

# *Safety Resources* from **KEMI**

## **Sample Logging Company Safety Policy**

### **Management Statement**

It is the policy of **COMPANY NAME** to safely conduct all operations in order to prevent injury to persons and damage to property. All practical steps will be taken to maintain a safe and healthy workplace. Protective equipment will be provided. Safety will have priority over production demands. It is the responsibility of all personnel to comply with this policy.

### **Signatures of Presidents/Owners/CEO's/etc...**

### **Responsibilities**

#### **A. Supervisors will:**

- Ensure that all safety and health rules, policies, and procedures are understood and followed by supervisors and their subordinates
- Ensure proper care and use of all personal protective equipment
- Identify and eliminate job hazards as much as possible
- Receive and take initial action on employee suggestions
- Conduct crew meetings one a month at minimum and ensure that minutes of such meetings are recorded and kept for at least 12 months
- Train employees in the safest and most efficient methods of performing each job or task; a sample training guide is included in this program
- Participate in investigations and inspections
- Account for each crew member at the end of every shift

#### **B. Employees will:**

- Cooperate with management and other employees in an attempt to eliminate injuries
- Report any injury, illness, or property damage to their immediate supervisor promptly
- Report hazardous conditions or unsafe work practices to their immediate supervisor promptly
- Know the location of all first-aid equipment
- Refrain from horseplay, fighting, or practical jokes
- Operate only the equipment for which they are trained and authorized.
- Follow proper lifting procedures (Back straight, knees bent, load close to body)
- Ride as a passenger on equipment or in a vehicle only if the equipment or vehicle is equipped with a rider's seat
- Attend safety meetings when appropriate

## **Potential Hazards of the Job**

During the course of employment you may be exposed to the following hazards/risks:

- Uneven and/or rough terrains
- Inclement weather, including snow, rain, wind, lightning, and extreme cold and/or heat
- Falling, rolling, and/or sliding trees and/or logs
- Falling limbs, bark, and other debris
- Insect & animal bites and/or stings
- Isolated work sites
- Heavy work loads
- Operation of, or working in close proximity to, potentially dangerous tools and/or equipment
- Exposure to overhead power lines

## **Rules and Procedures**

It is the intention of **COMPANY NAME** to create and promote a safe work environment, free from recognized hazards. The following rules and procedures must be followed at all times. Failure to do so may result in disciplinary action, including termination.

- Report to work promptly, capable of giving full attention to your job, well rested and fit for duty
- Promptly report all unsafe conditions to your immediate supervisor
- Promptly report all injuries to your immediate supervisor
- Adhere at all times to all policies and requirements regarding personal protective equipment
- Properly maintain and use personal protective equipment
- Dress properly; wear appropriate work clothes, gloves, and shoes or boots
- Do not wear jewelry or loose clothing
- When conducting company business, always utilize seat belts in vehicles, machinery, or equipment
- Never operate machinery or equipment unless all guards and safety devices are in place and in proper operating condition
- Use tools only for their intended purpose
- Store tools in their assigned location or container when not in use
- Secure tools when transporting to prevent hazards to the vehicle driver and passengers

- Keep all tools in safe working condition
- Never use defective tools or equipment
- Remove from service any tool, equipment, or machinery that is damaged or malfunctioning, and notify your immediate supervisor
- Do not attempt to repair tools, equipment, or machinery unless you are trained and authorized to do so
- Do not operate machinery unless you are an authorized operator and have been directed to do so by your immediate supervisor
- Practice good housekeeping at all times
- Do not leave materials or scraps in aisles, walkways, roads, or other means or points of egress
- Do not engage in horseplay or rough housing
- Comply at all times with all commonly recognized and understood safe work practices
- Follow all posted safety rules
- Attend scheduled company safety and training meetings
- Being under the influence of intoxicating beverages or illegal drugs on the job is prohibited
- All employees are subject to post-accident and suspicion drug and/or alcohol testing
- A positive drug test may result in disciplinary action, including termination

### **Personal Protective Equipment**

All employees must wear the appropriate personal protective equipment. The PPE policy must be followed at all times during the course of employment. Failure to comply with the PPE policy may result in disciplinary action, including termination.

