



Logger Safety Initiative Quarterly Training

Why am I receiving this LSI Safety Training Packet?

As an LSI participant, you are required to annually attend approved LSI Employer Logger Safety program training. There are two parts to the required training: Formal Training and Safety Training (see the attached LSI Training Requirements for more details). This packet satisfies one of the four required Safety Trainings. You must also ensure that all of your workers receive four LSI required trainings per year.

How do I provide the training to my employees?

You and your delegated supervisors, if delegated, and all employees engaged in manual logging operations must participate in at least four LSI trainings on an annual basis. If you have employees that do ground operations, even if only occasionally, review the “In the Clear Rigging” safety training (found on our website) materials in detail and discuss the scenarios with employees.

What documentation is required?

You will need to document that the training took place as part of your safety minutes. Be sure staff has signed the safety meeting sign-in sheet. The completion of the training will be assessed at the annual DOSH LSI Consultation.



Quarterly Logging Safety Training: Safety Meetings and Near Miss Reporting

February 5, 2016

Safety meetings are a proven method to bring hazards to the attention of crew, gather opinions about avoiding hazards, share experiences, discuss near miss reports, conduct required training, and reinforce the importance of creating a safety culture in the woods. Per the LSI Accident Prevention Program, “a safety meeting must be held each time you move to a new jobsite and monthly after the initial jobsite meeting.”

What is a near miss? As defined by OSHA and the National Safety Council, “a near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so.” Developing a near miss and incident reporting policy is a key element to any employer’s safety program. A faulty policy or program could be the root cause for increased risk that leads to a near miss or worse.

Always document and investigate a near miss to figure out what happened and what can be done to prevent a reoccurrence. When investigating a near miss, or incident, don’t stop asking “why” until you get to the very root of the problem. Ensure the documentation gives enough detail to understand the entire incident and what led up to it. Then develop a solution and assure workers are appropriately trained.

Track all of your safety meetings, near misses and incidents. Keep them in a binder, file cabinet or spreadsheet for quick reference. All employees should know their employer’s safety program policy and where to find forms to document a safety meeting or incident. Be consistent and make it easy.

Logger Safety Initiative Accident Prevention Program Tips

Near Miss Reporting:

1. All accidents and near misses must be reported to your supervisor and should be investigated (see Appendix 6 Accident/Near Miss Report Form at the end of this training document).
2. Review findings at monthly safety meetings or sooner if the situation warrants.
3. Share near miss and accidents investigation findings with all employees.

Safety Meetings:

1. Daily meetings:
 - a. These meetings should be held in accordance with the various circumstances involved or when necessity dictates. No set pattern will suit all cases. It is important, however, that the leader talk daily on injury prevention and immediately on witnessing an unsafe act.
2. Monthly meetings:
 - a. Safety meetings must be held each time we move to a new jobsite, and at least once a month thereafter. When moving to a new jobsite, site specific hazards should be identified and discussed during the pre-job safety meeting.
 - Safety meetings may be used to cover the four LSI approved trainings
 - b. The attendance and subjects discussed shall be documented and maintained on file for one year.

Business Management Best Practices - Directly from the Industry

We discussed best practices with a landowner with over 25 years in the industry, an L&I logging DOSH Safety Consultant, and an employer with over 35 years of experience running his company.

Best Practices for Safety Meetings:

Landowner

- Open the meeting topic with a question. The question should be a policy, rule or law that the crew members should know.
- Communication is a key element of a successful safety meeting; participation in the meeting should be strongly encouraged.
- Create a safe environment. Encourage the crew to share incidents with the owner or safety manager.
- Remind crew that they are a team, they should support each other and bullying will not be tolerated.

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- Identify hazards that exist right now, or may exist soon, and address how the crew will abate them.
- Discuss seasonal hazards and how it affects the jobsite and each crew member's job.
- It's important to discuss the landing layout or jobsite at your pre-job safety meetings. Allow the crew to discuss their concerns; they have good insight that should be heard.
- Each person has a different opinion and it benefits all to hear a different perspective.

Employer

- Keep the monthly meetings interesting by inviting guest to speak (i.e. local Sheriff/WSP, L&I, industry professionals, etc...)
- Schedule the monthly meetings on a Friday and encourage attendance. Offer a breakfast or dinner during their normal work hours.
- Keep the meetings to 90 minutes or less. This time should include an open floor discussion and mingling.
- Keep handouts short with bullet items
- Cover topics that include all job descriptions of the crew.
- Close the meeting with the employer's safety motto. This employer always reminds his staff "Never let your guard down and don't get comfortable in your environment. We push safety, not production."

Best Practices for Near Miss and Incident Reporting:

Landowner

- Make sure all employees, even employees just hired, know how and when to complete an incident report form.
- Contact your landowner and see if there is new technology or a phone App that can be used to report near misses to them.
- If multiple near misses or incidents happen, this may be time to discuss conditions on the worksite with the landowner. These hazards may be abated.
- Many contractors may not complain until it's too late. Talk over concerns with your landowner.

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- One of the most important reasons to document near misses is to identify the root cause of an issue.
- The analysis will become a teaching tool to share the "how" and "why" the near miss happened.
- Establish trust with the crew members by creating a safe environment of reporting without retaliation.
- Each crew member must hold each other responsible for safety and near miss reporting.

Employer

- Create an environment where staff is compelled to report problems.
- If there are problems with a crew member talk with them one-on-one in private don't shame them in a meeting.
- Praise the staff for reporting near misses and incidents at safety meetings.
- Keep report forms readily available for the crew to complete.

Appendix 4

Safety Meeting Record

A safety meeting must be held each time you move to a new jobsite and monthly after the initial jobsite meeting.

Company _____ Date _____

Location/Jobsite _____

Is this the first safety meeting at a new jobsite? Yes ___ No ___

If yes, list and discuss any site-specific hazards (i.e. danger trees, steep slopes, small landing(s), poor deflection, etc.)

Topic(s) Discussed _____

Employees Present _____

Meeting Conducted By

Topics for Discussion

Wire rope maintenance and inspection
Tailholds on standing trees
Hand/Whistle signals
Deflection and line tension
Operating on steep slopes
Lockout/Tagout procedures
First aid techniques and equipment
Unsafe conditions or unsafe acts
Proper lifting and pulling technique
Truck wrap-up procedures
Saw and chain maintenance
Hung-up trees

Guyline placement, stumps and notching
Installing and removing twistlers
Working in the bight
Hanging blocks and straps
Proper distance between work areas
Fire protection
Accidents and near-misses
Seat belts
Driving safety
Safe log decks
Domino falling
Road signs/Flaggers

Guyline tension
Tail/lift trees
Climbing and rigging
Crowding the rigging
Slips and falls
Working alone / Proper communication
Emergency Medical Plan
Personal protective equipment
Snags/Danger trees
Counterweight clearance
Proper undercut, backcut and hinge
Bucking hazards
"In the clear"

Appendix 6

Accident/Near Miss Report Form

Employee name _____ Date and time of incident _____

Task being performed at time of incident _____

Incident reported to _____ Date & time incident reported _____

Describe what part of the body was injured and injuries in detail _____

Name(s) of witness(es) _____

Describe, step by step the events that led up to the incident and how the incident occurred:

Could anything be done to prevent accidents of this type? If so, what? _____

Signature of employee _____ Date _____