



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.