- In accordance with OSHA standard [1910.266(d)(1)(iii-vii)], the following PPE must be used when appropriate:
  - Head Protection (Hard hat)
  - Hearing Protection ( Ear plugs/muffs)
  - Eye/Face Protection (Glasses/face shield)
  - Leg Protection (Chaps)
  - Foot Protection (Steel toe boots)
  - Hand Protection (Gloves)

- At a minimum, employees must wear a hard hat, safety glasses and steel-toe shoes while at the site of a logging operation.
- During the operation of chainsaws, employees must utilize leg protection, hearing protection, face protection and hand protection, in addition to the minimum PPE requirements.
- Hearing protection must be utilized while operating, or in close proximity to, heavy equipment or other loud tools and machinery.
- Hand protection must be utilized when using axes or hand-held tools and machinery, or when other hazards necessitate it.
- Additional PPE requirements may be required by your immediate supervisor.

### **Chainsaw Safety**

The chainsaw is one of the most efficient, productive, and portable power tools used in any industry. Failure to follow safe and proper work practices while using a chainsaw, however, may result in injury.

#### **Before Starting the Saw**

- Check controls, chain tension, and all bolts and handles to ensure they are properly functioning and adjusted according to the manufacturer's instructions
- Fuel the saw at least 10 feet from sources of ignition
- Start the saw at least 10 feet from fueling area, with chain brake engaged, and with the chainsaw on the ground or otherwise firmly supported
- Fuel Containers must be metal or plastic, no more than 3 gallons capacity, and approved by Underwriter Laboratories, Factory Mutual, or the Department of Transportation

#### **While Running the Saw**

- Keep hands on the handles and maintain secure footing
- Clear the area of obstacles that might interfere with cutting the tree or using the retreat path
- Do not cut directly overhead
- Shut off or release throttle prior to retreating
- Shut off or engage the chain brake whenever the saw is carried more than 50 feet or carried on hazardous terrain

## **Tree Felling**

More people are killed while felling trees than during any other logging activity. These accidents can be avoided. To "fell a tree" means more than simply cutting it down. It means cutting the tree so that it falls in the desired direction and minimizes the amount of damage to the tree. As recommended by OSHA, to safely fell any one tree you must:

- Eliminate or minimize exposure to potential hazards found in the tree and in the surrounding area, such as throw backs, spring poles and terrain hazards.
- Determine an appropriate felling direction.
- Plan and clear a retreat path.
- Determine the proper hinge size.
- Use a proper felling technique in making the cuts.
- If at any time you feel unsure about the safety of felling a tree, contact your immediate supervisor before continuing.

## **Pre-Job Inspections**

Prior to starting work on any new job, a pre-job inspection shall be conducted. The purpose of the pre-job inspection is to identify any potential hazards and communicate that information to all affected employees.

- Pre-job inspections will be conducted by the project supervisor and will be documented on the "Pre-Job Inspection Form"
- Prior to starting work, a meeting will be held with all affected employees to discuss the findings of the inspection
- The results of pre-job inspections will be kept on-site for review at any time

## **Equipment Inspections**

To ensure the safety of equipment operators and the condition of equipment, each piece of equipment will be inspected both daily and weekly. It is the responsibility of the equipment operator to conduct all inspections and report any discrepancies to his or her immediate supervisor.

- Operators will complete a visual check of their equipment at the beginning of each shift
- Any noted discrepancies shall be immediately reported to their supervisor
- A weekly inspection shall be conducted utilizing the "Equipment Inspection Form"
- All inspection forms shall be submitted to the immediate supervisor

- Equipment must be placed out of service until any discrepancy is resolved

### **CPR & First Aid**

When working in remote locations, it is very important that necessary steps be taken in the event of medical emergencies. In all cases requiring emergency medical treatment, immediately request, or have a co-worker request, emergency medical assistance via cell phone or radio.

