

## Division of Forests Procedure

**Title:** Safety Plan for State Lands Timber Sales

**Date:** 10/12/2021

**PURPOSE:** The purpose of this Procedure is to provide a process to ensure that all Agency of Natural Resources timber sales are conducted as safely as possible and that all relevant safety and emergency contact information is readily available in the event of an accident or other situation requiring emergency services. All State Timber Sale Contracts shall include a provision requiring compliance with this Procedure. The remoteness and topography of State land often results in areas without cell service and thus, does not always allow for instant communications. This Procedure outlines steps to inform area first responders and other emergency personnel of the contact information and location of Contractors working on State Timber Sales. All State Timber Sale Contracts shall include a provision requiring compliance with the contact information requirements of this Procedure.

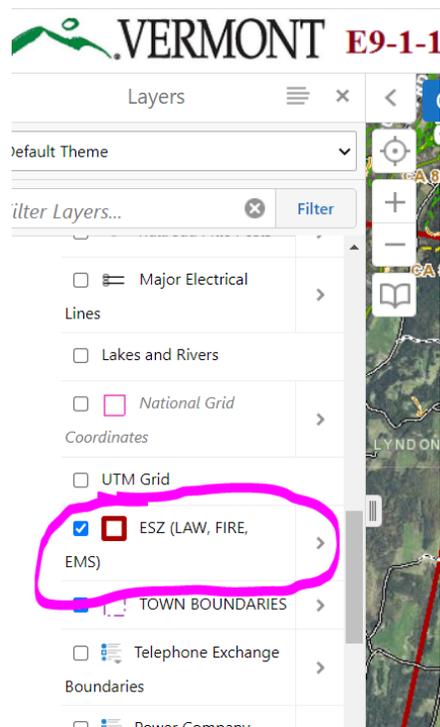
### SUPPORTING DOCUMENTS:

- [Emergency Contact Sheet – FPR](#)
- [Emergency Contact Sheet - Contractor](#)

### GENERAL PROCEDURE:

1. **Mailbox:** A mailbox or other highly visible container will be set up at the sale in a visible location along a public access road or at the landing.
  - a. The mailbox will be provided by FPR. The mailbox should be red and safety decals applied. See samples below - buy local if possible.
    - i. [Sample Mailbox](#)
    - ii. [Sample Safety Decal](#)
  - b. The Contractor will install the mailbox.
  - c. The following information will be located in the container:
    - i. Information Provided by FPR.
      1. Emergency contact information for FPR – Forester in Charge, District Office.
      2. Access point(s) to the harvest: Provide site-specific narrative directions from the maintained access points to the harvest that someone may need to give during a stressful call, include 911 address of the landing if available.
      3. A laminated map of the job site with main trails identified.
    - ii. Information provided by and maintained by the Contractor by the pre-sale conference. FPR will provide the Contractor with the [Emergency Contact Sheet](#) to complete.
      1. Laminated list of emergency contact information for everyone on site

- a. Logging contractor and employees
  2. Regular trucking contractors
  3. Location of First Aid kits, rescue supplies, and fire extinguisher
2. **Communication with First Responders:** FPR will notify first responders in the jurisdiction of the timber sale.
- a. Identify the appropriate ambulance and first responder agencies. Below are steps to help with this process. You can also call the local police station.
    - i. Go to [E911 Viewer](#)
    - ii. Turn on the ESZ (Law, Fire, EMS) layer under E911 Base Layers – see picture below.



- iii. **Scroll** in to identify local first responder – see image below.



- iv. Go to the [Vermont Department of Health's website](#) and look under 'Vermont ambulance and first responder agencies – an excel listing of can be found by clicking the 'Vermont EMA Agency List'. Cross reference the EMS First Responder with the excel sheet.
    - b. Send an email to the appropriate first responder agency and include:
      - i. An approximate start and finish date of the operation.
      - ii. Location of the box of information on-site, where they'll find it and what's in it.
      - iii. A map of the jobsite with main trails identified for awareness of access issues or specific directions if they need to respond to that location.
      - iv. At the close of the job, call the first responders to let them know the job is complete.
  3. **Satellite Communication Device:** FPR will provide the Contractor, if appropriate, one satellite communication device, i.e., SPOT, for use during the contracting period to support remote communication during an emergency.

### **Additional Safety Requirements**

The following requirements are outlined in the current Timber Sale Contract:

- OSHA Requirements:
  - To comply with all requirements of OSHA's Logging Standard, (29 CFR 1910.266), related to safe operational practices during logging operations.
  - The parties agree that the Purchaser, and any agents, sub-contractors and employees and other under the control of the Purchaser, shall specifically comply with OSHA standards for the use of Personal Protective Equipment required for use on logging operations, including but not limited to hard hats, eye and face protection, hearing protection, foot protection and leg protection.
  - While onsite, the Purchaser, and any agents, sub-contractors, and employees and other under the control of the Purchaser shall wear seasonally appropriate high visibility clothing on the upper torso and first aid kits must be worn or carried by hand fellers.
  - The Purchaser further agrees to include this provision in all subcontracts.