



**FSH 6709.12 – SAFETY AND HEALTH PROGRAM**

**CHAPTER 10 – SAFETY AND HEALTH PROGRAM ADMINISTRATION**

**Supplement No.:** R9 Chippewa 6709.12-2005-2

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**Approved:** JERRY A. BIRD  
Acting Forest Supervisor

**Date Approved:** 11/1/2005

**Posting Instructions:** Supplements are numbered consecutively by Handbook number and calendar year. Post by document; remove the 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 6709.12-2005-1 to Chapter 30.

<b>New Document</b>	R9 Chippewa 6709.12-2005-2	3 Pages
<b>Superseded Document(s) (Supplement Number and Effective Date)</b>	R9 Chippewa 6709.12-2004-2	3 Pages

**Digest:** In order by code, summarize the main additions, revisions, or removal of direction incorporated in this supplement.

12- Changes name of Forest Safety Officer to Forest Safety and Occupational Health Specialist

14- Changes name of Forest Safety Officer to Forest Safety and Occupational Health Specialist

16 – Changes annual forest-wide safety poster contest to a forest-wide safety contest, delegates the Forest Safety Committee as the selection committee for the top three safety contest winners, and places a dollar limit on the non-monetary awards presented for participation in the contest (Maximum of \$50.00 each for top three entries; maximum of \$10.00 each for all other participants).

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12 – SAFETY AND HEALTH COMMITTEES

Charter of the Safety Coordinator Committee:

1. Name: Chippewa National Forest Safety Coordinators Committee, hereinafter referred to as the “Safety Committee”.
2. Objective:
  - a. To assist the Forest Leadership Team (FLT) in carrying out the Safety Program on the Chippewa National Forest.
  - b. To surface the safety-related concerns of Forest personnel by serving as a communication link between employees and the FLT.
  - c. To suggest to the FLT knowledgeable and practical solution, after analyzing safety problems.
  - d. To identify safety needs and issues through inspections, discussions and observations.
  - e. To evaluate equipment, assist supervisors in developing appropriate Job Hazard analyses (JHAs), identify/locate appropriate equipment-training needs, and schedule training sessions to meet employee-training needs.
  - f. To generate new ideas.
3. Membership: The Safety Committee will be composed of the Forest Safety and Occupational Health Specialist, and one Safety Coordinator from each district and the Supervisor’s Office.
4. Scope: The Safety Committee will act as a liaison – the recommending, suggesting, inspecting, assisting, and coordinating body to the FLT.
5. Functions: The Safety Committee will respond to the direction of the FLT. It will raise issues, propose actions, and suggest concerns and solution to the FLT for its response to the Safety Committee. The function of the Safety Committee will include, but is not limited to the following items:
  - a. Review of current and forthcoming work projects.
  - b. Group discussion of various unit safety problems.
  - c. Critique, develop and schedule safety training programs such as Lateiner, Defensive Driving, specialized equipment operation, etc.
  - d. Continual review of the current Forest Safety Program.
  - e. Solicit and evaluate safety improvement ideas.
  - f. Review job and environmental hazards.
  - g. Assist supervisors in developing appropriate Job Hazard Analysis’.
  - h. Conduct unit safety inspections.

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14 - JOB HAZARD ANALYSIS (JHAs).

14.04 – Responsibility.

A Job Hazard Analysis should be conducted for each work project and activity. All Job Hazard Analysis must identify the task or procedure, the hazards, and abatement actions including engineering controls, substitutions, administrative controls and personal protective equipment. All Job Hazard Analysis will be considered for Forest-wide application.

Prior to any project, Form 6700-7 will be reviewed and/or completed by the local supervisor with employees working on the project. When introducing a new project to the forest, a new JHA will be completed by the immediate supervisor and employees and working with the Forest Safety and Occupational Health Specialist to ensure compliance with the Forest Service Handbook 6709.11 and 29 CFR 1910 standards. The Forest Supervisor or Acting is approving authority for the Form 6700-7.

Approved Forms FS-6700-7 will be filed in the SO master files in a "Keep Current" 6700 file folder. Copies of approved form FS-6700-7 will be maintained in the safety section of the Forest's internal employee web site (<http://fsweb.chippewa.r9.fs.fed.us/safety/safetymain.shtml>).

The Procurement Section Head will maintain a current list of personal protective equipment approved for purchase by a JHA; a copy of this list will be provided to the Unit Certifying Officer.

CHAPTER 16 - PROMOTIONAL ACTIVITIES.

16.2 – Awards

Chippewa National Forest Safety Award

- a. Implementation: Annually
- b. Responsibility for Implementation: The Forest Safety Committee will annually coordinate a Forest-wide safety contest. Each contestant will receive a non-monitory award. Winning contestants will be posted on the CNF web page.
- c. Selecting Committee: The Forest Safety Committee is the selecting committee choosing the top three creative entries.
- d. Safety Award Expenditures: The Forest Safety Committee is authorized to spend a maximum of \$50.00 per award (\$150.00 total) for the top three entries selected. Also, the Forest Safety Committee is authorized to spend a maximum of \$10.00 (per participant) on non-monetary awards for all other employees that participated in or submitted an entry to the annual contest
- e. Eligible Employees: All employees include permanent, term, temporary, seasonal, co-op students, and SCSEP enrollees.

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