

**Northwest California
Resource Conservation & Development Council**

Safety Policies & Procedures

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It is the policy of the nonprofit Northwest California Resource Conservation & Development Council (Council) to promote good health, well-being and occupational safety for its employees, volunteers and service recipients. Safety precautions and efforts require the participation of all staff. Everyone must be familiar with these safety policies and procedures. Certain responsibilities are defined to ensure smooth operations. These Safety Policies & Procedures must be readily available, posted in a prominent location within the Council office, and reviewed annually by the organization's senior management.

Injury and Illness Prevention Plan (IIPP)

Introduction

Council has established this Injury and Illness Program (IIPP) to communicate with employees our procedures for creating a safe and healthy work environment for all employees. We are committed to ensuring that all employees have the tools, knowledge, and resources to perform their jobs safely.

Responsibility

Office Manager, (530) 623-3967 is the person with the overall authority and responsibility for implementing this program. Office Manager or Management will designate an alternate responsible person during periods of his/her absence such as during personal leave.

The IIPP is available at the following location(s): 40 HORSESHOE LANE WEAVERVILLE CA 96093
<http://northwestcarcdc.org/publications--reports.html>^[sp1]

Supervisor Responsibilities:

- Ensuring that the elements of the IIPP are met, including performing periodic inspections/hazard assessments.
- Ensuring employee compliance with safety policies and rules, investigation of accidents and injuries.
- Ensuring employees are trained on the hazards and safe work practices relevant to their jobs.

Employee Responsibilities:

- Assist in hazard identification.
- Report accidents or injuries to supervisors as soon as they occur.
- Follow safe work practices for tasks they perform.
- Only perform tasks that they are authorized and trained to perform.

Employee Compliance with Safe Work Practices

Council has established rules and procedures to help ensure that work tasks can be performed safely without injury to employees:

- We provide training to employees whose safety performance is deficient.
- We discipline employees who do not follow our safety practices.
- Each employee's safety practices are rated as part of the Council's evaluation process.
- Deficient performance in safety could lead to a Corrective Action Plan being issued or additional steps per the Council's personnel policies.
- We evaluate the safety performance of all employees.
- The evaluation will inform employees of their contributions to the Council and communicate expected standards of performance in several areas including knowledge of the job and basic skills, quality of work, quantity of work, problem solving skills, planning, & organization, adaptability to work situations, attendance and punctuality, use of materials and equipment, safety, communication, interpersonal skills, cooperation, teamwork, customer service, general compliance with council policy, and, if applicable, management factors. The employee performance evaluation plays an important part in determining eligibility for salary step increases, promotions, position transfers and re-employment.

Failure to follow safety rules or procedures will result in disciplinary action may include verbal or written warnings, suspension, or termination, depending on the seriousness of the violation.

The Council does not tolerate workplace retaliation and does not allow adverse actions against employees, such as: firing or laying off, demoting, denying overtime or promotion, or reducing pay or hours, for engaging in activities protected by the Occupational Safety and Health Administration's (OSHA) whistleblower laws.

Communication with Employees on Safe and Healthy Work Practices

Council communicates with employees on safety matters through the following:

- We hold safety meetings Annually
- We encourage employees to [maintain open communication about safety concerns and provide feedback.](#)
- [We require employees and contractors/consultants at a Council project site to immediately report hazards or observed potential hazards and provide feedback by: Other.](#)
Due to the small size of the Council staff, feedback and reporting is handled through direct communication to staff supervisors and/or the Office Manager.

Additional ways we communicate about safety include: Emails and flyers are also used to convey safety information as needed to employees. Sit-down meetings to review project specific safety concerns and best practices are held with staff involved in the project as needed.

We encourage all employees to report any unsafe conditions or safety concerns immediately to their supervisor or the Safety Manager, or bring up the issue during department meetings provided the hazard isn't serious.

