintainers will also be certified in CPR and First Aid by a Red Cross certified instructor.
 - q. A maintainer's sawyer certification will cover all FS Districts included in this agreement.
- (4) Any privately owned equipment, used in the accomplishment of tasks under this agreement will be considered donated at no cost to the Forest Service for the duration of the time it is used under the agreement. The Forest Service does not assume any liability or responsibility for privately owned equipment. The Forest Service recognizes that space for the CMC owned storage shed is provided at the Pisgah Ranger District Work Center and it is not donated to the Forest Service. Liability and responsibility for this storage shed is not assumed by the Forest Service. The CMC and the Ranger District recognize that the equipment listed below may be used by volunteers serving under this agreement only to the extent that the Ranger District and the CMC can assure compliance with the Forest Service Health and Safety Code Handbook. Job Hazard Analyses (JHA) will be provided as an attachment to this agreement for the items listed under a, b, and c. Tools listed under d require additional scrutiny and will not be used without Forest Service awareness and a separate, project specific JHA:
- a. Hand tools (including but not limited to Pulaskis, McLeods, hoes, shoves/spades, rakes, loppers, pruners, machetes and other bladed tools, picks, pick mattocks, axes, slate bars, tampers, hammers, grip hoists, crosscut saws and hand saws);
 - b. Power tools (including but not limited to powered chainsaws, trimmers/pole saws, leaf blowers, generators, drills/hammer drills, hand saws)

- c. Powered transport equipment (including but not limited to assisted wheelbarrows, dumpers)
 - d. Powered heavy equipment (including but not limited to dingos, mini-excavators, trenchers, mowers, plows, skid loaders, front-end loaders, backhoes, compaction rollers).
- (5) The Forest Service will provide the following information/materials to the CMC and will be available to answer any clarification questions the CMC may have about the information:
- a. Forest Service Health and Safety Code Handbook;
 - b. Job Hazard Analyses related to the Description of Services contained within this agreement;
 - c. Safety tailgate session form and instructions;
 - d. Procedures and forms associated with volunteer injury response requirements;
 - e. List of CMC assigned trails approved for volunteer activities under this agreement with the understanding that work by the CMC volunteers is also approved on any designated trail within the Ranger District as long as coordination with the volunteer group assigned to the trail occurs.
 - f. Personal protective and safety equipment may be supplemented by the Districts as needed.
- (6) The Forest Service and the CMC will work together to comply with the Forest Service Health and Safety Code Handbook, and will treat volunteers no differently than Forest Service employees with respect to safety requirements.
- (7) The CMC will inform volunteers of the health and physical condition requirements of the service project for which they are being recruited, and will provide volunteers with an opportunity to disclose any medical conditions that may affect their ability to serve.
- (8) If at any time either the Forest Service or the CMC identifies a condition that may lead to a volunteer being a danger to him/herself or others on a given project, the volunteer will be redirected by either the Forest Service or the CMC, depending on who can alleviate the safety concern the fastest.

- (9) Commuting time - travel from the volunteer's home to the project site parking area - is not covered by this agreement. The project site parking area is defined as the rendezvous point for volunteers, where motorized vehicle travel ends and hiking to the worksite begins most typically a trailhead, ranger station, or similarly recognizable meeting point.
- (10) The CMC will make this agreement and any information associated with it widely available to its volunteers.
- (11) This volunteer agreement will be in effect upon signature of both the CMC President and the District Rangers, and will remain in effect for 5 years from the date of last signature. The agreement will be reviewed annually or as deemed necessary by either the CMC and/or the Forest Service and may be amended by mutual consent of both partners.
- (12) The USDA Forest Service agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider CMC trail crew members as Federal employees only for the purposes of tort claims and injury compensation to the extent not covered by your volunteer group, if any.

Appalachian, Nantahala & Pisgah Ranger Districts, CMC Group Volunteer Agreement
Attachment 1, Description of Volunteer Services, Special Provisions, & Authorized Official Signatures

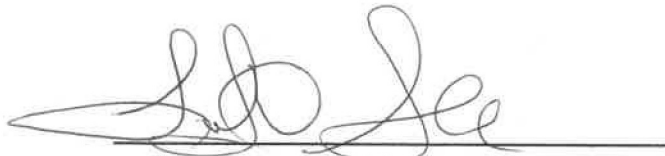
Acceptance by the Carolina Mountain Club.

