



Good Earth Power

POWER FOR GOOD™

Technical Plan

4FRI Contract

Contract # AG-8371-C-12-9001



**March 07, 2014**

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The Technical Plan describes the methods to be employed by Good Earth Power AZ, LLC (GEPAZ), to implement its obligations under the 4FRI Phase I contract, # AG-8371-C-12-9001 (the “Contract”).

The Technical Plan outlines the process to achieve the operational objectives of the 4FRI restoration contract. An overview of the organization, structure and qualifications of the key personnel involved with the implementation of 4FRI contract. The technical plan describes the approach for the removal of restoration products such as sawlogs and biomass. In addition a Quality Control Plan as well as a safety plan.

GEPAZ has contracted with The Campbell Group (TCG), dba Campbell Timberland Management, LLC (CTM), to manage the Contract and provide necessary restoration services.



Good Earth Power



## OBJECTIVE

### *Statement of the overall intent*

The Contract's intent is to begin restoring the ponderosa pine forest type to a condition more representative of historic conditions. Currently within the Four Forests—Apache-Sitgreaves, Tonto, Coconino and Kaibab—exists areas with too many trees per acre and more expanses of even-aged stands than were present historically. These conditions have left forests that are susceptible to high intensity stand replacing crown fire and bark beetle infestations. The end result of the operations is to leave a forest less susceptible to these risks.

The desired outcome is a forest with groups, generally from  $\frac{1}{4}$  of an acre to 2 acres, of trees similar size or age class, fewer trees per acre, and openings between groups of trees (prescriptions will differ in wildlife sensitive areas and varying forest types). Residual groups will lead to healthier stands of mixed size and age classes in the future. Openings will differ in size depending on site condition and the fire protection needs (Wildland Urban Interface). Trees specified in the United States Forest Service (USFS) Marking Guidelines such as snags, gamble oaks and trees of poor form, designated with marked paint, will be left for benefits to wildlife. Stand density will be appropriately adjusted for Northern Goshawk preferred foraging areas and Mexican Spotted Owl nesting habitats. Ultimately the objective is to obtain desired conditions post restoration treatment as set forth in the Four Forest Restoration Initiative (4FRI) contract.

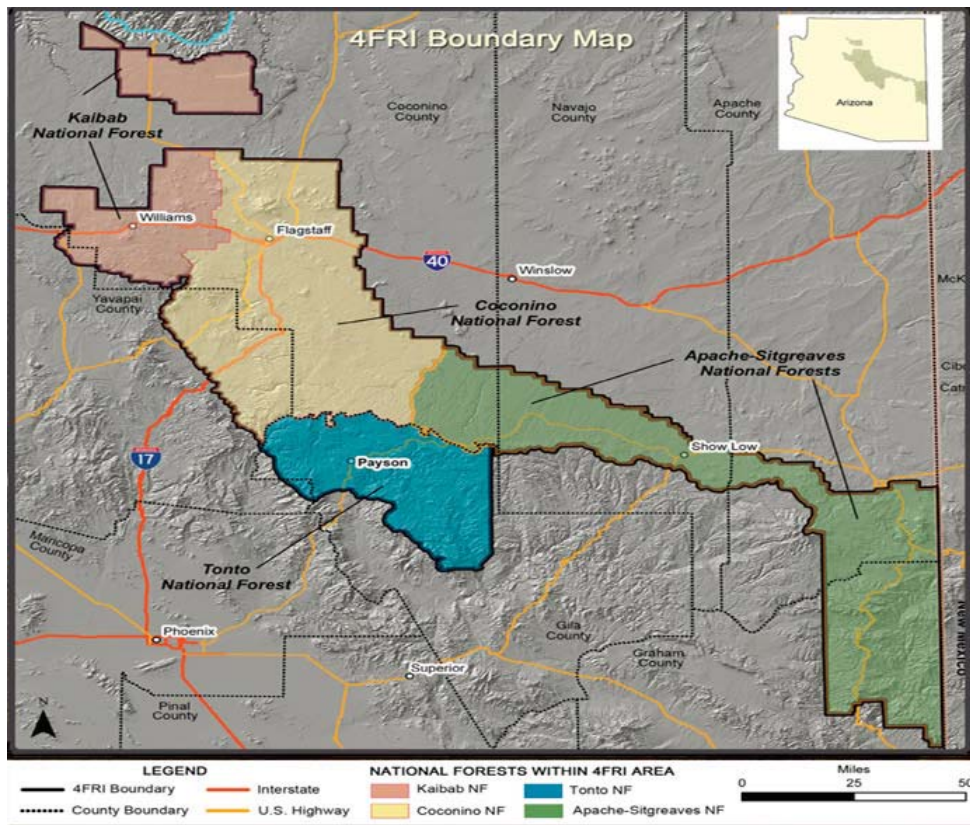


Figure 1 . 4FRI boundary map. National Forest labeled within 4FRI contract area.



**Figure 2 . Aerial view of Rodeo-Chediski area, 2002. The Gatewood Canyon area (foreground) was untreated and suffered extreme fire intensity and stand replacement. The Chuck Box area (background) had been thinned, and fire crews were able to stop the fire at its edge.**

To meet the goal of the Contract, the following key objectives must be met:

- Treat an estimated 300,000 acres over the remainder of the 10 year contract period.
- Reduce fuel loads and crown fire potential.
- Alter forest structure and composition.
- Alter crown density and raise crown base height.
- Reduce trees per acre.
- Retain groups and clusters of healthy trees.
- Create saw logs.
- Maximize biomass utilization.
- Achieve compliance with USFS prescriptions and operational requirements.
- Achieve site specific desired conditions.

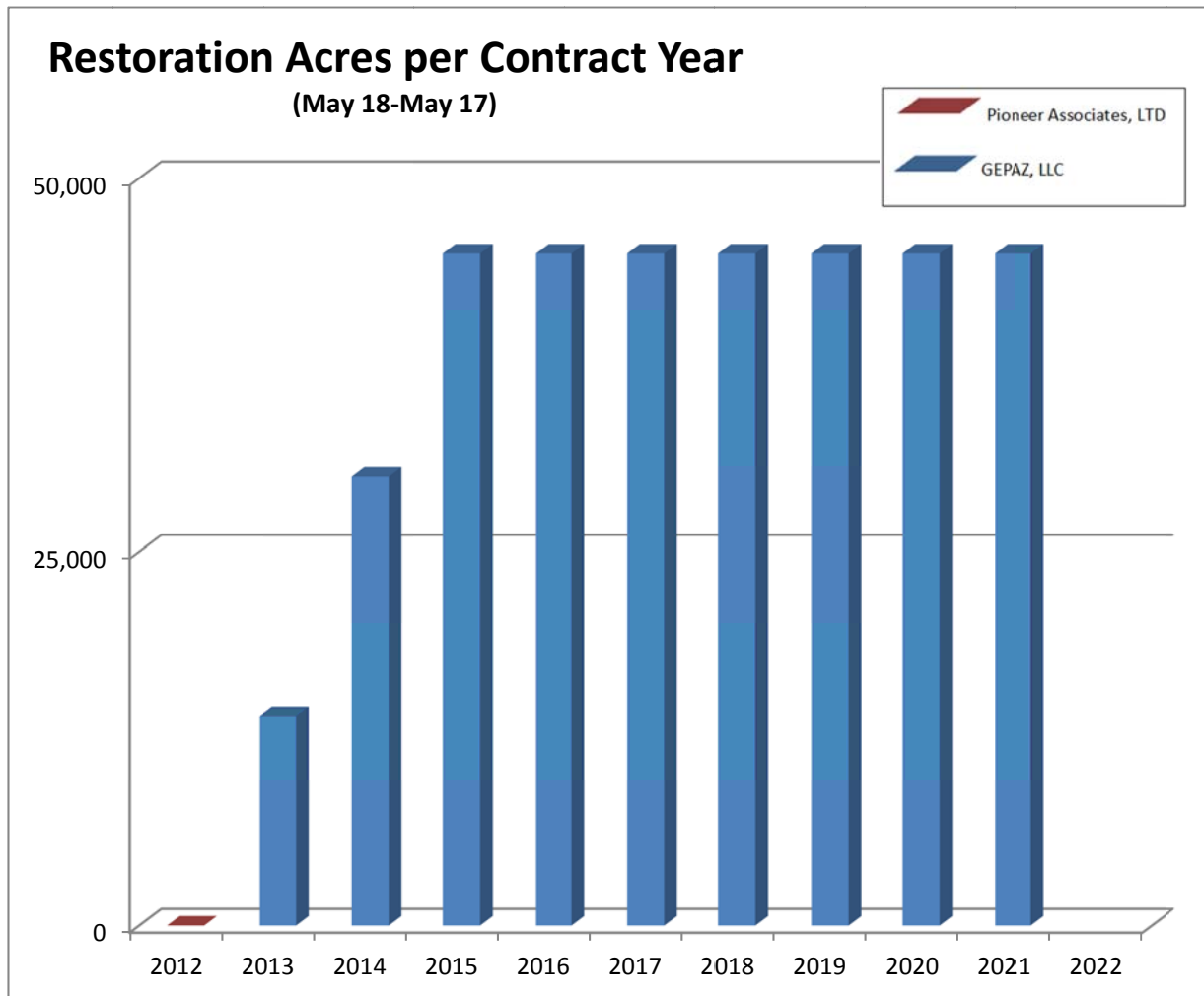


**Figure 3 . Thinning showing large tree retention strategy. Before treatment on left, after treatment on right.**

**Operational Objective**

*Average projected restoration acres per contract year*

It is understood by GEPAZ that an aggressive restoration program is necessary in order to meet the Contract expectations. The anticipated average annual acres restored will reach approximately 45,000. This will require use of significant harvesting resources to achieve that goal. Initial acres will stay below the 45,000 acre prescription as harvesting resources are increased and conversion facilities created. GEPAZ will attempt to utilize all qualified loggers within the Arizona region, however needs for additional harvesting resources will be needed to reach the estimated 300,000 acre treatment goal.



**Table 1. Proposed projection of total acres per contract year of restoration over the course of the 4FRI contract. Contract period is May 18, 2012 to May 18, 2022.**

*Average number logging sides*

Estimated average of logging sides needed annually, to accomplish the scope of the 4FRI contract ranges between 6 and 18. Fewer treatment acres in the beginning of the project result in fewer logging sides per years. As logging resources expand the anticipated number of logging sides will reach approximately 18.