Hazard Assessment Procedures

We conduct inspections Annually and when:

- The safety program is first established.
- Whenever new substances, processes, or equipment that represent a safety hazard are introduced into the workplace.
- Whenever the employer is made aware of a new hazard.
- Additional hazard assessment methods may include:
 - Review of operating manuals and procedures for equipment and tools.
 - Review of Safety Data Sheets (SDS) for new chemicals.
 - Thorough consultation with employees during safety meetings.
 - When field work is being planned for new projects or at new project sites in order to identify potential hazards and evaluate whether supplemental training is needed.

Investigation of Work-Related Accidents

Council takes the following steps when investigating accidents and near misses:

- Visiting the accident scene as soon as possible.
- Interviewing injured workers and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and corrective actions taken.

Office Manager and staff most knowledgeable about the nature of the incident review and investigate, then make recommendations to Council policies and/or practices to help avoid future similar incidents.

The person(s) responsible for conducting accident investigations at Northwest California Resource Conservation & Development Council is: Office Manager.

Correcting Hazards

Hazards must be corrected in a timely manner as soon as employees or supervisors become aware of the hazard. We correct workplace hazards:

- When first noticed, and
- When there is an imminent hazard. In the case of an imminent hazard, we will remove all employees from the area except those needed to correct the condition. We will provide the necessary safeguards to employees working to correct the hazardous condition.

The person responsible for addressing identified hazards is: Office Manager.

Employee Training

We will conduct training in the following instances:

- When our safety program is first established.
- To all new employees.
- When employees are given new job assignments.
- Whenever new substances, processes, or equipment that present a safety hazard are introduced into the workplace.
- Whenever the employer is made aware of a new hazard.
- For supervisors to familiarize themselves with the safety procedures and workplace hazards.

In addition to the required schedule, we also provide training to employees as needed.

Record Keeping

We maintain the following records:

- Records of inspections and hazard assessments will be maintained for at least one year
- Training records maintained for a minimum of one year

Other records we keep: any new or additional safety policies adopted by the Council.

Public Health Emergency or Pandemic

Anytime local, state, CDC, or federal government declares a state of emergency in regards to a communicable disease or declares a pandemic, the following policies shall be implemented immediately:

1. If the declaration includes Trinity County, the Council office will be closed to the public except for shipping deliveries until the government declarations are lifted. If the declarations are not lifted but modified to allow the office to reopen, all pertinent, cost feasible recommendations will be adopted before the office is reopened.
2. Employees who have dedicated work stations in the Council office may, but are not expected or required to, continue to work as they can so long as the governmental declaration recommendations such as, but not limited to, social distancing and proper handwashing and respiratory hygiene can be practiced at all times and the declaration has provisions that allow work to continue.
3. Employees working at off-site offices are subject to policies imposed by the agency they are working for (e.g., NRCS or TCHHS). However, if they are allowed to work at those remote sites, they are asked to adhere to the governmental declaration recommendations at all times.
4. Travel is restricted only to essential work and is subject to approval in writing by the Council Director or Program Manager even if approval for the travel was issued prior to the declaration. Employees who primarily work in the field may continue to do so only if the governmental declaration recommendations such as, but not limited to, social

distancing and proper handwashing and respiratory hygiene can be practiced at all times and the declaration has provisions that allow work to continue.

5. Employees traveling for work or temporarily stationed in another Council, or 5C, county must also adhere to local government policies, which may differ from those of Trinity County.
6. The Council does understand if any employee is not able to work because they have to care for dependents or immunologically vulnerable family members. Employees in those situations are asked to communicate in advance with their supervisor and the Office Manager on their anticipated schedule and availability.
7. The IT manager will work with each employee to implement a remote work plan if: 1) approved by their supervisor; 2) appropriate for the nature of the work performed by the employee; and 3) feasible within the Council's IT infrastructure. This does not obligate the Council in any way to pay for upgrades to the employee's home office infrastructure. The nature of any remote work plan is limited by the Council's IT infrastructure. If a remote work plan is created, all applicable Council practices and policies shall be adhered to in order to ensure the integrity of the Council's data and IT systems. Remote work is designed to facilitate work during a public health emergency and shall be suspended no later than when the government declaration is lifted or modified to allow work to occur in the office and the employee is able to return to work.
8. Council Board of Directors meetings shall be held via video or regular conference call for the duration of the declared emergency if the state government lifts pertinent provisions of the Brown Act.

