



**FOREST SERVICE HANDBOOK
INTERMOUNTAIN REGION (REGION 4)
OGDEN, UT**

FSH 6709.11 – HEALTH AND SAFETY CODE HANDBOOK

CHAPTER 20 – WORK PROJECTS AND ACTIVITIES

Supplement No.: 6709.11-2004-1

Effective Date: July 12, 2004

Duration: This supplement is effective until superseded or removed.

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Date Approved: 06/30/2004

Posting Instructions: Supplements are numbered consecutively by Handbook number and calendar year. Post by document; remove entire document and replace it with this supplement. Retain this transmittal as the first page(s) of this document. The last supplement to this Handbook was 6709.11-95-1.

New Document(s):	6709.11_20	11 Pages
Superseded Document(s) by Issuance Number and Effective Date	None	0 Pages

Digest:

22.48b – Establishes Regional policy on crosscut and chainsaw program management for the Intermountain Region. Further defines qualification standards and procedures.

22.48h – Establishes requirement for two-person saw use.

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22.48b – Qualifications

3. Regional Crosscut and Chain Saw Crosscut Program Coordinator must meet qualifications set forth in parent text and this supplement to manage the Regional Program for consistency and standardization. As a minimum, the Program Manager shall:

- d. Manage the training, certification, and recertification process.
- e. Coordinate and manage a regional level program.
- f. Evaluate Forest Program Managers, professional sawyers, and “C” Certifiers to ensure they possess and maintain the competencies required to meet the duties and responsibilities outline in this policy.
- g. Provide tactical program management, guidance, and oversight and assist the Forest Program Managers to implement the program.
- h. Coordinate with the Regional Safety Manager to ensure program compliance and consistency region wide.
- i. In conjunction with the applicable Forest Program Manager and professional sawyer, co-endorse the initial field evaluation form of all “C” Certifiers.
- j. Submit recommended “C” Certifier wallet card to the responsible Forest Supervisor for approval/signature.
- k. In conjunction with the applicable Forest Program Managers and professional sawyer or “C” Certifiers, co-endorse field recertification of “C” Certifier, and submit wallet cards to the responsible Forest Supervisor for final approval/signature.
- l. Approve and recommend the selection of all professional sawyers used in the Region.
- m. Maintain corporate records of Program Managers and “C” Certifiers.
- n. Coordinate annual meetings of Forest Program Managers and “C” Certifiers.
- o. The Region and Forest Program Manager, in coordination with the Regional and Forest Safety Officer, shall identify and approve sources for professional sawyer instructor expertise in felling, bucking, limbing, and other chain saw or cross cut operations. Use the following guidelines when selecting a professional sawyer. Candidate should:

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- (1) Possess a demonstrated ability to effectively and appropriately communicate with a diverse group of Forest Service employees.
 - (2) Have 5 years of professional sawyer instruction experience, 10 years as a professional sawyer.
 - (3) Present references from other Forests/Regions, peers, industry, Incident Management Teams, and other recognized agencies that endorse the person as an expert or professional in the field.
 - (4) Demonstrate the ability to work for the Program Manager and support, adopt, and adhere to the regional policy direction, and follow prescribed safety mitigation included in the job hazard analysis.
4. Forest Chain Saw Program Managers responsibilities include:
- a. Coordinate, with assistance from professional sawyer, and/or a “C” Certifier, all class “C” sawyer certification and recertification classes on the Forest.
 - b. Serve as the point of contact for unit lead instructors on the Forest.
 - c. Monitor the record keeping performed by unit lead instructors Forest-wide.
 - d. Work closely with the Safety Officer to ensure program consistency and Forest-wide compliance.
 - e. Recommend the appointment of District/unit lead instructor(s) to the District Ranger or unit manager for approval.
 - f. Co-endorse with the Regional Program Managers and professional sawyer the field evaluation form for initial “C” certifier certification, and submit wallet cards to the Forest Supervisor for final approval/signature (See exhibit 01).
 - g. Co-endorse with the Regional Program Managers and professional sawyer or “C” Certifier the field evaluation form for “C” certifier recertification, and submit wallet cards to the Forest Supervisor for final approval/signature (See exhibit 01).
 - h. Provide program leadership to ensure employees have the essential knowledge, skills, and ability to meet the certification requirements of this policy.
 - i. As a “C” Certifier, may serve jointly as instructor with the professional sawyer and/or “C” certifiers when conducting “C” sawyer training and certification.
 - j. Co-sign, with a professional sawyer and/or “C” certifiers, field evaluation form for “C” sawyer (See exhibit 01).