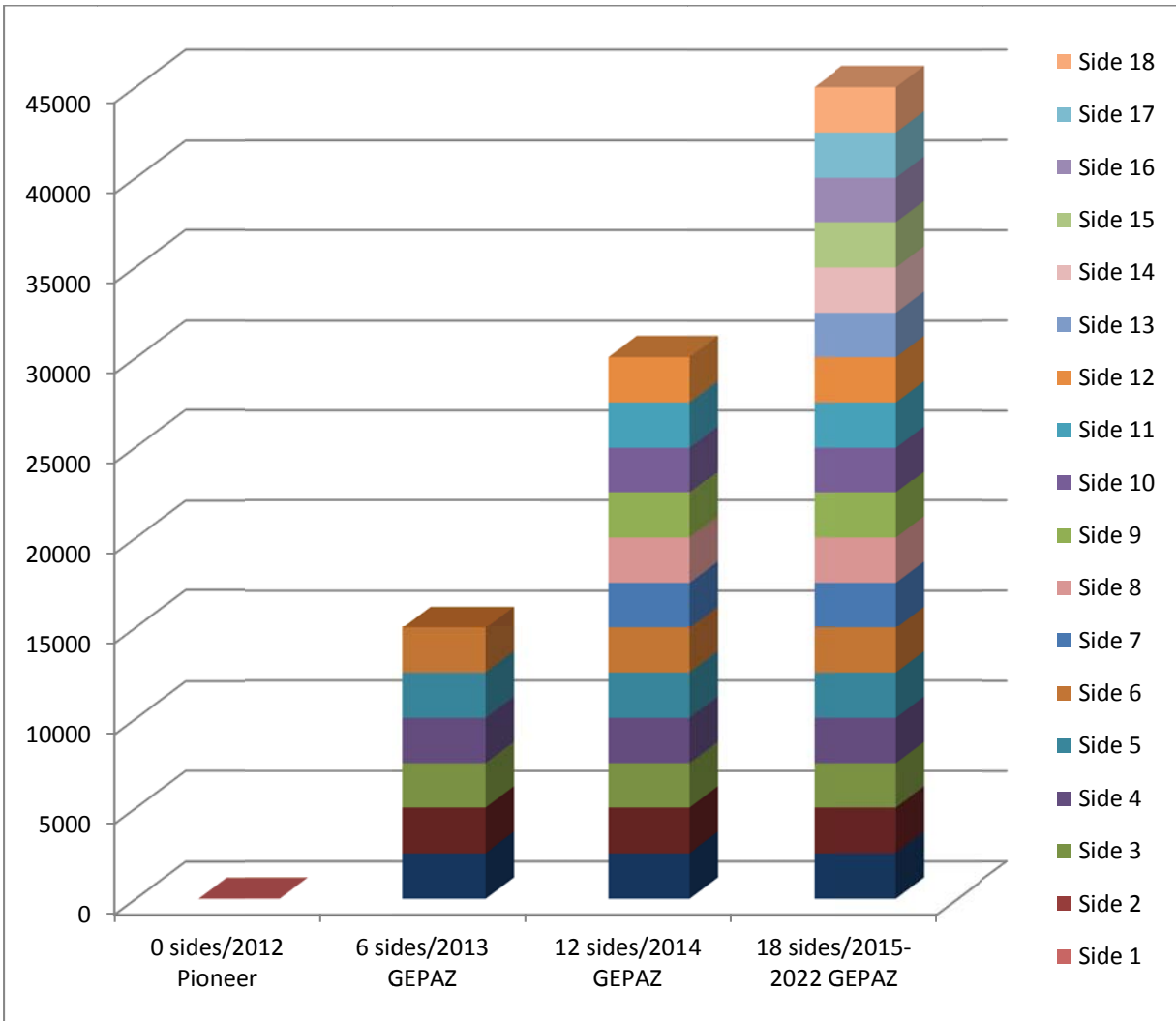


**Table 2. Proposed projection for logging sides per contract year.**



*Average number of acres per side*

Number of acres, per logging side, will be approximately 2,500 per year. Dependent upon weather, soil conditions, wildlife restrictions, etc.



**Table 3. Proposed projection of total acres/side/contract year. Averaging 6 to 18 sides over the course of the 4FRI contract.**

## APPROACH FOR ACHIEVING THE DESIRED CONDITION AND REMOVAL OF RESTORATION PRODCUTS

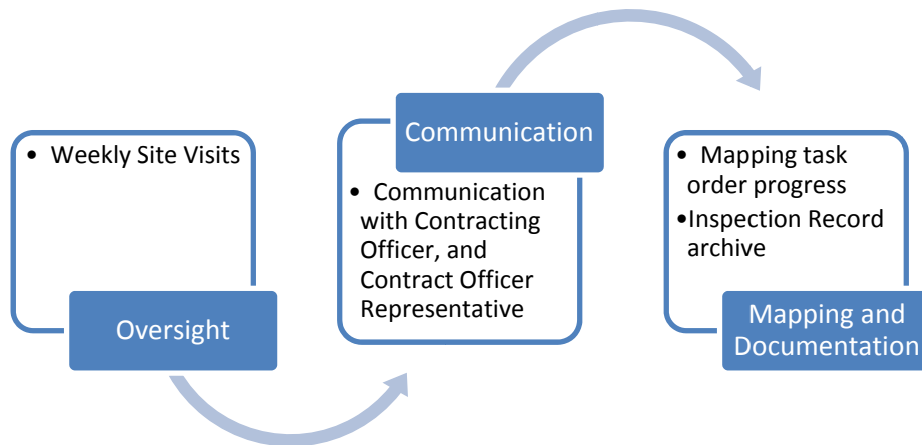
### *Performance Work Statement*

#### *Timber Cutting Methods*

All cutting methods will be some degree of thinning by cutting some trees and leaving others. The initial task orders will be predominately leave tree marked by the Forest Service, and in accordance with the conditions of the Contract. After the first couple of years, the task orders will be predominately designated, either by description or prescription.

- Designation by Prescription: A method of designating trees for removal, without marking individual trees, by describing the desired end result of the treatment (the prescription). This is expected to be the predominate method of designating timber in the later years of the contract.
- Designation by Description: A method of designating trees for removal, without marking individual trees, by describing the trees to be removed based on characteristics that can be verified after removal. This could be used when thinning only involves precommercial or zero value biomass material.

Workforce training and regular supervision and follow-up will be conducted to ensure compliance with Contract specifications.



**Figure 4. Compliance Monitoring flow chart.**

*Compliance with Desired Condition will be assessed as follows:*

Inspections will consist of a review of the trees cut and left in terms of tree condition and density, yarded, piled or otherwise treated slash. Inspections will determine if restoration

activity has met the desired conditions by visual methods of determining the following acceptance criteria:

- Remaining trees per acre.
  - For Leave Tree Mark units, compliance will be by visual inspection and consider that if 90% or greater of marked leave trees remain post-harvest that completion is satisfactory.
  - For prescription harvest, a visual inspection will be made to determine satisfactory completion. If prescription compliance appears questionable, random sample plots will be placed in suspect areas where variable plots and/or fixed plots will determine prescription compliance. Contractor will retain records on any sample plot data collection. Results of any surveys required for questionable areas will be reviewed with COR during completion inspections. Should Noncompliance issues be discovered, the CO will be notified and corrective plans will be proposed by Contractor.
- Amount of Woody Debris.
  - Post-harvest woody debris loading—both fine debris and coarse debris—will be assessed visually as compared with calibrated areas and/or photo references. If woody debris loading compliance appears questionable, random sample plots will be placed in suspect areas where fixed plots will determine prescription compliance. Contractor will retain records on any sample plot data collection. Results of any surveys required for questionable areas will be reviewed with COR during completion inspections.
- Size and distribution of groups.
  - For Leave Tree Mark units, compliance will be by visual inspection and consider that if 90% or greater of marked groups remain post-harvest that completion is satisfactory. Results of any surveys required for questionable areas will be reviewed with COR during completion inspections.
  - For prescription harvest, a visual inspection will be made to determine satisfactory completion. If prescription compliance appears questionable, point sample plots will be placed in suspect areas to determine prescription compliance. Contractor will retain records on any sample plot data collection. Results of any surveys required for questionable areas will be reviewed with COR during completion inspections. Should Noncompliance issues be discovered, the CO will be notified and corrective plans will be proposed by Contractor.

When work is satisfactory, it will be noted. When work is unsatisfactory, any rework to comply with contract requirements will be conducted.

Review of work in progress and near- or at-completion will be conducted between CTM, harvesting representative and USFS to ensure achievement of desired conditions required under the Contract. Continuous improvement techniques will be employed during training to correct deficiencies and improve efficiency of restoration activities.

***Approach for treatment and removal of sawlogs***

Mechanical harvesting equipment will but used for creating sawlogs (+/-5” diameter and greater logs, minimum 8’ length) for conversion to solid wood products. Once cut, sawlogs will be removed from the restoration sites within 60-days (July 1 through December 31) or 30-days (January 1 through June 30).

- Sawlog harvest process for cut and manufacture logs.

Mechanical harvesting may include but is not limited to feller buncher, processor and in some instances hand felling may be preferred in areas with limited access for heavy equipment.



**Figure 5 . Images of rubber tired feller buncher and track feller buncher.**



**Figure 6 . Images of rubber tired processor and track processor.**



**Figure 7 . Images of hand felling with chainsaws.**

- Skidding and forwarding logs to landing.

Utilizing identified skid trails to move saw logs from the harvest unit to the approved landing. Mechanical skidding may include but is not limited to forwarder and skidders.



**Figure 8. Images of skidding forwarder.**



**Figure 9. Images of a grapple skidder**

- Sawlog hauling.

Processed sawlogs will be hauled from the established landing to designated mills on commercial log trucks.

### ***Approach for maximizing treatment and removal of biomass***

Mechanical harvesting equipment will be used for converting biomass and waste logs to fuel and chipped products. Once cut, biomass will be removed from the restoration sites within 60-days (July 1 through December 31) or 30-days (January 1 through June 30).

- Cutting biomass.  
Mechanical and hand processing will be utilized to cut biomass from the proposed unit. This includes areas required for precommercial thinning.
- Skidding/forwarding biomass to landing.  
Utilizing established skid trails to haul biomass from the proposed unit to the established landing. Mechanical skidding may include but is not limited to forwarder and skidders.
- Chipping/grinding/loading biomass for hauling.  
Biomass and waste logs will be piled and processed on established landings. Processed biomass will be hauled from the established landing to designated mills in chip vans. Small amounts of biomass material may be used as forest residue and erosion prevention.



**Figure 10 . Chipping operation.**

### ***Approach for utilization of sawlogs***

The sawlog utilization process will begin with maximizing the volume of sawlogs out of the woods. This will be done by having mills that are able to process down to 5-6” top sizes. Many mills in the region have traditionally only been able to process down to an 8” top. This change in top size decreases the volume of fiber that is left in the slash piles. The mills that are currently operating will be refurbished to increase their ability to process a wider range of log sizes and/or

to increase their milling capacity. The new mill(s) will be built to allow for increased utilization of the smaller diameter timber that is present on the 4FRI contract.

Sawlogs removed from restoration areas will be converted to lumber and/or solid wood products or engineered products at facilities located throughout Arizona and beyond, as available. GEPAZ is in the process of utilizing existing facilities in Arizona, and planning for development of additional conversion facilities.

Sawlogs may also be transported in whole or cant form as markets allow, and consistent with federal export regulations.

### ***Approach for utilization of biomass***

The forest residues GEPAZ creates during Ponderosa Pine forest restoration activities on the 4FRI contract will go to a diverse group of market segments and regions. These products may be chipped, ground, screened, dried and/or composted to increase their value, marketability and/or to maximize transportation characteristics. These processes may be done in the woods, at an intermediary site or at its destination(s). Good Earth Power AZ has significant interest and the immediate ability to begin moving large volumes of forest residues to these markets.

The slash piles will then be segregated as they are being processed in the woods. This segregation will help optimize the product offerings from the slash pile derived products. A high percentage of the stem wood will then be processed separately from the material that contains pine needles. The pine needles typically decrease the value and marketability of the slash piles. The fiber that is recovered during this process may go to playground surfacing, landscape soils, landscape ground cover, OSB/MDF, pellets, and/or biomass conversion facilities. GEPAZ has local, regional, and international parties interested in high volumes of this material. GEPAZ is also working to vertically integrate to produce the end products in this segment where appropriate.

The product that is remaining will be a combination of branches with needles, broken stems and other products that were not recoverable during the previous processes. This product may be chipped and/or ground in the woods. This product may then be utilized for landscape soils and/or by a biomass facility. Otherwise, the product may be shipped to a regional intermediary site for composting and/or other processing to increase its marketability. This process may include the composting, addition of microbes, fertilizer or minerals to increase its marketability. GEPAZ has local and regional customers for these products.

Good Earth Power AZ has the ability and relationships to sell these products directly and/or through brokers. The products may be sold under the Good Earth Power AZ or affiliated brand name or through a partnership/distribution agreement with a different producer under their respective brand. Good Earth Power AZ has a management and sales team with considerable experience in manipulating low value residue products at high volumes. The Campbell Group brings considerable experience in managing, tracking and producing large volumes of ground and chipped product as well.

The aforementioned markets and customer base of GEPAZ consumes volumes that are greater than the volumes contained in the 4FRI contract. GEPAZ will work to maximize its profits while ensuring that the volumes contained in this contract will move to market reliability and as mandated by the contract.

Good Earth Power AZ is confident in its combined abilities to move this volume of low value forest residues and co products.



