**PERSONAL PROTECTIVE EQUIPMENT**

* Hearing protection – Recommended

**SAFETY EQUIPMENT SUMMARY**

* Handheld Radio – Required when dropped at a remote location
* Bear Spray – must be in cargo compartment in a sealed container if present
* Garmin type GPS – required to navigate planned route to walk out, or to find alternate pickup location.

 **PRE-BOARDING**

Prior to boarding a helicopter, the pilot must give you a safety briefing before the flight. The safety briefing should include the location and proper use of all the safety gear on the helicopter; general loading and unloading procedures and methods to communicate during flight. If the pilot doesn’t give you a safety briefing, you must request to have one

**AIR CARRIER FLIGHT CHECKLIST**
Use the Air Carrier Flight Checklist to document all flights taken by Grand Forks employees. The checklist contains two forms: Form 002A and Form 002B.

1. Form 002A is to be used and filled out by the passengers of the aircraft.
2. Form 002B is to be used by office staff however only in situations where they have been designated the “Flight Follower”.
3. Completed forms are to be filled out and submitted to the Grand Forks Woods Safety Inbox after the flight is completed.

**LANDING ZONE PREPARATION**

The helicopter needs to land in a properly prepared site. If the pilot detects a problem, he will abort the landing.

 **SECURE THE LANDING ZONE**Clear and secure all debris that could be picked up by the rotor wash (wind). This includes garbage, cardboard boxes, tarps, hats, hip-chain string, ribbon and anything else that could be picked up.

**PUT OUT CIGARETTES**Extinguish all cigarettes before the helicopter approaches.

**WAITING FOR THE HELICOPTER**Collect your gear with the other personnel just outside of the landing zone. Crouch down and let the helicopter operator know where you are located. The helicopter will normally approach into the wind so your best spot to wait is to the side of the helicopter.

**DOGS (PETS)**Keep dogs secured whenever helicopters are landing in the area. Dogs have been known to jump into the high-speed tail rotor – perhaps due to the high pitch whine.

**APPROACHING THE HELICOPTER**Your first few rides in a helicopter are often pretty exciting. Don’t let this excitement affect your safety.

**PRECAUTIONARY MEASURES**

* Sometimes the helicopter will touch down and then lift again to obtain a better footing. Wait for the pilot's signal before approaching the helicopter.
* Walk crouched and carry any equipment low and parallel to the ground.
* Never go past the cargo doors – the tail rotor will be dangerously close to you.
* Never pass under the tail boom to get to the other side – *always walk around the front.*

**BEAR SPRAY TRANSPORT**

**PRECAUTIONARY MEASURES**If you intend on carrying bear spray on the flight you must inform the pilot prior to flight as any accidental discharge would very likely cause a crash. Generally, any container carrying bear spay must be in the cargo bay in a sealed container, however each pilot and/or air carrier service may have different procedures in place.

**LOADING GEAR**Most personal gear should be stored in the cargo bay. An organized team can quickly and safely load a helicopter – which is important because many helicopters cost $1200+ per hour to operate.

**FIRST PEOPLE LOADED**One person should hold the cargo door open while a second person loads the cargo. Others present should get in their seats and buckle up.

**LAST PEOPLE LOADED**The last person to use the cargo compartment is to ensure that no equipment is hanging out and the cargo door is secured shut.

**GETTING INSIDE AND IN FLIGHT**

**PRECAUTIONARY MEASURES**

* Doors should be closed gently unless you are instructed that they “slam doors”.
* Every person must be in their own seat and with their seatbelt fastened.
* If headsets are provided, you are encouraged to wear them.
* Communicate with the pilot only through the headsets and not during take-off or landing.
* Do not smoke or throw anything outside of the helicopter.
* Do not remove your seatbelt until the helicopter has fully landed and the pilot has given you a signal that the landing is complete.

**EXITING AND UNLOADING**

**PRECAUTIONARY MEASURES**

* Make sure the passenger doors are properly closed and that seatbelts are not hanging out – the metal end will badly damage the helicopter in flight.
* Help unload the gear – remember to keep everything low to the ground.
* Group and crouch next to the helicopter or move towards the front of the helicopter.
* No hover exits unless specifically trained to do so.