Safety Procedures for Specific Types of Work

The following practices are not meant to represent all situations that Council employees may work in, but rather are included here to address the most common work situations applicable to Council projects. Council management staff overseeing individual projects may provide additional safety guidelines and resources for each project. Guidelines are written as instructions to employees.

Communication When Working Away From the Council Office

1. There is a white board next to the side door of the office. Be sure to write the date, your name, where you will be, and when (time/date) you can be expected back. This way, if you don't come back when expected, staff can begin the process of looking for you. Also, if anyone tries to reach you while you're out, office staff can let them know when to try you again.
2. Let your supervisor know where you are going to be every day. At the end of each day, check back in with them so they know you returned safely. This is important even though you are signed out on the board (previous step) so that if you are scheduled to return after office hours or on a day when there won't be many staff in the office, your safety

can be easily monitored. Additionally, supervisors may also be out in the field and away from the sign-in board.

Driving

1. Refresh yourself on the Council travel and reimbursement policies as outlined in the personnel handbook.
2. Familiarize yourself with your destination and the route to get there prior to the date you are leaving.
3. Ensure any staff that will be driving is well rested.
4. Secure your cargo, including safety gear.
5. Make sure the spare tire, essential car tools, flares, and other relevant equipment are in the vehicle and fully stocked.
6. If working in remote areas, check with the project supervisor to see if a radio is available. Ideally, the Council requests ask the local county transportation department to lend us a radio (and the code numbers to contact the sheriff/police).
7. Walk around the vehicle to make sure the tires are properly inflated, the tires and windshield wipers are in good condition, the windows and mirrors are clean enough to see out of, and there are no visible leaks or problems with the vehicle.
8. Adjust your seat.
9. Adjust your mirrors.
10. Put your seatbelt on and make sure your passenger(s) has/have theirs on.
11. Note the starting odometer reading and time of departure for project tracking and/or mileage reimbursements (if applicable).
12. Obey the speed limits and every other CA driving law, including that drivers are prohibited from texting and/or calling while driving.
13. Drive according to road/weather conditions.
14. See "Safety" notes for stopping/parking while doing the inventory.
15. If a tire needs to be changed or the car needs to be elevated for any reason and an auto repair business or technician is not available, follow the jack manufacturer's instructions. Always ensure the jack is properly blocked and secured to ensure that you can safely access the vehicle to make needed repairs/adjustments.
16. Note the end odometer reading and time of departure for project tracking and/or mileage reimbursements (if applicable).
17. Report any issues with the condition or performance of the vehicle to the Office Manager and project supervisor immediately.
18. These guidelines are provided as a courtesy to staff to help ensure a smooth trip. They are not comprehensive and do not reflect all applicable policies in place that affect travel while performing Council work. All drivers are responsible for familiarizing themselves with current CA traffic and driving regulations and recommendations as well as other Council safety protocols.