### *Approach for road maintenance*

#### *Maintenance Provisions and Best Management Practices*

The Contract requires the construction and decommission of temporary roads and to complete pre-haul, haul, and post-haul maintenance necessary to remove product volume. Road maintenance may be conducted by the Contractor, logging Sub-contractors, or Sub-contractors dedicated to road construction, reconstruction, maintenance and erosion control.

Road maintenance will comply with Contract standards and be implemented through training and supervision. Refer to Quality Assurance Surveillance Plans for potential road maintenance Best Management Practices (BMPs). Training is defined as:

- Communication to the Sub-contractors conducting road maintenance of the Contract provisions relative to road maintenance and erosion control.
- Communication to the road maintenance personnel responsible for conducting the road maintenance work on the Contract provisions relative to road maintenance, erosion control, and BMPs that reasonably apply to conditions on the individual Task Orders.
- Training may be provided to appropriate personnel during the pre-work conference but no later than prior to commencement of road maintenance operations.
- Training will be conducted by the Contractor or its Sub-contractors.

### *Approach for erosion control*

Erosion control on completed cutting units and as required for roads and landings will follow in a manner expeditious with completion and close-out of the subject unit, and shall be conducted reasonably to minimize soil erosion. Various tasks and timelines are as follows:

- Unless waived in writing by USFS, erosion prevention and control work required by H.10 of the Contract shall be completed within 15-calendar days after skidding operations related to each landing are completed or after Forest Service designation on the ground of work where such designation is required by the Contract or Task Order. If work days are lost and caused by factors beyond Contractor's control, that may extend the completion period.
- Erosion control seeding, where necessary and appropriate, will be conducted within a timely period depending upon weather conditions and seedbed conditions, but be completed as soon as practicable following completion of operations in the affected area and consistent with timing requirements of individual Task Orders.

## ORGANIZATION AND STRUCTURE

Properly completing restoration activities on the estimated 300,000 acres in less than a decade requires organization and operational structure operating at a high level. GEPAZ has contracted with TCG to complete the restoration activities.

### *The Good Earth Power AZ, LLC organization*



**Figure 11. Current organization and structure of Good Earth Power Arizona, LLC.**

## *The Campbell Group organization*

The Campbell Group (TCG) organization structure, function and description of position, and qualifications of key personnel.

### *Overview*

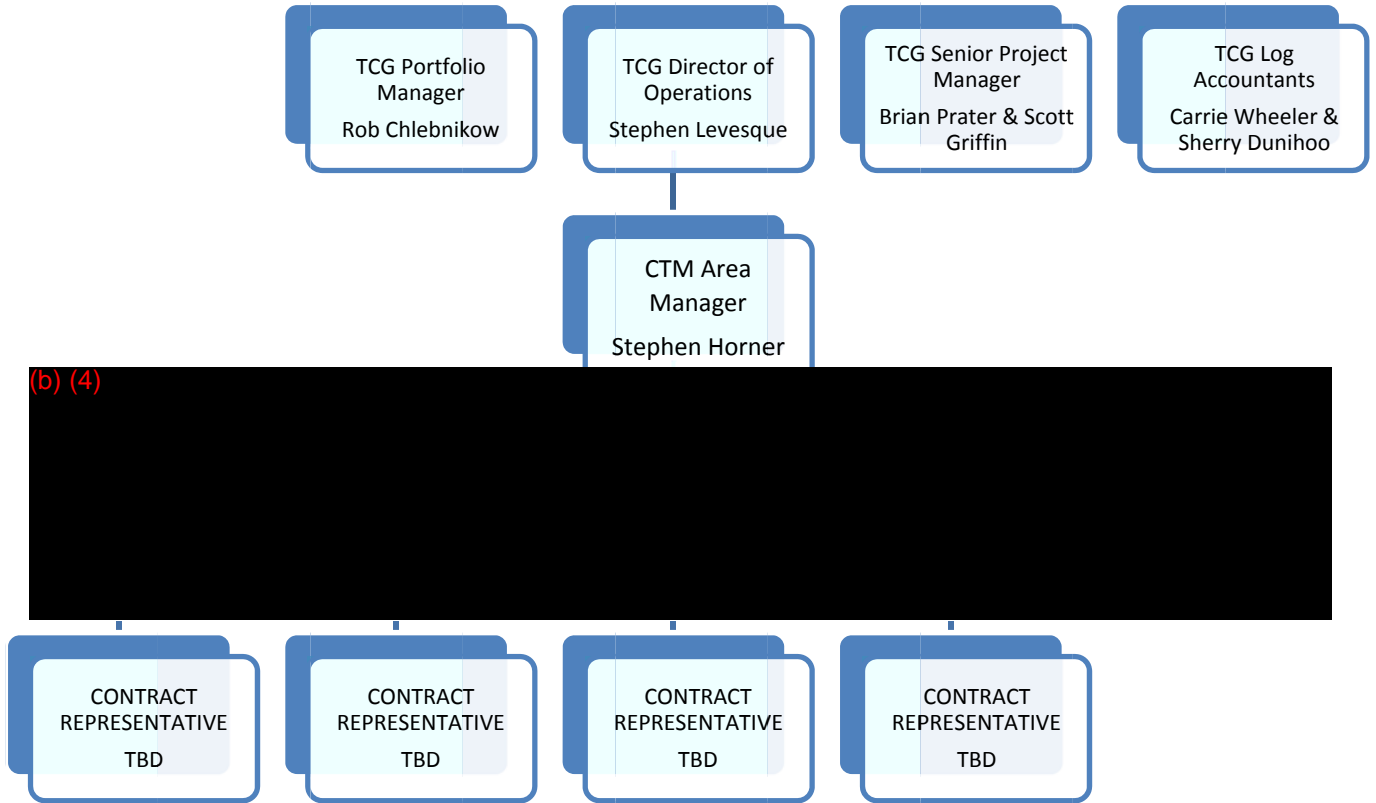
- Founded in 1981.
- (b) (4) in timberland assets under management.\*
- 3.2 million acres under management.
- Employ more than 300 staff members in 14 states and two countries.
- Mission:
  - Be the preferred provider of timberland investment and management services.
  - Provide our clients with quality service.
  - Generate superior returns in a responsible manner.
  - Provide each employee a challenging work environment, a sense of belonging, and the empowerment to make decisions where appropriate.

### *Experience*

- Executive management team experience – average of 27 years.

\* Current asset value based on the most recent independent appraisal or internal valuation data.

*Local Organization Structure*



**Figure 12. Current organization and structure of The Campbell Group and Campbell Timberland Management, LLC, Flagstaff (Sub-Contractors).**

*Description of positions and authorities*

- Group CEO of Good Earth Power:
  1. Authority: Commit GEPAZ and its subsidiaries to any action.
- Community Development Director:
  1. Authority: Ability to agree to any external communications to the general public for GEPAZ and any actions involving community support plans.
- Managing Director of Arizona for Good Earth Power:
  1. Authority: Commit GEPAZ and its subsidiaries to any action.
- Operations Director for Good Earth Power Arizona:
  1. Authority: Instructs TCG/CTM on the appropriate delivery location for woody fiber and biomass removed from the Contract area.

- Portfolio Manager:
  1. Manages relationship between GEPAZ and TCG.
  2. Authority: Communicate with Contracting Officer (CO) and subordinates.
- Director of Operations:
  1. Overall responsibility for CTM performance.
  2. Authority: Develop communications for TCG and CTM relative to Contract, and communicate with CO and subordinates.
- Senior Project Manager:
  1. Responsible for supervision of CTM Flagstaff operations.
  2. Communicate with CO and subordinates.
- Log Accountants:
  1. Responsible for log accounting systems and data.
  2. Authority: Interact with USFS log accounting personnel, develop and maintain Weighing Services Agreement, load ticket acquisition and tracking, and interacts with fiber destination representatives to ensure proper load accounting. Approval of monthly invoices authorized.
- Area Manager:
  1. Overall Project Manager, and manager responsible for direct supervisor for all operational staff
  2. Authority: Primary contact for USFS CO and subordinates. Approval of monthly invoices, completed task orders, pre-work conference, and overall Contract compliance. Includes decision making on timing issues and operational planning for the Contract.
- Logging Supervisor:
  1. Supervise all aspects of harvesting and forest restoration activities as a Sub-manager at the unit level on Task Orders throughout the 4FRI project area to achieve restoration and road maintenance standards set by United States Forest Service (USFS) other federal and state regulations, TCG and Best Management Practices.
  2. Authority: Responsible individual for interaction with USFS Contracting Officer Representatives (CORs); interaction with responsible Contractors Representative; receive load tickets; sign Daily Diaries; pre-work conference; completed Task Orders.
- Administrative Forester:
  1. Support Campbell's forest restoration teams throughout the 4FRI contract area, USFS 4FRI Team, 4FRI Stakeholders Group, in a way that ensures Contract goals and objectives are met. Includes responsibility as Sub-manager supervising restoration activities at the unit level.
  2. Authority: represent CTM at 4FRI Stakeholders Groups; responsible individual for interaction with USFS CO and CORs; interaction with responsible Contractors Representative; receive load tickets; sign Daily Diaries; timing issues and operational planning for the Contract.

- Contract Representative:
  1. Logging Sub-contractor representative responsible for day-to-day activities of Task Order implementation at the unit level.
  2. Authority: Responsible for daily communications with USFS COR, reviewing and signing Daily Diaries, and receive load tickets.

<b>GEPAZ 4FRI Contract Table of Authorities</b>			
<b>Task</b>	<b>Primary Authority</b>	<b>Secondary Authority</b>	<b>Secondary Authority</b>
Task Order Initiation	CTM Area Manager (Stephen Horner)	TCG Senior Project Manager (Brian Prater)	TCG Senior Project Manager (Scott Griffin)
Weigh Services Agreement	TCG Log Accountant (Carrie Wheeler)	TCG Log Accountant (Sherry Duniho)	CTM Area Manager (Stephen Horner)
Accounts Payable/Receivable	CTM Area Manager (Stephen Horner)	TCG Portfolio Manager (Rob Chlebnikow)	GEPAZ Managing Director (Darren Gurner)
4FRI USFS Team & Stakeholder's Group	CTM Area Manager (Stephen Horner)	CTM Administrative Forester (b) (4)	TCG Director of Operations (Stephen Levesque)
GEPAZ Public Relations	GEPAZ Community Development Director (Maya Minkova)	TCG Director of Operations (Stephen Levesque)	CTM Area Manager (Stephen Horner)
Task Order Supervision	CTM Logging Supervisor (b) (4)	Contract Representative (TBD)	CTM Administrative Forester (b) (4)
Scale Ticket Receipt	CTM Logging Supervisor (b) (4)	Contract Representative (TBD)	CTM Area Manager (Stephen Horner)
Scale Ticket Assignment	TCG Log Accountant (Carrie Wheeler)	TCG Log Accountant (Sherry Duniho)	CTM Area Manager (Stephen Horner)
Task Order Compliance	CTM Logging Supervisor (b) (6)	CTM Area Manager (Stephen Horner)	TCG Senior Project Manager (Brian Prater)
Contracting Officer Communication	CTM Area Manager (Stephen Horner)	GEPAZ Group CEO (Jason Rosamond)	TCG Senior Project Manager (Brian Prater)
Contracting Officer Representative Communication	CTM Area Manager (Stephen Horner)	CTM Logging Supervisor (b) (4)	CTM Administrative Forester (b) (4)
GEPAZ Mill Operations	GEPAZ Operations Director (Chris Stephan)	GEPAZ Managing Director (Darren Gurner)	GEPAZ Group CEO (Jason Rosamond)
Task Order Implementation	TBD, Sub-contractor representative	CTM Logging Supervisor (b) (4)	CTM Administrative Forester (b) (4)
*Note: Authorities here not intended to conflict with Authorities described in Technical Plan narrative.			