**FOGGED IN AND WALKING OUT**

**PRECAUTIONARY MEASURES**

* If the helicopter is unable to bring employees out of the block, all workers must be accounted for prior to walking out of the block.
* Walking out of the block should only be attempted if the distance is not too large and the route is easy to follow.
* Before walking out of a block, radio contact must be made with the supervisor or other member of the supervisory staff to inform of attempt to walk out of the block or to an alternate pickup location, to give a planned route, and an estimated time of arrival.
* A handheld radio and GPS unit should go with crew as they walk out in case of emergency.
* All crew members should stick together when walking out, following the direction of their crew leader or other designated route finder.

*Don’t take walking out lightly. Plan it out carefully as a group and take every precaution*

**IN-FLIGHT EMERGENCY RESPONSE**

* Ensure your seatbelt is fastened and snug.
* Remove your glasses.
* Secure any loose gear.
* Locate the nearest exit and mentally review all operating procedures.
* Assume the crash position: chest resting on your legs and arms wrapped around your legs.
* When the helicopter comes to a complete stop, exit quickly and assist others.
* Move to a minimum of 100 meters from the helicopter.
* Activate the emergency locator transmitter (ELT). If it is still in the helicopter, only approach the helicopter if there is no sign of fire or smoke.
* It is recommended that you keep a handheld radio or satellite phone with you.

**EMERGENCY LOCATOR TRANSMITTER**All helicopters in Canada have an Emergency Locator Transmitter (ELT), which is activated upon a high impact crash, emitting a homing beacon for rescuers. The pilot or passenger may also activate the ELT manually, and the pilot will inform you of its whereabouts during the pre-work.

**DISTRESS SIGNALS**Ground to Air signals include:

* Bright coloured materials or clothing.
* Flares.
* Reflective materials.
* Smoke fire.
* Triangle signal (with fires at each apex if available).

***Note:*** *Use fire as a signal only if safe to do so – consider the risk of it spreading.*

**HELICOPTER SLINGING**One of the unique things about helicopters is their ability to pick up and place loads into remote areas. Loads can come in all sizes and shapes: logs, towers, quads, and other supplies.

**SAFETY EQUIPMENT SUMMARY**

* Handheld Radio Required
* Safety Goggles or
Prescription Glasses Required
* Hard Hat with Chin Strap Recommended
* Hearing Protection

(Fitted plugs) Recommended

* High Visibility Vest Required
* Leather Gloves Recommended
* Sturdy Boots Required
* Dust Mask May be Required

**SLING SITE PREPARATION**

**LOADING SITE**Choose a sling loading location that will provide the pilot with ample rotor clearance and will provide room for the pilot to accelerate and lift out of the sling site.

**CLEAR THE AREA**Ensure that the landing zone is free of debris that can be moved by rotor wash such as plastic wrappers and tarps.
 **FIRE PREVENTION**Before the helicopter approaches, ensure that all fire hazards and cigarettes have been extinguished.

**COMMUNICATIONS**Maintain routine radio contact with the helicopter pilot.

**SLING LOADING**

**CARGO LOADING**

* Lay the cargo net open on the landing.
* Inspect the rigging. Report any problem with the sling or net assembly to the helicopter pilot promptly.
* Load cargo into the middle of the sling.
* Keep an ongoing tab of loaded cargo’s weight and do not exceed what the pilot has indicated as an acceptable weight.
* Attach all corners of the sling net to the lanyard on the center-top of the cargo.
* Ensure all gates on the clips are closed.

**LOADING BARRELS**Barrels are best transported using specifically designed clips and lanyards.

**ATTACHING THE SLING**

**ATTACHING THE LOAD**

* Stand next to the sling holding the lanyard above your head.
* Face the helicopter and watch it closely as it approaches.
* Allow the hook to come to the area of your hand. Do not try to hold it far from the centre of the load because the helicopter will have to come lower, and close to you to get it. If you go too far forward or back, the helicopter can come too low and either hit you or pin you to the load.
* Attach the lanyard to the helicopter's hook.
* Back away from the load toward the front of the machine at a 45-degree angle to the flight path.

**WATCH THE DEPARTING LOAD**

* Watch the helicopter as it leaves as the load may be released, cargo can shift, or contents can fall out.
* Notify the pilot of any potential problems that you see.

**SLINGING IN THE RAIN**When helicopters fly in the rain the helicopter builds up an electrical charge. When the helicopter touches the ground, the charge is dissipated.

Slinging in the rain can result in this charge running through your body while you are attaching the load. The shock can be from small, to very large.

**LONG LINING**

* If you use a long line, the pilot can get rid of the charge before it zaps you by touching the hook to the ground.
* Do not touch the hook until it has touched the ground.