



# BCHC Check List for Outings and Work Parties

The required paperwork for outings and work parties. These forms are required within the National Forest and PCT Projects. BCHC strongly advises that these forms be used on all outings regardless of which Agency we are volunteering for.

## **Plan Ahead and Prepare**

### **Personal:**

All Trail Crew leaders need to have current First Aid and CPR cards. Each crew needs to have an alternative First Aid Person.

Trail Crew leaders on all Saw Projects must be at least a "B" carded Sawyer to lead project. "A" sawyers need to be supervised by a "B" or "C" sawyer.

### **Paperwork:**

- A. Volunteer Agreement in place for job being done. **(all days of outing)**
- B. Tailgate Safety Session
  - JHA for each task(s) being done: i.e.:
    - 1. Pack Stock

2. Trail Maintenance
  3. Chainsaw
  4. Crosscut Saw
  5. (or any other specific task JHA required by USFS/PCTA for job(s) being done)
- C. Sign-In Sheet **(for each day of outing and or work project)**
- D. TCP – Trailhead Communications Plan
- E. EAP – Emergency Action Plan
- F. First Aid Kit & Forms
1. SOAP Notes
  2. CA-1 Report of Injury
  3. Witness Statement Form(s)
- G. If minors participate in any BCHC event then a parental permission letter and the Liability Release form signed is required. The release form is on our website under forms.

**Equipment:**

- A. Chainsaw(s) (with scabbard for saw blade)
1. Fuel & Oil for saw(s)
  2. Wedges, Spare chain, bar nut, tools/files, PPE, etc. for chainsaw
  3. PPE, Long Sleeve Shirt, Long pants, hard hat, leather boots, eye & ear protection,  
Gloves, saw chaps, all appropriate sized to person wearing
  4. Tools, shovel, hand saw, Peavey Hook, Multi-tool kit.
  5. A way to pack saws safely/securely on pack animals
  6. A Good, well trained seasoned, pack animal.
- B. Cross Cut Saw(s)

1. Sharp crosscut saw, one or two man saw. (with scabbard to protect and keep teeth sharp)

2. Saw Kit with lubricant, wedges, PPE

3. PPE, Long Sleeve Shirt, Long pants, hard hat, leather boots, eye protection, gloves, saw chaps, all appropriate sized to person wearing

4... Tools, shovel, hand saw, Pe Vey Hook, Multi-tool kit.

5. A way to pack cross cut saws safely / securely on pack animals

6. A Good, well trained seasoned, pack animal.

C. First Aid Kit, OSHA approved (as mentioned in Paperwork section)

D. Radio / Cell Phone / GPS unit (for Communication & Navigation)

### **Stock:**

A. Seasoned and desensitized riding and pack stock should only be used.

(Training sessions should be done before heading out on the trail for work projects.)

### **Think Safety, Safety, Safety.**

### **Communication:**

**Agencies should be informed about the start of the trip and also upon return from the trip.**

**There should also be someone who will alert proper authorities if you do not return at the proper time.**

**Reminder: The job is not done until the paperwork is done, completed and submitted.**

**Note: All forms are available on BCHC Web Site under the Safety Tab**