**Table 4 . GEPAZ 4FRI table of authorities by task.**

<b>GEPAZ 4FRI Contract Table of Authorities</b>	
<b>Key Individual</b>	<b>Authority</b>
Jason Rosamond	Commit GEPAZ and its subsidiaries to any action
Darren Gurner	Commit GEPAZ and its subsidiaries to any action
Chris Stephan	GEPAZ Mill Operations Manager
Stephen Horner	Overall Project Manager
Carrie Wheeler	Forest Products Accounting
Sherry Dunihoo	Forest Products Accounting

**Table 5 . GEPAZ 4FRI table of authorities by individual.**

*Qualifications*

Qualifications of GEPAZ, TCG and CTM personnel provided in **Appendix A**



## QUALITY CONTROL PLAN

Quality Control Plan may be adaptive through the duration of the 4FRI contract as some operational aspects may change. Updates to the Quality Control Plan may occur. The initial Quality Control Plan will be provided to the USFS by the Contractor no later than June 30, 2014. Updates and revisions to the Quality Control Plan may be submitted to the USFS at the discretion of the Contractor at any time.

USFS personnel will provide oversight for each task order, providing feedback to Contractor on quality control compliance. Ultimately each Contractor and Sub-contractor responsible logging supervisor and other Contractor staff will take responsibility to ensure quality control is met.

### *Achieving results and contract compliance*

#### *Logging supervisors*

Logging supervisors will monitor progress and quality of work of each logging side and their crews to maintain compliance and ensure standards are met by the 4FRI contract. Inspection records will be produced and archived at CTM office in Flagstaff. To comply with the goals of the 4FRI contract, adaptive management may be implemented by logging supervisors as a result of observed project outcomes and USFS inspections.

#### *Contractor Training*

Contractor training will afford the Campbell group and USFS personnel a chance to ensure all contract loggers and their crews understand contract specifications which will be implemented throughout the course of each task order. Contractor training on the standards and techniques needed to ensure the desired conditions are met in each task unit. Utilization of training to address various safety concerns when potential problems are encountered will occur.

- Elements of Contractor Training
  - Desired Conditions:
    1. Visual conditions.
      - Remaining trees per acre.
      - Amount of coarse woody debris.
      - Size and distribution of groups.
  - Soils:
    1. Soil Disturbance:
      - Prevention.
      - Erosion.
      - Compaction.
    2. Soil conditions:
      - Operational constraints.

- Road Maintenance:
  1. Contract road requirements.
  2. Best Management Practices (BMP's) consideration. BMP is defined as a method or technique that has consistently shown results superior to those achieved by other means. BMPs can evolve to become better as improvements are discovered.
- Safety:
  1. Personal safety.
  2. Public Safety.
  3. Traffic Safety.
  4. Fire prevention.
- Cultural Resource
  1. Training relative to identification and protection of Cultural Resource Sites.

### **Examples of Training**

Proper Procedures: The following procedures are designed to ensure damage to a Cultural Resource site is avoided:

1. Proper sensitive resource identification:

Sensitive cultural resource sites that require protection within Task Order Cutting Unit boundaries are clearly marked in the following methods:

- White paint bands around boundary trees indicating a protected Cultural Resource area. Pink and/or white flagging may accompany the paint bands.
  - The boundary of the site is delineated by straight-lines extending between marked boundary trees.



**Photo showing example of Cultural Resource site boundary trees.**

a. Site Map

- A map of Cultural Resource sites located within Cutting Unit boundaries may be supplied by USFS. Or, a map may be created by contractors after locating the sites within the Cutting Unit.
  - A map of Cultural Resource sites is extremely confidential in order to protect the sites. Generally, maps may not be available, so the primary identifier for sites is the field-marked location.

b. Operations plan

In order to protect Cultural Resource sites, the sites within Task Order Cutting Units will be located by TCG and/or the logging Sub-contractor. The presence and location of the sites will be communicated to all personnel conducting harvest operations in the vicinity of the sites. The communication will include the following:

- A map or diagram showing geographical locations of the sites will be shown to all personnel working in the vicinity of any sites.
  - Locations of sites will be identified/verified in the field in order to inform personnel.
    - If questions arise about the presence or location of sites, USFS will be queried prior to any operations commencing in the vicinity of suspected sites.
- The protection measures required by the Task Order will be communicated to all personnel working in the vicinity of any sites.
- Proper marking and visibility of the sites will be verified by TCG and/or logging sub-contractor personnel.
  - If sites appear to not be adequately marked or identified, USFS COR will be contacted prior to any operations commencing in the vicinity of suspected sites to clarify or remark site boundaries.

c. Administration Supervision

- The Campbell Group and the logging Sub-contractor will be responsible to administer and supervise the Proper Procedures.

Following is an example of training relative to identification and treatment of Boundary Trees:

## 1. Proper Procedures

The following procedures are designed to ensure cutting is limited to areas within Cutting Units:

### a. Proper boundary identification

Unit boundary lines are identified by trees marked with two distinct bands of orange paint. The marked boundary trees are not to be cut, nor are any trees that lay outside of a line defined as joining two marked boundary trees.



Example of marked Boundary Tree, on right with two distinct paint bands. Note marked Leave Trees on left, with a single band of paint.

### b. Notification of Boundary issue

- i. If questions or uncertainty arise as to Boundary Trees, USFS should be notified and clarification sought before cutting trees in the vicinity of the uncertainty. When in doubt, ***Don't Cut!***
- ii. In the event that Boundary Trees or out-of-unit trees are cut, the USFS COR should be notified immediately. ***Don't wait for a COR to discover a mistake!***

### c. Administration Supervision

- i. The Campbell Group and the logging Sub-contractor will be responsible to administer and supervise the Proper Procedures.

*Quality Assurance Surveillance Plans*

Field manuals for CTM Logging Supervisors will be developed in order to guide field reviews and determine contract compliance. At this time the Quality Assurance Surveillance Plans are not complete. However, following is an example related to road maintenance.

Road Maintenance							
Description		Severity Class			Required Action		
		0	1	2	3	None (0)	Minor (1)
Ditches and Road Drainage Structures	Natural Condition	<10% embedded water will stay in the channel	10-20% embedded, but water will stay in the channel	Impeding flow or water	Natural Conditions	No Action Required	Rework if required
Landings	Natural Condition	10-15% pooled water	15-20% pooled water	>20% pooled water.	Natural Conditions	Rework if depth is >2 inches	Action required surface blading or reworking
Skid trails	Natural Condition	Faint or slight < 2 in deep	Tracks > 2 inches	Obvious tracks > 4 inches	Natural Conditions	No Action Required	Action required surface blading or reworking
Roads	Natural Condition	Minimal water run off, compaction and rutting	Moderate water run off, compaction and rutting	Sever water run off, compaction and rutting	Natural Conditions	No Action Required	Grading and Reshaping roads surface

**Table 5. Road maintenance guidelines.**

The initial Quality Assurance Surveillance Plans will be provided to the USFS by the Contractor no later than December 31, 2014. Updates and revisions to the Quality Assurance Surveillance Plans may be submitted to the USFS at the discretion of the Contractor at any time.

## **SAFETY PLAN**

### ***TCG Safety Plan***

See Appendix B.

### ***Contractor's Safety Plan***

Each sub-contractor will be contractually required to provide a Safety Plan specific to its operation.

### ***Safety meetings***

Safety education with logging contractors and their staff will be provided as necessary to comply with the 4FRI contract.

### ***Fire Plan***

The initial Fire Plan will be provided to the USFS by the Contractor no later than June 30, 2014. Updates and revisions to the Fire Plan may be submitted to the USFS at the discretion of the Contractor at any time. All Fire Plans must be first reviewed and approved by TCG Operations Managers before submittal.

**APPENDICES**

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**Appendix B: TCG Safety Plan** ..... 48

## **APPENDIX A**

### **Qualifications**



## **GEPAZ Community Development Director Qualifications**

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## GEPAZ Managing Director Qualifications

Darren Gurner

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## GEPAZ Operations Director Qualifications

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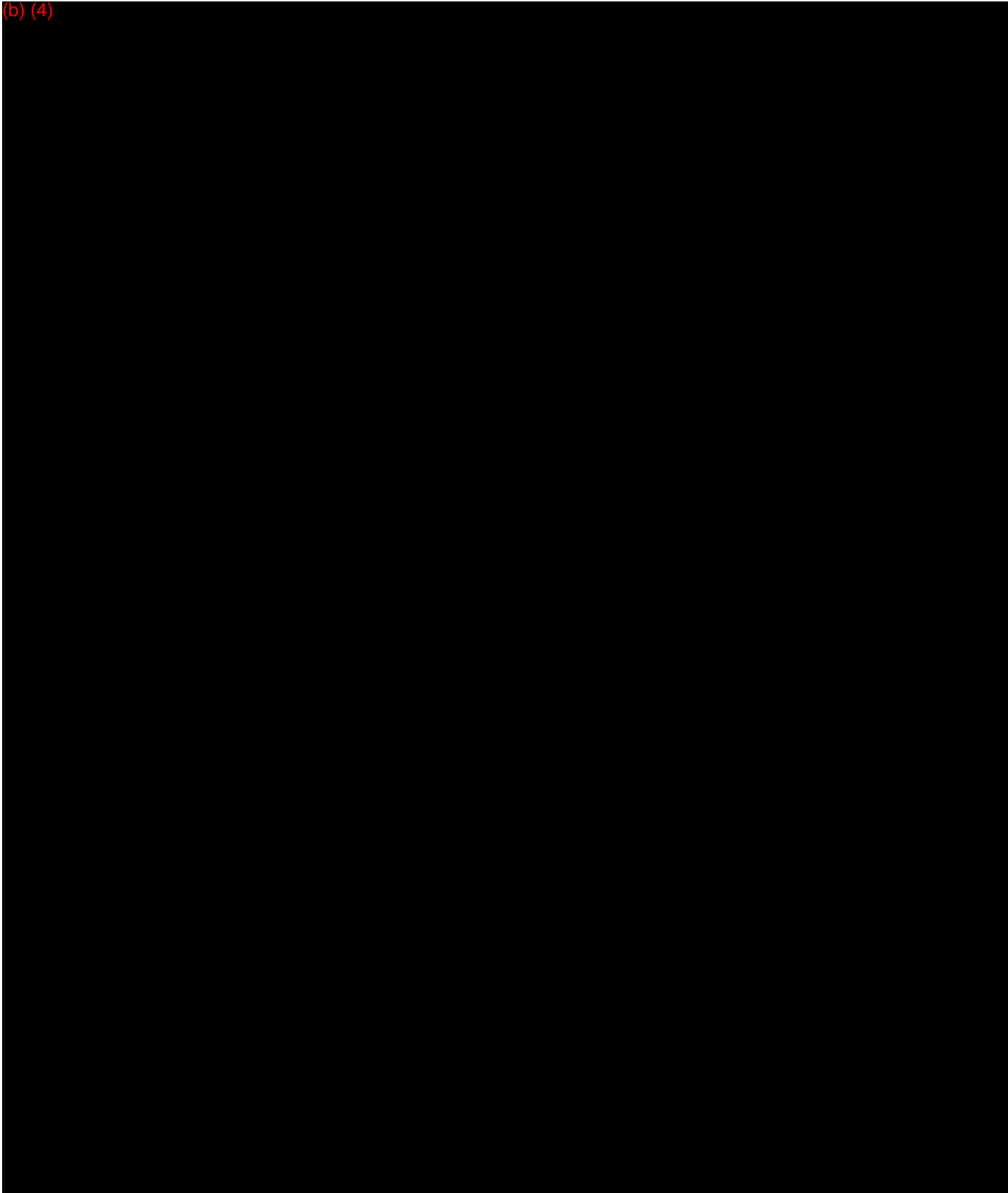
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## Senior Project Manager Qualifications

Scott Griffin

### Career Experience:

Mr. Griffin is the Operations Manager for The Campbell Group. [REDACTED]

(b) (4)



**Senior Project Manager Qualifications**

**Brian Prater**

**Career Experience:**

Mr. Prater is Project Manager for The Campbell Group.

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**Log Accounting Qualifications**

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**Log Accounting Qualifications**

**Sherry Dunning**

**(b) (4)**

**Log Accountant**

**The Campbell Group, LLC**

**October 2013-Present**

**(b) (4)**



## Area Manager Qualifications

### STEPHEN R. HORNER

shorner@campbellgroup.com

#### PROFESSIONAL EXPERIENCE

**Area Manager.** Complete management of 300,000 ac Four Forests Restoration Initiative Contract, including responsibility for management of a staff of natural resource professionals.