On behalf of its members, the undersigned authorized representative for the Carolina Mountain Club agrees to all provisions of the group volunteer agreement OF301a and Attachment 1 Description of Volunteer Services and Special Provisions.

Barbara C Morgan Date: 8-5-17
CMC President or Maintenance Councilor

Appalachian, Nantahala & Pisgah Ranger Districts, CMC Group Volunteer Agreement
Attachment 1, Description of Volunteer Services, Special Provisions, & Authorized Official Signatures

Acceptance by the USDA Forest Service, Pisgah National Forest, Appalachian Ranger District.
The undersigned USDA Forest Service Official agrees to and authorizes provisions of this group
volunteer agreement OF301a and Attachment 1 Description of Volunteer Services and Special
Provisions.



District Ranger, Appalachian Ranger District

Date:

8/29/17

Appalachian, Nantahala & Pisgah Ranger Districts, CMC Group Volunteer Agreement
Attachment 1, Description of Volunteer Services, Special Provisions, & Authorized Official Signatures

Acceptance by the USDA Forest Service, Pisgah National Forest, Pisgah Ranger District
The undersigned USDA Forest Service Official agrees to and authorizes provisions of this group
volunteer agreement OF301a and Attachment 1 Description of Volunteer Services and Special
Provisions.



Date:

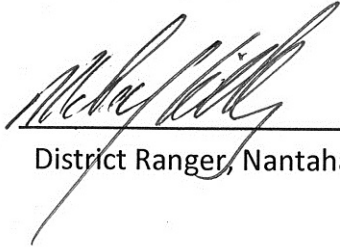
8/17/2017

District Ranger, Pisgah Ranger District

Dave Casey

Appalachian, Nantahala & Pisgah Ranger Districts, CMC Group Volunteer Agreement
Attachment 1, Description of Volunteer Services, Special Provisions, & Authorized Official Signatures

Acceptance by the USDA Forest Service, Nantahala National Forest, Nantahala Ranger District
The undersigned USDA Forest Service Official agrees to and authorizes provisions of this group
volunteer agreement OF301a and Attachment 1 Description of Volunteer Services and Special
Provisions.



Date: 8-24-2017

District Ranger, Nantahala Ranger District

<p>U. S. Department of Agriculture Forest Service</p> <p>JOB HAZARD ANALYSIS (JHA) References – FSH 6709-.11 and -12 (<i>Instructions on Reverse</i>)</p>	<p>1. WORK PROJECT/ACTIVITY Trail Maintenance/Construction</p> <p>4. NAME OF ANALYST Rick Gamber</p>	<p>2. LOCATION NC National Forest</p> <p>5. JOB TITLE Forest Safety Officer</p>	<p>3. UNIT National Forest in North Carolina</p> <p>6. DATE PREPARED August 9, 2017</p>
<p>7. TASKS/PROCEDURES</p>			
<p>Travel to and From Project Sites</p> <p>Use of Hand Tools</p> <p>Working Remote Areas</p>	<p>8. HAZARDS</p> <p>Vehicle Accidents Injuries</p> <p>Injuries</p> <p>Emergency Situations</p> <p>Falls and Sprains</p> <p>Insect and Snake Bites</p>	<p>9. ABATEMENT ACTIONS Engineering Controls * Substitution * Administrative Controls * PPE</p> <p>Ensure employee has working knowledge of Job Hazard Analysis for General Driving.</p> <ul style="list-style-type: none"> a. Wear hardhat, gloves, shin guards, and safety goggles. b. Maintain a working distance of at least 10 feet between crew members. c. Place tools and equipment not in the operation a safe distance from work area. d. Training in proper use and selection of tools for the job should be provided to each employee. e. Tailgate safety sessions are recommended. <ul style="list-style-type: none"> a. Maintain radio contact with other personnel. b. Carry First Aid Kit. c. Have an emergency evacuation plan for the area of work. <ul style="list-style-type: none"> a. Watch your step. b. Wear non-skid boots. <ul style="list-style-type: none"> a. Use insect repellent. b. Ensure employee is has working knowledge of Job Hazard Analysis for Insect Stings/Bites. 	