General Field Safety Practices

1. Always bring the first aid kit in the field with you. Make sure it's fully equipped a week in advance of performing field work or as soon as field work is scheduled, whichever comes first. If the first aid kit is lacking items, convey the specific items to the Office Manager so that those items can be purchased ahead of time.
2. Be sure to verify that enough personal protective equipment (PPE) and gear is available for all members of the field crew. This needs to be done a week in advance of performing field work or as soon as field work is scheduled, whichever comes first. If any items are missing or in need of repair, communicate with the Office Manager with very specific information on each item so that those items can be purchased ahead of time.
3. If any of the needed equipment and gear that is required to do the work is missing or in need of repair, communicate with the Office Manager with very specific information on each item so that those items can be purchased ahead of time. This includes ensuring there are sufficient batteries to operate all gear. This needs to be done a week in advance of performing field work or as soon as field work is scheduled, whichever comes first.
4. Familiarize yourself with the kind of equipment and gear that is required to do the work well in advance of the first day of field work. Employees may not use power tools or cutting implements without prior safety training.
5. Check the expected weather conditions and air quality. If poor air quality is anticipated or has occurred in the few days immediately preceding scheduled fieldwork, follow the best management practices in the section below titled "Air Quality During Wildfire Season".
6. Drink lots of water and always have something to eat. You need to be hydrated and keep your strength up. The Council has an insulated water dispenser reservoir that can be filled up at the office with cold water and/or ice as needed. Do not drink any stream water that has not been purified and treated to destroy Giardia.
7. Be sure to take sufficient breaks, particularly to rest in the shade to prevent heat illness or exhaustion. For more information, visit the "Working in Hot Weather" webpage of the Electronic Library of Construction Occupational Safety and Health:
<http://www.elcosh.org/document/4308/d001577/Working%2Bin%2BHot%2BWeather.html>
8. Always wear a brightly colored survey vest, and if needed, a hardhat.
9. Always wear sunscreen when you will be working outdoors – even for short periods. You can get sunscreen with bug repellent, which will serve dual purposes.
10. Always put your caution "Survey Party ahead" signs up. The first one is placed at the beginning of our work area and the other, one mile up the road, facing the other direction.
11. Use caution when stopping/parking your vehicle. Remember you're on a road and there are other vehicles on that road, (do not block the road way). Also, when pulling off the road, make sure the shoulder is solid and won't break away or that it's not so soft that you get stuck. Do not park too close to the edge; your vehicle or your partner may go rolling down the bank or cliff. Engage the parking brake at each site.
12. Do not proceed in a situation where you think that employment of safety best management practices will not keep you safe (e.g., steep slopes) and/or if you feel that

- what is required to stay safe is beyond your capabilities. Stop and communicate with your field partner and your supervisor to express concerns and obtain advice and direction.
13. Poisonous plants: The primary concern is Poison Oak. One of its favorite places to grow is at the inlet of culverts. Be careful what you touch – especially if you're allergic.
 14. Always wash hands before eating.
 15. Rattlesnakes are a big concern. Culvert inlet areas, culverts, under or near bushes, rocky areas and cool stream channels are just a few good places to find one.
 16. Bees/Wasps: Yellow jackets, other types of bees, wasps, and hornets may live in the ground. If you step on their nest or its opening, it can be dangerous -- in some cases deadly if they go into full defense attack mode. Paper wasps may nest in bushes, trees, and sometimes inside culverts. Mud daubers may nest in culverts. Watch your step.
 17. Spiders: Black widows, Brown Recluses find a culvert quite accommodating. Be careful where you put your hands. Gloves are advisable.
 18. Alert other staff (those on-site with you or expected to visit the project site) if you see any such dangerous animals and/or their nests.
 19. Insect bites: mosquitoes, can't-see-ums, ticks, etc. can harbor disease. Wear bug repellent.
 20. Use caution descending down slopes. Check your footing. Watch for unstable rocks and dirt, wet pine needles, vines and other vegetation that will trip you.
 21. Dogs: Stay alert! Dogs can come out of nowhere. Have your partner put your vehicle between you and the dog(s), or stay in the vehicle and check the site later. You may need law enforcement to accompany you at the site. Discuss concerns with your supervisor.
 22. People can be just as threatening as an animal, insects or a poisonous plant. Try to introduce yourself and explain what you're doing. Often that helps. If that doesn't work, get in your vehicle and leave. It's not worth arguing about, even if you believe they are being unreasonable. Then discuss the situation with your supervisor. It may be necessary to come back with law enforcement.
 23. Remaining focused and alert and paying attention to your surroundings is crucial to staying safe.