*The Campbell Group, Flagstaff, Arizona. January 2014 to present*

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## Logging Supervisor Qualifications

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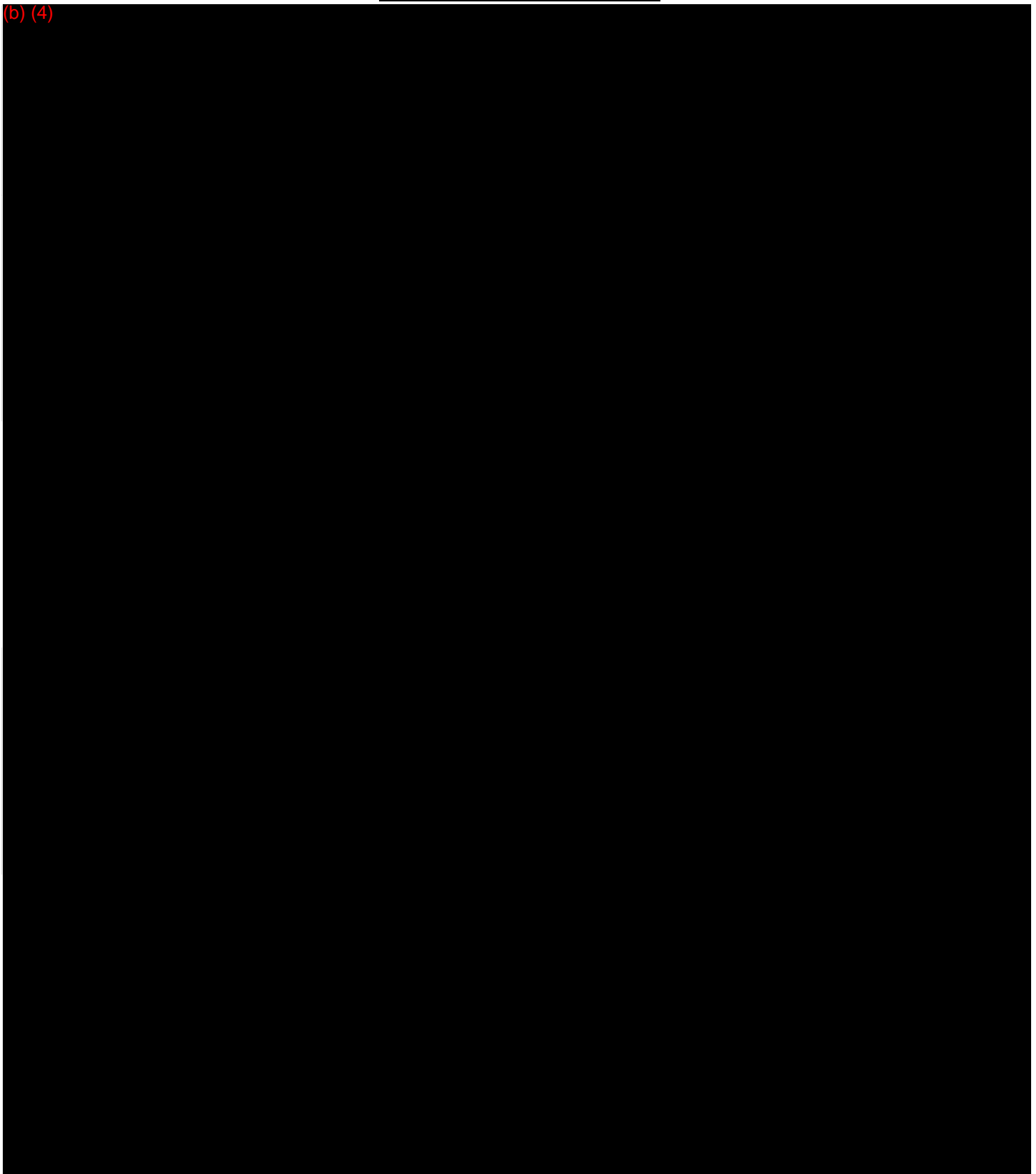
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## Administrative Forester Qualifications

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## **APPENDIX B**

### **TCG draft Safety Plan**

Final Safety Plan submission will provided to USFS no later than June 30, 2014. Please note the following items to be included in final submission:

- 1 .Include USFS CO as party to be notified in the event of a Catastrophic Accident.
2. Include State of Arizona and USFS CO as notified parties in the event of Chemical Spills.
3. Provide appropriate contacts for chemical post-exposure follow-up.
4. Provide measures for safety in the event of tornadoes.
5. Refer to operations as taking place on USFS Lands.
6. Add notification of USFS Law Enforcement in the event illegal activities are discovered during operations.

Updates and revisions to the Safety Plan may be submitted to the USFS at the discretion of the Contractor at any time. Any changes to Safety Plans must first be reviewed and approved by TCG Operations Managers.

# SAFETY MANUAL

REV. DATE  
JANUARY 2014



## THE CAMPBELL GROUP

Holds safety, health and welfare  
of its employees in the highest  
regards



*USA Domestic Template*

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Pages 16, 2, 24 25, 28- 30, 31, 34.*

# LOCAL SAFETY CONTACTS

---

Local Office: .....Phone: 928-774-1480

2014 Local Safety Coordinator:

Name: Steve Horner.....Phone:928-220-5614

2014 Local Area Safety Committee Members:

Name: ..... Phone:

Name: ..... Phone:

Name: ..... Phone:

Name: ..... Phone:

Name: ..... Phone:

Name: ..... Phone:

# **SAFETY PLAN POLICY STATEMENT**

---

As stated in the Employee Handbook, The Campbell Group LLC (“TCG”) holds the safety, health, and welfare of its employees in the highest regard. TCG will continually strive toward the goal of eliminating near misses and accidents, and the resulting losses and suffering. Achieving such a goal can only result from a consistent, dedicated **team effort** involving **all** employees. ***Together***, we must strive to:

- Maintain safe and healthful working conditions and always be alert to safety hazards that are characteristic to our work environment.
- Adhere to proper operating practices and procedures designed to prevent injury or illness.
- Conscientiously observe all state safety rules and regulations in states where TCG manages forests.
- Follow TCG policy and procedures as specified in the Safety Plan.

Safety suggestions from all employees are encouraged and are helpful in achieving an ***injury/accident free*** work environment.

## **Objective**

---

The objective of this Safety Plan (“Plan”) is to provide an outline of TCG’s Safety Program. Safety is critical to loss prevention and is emphasized in this Plan.

The responsibility for the prevention and control of injuries, accidents, property damage, and public safety requires a joint effort involving all employees. This Plan provides guidelines for all TCG employees, temporary employees, and volunteers in the areas of safety training, loss prevention, communications, accident investigation and reporting, personal protective equipment, and emergency procedures. This Plan defines the responsibilities and roles expected of all employees.

## ***TRAINING***

---

Continuous safety education and training programs will be provided for TCG employees. The safety education and training provided must be adequate in content and effectively conducted.

Employees will receive safety training prior to performing a new job and at any time that performance is observed to warrant improvement. Supervisors will meet with their employees prior to start-up of a new project. Training will not be complete until the Supervisor is convinced that the employee can perform the job safely. Demonstrated ability and training will be documented so that a training record can be developed for each employee, temporary employee, and volunteer.

Each field employee will participate annually in:

- First Aid
- Cardiopulmonary Resuscitation (CPR)
- Bloodborne Pathogens
- Other Potentially Infectious Materials (OPIM)
- Automated External Defibrillator (AED)\*

- Epinephrine Auto-Injector (EPI Pen)
- Personal Protective Equipment (PPE)
- Fire Suppression (equipment and use)
- Review of the Emergency Plan
- Accident Reporting (vehicular and on-the-job)
- Hazardous Material^
- Defensive Driving^ training,

At a minimum, one in four office personnel will participate annually in First Aid, CPR, and AED\* training.

*\*AED Training required only if a defibrillator is located in the employee's local office.*

*^Training can be conducted via video resource.*

If an employee misses a scheduled training session for his/her location, it is his/her responsibility to check with other locations for training schedules or schedule training on his/her own with reimbursement from TCG. All training will be done to meet the specific Federal or State standards in place.

Other training will be provided periodically as required by Federal, State, and/or TCG regulations or policies (i.e., hazard awareness, pesticide use, environmental awareness, workers compensation training, etc.). Employees must notify their Supervisor prior to engaging in any job/task for which they have not been trained or about which they feel confused or ill-prepared.

## ***COMMUNICATIONS***

Information regarding safety and accident prevention policies, laws, and programs will be conveyed continuously through the location monthly safety meetings, memos, safety-grams, and bulletin boards as appropriate for the size and type of operations managed by TCG.

A bulletin board for posting safety bulletins, newsletters, posters, accident statistics, and other safety educational material will be maintained. Employees will be informed as to the location of the bulletin board and instructed to read all communication posted there.

Safety-related questions should be forwarded to the Area Manager, the local Safety Coordinator, or TCG's Safety Coordinator.

## ***WORKING ALONE***

---

Due to the nature of work performed by TCG employees, individuals frequently work alone in remote areas. Each location will be responsible for developing a process to account for each individual periodically during the day and at the end of the day, either by cell phone, radio, sign in/out board, or some similar form of communication. In order to increase communication ability as well as the level of safety in the field, the following guidelines should be considered when implementing a safety program in the field:

- When employees expect to work alone and are more than ¼ mile from the vehicle for more than 60 minutes, staff should carry an effective/functional communication device (portable radio, cell phone) to contact the field office to offer information as to location and expected time of return.
- If the area has no radio or cellular signal, notify the field office of the approximate time when the person in the field will establish communication.
- When TCG staff coordinates or participate in tours taking place on TCG-managed lands, it is up to TCG staff to have a functional communication device available for emergency contact purposes with the local field office.

## ***ACCOUNTABILITY***

---

OSHA requires a safety program to include a mechanism by which to enforce all regulatory practices, policies, and procedures uniformly. TCG mechanisms to correct safety policy infractions include the following actions:

- Retraining, including demonstrated application of applicable safety policy.
- Verbal warning and retraining, including demonstrated application of applicable safety policy.
- Written warning and retraining, including demonstrated application of applicable safety policy.
- Termination of employment.

TCG reserves the right to terminate any employee for any activity (ies) that may jeopardize the safety or health of other employees or the employee in question. TCG will apply the most appropriate action at any time, up to and including immediate termination of employment for egregious acts or insubordination.



# ACCIDENT AND FATALITY REPORTING

---

TCG is insured for worker's compensation through the Washington Department of Labor and Industries, and through Zurich for worksites in states other than Washington.

Accident reporting begins with the employee(s) involved. In the event of an on-the-job injury or work-related illness:

- Seek proper emergency care for injured party (ies).
- Verbally contact immediate Supervisor, Area Manager, or location Safety Coordinator as soon as possible after the incident.
- Injured employee must complete a Report of Industrial Injury form, which is available from any doctor's office.
- Area Manager will complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form within seven (7) calendar days of injuries that result in lost time.

The notification procedure for a serious accident or fatality of either a TCG employee or contractor on TCG property is to inform the Area Manager of the situation as soon as possible, who will then notify the Human Resources Manager, Managing Director of Operations, and Operations Manager.

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## ***NOTIFICATION***

---

The immediate Supervisor shall ensure that necessary documentation is completed. The Supervisor and the Safety Coordinator will review accidents.

The scene of an incident resulting in an immediate or probable fatality or in the in-patient hospitalization of an employee, **shall not be disturbed until a representative from an appropriate state regulating agency investigates** and releases the scene, except where necessary to prevent further incident. Where necessary to remove the victim, the scene may be disturbed to ensure safety of rescuers and to ease victim removal, only to the extent of making possible such removal.

The Area Manager shall ensure that the location documents recordable injuries on the OSHA Form 301 – Injury and Illness Incident Report and Form 300 – Log of Work-Related Injuries and Illness within seven (7) calendar days of being informed that a recordable injury has occurred. The OSHA Form 300A – Summary of Work-Related Injuries and Illnesses must be posted no later than February 1 (for year just completed) and must remain posted until April 30.