Trail Maintenance/Construction (Continued)

7. TASKS/PROCEDURES (CONTINUED)	8. HAZARDS (CONTINUED)	9. ABATEMENT ACTIONS (CONTINUED) <small>Engineering Controls * Substitution * Administrative Controls * PPE</small>
<p>Use of Chainsaw</p> <p>Working during Hunting Season</p> <p>Emergency Evacuation Procedures</p>	<p>Injuries</p> <p>Injuries Death</p> <p>Illness/Injury</p>	<p>a. Operator must have chain saw certification.</p> <p>b. Ensure employee has working knowledge of Job Hazard Analysis for Brushing/Chainsaw Use.</p> <p>c. Wear hardhat, face shield, ear protection and chaps when using chainsaw.</p> <p>a. Wear hunter orange vest.</p> <p>b. Avoid times of poor visibility.</p> <p>All Forest Service vehicles shall have first aid/infectious control kits. Each work crew or office group shall have at least one person currently certified to render first aid and CPR. If broken down on the open road use Forest Service two-way radio, cell phone, or call box to initiate call for EMS. At a facility with a telephone dial 911. Maintain communications with the 911 Operator until help arrives. Render first aid to the sick or injured until relieved by a higher-level medical responder. Do not abandon the patient. All employees treating patients shall observe Universal Precautions at all times. In remote work areas, it may be quicker to transport the injured patient out to meet with the EMS agency. Care shall be taken while moving and transporting the injured and communications must be maintained. Use Blood Borne Pathogen precautions. Notify your supervisor of the injury. Complete necessary paperwork.</p>
<p>10. LINE OFFICER SIGNATURE</p> <p>See CMC Group Volunteer Agreement Attachment 1</p>	<p>11. TITLE</p>	<p>12. DATE</p>

<p>JHA Instructions (References-FSH 6709.11 and .12)</p>	<p>Emergency Evacuation Instructions (Reference FSH 6709.11)</p>																																				
<p>The JHA shall identify the location of the work project or activity, the name of employee(s) writing the JHA, the date(s) of development, and the name of the appropriate line officer approving it. The supervisor acknowledges that employees have read and understand the contents, have received the required training, and are qualified to perform the work project or activity.</p> <p>Blocks 1, 2, 3, 4, 5, and 6: Self-explanatory.</p> <p>Block 7: Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property or material. Include emergency evacuation procedures (EEP).</p> <p>Block 8: Identify all known or suspect hazards associated with each respective task/procedure listed in Block 7. For example:</p> <ol style="list-style-type: none"> Research past accidents/incidents Research the Health and Safety Code, FSH 6709.11 or other appropriate literature. Discuss the work project/activity with participants Observe the work project/activity A combination of the above <p>Block 9: Identify appropriate actions to reduce or eliminate the hazards identified in Block 8. Abatement measures listed below are in the order of the preferred abatement method:</p> <ol style="list-style-type: none"> Engineering Controls (the most desirable method of abatement). For example, ergonomically designed tools, equipment, and furniture. Substitution. For example, switching to high flash point, non-toxic solvents. Administrative Controls. For example, limiting exposure by reducing the work schedule; establishing appropriate procedures and practices. PPE (least desirable method of abatement). For example, using hearing protection when working with or close to portable machines (chain saws, rock drills portable water pumps) A combination of the above. <p>Block 10: The JHA must be reviewed and approved by a line officer. Attach a copy of the JHA as justification for purchase orders when procuring PPE.</p> <p>Blocks 11 and 12: Self-explanatory.</p>	<p>Work supervisors and crew members are responsible for developing and discussing field emergency evacuation procedures (EEP) and alternatives in the event a person(s) becomes seriously ill or injured at the worksite.</p> <p>Be prepared to provide the following information:</p> <ol style="list-style-type: none"> Nature of the accident or injury (<i>avoid using victim's name</i>). Type of assistance needed, if any (<i>ground, air, or water evacuation</i>) Location of accident or injury, best access route into the worksite (<i>road name/number</i>), identifiable ground/air landmarks. Radio frequency(s). Contact person. Local hazards to ground vehicles or aviation. Weather conditions (<i>wind speed & direction, visibility, temp</i>). Topography. Number of person(s) to be transported Estimated weight of passengers for air/water evacuation. <p>The items listed above serve only as guidelines for the development of emergency evacuation procedures.</p> <p>JHA and Emergency Evacuation Procedures Acknowledgment</p> <p>We, the undersigned work leader and crew members, acknowledge participation in the development of this JHA (<i>as applicable</i>) and accompanying emergency evacuation procedures. We have thoroughly discussed and understand the provisions of each of these documents:</p> <table border="1" data-bbox="876 136 1356 997"> <thead> <tr> <th>SIGNATURE</th> <th>DATE</th> <th>SIGNATURE</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>Work Leader</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	SIGNATURE	DATE	SIGNATURE	DATE	Work Leader																															
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7. TASKS/PROCEDURES (CONTINUED)	8. HAZARDS (CONTINUED)	9. ABATEMENT ACTIONS (CONTINUED) <i>Engineering Controls * Substitution * Administrative Controls * PPE</i>
<p>Fueling Chain Saw</p>	<p>Burns Spillage Fire</p>	<p>a. Stop the saw when checking fuel or bar oil levels and when refueling. b. Fill tank on bare ground or other noncombustible surface. c. Wipe spilled fuel off saw. d. Never start saw within 10 feet of the fueling area. e. Refuel saw at least 50 feet from persons smoking or potential sources of ignition.</p>
<p>Environmental Conditions</p>	<p>Lightning Rain Strong Winds Darkness</p>	<p>All work shall terminate and each employee shall move to a place of safety when environmental conditions create a hazard for the employee.</p>
<p>Starting Saw</p>	<p>Kickback Cuts</p>	<p>There are two recognized methods for safely starting a saw. In both methods, the trigger lock should not be used.</p> <p>a. On ground starting b. Stand starting. c. Drop starting is prohibited.</p>
<p>Personal Protection Equipment</p>	<p>Cuts Hearing Loss Eye Injuries Head Injuries</p>	<p>a. Wear gloves, chaps, hardhat, safety glasses, and hearing protection, sturdy boots with slip resistant soles. b. Use shoulder pads. c. Keep shirt collar up while carrying saw on shoulder. d. The leg protection (chaps) shall cover the full length of the thigh to the top of the boots. e. First aid kits shall be available at the work site and on each transport vehicle.</p>

