



BACK COUNTRY HORSEMEN OF OREGON

501(c)(3) Non-Profit

Dedicated to Keeping Oregon's Trails Open for All.

To: US Forest Service

January 31, 2017

National Saw Program Manager

C/O Jonathan Stephens

1400 Independence Ave. SW, Mailstop 1125

Washington, DC 20250

Subject: Memo of Transmittal for the Back Country Horsemen of Oregon Sawyer Program

The Back Country Horsemen of Oregon (BCHO) is please to present our sawyer program structure for your review and consideration for approval.

Our Program packet is comprised of : Letter of Agreement between USFS Region 6 and BCHO, Cooperator Organizations and Volunteer Groups Saw Training Program Proposal Submittal Process with documentation on how we will meet the standards of FSM 2358, and a Letter of Designation of our BCHO Saw Program Coordinator/s.

This effort has been accomplished by Jerry Bentz, BCHO President and Bert Morris, Lead BCHO Saw Program in close coordination with Aaron Pederson, USFS Region 6, Regional Sawyer Program Manager. Additionally we have collaborated closely with Back Country Horsemen of Washington, without whose support and guidance, we would have had difficulty putting this proposal forward.

We thank you in advance for your consideration and approval of our program.

Jerry Bentz

President, Back Country Horsemen of Oregon



Date: August 8, 2016

Letter of Agreement

This Letter of Agreement is documentation by and between the Back Country Horsemen of Oregon, hereafter referred to as the BCHOR and the USDA Forest Service (Region 6), USFS.

The purpose of this letter is to facilitate the required training and certification of BCHOR for the use of crosscut and chain saws for the improvement, management and operation of trails on National Forest System lands within the Pacific Northwest Region consistent with Land and Resource Management plans. This letter will also facilitate the coordination, development and implementation of a saw training and certification program for both chain and crosscut saws, conducted by qualified and approved BCHOR members.

Nothing in this letter is intended to alter, limit, or expand the agencies' statutory and regulatory authority. The letter creates no right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity. The parties shall manage their respective resources in a separate, coordinated and mutually beneficial manner to meet the purposes of this letter.

We therefore mutually agree that the provisions in the enclosed Exhibit A – Chainsaw and Crosscut Operations (dated August 8, 2016) – shall be the standard for training and certification of Back Country Horseman of Oregon members and volunteers and staff on National Forest System lands in the Pacific Northwest Region.

This letter is executed as of the date of the last signature and is effective until rescinded after which time it will expire. By signature below, each party certifies that the individual listed on the letter is authorized to act on behalf of the agency or group.

Rebecca Lockett Heath
Deputy Regional Forester

Jerry Bentz
President, Back Country Horsemen of Oregon
(BCHO)
971-645-3593
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Bert Morris
Sawyer Program Lead, BCHO
541-968-5525



Exhibit A
Chain Saw and Crosscut Saw Operations
January 31, 2017

Introduction

Safety is paramount for Forest Service employees and Back Country Horsemen of Oregon volunteers and staff (hereafter referred to as BCHO) maintaining trails on National Forest System lands. Use of chain saws and crosscut saws is frequently needed for clearing trails sufficiently for horse and hiker travel and routine trail maintenance.

Standards for Saw Operations on National Forest Lands

1. **BCHO cooperator's employees, and any participants and volunteers engaged on behalf of the cooperator and Forest Service, who will use chain saws or crosscut saws on National Forest System lands to conduct the program of work contained in this agreement must be trained, evaluated, and certified in accordance with Forest Service Manual 2358 and Forest Service Handbook 6709.11, section 22.48b.** The cooperator is responsible for providing this training, evaluation, and certification, unless the Forest Service and the cooperator determine it is not in the best interest of the partnership. In these circumstances, the Forest Service, upon request and based on availability of Agency funding and personnel, may assist with developing and conducting training, evaluation, and certification of the cooperator's employees, and any volunteers and participants engaged on behalf of the cooperator and the Forest Service, who will use chain saws or cross cut saws on National Forest System lands.
2. **Formal training courses to be utilized.** ~~Either the Chain Saw and Crosscut Saw Training Course Tech. Rep. 0667-2805 (Student) and 2804 (Instructor – MTDC developed by the Missoula Technology and Development Center or the NWCG S-212 Wildland Fire Chain Saw Course will be~~ ^{per [signature]} utilized as the basis for chain saw and crosscut saw operator training for the non-fire environment.
3. It is understood by all parties that participation in a training course by an individual BCHO member or volunteer is not a guarantee of certification. Instructors have complete authority to limit the scope of the certification on any operator, including restrictions on projects, functions, and material size, based on demonstrated performance.
4. **Personal Protective Equipment (PPE) is required for use of crosscut and chain saws.** The specific equipment required is found in FSM 6709.11 standards for saw operations and outlined in a job hazard analysis (JHA). No work is authorized to occur without appropriate PPE. The Forest Supervisor, BCHO or the individual may provide PPE. The individual is responsible for protective footwear and non-specialty safety eyewear, everyday work clothing; or ordinary clothing, skin creams, or other items used solely for protection for the weather.
5. **Requirements for first aid training and the ability to call for assistance.** The JHA for saw operations outline the need for sawyers to be able to call for assistance and render first aid. No work is authorized to occur without appropriate training and communications in place. The Forest Service or BCHO may provide this training and communication (cell phones, radios, etcetera).