## **Catastrophic Fatality Reporting**

---

### ***ARIZONA***

Employers must report to ADOSH all workplace accidents involving a fatality, or involving the hospitalization of three or more employees. This report must be made within eight (8) hours following the incident. To report an incident to ADOSH, call (602) 542-5795 or toll-free at (855) 268-5251. If you call outside of regular business hours, please leave a message and someone will return your call as soon as possible.

[http://www.ica.state.az.us/ADOSH/ADOSH\\_ReportFatalities.aspx](http://www.ica.state.az.us/ADOSH/ADOSH_ReportFatalities.aspx)

## **Arizona Division of Occupational Safety and Health (ADOSH)**

---

Phoenix Office

800 W. Washington Street, 2nd floor

Phoenix, AZ 85007

(602) 542-5795

(602) 542-1614

Bill Warren, Director

Larry Gast, Assistant Director

Jessie Atencio, Consultation & Training Manager

(520) 628-5478

Tucson Office

2675 E. Broadway Blvd. #239

Tucson, AZ 85716

(520) 628-5478

(520) 322-8008

Jessie Atencio, Assistant Director

## Federal OSHA

---

### **Federal OSHA Rules for Reporting of Fatality or Multiple Hospitalization Incidents. 1904.8**

(a) Within 8 hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, the employer of any employees so affected shall orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of Federal OSHA that is nearest to the site of the incident, or by using the OSHA toll-free central telephone number. 1-800-321-6742

(b) This requirement applies to each such fatality or hospitalization of three or more employees, which occurs within (3) days of an incident.

(c) Exception: If the employer does not learn of a reportable incident at the time it occurs and the incident would otherwise be reportable under paragraphs (a) and (b) of this section, the employer shall make the report within 8 hours of the time the incident is reported to any agent or employee of the employer.

(d) Each report required by this section shall relate the following information: Establishment name, location of incident, time of the incident, number of fatalities or hospitalized employees, contact person, phone number, and a brief description of the incident.

**Region IX**

(American Samoa, AZ, CA, Guam, HI, NV, Trust Territories of the Pacific)

71 Stevenson Street

Room 420

San Francisco, CA 94105

Telephone: (415) 975-4310

**Region X**

(AK, ID, OR, WA)

1111 Third Avenue

Suite 715

Seattle, WA 98101-3212

Telephone: (206) 553-5930

**FEDERAL OSHA AREA OFFICES**

Bellevue, WA

Portland, OR

Sacramento, CA

(206) 553-7520

(503) 326-2251

(916) 566-7470

# VEHICLE ACCIDENT

---

Accident involving TCG vehicle, equipment and/or property:

1. SECURE THE AREA AND CONTROL TRAFFIC Position flares, lights, flag person, or whatever is necessary to prevent additional injury or property loss.
  
2. CALL FOR APPROPRIATE HELP (State Police, Sheriff, ambulance, wrecker).
  - a. Call the State Police if accident is on any road except within city limits. The State Police work in coordination with the County Sheriff, and they will send a County Sheriff if appropriate.
  - b. Call the City police if accident is within city limits.
  - c. Call 911 if appropriate.
  
3. PROVIDE IMMEDIATE MEDICAL ATTENTION TO ANY INJURED PERSON(S).
  
4. NOTIFY THE AREA MANAGER or local Safety Coordinator as soon as possible, who will then notify the appropriate TCG personnel. (If the Area Manager or local Safety Coordinator is unavailable, the employee most familiar with the accident will begin the notification process.)
  
5. FOLLOW INSTRUCTIONS ON VEHICLE PACKET Fill out the "Driver's Report of Accident." Make no statement about accepting responsibility for the accident. Exchange names, addresses, vehicle license #, and insurance carrier names with other parties involved.
  
6. IF AN ACCIDENT OCCURS, CONTACT STEVE HOLLAND AT THE PORTLAND OFFICE (800-257-7554) to initiate a potential insurance claim. TCG's insurance coverage for Company trucks is described on each employee's insurance card.

The immediate Supervisor shall investigate and ensure that necessary documentation is completed. The Area Manager and Safety Coordinators will review accidents.

Each employee is responsible for making sure the insurance identification card and necessary forms are in their vehicle at all times. Canadian non-resident insurance cards are required for travel into Canada.

For “near-miss” incidents, the employee(s) involved will notify and cooperate with his/her Supervisor to review the incident. These incidents will be reviewed and discussed with employees at monthly location safety meetings. A “near-miss” will be defined as an incident where an accident almost occurred but was avoided, or where a minor injury was involved which did not require a doctor’s care.

# **SAFETY RESPONSIBILITIES**

---

## **TCG SAFETY COMMITTEE RESPONSIBILITIES**

---

### **Purpose**

To ensure a high level of employee involvement and participation in TCG accident prevention effort, TCG has formed an internal Safety Committee to review changes in the Plan, improve safety education, disseminate information to field offices, and coordinate safety education at local offices.

### **Committee Structure**

---

TCG's Safety Committee will act as a communication conduit between employees and managers. Its primary goal is to solicit information from employees about existing hazards, safety improvement ideas, results of accident reviews, and to make recommendations to management.

The Safety Committee will be comprised of TCG field office Safety Coordinators, which include representatives of management and employees.

### **Internal Reporting and Review**

---

The Safety Committee will meet and/or conduct a conference call annually to discuss the safety program and elements possibly in need of review and/or modification. In addition, the TCG Safety Coordinator will periodically review safety implementation throughout TCG field offices. During these visits, TCG Safety Coordinator will examine records of safety meetings, injury reports, and implementation of safety procedures.

TCG Safety Coordinator will prepare an annual report for Operations and/or the Executive Team to review. This report will include issues related to implementation of the safety program, meetings, and assessment of the safety program in place.

## ***LOCAL AREA MANAGER RESPONSIBILITIES***

---

The Area Manager will adopt and maintain best practices with respect to safety, which include:

- Ensuring the safety and health of employees by:
- Identifying and controlling hazards associated with the work environment.
- Developing policies to cover safety issues and questions related to the work environment.
- Communicating the importance of safety while working.

- Evaluating adherence to TCG safety policy.
- Protecting property under his/her jurisdiction from accidental losses.
- Ensuring that facilities and employee work practices comply with all applicable safety and health laws and regulations.
- Protecting the public and the environment.
- Continuously demonstrating a personal concern for employee well-being by setting examples, observing and correcting unsafe work practices and hazardous conditions, and consistently enforcing documented safety policies and procedures.
- Appointing a local Safety Coordinator.
- Ensuring that Safety Meetings are held monthly.
- Requiring a drug- and alcohol-free work environment (no employees will be allowed to work or remain at the location while under the influence of drugs or alcohol).

---

### ***LOCAL SAFETY COORDINATOR'S RESPONSIBILITIES***

---

- Work with the Area Manager to provide a meaningful, informative safety program for the location
- Provide the necessary training to comply with state, federal, and corporate loss prevention requirements including:
  - First Aid
  - CPR
  - Bloodborne Pathogens
- Update location personnel on safety-related issues.
- Provide a conduit of communication for safety-related problems.
- Provide new employee loss-prevention training and orientation.
- Organize or conduct monthly safety meetings, take minutes of meetings, and send a copy of the minutes to TCG Safety Coordinator.
- Maintain personal protective equipment and first-aid supplies.
- Participate in or organize necessary accident reviews.
- Work with the Area Manager and employees to ensure that responsibilities are being accomplished by everyone.
- Provide and maintain a Safety Bulletin Board along with current safety posters.
- Ensure all appropriate Material Safety Data Sheets (“MSDS”) are available to all employees.
- Work with the Area Manager and develop ‘Working Alone’ procedures for staff.
- Become familiar with safety and health laws and rules for the geographic regulatory jurisdiction.
- Develop and use safety and health resources and networking possibilities to expand professional knowledge and skills and to increase the scope of hazard identification and control.



- Ensure that work conducted within the span of control is compliant with applicable safety and health laws and rules, and conducted using best practices to prevent accident and injury.

## ***LOCAL SAFETY COMMITTEE RESPONSIBILITIES***

---

### ***EMPLOYEE'S RESPONSIBILITIES***

---

- Perform work in a manner that will ensure his/her own personal safety, as well as the safety of fellow employees.
- Protect TCG property from damage.
- Understand his/her own job thoroughly, including safe use, handling, and storage of tools, equipment, and materials.
- Properly use and maintain personal protective equipment and safety devices related to his/her job.
- Maintain his/her work area in a clean and neat manner.
- Follow the safety rules and procedures identified in this Plan.
- Immediately report hazardous conditions or work practices and suggest control measures whenever possible.
- Actively participate in safety program activities.
- Report (verbally or in writing) all accidents and near-miss incidents to the Area Manager or local Safety Coordinator as soon possible after the incident.

# VEHICLE SAFETY STANDARDS

---

## Purpose

---

The Campbell Group LLC is committed to the safe and efficient operation of all company vehicles. We accept this responsibility and will make every effort to provide an environment that encourages this objective.

By accepting this responsibility, we will endeavor to comply with all federal, state, and local rules and regulations regarding vehicle operation, maintenance and use. Every employee is an integral part of this process and is expected to meet this commitment.

The Fleet Manager (Steve Holland) has overall responsibility for the commercial vehicle safety program. Drivers are responsible for the care and operation of vehicles assigned to them.

## Scope

---

This document applies to all TCG locations and is intended to cover all TCG owned passenger vehicles (cars, pickups, and sport utility vehicles) used on public roads, as well as applying to all personal vehicles being used on TCG business, including vehicles that are provided to employees under a vehicle leasing program.

## Responsibility

---

The Area Manager and TCG are responsible for establishing, maintaining, and amending the standards.

### ***STANDARDS OF USE***

---

- **OPERATOR ORIENTATION:** New operators will be trained on the standards and procedures outlined herein. Management may validate an employee's driver's license and inspect his/her motor vehicle records ("MVRs") before allowing an employee to operate a company vehicle or utilize a personal vehicle on TCG business.
- **LOCAL, STATE, AND FEDERAL REGULATIONS:** Drivers of TCG vehicles will comply with all applicable rules and regulations governing motor vehicle operation.
- **PERSONAL USE OF TCG-OWNED VEHICLES:** Intended use of company vehicles is for conduct of company business. No personal use is allowed without prior authorization of management. No other person is allowed to operate the vehicle except the assigned driver or other authorized employee.
- **COMMUNICATIONS:** All vehicles will be equipped with a two-way radio or cellular telephone. When unavailable and working in

remote areas, the operator will utilize locally established procedures for working in remote areas. (see: 'Working Alone' - *TCG Safety Plan*)

- **HEADLIGHT USE:** All operators *are required* to use headlights or daytime driving lights while operating a Company vehicle.
  - **SEAT BELT USE:** Required at all times for operator and all passengers.
  - **TRAILER HITCHES:** All bumper-type hitches must be equipped with safety chains and pins with locking keepers. All trailer hitch safety devices must be maintained and utilized. Maximum load limits shall be visible on the rear bumper and trailer tongue and must not be exceeded.

## ***VEHICLE INSPECTIONS/VEHICLE MAINTENANCE***

---

The vehicle operator is responsible for:

- **ON-BOARD SAFETY EQUIPMENT:** All TCG vehicles will have a minimum of a first-aid kit; fire extinguisher; a working flashlight, headlamp, or some other form of light, reflectors, or flares; and an accident-reporting kit onboard.
- **VEHICLE INSPECTION:** All TCG vehicles will be inspected for safe operation including, but not limited to, all lights, other safety devices (horn, wipers, etc.), safety equipment, and tire condition prior to each day's first use of the vehicle and on a more formal basis via a written checklist completed monthly.
- **WORKING CONDITION:** All TCG vehicles shall be kept in a good, safe working condition. Operators are responsible for maintaining vehicle appearance, as they present the Company's image to the public.
- **DOCUMENTATION:** The operator or maintenance vendor, as appropriate, shall maintain documentation of all repairs and maintenance.
- **SERVICE LIFE:**      It is recommended that all fleet vehicles be replaced at the 125,000-mile level. For vehicles in service beyond the 100,000-mile level, it is required that full undercarriage inspection (tie rods, ball joints, etc.) be carried out by a certified mechanic and at yearly intervals thereafter.