Working Near Waterbodies

1. Refer to all practices listed above under "General Field Safety Practices".
2. Work in teams of at least two people.
3. In addition to general PPE recommended for field work, wading shoes with non-slip soles are recommended when working in or near a waterbody. If hip boots, chest waders, or hiking boots are used, non-slip soles or non-slip cleats must be worn.
4. Review the latest version of the California Salmonid Stream Habitat Restoration Manual for a list of tools, supplies, and gear needed for working in or near a stream:
<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=22610&inline>
5. Review the California Department of Fish and Wildlife's Aquatic Invasive Species Disinfection/Decontamination Protocols to avoid spread of aquatic invasive species:
<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=92821&inline>
6. Review the latest water safety tips from the US Forest Service:
<https://www.fs.usda.gov/visit/know-before-you-go/water-safety>

7. Project supervisor must verify that permission to trespass has been obtained from landowner(s) before field work begins on private land. For work on public land, the designated agency manager should always be notified before inventory work begins.
8. When signing out of the office to work in or near a stream/streambank, note that you will be doing 'streamwork'. If there is more than one project site on a stream, indicate the specific site(s).
9. During cold weather months or during spring be very aware of the water temperature even at low flows and avoid doing instream work until safe conditions exist.
10. Check weather when planning work in or near waterbodies as well as on the day before and the morning that field work is scheduled. Do not schedule or perform field work when storms are expected/forecast. If an unexpected storm occurs when already out in the field for work in or near a waterbody, wait in your parked vehicle in a safe location to see if the storm passes before going out to perform work.
11. Dress appropriately for the weather and work conditions. Make sure to bring layers so that you can regulate your temperature and remain comfortable throughout the day.
12. Generally, do not enter a stream if the conditions exceed the "rule of 10": 1) if stream is 1 foot deep and flowing @10 ft/sec, it is hazardous to wade 2) if stream is 2 feet deep and flowing at 5 ft/sec, it is hazardous to wade. Schedule work when low flows and safe conditions exist.
13. Do not enter a waterbody more than waist deep. If working adjacent to a water body where water levels are greater than waist deep, wear a personal flotation device (PFD).
14. Do not work in the water or enter an outlet plunge pool even at low flows if it is anywhere close to the level at which your waders will be overtopped. Having your waders fill up with water is very dangerous even at low flows.
15. Work in large waterbodies (e.g., Trinity, South Fork) will not be performed before a project specific safety meeting is held. This is because the force of the water in these larger waterbodies increases very quickly with an increase in water depth. Even when working outside of but adjacent to the main stem of Rivers and larger tributaries, be especially cautious of the water's edge and upslope areas that may be unstable or too steep to safely traverse. Employees are not allowed to enter any type of waterbodies that have high flows. Even small tributaries, at high flows, are very deceptive and very dangerous, without proper training.
16. Evaluate a stream before entering. Assess which location would be the safest (e.g., least steep and where water is relatively shallow), most stable, and easiest to safely access from the bank. Also be aware of areas to avoid such as deep water pools, rapids, etc.
17. If you do enter a stream and discover it is uncomfortable to wade, back out using your wading staff for balance. Reassess a safer spot to enter the water and perform work safely. Consult with your field partner and supervisor.
18. To prevent falls on slopes, wear sturdy work boots and move slowly on wet vegetation. Assess the steepness of the slope and find a safe way down to the water. If you are carrying equipment, tools, etc. take your time and don't overload yourself. Keep one hand free to stabilize yourself. Use caution if reaching for branches to brace yourself, as some may be dead or may break away easily. DO NOT use any sharp tools or natural objects to brace yourself as they may slip and cut you.

19. To prevent falls in the stream, move slowly. Take care as stream bottom depths change rapidly and rocks/logs can impede your movement. Wear the appropriate felt soled waders or neoprene rubber boots if working in deep (at or near waist level) water. Evaluate a stream before entering.
20. Even if you are comfortable working in a water body, as soon as you start to get tired take a break, rest on shore, and drink water.
21. Suspend measurements during unexpected storms or when a storm is approaching. Stay away from trees, ridges, exposed areas. Put away graphite sampling tools.