- CPR & first-aid training will be provided to employees
- Any supervisor or person in charge of crews shall be trained in CPR & first-aid
- CPR & first-aid certifications must be kept current
- At least one first-aid kit will be maintained at all landings or work sites in accordance with OSHA 29 CFR 1910.266 App A
- Each landing or work site must have the following equipment readily available at all times: first-aid kit, stretcher, and blanket
- Employees shall report any allergies to their immediate supervisor

### **Accident Reporting & Investigation**

It is very important that all accidents and near-accidents be reported in a prompt manner so that **COMPANY NAME** may manage injury claims and address potentially unsafe conditions.

- It is the responsibility of each employee to immediately notify his or her supervisor of any injuries sustained while on the job.
- In the event of an injury, a “first report of injury form” should be completed with the immediate supervisor.
- Injured workers should seek immediate medical attention.
- All accidents and near-accidents will be investigated by the immediate supervisor or delegate thereof.
- Any hazard discovered during an accident investigation will be corrected as soon as possible.

### **Training & Record Keeping**

It is important that all employees gain the knowledge necessary to perform their duties in a safe and efficient manner. Attending safety meetings and required training is a mandatory requirement of employment.

- All new hires must completely read and sign a copy of the company safety policy prior to beginning employment.

- The signature block of the policy will be placed in the employee's personnel file.
- Employees are to keep a copy of the safety program and be familiar with all rules, policies, and procedures.
- Safety meetings will be conducted weekly and monthly. Additional meetings and safety talks may be conducted to address employee concerns, changes to the operation, or at the discretion of management.
- Employee attendance at safety meetings and safety talks is mandatory.
- All employees will be required to attend safety training at the beginning of their employment and at various times throughout their time of employment.
- Training will be conducted for all employees prior to initial assignment and when assigned new work tasks, tools, equipment, machines, or vehicles.
- Training will also be required if employees utilize unsafe work practices.
- Training will include, but not limited to:
  - Specific procedures, practices, and requirements of the work site, including the recognition, prevention, and control of general safety and health hazards associated with logging
  - Other topics may be covered based upon the employees' assigned tasks
- Employees who require training must work under the supervision of a designated employee until they demonstrate the ability to safely perform their duties
- All safety training, meetings, tool box talks, etc will be documented. Documentation will include the following: topic, trainer, date, location, and the names and signatures of those in attendance
- All training records and documentation will be maintained by the company and available for review

### **Disciplinary Action**

The **COMPANY NAME** safety policy has been developed to help ensure the well-being of all employees. All employees are expected to know and follow all rules, policies and procedures set forth in the policy.

*Any employee who violates or disregards any portion of the company safety policy may be subject to disciplinary action. Such action may include a verbal warning, written warning, suspension with or without pay, and/or termination of employment.*

I \_\_\_\_\_ certify that on this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_, I have read, fully understand and agree to comply with all requirements set forth by the **COMPANY NAME** safety policy. I understand that my failure to comply with this policy may result in disciplinary action, including termination of employment.

_____	_____
Name	Witness
_____	_____
Signature	Date

**Kentucky Employers' Mutual Insurance Loss Education Department**

*This sample policy and the information contained herein is for informational purposes only and is not intended to be exhaustive or a substitute for proper training or supervision or manufacturers' instructions and/or recommendations. You may wish to consult legal counsel prior to creating and/or implementing any policy. KEMI does not control, guarantee or warrant the accuracy, relevance, timeliness, or completeness of this information and does not assume liability for the content of this information. KEMI, by publication of this information, does not assume liability for damage or injury arising from reliance upon it. Compliance with this information is not a guarantee or warranty that you will be in conformity with any laws or regulations nor does it ensure the absolute safety of any person, place or object, including, but not limited to, your occupation, employees, customers or place of business. Safety and health remain your responsibility.*