## ***DRIVER TRAINING/CERTIFICATIONS***

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- **LICENSING** Motor Vehicle Reports (MVR's) will be ordered and reviewed for all new drivers. MVR's will be ordered and reviewed annually to confirm all drivers maintain an acceptable driving record.
- **DEFENSIVE DRIVING** All field employees will receive defensive driving training at appropriate training sequences.

# HAZARDOUS CONDITIONS

---

- UNSAFE ROAD CONDITIONS(ice, snow, severe weather, etc.) Operators are responsible for their safety and the safety of passengers in the vehicles. If road conditions are unsafe, the operator shall make the determination and pull the vehicle into the nearest safe area.
- UNSAFE VEHICLE CONDITIONS Operators are responsible for their safety and the safety of passengers in the vehicles. If a known unsafe condition exists on a vehicle, it shall not be operated until necessary repairs can be made.
- UNSAFE OPERATOR CONDITIONS Operators are responsible for using judgment in deciding whether they should drive. Lack of sleep or the use of medication that may result in drowsiness are significant causes for losing control while driving. Under no circumstances shall an operator drive when their physical condition is impaired causing unsafe conditions.
- CELL PHONE USE Management requests that employees not communicate by phone while operating any vehicle used to conduct company business. TCG does not support, encourage, or condone the use of cell phones or other electronic communication devices by any of its employees while driving. Doing so may cause distraction or compromise safety. Good judgment should be exercised at all times when using a cell phone, and care must be taken to ensure that cell phone use does not distract in any way from the paramount duty to operate a vehicle safely and in compliance with all local and state rules of the road.
- Management does, however, recognize that certain states allow for the use of ‘hands-free’ devices while operating a vehicle. In the event an employee must initiate or receive a necessary, business-related call while operating a vehicle in a state that permits the use of a hands-free device, the employee may initiate or receive such a call using the ‘hands-free’ device at all times and only if it is safe to do so at such time. Unnecessary phone calls should be avoided. Even if a state in which an employee is driving permits the use of cell phones while driving without using a ‘hands-free’ device, management nonetheless requires the use of a ‘hands-free’ device.
  - While using a ‘hands-free’ device for a necessary, business-related call, the following common sense guidelines are to be followed:
  - A ‘hands free’ device must be used for all phone calls initiated or received while driving. Purpose is to keep your hands on the steering wheel and your eyes on the road without interruption.
  - Unavoidable phone calls should be brief.

- Defer calls you need to receive or initiate until you are no longer driving.
- Never take notes of your phone call, look up phone numbers, or attempt to read material during your phone conversation while driving.
- Avoid using a phone in heavy traffic, adverse weather, or other hazardous road conditions.
- The use of electronic devices that require visual concentration and data input, such as phone 'texting' or e-mailing, is strictly prohibited while driving, or while the vehicle is on a road. Texting, e-mailing or similar actions should be done only while the vehicle is parked.

- GASOLINE USE

- Turn off vehicles during fueling.
- Fuel must not be hauled in any enclosed passenger compartment.
- Fueling of gasoline cans must be done on the ground, not in pickup truck beds or vehicle trunks.
- Only approved, properly labeled containers can be used for transport (ensure proper security of containers).

- CARRYING EQUIPMENT

- In an enclosed area (pickup cab, sport utility vehicle), tools and equipment should be secured to prevent objects from flying in the cab in the event of an accident or sudden evasive maneuver.
  
- No vehicle should carry more than its designated load limit, and loads must be properly balanced.

# HAZARD COMMUNICATION PROGRAM

---

## Purpose

To establish procedures for responding and reporting hazardous substance releases into the environment. To ensure that information about the dangers of all hazardous chemicals used by TCG employees are known, TCG has established the following system:

## Container Labeling

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The Area Manager or local Safety Coordinator shall verify that the contents of all containers stored or used in the facility are clearly labeled. This should include the appropriate hazard warning and contact information for questions. Any secondary containers should also include the appropriate label match for materials included.

## Material Safety Data Sheets (“MSDS”)

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The Area Manager or local Safety Coordinator is responsible for establishing and monitoring the office’s MSDS program for **all hazardous substances**. For any such materials, MSDS sheets shall be obtained and stored in a central location. Employees will be made aware of the sheets and instructed on their use.

## Employee Training and Information

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The Area Manager is responsible for overseeing all program elements of training for employees. This training should take place prior to starting a job where employees may come into contact with a hazardous substance. The substance of this training should include the following information:

- TCG employees do not handle any amounts of hazardous substances beyond consumer levels of cleaning agents, office supplies, or paint.
- Identity of products containing hazardous materials to which the employee will be exposed and how to detect a hazardous exposure/release of hazardous materials.
- Physical and health risks of hazardous materials.
- Symptoms of overexposure to hazardous materials.
- How to reduce or prevent exposure to hazardous materials through the use of control procedures, work practices, or use of PPE.
- Steps TCG has taken to reduce or prevent exposure to hazardous materials.
- Procedures to follow if employees are overexposed to hazardous materials.
- How to read labels and review of MSDS program.
- Location of MSDS file and written hazardous communication program.

- Prior to introducing a new chemical to the facility, each affected employee will receive information and training as outlined above.



## Hazardous Non-Routine Tasks

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If employees are required to perform hazardous non-routine tasks, employees will receive the appropriate information about the hazardous materials. This will include specific chemical hazards, protective and safety measures the employee can use, and steps used by the TCG to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

## List of Hazardous Chemicals

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A list of all known hazardous chemicals used at each facility (those materials with *Caution*, *Warning*, or *Danger* on the label) is located in the Area Manager's office or other designated location in the office. MSDS sheets are required for hazardous materials that exceed consumer quantities. Further information about these substances may be obtained by reviewing MSDS forms that are located with the list. The hazardous materials list and the MSDS file will be updated annually.

## Responding to Release of Hazardous Materials

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The use of most hazardous substances on lands managed by TCG is a contractor responsibility, including all safety-associated standards necessary to meet existing laws and regulations. In some very limited situations, TCG employees may witness or find hazardous materials that have been released. Upon such discovery, TCG employees are expected to immediately contact the appropriate contractor to respond to the concern.

In the situation where TCG employees have incidentally released a hazardous material, the employee will respond accordingly to absorb, neutralize, or control the spread of the hazardous materials. All spills should be reported to the Area Manager and local Safety Coordinator.

## Containers with Unknown Substances

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TCG employees who discover suspicious containers on TCG forestlands and other TCG properties that contain **unknown substances** should contact local law enforcement personnel and inform them of the location and description of the container(s). TCG personnel will not expose themselves to unknown substances.

Contact Information

\_\_\_\_\_ Area

<u>Name</u>	<u>Office</u>	<u>Mobile</u>	<u>Home</u>

National

Chemical Transportation Emergencies (CHEMTREC)	800-424-9300 800-262-8200
EPA Region 10 (Washington and Oregon)  Same # for Public Information Center	800-424-4372
EPA Region 9 (California)	415-744-1702
Public Information Center Region 9	415-744-1500
National Response Center (“NRC”) (CERCLA - superfund violations)	800-424-8802

***STATE***

Arizona Division Of Emergency Management  <a href="http://www.dem.azdema.gov/">http://www.dem.azdema.gov/</a>	1-800-411-2336
Arizona Poison Control	1-800-222-1222

***LOCAL***

Emergency Medical: In all counties, 911 will likely be the best first response in reporting emergencies	911
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# BLOODBORNE PATHOGEN EXPOSURE

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## Purpose

TCG wants to minimize the health risk associated with the exposure to blood and Other Potentially Infectious Materials ("OPIM"). To accomplish this, TCG will offer first-aid training that includes control of Bloodborne pathogens and OPIM.

## Sources of Exposure

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- Providing first-aid care.
- Care of wounds.
- Disposal of regulated waste.
- Transport of injured employees.
- Post-injury cleaning.

## Work Practice Controls

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To control exposure to blood or OPIM, TCG employees will use the following practices:

- Hand washing is required. At-risk employees are instructed in hand washing. Alternative hand-washing methods are also used as an interim measure.
- All contaminated sharps are placed in appropriate containers for disposal.
- Eating, drinking, application of cosmetics, handling of contact lenses, and/or smoking are not allowed in areas where employees suffer a risk of coming in contact with blood or OPIM.
- Storage of food and/or drink are similarly prohibited where blood or OPIM are stored. This applies to all surfaces including countertops, storage containers, bench-tops, machine surfaces, etc.
- Sharps containers, where used at this operation, are puncture-proof and leak-proof. To prevent spillage, at-risk employees are instructed to close containers before moving them.

## Engineering Controls

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The following engineering controls are available at TCG offices:

- Hand washing.
- Where hand washing is not immediately available, antiseptic towelettes are available.

- Leak-proof, puncture-resistant sharps containers with appropriate labeling are available in offices.
- Biohazard bags are available from offices. These are red in color and are labeled with the biohazard warning. They are intended to contain regulated waste of used gloves, soiled laundry, soiled bandages and gauze, and any other "soft" materials soiled with blood or OPIM. They must be disposed of by the local Safety Coordinator or by contacting the local Fire Department.

## Personal Protective Equipment

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The following Personal Protective Equipment (“PPE”) is available for employees:

- Disposable latex or hypoallergenic (surgical) gloves are available for use at employee’s discretion. Gloves should be located in the first-aid supplies area.
- Utility gloves are available upon request in the first-aid supplies cabinet for cleaning of infectious waste, handling contaminated sharps, and other operations where the latex gloves are inappropriate.
- Eye and face protection is available to be worn at an employee's discretion during emergency medical care.
- Micro-shields and other types of barriers are available at an employee’s discretion for use during CPR and mouth-to-mouth artificial respiration.

## Housekeeping

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- Employees are responsible to clean and disinfect work surfaces at shift end and/or immediately after a blood/OPIM spill or leakage occurs, using a 10-to-1 bleach and water solution, as noted below.
- Employees are instructed that no container of infectious waste, contaminated sharps, or any other material soiled with blood or OPIM is to be cleaned.
- Employees are required to handle contaminated sharps either with a tool such as forceps, pliers, tongs, etc., or when wearing the utility gloves noted above. Contaminated sharps may include tweezers used to pull a sliver, the sliver itself, syringe needles, broken glass, and/or any sharp object with which a person has been cut.
- Any contaminated sharp, which cannot be disposed of, must be cleaned with a 10-to-1 mixture of bleach and water. Any area, which has been contaminated with blood or OPIM, must be similarly cleaned with the same bleach & water solution. All materials used to apply or wipe blood, OPIM or cleaning solutions are considered to be contaminated waste and must be properly disposed of as noted above.
- Sharps containers are sealable, leak-proof, and puncture resistant. Employees are instructed to not overfill these containers and to immediately replace/seal the cover when placing a contaminated sharp within. If one begins to leak, or for any other reason can no longer fulfill its intended function, it must be placed in a biohazard bag.

- Clothing which has been contaminated by blood or OPIM must be removed prior to leaving the Company premises. Contaminated clothing must be inventoried and placed in a biohazard bag for disposal.

## Post-Exposure Evaluation and Follow-Up

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If/when an exposure incident occurs at this operation, the following procedure must be followed:

- A written exposure incident report (accident investigation) must be immediately prepared.
- The source individual must be identified when possible.
- The source individual must be asked to voluntarily submit to HBV and HIV blood testing.
- A licensed physician or healthcare professional must perform a post-exposure evaluation and medical follow-up for the exposed employee, at no cost to the employee.
- The exposed employee must be asked to voluntarily submit to both blood collection and testing. If the employee submits to collection but not HIV testing, the blood sample must be kept for at least 90 days during which time the employee can choose to have the sample tested.
- An appropriate post-exposure prophylaxis must be offered to the exposed employee. These include immune globulin for HBV and for HIV as recommended by the physician familiar with current CDC guidelines.
- Counseling and evaluation of any reported illnesses must be provided to the exposed employee at no charge.
- A written opinion by the physician or healthcare professional must be included in the exposed employee's confidential medical record. The exposed employee must be informed of the evaluation and any exposure-related conditions that will require further evaluation and treatment.
- All required laboratory tests must be completed by an accredited laboratory at no cost to the employee.