<p>7. TASKS/PROCEDURES (CONTINUED)</p>	<p>8. HAZARDS (CONTINUED)</p>	<p>9. ABATEMENT ACTIONS (CONTINUED) Engineering Controls * Substitution * Administrative Controls * PPE</p>
<p>Personal Safety</p> <p>Emergency Evacuation Procedures</p>	<p>Violence or Threat of Violence</p> <p>Illness/Injury</p>	<p>Violence occurs at different levels of intensity, and usually increases overtime. In order to prevent violence from escalating, employees and supervisors need to pay attention to the work environment, recognize the signs of possible violence early, and take all necessary actions to reduce the risk to life and property. Violent people may come from inside or outside your organization. Call 911 for law enforcement if needed.</p> <p>All Forest Service vehicles shall have first aid/infectious control kits. Each work crew or office group shall have at least one person currently certified to render first aid and CPR. If broken down on the open road use Forest Service two-way radio, cell phone, or call box to initiate call for EMS. At a facility with a telephone dial 911. Maintain communications with the 911 Operator until help arrives. Render first aid to the sick or injured until relieved by a higher-level medical responder. Do not abandon the patient. All employees treating patients shall observe Universal Precautions at all times. In remote work areas, it may be quicker to transport the injured patient out to meet with the EMS agency. Care shall be taken while moving and transporting the injured and communications must be maintained. Use Bloodborne Pathogen precautions. Notify your supervisor of the injury. Complete necessary paperwork.</p> <p>For sites with chain saw operations, as a minimum, supply Type IV (Belt) first aid kit.</p>
<p>10. LINE OFFICER SIGNATURE</p> <p>See CMC Group Volunteer Agreement Attachment 1</p>	<p>11. TITLE</p>	<p>12. DATE</p>