6. **Reporting requirements of accidents and near misses:** The accident policies and responsibilities for investigation lie with the Forest Service where the sponsored work was occurring under Volunteer, Challenge Cost Share or Participating agreement at the time of the incident. All occupational injuries, illnesses, and fatalities are to be reported.

GOVERNMENT PROVISIONS

The USDA Forest Service Shall:

1. Provide chain saw and crosscut saw operator safety training, certification, and recertification opportunities using Forest Service instructors to meet the needs of BCHO members, volunteers and staff to the fullest extent possible; and especially to meet the needs of the BCHO on National Forest System lands.
2. Maintain records of the training, certifications, and recertification's conducted by Forest Service Instructor/Evaluators and make these records available to other parties upon request.
3. Accept and recognize as valid the certifications of chain saw and crosscut saw operators under this instrument, including those trained by Forest Service instructors and BCHO affiliated instructors.
4. With the other parties, provide required PPE and supplies to meet the needs of the BCHO chain saw and crosscut saw operators to the fullest extent possible.
5. Assist the BCHO in developing a cadre of instructors trained and certified to agency requirements to provide training and certification for BCHO members and volunteers. These instructors would be able to train and certify operators to the level necessary for normal trail maintenance. They would document this training and level of certification and provide copies to the local agency instructors where the work is being performed.

BCHO PROVISIONS

BCHO Shall:

1. Provide chain saw and crosscut saw operator safety training, certification, and recertification opportunities using BCHO affiliated Instructor/Evaluator or an agency-approved certifying Instructor/Evaluator to meet the needs of the BCHO members, volunteers and staff to the fullest extent possible.
2. Maintain records of the training, certifications, and recertification's conducted by BCHO Instructor/Evaluators and make these records available to other parties upon request. Maintain list of currently certified sawyers for all BCHO sponsored members and volunteers.
3. Accept and recognize as valid the certifications of chain saw and crosscut saw operators under this instrument, including those trained by Forest Service instructors, BCHO affiliated instructors or an agency-approved Instructor.
4. With the other parties, provide required PPE and supplies to meet the needs of the BCHO chain saw and crosscut saw operators to the fullest extent possible.

5. Coordinate with local units of the Forest Service and BCHO staff members to schedule training, certification, and recertification opportunities led by the Forest Service or BCHO affiliated instructors.
6. BCHO Contacts:
 - a. President: Jerry Bentz (971)645-3596, or mulepacker@canby.com
 - b. Saw Program Lead: Bert Morris, (541)968-5525, or morrmules@gmail.com



US Forest Service Cooperator Organizations and Volunteer Groups Saw Training Program Proposal Submittal Process

Cooperators, volunteer groups and individuals under agreements and operating chainsaws or crosscut saws on National Forest System lands will be trained, evaluated and certified in accordance with Forest Service Saw Policy Forest Service Manual 2358 (FSM 2358). These groups have two options to meet the requirements in FSM 2358:

- **Forest Service Saw Program**-Working in coordination with local and regional agreement administrators Regional Saw Program Managers can provide, upon request and based on availability of Agency funding and personnel, organizations/groups with appropriate training and evaluation opportunities. Successfully evaluated sawyers will receive certification.
- **Cooperator Saw Program**-Organizations/groups proposing their own training, evaluation and certification programs will present their proposed saw training and evaluation program structure to the National Saw Program Manager who will consult with the Saw Program Technical Advisory Group (TAG) for review. Upon a successful review the National Saw Program Manager will approve the cooperator program through issuance of official correspondence. Once approved, the cooperator will coordinate with the appropriate Forest Service Regional Saw Program Manager(s) to conduct their program in accordance with FSM 2358 and Forest Service Handbook 6709.11 (FSH 6709.11).

How to Submit Your Proposal

1. Prepare a cover letter describing the details of your proposed program including the following table and checklist information. Address the proposal package to:

US Forest Service
National Saw Program Manager
C/O Jonathan Stephens
1400 Independence AVE SW, Mailstop 1125
Washington, DC 20250

2. Fill out Table 1 completely. Use the Additional Information (block 9) to explain any of the information as needed.

BCHO Saw Program Proposal Response to Requirements

Table 1 Partnership, Cooperator, Volunteer Group Saw Program Proposal Information

