

## WMHCTA Team Leader Project Guidelines

*Use this checklist as a guideline for planning and executing safe and effective project outings. Project forms and aides referred to, below, are available at: [www.wmhcta.org](http://www.wmhcta.org). Team Leaders are encouraged to delegate tasks identified on the checklist to project volunteers. Upon completion of the project at the end of the outing, return it along with other trip documentation to Rick Bombaci at Wallowa Resources.*

Trip Location: \_\_\_\_\_

Trip Date(s): \_\_\_\_\_

### Planning the Project

Assess and briefly describe the scope and type of trail work to be completed (use the Project Trail Assessment Form): \_\_\_\_\_  
\_\_\_\_\_

Recruit WMHCTA members as project volunteers (WMHCTA Membership Contact List):

Identify a project "Safety Officer" with current First Aid certification and orient them to their responsibilities (Name volunteer: \_\_\_\_\_)

Verify that at least one project volunteer possesses a current USFS sawyer certification, if crosscut or chain saws will be used:

crosscut saw certified member(s): \_\_\_\_\_

chain saw certified member(s): \_\_\_\_\_

Verify that all volunteers have a current WMHCTA membership application on file

Verify that all volunteers have a completed and signed liability waiver on file

Communicate project details to volunteers:

location of project

anticipated duration of project

project date(s)

time and location where volunteers are to assemble

Arrange logistics of transportation to the work site, including USFS supplied vehicles and driver(s)

- Coordinate with USFS personnel in order to obtain equipment:
  - first aid kits
  - radios
  - hard hats
  - DeLorme 2-way communicator
  - saws (cross-cut saws, bow saws, pruning saws, loppers, wedges, etc.)
- Bring WMHCTA (non-member) tools for the project
- Advise volunteers to bring equipment and provisions appropriate to the work site:
  - safety gear (gloves, eye and ear protection)
  - food and water sufficient for the nature of the outing
  - clothing (sturdy boots, gaiters, rain gear)
  - emergency supplies appropriate for the nature and duration of the outing (e.g., space blanket, bivy sack, means for starting a fire, water purification)
  - advise volunteers to read the USDA “A Guide for Volunteers” located at [www.WMHCTA.org](http://www.WMHCTA.org)

#### Responsibilities During Project

- Lead a “Tailgate” briefing at the job site that covers the following key points:
  - review the scope and type of work to be accomplished
  - review timeline and rendezvous points for the day’s activities
  - distribute appropriate tools and equipment
  - instruct volunteers in tool use, as necessary
  - brief crew leaders on radio operation and use to ensure competency
  - brief volunteers in wilderness regulations, ethics, and “Leave No Trace” principles
  - invite and respond to questions from volunteers
- Provide a safety briefing on EACH project day, based on Job Hazard Analysis principles that cover the following key points:
  - ensure all volunteers possess appropriate protective gear
  - Conduct Job Hazard Analysis at the trailhead and/or work site (identifying known and potential trail hazards, likely adverse weather conditions, or other risks)
  - invite volunteers to disclose any physical or other limitations to performance of job-site activities

- instruct volunteers in the WMHCTA medical disclosure protocol:
  - hand out an index card and pen to each willing volunteer
  - ask volunteers to record: (1) medical conditions for which they are being currently treated, (2) current medications, and (3) known allergies.
  - tell volunteers to put the card in a readily accessible place in their pack
- designate a project Safety and Health leader and explain their role on the trip
- ensure that each volunteer signs the “Tailgate” Safety Form
- document occurrence of this briefing on the “Tailgate” Safety Form and submit the form to the USFS representative
- Instruct one member of each trail crew to collect metrics (and provide illustrative photos):
  - number of trees logged out
  - repair or installation of water bars, check dams, drainage dips, and rock crib walls
- supervise work crews (direct work, adjust work plan as needed, monitor and coach volunteers in USFS compliant safe practices, conduct radio check-ins as needed)

### Post-Project Procedures

- Conduct a roll call (head count) to ensure all volunteers are accounted for
- Conduct a post-project debriefing to include:
  - summary of work accomplished (collect metrics data from trail crews)
  - problems encountered and lessons learned
- Clean and return return tools in good condition. Report any damaged or broken tools.
- Complete the USFS Project Completion Summary trip report (including names of volunteers and project metrics)
- Return all paperwork, receipts of expenditures, and project photographs to Rick Bombaci at Wallowa Resources

For travel reimbursement purposes, record the names and license plate ID for drivers of private vehicles:

<i>Names of Drivers</i>	<i>License Plate ID</i>
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Name(s) of WMHCTA Project Team Leader(s)

\_\_\_\_\_  
Signature of Project Leader Completing Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name(s) of USFS Representative(s)