JHA Instructions (References-FSH 6709.11 and .12)	Emergency Evacuation Instructions (Reference FSH 6709.11)																																
<p>The JHA shall identify the location of the work project or activity, the name of employee(s) writing the JHA, the date(s) of development, and the name of the appropriate line officer approving it. The supervisor acknowledges that employees have read and understand the contents, have received the required training, and are qualified to perform the work project or activity.</p> <p>Blocks 1, 2, 3, 4, 5, and 6: Self-explanatory.</p> <p>Block 7: Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property or material. Include emergency evacuation procedures (EEP).</p> <p>Block 8: Identify all known or suspect hazards associated with each respective task/procedure listed in Block 7. For example:</p> <ol style="list-style-type: none"> Research past accidents/incidents Research the Health and Safety Code, FSH 6709.11 or other appropriate literature. Discuss the work project/activity with participants Observe the work project/activity A combination of the above <p>Block 9: Identify appropriate actions to reduce or eliminate the hazards identified in Block 8. Abatement measures listed below are in the order of the preferred abatement method:</p> <ol style="list-style-type: none"> Engineering Controls (the most desirable method of abatement). For example, ergonomically designed tools, equipment, and furniture. Substitution. For example, switching to high flash point, non-toxic solvents. Administrative Controls. For example, limiting exposure by reducing the work schedule; establishing appropriate procedures and practices. PPE (least desirable method of abatement). For example, using hearing protection when working with or close to portable machines (chain saws, rock drills portable water pumps) A combination of the above. <p>Block 10: The JHA must be reviewed and approved by a line officer. Attach a copy of the JHA as justification for purchase orders when procuring PPE.</p> <p>Blocks 11 and 12: Self-explanatory.</p>	<p>Work supervisors and crew members are responsible for developing and discussing field emergency evacuation procedures (EEP) and alternatives in the event a person(s) becomes seriously ill or injured at the worksite.</p> <p>Be prepared to provide the following information:</p> <ol style="list-style-type: none"> Nature of the accident or injury (avoid using victim's name). Type of assistance needed, if any (ground, air, or water evacuation) Location of accident or injury, best access route into the worksite (road name/number), identifiable ground/air landmarks. Radio frequency(s). Contact person. Local hazards to ground vehicles or aviation. Weather conditions (wind speed & direction, visibility, temp). Topography. Number of person(s) to be transported Estimated weight of passengers for air/water evacuation. <p>The items listed above serve only as guidelines for the development of emergency evacuation procedures.</p> <p style="text-align: center;">JHA and Emergency Evacuation Procedures Acknowledgment</p> <p>We, the undersigned work leader and crew members, acknowledge participation in the development of this JHA (as applicable) and accompanying emergency evacuation procedures. We have thoroughly discussed and understand the provisions of each of these documents:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">SIGNATURE</th> <th style="width: 10%;">DATE</th> <th style="width: 20%;">SIGNATURE</th> <th style="width: 20%;">DATE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Work Leader</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	SIGNATURE	DATE	SIGNATURE	DATE	Work Leader																											
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<p>U. S. Department of Agriculture Forest Service</p> <p>JOB HAZARD ANALYSIS (JHA) References – FSH 6709-.11 and -12 (<i>Instructions on Reverse</i>)</p>	<p>1. WORK PROJECT/ACTIVITY Weed and Grass Trimming</p> <p>4. NAME OF ANALYST Rick Gamber</p>	<p>2. LOCATION Pisgah & Nantahala National Forest</p> <p>5. JOB TITLE Forest Safety Officer</p>	<p>3. UNIT National Forest in North Carolina</p> <p>6. DATE PREPARED August 9, 2017</p>
<p>7. TASKS/PROCEDURES</p>	<p>8. HAZARDS</p>	<p>9. ABATEMENT ACTIONS Engineering Controls * Substitution * Administrative Controls * PPE</p>	
<p>Pre Use Inspection of Equipment</p> <p>Operator</p>	<p>Missing or Loose Parts Lack of Maintenance</p> <p>Lack of Training</p>	<p>a. Before running equipment, check for missing, worn, and loose parts.</p> <p>b. Ensure guards are attached.</p> <p>c. Consult Operator Manual for instruction.</p> <p>d. Inspect fuel lines and fuel tank.</p> <p>e. Do not repair unit without proper instructions.</p> <p>f. Follow Manufacturers Maintenance and Servicing Guidelines.</p> <p>g. Adjust handle and strap for comfort and balance.</p> <p>h. If unit is unsafe to operate, tag it “Out of Service” in a position that will be immediately obvious to anyone attempting to operate.</p>	<p>a. Read the Operator’s Manual.</p> <p>b. Locate the safety decals on your unit. Make sure the decals are legible and that you understand and follow the instructions on them.</p> <p>c. You should be in good mental and physical health.</p>