1. Organization/Group			
Name: Back Country Horsemen of Oregon			
Location: 24741 S. Central Point Rd Canby, OR 97013			
2. Forest Service Region(s) and Forest(s) of Operation			
Region: 6			
Forest: Deshutes, Fremont-Winema, Malheur, Mt Hood, Ochoco, Rogue-River, Siuslaw, Umatilla, Umpqua, Wallowa-Whitman, and Willamette.			
3. Primary Forest Service Agreement Manager			
Name: Gar Abbass _____@fs.fed.us			
Phone: ____-____-____			
4. Forest Service Regional Saw Program Manager(s)			
Name: Aaron Pedersen			
Phone: 503-630-8787			
5. Organization/Group Lead Saw Program Contact			
Name: Jerry Bentz		Bert Morris	
Phone: 971-645-3593		541-968-5525	
6. Certification Type/Skill Levels and Numbers of Sawyers Needed Annually:			
Number	CHAINSAW	Number	CROSSCUT
10	A Sawyer	10	A Sawyer
30	B Sawyer-Bucking Only	30	B Sawyer-Bucking Only
0	B Sawyer-Felling and Bucking	0	B Sawyer-Felling and Bucking
12	C Sawyer-Bucking Only	12	C Sawyer-Bucking Only
2	C Sawyer-Felling and Bucking	2	C Sawyer-Felling and Bucking
7. Estimated Number of Sawyers Trained and Evaluated Annually			
18 in 2016,			
8. Nationally Recognized Sawyer Training Course to be Used (list proposed modifications if any)			
<input checked="" type="checkbox"/> Forest Service Chain Saw and Crosscut Saw Training Course (0667-2805-MTDC 2006)			
<input type="checkbox"/> Wildland Fire Chain Saws S-212 (NFES 002660 2012)			
9. ADDITIONAL INFORMATION:			

BCHO Saw Program Proposal Response to Requirements

Revise, align or review existing cooperative agreement(s) to meet standards in FSM 2358.03 (3) and as per any additional Washington Office Grants and Agreements guidance.

BCHO agreement Exhibit A paragraph 1 aligns with the standard.

Develop and attach with this proposal a table listing the authorities and any delegations necessary similar to FSM 2358.04 Exhibit 01. These authorities must align with language found in the FSM 1580 agreement (FSM 1509.11 sec. 91.2). The table will include the program managers, authorities, responsibilities, trainers and evaluators with certifications levels within the organization/group.

Delegated Authorities Task	Regional Forester	Forest Supervisor/BCHO President	District Ranger/BCHO Executive Director	Regional Saw Program Manager	BCHO Saw Program Coordinator
Implementing the Saw Program	Has authority*	Delegation permitted**	Delegation permitted	Delegation not permitted	Delegation not permitted
Appointing the Regional Saw Program Manager	Has authority	Delegation not permitted	Delegation not permitted	Delegation not permitted	Delegation not permitted
Designating the Saw Program Coordinator for an administrative unit	---	Has authority	Delegation permitted	Delegation not permitted	Delegation not permitted
Signing National Sawyer Certification Cards***	Has authority	Has authority	Has authority	Delegation permitted	Delegation permitted
Revoking National Sawyer Certification Cards	Has authority	Delegation permitted	Delegation permitted	Delegation not permitted	Delegation not permitted
Approving Training Consultants and volunteer Sawyer Instructors and Sawyer Evaluators	Has authority	Delegation not permitted	Delegation not permitted	Delegation permitted	Delegation not permitted
Providing cutting areas to meet Saw Program training requirements and maintain sawyer proficiency	---	Land management agency has authority	Land management agency has authority	Delegation not permitted	Delegation not permitted
Meeting periodically with the Saw Program Coordinator to review the Saw Program	---	Has authority	Delegation permitted	Delegation not permitted	Delegation not permitted

* Only Line Officers can delegate authority.

** "Delegation permitted/not permitted" means may/may not be delegated to this level.

*** Certifying Officials for cooperator sawyers under an FSM 1580 agreement should follow the language in the agreement (FSM 1509.11, sec. 91.2).

BCHO Saw Program Proposal Response to Requirements

Describe responsibility of each position within the organization's saw program similar to FSM 2358.04a-2358.04m.

2358.04e: BCHO president has the same Responsibility as the Forest Supervisors.

2358.04f: BCHO Executive Director has the same Responsibility as the District Rangers. Additionally: 3. Keep the BCHO sawyer database current, 4. Safe keep the completed sawyer field evaluation forms, and 5. Make entries into the National Sawyer Certification based on completed sawyer field evaluation forms. Note: BCHO task 5 was with 2358.04l sec 2.

2358.04l sec 2: Data input to the NSC will be the responsibility of the BCHO President. See 2358.04f sec 5.

All other responsibilities in the organization will be the same as those identified in FSM 2358.04a-2358.04m

All Partners, Cooperators, or Volunteer Groups that receive approval for new training courses/programs will be required to use the National Sawyer Certification Database when it becomes available.

BCHO Partners, Cooperators, or Volunteers will utilize the National Sawyer Certification Database once it becomes available and will continue to retain all hardcopy records as well.

Definitions for critical terms must be developed if they differ from those found in FSM 2358.05.

BCHO will be utilizing the same definitions for critical terms found in FSM 2358.05.

Follow or develop similar qualification standards identified in FSM 2358.06, 2358.1 Exhibit 02 and 2358.3 Exhibit 06.

BCHO intends to utilize all the same qualification standards identified in FSM 2358.06, 2358.1 Exhibit 02 and 2358.3 Exhibit 06.

Follow or develop similar responsibilities and limitations, training, knowledge and skills to meet each skill level identified in FSM 2358.1.

BCHO intends to follow the responsibilities and limitations, training, knowledge and skills to meet each skill level identified in FSM 2358.1.

Follow or develop similar sawyer training and field proficiency evaluation standards identified in FSM 2358.2.

BCHO will follow the sawyer training and field proficiency evaluation standards identified in FSM 2358.2.

