



# 2010 COAST RANGE WORKER ORIENTATION



REVISED: March 4, 2010

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Safety Officer: \_\_\_\_\_

We, at Coast Range, believe that “**all accidents are preventable.**” The first step in achieving an accident-free workplace is the education and training of our workforce.

**Please check off each item as it is reviewed and ask questions if anything is unclear.** There will be a quiz at the end to confirm your comprehension of this material.

### **Introductions:**

- introduce workers to the Owner, Supervisor, Crew Bosses, Safety Officer, Cooks, Drivers and any other relevant personnel present (I.e. Clients)
- orient workers to camp and layout
- discuss upcoming season, and general camp rules – E.g. dogs, dishes, camp costs
- cook will explain role and expectations, meals, dishwashing hygiene (3 sink rule), and any other information. Cook will remind everyone to report food allergies:

**→ use above space to record food allergies – Safety Officer will provide this information to the cook and you should follow up with the cook after**

### **Personal Protective Equipment:**

- Personal Protective Equipment (PPE) will be worn as directed. Every Safe Operating Procedure will outline what equipment is required specific to the job. PPE includes: supportive boots with a good tread, clothing appropriate to weather, hand protection, and a whistle.

**→ hand out whistle to everyone**

Some blocks, clients or jobs may require additional PPE including head protection and eye protection. All workers will be notified when this is the case.

- Seat belts are to be used in all company vehicles—no exceptions.
- Required PPE must be worn. Discuss where to locate PPE.

### **Emergency Procedures:**

- First aid attendants are:

**→ use this space to record names of identified first aid attendants!**

- Location of First Aid kits and equipment described. Importance of reporting injuries described (quick treatment and recovery – failure to report could compromise a future WCB claim).
- Location of fire fighting equipment described. S100 trained workers will fight fires.
- Discuss emergency procedures for Medical, Fire, Natural Disaster/Evacuation and that procedures are posted on bulletin board and updated for every block in every vehicle.

**→ hand out copy of emergency procedure and review**



Coast Range

## **2010 COAST RANGE WORKER ORIENTATION**



REVISED: March 4, 2010

### **Access to Safety Information:**

- Location of safety information – MSDS Binder, Safety Policy Manual, Worksafe website access, bulletin board.
- Bulletin board – posted safety information including emergency procedures, first aid attendants, safety policy statement, safety accord, safety meetings, safety crew talks, notice of meetings, safety alerts, and more.

→ **hand out copy of Coast Range Health and Safety Policy and review**

### **Safe Company Goals:**

- Coast Range is a certified Safe Company and will undergo an audit this summer to maintain certification.
- Explain the forest safety council, *Safety Accord* and auditing process and how the crew will be involved (i.e. interviews, etc)

→ **hand out copy of Forest Safety Council Safety Accord and review.**

### **Worker Involvement in Safety:**

- Get involved with safety. Crew input is appreciated and invited. This is the information on which safe operating procedures are based and what motivates revisions to the safety program that will accurately reflect the job and make the program more effective.
- Smoking is not permitted in any Coast Range vehicle or camp structure (kitchen, mess tent, drying tent). During forest fire season, smoking is not allowed anywhere within the block. Smoking is only permitted on the edge of a main, gravel road while you are sitting. Ensure that all materials are completely extinguished before moving on.
- Rights and Responsibilities of employees:
  - must work safely and encourage the safety of fellow workers
  - must report incidents or potential hazards to supervisor
  - must participate in safety
  - must refuse work that seems unsafe to you or a fellow worker and report it to a Supervisor immediately.

**There will be no negative repercussions for any planter who raises a concern about safety. To the contrary, Coast Range encourages planters to notify management regarding any potentially unsafe situation.**

- If an unsafe working condition persists in your camp after the concern has been raised with the Safety Officer and/or Supervisor, please contact the owner immediately. (Garth Hadley at 250-550-0113).
- All accidents and close calls must be reported to your Safety Officer or your Supervisor as soon as possible so it can be immediately investigated and corrected.

### **Ergonomics:**

Tree planting is strenuous work and improper technique can contribute to injuries. Some ways you can prevent injury are:

- Pre-conditioning your body for the stress of planting. Refer to our Safety Manual for: “How to Eat to Keep Planting” and “Fit to Plant”



## **2010 COAST RANGE WORKER ORIENTATION**



REVISED: March 4, 2010

- Review the FERIC Infoplip “A Tree Planter’s Guide to Reducing Musculoskeletal Injuries”
- Review the WSCA handout “Prevention and Treatment of Tendonitis & Repetitive Strain Injury for Tree Planters”
- Recognize and report early signs of injury—do not let serious injuries develop.
- Listen to your body!**

→hand out copy of “A Tree Planter’s Guide to Reducing Musculoskeletal Injuries (FERIC) & “Prevention and Treatment of Tendonitis & Repetitive Strain Injury for Tree Planters” (WSCA).

### **Training:**

You will undergo extensive training in your first shift in particular. Some workers will undergo more training specific to their job requirements. Training can be any or all of the topics discussed below:

- Job training – planting trees, checking, delivering trees, maintenance, or cook. Emphasis will be on Safe Operating Procedures and proper planting techniques to prevent risk of injury.
- Safe Operating Procedure for Treeplanter reviewed – will be reviewed again and signed
- Formal certified training includes: OFAI and Transport, OFA III, S100, Worksafe courses including Supervisor Safety Management and Hazard Recognition and Control, Foodsafe, WHMIS/TDG, Wildlife Tree Assessment.
- Competency based training includes: Defensive Driving and Bush Road Driving, ATV Operator, Bear & Cougar Safety.
- Practical skill development training includes: Safe Operating Procedures (SOP), Worksafe Hazard Recognition and Accident Investigation Video/Training, Emergency Preparedness Drills, Isolated Worker Check-Ins, Maintenance Documentation, Ergonomic Awareness, Helicopter Safety, and Radio Use Emergency and Non-emergency.