7. TASKS/PROCEDURES (CONTINUED)	8. HAZARDS (CONTINUED)	9. ABATEMENT ACTIONS (CONTINUED) <small>Engineering Controls * Substitution * Administrative Controls * PPE</small>
<p>Proper Personal Protective Equipment</p>	<p>Flying Objects Dust, glass, rocks, cans, and wood Hearing Loss Insect Stings/Bites Snake Bites</p>	<p>a. Ensure employee has a working knowledge of Job Hazard Analysis for Personal Safety – Personal Protective Equipment.</p> <p>b. Wear safety glasses or goggles eye protection which meet ANSI Standard Z87.1 compliance.</p> <p>c. Face shield may be used only if safety glasses or goggles are worn underneath. The face shield should meet ANSI Z87.1 compliance.</p> <p>d. Wear ear plugs or hearing protection headsets.</p> <p>e. Gloves must be worn.</p> <p>f. Long sleeve shirts and long pants are also required.</p> <p>g. Non-skid boots are required.</p> <p>h. Dust Masks may be worn.</p>
<p>Carrying Weed Eater</p>	<p>Injuries Cuts Falling objects</p>	<p>a. Carry only with harness while in operation.</p> <p>b. Conduct tailgate safety sessions.</p> <p>c. Wear hardhat, gloves, goggles, and shin guards. All protective equipment should meet standards set forth in Job Hazard Analysis for Personal Safety – Personal Protective Equipment.</p>
<p>Starting</p>	<p>Injuries</p>	<p>a. Start only with harness securely attached.</p> <p>b. Always start unit on the ground.</p> <p>c. Shut unit down immediately if the unit starts to shake or vibrate.</p>

7. TASKS/PROCEDURES (CONTINUED)	8. HAZARDS (CONTINUED)	9. ABATEMENT ACTIONS (CONTINUED) Engineering Controls * Substitution * Administrative Controls * PPE
<p>Fueling</p>	<p>Burns Fire Spills</p>	<ul style="list-style-type: none"> a. Allow weed eater to cool for at least 5 minutes before refueling. b. Fill on bare ground only. c. Wipe any spilled fuel from unit and move at least 10 feet from the fueling area before starting. d. Fill unit from labeled fuel container only. e. Never refuel running unit. f. Wear eye protection. g. Do not smoke or bring flame or sparks near fueling area. h. Have fire fighting extinguishing device near by.
<p>Operation</p>	<p>Kickbacks Cuts Hot Muffler Hot Gear Shaft</p>	<ul style="list-style-type: none"> a. Maintain a safe distance between operator and other crewmembers. b. Maintain a minimum of 100 feet between workers. c. Never operate the cutting head above your knees. d. Keep feet and hands away from the rotating cutting head. e. Do not operate one handed. f. Always hold the unit with your fingers and thumbs encircling the handles. g. Avoid touching muffler and gear shaft until the unit has time to cool.

Cutting with Weed Eater (Continued)

7. TASKS/PROCEDURES (CONTINUED)	8. HAZARDS (CONTINUED)	9. ABATEMENT ACTIONS (CONTINUED) Engineering Controls * Substitution * Administrative Controls * PPE
<p>Work Site</p>	<p>Uneven and Steep Terrain. Ground Squirrel Holes. Bottles and Glass Hidden Objects Snags and Widow Makers</p>	<ul style="list-style-type: none"> a. Inspect the area before using the unit. b. Remove objects which the unit could throw or become entangled with. c. Remember where there are obstructions to be avoided. d. Mark or flag hazards. e. Remove dead or weaken branches and trees. f. Public and other workers must be warned. g. Children and animals must be prevented from coming within 50 feet while the unit is in use.
<p>Personal Safety</p>	<p>Violence or Threat of Violence</p>	<p>Violence occurs at different levels of intensity, and usually increases overtime. In order to prevent violence from escalating, employees and supervisors need to pay attention to the work environment, recognize the signs of possible violence early, and take all necessary actions to reduce the risk to life and property. Violent people may come from inside or outside your organization. Call 911 for law enforcement if needed.</p>