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- k. Sign and issue wallet cards for “C” certified sawyer.
 - l. Provide management oversight to ensure that corporate training and certification records are maintained and complete for all sawyers.
 - m. Serve as a technical consultant in an investigation involving sawyers, as requested.
 - n. Should maintain certification as a “C” certifier.
 - o. Utilize and delegate qualified instructors to help plan, organize, and implement training and field certification for “C” sawyer.
5. When a Unit Lead Instructor is appointed by the District Ranger responsibilities will include:
- a. Coordinate training, instruction, certification, and recertification of “A” and “B” class sawyers on their respective units.
 - b. Act as the primary contact for any other instructors on the unit.
 - c. Serve as the point of contact for District/unit sawyers and first line supervisors.
 - d. Guide, counsel, and assist other instructors on the unit in the training and monitoring of the program.
 - e. Meet annually with the Program Manager to ensure a standardized program throughout the Forest.
 - f. Complete and sign approved field evaluation form confirming employees have the essential knowledge, skills, and ability for “A” or “B” level of certification, including any restrictions (See exhibit 01).
 - g. Complete and sign approved field evaluation form confirming employees have the essential knowledge, skills, and ability for “A” or “B” level of certification, including any restrictions.
 - h. Assist Program Manager, professional sawyer, or “C” certifier in conducting “C” training and certification of sawyers.
 - i. Sign and issue wallet cards for “A” and “B” certified sawyers (ex. 01). Assign operating limitations or restrictions of “A” and “B” class sawyers based on demonstrated skills, and program of work needs on the reverse side of the card, as necessary. Limitations or restrictions should be specific such as: falling or bucking to

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bar length, “limbing only,” “bucking only,” “bucking only limited to 20 inches,” “limbing and bucking,” or “brushing only.”

- j. Coordinate and maintain training and certification records for individuals on the unit, and provide current and approved record keeping spreadsheet to the Program Manager, as requested.
 - k. Serve as a technical consultant in an investigation of accidents/incidents involving sawyers, as requested.
 - l. Maintain currency as a “C” sawyer.
6. When Unit Instructors are appointed by the District Ranger responsibilities will include:
- a. Assist the unit lead instructor in training, certification, and recertification of “A” and “B” sawyers on the District or unit.
 - b. Guide, counsel, and assist District or unit sawyers in the implementation, operation, and monitoring of the actual on-the-ground program.
 - c. Work closely with the unit lead instructor to ensure a standardized program on the District or unit.
 - d. Complete field evaluation form in coordination and direction from the unit lead instructor.
 - e. Recommend “A” or “B” sawyer certification to the unit lead instructor who must approve, sign, and issue cards.
 - f. Assist the unit lead instructor in maintaining sawyer certification and training records.
 - g. Serve as technical consultant in an investigation of accidents/incidents involving sawyers, as requested.
7. First-Line Work Supervisor responsibilities include:
- a. Submit sawyer training and certification needs requests to the District Ranger or unit manager, including volunteers, well in advance to ensure that both training/certification and program of work objectives may be accomplished.
 - b. Following the sawyer’s training and certification, consult with the unit lead instructor, review field evaluation form, and make sure other prerequisite safety training is complete before assigning sawyer duties.

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- c. Once training and certification has been completed, personally observe sawyer in the field to ensure prescribed safe work practices are being followed. Immediately suspend and/or correct any behavior not consistent with certification level or the job hazard analysis.
 - d. Recommend to the District Ranger, Program Manager, and unit lead instructor that certification cards be suspended or restricted, as needed.
 - e. Promptly report all sawyer incidents/accidents to the Safety Officer, line officer, and Program Manager.
 - f. Ensure sawyers received additional on-the-job, refresher training/instruction, as needed. Discuss project specific hazards and risks identified in the job hazard analysis and during documented tailgate safety meetings.
8. Individual Sawyers. Sawyer's skills and proficiency vary depending on the quality of training, type of experience, effectiveness of supervision, and learned behavior. Employees are required to safely work within the scope of the approved class of certification and follow the direction outlined in the job hazard analysis. Sawyers have the final authority and responsibility for the safety of other people potentially exposed to the hazards of the operation. Sawyers must continually maintain the secure felling/cutting area and ensure that swampers, bystanders, and others are not placed at risk.