Conducting Surveys

1. Refer to all practices listed above under “General Field Safety Practices” and, if applicable, “Working Near Waterbodies”.
2. Work in teams of at least two people.
3. Ensure that data recording instruments are functioning as expected. If they have been out of use for an extended period (more than 2 weeks), use the tools while at the office to ensure they are still functioning. If not, first troubleshoot according to the instrument’s operating manual, then alert the Office Manager.
4. Ensure that sufficient data recording notebooks are available.
5. For topographic surveys, the rod person must have had previous field experience (forestry, surveying, etc.) or training while at the Council to perform such work. (S)he needs to be able to move about safely and with ease in the forest; on steep slopes, creeks, streams or open terrain. (S)he must be aware of their surroundings, wear the appropriate clothing and shoes/boots for the job. The rod person should be experienced with or trained in the uses and handling of brush/vegetation cutting tools (pruning shears, machete, and brush axe) and willing to use them.
6. The employee(s) operating the survey equipment must not take shots that put any other person in danger (e.g., require them to stand on too steep of a slope or near a cliff). Some survey points can be put in when the map is drawn in AutoCad; so it’s best to be cautious.

Interacting with the Public

1. Identify yourself: You and your partner.
2. Explain who you work for: Northwest CA Resource Conservation & Development Council (non-profit), and if applicable, under its 5 Counties Salmonid Conservation Program (5C Program). Refer to Council <http://northwestcarcdc.org/index.html> or 5C website: www.5counties.org (the Council website has very little detail on restoration projects).
3. Briefly explain what you are doing at the site: Generally state the project name and what you are doing out there. Keep your initial response brief, but feel free to elaborate a bit if the person seems interested in knowing more. Some examples:
 - a. A sediment delivery survey of such-and-such (several private or County) roads within XXXX watershed(s). Our goal is to reduce sediment delivery to the stream for the benefit of the fisheries and water quality. In general, we are looking for any sediment source that will deliver to a stream. (More detail if needed, for example:

Specifically, we are measuring ditch and cutbank lengths, looking for potential landslides, checking the condition and the sizes of the stream crossings and ditch relief culverts, and looking for fish barriers on anadromous streams.)

- b. Topographical and Spawning Surveys: You will have notified the private landowners in proximity to the stream(s) you are surveying prior to going out in the field. You are surveying the crossing parameters and stream because there is potential for the crossing structure to be replaced or modified to allow for improved passage of salmonids (Steelhead, coho, Chinook, etc. and other aquatic and terrestrial wildlife).

You are surveying for redds or adult spawners in streams that have had their downstream barriers removed or modified, and/or in stream that will have barrier work completed. The public can often give you this information as well: whether they see fish on a regular basis upstream or downstream of the barrier(s); if the road floods over at high flows; if the culvert plugs on a regular basis, etc.

4. Be open and friendly! However, if a member of the public is taking more than a few minutes of time, do tell them that you'd love to talk more but have a certain amount of work you need to wrap up for the day. Encourage them to visit the Council or 5C website for more info on a 5C project.
5. Always be safe. If someone makes you feel threatened or unsafe, quickly end the conversation as politely as you can and leave the area. In the past some crews have developed a password/phrase to let each other know they need assistance. If the project is for a specific County, we generally ask that transportation department to borrow a radio (and the code numbers to contact the sheriff/police) to have a backup means of communication.

Performing Oversight or at or near Construction Work Sites

1. Refer to all practices listed above under "General Field Safety Practices".
2. Management staff supervising a project that requires employees to be at or adjacent to a construction site should review pertinent safety practices recommended by OSHA: <https://www.osha.gov/training> as well as pertinent sections of "Roadway Safety: Instructor Manual" <http://www.elcosh.org/record/document/103/d000626.pdf> and go over safety practices with all employees who are scheduled, or may be asked, to work at that field site prior to the first site visit. It is also acceptable for employees to join safety training talks of the local county transportation department that will be working on-site.
3. Employees must wear PPE appropriate to project/construction site (e.g., safety glasses, hardhats, closed toed/slip resistant shoes, gloves, etc). If you are unsure about what is required, check with your supervisor and the Office Manager. To prevent head injuries when visiting construction sites where work is actively occurring, wear a hardhat.
4. Review project site plans to be aware of where equipment is most likely to be working and be parked as well as where construction materials will be staged.
5. Staff supervising a construction project or site must review the applicable consultant/contractor agreement(s) with Council to familiarize themselves with the best management practices expected from consultant/contractor.

