**
Supervisors/Owner When to Complete Documentation**

**Completed Daily**

1. Vehicle and Equipment Pre-Use Inspections
2. Site Hazard Assessments/Daily Toolbox

**Complete Monthly**

1. Monthly Safety Meeting
2. Site Inspections (Block, Office, or Shop)
3. Worker Assessments on all Workers or more frequently as needed (new worker, young worker, or trainee)

**Complete Annually**

1. Emergency Response Drill or as required depending on activity (e.g. pre-fire season; change of operations – conventional to cable to heli; daily to weekly on federally registered vessels)
2. Review First Aid Assessments
3. Review Safe Work Procedures

**Complete for each Site**

1. Pre-work Documentation (e.g. workplan, site plan, logging plan, etc.) and pre-work meeting with crew
2. Site Inspection
3. First Aid Assessment
4. Inspection of First Aid Equipment
5. Document Reported Hazards and Implemented Controls
6. Document any changes to Activities or Environment. EMS reports
7. Complete any assessments for hazards identified like danger trees; steep slopes; avalanche and rainfall.

**Complete with each Worker**

1. Orientation for each new or returning worker
2. Review Safe Work Procedures with worker regularly
3. Ensure worker has required training (complete competency assessment) and complete a training plan for new workers, young workers, or workers assuming new duties.
4. Conduct Worker Assessments/Observation on all workers regularly
5. Document any unsafe acts observed and discuss with worker, and schedule training if required or assign different duties.

**After a Near Miss or Incident**

1. Complete an investigation form
2. Complete a form 7 if the worker was injured or lost time.
3. Submit the investigation to WSBC if the incident was a reportable incident.