Follow or develop similar revocation procedure identified in FSM 2358.22.

BCHO will follow the revocation procedure identified in FSM 2358.22.

BCHO Saw Program Proposal Response to Requirements

Follow or develop similar program monitoring and evaluation procedures identified in FSM 2358.3.

BCHO will follow the program monitoring and evaluation procedure identified in FSM 2358.3.

Follow or develop similar sawyer evaluation forms identified in FSM 23358.3 Exhibit 03 and 04.

BCHO will use the USFS evaluation forms.

Develop an incident and accident tracking and notification system.

BCHO will use the USFS Region 6 incident and accident tracking and notification system.

END

How the TAG Reviews Proposals

- The National Saw Program Manager is the main contact for partners, cooperators and volunteer groups submission of program proposals for review by the TAG
- The TAG will select a subcommittee to review each submittal and make recommendations to the National Saw Program Manager

Approval

- The National Saw Program Manager is the responsible authority that will approve each NRSTC that meets the qualifications in FSM 2358

Back Country Horsemen of Oregon Sawyer Certification Program

The legal basis for Back Country Horsemen of Oregon to self certify its volunteer members as sawyers is contained in the provisions of a Letter of Agreement (LOA), file code 1580, between the Pacific Northwest Region of the United States Forest Service (R6) and the Back Country Horsemen of Oregon (BCHO) dated August 8, 2016.

This document establishes the BCHO administrative procedures, saw safety, sawyer training and sawyer technical proficiency standards for certification of individual volunteer member sawyers as well as selection and certification criteria for BCHO Instructor/Certifiers.

1. Administrative policies and procedures pertaining to the BCHO sawyer certification and the BCHO Instructor/Certifier program:
 - BCHO Instructor/Certifiers can only instruct and certify current members of BCHO.
 - BCHO volunteer sawyers will be certified for bucking only. Tree felling is not certified by BCHO.
 - Completion of saw safety and “class room” sawyer training does not constitute certification. Each individual volunteer’s technical proficiency with a crosscut saw and/or chainsaw must be evaluated before that individual will be certified by BCHO.
 - Individual sawyers certified at the “A” or “Apprentice” level must recertify each year.
 - Individual sawyers certified as “B” or “Sawyer” level must recertify every two years.
 - Individual sawyers certified as “C” or “Journeyman” level sawyers must recertify every three years.
 - BCHO Instructor/Certifiers must be recertified every three years, but are required to participate in an Instructor/Certifier Safe Saw Operations workshop annually. This workshop may be held at BCHO Leadership Training or via videoconference or by other electronic means.
 - A current list of certified BCHO member sawyers will be maintained by the BCHO Executive Director or another person designated by the President of BCHO. The list shall be provided to land management agencies as specified in the LOA.
2. Safety is paramount for BCHO volunteers and staff utilizing crosscut or chainsaws to maintain trails on USFS and other public lands in the State of Oregon.
 - The basis for the BCHO saw and sawyer safety program shall be the USFS Health and Safety Code Handbook (FSH 6709.11).
 - No saw operations can occur on any BCHO project unless at least one member of each saw set, that is sawyer or swamper, has an American Red Cross Basic First Aid card with CPR endorsement or another Oregon Department of Labor and Industries recognized equivalent certificate of first aid/CPR training.
 - Working jointly with the BCHO Safety Officer, the BCHO Lead Instructor/Certifiers will develop a Saw Safety Job Hazard Analysis (JHA) for BCHO. Each year those individuals will update the Saw Safety JHA prior to Leadership Training.
 - The BCHO saw safety JHA must be reviewed before each BCHO sanctioned activity where chain saws or crosscut saws will be used. All volunteers present for the activity

must be familiar with the hazards of saw operations, the emergency communications plan and the immediate location of first aid supplies.

3. Individuals selected to be Instructor /Certifiers must be members of BCHO.

- Volunteers must agree to act as Instructor/Certifiers for a period of 3 years to instruct and certify volunteer sawyers from Chapters in their areas.
- Individuals selected as Instructor/Certifiers will typically be those individuals who would be rated as "C" level or "Journeyman" sawyers. That is, they have many years of safe sawing experience and the technical proficiency to buck larger diameter logs bound in complex situations. Further, individuals selected as Instructor/Certifiers must possess the interpersonal relation and communication skills to effectively instruct and communicate with volunteer members seeking saw certification.
- Individuals selected as Instructor/Certifiers must possess the necessary knowledge, skills and ability to teach in the classroom and to conduct bucking field evaluations for up to 12 to 15 BCHO members seeking sawyer certification. In order to accomplish this, Instructor/Certifiers need effective communication skills, the ability to transfer and relate concepts to others, and the ability to alter training methods to fit the environment and student group.
- Individuals selected as BCHO Instructor/Certifiers must complete a comprehensive safety, safe saw operations and saw maintenance course as well as have their technical proficiency evaluated and certified by the BCHO Lead Instructor/Certifiers in order to certify BCHO volunteer sawyers. This course will be conducted annually or as required by BCHO Lead Instructor/Certifiers.

4. Sawyer training and technical proficiency standards:

- At the time of initial certification BCHO volunteer sawyers must attend a comprehensive sawyer course that specifically addresses saw maintenance, safe sawing operations, emergency communications and first aid/CPR. Sawyer training will be based on material contained in either the Chain Saw and Crosscut Saw Training Course Tech. Rep. 0667–2805 (Student) and 2804 (Instructor)–MTDC developed by the USFS Missoula Technology and Development Center or the NWCG S212 Wildland Fire Chain Saw Course. *Note: This particular requirement for BCHO certification is waived for individual BCHO members who have previously been certified by the USFS, WDNR or other State or Federal land management agency whose certification is recognized by the USFS, prior to March 15, 2012.*
- Following completion of the comprehensive sawyer's course described above, a BCHO Instructor/Certifier must assess each individual's technical proficiency with a chainsaw and/or crosscut saw. Although the technical evaluation is essentially a subjective process, Instructor/Certifiers will utilize the BCHO evaluation form or forms contained in either the Chain Saw and Crosscut Saw Training Course Tech. Rep. 0667–2805 (Student) and 2804 (Instructor)–MTDC developed by the USFS Missoula Technology and Development Center or the NWCG S212 Wildland Fire Chain Saw Course. In addition to technical ability the evaluation will assess the volunteers safety attitude and actions in the sawing environment.

- BCHO Instructor/Certifiers will sign and issue certification cards to volunteer sawyers on the date of the technical evaluation. Certification cards are valid through June 30 for one, two or three years (depending on the level of certification) from the date of certification.
- BCHO Instructor/Certifiers must forward the evaluation form(s) for each volunteer to the BCHO Executive Director or to an individual designated by the President.
- To the maximum extent possible, BCHO sawyer training materials including downloadable parts of Chain Saw and Crosscut Saw Training Course, Tech. Rep. 0667-2805 (Student) and 2804 (Instructor)-MTDC developed by the USFS Missoula Technology and Development Center or the NWCG S212 Wildland Fire Chain Saw Course, the BCHO Saw Safety JHA, and other pertinent information and references will be posted on the BCHO website for Instructor/Certifier use.



Jerry Bentz
President

Back Country Horsemen of Oregon

Job Hazard Analysis (JHA) Crosscut Saw & Chainsaw Operations

Objective: Overview of JHA for Back Country Horsemen of Oregon for crosscut saw and chainsaw operations for Tailgate Safety Briefing.

Reference: U.S. Department of Agriculture Forest Service – FSH 6709, 11 and – 12

Communication: Conduct a tailgate briefing session at the beginning of each project. Review scope of project work. Review proper tool usage. Review worksite specific Emergency Evacuation Procedures (EEP). Review communication plan tailored to the scope of the project. Complete land management agency's administrative process in accordance with their required provisions. Complete land management agency's required communication process in accordance with required provisions.

Personnel Protection: Consider one's physical capabilities for doing the job one is asked to do. Have experienced workers do the job one is asked to do. Be prepared for the work project with proper clothing, rain gear, and adequate food and water. Use Personnel Protective Equipment (PPE) as required by Health & Safety Code 22.48h. Use eye protection, hearing protection with chainsaws, gloves, long sleeved shirts, hard hats, leather boots, and chainsaw chaps (optional for crosscut sawing). Have a first aid kit for the workforce. No one works alone; always have two people working together.

Equipment: Follow manufacture's safety, operation, and maintenance recommendations for specific saws. Chain saws must have a functional chain brake. Have an axe, wedges, maul or single bit axe, spare chainsaw chain, chainsaw wrench, and WD-40 appropriate for the project available. Have approved leak proof containers for chainsaw fuel and oil.

Travel to worksite: Use covering sheath for saws and tool guards for trail tools. Use proper transport for saws and trail tools carried on trail stock. Foot traffic travel 10 feet apart and carry tools properly. Carry saws on downhill side pointing toward the ground and away from your body. Carry crosscut saw with teeth facing outward and remove rear handle when walking to worksites.

Worksite: A worksite hazard assessment shall be conducted prior to all sawing and reassessed as the project progresses. Survey the worksite and check for overhead hazards. Never work under overhead hazards. Determine and communicate escape route. Work uphill of log, unless you can work safely otherwise. Post lookouts to alert trail users moving through the area. Clear area where working and pay attention to your footing.

Worksite Safety: Space workforce so the activities of one will not create a hazard for another, especially when leap-frogging. Workers not essential for the mission must keep outside a safety circle. Have workers and cutting crew work on the same contour rather than some working above others. Do not saw in the dark or under hazardous weather condition.

Sawing Safety: When starting a chainsaw make sure the bar is clear of all obstructions. Engage the chain brake before starting a chainsaw. Start the chain saw with one of the following procedures:

1. Place chainsaw on the ground and hold firmly with one hand and a foot in the handle while pulling the starter rope with the other hand.
2. Place the handle of the chainsaw between your legs above your knees, hold firmly with your legs and one hand while pulling the starter rope with your other hand.
3. Place the chainsaw chain bar over a stump or log while holding the handle with one hand and pulling the starter rope with the other hand.

Unsupported air drops or throws starts when the chainsaw is supported by only one hand are not allowed.

Sawing Procedures: Anticipate log tensions and compressions and plan mitigation. Use caution when cutting limbs supporting logs off the ground. Do not saw from the downhill side. Do not buck logs on steep slopes with people below. Carefully relieve tension on saplings and limbs before cutting.

Chainsaw Safety: Have your thumb wrapped around the chainsaw handle bar at all times during cutting. Never raise the body of the chain saw above your head. Keep your head away from the path of the chainsaw bar if a kickback occurs. When not cutting always have the chain break on. Shut down the chainsaw when carrying from worksite to worksite. Let the chainsaw cool before carrying between worksites.

Fueling Safety: Allow chainsaw to cool at least 5 minutes before refueling. Fill tank on bare ground or other noncombustible surface. Fill the tank at least 50 feet from water sources. Fill tank outdoors and at least 20 feet from open flame or other source of ignition. Start the chainsaw at least 10 feet from the fueling area.

Work supervisors and crew members are responsible for participating in a Tailgate Safety Briefing before each worksite project and acknowledge participation in the discussion of this JHA (as applicable). They are also responsible for completing the land management agency's administrative process in accordance with their required provisions.

Back Country Horsemen of Oregon Tailgate Safety Briefing Cover Sheet

Need:

In order for Back Country Horsemen of Oregon (BCHO) to be in compliance with the United States Forest Service (USFS) Health and Safety Code Handbook (FSH 6709.11) section 16.3 a Job Hazard Analysis (JHA) must be undertaken to identify aspects of a specific trail project that are potentially hazardous.

In accordance with USFS policy within the Volunteers in the National Forests Act of 1972, individual volunteers will be considered federal employees for the purpose of worker's compensation and tort. BCHO does not provide worker's compensation and tort coverage; therefore it is necessary to complete the following two forms.

Purpose:

If the land manager does not review a JHA or conduct a safety meeting, BCHO must conduct a Tailgate Safety Briefing before the BCHO work party.

The intent of the *BCHO Safety Checklist - Work Party Leader* form and the *BCHO Tailgate Safety Briefing - Work Party Members* form is to streamline administrative processes associated with signing up volunteers by eliminating the need to enter into USFS Individual Volunteer agreements with each person participating in the work party.

BCHO work party volunteers in service on behalf of other land management agencies (e.g. NPS and DNR) should also complete the two forms and adhere to USFS Health and Safety Code Handbook provisions.

Implementation:

- 1) The *BCHO Tailgate Safety Checklist - Work Party Leader* form and the *BCHO Tailgate Briefing - Work Party Members* form will accompany all BCHO chapter work parties for all land management agencies.
- 2) The two forms will be filled out by the Crew Leader(s) for the work party.
- 3) The Crew Leader(s) will acquaint themselves with the JHA that applies to the tasks of the work party project.
- 4) The Crew Leader(s) will insure that all work parties not only have a JHA but also have an Emergency Evacuation Plan (EEP), meet Personal Protection Equipment (PPE) requirements, and have a First Aid kit.
- 5) The Crew Leader(s) will review the JHA that applies to the tasks of the work party project with all work party members and have all work party members sign the BCHO Tailgate Safety Briefing - Work Party Members form.
- 6) The Crew Leader(s) will be responsible for insuring that both the BCHO Tailgate Safety Checklist form and the BCHO Tailgate Safety Briefing form are accurate and complete.
- 7) The Crew Leader(s) must record any work party member's health/injury incidence that occurred during the work party.
- 8) The BCHO chapter will be required to archive both forms for every work party, and send the two forms to the land management agency either after the work party or once a month if you have several work parties planned.
- 9) The BCHO chapter must immediately report to the land management agency a health/injury incidence that occurred during a work party and subsequently required professional medical assistance and report in writing the incidence to the BCHO President.

Back Country Horsemen of Oregon Tailgate Safety Briefing Work Party Members

If the land manager does not review a Job Hazard Analysis (JHA) or conduct a safety meeting, Back Country Horsemen of Oregon (BCHO) work party leader(s) must conduct a Tailgate Safety Briefing before the BCHO work party. The following aspects of this project that are potentially hazardous were discussed with the BCHO work party members during this briefing.

Date: _____ Location: _____

Project: _____

Work Party Leader(s) _____

Discussed aspects of this project that are potentially hazardous:

The undersigned BCHO work party members affirm that during the BCHO Tailgate Safety Briefing discussion on the BCHO Tailgate Safety Checklist and aspects of this project that are potentially hazardous was conducted before the BCHO work party.

Signatures - work party members must sign and include phone number.

_____	_____
_____	_____
_____	_____
_____	_____

Record additional signatures and phone numbers on back of form.

Please send into land management agency either after the work party or once a month if you have several work parties planned. Retain a copy for BCHO records.

Mailing Address:

Attn: _____

E-mail address: _____

Sources of information/reference used for briefing:

BCHO Tailgate Safety Checklist _____

JHA _____

PPE _____

Other (specify) _____

Back Country Horsemen of Oregon Tailgate Safety Checklist Work Party Leader

If the land manager does not review a Job Hazard Analysis (JHA) or conduct a safety meeting, Back Country Horsemen of Oregon (BCHO) work party leader(s) must review and mark the land manager's relevant JHA material in this checklist during a Tailgate Safety Checklist briefing before the BCHO work party.

Date: _____ Location: _____

Project: _____

Details: _____

Discussed the following requirements of a work party:

- ☐ Personal Protection Equipment (PPE) requirements – reference, USFS PPE in FSH 6709.11 & .12. Or other land manager's JHA material; e.g. NPS or DNR.
- ☐ Emergency Evacuation Plan (EEP) – reference, USFS EEP in FSH 6709.11
- ☐ First Aid kit – reference, USFS Health and Safety Code

Discussed JHA aspects of this project that are potentially hazardous:

- ☐ Crosscut Sawing – reference, USFS JHA, crosscut, FSH 6708.11 & .12
- ☐ Chainsaw Sawing – reference USFS JHA, chainsaw, FSH 6708.11 & .12
- ☐ Trail Maintenance – reference USFS JHA, trail maintenance., FSH 6708.11 & .12
- ☐ Campground Maintenance – reference USFSJHA, campground mainte., FSH 6708.11 & .12
- ☐ Other (specify) – reference USFS JHA for specific task in FSH 6708.11 & .12
- ☐ Stock Handling – reference USFS JHA, stock handling, FSH 6708.11 & .12
- ☐ Riding & Leading Livestock – reference USFS JHA, riding and leading livestock, FSH 6708.11 & .12

The undersigned BCHO work party leader(s) affirm that instruction on the BCHO Tailgate Safety Checklist was conducted before the BCHO work party. Relevant parts of the BCHO Tailgate Safety Checklist were discussed and BCHO work party members understand the provisions of each of the checked items above.

Signature – work party leader(s) sign and include phone number(s).

Please send into land management agency either after the work party or once a month if you have several work parties planned. Retain a copy for BCHO records.

Mailing Address:

Attn: _____

E-mail address: _____

SAW OPERATOR FIELD EVALUATION SAWING

Name:

Previous certification:

Chainsaw:	Level:	Year:	Location:	Organization or agency: BCHO <input type="checkbox"/> USFS <input type="checkbox"/> NPS <input type="checkbox"/>
Crosscut:	Level:	Year:	Location:	Organization or agency: BCHO <input type="checkbox"/> USFS <input type="checkbox"/> NPS <input type="checkbox"/>

Chain saw	Cross cut		Chain saw	Cross cut	
		SAFETY EQUIPMENT	N/A		Handle placement
		Hardhat	N/A		Cut preparation, bark removal
		Eye protection	N/A		Saw passing
	N/A	Ear protection		N/A	Starting procedure, chain brake engaged
		Boots		N/A	Thumb placement
		Gloves		N/A	Bar tip use
	N/A	Chaps		N/A	Chain brake use
		Ax or maul			
		Wedges			LIMBING AND BRUSHING
		Long-sleeved shirt			Brief swamper/saw crew
		Long trousers			Control cutting area
					Swamps out work area
		HAZARD ANALYSIS			Limbing with ax and pruning saw
		Overhead hazards, widow makers		N/A	Limbing with chain saw, bar tip safety
		Snags, leaners			Springpole removal
		Hangups			
		Springpoles, green-tree hazards			BUCKING
		Unsound wood, bark			Bind: tension/compression analysis
		Topography, steep ground			Cutting sequence
		Root wads, loose logs			Straight cut
		Environmental conditions: wind, rain, snow, ice			Kerf observation
		Ground hazards			Wedging
		Escape routes identified			Pie cut
		Crew safety			Compound cut
		Public safety			Offset cut
					Release cut movement
		SAW USE			Multiple binds
		Saw and ax condition	N/A		Single bucking (two-person saw)
		Saw and ax selection	N/A		Double bucking
		Saw protection			Underbucking
		Transporting and carrying saw			
		Safe, comfortable body position			
		Sheath placement and removal			

A = Acceptable U = Unacceptable N/A = Not applicable

Any item marked with an asterisk (*) and/or an unacceptable rating must be documented in comments.

SAW OPERATOR FIELD EVALUATION SAWING

Comments:

Student information	Name:	Organization:	<input type="checkbox"/> BCHO	Other:
	Address:	Phone (home):		
		Phone (mobile):		
	Date of Birth:	Email:		

		Certifying organization	Date issued	Expiration date
OSHA required safety courses	First Aid			
	CPR			

Classroom instruction	Location:		Date:
	Instructor	Printed name:	BCHO I/C <input type="checkbox"/>
		Signature:	USFS/NPS I/C <input type="checkbox"/>

Chainsaw field evaluation	Location:		Date:
	Recommended skill level: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> I/C <input type="checkbox"/>		Restrictions:
	Instructor	Printed name:	BCHO I/C <input type="checkbox"/>
		Signature:	USFS/ NPS I/C <input type="checkbox"/>

Crosscut saw field evaluation	Location:		Date:
	Recommended skill level: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> I/C <input type="checkbox"/>		Restrictions:
	Instructor	Printed name:	BCHO I/C <input type="checkbox"/>
		Signature:	USFS/ NPS I/C <input type="checkbox"/>

Chapter 2 Personal Protective Equipment (PPE)

Maintain PPE in a clean and fully functional condition (see FSH 6709.11, 21.13).

Table 2-Non-fire PPE requirements for saw use

PPE	Chain Saw Operations	Crosscut Saw Operations
Hard Hat	Hard hat or cutting helmet meeting ANSI Z89.1	Same as chain saw
Safety Glasses	ANSI Z87.1 (clear safety glasses, at a minimum) or equivalent (mesh "bug-eye" type or mesh face shield type) (OSHA 1910.266(d) (1) (vii) (B) Note)	Same as chain saw
Hearing Protection	Hearing protection required for gasoline powered chain saw use	None required
Gloves	Gloves or chain saw mitts are required for all chain saw operations. Leather required for sharpening. Alternative style of gloves may be used for inclement weather conditions, based on JHA.	Same as chain saw
Shirt, Pants²	Long sleeved shirt and long pants	Long sleeved shirt and long pants.
Leg Protection	Chaps or cut-resistant pants for chain saw use shall meet the requirements of Forest Service 6170-4 or ASTM F-1897 (current version). Chaps shall overlap boots at least 2".	None required
Boots	Cut-resistant or leather, laced 8 inch (204mm) high boots that provide ankle support and nonskid soles (hard toes are optional). OPTIONAL-Use JHA to determine proper footwear for the environment and/or related tasks.	Cut-resistant or leather, laced boots that provide ankle support and nonskid soles (hard toes are optional). Use JHA to determine proper footwear for the environment and/or related tasks..
Specialized PPE	Wear additional PPE as identified by local conditions, safety data sheets (SDS), or JHA/RA	Same as chain saw

Table 3-Fireline PPE requirements for saw use³

BCHO Saw Certification Entry Form

Name of Sawyer (Last, First)	
BCHO Chapter	
Certification Level (A, B, C)	
Certification Type (chain, crosscut, both)	
Restrictions (if any)	
Certification Date (MM/DD/YY)	
Certification Expiration Date (MM/DD/YY)	6/30/
Name of Certifier (your name)	
Sawyer's Email	
Date of Birth MM/DD/YY	
Sawyer's Phone	
Sawyer's Street Address	
Sawyer's City	
Sawyer's State	OR
Sawyer's Zip Code	

Email this completed form to: Bert Morris, BCHO Saw Program Lead at morrmules@gmail.com

or postal mail paper copy to 38733 Conser Rd NE, Albany, OR 97321.

Also send scanned copy or mail original of signed sawyer evaluation form to Bert.

CHAIN SAW INCIDENT REPORT

(Submit to Regional Safety Officer within 12 days of incident)

Chainsaw operator and title:**Date and time of incident (injury):****Name of Person(s) Injured:****Reporting Date:****Person Reporting Incident:****Activity (examples: fire, trail, brush crew):****Type and model of chainsaw:****Length of bar and chain type (chipper, chisel bit):****Personal protective equipment and clothing used:****Chainsaw operator experience (1 month, 6 months):****Operator chain saw training completion date(s):****Training instructor(s):****Name of training course used:****Approving Officer:****Extent of Accident and/or injury:**

Description of accident/injury (what happened?):

Assessment of cause:

Submitted by:

Witness statement completed (date):

Name(s) of witness(es):

Line officer review and comments:

Line Officer Signature:

Date:

Note: This incident report does not eliminate or change the immediate Accident Notification and Investigation Procedures outlined in FSH 6709.12, Chapter 10.

BACK COUNTRY HORSEMEN OF OREGON
24741 S Central Point Rd
Canby, OR 97013
WWW.BCHO.ORG

Date: January 31, 2017

Subject: Designation as Saw Program Coordinator

To: Bert Morris

This letter designates Bert Morris as the Saw Program Coordinators for Back Country Horsemen of Oregon until rescinded. The role of the Saw Program Coordinators is critical to maintaining a high level of saw skills and expertise with sawyers trained through the Back Country Horsemen of Oregon saw program. The Saw Program Coordinators will ensure that the National policy is disseminated, operators are trained properly, and that all sawyers meet the stringent standards required of their level of ability. Criteria for renewal for this appointment include successful implementation of the roles and responsibilities listed below and concurrence by the Regional Sawyer Program Manager. Specific responsibilities¹ are:

1. Serve as the primary contact for officers at the state and chapter level.
2. Assist sawyer evaluators, sawyer instructors, and sawyers with the implementation and monitoring of on-the-ground saw operations and training.
3. Develop and maintain a cadre of sawyers, sawyer evaluators, and sawyer instructors, as well as schedule and coordinate training for sawyers.
4. Monitor and evaluate the Saw Program in accordance with FSM 2358.3.
5. Review final reports of saw-related accidents and near misses.
6. Coordinate with the appropriate state and chapter officers, the Regional Saw Program Manager, and other Saw Program Coordinators to report Saw Program accomplishments, issues, concerns, and recommendations for improvement of the Saw Program.
7. Maintain sawyer proficiency sufficient to train, evaluate, and reevaluate sawyer instructors and sawyer evaluators.
8. Identify sawyers whose demonstrated skills are no longer considered adequate or who are a danger to themselves or others and recommend revocation of their National Sawyer Certification Card to appropriate individual.


Jerry Bentz
President
Back Country Horsemen of Oregon

¹ Forest Service Manual 2358.04g