Sawyers must maintain certification card issued within the Intermountain Region, which indicates their proficiency levels as follows:

- a. "A" Certification. Prior to "A" certification, apprentice sawyer ("A") is required to successfully complete the S-212, or MTDC Chain Saw and Crosscut Saw training course. The course commonly requires 1 day of classroom instruction and 1 day in the field conducted by the Forest/District/unit lead instructor and/or unit instructor.
 - (1) In the classroom, instructor shall discuss the regional chain saw and crosscut policy, review safe operating procedures, job hazard analysis, proper maintenance and care of a saw, approved cutting or felling techniques, hazard assessment, situational awareness/ complexity, secure felling/cutting area, and the use of personal protective equipment.
 - (2) After successfully completing the training, the students are required to pass a certification process. Sawyers seeking felling certification must successfully fell a minimum of two trees (8 inches diameter or less).
 - (3) First time class "A" trained and certified sawyers should be assigned work under the supervision of a certified "B" or "C" sawyer.

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b. “B” Certification. Prior to “B” certification, intermediate sawyers are required to successfully complete course S-212 or the MTDC Chain Saw and Crosscut Saw training course for “B” certification. The course includes approximately 1 day of classroom instruction and 1 day in the field conducted by the Forest/District/unit lead instructor.

(1) In the classroom, instructors shall introduce and review the Regional chain saw and crosscut policy supplement, job hazard analysis, proper maintenance and care of a saw, proper techniques, safety, and the use of applicable safety equipment.

(2) After successfully completing the training, the students shall be required to pass a field certification process. During any felling training or certification, the “B” sawyer shall be under the guidance and supervision of an approved C certified instructor. A minimum of two trees must be successfully felled (documented on an approved field evaluation form) for any class “B” felling certification (24 to 8 inches in diameter).

c. “C” Certification. Advanced sawyers must meet the prerequisite of holding an approved “B” certification.

(1) Classroom instruction generally consists of 2 to 4 hours of review of the regional policy, job hazard analysis, lessons learned; local, regional, national issues/incidents, and updated procedures, and required personal protective equipment.

(2) In the field, certification shall focus on hands-on experience of complex operations including brushing, bucking, limbing, and felling of materials. Operators will be required to pass a certification process conducted by a Program Manager and a professional faller or “C” certifier. The Program Manager has the authority to delegate qualified unit lead instructors and “C” certifier to independently assist/conduct approved aspects of the field evaluation.

(3) The Program Manager will retain the final authority to approve the “C” certification process and sign wallet cards.

d. “C” Certifier Certification.

The Region and Forest Program Manager, in coordination with the Region and Forest Safety Officer, will make an announcement requesting candidates’ names be submitted to attend a “C” Certifier certification session. Operators seeking certifier status during this session must submit a written response to the evaluation criteria listed below, and need to have their supervisor’s approval of nomination.

(1) Must currently be certified as an advanced “C” sawyer for minimum 3 years from a program approved by the Regional and Forest Program Manager, including a documented field evaluation form.

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- (2) Must have demonstrated facilitative instructor training, skills, and experience.
 - (3) Must have conducted/assisted in at least two complete/documented “B” or “C” training and field certification classes within the past 3 year.
 - (4) Must demonstrate good interpersonal skills and an ability to be firm and fair in evaluating operator’s behavior, strengths, and needs for improvement.
 - (5) Must have good decision making skills and an ability to effectively evaluate, communicate, and teach others the approved process to safely fell and buck material in complex situations.
 - (6) Must demonstrate the ability complete a detailed/documented field evaluation form, manage certification records, and have competent knowledge of the regional policy and certification program.
 - (7) Must have attended a regional or forest program manager’s meeting within the past 3 years.
 - (8) In addition, requirements for initial “C” certifier certification will include the successful completion of a specialized felling certification session conducted by the Regional and/or Forest Program Manager and an outside professional sawyer. A minimum of two trees (24 inches in diameter or greater) must be successfully felled. The Regional and Forest Program Managers will jointly recommend in writing the approval of “C” certifiers to the appropriate Forest Supervisor who will sign the wallet card.
9. Recertification and Training. This section shall be used to recertify all sawyers.
- a. A customized S-212 course or MTDC Chain Saw and Crosscut Saw training course should be used for refresher training. Refresher training should be designed based on the experience and needs of sawyers being recertified. Place emphasis on safe operating procedures and practices. If possible and practical, the recertification field evaluation can be documented during the course of assigned project work. During recertification, operators must demonstrate they can still successfully and safely perform the proficiency requirements of their current certification class. The employee must demonstrate a competent level of experience, in the judgment of the instructor, prior to recertification.
 - b. “A” and “B” recertifications are valid for 3 years. When certification expires, the individual is required to complete a recertification process. Minimum recertification requirements:

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(1) Classroom refresher shall last a minimum of 2 hours and will involve applicable safety slides/films and job hazard analysis/situational awareness reviews.

