



Initial Safety Meeting Checklist

The initial safety meeting is a requirement before fallers start at a new worksite. All of the hazards and concerns discovered in the faller site hazard and risk assessment overview must be discussed at the initial safety meeting and a plan developed to deal with the falling difficulties.

The initial safety meeting must include discussion about the following topics:

1. Site and Crew Detail
2. Communication Procedures
3. Current Map
4. Hazardous Weather Conditions
5. Tree Hazards
6. Safety Concerns
7. First Aid Coverage
8. PPE and Falling Tools
9. Special Procedures
10. Falling Method
11. Yarding and Loading Method
12. Location, Type of Equipment
13. Environmental Management Systems
14. Traffic Control
15. Fire Hazard Information
16. Other Concerns

Initial Safety Meeting Checklist Handout

1. Site & Crew Detail	
Date	
Location (block name, road name, site name)	
GPS coordinates	
Supervisor (bull-bucker)	
Alternate supervisor	
Crew members	
2. Communication Procedures	
Man check system	
Location of other crews and equipment in area	
Radio check-in/check-out	
Radio frequencies	
Safe working distance (other workers, machines, helicopters)	
3. Current Map	
Harvesting commitments attached	
Sensitive areas (wetlands)	
Creeks/RMA requirements	
Boundaries/Flagging tape colour system	
4. Hazardous Weather Conditions	
Wind, rainfall shutdown, snow, fog, slope stability, avalanche	
5. Tree Hazards	
Overhead hazards, root condition, timber stand defects, lean	
6. Safety Concerns	
Site-specific work procedures	

7. First Aid Coverage

First Aid attendant	
Location of First Aid supplies	
Emergency phone numbers	
Access/Egress evacuation routes	
Designated emergency facility	
Designated aircraft	
Phone/Radio number of aircraft	

8. PPE & Falling Tools

Clothing appropriate for the job, weather	
Tools appropriate for the job	

9. Special Procedures

Fall away/yard away, dangerous trees, leave trees, no work zones, wildlife tree patches, variable retention, blasting, jacking, line pull, machine assisted	
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10. Falling Method

Hand felled, mechanized	
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11. Yarding & Loading Method

Skyline, conventional & grapple Yarding, hoe chucking, heavy lift helicopters (chokers & grapple), ground skidding, landing locations, roadside, cut to length	
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12. Location of Equipment		12. Type of Equipment	
13. Environmental Management Systems			
Spills – Discuss contingency plan			
Location of spill equipment			
14. Traffic Control			
Logging road or public road			
Public access via trails			
Traffic control system			
Location of signs			
15. Fire Hazard Information			
Fire regulations, MoF			
Location of fire equipment			
Response Plan (eg: fire truck, water tank)			
Specific firefighting procedures			
Current trained personnel			
16. Other Concerns			
Windthrow, rock outcroppings, loose rocks, sink holes, spring sap flow, roaring waterways, roadside hazards, wildlife tree patch, snow depth & load, powerlines, other industry activities (eg: quarry, oil & gas, etc)			