## Plan for Evaluation of Exposure Incidents

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Those who have suffered a suspected exposure incident will be referred to the (*identify medical provider for Tree Farm area*). (*Identify physician for Tree Farm area*) has consented to evaluate TCG's exposure incidents. If (*identify physician*) is not available, employees may refer to their personal physician or the emergency room.

If an exposure incident occurs, the at-risk employee must immediately notify his/her Supervisor, Area Manager, local Safety Coordinator, or any office personnel.

The Supervisor must immediately conduct an accident review during which the following listed documentation must be developed:

- Name of exposed person.
- Name of source individual.
- Description of how exposure occurred.
- Date and time of exposure incident.

- Written evaluation of the exposure incident.

The written evaluation of the exposure incident must include:

- Suggestions for changes in facility procedures.
- Record of how the changes have been implemented.

A copy of the accident review must be sent to the healthcare professional who will conduct the post-exposure evaluation. A copy must be placed in the exposed employee's confidential medical record.

### **PERSONAL PROTECTIVE EQUIPMENT**

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The Area Manager will ensure that appropriate safety equipment is available to employees at each location and be responsible for its proper use. It is TCG's policy to protect its employees from potential safety hazards through the use of Personal Protective Equipment ("PPE"). This may include hard-hats, safety glasses, hearing protection, or any other safety equipment that is necessary to safely perform work activities (see attached PPE Matrices in the Appendix). Employees are responsible for following TCG's safety policy and wearing or using PPE required for their work environment.

Failure to properly wear and maintain personal protective equipment as required will be cause for disciplinary action up to and including discharge from TCG.

TCG will provide PPE for employees to use with the exception of footwear. Employees will be expected to demonstrate the appropriate use of PPE prior to its use.

**TCG WILL IMMEDIATELY NOTIFY EMPLOYEES OF ALL NEW PROTECTIVE EQUIPMENT REQUIREMENT CHANGES.**



# PERSONAL PROTECTIVE EQUIPMENT (“PPE”) MATRIX

(Minimum Standard)

	(1)First Aid Kits (1)	Saw Chains	Hard-Hat	Hi-Viz	(2)EYE Pro or (2)	Hearing Protection	Hi-Viz Vest	GLOVES (all)	RUBBER Boots	Seat Belts	Portable Radio
Equipment Operation (ATV, Forklift, Lawn Mower, Weed eater, etc)	<u>X</u>				<u>X</u>	<u>X</u>		Opt	Opt	<u>X</u> <i>f</i>	
Lifting/Loading			<b>Xa</b>				Opt	Opt			
Machete or Axe	<u>X</u>	<u>X</u> <i>g</i>	<u>X</u>		<u>X</u>		<u>X</u>	<u>X</u>			
Working in Forests	<u>X</u>		Opt		Opt		<u>X</u>	Opt			<u>X</u> <i>e</i>
Working around active Woods Operations & Harvest Units	<u>X</u>		<u>X</u>		<b>Xb</b>	<u>X</u> <i>b</i>	<u>X</u>	Opt			Opt <i>t</i>
Chainsaw Operation	<u>X</u>	<u>X</u>	<u>X</u>		<u>X</u>	<u>X</u>	<u>X</u>	<b>X</b>			
Fire Fighting & Slash Burning	<u>X</u>		<u>X</u>		<u>X</u>		<u>X</u> <i>d</i>	<u>X</u>			<u>X</u>
Field Tours	<u>X</u>		Opt		Opt		Opt				<u>X</u>

## **PPE WILL BE WORN AS FOLLOWS:**

- X** MANDATORY
- Xa** When overhead hazard exists
- Xb** Carried in vest and worn when hazards exist
- Xc** When using hand tools or operation of nozzle

Xd	Fire-retardant clothing required for firefighting and broadcast burning, Hi-Viz vest optional
Xe	Use in accordance with Working Alone procedures
Xf	Seatbelts mandatory in equipment with ROPS (rollover protection structure)
Xg	Saw chaps or snake proof chaps.
Opt	Optional – Mandatory when conditions warrant

- (1) A larger first-aid kit will be readily available in Company vehicle and a pocket-size kit will be carried in Hi-Viz vest.
- (2) Eye protection – side protection is required.

# WORKPLACE VIOLENCE GUIDE

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Workplace violence is defined as any intentional work-related conduct towards any individual that alarms, harasses, threatens, or injures such individual. There are numerous environmental and precipitating factors that may lead to an incident, which can be potentially mitigated. Possible mitigation measures are the fostering of respect and dignity, knowing and taking seriously even subtle threats, reporting unusual and erratic behavior, and encouraging employees to inform TCG of restraining orders.

All threats to employees, whether by a fellow employee or an outside individual, should be addressed immediately. The incident should be documented, and law enforcement as well as the direct Supervisor should be notified. The employee being threatened should immediately remove himself/herself from the situation.

All incidents are to be promptly reviewed and appropriate corrective action will be instituted in a timely manner.

## ***EMERGENCY PROCEDURES***

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### **MEDICAL EMERGENCY**

TCG addresses safety in such a manner that accidents will be prevented and injuries will not occur. However, even with this aggressive policy toward accident prevention, TCG realizes that injuries are possible during the course of business.

TCG will respond to medical emergencies as noted in the Plan. The first choice in responding to medical emergencies is with professionally qualified individuals and emergency services. It is also the TCG's position that employees who respond, do so as a Good Samaritan, and will not be disciplined.

First aid kits are located in various areas throughout the office and in TCG vehicles. First-aid training is also available to employees at no cost to employees. (*Area Manager will appoint the area that the Employee Emergency Notification forms will be stored*)

**EMERGENCY (Medical-Fire-Police)      911**

### **EMERGENCY EVACUATION PLAN**

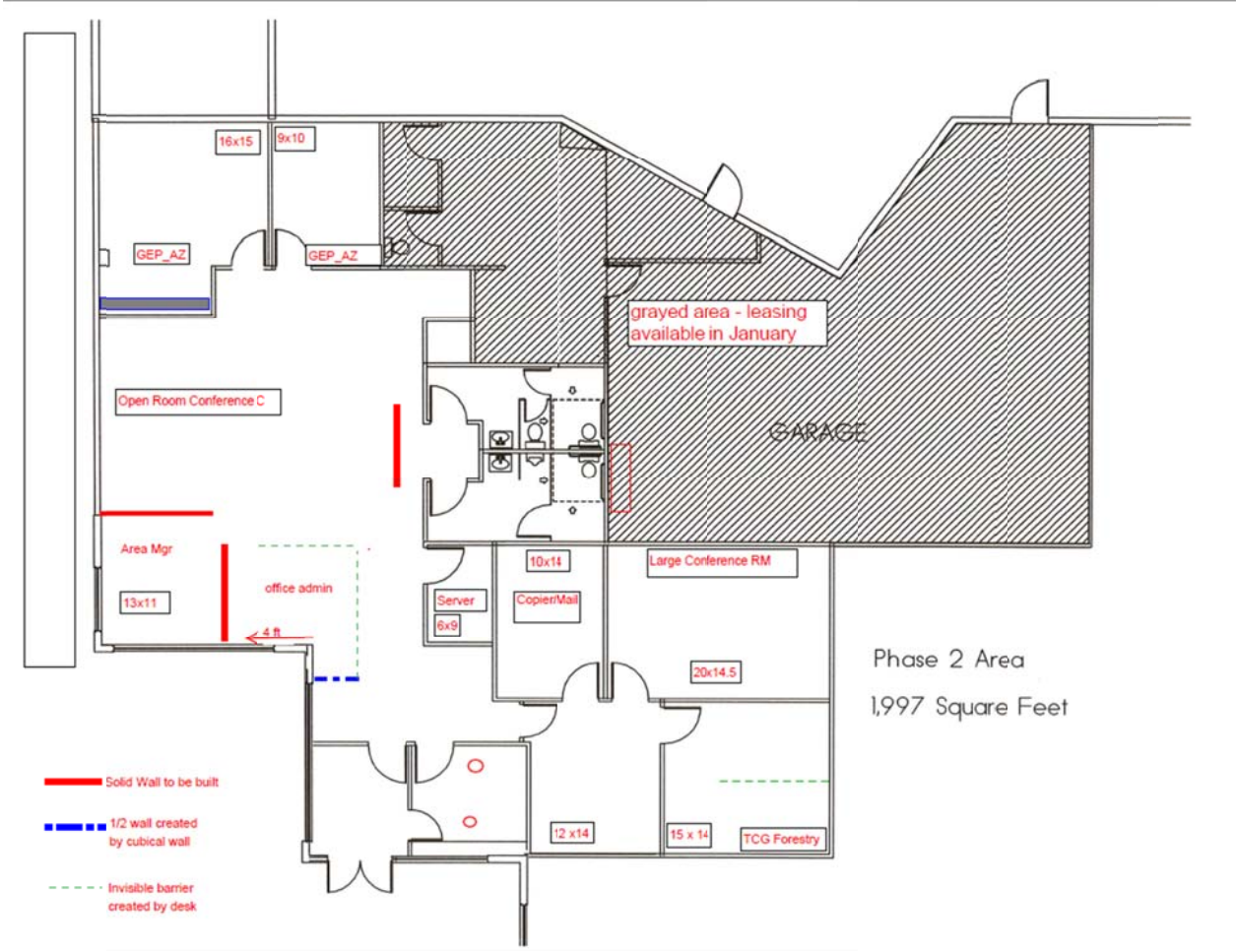
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In the event of fire, exit through the nearest door. See attached floor diagram that illustrates evacuation. Proceed to **CARDBOARD CONTAINER** on the west side of the office and remain there for accountability. \*\*

*THE AREA MANAGER (or the first person to reach the gathering point) will be responsible for taking an employee headcount.*

**\*\* NOTE:** Each office should include the specific designated employee meeting place for emergency evacuation situations for their location.

# EVACUATION PLAN



# ***EARTHQUAKE GUIDE***

## **During An Earthquake:**

**IF YOU ARE INDOORS, STAY THERE!** Get under a sturdy table or desk or brace yourself in a doorway or inside corner. Move to an inside hallway to reduce risk of injury from flying glass. Choose a location that will allow you air to breath in the event the building collapses around you. Stay clear of windows, bookcases, tall cabinets, and heavy objects.

**IF YOU ARE OUTSIDE** - Move to an open area away from power lines, power poles, trees and walls.

**IF YOU ARE ON A SIDEWALK NEAR BUILDINGS** - Duck into a doorway to protect yourself from falling debris.

**IF YOU ARE IN YOUR VEHICLE** - Pull to the side of the road and stop the vehicle. Stay in your vehicle until the shaking has stopped. Stay in your vehicle if electrical wires have fallen across your car.

## **After The Earthquake:**

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**EXPECT AFTERSHOCKS** - Move carefully and watch for falling objects, which may be jarred loose from aftershocks. Falling objects are the greatest post-quake danger.

Turn off your utilities and get your emergency supplies if possible. Get out of the building if it is badly damaged, as a severe aftershock could cause it to collapse.

**IMMEDIATELY CHECK FOR INJURIES OR TRAPPED PERSONS** - Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Administer first aid if necessary.

**IMMEDIATELY CHECK FOR FIRES** - Extinguish them with a fire extinguisher. If you are unable to extinguish the fire, leave immediately.

**NEVER TOUCH DOWNED POWER LINES OR OBJECTS TOUCHED BY DOWNED LINES**

**TURN ON YOUR BATTERY OPERATED RADIO (OR VEHICLE RADIO)** - for damage reports and information.

**DO NOT USE YOUR VEHICLE** - unless there is an emergency. Don't go sightseeing.

*This is a basic guide on how to prepare for and survive an earthquake. