

The Canadian Birkebeiner Society (CBS)

SAFETY & ENVIRONMENT MANAGEMENT MANUAL



CANADIAN BIRKEBEINER SOCIETY

This Manual is an integral part of the CBS Health & Safety Program (HS Program). Staff and Regular Volunteers are expected to read the CBS Manual and comply with its requirements. Occasional volunteers will have access to the CBS Manual and will be suitably briefed about OHS requirements when participating in CBS organized events. The CBS Safety Management Plan will comply with all OHS Acts, codes and regulations, best practice and industry standards.

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Section 1: CBS Program, Policies & Procedures

1.0 CBS Health and Safety Policy

1.1 Health and Safety Policy and Statement of Commitment

Policy and Commitment

- The Canadian Birkebeiner Society (CBS) is committed to developing and maintaining an effective health and safety program and providing a healthy and safe working environment for its staff, volunteers and contractors during the running of the annual Birkebeiner Festival (The Birkie) and other events. The CBS also works in close collaboration with, and under the direction of, Alberta Environment and Parks (AEP) staff to help maintain and improve the trails at the Cooking Lake/Blackfoot Provincial Recreation Area (CLBPRA) in an environmentally responsible way for use by the recreational cross-country ski community, and to prepare the tracks needed for specific Birkie events at the CLBPRA. Our goal is to have our staff, volunteers and contractors (CBS workers) participate in CBS activities without incurring any work-related injuries or health risks and in compliance with the Alberta Occupational Health and Safety Act, Regulations, and Code.

In Practice

The CBS works to:

- Clearly demonstrate our commitment to health and safety through responsible leadership from the Board of Directors and clear communications to CBS staff and volunteers
- Be compliant with legislation, regulations, and industry standards in relation to day-to-day operations, and volunteer leadership during Birkie events
- Monitor the CBS HS Program through a regular review of relevant best practices
- Support CBS staff, volunteers and contractors (collectively “CBS workers”) in developing an awareness and understanding of health and safety issues related to CBS activities, and encouraging a shared commitment to CBS HS goals
- Support cooperation of CBS workers in developing an effective CBS HS Program and encourage feedback to improve the program
- Provide workers with appropriate equipment, training, and access to information to support a healthy and safe work environment
- Identify, evaluate, and manage the hazards to which CBS workers may be exposed

All members of the CBS organization will work collectively to maintain the historically high standard of health and safety performance of the CBS.

Canadian Birkebeiner Society

President's Name:

Dave Cooper



Date Authorized:

2021/01/19

1.2 Environmental Stewardship Policy and Statement of Commitment

Policy and Commitment

The Canadian Birkebeiner Society (CBS) is committed to working under the guidelines and direction provided by Alberta Environment and Parks (AEP) staff to safeguard the environment. Collaborative development and maintenance of trails will respect the integrity of the CLBPR environment.

In Practice

In all aspects of our work at the CLBPR, and consistent with the safe and effective use of the trail system for recreational skiing, the CBS strives to:

- Take reasonable and appropriate steps to protect the integrity of the CLBPR environment.
- Remove or rezone off-trail vegetation only when it creates an obstacle or hazard to safe trail maintenance and use and with the approval of AEP staff.
- Use motorized vehicles only when necessary for trail work.
- Dispose of work by-products in such a manner that provides appropriate protection to the environment.
- Supervise volunteers in a manner which reflects a commitment to environmental integrity.

CBS workers are collectively responsible and accountable for protecting the environmental integrity of the CLBPR.

Canadian Birkebeiner Society

President's Name: Dave Cooper



Date Authorized: 2021/01/19

1.3 Prevention of Workplace Violence Policy

The Board of Directors of the CBS recognizes the potential for workplace violence and other aggressive behaviour directed at our volunteers and staff. The CBS will not tolerate behaviour from anyone that intimidates, threatens, harasses, abuses, injures, or otherwise victimizes our volunteers or staff. We will take whatever steps are appropriate to protect them from the potential hazards associated with workplace violence.

Board of Directors Responsibilities

- Inform volunteers/staff if they are working in an area where there is a potential for violence and identify any risks that are specific to that area.
- Ensure that appropriate procedures are in place to minimize the risk to our volunteers/staff from violence.
- Ensure that volunteers/staff are knowledgeable about recognizing and responding to situations involving workplace violence.
- Ensure that every reported incident of workplace violence is investigated and potential areas for improvement are identified.

Volunteer/Staff Responsibilities

- CBS volunteers/staff are required to be familiar with and follow the procedures that are in place to protect them from workplace violence.
- All volunteers/staff will be provided with information related to workplace violence prevention.
- All volunteers/staff are encouraged to immediately report all incidents of workplace violence to their Volunteer Leader or the Board of Directors.

No volunteer/staff can be penalized, reprimanded or in any way criticized when acting in good faith to follow established procedures for addressing situations involving workplace violence.

Canadian Birkebeiner Society

President's Name:

Dave Cooper

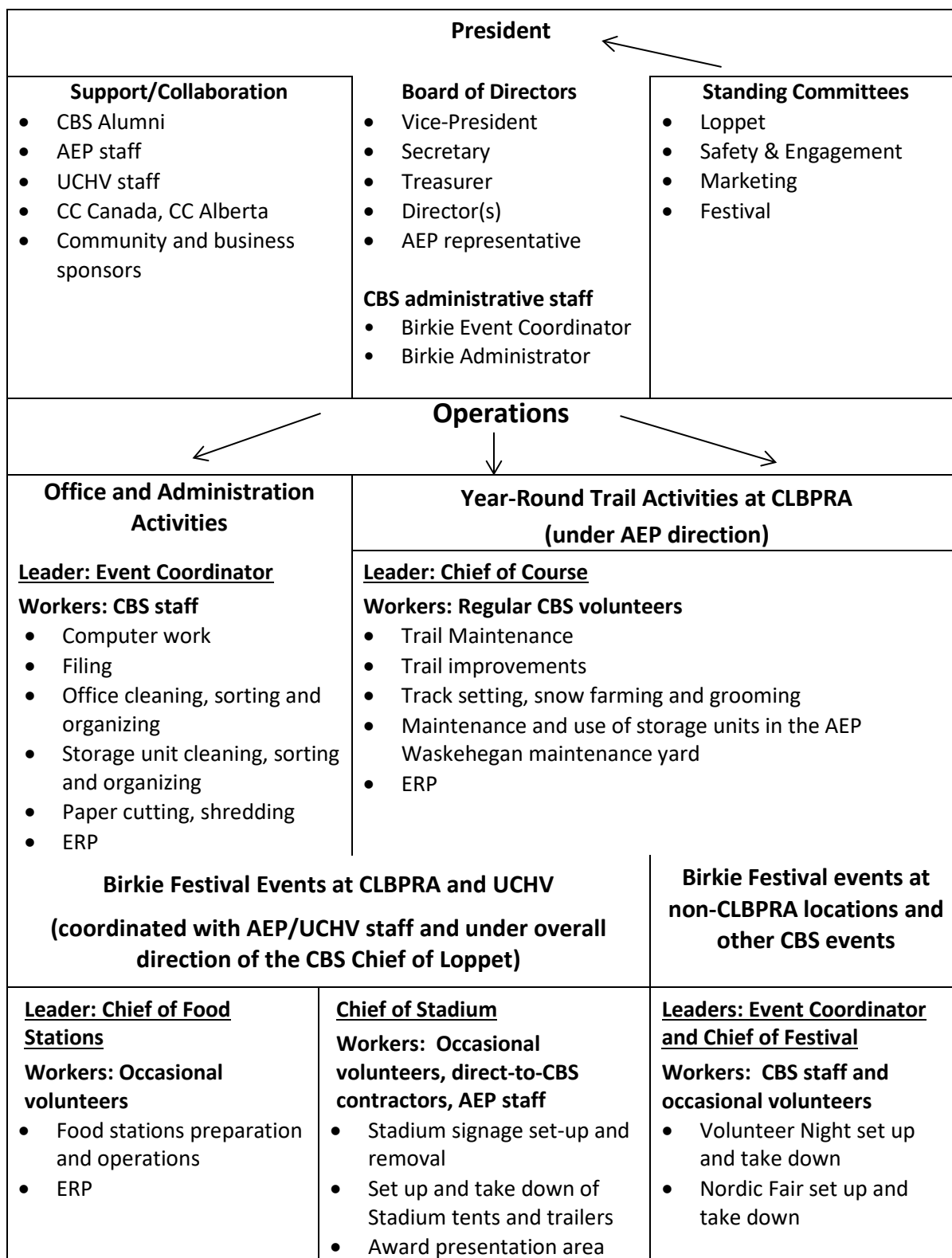


Date Authorized:

2021/01/19

1.4 Roles, Rights and Responsibilities of Stakeholders

CBS organizational framework



<p><u>Leader: Chief of Festival Tent</u></p> <p>Workers: Occasional volunteers</p> <ul style="list-style-type: none"> • Kitchen set up • Food Tent preparation, cooking and serving • ERP <p><u>Leader: Chiefs of First Aid</u></p> <p>Workers: Occasional volunteers</p> <ul style="list-style-type: none"> • First aid provisions on course • First aid support in Stadium • ERP <p><u>Leader: Chief of Patrols</u></p> <p>Workers: Occasional volunteers</p> <ul style="list-style-type: none"> • On-course marshals • Event sweeps • ERP <p><u>Leader: Chief of Clothing</u></p> <p>Workers: Occasional volunteers</p> <ul style="list-style-type: none"> • Clothing tent operations at UCHV and stadium site • ERP <p><u>Leader: Chief of Transportation</u></p> <p>Workers: Occasional volunteers and contractors</p> <ul style="list-style-type: none"> • Strathcona bus schedules • Rental of vehicles • Delivery schedules • Event transportation • Direction of traffic • ERP 	<ul style="list-style-type: none"> • Porta-potty and change trailer maintenance • ERP <p><u>Leader: Chief of Short Start:</u></p> <p>Workers: Occasional volunteers</p> <ul style="list-style-type: none"> • Short-Start line set up and starting ceremonies • ERP <p><u>Leader: Chief of Finish Line</u></p> <p>Workers: Occasional volunteers</p> <ul style="list-style-type: none"> • Finish line set up and management • ERP <p><u>Leader: Chief of Long Start and UCHV site</u></p> <p>Workers: UCHV and CBS volunteers</p> <ul style="list-style-type: none"> • Set up of long starts • Parking operations • Red Barn facility • ERP <p><u>Leader: Chief of Course</u></p> <p>Workers: Regular volunteers</p> <p>Course track setting Course signage Organizing track setting ERP</p>	<ul style="list-style-type: none"> • Vikings' Feast set up and take down • ERP <p>Birkie Sunday event with SSF at Hawrelak Park</p> <p><u>Leader: Birkie Sunday Chief</u></p> <p>Workers: Occasional volunteers</p> <ul style="list-style-type: none"> • Set-up of events • Manning of events • ERP <p>Other CBS events at CLBPRA:</p> <p><u>Full Moon Ski Events</u></p> <p>Workers: Staff, Regular and Occasional volunteers</p> <ul style="list-style-type: none"> • Set up and man the registration process • Erect tables • Set up stoves; cook and serve hot food and drinks • Establish and identify route for skiers • ERP
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Rights and Obligations

Occupational Health and Safety (OHS) Legislation outlines the general obligations to support workers in achieving a healthy and safe work environment. The CBS HS Program applies to everyone working under the auspices of the CBS organization. All CBS employees, volunteers and contractors (collectively,

“workers”) are accountable for health and safety. All workers are expected to understand their roles and obligations and to comply with the CBS HS Program as detailed in this manual.

All workers have the following ***fundamental rights and obligations***.

The Right to Know: All workers have the right to know the hazards that could be present at a work site, how these hazards can affect them, and what will be done to control or mitigate the risks associated with these hazards.

The Right and Obligation to Refuse: All workers have the right to refuse work that they believe on reasonable grounds to be unsafe for themselves or others at the worksite. They must refuse work in which they feel they would put themselves or fellow workers in imminent danger. If appropriate they could find a trained and qualified co-worker to do the work. However, the co-worker also has the right to refuse to do the work if it is unsafe.

Workers should never perform any work or operate any tool, appliance or equipment that could create an undue hazard to the health and safety of themselves or of those around them.

If workers feel they must refuse to carry out a work process or operate a tool, appliance, or equipment due to lack of training, or a feeling of “imminent danger”, they should report this to the lead volunteer immediately.

If workers find themselves in an unsafe condition, they should make themselves safe and ensure the unsafe condition is remedied as soon as possible.

All CBS workers should work together to keep the work site safe. Pre-Event Orientation sessions and on-site Tailgate meetings assist in communicating concerns regarding hazards and unsafe conditions, and safe work procedures, to prevent injury and illness

The Right and Obligation to Participate: All workers have the right and obligation to participate in health and safety management activities.

The Right and Obligation to Report: All workers have the right and obligation to report safety events (i.e., near miss and other incidents), unsafe practices, and unsafe conditions, without fear of reprisal.

While all workers are responsible and accountable within the CBS HS Program, ***specific responsibilities are attributed to different roles within the CBS.***

Roles and Responsibilities

Board Directors: The volunteer members of the CBS Board of Directors oversee the organization and delivery of all CBS activities, and the sustainability of the annual Birkebeiner Festival, as one of the premier ski loppets in Canada. The CBS is a not-for-profit organization that is heavily dependent on both Regular and Occasional Volunteers for the delivery of its programs. In the context of legislated OHS requirements, the members of the Board:

- Are aware of Alberta OHS legislation and knowledgeable about the CBS HS Manual
- Ensure that workers are aware of OHS rights and responsibilities
- Ensure that workers are not subjected to, or participate in, harassment or violence

- Ensure that workers have competent supervision
- Ensure that workers are appropriately trained
- Consult and cooperate with the CBS Health and Safety Committee (HSC) to resolve issues in a timely manner
- Cooperate with any person exercising duty under legislation
- Comply with relevant legislation
- Establish and implement a CBS HS Program (HS Program)
- Ensure that policies, practices, and procedures are developed, reviewed, and maintained to support all workers in carrying out the CBS HS Program
- Make OHS legislation and CBS HS Program documentation readily available to CBS workers
- Post or make readily available OHS orders or notices
- Post or make readily available minutes of the CBS HSC
- Promote a safety culture throughout the CBS
- Oversee the organization of the Birkie Volunteer Appreciation/Orientation event

CBS Safety & Engagement Committee (SEC): Working under the direction of the CBS Board, the CBS SEC:

- Ensures compliance with CBS safety policies, practices, and procedures
- Ensures that the CBS protocols adhere to Alberta OHS Act, Regulations, and Code
- Maintain records of activities and meetings
- Ensures that Workers' Compensation Board coverage is maintained for CBS workers, where appropriate
- Manages all safety-related documentation
- Reviews safety policies, practices, and procedures on an annual basis and make these available to all workers
- Manages the orientation and training process and all attendant documentation
- Ensures that Volunteer Leaders have reviewed and understood the CBS HS Manual
- Manages any safety inspection and audit processes outlined in the CBS HS Manual
- Manages the incident reporting, investigation and analysis process outlined in the CBS HS Manual
- Liaises with AEP staff with regards to safety training, safety equipment acquisition and emergency communication protocols relevant to activities at the CLBPR
- Receives, considers, and resolves health and safety concerns and complaints
- Participates in the hazard assessment process
- Reports all safety events (hazard identifications, near misses, incidents) to the proper authorities
- Identifies lessons learned from all safety events, communicates these to CBS workers and revises safety policies, practices and procedures if necessary
- Corrects unsafe work behavior brought to the attention of the HSC
- Participates in investigations of serious injuries and incidents incurred by CBS workers

CBS Employees: CBS employees currently include the Birkebeiner Event Coordinator and Administrative Assistant. These employees work on a part time (0.6 FTE) basis to provide administrative leadership and support to the CBS Board of Directors. In the context of the CBS HS Program CBS employees:

- Are represented on, and actively participate in, the work of the CBS SEC
- Ensure the implementation of relevant CBS HS practices from an administrative perspective

Volunteer Leaders: For the purposes of the CBS HS Program, Volunteer Leaders include all Loppet Committee Chiefs and the Birkie Event coordinator. These Volunteer Leaders act as the CBS Safety Representatives for their work sites and areas of activity and for OHS purposes they will be identified accordingly. Volunteer Leaders will:

- Take all reasonable precautions to protect worker health and safety
- Ensure workers act in accordance with the CBS HS Manual
- Ensure workers use appropriate hazard controls and personal protective equipment (PPE)
- Ensure workers are not subjected to, or participate in, workplace harassment or violence
- With reference to information provided in the CBS HS Manual, advise workers of known or foreseeable hazards
- Report HS concerns and safety events to the SEC
- Cooperate with any person exercising duty under legislation
- Actively participate in the HS Program components of the pre-Birkie Volunteer Appreciation/Orientation Event
- Conduct prescribed pre-job meetings/tailgate meetings for all CBS work groups
- Stop work until identified hazards are controlled or mitigated
- Ensure that required CBS HS Program documentation is completed and properly filed
- Provide supervision throughout the work event
- Conduct a basic investigation into all HS incidents
- Make HS suggestions to the CBS SEC
- As key members of the CBS Loppet Committee, Loppet Committee Chiefs will work with the CBS SEC to create comprehensive Hazard Assessment & Risk Control, Safe Job Procedure and Safe Work Practice documentation applicable to their areas of activity
- The Loppet Committee collectively will work with OHS representatives of AEP to document and deliver appropriate emergency communication and evacuation procedures applicable to Birkie events at the CLBPR

Regular Volunteers: Regular Volunteers are considered to be those that work on a more frequent basis in collaboration with AEP staff in the CLBPR and contribute to routine ski trail improvement and maintenance, snow management, grooming assistance, course preparations for specific Birkie events (Annual Birkie Loppets and Moonlight Ski events) and the maintenance and storage of CBS equipment in the AEP Washegan Maintenance Yard Area. These workers operate under AEP direction and within AEP OHS Program guidelines. However, in the context of the CBS HS Program, these Regular Volunteers will:

- Have access to the CBS HS Manual
- Be directed to relevant Hazard Assessment, Safe Job Practice and Safe Work Practice documents
- Be briefed through pre-job and or tailgate meetings about anticipated hazards and hazard mitigation procedures relevant to the task at hand if direct AEP supervision is not at hand

- Will be encouraged to actively participate in the CBS HS Program
- Will be informed of their rights as workers under existing OHS legislation
- Be familiar with the emergency response plan and location of first aid, firefighting and communication equipment, where appropriate
- Cooperate with any person exercising duty under legislation

Occasional Volunteers: Occasional Volunteer workers contribute to specific Birkie events, usually on a one-day-per-year (Manning of on-course food stations; Operation of start and finish areas; Ski patrols and on-course marshalling), or one-week-per-year (The set-up, operation and take-down of the Birkie Festival and Registration Day; The organization of the Viking Feast; Provision of transport and supplies to all Birkie Festival sites; Finish stadium set-up, operation and take-down), basis during the week of Birkie Festival. Other Occasional Volunteers work over a longer period, but for limited hours, to complete the planning and promotion of the Birkie Festival (Marketing and Festival Sub-committees). All Occasional Volunteers will:

- Have access to the CBS HS Manual
- Cooperate with Directors, SEC members, and Volunteer Leaders in meeting the goals of the CBS HS Program
- Be encouraged to participate in the pre-Birkie Volunteer Appreciation/Orientation Event
- Be expected to comply with specific CBS safety policies, practices, and procedures as described in pre-job meetings and tailgate meetings convened by Volunteer Leaders
- Take reasonable care to protect their own health and safety, and that of other workers
- Use safety devices and wear functional PPE, as appropriate
- Report health and safety concerns, including perceived hazards, near misses, incidents, and/or unsafe work behaviors to Volunteer Leaders
- Be familiar with the emergency response plan and location of first aid, firefighting and communication equipment, where appropriate
- Cooperate with any person exercising duty under legislation

Alberta Environment and Parks (AEP) Collaborations: The CBS and AEP actively collaborate in the use of CBS Regular Volunteers to support year-round trail maintenance and improvement, with all work undertaken subject to necessary safety and environmental approvals by AEP. CBS workers and AEP staff also operate as a closely coordinated team to support the Birkebeiner events held at the CLBPR, with AEP taking a lead role in areas such as on-site transportation, emergency evacuation and on-site communications. AEP/CBS cooperation is supported by the participation of the Regional AEP manager in CBS board activities and meetings. Specific collaborative agreements cover the use and maintenance of CBS-owned grooming and other equipment by AEP staff in support of the winter-long provision of recreational skiing opportunities at the CLBPR, and the preparation of tracks for the various Birkebeiner events. Lease/use agreements also anticipate the use of AEP owned and maintained equipment by CBS volunteers in the CLBPR, under the direction of AEP staff. The CBS also maintains storage facilities for equipment and other supplies within the AEP Waskehegan maintenance yard area. Regular formal and informal meetings between AEP staff, CBS Directors and volunteers provide for all aspects of CLBPR operations to be reviewed, including OHS and environmental concerns. AEP provides oversight of all CLBPR operations and possible conflicts among CLBPR users are mitigated by collective participation in the Friends of the Blackfoot Society. All emergency response procedures (ERP) adopted by CBS workers within the CLBPR will be consistent with ERP established by AEP.

Ukrainian Cultural Heritage Village (UCHV) Collaborations: UCHV staff and volunteers, and CBS workers, collaborate during the Birkie Festival in the organization of the Long Starts that depart from Goose Lake at the UCHV site. Overall direction of activities at the UCHV, including ERP and OHS policies, are under the direction of UCHV staff and the UCHV is represented on the CBS Loppet Committee. The principal roles of CBS workers at the UCHV site are:

- Confirming the start layout and coordinating grooming activities with AEP staff
- Coordinating the opening ceremonies for the Long Start events
- Providing for clothing drop-off and transportation of clothing back to the Waskehegan Staging area
- Providing food supplies for the Red Barn refreshment area
- Coordinating ski waxing activities at the UCHV provided by sponsoring businesses
- Participating in the Technical Race Jury, charged under CCA guidelines with making final Go/No-go decisions on the morning of the Annual Birkie Loppet events

Contractors: Work directly contracted by the CBS is an integral part of the preparation for, and operation of, the Birkebeiner Festival events, including provision of public transportation, provision and delivery of supplies, and the set-up and take-down of tents and other activities in the Stadium area at the Waskehegan Staging Area. These “direct to CBS” contractors will:

- Have established OHS policies and procedures compliant with provincial OHS legislation
- Ensure the contracted work under their control does not endanger the health and safety of other workers present
- Advise the CBS (as Prime contractor) of the names of employees or self-employed persons working under their direction
- Cooperate with any person exercising duty under legislation
- Comply with CBS OHS Management system, including on-site ERP

2.0 CBS Safety & Engagement Committee - Terms of Reference

Purpose. To develop, maintain and evolve the policies and procedures that underpin an organization-wide safety culture that is proactive and generative in nature (see definitions below)

Composition. The CBS SEC will comprise the Director (Human Resources) *ex officio* as chair, the CBS Event Coordinator *ex officio* and the Chief of Loppet *ex officio*.

Committee Type. Standing

Authority.

- To act on procedure, protocol, training, risk assessment and documentation matters
- To make recommendations to the Board on policy matters

Formative Stage Milestones

- Compile an initial CBS HS Manual acceptable to Alberta Environment and Parks
- Develop and implement OHS orientation for the Board of Directors
- Develop and implement appropriate OHS orientation for Volunteer Leaders
- Plan and implement other training and certification requirements before the 2019 Birkie
- Establish annual inspection and audit schedules, as appropriate
- Create an effective CBS HS Program document management system

Annual Success Measures/Key Performance Indicators

- Maintain the reputation of the Birkie Festival as an enjoyable and safe volunteer experience
- Documented evidence that a generative and proactive CBS HS Program has been established

Definitions

- **PROACTIVE:** Aware that latent risks and potential operational errors exist within the CBS sphere of operation that could combine to affect the health and safety of CBS workers (e.g., adverse weather conditions). Seek to mitigate these risks before they combine to cause an adverse event (e.g., “Go/No-Go” and Emergency Evacuation procedures). Management listens to, and acts on, advice received.
- **GENERATIVE:** Respects, anticipates and responds to risks. A just, learning, adaptive and informed health and safety culture. Strives for resiliency in protective systems. CBS workers actively bring forward safety concerns and suggestions, and report near-miss incidents.

3.0 Health and Safety Program

3.1 Applicable Legislation

The Health and Safety Program has been developed in accordance with:

- Provincial OHS Act, Regulations and Codes, and Guidelines
- Applicable industry standards and best practices

3.2 Safety Manual and Program Outline

Introduction

The Canadian Birkebeiner Society (CBS) is committed to providing a healthy and safe work environment for all staff, volunteers and contractors. The responsibility for providing this work environment falls ultimately to the CBS, working with and under the direction of AEP in their CLBPRAs based activities. However, it is the responsibility of every worker (staff/volunteer/contractor) to perform their work safely. The goal of the CBS HS Program is to provide all workers with a framework and guidelines to help reduce the risk of injury, illness, and environmental damage within the workplace and CLBPRAs. This goal will be achieved through the identification of workplace hazards and by acting to evaluate and manage risks that occur within the workplace.

This CBS HS Program applies to anyone who is working with and for the CBS, including volunteers, contractors, subcontractors, consultants, and suppliers involved in CLBPRAs-based activities and at other CBS event venues. These personnel must follow the OHS requirements specified by local legislation (Alberta Occupational Health and Safety Act [OHSA], including the Regulations and Code), and requirements set by Alberta Environment and Parks (AEP).

The CBS supports the active involvement of its workers concerning safety on the work site.

The CBS will comply with safety requirements as they relate to planning, operations, and use of equipment. Volunteers will be provided with proper equipment and training when required, and access to relevant Safe Work Practices and Safe Job Practice procedures and will be responsible for following these procedures.

Relevant OHS legislation and the CBS HS Manual will be available to all CBS workers. These materials will be available in electronic format, downloadable from the CBS website, and printed copies will also be maintained at active CBS work sites.

Health & Safety Policy and Practice

The CBS HS Policy and Practice documents guide the CBS's objectives and commitment regarding health, safety, and the environment. These documents are reviewed and approved annually by the CBS Board of Directors and the dated signature of the CBS President confirms this approval. Any interim changes proposed to the CBS HS Policy and Practice documents must be approved by the CBS Board of Directors, and when necessary, up-dated copies will be posted on the CBS website.

CBS Health & Safety Manual

The CBS HS Manual presents the framework of the CBS HS Program, including the general responsibilities of the CBS Board of Directors and workers (staff, volunteers and contractors) as they relate to health, safety and the environment.

Formal Hazard Assessments (FHAs) represent a formal and proactive Hazard Assessment process that rates anticipated hazards in terms of likelihood of an occurrence and severity of outcome. The Hazard Assessment process is linked to a description of Risk Control procedures that mitigate identified hazards and the expected change in hazard rating as a consequence. The FHAs completed will result in a **Critical Task Inventory (CTI)** for each area of activity. These comprehensive FHA documents are continually evaluated and updated and also drive the development of **Safe Job Procedures (SJP)** for each area of activity and **Safe Job Practices (SJP)** for tasks that are identified as presenting specific hazards. Separate sections in the CBS HS Manual will document the FHA, CTI and SJP relevant to each area of CBS activity shown in the organizational chart in Section 1.4 of the HS Manual.

Field Level Hazard Assessments (FLHAs): At an operational level, Volunteer Leaders will use prepared

summary documents to provide an overview of relevant CBS HS Policy and the rights and responsibilities of CBS workers, relevant SJPs, formal HACR information and applicable SWPs for the task at hand. This will be done as part of pre-work orientation meetings or as on-site “tailgate” meetings on the day the work is to be completed. Volunteers will be expected to comply with the SWPs relevant to the specific tasks at hand. Although FHA, SJP and SWP documentation will exist for all tasks that are typical of volunteer work within the CLBPR, and at other work sites at which the CBS operates from year to year, if it is evident during the pre-job review that a specific hazard has not been identified, or that a SWP has not been developed for the task at hand, a Field Level Hazard Assessment will be completed using the appropriate on-site form. The lack of an appropriate Formal Hazard Assessment or SWP is likely to occur in relation to a new activity, a known task that is being completed in a new environment or under changed conditions, or when an incident/near miss has occurred during activities not yet covered by an existing SWP. If team members identify changes in the work activities/conditions that affect an existing SWP, they are required to inform their team leader. All current CBS, FHA, SJP and SWP documents are downloadable from the CBS website and printed copies will be maintained at key CBS work sites. FLHA documents specific to each area of activity will be presented in the relevant sections of the HS Manual.

Benefits of the CBS Health & Safety Program: Developing and implementing a CBS HS Program will serve to prevent injuries, providing all CBS workers with the procedures they need to work safely. The CBS HS Program will encourage all CBS workers to become proactive in terms of health, safety, and the environment. The Program communicates to all personnel that they are a valued and important part of the CBS. The ultimate goal of the CBS HS Program is to maintain the high levels of health and safety that is a benchmark of the Birkie volunteer experience.

3.3 Hazard Assessments

Hazard Assessment (HA) Policy

Assessments of workplace hazards that potentially affect the health or safety of workers are a mandatory part of any safety program. All workers have an important role in identifying and controlling these hazards.

Fewer injuries and illnesses, increased productivity, reduced costs associated with incidents, and increases in health and safety awareness are some direct results of a hazard assessment program.

It is very important to recognize that the hazard assessment does not deal strictly with things that are wrong at the present time. Rather, these assessments must deal with what could go wrong. When examining the areas and the processes that combine to produce potential hazards, keep asking the question “What if?” The knowledge and experience of the people conducting the assessment are of vital importance in this process.

Proactive development of the HAs provided in the CBS HS Manual goes a long way toward mitigating possible hazards. Nonetheless, on-site hazard assessment and management are crucial to preventing injury or damage due to unexpected or unpredictable circumstances.

The CBS uses two types of Hazard Assessment. The result should be common to each: they highlight the associated hazards involved and identify methods of controlling these.

Formal Hazard Assessments (FHAs) are prepared in advance for regularly performed tasks. The majority of Safe Work Practices and Safe Job Procedures will be developed from FHAs.

Every workplace consists of hazards and it is the intention of the CBS to minimize all hazards that may

confront its employees and volunteers. Every workplace involves four components:

1. The people (employees, volunteers, clients, contractors, suppliers, guests);
2. The environment they work in;
3. The materials they work with; and
4. The equipment/tools they use.

By analyzing these four components, any hazards should become apparent. The best way of making this analysis is to perform a Hazard Assessment.

Conducting a hazard assessment

- Assemble the people that will be involved with the task.
- Discuss possible hazards that may occur while doing the task.
- Tour the entire work site, if appropriate.
- Identify possible hazards originating from people, environment, material and equipment.
- For each potential hazard added to the checklist keep asking "What if?"
- Determine methods to control the hazard
- Review the findings with supervisors/workers and solicit their input for control measures.
- Rank the items on a "worst to first" basis in a Critical Task List.

The first ranking estimates **the severity of the problem** if the potential accident were to occur:

1. **Catastrophic Danger** - (i.e., causing deaths, widespread illness, loss of facilities)
2. **Serious** - (i.e., severe injury, serious illness, property and equipment damage)
3. **Minor** - (i.e., non-serious injury, illness, or damage)
4. **Negligible / OK** - (i.e., minor injury, requiring first aid or less)

The second ranking estimates the **probability of the accident occurring**:

- A. **Very probable** – likely to occur immediately or soon
- B. **Reasonably probable** – likely to occur eventually
- C. **Remote probability** – could occur at some point
- D. **Extremely Remote probability** – unlikely to occur

HAZARD RANKING:

SEVERITY	PROBABILITY			
	A. Very Probable	B. Reasonably Probable	C. Remote Probability	D. Extremely Remote
1. Catastrophic Danger	work isn't done			
2. Serious				
3. Minor				
4. Negligible / OK				

Priority:

	Immediate halt in work
	Corrective action required immediately
	Corrective action required at next review

No corrective action required

Each hazard is assigned both rankings, and the resulting Hazard Rating (HR) determines priorities in terms of corrective actions. A hazard rated 1-A obviously is more dangerous than one rated 1-D; 2-B comes ahead of 3-A, and so on.

Examples:

1. A fire extinguisher has an inspection tag past the expiry date. 3/C
2. The CBS HS Manual is missing from its assigned location. 3/C
3. A worker wears running shoes while handling propane tanks. 2/A
4. An operator working in a noisy environment without hearing protection. 2/A
5. A worker with no eye protection while clearing brush. 2/B
6. Workers without hard hats in an area where a hazard to the head exists. 2/A
7. An emergency exit blocked by construction materials. 1/B

Starting with the highest rated hazard in the Critical Task List, develop recommendations for controlling identified hazards. These corrective actions are classified as:

Elimination or Substitution: Does it really need to be done?

Engineering: Make physical changes (e.g., post signage, change to safer equipment)

Administrative: Develop Safe Work Practices, Safe Job Procedures, and Rules

Personal Protective Equipment: Use safety glasses, gloves, steel-toed boots, etc.

Note: Corrective actions are often used together to reduce potential hazards in the workplace.

Once the combinations of corrective actions have been identified to mitigate risks presented by a specific hazard a Revised Hazard Rating (RHR) should be assessed for that task and this should obviously be rated lower than the original HR. Ideally, all RHRs should bring the task below the descriptor levels “Immediate halt in work” and “Corrective action required immediately” shown in the table above.

Once hazards have been documented and minimized through the application of control measures, [Safe Job Procedure](#) can be developed that describe how the work program can be performed safely. Additionally, specific [Safe Work Practices](#) should be created for the higher risk tasks identified by the FHA process (1B, 1C, 1D; 2A, 2B, 2C; 3A, 3B) that highlight the “Do’s” and “Don’ts” for performing the task safely. The initial compendium of SWPs included in Appendix I can be expanded to include SWPs that will mitigate other potential hazards identified during FLHAs, or as a result of the incident review process.

The current FHA form used by the CBS is available on-line at the CBS website and is included in Appendix II of the HS Manual.

Field-Level Hazard Assessments (FLHAs) are used when first on a job site, or when conditions change, and are part of a typical “tailgate” meeting.

Risk management protocols anticipate many potential hazards, but volunteers and workers must “expect the unexpected” and be ready to respond. FLHAs are conducted for tasks not included in formal hazard assessments, for new tasks, or when the job is changed due to weather conditions, etc.

Ways in which unexpected hazards can be mitigated on-site include:

- Stop your and others' activities that appear unsafe and discuss a revised strategy
- Raise concerns to the group about changing or dangerous weather conditions

A FLHA form is used to identify and control site-specific hazards: This form draws on information from established and relevant FHAs, SWP and SJP documents to identify potential hazards and controls for the planned work. Forms will vary, depending on the work site and the nature of the proposed work. Based on prevailing conditions and other circumstances, a summary is then prepared to highlight the most important hazards anticipated and the relevant control measures available. This information forms an important component of the work group's Tailgate meeting.

3.4 Safe Job Procedures (SJP)

SJP Policy: SJPs are documents which detail an entire job sequence. Rather than being focused on specific tasks, as are the SWPs, the SJP provides a step-by-step guideline for the job itself. A number of SWPs may be relevant for each job described in an SJP. The SJP provides guidelines on how to complete a job well, safely, and to accepted standards. Volunteer Leaders must review SJPs with workers and workers must read, understand, and follow SJPs that are relevant to their intended work.

SJPs are:

- developed by experienced leaders and with participation from representative workers
- identify SWPs that are applicable to the intended SJP
- updated as required (i.e., in response to new information, review of safety events such as hazard identifications, near misses, and/or incidents)
- reviewed on an annual basis
- approved by the CBS SEC and CBS Board
- made readily available at the work site

Process and Schedule of SJPs

The Volunteer Leader is responsible for ensuring that all workers are aware of the SJPs required for the work being undertaken and relevant training has been completed. In turn, all workers are encouraged to identify improvements and the need for new information. These suggestions should be communicated the Volunteer Leader. Individuals with experience of industry standards and best practices, should determine how these are best applied within the CBS, and develop a new SJP where appropriate. The draft SJP can then be reviewed and, when accepted, included in the CBS HS Manual.

If an incident occurs, any SJP that relates to the job should be reviewed by the involved worker(s), the Volunteer Leader, and the SEC. If it is evident based on this review that there are limitations in the SJP, the SJP should be revised to incorporate lessons learned from the incident.

3.5 Safe Work Practices (SWPs)

SWP Management Policy: Everyone wants to get the job done “right”. A major part of getting the job done “right” is also getting it done safely. Getting the job done safely requires that the people involved follow safe work practices. Every worker must share the goal of maintaining a safe and healthy work environment and SWPs are developed to prevent work-related incidents, injuries, and illnesses. Hazard assessments assist in identifying hazards and controlling them.

To control, reduce, and mitigate risk, the CBS has worked with its collaborating organizations, and particularly with AEP, to develop a set of mutually acceptable SWPs. The CBS ensures that:

- SWPs are developed with participation from Volunteer Leaders and experienced workers
- SWPs are screened by the CBS SEC before approval by the CBS Board
- SWPs are updated as required (i.e., in response to new information, review of safety events such as hazard identifications, near misses, and/or incidents)
- SWPs are reviewed on an annual basis
- SWPs are readily available on the CBS website for review by CBS workers
- Copies of SWPs are also readily available at key CBS work sites
- All workers understand the SWPs that apply to them
- All equipment and management required to support SWP compliance is available
- Volunteer Leaders are focused on achieving compliance with SWPs

SWP Definition. Safe Work Practices (SWPs) are documents which are focused on specific tasks, intended to assist in the identification of hazards and the appropriate controls needed to reduce the workers' exposure to health and safety risks. The SWP provides guidelines on the "do's and don'ts" of how to perform a specific task. One job may include several SWPs. Volunteer Leaders must discuss any relevant hazards with workers and must identify SWPs that are applicable to the intended job. Regular Volunteers must read, understand, and follow SWPs that are relevant to the work that they will be carrying out. Occasional Volunteers will be briefed about relevant SWPs before commencing their tasks.

If an applicable SWP does not exist for a specific task, then a **Field Level Hazard Assessment** must be completed using the appropriate form. The need to develop a new SWP may be due to a regulatory/legislative change, the addition of a new task, conducting a familiar task in a new environment (thereby introducing new hazards and risks), and/or an accident or near miss in an area that is not currently covered by an SWP.

The implementation of SWPs is a key way of mitigating hazards and managing risk to people and property. Although many such practices are standardized, they may be adapted to the needs of the CBS organization within the constraints of acceptable safety.

Use of SWPs in job management. At the start of each day of work involving CBS workers, a Volunteer Leader will conduct a worksite "tailgate" meeting focusing on the hazards that might be encountered during the tasks to be undertaken. This meeting will be based on approved FHA, SJP and SWP documents available.

The Volunteer Leader is responsible for ensuring that workers have met any relevant CBS training requirements identified in the relevant FHA, SJP and SWP documents. CBS workers are expected to report unsafe work practices to the Volunteer Leader, SEC members, or the Board as appropriate.

3.6 CBS Tailgate/Briefing Meetings

Tailgate meeting forms will be prepared for all activity areas and job sites and will provide a record of these meetings as part of the CBS HS compliance process. Existing approved Tailgate meeting forms are presented in Appendix II. As each item on the relevant form is reviewed, this is recorded on the form. At the end of the review all participants then sign to acknowledge their involvement in the Tailgate meeting.

3.7 Personal Protective Equipment (PPE)

Policy on PPE Use.: All PPE recommended for use by CBS workers should meet provincial OHS regulations and CSA standards. Any PPE provided by the CBS for use by its workers will be maintained in accordance with manufacturer's instructions and requirements.

General List of PPE recommended for use in outdoor locations:

- All volunteers should wear C.S.A. approved hard hats when working around overhead hazards.
- C.S.A. approved steel toed work boots should be worn when using sharp edged tools such as axes, mattocks, Pulaskis, pickaxes, grub hoes or fire rakes, or striking tools such as sledges or tampers, when lifting and moving heavy objects, and when operating power scythes.
- Sturdy hiking boots that extend above the ankle are recommended for all other trail volunteers.
- C.S.A.-approved hearing protection is recommended for use when operating powered equipment with a noise level in excess of 85 dB
- Clothing should be appropriate for the weather conditions and the duties being performed. Long pants, a shirt (preferably long-sleeved), are the minimum suggested requirements.
- Safety glasses, goggles or face shields are recommended for operations where eye injuries are a potential hazard.
- All volunteers operating motorized vehicles must carry relevant CBS and AEP approved certification.
- Visibility vests should be worn by designated CBS Safety Representatives.

4.0 Recruitment, Training and the “Buddy” system

4.1 Policy and Training Guidelines

The CBS is committed to providing opportunities for ongoing training to support its established SWPs and SJPs. The three CBS Safety & Engagement Committee members will be well versed in all aspects of CBS HS Program delivery. The Board of Directors, paid employees and Volunteer Leaders will participate in orientation sessions covering overall CBS HS policies and practices developed in response to Provincial OHS legislation and AEP requirements. Within the sense of OHS legislation, Volunteer Leaders will act as the CBS Safety Representative in their areas of operation and will be identified as such. The process of involving Volunteer Leaders and experienced workers in the continual reassessment and revision of CBS practices and procedures ensures that a core of CBS workers will be knowledgeable about CBS HS documentation covering their area of activity. All CBS Regular Volunteers will be expected to be familiar with the FHA, SJP, and SWP documents covering any tasks they have been asked to do. They must also realize that they are responsible for initiating actions that will remedy any unsafe conditions and be able to respond to the emergency response plan when called to do so. Occasional CBS Volunteers will have access to all CBS HS Manual information and will be briefed by Volunteer Leaders in advance about specific HS issues relative to their volunteer activities.

4.2 Orientation Sessions

The CBS has several levels of workers who require Orientation on the CBS OH Program at some level.

They are:

1. Board of Directors, Loppet Chiefs and Regular Volunteers
2. Paid staff (Event Coordinator and Administrative Assistant)
3. Occasional Volunteers recruited for specific “one-off” CBS activities
4. Contractors

Orientation forms have been developed for this purpose and participants must acknowledge that they have received and understood the orientation material made available to them. Approved Orientation forms are included in Appendix II.

Board of Directors, Loppet Chiefs and Regular Volunteers :

- Must complete appropriate orientation on the CBS HS Program
- Will have appropriate competencies in terms of training, knowledge and experience
- Must provide proof of certifications/licencing that is relevant and required for their proposed activities (Driver’s Licence, Side-by-side competence, Snowmobile Course, etc.)

Occasional Volunteers:

- Given their limited (often one day or one week per year) involvement with activities of the CBS, a lower level of familiarity with the CBS HS Program must, realistically, be expected of Occasional Volunteers.
- Training may include “Pre-Task Orientation Sessions” for volunteers attending the Volunteer Appreciation Night that precedes the Birkie Festival.
- Orientation information on the CBS HS Program will be circulated ahead of time to all Occasional Volunteers and will refer to relevant information from the CBS HS Manual posted on the CBS website. Confirmation that this information was made available will be part of the documented outcome from site-specific “Tailgate” Meetings, at which Volunteer Leaders will also discuss tasks to be undertaken, associated hazards and control measures, and worker competency.
- Based on information collected during the volunteer recruitment process, Occasional Volunteers will be allocated to tasks that the Chief of Volunteers and Loppet Chiefs deem to be appropriate.
- Where identified hazards and risks exist for specific tasks to be performed, only Occasional Volunteers known to possess the recognized skills, training, or proven competence to perform such tasks will be recruited for these volunteer activities (e.g., on course ski-patrols; driving of motorized vehicles; handling of cooking equipment).

Contractors:

- It is expected that all Contractors hired by the CBS will have internal OHS programs that comply with provincial OH&S legislation, codes of practice and industry best practice.
- When working with CBS volunteers on CBS directed work sites, contractors must participate in daily “Tailgate” meetings and comply with CBS HS Program requirements.

- Details of the work taking place and any hazards or concerns should be brought to the attention of all parties involved and hazards must be effectively controlled.

In the past CBS has hired contractors for:

- Trail building with a mini-excavator
- Finish Stadium Festival and Clothing Tent construction
- Provision of power supplies to the stadium facilities
- Night-time security surveillance of the Stadium site
- Provision of loppet timing equipment
- Provision of portable toilets
- Provision of propane supplies
- Provision of festival tent equipment and food/beverage supplies and equipment

4.3 Recruitment Strategy

The CBS has an established recruitment strategy that reflects the level of expertise and competence of its staff and volunteers and their contributions to delivering an effective HS Program.

The Board of Directors is recruited through a process of referral and informal interview and the Board typically embodies a range of management experience from professional and managerial backgrounds. The Board is, therefore, well positioned to ensure the delivery of an effective and compliant CBS HS Program.

Two salaried, part-time, staff provide the equivalent of 1.2 FTE of administrative support and continuity of experience and expertise in all aspects of CBS operations. The Birkie Event Coordinator will be a member of the CBS Safety & Engagement Committee and will oversee the administrative and record keeping aspects of the HS Program. The Birkie Administrator will support the record keeping that is essential for HS Program compliance.

The Regular Volunteers are involved in year-round trail improvement and maintenance activities at the CLBPRP under the supervision of AEP staff. They are invariably experienced and competent wilderness and backcountry trail users and also active cross-country skiers who are very familiar with the CLBPRP environment. This knowledge and experience with the CLBPRP helps mitigate many of the risks associated with trail-based activities. Members of this Regular Volunteer team also have recognized competence in higher risk activities such as side-by-side vehicle use, use of smaller mechanized equipment like powered scythes, and some have recognized certification in high-risk activities like the use of snowmobiles. These competencies and certifications are directly matched to the use of these Regular Volunteers for higher risk tasks.

Loppet Chiefs comprise the core Volunteer Leadership group within the CBS HS Program and usually assume their positions after several years of volunteer experience with the CBS. They also participate in a series of monthly Loppet Committee meetings from October to February, at which all aspects of the delivery of the main Birkie Festival are discussed, including HS Program requirements. Appointment as a Loppet Chief carries with it the requirement to be knowledgeable about the CBS HS Program and a commitment to support the ongoing development of the HS Program in their leadership area.

Occasional Volunteers form the largest core of CBS workers and are recruited using an interactive process that involves identifying their primary interests and skill sets with the volunteer needs of the various Loppet Chiefs. Although new Occasional Volunteers join the CBS program every year, many are long-term volunteers with the CBS and have supported many Birkie Festivals over the last 30 years. Even with once-a-

year participation in CBS Festival events, most of these Occasional Volunteer groups are led by competent and experienced Loppet Chiefs and work alongside experienced volunteers in their area of activity.

Overall, therefore, the CBS recruitment program is positioned to link volunteer enthusiasm and commitment to areas of volunteer work in which they have, or can quickly develop, needed competence with limited pre-work briefings and on-the-day tailgate meetings. By maintaining a blend of new volunteers with experienced Loppet Chiefs and longer-term volunteer workers, the recruitment program seeks to minimize the health and safety risks involved.

Documented Volunteer Competencies. An inventory of key volunteer competencies, and a record of training certifications required for specific tasks identified in FHA and SJP documentation, will be maintained and will be available to all Volunteer Leaders (Appendix III). Use of this inventory will ensure that only qualified CBS workers will be engaged in the higher risk tasks undertaken by CBS workers.

4.4. The “Buddy” system of reinforcement and encouragement.

As an essentially volunteer organization, a disciplinary approach to effective implementation of the CBS HS Program is deemed unrealistic. As outlined above, the recruitment and training of volunteers attempts to place them in areas of competency. Where an obvious lack of competence is apparent, volunteers will be redirected to other, more appropriate, tasks.

However, the key strategy for achieving compliance with OHS requirements among CBS volunteers will be the adoption of a “Buddy system”, through which volunteers encourage their colleagues to follow established safe work practices and to be aware of the health and safety of those around them. Where this “Buddy system” approach fails to produce a safe outcome, volunteers will still have the option of reporting unsafe work practices to their Volunteer Leaders, who would then take action to remedy the situation.

5.0 Meetings

Safety & Engagement Committee:

- Safety & Engagement Committee (SEC) meetings will be held on an as needed basis to review safety related topics.
- Emergency SEC meetings will be convened to discuss near misses or incidents that require adjustments to the CBS HS Program.
- The SEC will review and update the CBS HS Manual annually.
- Records of all CBS SEC activities will be maintained and accessible.

Worksite and Tailgate Meetings:

- Prior to starting a new job or a new day’s activities, worksite/Tailgate meetings following an established template will occur to review tasks, identify hazards, and ensure that all workers are prepared to safely undertake the tasks of the job/day. These meetings must include a review of the hazard/incident reporting process.
- All CBS workers must sign the Tailgate meeting form to indicate that they have understood and completed preparation for a safe workday. Their signature will also confirm that they have been provided access to orientation material about the overall CBS HS Program.
- Contractors working on CBS-controlled work sites should participate in joint Tailgate meetings but will maintain their own records of worker participation.

Administration and Oversight of Meetings:

- All orientation sessions, meetings and training activities will be suitably documented, acknowledged by participants, and records of these activities will be accessible through the CBS offices.

6.0 Emergency Preparedness

6.1 Policy

The CBS is committed to developing and maintaining a system whereby it can respond efficiently and safely to internal emergencies at its various work sites while waiting for outside assistance. We are also committed to providing assistance to responding agencies in whatever capacity CBS volunteers are comfortable performing.

In the case of emergencies within the CLBPR, emergency procedures are closely coordinated with AEP staff and AEP policies. The same applies to emergencies within the UCHV location which will be led and coordinated by UCHV staff.

Emergency policies for other CBS work sites will be coordinated with the owners and managers of those sites.

The site-specific emergency response plans developed are presented in the relevant sections of this CBS HS Manual under specific areas of activity in Section II.

6.2 Incident reporting

Incidents within the CLBPR.

Incidents involving CBS workers at the CLBPR will be reported using forms developed for this purpose, signed by the Volunteer Leader involved, and submitted to the CBS SEC for review. Copies of all completed incident forms should also be copied to the OHS representative of AEP at the CLBPR.

Incidents within the UCHV site .

Incidents involving CBS workers at the UCHV site will be reported according to UCHV OHS procedures. If possible, CBS-related incident forms should also be copied to the CBS SEC.

Incidents involving CBS workers at other work sites.

Incidents involving CBS workers at other sites will be reported using the forms developed for this purpose and will be submitted to the Volunteer Leader involved for signature and then submitted to the CBS SEC.

7.0 Inspections

7.1 Policy

Unless required otherwise, inspections of CBS owned equipment and CBS managed storage and other facilities should occur annually. Inspection forms must outline deficiencies and corrective measures and be signed and dated by those involved and submitted to the CBS SEC for review and action.

7.2 Inspections schedule

The following table identifies the schedule of safety inspections:

INSPECTION	TIMING	PERSONS RESPONSIBLE***
CBS storage and office facilities at Bulldog storage facility	Annually	Event Coordinator and Administrative Assistant
Equipment in the CBS storage sheds at the AEP Waskehegan Maintenance Area	Annually	Loppet Chief, Chief of Course, Chief of Stadium.

8.0 Investigations of incidents

8.1 Policy

It is the policy of the CBS that all incidents that result in injury or property damage, or that could have resulted in serious injury or property damage, be thoroughly investigated. An incident is any unplanned or unwanted event which results in damage or injury, or which could have resulted in damage or injury. Almost every incident is the result of a combination of causes. The primary purpose of investigation is to identify these causes so that corrective action can be taken to prevent a recurrence of the incident.

The CBS Volunteer Leaders in charge of the area and/or personnel involved are responsible for completion of an incident report and for conducting a basic investigation. Volunteers may assist in the investigation under the guidance of the Volunteer Leader. Incident reports should be submitted to the CBS SEC, who must review every incident report to ensure that appropriate corrective actions are taken. The CBS will collaborate with all other agencies charged with conducting their own investigations.

Incident reporting and investigation is governed by the Alberta OHS Act Section 13(3).

8.2 Investigation Guidelines

Secure the Scene

- Inspect the scene for any hazards that could cause more damage or another incident.
- Take steps to preserve the evidence by keeping everyone away from the immediate area, so the scene remains undisturbed. Cordon off the area with whatever you have on hand, preferably high visibility tape.
- Identify and make a list of all witnesses to the incident.

Collect the Facts

- Keep an open mind. If you think you already know what happened and why, you might overlook something important in your investigation.
- Facts should be separated from “opinions”. Record what people actually saw or experienced, not

what someone “thinks” happened, or what someone else “said” happened.

- Consider all possible causes. Making notes of ideas about possible good practice as they are raised, but do not draw conclusions about possible good practices to apply until all the information is gathered.

Record Physical Evidence

Some physical evidence is subject to rapid change and should be recorded first. Examine and record by notes and/or photos:

- Positions of injured workers
- Location of relevant items
- Weather, lighting
- Condition of equipment used
- Condition of materials used
- Presence or absence of safety equipment or devices
- Presence or absence of appropriate equipment safety guards
- Product information including the names of MSDS (Material Safety Data Sheets) of any substances involved
- Pattern of debris
- Measurement of critical distances (location of injury or damage relative to exact work spot, trail, other volunteers); make a sketch if possible
- Latitude/longitude or text description of incident site

Record Eyewitness Accounts

Witnesses may be your primary source of information. Witnesses include injured or ill workers, nearby workers, pre-shift workers or supervisors, and any workers in the area at the time.

Prepare a list of your questions prior to starting the interviews. Interview witnesses as soon as possible after the incident. If witnesses discuss the event with one another, their own perceptions can become skewed. Witnesses should be interviewed alone, rather than in a group. You may decide to interview witnesses at the scene where it is easier to find out where each person was during the incident and get a description of the events. Alternatively, you may want to do it in a quiet location with fewer distractions. The option you choose will depend on the nature of the incident and the mental state of the witnesses.

Do's and Don'ts of Interviewing

Do:

- Put the witness at ease.
- Advise them that you will be taking notes.
- Emphasize the real reason for the investigation: to determine what happened and why.
- Let the witness talk – listen carefully.
- Ask the person to explain what happened or what they know about the possible causes of the event.
- Confirm that you have the statement correct.
- Try to sense any underlying feelings of the witness.
- Make careful notes during the interview.
- Let the witness review your notes.
- Thank each witness.

Don't:

- Intimidate the witness.
- Interrupt.
- Prompt.
- Ask leading questions
- Show your emotions.

Complete the Report

Before completing the report, ensure that each diagram, drawing and photo is correctly labelled and catalogued. Fill out the incident report form (see Appendix II) to the best of your ability. The form will provide the basis for an analysis of the incident by the SEC and allow the CBS to take the appropriate corrective measures if required. Submit the completed form to a SEC member or a member of the Board if SEC members are not available.

Analyze the Incident

To determine whether and what action, if any, the CBS needs to take, the incident must be analyzed by the SEC to determine why it happened and what were the root causes. Things to consider include:

- What were the decisions that led up to the incident?
- Were there regulation or rule violations?
- What was the nature of the supervision?
- Was training adequate?
- Were standard operating procedures followed?
- Were any changes in design, products or work procedures introduced before the incident?
- Were outside influences involved?

Make Recommendations

As part of their review of the report, the SEC will make recommendations on how you believe future incidents of this nature may be avoided.

9.0 Records, Forms, and Statistics

Records of CBS OHS-related activities will be summarized using the form presented in Appendix 1.

Note: Other parts of this section will be completed as the administrative system supporting the CBS HS Program is systematically developed. All documentation is presently filed in both hard copy and electronic format and is available through the CBS Office.

SECTION 2: Site- and Activity-specific documentation

Site or activity area	Person responsible	Approved
1.Trail related activities in the CLBPR	Chief of Course	Yes
2.Stadium site activities at the Waskehegan Staging area	Chief /Assistant Chief of Stadium	
3. Office and administration	Birkie Coordinator	
3.Clothing Tent	Chief of Clothing	
4.Event Patrollers	Chief of Patrols	
5.Transportation	Chief of Transportation	
6.Volunteer Night, Birkie Festival and Viking Feast events	Chief of Festival, Birkie coordinator	
7.Food Stations	Chief/Assistant Chiefs, Food Stations	
8.Festival tent – Stadium area	Chiefs of Awards/Merchandise/Beer Garden	
9.Kitchen and food/drink services, Festival Tent, Stadium area	Chief of Food Tent	
10.Short Start and Finish Line	Chiefs of Short Start/Finish Line	
11.First aid volunteers	Chiefs of Medical	

1.0 Trail related activities in the CLBPRA (Chief of Course)

1.1 General comments

1.2 Approved FHAs

CBS Formal Hazard Assessment - 001

Identified Task or Activity: Trail maintenance work in CLBPA				HR (Hazard Ranking): Severity: 1. Catastrophic Danger; 2. Serious; 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote Severity (S) + Probability (P) = Hazard Ranking (HR) If 1A = WORK DOES NOT PROCEED			Focus on the 1) PEOPLE, 2) ENVIRONMENT, 3) MATERIALS, 4) EQUIPMENT/TOOLS	
CBS Workers Involved: George Foxcroft Jim Black								
Approved by: SEM Committee								
Tools/Equipment Required: Hand tools, Side-by-sides, trailers				Materials Required:			Date: 2019/01/11	
#	Sequence of Steps	Potential Incidents or Hazards	HR	Controls in Place			RHR	Control Description
				Engineering	Administrative	PPE		Notes
1	Assess prevailing weather conditions	Extreme heat	2D		SWP, SJP	sunblock	3D	Wear suitable clothing and carry water and food Wear suitable clothing and footwear and carry liquids and food Carry fire making materials Avoid high risk conditions on trails Avoid high risk conditions on trails Take evasive action
		Extreme cold	2B		SWP, SJP	clothing	3B	
		High winds	2D		SWP, SJP		2D	
		Heavy precipitation	2D				2D	
		Lightning strikes	2D		SWP, SJP		2D	
2	Assemble, inspect and transport appropriate tools	Tool deficiencies leading to personal injury	2C	Adequate selection of tools available	SWP, SJP		3D	Tool maintenance and inspection Updated tool inventory Load and carry tools safely; Use guards on sharp equipment and power tools
3	Travel to worksite on foot	Difficult trail conditions	3C		SWP, SJP		3D	Wear appropriate footwear Clothing suitable to trail conditions Abide by "never work alone" directive Be aware of wildlife updates
		Danger of becoming isolated and lost	2D		SWP, SJP		3D	
		Wildlife encounters	2D		SWP, SJP		3D	
4	Travel to worksite in side-by-side vehicle	Risk of collision and injury due to loss of	2C		SWP, SJP	Seat belts	3D	

		control on connector roads						Avoid high speeds and wear seat belts on major roads and access trails
		Risk of collision and tipping on internal trails	2C	Purpose built machine for the conditions	SWP, SJP		2D	Use low speeds and correct drive mode for conditions prevailing
5	Digging, grading and prying with hand tools	Impact injuries, strains, etc.	2C		SWP, SJP		3C	Use proper techniques and good tools Recognize the "circle of death"
6	Lifting and pulling heavy objects	Strains and bruising	2C		SWP, SJP	Work boots	3C	Use proper techniques Properly assess the demands of the task and recruit help as needed Avoid over-taxing the equipment or operator Wear protective footwear and gloves
7	Brushing/pruning/limbing using handheld tools	Grazing and pricking	3B	Match tools to the task	SWP, SJP	Safety glasses and gloves	3C	Wear eye protection Wear strong gloves Use appropriate cutting tools Keep tools sharp and functional
8	Post pounding	Strains and repetitive injuries	2D	Match tools to the task	SWP, SJP	Gloves	3D	Use sure footing and good posture Use weights of pounders that can be handled safely
9	Brush cutting with powered scythes	Lacerations through contact with cutter	2D	Purpose made equipment	SWP, SJP	Boots and gloves	3D	Follow makers SOPs Maintain functionality of cutters Training and proven competence required
Annual Reviewers:				Date:		Annual Reviewers:		

HAZARD RANKING:

PROBABILITY

SEVERITY

1. Catastrophic Danger

2. Serious

3. Minor

4. Negligible / OK

A. Probable

work isn't done

B. Reasonably Probable

C. Remote

D. Extremely Remote

Immediate corrective action required

Corrective action required urgently

	Corrective action required at next review
	No corrective action required

Note 1: Administrative controls sections should be used to list the need for creation of *Safe Job Procedures* (SJPs) and *Safe Work Practices* (SWPs). When SJPs or SWPs prepared have been approved by the CBS Safety & Engagement Committee, the number of the approved SJP and/or SWP should be included in the FHA information. *SWPs should be developed for any tasks with an initial Hazard Rating that falls in the black and dark grey zones of the chart above.*

Note 2: Hazard Ratings. The first hazard rating (HR) included should reflect the risk rating before control measures are implemented. A Revised Hazard Rating (RHR) should then be presented to the right of the “Controls in place” columns that estimates the reduced level of risk after suggested control measures have been applied.

Note 3: *After applying control measures,* *tasks should not be undertaken if the Revised Hazard Rating still falls within the blackened zones in the chart above. Tasks with ratings that still fall within the dark grey zones need ongoing review.*

CBS Formal Hazard Assessment - 002

Identified Task or Activity: Using side-by-sides at CLBPA				HR (Hazard Ranking): Severity: 1. Catastrophic Danger; 2. Serious; 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote Severity (S) + Probability (P) = Hazard Ranking (HR) If 1A = WORK DOES NOT PROCEED			Focus on the 1) PEOPLE, 2) ENVIRONMENT, 3) MATERIALS, 4) EQUIPMENT/TOOLS	
CBS Workers Involved: George Foxcroft Jim Black								
Approved by:HEC								
Tools/Equipment Required: Side-by-side vehicle				Materials Required: Fuels and oil			Date: 2019/01/10	
#	Sequence of Steps	Potential Incidents or Hazards	HR	Controls in Place			RHR	Control Description
				Engineering	Administrative	PPE		Notes
1	Fueling side-by-sides	Fuel spills	2C	Purpose built equipment	SWP and SJP	Protective gloves	3D	Carried out in designated outside area
		Fuel fire	2D		SWP and SJP		3D	Fire extinguishers available
2	Inspections prior to use	Poor mechanical condition	2B	Purpose built equipment	Maintenance contract with AEP		2D	Maintenance contract in place with AEP
		Lack of oil or fuel	3C		SJP		3D	Pre-job checks of fuel and oil
		Incorrect fuel type	3C		SJP		3D	Fuel pump delivery is type specific
3	Trail conditions	Getting stuck	3B	Purpose built equipment	SWP, SJP		3C	Use caution, low speeds and operate in correct drive train mode suitable to conditions
		Colliding with obstacles on trail	2B				3C	Be vigilant and drive slowly in Low drive mode
		Colliding with wildlife	2D				2D	Be aware of position of work crew members
		Colliding with people	2B	Back-up signals in operation	SWP, SJP		2D	
4	Weather conditions	Exposure to cold	2B	Heaters in side-by-sides	SWP, SJP	Warm clothing	2D	Prepare for weather conditions in terms of clothing and length of exposure

5	Transporting tools and personal gear	Insecure storage leading to injury or loss	3B	Securing devices	SWP, SJP		3D	Stow tools and personal gear correctly Move at low speeds on trails
6	Driving on trails	Speed as a cause of lost control and personal injury	2C		SWP, SJP		2D	Abide by speed regulations for internal trails
7	Recovery of stuck equipment	Risks from heavy equipment	2C		SWP, SJP		2D	Be aware of heavy equipment movements
		Winch operation issues	2C	Winches are purpose built			2D	Operate winches and tows according to agreed procedures
Annual Reviewers:				Date:	Annual Reviewers:			

HAZARD RANKING:

SEVERITY

1. Catastrophic Danger

2. Serious

3. Minor

4. Negligible / OK

PROBABILITY

A. Probable

B. Reasonably Probable

C. Remote

D. Extremely Remote

work isn't done

	Immediate corrective action required
	Corrective action required urgently
	Corrective action required at next review
	No corrective action required

Note 1: Administrative controls sections should be used to list the need for creation of *Safe Job Procedures* (SJPs) and *Safe Work Practices* (SWPs). When SJPs or SWPs prepared have been approved by the CBS Safety & Engagement Committee, the number of the approved SJP and/or SWP should be included in the FHA information. *SWPs should be developed for any tasks with an initial Hazard Rating that falls in the black and dark grey zones of the chart above.*

Note 2: Hazard Ratings. The first hazard rating (HR) included should reflect the risk rating before control measures are implemented. A Revised Hazard Rating (RHR) should then be presented to the right of the “Controls in place” columns that estimates the reduced level of risk after suggested control measures have been applied.

Note 3: *After applying control measures, tasks should not be undertaken if the Revised Hazard Rating still falls within the blackened zones in the chart above. Tasks with ratings that still fall within the dark grey zones need ongoing review.*

1.3 Approved Safe Job Procedures

SAFE JOB PROCEDURE 001 – TRAVEL AND COMMUNICATIONS IN THE CLBPRA

Goals

- Provide for worker safety during CLBPRA-based operations. Assist Volunteer Leaders and workers in organizing their workdays while recognizing tasks or conditions that may be hazardous and which may require pre-determined job procedures.
- Ensure that proper documentation is maintained with regards to safety records including incident reporting and hazard identification.
- Provide workers with the skills and guidance to work safely within the CLBPRA.

Objective

The overarching aim of this document is to create a safe working environment by properly training and equipping CBS personnel for CLBPRA-based operations. The goal is not to impose rules that hinder operations but rather to focus on job safety via smart choices and planning. This document establishes benchmarks for safety and training to better protect CBS volunteers.

Situational Awareness

Situational Awareness is our ability to process what is going on around us. As trail crew members, we are held to a higher standard of trail ethics than the general public. The CBS is committed to providing the following measures of safety for all travel into worksites:

- Safe travel and work in the CLBPRA.
- Proper tools for the tasks at hand.
- Identification and mitigation of hazards encountered as part of our required work.
- Public education about how to safely travel on the trail system

Equipment/PPE Management

Ensuring tools, equipment and PPE are in working order, and monitoring their condition upon return, are essential parts of managing risk. If any piece of equipment is in questionable condition it needs to be taken out of service until it is properly maintained or discarded. Volunteer workers will be asked to bring any concerns to the attention of the volunteer leader.

The tailgate meeting will include tips on how to properly use the tools and equipment for tasks they have been designed for. This will hopefully lead to less damage to tools while mitigating injury from inappropriate use. Proper carrying techniques and tool storage at the worksite will also be discussed.

Risk Management

Risk is inherent in any trail building or maintenance operation. Risk management is incorporated into

daily tailgate meetings where the work and safety plans are relayed to all workers. These risks might involve traveling to distant worksites and using tools that have the potential to injure. Our goal is to manage the risks we encounter while working on trails to provide a safe but rewarding experience for our “trailblazer” volunteers. Regular “Trailblazer” volunteers need to possess the training and experience to identify and mitigate hazards. Working and traveling with others, is strongly advised and working alone as a CBS “Trailblazer” volunteer would be an exception. Each time CBS volunteers travel to and establish their worksites, they need to be thinking about how to:

- Identify Hazards (e.g., weather, trail conditions, worksite conditions)
- Assess Hazards (e.g., Hazard trees, unstable slopes?)
- Make appropriate decisions (e.g., Is the hazard significant enough to stop or redirect work?)
- Re-Evaluate Safety of Decision (e.g., Has the hazard been mitigated properly?)

Employees should keep in mind that the public perception of “Volunteer work groups” is that of safety and professionalism. While these groups may be well-trained and experienced in the activity or mode of travel at hand, always be cognizant not to lead the public into a situation that can quickly become hazardous for a lesser experienced individual. Proper control of public access to or through worksites will ensure reduced risk to both the public and our workers.

[See Tailgate Meeting Checklist and Field Level Hazard Assessment Forms](#)

Accident and Injury Reporting

CBS Trailblazer volunteers must immediately report all near misses, accidents, and workplace injuries to their Volunteer Leader and/or AEP supervisor upon return from the worksite following the established incident reporting protocol. The leader will provide an Event Recording Form to be filled out as soon as practicable. This will lead an investigation and report that determines how best to mitigate similar risks in the future.

Trip Planning

All trail-based work in the CLBPRA should take place under the direction of a Volunteer Leader who will have been in contact with AEP staff to agree the location and scope of the work in advance, including requests to AEP for provision of equipment or staff support. It is mandatory that established communication protocols are adhered to and that your approximate departure/return times and work plan are known. Any deviations must be immediately reported or recorded. All trail-based activities involving CBS workers will be recorded in a Trail Maintenance log.

An agreed communication plan should be established in collaboration with AEP that allows at least periodic interactions between volunteer work groups and AEP staff when necessary.

Effective Communication Methods

Cell Phones Cell phones coverage is generally possible within the CLBPRA but known “black spots” should be recognized. Text messaging may be more effective than voice communication. Limited cell phone coverage is enhanced during the Birkie event by provision of additional temporary cell towers. Work groups might also

consider the use of satellite based “Track my route” and “Track your route” cell phone-based Apps as an alternative means of locating volunteers within the CLBPRAs.

Solo Travel

It is recommended that CBS volunteers travel in parties of two or more when working in the CLBPRAs. Working or travelling alone should be considered to be the exception.

Required Equipment

Equipment can be a double-edged sword in the remote CLBPRAs worksites. Too little equipment creates a hazard of being ill-prepared to face the tasks at hand. Too much equipment slows travelers down and exposes them to hazards for a longer period. Volunteer Leaders and volunteer workers must learn to strike the right balance.

This is a list of the minimal equipment required to enter the CLBPRAs as a CBS volunteer:

Summer:

- A workable communications device
- Food and Water
- Rain and cold weather gear, as conditions dictate.
- Sun protection and insect repellent, as conditions dictate
- Personal first aid supplies and group access to a First Aid Kit
- Navigation equipment (GPS, trail map, and compass)
- Appropriate footwear and clothing for job, terrain, and weather

Winter:

- A workable communications device
- Food and Water
- Rain and cold weather gear, as conditions dictate.
- Sun protection, as conditions dictate
- Personal first aid supplies and group access to a First Aid Kit
- Navigation equipment (GPS, trail map, and compass)
- Appropriate footwear and clothing for job, terrain, and weather
- Fire lighting capabilities

Training

Volunteer Leaders and employees should always evaluate the scope of work, final objectives, and seasonal weather conditions when scheduling and preparing for CLBPRAs work projects. Whatever the hazard or job environment, prior training and established competence will help ensure that CBS volunteers safely perform the task at hand. The appropriate Job Hazard Analysis will identify the minimum training standards that are required of volunteers before undertaking high-risk activities. The CBS will ensure that all volunteers receive adequate training in activities where enforcement of training requirements is considered to be a specific response to identified high-risk activities.

Records of training received and certifications obtained will be part of the CBS HS documentation

process.

As a largely volunteer based organization, disciplinary enforcement of worker HS requirements as set out in the CBS HS Manual is not considered to be an effective process. However, Volunteer Leaders have the responsibility to remove volunteer workers from any work site if there are concerns about unsafe work practices. Ongoing concerns of this nature can most constructively be dealt with by finding alternative volunteer work opportunities for those involved.

SAFE JOB PROCEDURE 002 – TRAIL MAINTENANCE ACTIVITIES in the CLBPA*Goals*

- Provide for worker safety in CLBPA-based operations.
- Assist Volunteer Leaders and workers in organizing their workdays while recognizing tasks or conditions that may be hazardous and require pre-determined job procedures.
- Ensure that proper documentation is maintained with regards to tailgate meetings, and on-site hazard assessments and safety incidents.
- Provide workers with the skills and guidance to travel safely to worksites.

Objective

The overarching aim of this document is to create a safe working environment by properly training and equipping CBS workers for trail-based operations within the CLBPA. The goal is not to impose rules that hinder operations but rather to focus on job safety via smart choices and planning. This document establishes benchmarks for safety and training to better protect the CBS workers.

Situational Awareness

Situational Awareness is our ability to process what is going on around us. As volunteer trail workers we are held to a higher standard of trail ethics than the general public. The CBS is committed to providing the following measures of safety for all travel into worksites:

- Safe travel and work in the CLBPA.
- Proper tools for the tasks at hand.
- Identification and mitigation of hazards encountered as part of required work.
- Public education about how to safely travel on the trail system

Equipment/PPE Management

Ensuring tools, equipment and PPE are in working order before starting tasks and monitoring their condition upon return are an essential part of managing risk. If any piece of equipment is in questionable condition it needs to be taken out of service until it is properly maintained or discarded. CBS workers are asked to bring any concerns to the attention of the Crew Leader.

The tailgate meeting will include tips on how to properly use the tools and equipment so that they are used for tasks they have been designed for. This will hopefully lead to less damage to tools while mitigating injury from inappropriate use. Proper carrying techniques and tool storage at the worksite will be discussed as well.

Risk Management

Risk is inherent in any trail maintenance operations. Risk management is incorporated into daily tailgate meetings where the work and safety plans are relayed to all workers. These risks might revolve around traveling to distant worksites and using tools that have the potential to injure. Our goal is to manage the

risks we encounter while working on trails in a manner that provides for as reasonably safe an experience for trail crews as possible. GBCTA volunteers need to possess the training and experience to identify and mitigate hazards. Working and traveling with others, while not always practical, is strongly advised. Every day that CBS workers travel to and establish their worksites, they need to be thinking about how to:

- Identify Hazards (e.g., weather, trail conditions, worksite conditions)
- Assess Hazards (e.g., Hazard trees, unstable slopes?)
- Make appropriate decisions (e.g., Is the hazard significant enough to stop or redirect work?)
- Re-Evaluate Safety of Decision (e.g., Has the hazard been mitigated properly?)