(2) Hands-on field evaluation involving the District/unit instructor should require the sawyer to demonstrate skills on material relevant the assigned program of work and skill level. The unit lead instructor shall sign the card.

c. “C” recertifications are valid for 3 years. When the card expires, the individual will need to be field-tested for recertification. Minimum recertification requirements are:

(1) Classroom review will be a minimum 2 hours and cover the regional policy, secure felling area, lessons learned, job hazard analysis, and situational awareness review.

(2) All class “C” field certification/recertification must involve the Program Manager. The Program Manager has the authority to delegate qualified unit lead instructors and “C” certifiers to independently assist and conduct approved aspects of the field evaluation. The Program Manager will retain the final authority to approve the “C” certification process and sign wallet cards.

d. “C” certifier recertifications are valid for 3 years. When certification expires, the individual will need to complete a classroom exercise, and be field tested to be recertified. Minimum recertification requirements are:

(1) Classroom refresher will be a minimum of 2 hours. Topics, approved by the Program Manager shall include job hazard analysis/situational awareness, current policy, lessons learned; secure felling area, human factors, and record keeping requirements reviews.

(2) Field recertification will be conducted by the Regional or Forest Program Manager and an outside professional sawyer or an approved “C” certifier.

(3) The Regional and Forest Program Manager will jointly recommend in writing the recertification of “C” Certifiers, and submit the wallet card to the Forest Supervisors for final approval/signature.

d. District/unit instructors should annually meet with the Program Manager and Safety Officer to monitor program and ensure effective and consistent program delivery Forest-wide.

e. Forest Program Managers and “C” certifiers should meet annually with the Regional Safety Officer and Regional Program Manager to review the program and ensure effective and consistent program delivery Forest-wide.

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22.48b - Exhibit 01

Certification Signature Requirements

	A	B	C	C CERTIFIER	
FIELD EVAL FORM (R4 approved form)	One signature for cert/recert: Unit Instructor rated as a “C” Sawyer or higher	Same as A	Two signatures for cert/recert: 1. (Required) “C” Certifier or Professional 2. “C” Sawyer or higher	<u>Initial</u> Two signatures: 1. “C” Certifier 2. Professional Submit to Regional Manager for final signature	<u>Recert</u> Two signatures: Any combination of “C” Certifiers or a professional Submit to Regional Manager for final signature
WALLET CARD (valid for 3 years)	Unit Lead Instructor rated as a “C” Sawyer	Same as A	Forest Program Manager	Forest Supervisor	

10. Monitoring. Monitoring is critical to the prevention of sawyer incidents/accidents and to ensuring policy compliance. This section addresses monitoring requirements for instructors, supervisors, and individual operators.

The Safety Officers, Program Managers, District/unit instructors, line/staff officers, and supervisors should routinely observe sawyer operations as part of normal field activity reviews, and conduct periodic targeted field visits to ensure sawyers are adhering to the approved safe job procedures for tree felling and other safety standards. The evaluation procedure involves:

- a. Ensuring identified unit lead instructors are maintaining accurate, up-to-date sawyer training, certification, and recertification documentation records.
- b. Scheduling and performing field reviews to observe the application of prescribed safe job procedures on projects, e.g., minimum 2.5 tree length secure area when felling, approved size-up, procedural felling sequence, use of wedges, PPE, established escape routes, and situational awareness.
- c. Reviewing of supervisor/employee participation in the job hazard analysis process.
- d. Supervisors are performing/documenting tailgate meetings.
- e. Taking action to correct unsafe work practices and behavior.

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- f. Reviewing supervisor's oversight and effectiveness in instructing/coaching operators in training status, or who have limited/restricted certification.
- g. Reading stumps on completed projects to evaluate the quality of felling work (also a useful self-teaching tool for sawyers).
- j. Reviewing actions taken to ensure the safety of public and contractors.

22.48h – Crosscut Saws

3. Special Requirements for Two-Person Saws. Two-person crosscut saw use requires both individuals to be crosscut certified at least at the A level and with at least one person certified at the appropriate level for the task; for example: an "A" sawyer and "C" sawyer may engage in "C" level saw assignments.