<p>7. TASKS/PROCEDURES (CONTINUED)</p> <p>Emergency Evacuation Procedures</p>	<p>8. HAZARDS (CONTINUED)</p> <p>Illness/Injury</p>	<p>9. ABATEMENT ACTIONS (CONTINUED)</p> <p>Engineering Controls * Substitution * Administrative Controls * PPE</p>
		<p>All Forest Service vehicles shall have first aid/infectious control kits. Each work crew or office group shall have at least one person currently certified to render first aid and CPR, except the SCSEP enrollees. If broken down on the open road use Forest Service two-way radio, cell phone, or call box to initiate call for EMS. At a facility with a telephone dial 911. Maintain communications with the 911 Operator until help arrives. Render first aid to the sick or injured until relieved by a higher-level medical responder. SCSEP enrollee should remain with the sick or injured until relieved by Forest Service employee or medical response unit. Do not abandon the patient. All employees treating patients shall observe Universal Precautions at all times. In remote work areas, it maybe quicker to transport the injured patient out to meet with the EMS agency. Care shall be taken while moving and transporting the injured and communications must be maintained. Use Blood Borne Pathogen precautions. Notify your supervisor of the injury. Complete necessary paperwork.</p>
<p>10. LINE OFFICER SIGNATURE</p> <p>See CMC Group Volunteer Agreement Attachment 1</p>	<p>11. TITLE</p>	<p>12. DATE</p>

<p>U. S. Department of Agriculture Forest Service</p> <p>JOB HAZARD ANALYSIS (JHA) References – FSH 6709-.11 and -12 (<i>Instructions on Reverse</i>)</p>	<p>1. WORK PROJECT/ACTIVITY</p> <p>Wilderness Management</p>	<p>2. LOCATION</p> <p>Pisgah & Nantahala National Forest</p>	<p>3. UNIT</p> <p>National Forest in North Carolina</p>
<p>7. TASKS/PROCEDURES</p>	<p>4. NAME OF ANALYST</p> <p>Rick Gamber</p>	<p>5. JOB TITLE</p> <p>Forest Safety Officer</p>	<p>6. DATE PREPARED</p> <p>August 9, 2017</p>
<p>Travel to and from Project Sites</p> <p>Identifying Wilderness Boundaries on the Ground</p> <p>Working During Hunting Season</p>	<p>8. HAZARDS</p> <p>Vehicle Accidents Injuries Death</p> <p>Snake Bites Insect Stings/Bites</p> <p>Falls and Sprains</p> <p>Falling Objects</p> <p>Loss of radio contact. Need of Assistance in an emergency.</p> <p>Injuries Death</p>	<p>9. ABATEMENT ACTIONS</p> <p>Engineering Controls * Substitution * Administrative Controls * PPE</p> <p>Ensure employee has working knowledge of Job Hazard Analysis for General Driving.</p> <p>a. Ensure employee has working knowledge of Job Hazard Analysis for Insect Stings/Bites.</p> <p>b. Use insect repellent.</p> <p>c. Watch step and where hands are placed.</p> <p>Wear non-skid boots.</p> <p>Wear hardhat.</p> <p>a. Try not to work alone.</p> <p>b. Have an emergency evacuation plan.</p> <p>c. Let supervisor or co-worker know your time schedule and work area.</p> <p>a. Wear hunter orange vest.</p> <p>b. Avoid working during times of poor visibility.</p>	

Wilderness Management (Continued)

7. TASKS/PROCEDURES (CONTINUED)	8. HAZARDS (CONTINUED)	9. ABATEMENT ACTIONS (CONTINUED) <small>Engineering Controls * Substitution * Administrative Controls * PPE</small>
<p>Workplace</p> <p>Emergency Evacuation Procedures</p>	<p>Violence or Threat of Violence</p> <p>Illness/Injury</p>	<p>Violence occurs at different levels of intensity, and usually increases overtime. In order to prevent violence from escalating, employees and supervisors need to pay attention to the work environment, recognize the signs of possible violence early, and take all necessary actions to reduce the risk to life and property. Violent people may come from inside or outside your organization. Call 911 for law enforcement if needed.</p> <p>All Forest Service vehicles shall have first aid/infectious control kits. Each work crew or office group shall have at least one person currently certified to render first aid and CPR. If broken down on the open road use Forest Service two-way radio, cell phone, or call box to initiate call for EMS. At a facility with a telephone dial 911. Maintain communications with the 911 Operator until help arrives. Render first aid to the sick or injured until relieved by a higher level medical responder. Do not abandon the patient. All employees treating patients shall observe Universal Precautions at all times. In remote work areas, it may be quicker to transport the injured patient out to meet with the EMS agency. Care shall be taken while moving and transporting the injured and communications must be maintained. Use Blood Borne Pathogen precautions. Notify your supervisor of the injury. Complete necessary paperwork.</p>
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