Employees should keep in mind that the public perception of “CBS Trail Volunteers” is that of safety and professionalism. While CBS workers may be well-trained and experienced in the activity or mode of travel at hand, always be cognizant not to lead the public into a situation that can quickly become hazardous for a lesser experienced individual. Proper control of public access to or through worksites will ensure reduced risk to both the public and our workers.

[See Tailgate Meeting Checklist and Field Level Hazard Assessment Forms](#)

Accident and Injury Reporting

CBS trail-based workers must immediately report all near misses, accidents, and workplace injuries to through their Volunteer Leader who will complete an Event Recording Form as soon as practicable, lead any on-site investigation necessary, and provide a report as to how to mitigate a similar occurrence in the future. This new information will be incorporated into updated HACR, and SWP documents, as appropriate.

Trip Planning

All travel and work within the CLBPRAs will have prior approval from appropriate AEP staff. A system for recording work completion with AP should be agreed and implemented. A reliable form of communication must be accessible to CBS workers located within the CLBPRAs.

Solo Travel

It is recommended that volunteers travel in the CLBPRAs in parties of two or more when possible.

Required Equipment

Equipment can be a double-edged sword in the remote areas of the CLBPRAs. Too little equipment creates a hazard of being ill-prepared to face the tasks at hand. Too much equipment slows travelers down and exposes them to hazards for a longer period. Employees must learn to strike the right balance. This is a list of the minimal equipment required to enter the CLBPRAs as a CBS volunteer:

Summer:

- A fully charged cell phone
- Adequate Food and Water
- Rain and cold weather gear (include one dry pair of socks and top layer).
- Appropriate First aid materials
- Nav Equipment (GPS, map, and compass)
- Appropriate footwear for job, terrain, and weather

Safety Dialogue

Evaluating options and measuring risk before starting a new project can greatly reduce safety incidents in the CLBPR. AEP Supervisors and CBS Volunteer Leaders will conduct safety briefings prior to the start of new projects. Raising safety concerns prior to engaging in these activities will help protect all involved. Volunteers should be encouraged to make their Supervisor or Volunteer Leader aware of any areas in which they lack training or skills. The Volunteer Leader is responsible for ensuring that the employee is properly trained and prepared before engaging in new or unfamiliar operations. Volunteers have the right to refuse work they feel is unsafe or they are unqualified to do. Volunteers who fail to adhere to the established policies may be considered working outside of the scope of duty.

Training

AEP Supervisors, CBS Volunteer Leaders and CBS volunteers should always evaluate the scope of work, final objectives, and seasonal weather conditions when scheduling and preparing for CLBPR-based work projects. Whatever the hazard or job environment, supervisors will provide the necessary training to ensure the employee can safely perform the task at hand. Formal Job Hazard Analysis and Control Response procedures will identify the minimum training standards that will be made available for volunteers for potentially high-risk activities.

1.3 ERP

All trail related work within the CLBPR falls under the purview of the AEP Emergency Response Plan. **As such, the single emergency contact number to be used for incidents within the trails system is 780-644-3880.** This number will connect to the conservation Officer on duty who will then evaluate the nature of the emergency and activate the AEP ERP as needed.

However, as all CBS trail-based activities are organized in consultation with the CLBPR Maintenance Manager, Ben Featherstone, who is available by cell phone (780-686-0873) whether on- or off-site, contact will be made with this number as a follow-up to contacting the listed Public Emergency number above, or in the event that the number above is not answered.

If contact with the two AEP emergency numbers above fails, direct contact with the regular 911 emergency number can be attempted, on the understanding that public ERS services will not normally drive beyond the car park areas of the main Staging Areas in the CLBPR. In this latter situation, every effort should be made to move injured parties to the nearest Staging Area if this is possible.

2.0 Stadium site activities at the Waskehegan Staging area

2.1 General comments

2.2 Approved FHAs

2.3 Approved Safe Job Procedures

2.4 ERP

Section 3: Appendices

Appendix I

Appendix I.i. Formal Hazard Assessment form.

CANADIAN BIRKEBEINER SOCIETY	SAFETY PROGRAM Formal Hazard Assessment	FHA-Form- 001 Jan, 2019	PAGE 50 of 72
Used for commonly performed tasks and linked to approved SWPs/SJPs			PRINT DATE: February 4, 2022

CBS Formal Hazard Assessment Form								
Identified Task or Activity: Task name				HR (Hazard Ranking): Severity: 1. Catastrophic Danger; 2. Serious; 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote Severity (S) + Probability (P) = Hazard Ranking (HR) If 1A = WORK DOES NOT PROCEED			Focus on the 1) PEOPLE, 2) ENVIRONMENT, 3) MATERIALS, 4) EQUIPMENT/TOOLS	
CBS Workers Involved: CBS volunteers/staff involved Approved by:								
Tools/Equipment Required: Key equipment used				Materials Required: Hazardous materials encountered			Date approved: yyyy/mm/dd	
#	Sequence of Steps	Potential Incidents or Hazards	HR	Controls in Place			RHR	Control Description
				Engineering	Administrative	PPE		Notes

Annual Reviewers:				Date:	Annual Reviewers:			

HAZARD RANKING:		PROBABILITY			
SEVERITY		A. Probable	B. Reasonably Probable	C. Remote	D. Extremely Remote
1. Catastrophic Danger		work isn't done			
2. Serious					
3. Minor					
4. Negligible / OK					

	Immediate corrective action required
	Corrective action required urgently
	Corrective action required at next review
	No corrective action required

Note 1: Administrative controls sections should be used to list the need for creation of *Safe Job Procedures* (SJPs) and *Safe Work Practices* (SWPs). When SJPs or SWPs prepared have been approved by the CBS Safety & Engagement Committee, the number of the approved SJP and/or SWP should be included in the FHA information. *SWPs should be developed for any tasks with an initial Hazard Rating that falls in the black and dark grey zones of the chart above.*

Note 2: Hazard Ratings. The first hazard rating (HR) included should reflect the risk rating before control measures are implemented. A Revised Hazard Rating (RHR) should then be presented to the right of the “Controls in place” columns that estimates the reduced level of risk after suggested control measures have been applied.

Note 3: After applying control measures, tasks should not be undertaken if the Revised Hazard Rating still falls within the blackened zones in the chart above. Tasks with ratings that still fall within the dark grey zones need ongoing review.

Appendix I.ii Tailgate/FLHA Forms.

Tailgate/FLHA Meeting Checklist - outdoor trail related activities:

1. Overview / Introductions

- ☐ Introductions of members of the work group by the Volunteer Leader
- ☐ Overview of project: Where are we working, what is the task, what is the schedule?

2. OH&S expectations of Alberta Legislation and CBS HS Program (see available CBS HS Manual)

- ☐ Worker's rights and responsibilities and CBS HS Program expectations reviewed

3. Review of key hazards and control measures (in approved and circulated FHAs, SWPs, etc.)

Logistics

- ☐ Weather : Food & water and clothing requirements based on forecast
- ☐ Washrooms and shelters accessible

Basic Safety

- ☐ First Aid Kit access and members with recognized first aid training
- ☐ Communications (Cell phone access)
- ☐ Key hazards and control measures identified
- ☐ Relevant SJPs and SWPs
- ☐ Specific safety equipment and PPE based on the planned tasks
- ☐ Emergency Response Plan – AEP emergency number within CLBPA – 780-644-3880

Tool Safety and use of vehicles

- ☐ Equipment use: Circle of Death: Eyes wide open: Carrying of tools: Competence
- ☐ Vehicle involvement in the work program; driver training & competence

Organize Groups & Handout Tools

- ☐ Organize Group and assign tasks

4.. Field level review of actual conditions and changed circumstances

- ☐ Review any changes in equipment /tools to be used & weather conditions

4.. Summary of key on-site points discussed:

<i>Hazard</i>	<i>Controls</i>

Tailgate/FLHA Meeting Participants:

<i>Name</i>	<i>Signature</i>	<i>Telephone contact number</i>

<i>Volunteer Leader:</i>	<i>Signature:</i>
<i>Date:</i>	

Note: This form is used to record that each component of the Tailgate meeting/FLHA has been covered by “checking-off” each item as it is discussed. CBS relies on prior orientation and circulation of key information by Volunteer Leaders (FHAs, SWPs and work plans) as the most effective means of setting up effective Tailgate/FLHA meetings. Volunteers participating in Tailgate/FLHA meetings are recorded by name and sign the form to confirm receipt of information and their participation in the on-site meeting.

Appendix I.iii CBS HS Program Orientation Form

INSTRUCTIONS: This form should be used to record the participation of CBS Directors, Volunteer Leaders and Regular Volunteers in OHS orientation activities. Signatures of participants will be taken to acknowledge, 1) their participation in the orientation process, and 2) that the information in the CBS HS Manual to which they were referred has been reviewed. When completed, this form should be filed with the CBS office as a record of the completed Orientation process.

Note: Volunteer Leaders will include minimal briefing information on the overall CBS HS Program as part of on-the-day Tailgate meetings with Regular and Occasional Volunteers, having already referred these volunteers to relevant information posted on the CBS website. Recorded participation in Tailgate Meetings will again imply that relevant CBS HS Program policies and procedures have been reviewed.

Name of CBS member responsible:

Role in the CBS:

Signature of CBS member responsible:

CBS group:

Date of completion:

ORIENTATION RECORD for Directors, Volunteer Leaders and Regular Volunteers [Reference Document: CBS Health & Safety Manual](#)

Checklist of material covered by the orientation program.

- ☐ Alberta OH&S Act, Regulations and Codes: Implications for the CBS.
- ☐ CBS Health & Safety Program.
- ☐ Occupational Health and Safety responsibilities of CBS Directors, Safety Committee, staff and volunteers
- ☐ Key rights and responsibilities of “workers” under revised Alberta legislation
- ☐ Operational structure of the CBS HS Program – roles and responsibilities
- ☐ Site-specific differences in responsibilities among CBS and collaborating organizations
- ☐ Training and Recruitment policies as key components of achieving OHS compliance
- ☐ Procedures for recording CBS HS-related activities
- ☐ Procedures and responsibilities for reporting incidents/accidents
- ☐ Responsibilities for implementing and executing Emergency Response Plans at specific locations
- ☐ Key hazards specific to different CBS work sites

List of participants

Name of participant	Role in CBS organization	Signature

Appendix I.iv Incident Report Form



INSTRUCTIONS FOR INCIDENT REPORTING *INSTRUCTIONS POUR LA SAUVEGARDE DES RAPPORTS D'INCIDENTS*

The attached form is to be completed for **all** incidents that result in bodily injury, occurring during sanctioned activities.

Important Reminders:

- In the event of an injury to a member, seek first aid and / or medical help as soon as possible and follow the response protocols of your organization.
- If at a ski resort, notify area ski patrol. Otherwise, notify local 911 or EMS.
- Do not attempt to render first aid beyond your trained ability.
- If possible, remove the hazard, or arrange for its removal immediately as to prevent further incidents from occurring.
- Where possible, block off or segment the area in order to protect the injured party and to preserve the scene for documentation.
- Do not admit liability or make commitments to the injured person or others.
- Record the names and addresses of all witnesses to the incident as soon as possible
- Inspect the location, try to identify and document factors that may have contributed to the incident.
Document conditions at the time of the incident (weather, snow conditions, slope traffic, grooming, any other unusual factors or hazards present).
- Do not discuss the incident with anyone outside of your organization, with the exception of designated representatives of CSA and our insurance broker, EQUA Specialty Risk Partners.
- Review your organization's emergency response plan. Ensure that a single spokesperson from the organization (club, PSO, etc.) is designated as a representative. Only that person is authorized to speak on behalf of the organization. Caution all colleagues (coaches, volunteers, athletes etc.) that they are not to discuss the incident with anyone.
- Complete the attached form with full details.
- Provide notice of the incident by email as soon as possible to CSA, with a copy to EQUA Specialty Risk Partners (contacts below). Please do this even if the incident report form is not complete yet. - Retain a copy of the report in your files for at least seven years.