6. Be aware of moving equipment, trees, large boulders, and other hazards associated with heavy equipment use. Common equipment used at these sites are excavators, backhoes, loaders, cement mixers, cement pumps and piping, drills, hammers, etc.
7. Make eye contact with equipment operator(s) and verify (s)he is aware of your presence.
8. Never step or stand behind construction equipment; always face working equipment.
9. Stay out of equipment blind spots: any location where you cannot see the operator's eyes.
10. Only get as close to equipment as is necessary to perform your tasks on-site and only for as long as necessary.
11. When taking rest breaks, move outside of the active construction zone into a safe area.
12. Remain aware of equipment around you and practice situational awareness at all times to maintain a safe distance from construction equipment.

Work during Wildfire Season

Air Quality

North Coast Unified Air Quality Management District (NCUAQMD) monitors the air quality in its region every 6 days and uses the information for trending the air quality over time. The monitoring equipment is not intended for "on the spot" information. The weekly readings require 24 hour processing. Air quality readings will differ from one location to another. The quality is constantly changing due to weather patterns. For more information please call North Coast Unified Air Quality Management District at 707-443-3093. If a project requires traveling outside the NCUAQMD, check the air quality information from the pertinent air quality authority.

The Wildfire Smoke Visibility Index will assist in assessing the air quality based on the visibility in your area. Be advised of the cautionary statements below, if you are experiencing breathing difficulties, you need to seek medical attention.

Categories	Visibility (Miles)	Health Effects	Cautionary Statement
Good	10 and up	None	None
Moderate	6-9	Possibility of aggravation of heart or respiratory disease.	People with heart or lung disease should pay attention to symptoms.
Unhealthy for Sensitive Groups	3-5	Increasing likelihood of respiratory symptoms and aggravation of lung disease, such as asthma.	People with respiratory or heart disease, the elderly, and children should limit prolonged exertion and stay indoors when possible.
Unhealthy	1.5 to 2.5	Increased respiratory symptoms and aggravation of lung and heart diseases; possible respiratory effects to general population	People with respiratory or heart disease, the elderly, and children should avoid prolonged exertion and stay indoors when possible; everyone else should limit prolonged exertion.

Very Unhealthy	1 to 1.25	Significant increase in respiratory symptoms and aggravation of existing lung and heart disease; increasing likelihood of respiratory effects in general population	People with respiratory or heart disease, the elderly, and children should avoid any outdoor activity; everyone else should avoid any outdoors exertion.
Hazardous	0.75 or less	Serious aggravation of heart or lung disease and premature mortality in persons with cardiopulmonary disease and the elderly; serious risk of respiratory effects in general population	Everyone should avoid any indoor and outdoor exertion; everyone should remain indoors whenever possible.

Access Strategy

Staff supervising a field project in a watershed with wildfire activity or a watershed adjacent to a wildfire must first assess whether it is safe to work on-site and if so, when and how. Local fire management authorities should be consulted. If the project site is deemed safe to work in, an access plan must be developed along with a communication plan to ensure that staff on site is alerted to actual or forecasted changes in the fire perimeter and possible impacts to the project site's access routes. The access plan must identify primary as well as alternate entrance and exit points. Both the access and communication plan must be reviewed with all staff that are expected to be on-site.

References

Occupational Safety and Health Administration (OSHA): <https://www.osha.gov/training>

Electronic Library of Construction Occupational Safety and Health Training Materials (search by topic): [http://www.elcosh.org/en/index.php?module=Search&or_filters\[\]=101](http://www.elcosh.org/en/index.php?module=Search&or_filters[]=101)

State Compensation Insurance Fund (SCIF):

<https://www.statefundca.com/Home/StaticIndex?id=https://content.statefundca.com//safety/SafetyAndSeminars.asp> and <https://www.youtube.com/user/StateFundSafetyvideo/videos>

California Department of Fish and Wildlife has several resources for fieldwork protocols currently listed at: <https://wildlife.ca.gov/Grants/FRGP/Guidance>

US Forest Service: <https://www.fs.usda.gov/visit/know-before-you-go/water-safety>