

208: TAILGATE SAFETY SESSION/VOLUNTEER PROFILE

Tailgate Safety Sessions

Safety is the number one priority for those working on the Florida Trail. FTA has a culture of safety that encompasses all trail maintenance and construction activities. On all trail work related activities at least one volunteer should have First Aid and CPR certification. The Florida Trail Association has adopted safety requirements based on the USFS Health and Safety Code Handbook ([Health and Safety Code Handbook](#) (Washington, U.S. Dept. of Agriculture, Forest Service, 1999. [<http://www.fs.fed.us/dirindex/home/fsh/6709.11/FSH6709.pdf>])). These requirements are listed on the Florida Trail Association Safety Quick Reference Card (see below).

Workers should always be conscious of the dangers of sharp tools, rough vegetation and terrain, excess heat, cold, fatigue, insects, and poisonous snakes. All tools—including chainsaws, power brushcutters, and mowers—can be hazardous if not used properly. Be sure there is sufficient room between workers using these tools. The safety equipment required for all trail maintenance and construction activities and tools are: USFS approved hard hat, work gloves, safety glasses, non-skid boots, and ear protection (when working with power tools). In some cases, long trousers, long sleeve shirts, and 8"-high leather boots may be required. Workers should avoid over-exertion and be sure to drink plenty of water.

A Tailgate Safety Session is conducted prior to the start of any trail construction or maintenance activity. The session should include details of the activity, any potential hazards, and all required safety equipment. Operators of power and hand tools must have appropriate Personal Protective Equipment, training and supervision. Trail crew leaders in the field must provide a safety briefing before tools are distributed for use. When possible, team up experienced users with new users. The session can also be used to ensure that all volunteers have enough water, are equipped with the proper clothing and footwear, and have signed all necessary documents. Those with specialized training (first aid, CPR, chainsaw certification, etc.) should be identified.

Trail crew leaders are responsible for the safety of volunteers. As an aid to the crew leader, the Project Paperwork Summary (see below) details the safety related tasks required at the Tailgate Safety Session. All of these forms can be found on the FTA website: [Crew Leader Packet Forms](#) [<http://www.floridatrail.org/crew-leader-corner/>].

Volunteers are required to wear appropriate Personal Protective Equipment (PPE) while working on the FT or FTS. While it may be safe to do some trail work tasks without a given item of PPE, circumstances can change in a moment and then require a particular PPE item that might not be at hand. Thus the safest practice, by far, is to wear all standard PPE at all times.

FTA Safety Quick Reference Card / PPE Requirements:



FTA Safety Quick Reference Card (2nd version, current as of 09/12/05)

Volunteer Profile

The Volunteer Profile is used in recording trail work. Maintenance along the 1300 miles of the Florida Trail (FT) is a massive task performed by 18 FTA Chapters spread from Naples to Pensacola. To coordinate and record work performed, a centralized online system is in place to track task, location, and individual volunteer hours and mileage. This information is initially recorded and input at the Chapter level. To assign hours worked to an individual, an FTA [Volunteer Profile](http://www.floridatrail.org/volunteer/volunteer-profile) [www.floridatrail.org/volunteer/volunteer-profile] is required. A profile can be created on the [FTA website](http://www.floridatrail.org) at www.floridatrail.org—click on ‘Volunteer’ and choose ‘Create a Volunteer Profile.’ Membership in FTA is encouraged, but there is no requirement that a volunteer working on the FT be an FTA member.



Florida Trail Association



Project Paperwork Summary

Below is a list of forms required to be completed for FTA trail work projects. Crew Leaders are responsible for making sure the paperwork has been completed and the work is recorded in the volunteer hour entry system or is sent to the appropriate chapter official once the project ends. If you have any questions please contact the Volunteer Program Coordinator in Tallahassee.

Form Name	Purpose	Procedure
Volunteer Profile	Tracks individual volunteer hours and certifications	Crew Leader: Make sure all volunteers fill out a profile online before your project OR have them fill one out on site. If filled out onsite, you will need to fill out a profile for them online or send the hard copy to FTA.
Trailhead Communications Plan (TCP)	Provides important logistical information in the event of an emergency.	Crew Leader: Make two copies of this sheet, one for the Communications Lead and one for the Situation Manager. Update and re-use for future projects at same location.
Volunteer Sign-In Sheet/ Assumption of Risk	Releases FTA of liability.	Crew Leader: Make sure each volunteer signs in at the trailhead. Mail to FTA.
Emergency Action Plan (EAP)	Delegates leadership roles in the event of an emergency	Crew Leader: Assign First Aid Lead, Communications Lead, and Situation Manger. Recycle once project is completed.
Tailgate Safety Session (TSS)	Provides a checklist of important topics to cover with your crew	Crew Leader: Use checklist to cover all pertinent project information for your crew. Recycle once project is completed.
Job Hazard Analysis (JHA)	Ensures volunteers receive the information on task to be performed, possible hazards related to tasks, and abatement actions. Will include one or more of the following: <ul style="list-style-type: none"> - Trail Maintenance - Mower and Brushcutter - Chain Saw Use - Crosscut Saw Use - Rigging - Canycom 	Crew Leader: Make sure each participant has signed appropriate JHA. Mail to FTA once project is completed.
Project Report Form	Provides FTA with volunteer hours and project accomplishments.	Crew Leader: Fill out the hard copy and enter into Volunteer Hours Reporting System database OR send to designated chapter admin. to report OR mail form to FTA Volunteer Program Coordinator in Tallahassee ASAP (can be submitted as an electronic Excel or PDF file via email).