*Le formulaire ci-joint doit être rempli pour **tous** les incidents causant un dommage corporel et se produisant au cours d'une activité sanctionnée.*

Rappels importants :

- Dans le cas d'une blessure à un membre, obtenir les premiers soins et / ou une assistance médicale aussitôt que possible et suivre les protocoles de réponse établis par votre organisation.
- Si l'incident se produit dans une station de ski, informer la patrouille du secteur immédiatement. Sinon, informer le 911 ou le SGU local.
- Ne pas tenter de prodiguer des premiers soins qui sont au-delà de vos capacités.
- Si possible, écarter le danger, ou s'assurer qu'il soit écarté immédiatement afin d'éviter tout autre incident de se produire
- Lorsque c'est possible, bloquer le secteur ou la section afin de protéger la personne blessée et de préserver la scène à des fins de documentation.
- Ne pas admettre une responsabilité ou prendre des engagements envers la personne blessée ou toute autre personne.
- Inscrire le nom et l'adresse de tous les témoins de l'incident aussitôt que possible.
- Inspecter le lieu, essayer d'identifier et de documenter les facteurs pouvant avoir contribué à l'incident
- Documenter les conditions au moment de l'incident (conditions climatiques, conditions d'enneigement, achalandage sur la piste, damage, tout autre facteur ou danger présent).
- Ne pas discuter de l'incident avec quiconque n'appartenant pas à votre organisation, à l'exception des représentants de la CSA désignés et de notre courtier d'assurances, EQUA Specialty Risk Partners.
- Réviser le plan de réponse en cas d'urgence de votre organisation. S'assurer qu'un seul porte-parole de l'organisation (club, PSO, etc.) soit désigné à titre de représentant. Seule cette personne est autorisée à parler au nom de l'organisation. Aviser tous les collègues (entraîneurs, bénévoles, athlètes, etc.) qu'il est interdit de discuter de l'incident avec quiconque.
- Remplir le formulaire ci-joint en y inscrivant tous les détails.
- Transmettre un avis d'incident par courriel au CSA aussitôt que possible, en copiant EQUA Specialty Risk Partners (contacts ci-dessous). Merci de le faire même si le formulaire de rapport d'incident n'est pas encore complet.
- Conserver une copie du rapport dans vos dossiers pendant un minimum de sept ans.

Report Prepared by: NAME/NOM _____

Rapport prepare par: _____

SIGNATURE _____

DATE _____ / _____ / _____
DD MM YEAR

Send Report to:
Envoyer le rapport à:

1. Canadian Snowsports Association
David Pym
Suite 265, 1177 West Broadway
Vancouver, BC
V6H 1G3
dpym@isrm.com
Tel: 604-734-6800
Fax: 604-669-7954

2. EQUA Specialty Risk Partners
Corporation
Sandy Millar – Managing Partner
Sandy.millar@equaspecialty.com
Tel: 604-349-9372
and
Alandra Richards – Claim Broker
Alandra.richards@equaspecialty.com
Tel: 403-462-0289

3. Nordiq Canada
(incorporated as Cross
Country Ski de fond Canada)
c/o Marian Doesburg
#100 -1995 Olympic Way
Canmore, AB T1W 2T6
info@nordiqcanada.ca
Tel: 403-678-6791



MUST BE COMPLETED BY THE TD OR PERSON IN CHARGE
DOIT ÊTRE REMPLI PAR LE TD OU LA PERSONNE EN CHARGE

Insurance <i>Assurance</i>	Policy Holder <i>Titulaire de police</i>	CANADIAN SNOWSPORTS ASSOCIATION POLICY NO: <i>No DE POLICE DE L'ASSOCIATION CANADIENNE DE SKI ET DE SURF DES NEIGES:</i>
--------------------------------------	--	--

Location of Incident **SKI AREA / LOCATION**
Lieu de l'incident **STATION DE SKI** _____

OWNER OF PREMISES
PROPRÉTAIRE DES LIEUX _____

OCCUPANT IN CONTROL / Club / Sport Organization
OCCUPANT EN CHARGE _____

CONTACT PERSON
NOM DE LA PERSONNE À _____
CONTACTER **NAME/NOM**

ADDRESS/ADRESSE

ADDRESS/ADRESSE

TEL

DOES OCCUPANT LEASE DIRECT FROM OWNER OR ANOTHER (ATTACH COPY OF LEASE)?
(ATTÉNAIRE OU D'UNE TIERS PERSONNE (JOINDRE UNDE COPIE DU BAIL)? _____

Date of Incident
Date de l'incident **DATE** ____ / ____ / ____ **TIME** ____ **TRAIL** ____
DD MM YEAR HEURE

PISTE
MEMBER SKI CLUB
CLUB DE SKI MEMBRE _____

-----1-----

NAME OF THE COMPETITION OR
TRAINING ACTIVITY _____
NOM DE LA COMPÉTITION OU ENTRAÎNEMENT

NAME OF THE RACE CHAIRMAN OR
PERSON IN CHARGE _____
**NOM DU DIRECTEUR DE L'ÉPREUVE OU
DE LA PERSONNE RESPONSIBLE**

ADDRESS/ADRESSE

ADDRESS/ADRESSE

____ (____) _____
TEL.

Date CSA & EQUA are notified: _____ By Whom: _____
Premier avis à la CSA et EQUA: _____ Avise Par: _____

Injured Person:
Personne Blessée: _____
NAME/NOM _____ AGE _____ SEX/SEXE _____

ADDRESS/ADRESSE

____ (____) _____
TEL

STATUS: COMPETITOR _____ OFFICIAL _____ SPECTATOR _____
COMPÉTITEUR OFFICIEL SPECTATEUR

CLUB/AFFILIATION DIVISION COUNTRY/PAYS

Nature of injury:
Description de la
Blessure: _____

Description of
Incident or
Occurrence:

Description de
l'incident ou
événement:

Weather
conditions at
time of incident:
Conditions
météorologiques
ou moment de
l'incident:

Probable cause
of Incident:
Raison probable
de l'incident:

First Aid Given
Premiers soins
donnés

NATURE OF TREATMENT/NATURE OF TRAITEMENT

MEDICATION GIVEN/MÉDICAMENTS DONNÉS

BY WHOM/ADMINISTRÉ PAR

Hospital:
Hôpital:

NAME OF HOSPITAL/NOM DE L'HOPITAL

METHOD OF TRANSPORTATION/MÉTHODE DE TRANSPORT

DOCTOR IN ATTENDANCE/MÉDECIN TRAITANT

Witness:
Témoin:

NAME/NOM

ADDRESS/ADRESSE

_____(_____)_____
TEL.

-----3-----

2nd

Witness:

Temoin: NAME/NOM

ADDRESS/ADRESSE

()
TEL.

Report of the

TD:

Rapport de NAME/NOM

TD:

ADDRESS/ADRESSE

()
TEL.

Property

Damage:

Dommages

Matériels:

OWNER/PROPRIÉTAIRE

ADDRESS/ADRESSE

DESCRIPTION OF PROPERTY/DESCRIPTION DE LA PROPRIÉTÉ

ESTIMATED COST OF REPAIR OR REPLACEMENT/COÛT ESTIMÉ DE LA RÉPARATION OU
REEMPLACEMENT

Other

Insurance:

Autre

Assurance

INSURER/ASSURER

POLICY NO./NUMÉRO DE POLICE TYPE OF POLICY/TYPE DE POLICE D'ASSURANCE

COMPLETE THIS DIAGRAM WHEN A MAJOR INCIDENT OCCURS and where possible, attach photos of the incident location.

COMPLÉTER CE DIAGRAMME LORSQU'UN INCIDENT MAJEUR SE PRODUIT et, si possible, joindre des photos du lieu de l'incident.

<p>FULL COURSE/ PISTE COMPLÈTE</p> <p>On a map or diagram, SHOW WHERE the incident occurred / <i>Sur une carte ou un diagramme, INDIQUER OÙ s'est produit l'incident.</i></p>	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p align="center">Illustrate how the incident happened / <i>Illustrez comment s'est produit l'incident</i></p> </div> <div style="height: 400px; border: 1px solid black; margin-bottom: 10px;"></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th align="center" colspan="3">Slope Profile / <i>Profil des Pistes</i></th> </tr> <tr> <th align="center" style="width: 33.33%;">Steep/Abrupt</th> <th align="center" style="width: 33.33%;">Medium/Moyen</th> <th align="center" style="width: 33.33%;">Flat/Plat</th> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table>	Slope Profile / <i>Profil des Pistes</i>			Steep/Abrupt	Medium/Moyen	Flat/Plat			
Slope Profile / <i>Profil des Pistes</i>										
Steep/Abrupt	Medium/Moyen	Flat/Plat								

-----5-----

Appendix I.v Volunteer Agreement Forms



Canadian Birkebeiner Society

CBS/AEP CLBPA Volunteer Agreement: Side-by-side Use

I _____ acknowledge the following:

I have completed CBS/AEP recognized orientation for operation of CBS/AEP operated side-by-side vehicles.

I agree to comply with all CBS/AEP rules and regulation for operation of these machines.

I agree to report to the CBS Loppet Chief of Course/AEP Supervisor all damages incurred during my use of these machines.

I agree to partake in maintenance related activities identified for these machines as a condition of my continued operation.

Signed: _____

Dated: _____



Canadian Birkebeiner Society

CBS/AEP CLBPA Volunteer Agreement: Snowmobile Use

I _____ acknowledge the following:

I am skilled and comfortable to the satisfaction of the CBS SEM committee in the operation of a snowmobile.

I agree to comply with all CBS rules and regulation for operation of the CBS owned snowmobiles.

I agree to obey all Alberta traffic and environmental rules and regulations.

I agree to report to the CBS Loppet, chief of course/AEP Supervisor all damages incurred during my use of these machines.

I agree to partake in maintenance related activities identified for these machines as a condition of my continued operation.

Signed: _____

Date: _____

Appendix I.vi CBS Health and Safety Activity Summary

Canadian Birkebeiner Society Health & Safety Manual

CBS Annual Activity Summary Sheet

For the Year Ending: _____

Number of volunteers recruited: _____

Number of completed orientations: _____

Number of tail gate meetings conducted: _____

Number of Safety Committee Meetings held: _____

Number of formal inspections scheduled: _____

Number completed: _____

Number of reported incidents _____

Damage only: _____

Injury only: _____

Injury and damage: _____

Vehicle accident: _____

Number of investigations

Completed: _____

Outstanding: _____

Number of recommendations made: _____

Comments: _____

SEC Chairs Signature:

Date:

Appendix II – CBS-Approved Safe Work Practices.

Note (GRF Jan 2019): An extensive list of SWPs sourced from both the GBCTA and AEP are presented below for information and are being transcribed into a consistent CBS format. However, because of the need to closely coordinate AEP and CBS documentation to avoid inconsistencies, the core information presented in the AEP material below will remain essentially the same. As each SWP is approved by the CBS HEC, it will be prescribed a CBS SWP number.

Appendix II.i. Overall responsibilities with respect to SWPs

Responsibilities apply to the Volunteer Leader, all workers, and the Health and Safety Committee.

It is the responsibility of the Volunteer Leader to

- Be familiar with risks associated with specific SWPs
- Communicate to workers the importance of reporting hazards and health risk encountered when carrying out specific SWPs
- Consider the option to purchase tools and equipment that may reduce risk to workers
- Reinforce to workers that any recommended controls must be applied consistently
- Ensure that, when required, workers are trained in the requirements of this practice
- Require that this SWP be implemented for all applicable jobs

tasks It is the responsibility of the Workers to

- Be aware of potential hazards that can be encountered when involved in a documented SWP
- Know the proper use and limitations of equipment
- Be aware of and comply with requirements communicated in any SWP
- Be familiar with manufacturer's instructions, where appropriate.
- Inspect equipment and work areas regularly for hazards
- Ensure recommended controls are implemented and used appropriately.
- Immediately report any hazards or health risks encountered to the Volunteer Leader.

It is the responsibility of the HSC to

- Maintain an inventory of Safe Work Practices
- Perform periodic audits to assess whether these requirements/SWP are being acted upon.
- Reinforce that recommended controls are to be implemented and used appropriately.

Appendix II.ii List of SWPs under review and revision

1. Safe Manual Lifting
2. Boosting a Battery
3. Safe Driving
4. Changing Vehicle Tires
5. Securing Vehicle Loads
6. Use of Fire Extinguishers
7. Fueling Gasoline Engines
8. Safe Loading of Small Equipment
9. Vehicle Extraction & Winching
10. Portable Power & Hand Tools
11. Preventing Heat Stress
12. Using Step Stools & Ladders
13. Using a Powered Weed Cutter
14. Animal Encounters
15. Severe Weather
16. Working around Mobile Equipment
17. Working Alone in the Trails System
18. Working in Cold Environments
19. Using a Chainsaw
20. Communication
21. Using Cleaning Solvents & Other Flammables
22. ATV Use
23. Snowmobile Use