### **Hazard Identification:**

You must immediately report any potential hazards to a Supervisor – hazards include confined spaces or working at heights (identify and explain), inclement weather conditions developing, remote work site conditions like bees and wildlife, loose step in camp or witnessing a worker doing something that could lead to injury.

- Report Hazards immediately before someone is injured
- Supervisor will assess for hazards before work begins on any block and further observations and assessments will continue throughout the planting process but the best observer is the workers so watch for potential hazards and notify.
- Prevention for anticipated hazards –
  - Tendonitis – take it easy the first few days – report symptoms
  - Dehydration/heat exhaustion – drink extra water and drink constantly
  - Hypothermia – wear appropriate clothing and use your raingear
  - Giardia(Beaver Fever) - never drink block water – bring lots of water from camp and ask your supervisor for more if you run out.
- Hygiene – use disinfectant wipes, disinfect dishes + rinse when washing dishes



# **2010 COAST RANGE WORKER ORIENTATION**



REVISED: March 4, 2010

## **Traveling in Vehicles**

- All personnel traveling in Coast Range vehicles are to be seated and wearing a seatbelt—no exceptions!
- At the end of the day, take all your personal gear with you. Do not leave it in the vehicle. Do not prop it against vehicle or leave it on ground. Clean up garbage.
- Do not distract the driver of the vehicle with loud music, shouting or any other boisterous activity. The driver must be able to concentrate and communicate on the UHF radio to ensure safe passage on active logging roads.
- Mount and dismount vehicles facing the unit and using 3-point contact. Maintain contact with one hand and two feet or two hands and one foot at all times. Make use of steps, handholds, and railings. Do not jump to the ground.
- IF YOU FEEL UNSAFE OR UNSURE, SPEAK UP!

***SAFETY MUST ALWAYS TAKE PRECEDENCE IN ALL OF OUR OPERATIONS. INFORM THE OPERATOR IF YOU FEEL THAT A VEHICLE IS NOT PROPERLY PREPARED.***

## **Disciplinary Policy, Workplace Violence, and Drug and Alcohol Policy:**

- Progressive Discipline explained – verbal, written, termination policy – at the discretion of the Supervisor. An infraction that has the potential to cause injury will be treated with more gravity and the Supervisor has the discretion to immediately terminate the worker.
- Anything constituting violence or threatening behavior from anyone must be reported to the Supervisor immediately.
- No open alcohol will ever be in a Company vehicle and no one whose ability to work is affected by alcohol or drugs (prescription or non-prescription) will be permitted to continue working

## **Safety Meetings and Inspections:**

- Crew talks are at the beginning of every shift and the Supervisor will inform Crew Boss of time and place – all workers required to attend. Crew talks will be reviewed monthly at the Joint Health and Safety Committee Meetings.
- Joint Health and Safety Committee (JH&SC) meetings held by teleconference with every Coast Range Supervisor, Safety Officer, the owner, and anyone interested in attending. JH&SC will review the month – crew talks, inspections, investigations, and old and new business.
- Inspections conducted in camp, at the work site, and of workers on a regular basis – intended to ensure everyone working safely and in a safe environment. Input is always welcome and encouraged.

**→hand out copy of CR Substance Impairment Policy. REVIEW / SIGN / COLLECT**

**Worker Signature:** \_\_\_\_\_



## **2010 COAST RANGE WORKER ORIENTATION**



REVISED: March 4, 2010

### **SAFETY QUIZ**

This quiz is used to demonstrate your comprehension of the Orientation. Choose the best answer:

**1. If you hear three honks of a truck horn,**

- A. Run out of the block as fast as you can.
- B. Traverse the entire block looking for stranded workers.
- C. Immediately stop working and report to the primary marshalling station, if safe to do so.
- D. Stop, drop, and roll.

**2. You are working on a piece at the top of the block when you see a bear in the tree-line. You should stop and,**

- A. Slowly and calmly back away, avoiding eye contact, to go and tell a supervisor.
- B. Climb the nearest tree.
- C. Scream frantically to get everyone's attention.
- D. Play dead.

**3. The Forest Safety Council's *Forest Safety Accord* states all fatalities and injuries are preventable - TRUE or FALSE**

**4. The *Forest Safety Accord* is located**

- A. In the Health and Safety Policy Manual
- B. Camp bulletin board
- C. In vehicles at the worksite
- D. All of the above.

**5. Coast Range's Health and Policy Statement is a commitment to providing a safe and healthy workplace for all employees and contractors: TRUE or FALSE**

**6. If you notice a potentially dangerous situation, you should:**

- A. Remember to bring that up in the next safety crew talk/tailgate meeting.
- B. Report it to a supervisor immediately before someone gets hurt.
- C. Realize the Safety Officer will notice when doing the next camp inspection.
- D. Jimmy-it for the time being until someone can get around to it.

**7. There is one driver who thinks it is funny to drive fast and not call kilometers on the radio. You should:**

- A. Ride in a different vehicle with a different driver.
- B. Sleep the whole way to the block so you aren't uncomfortable with his driving.
- C. Immediately report the driver to a supervisor.
- D. Ignore it, it's a short season left anyway.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_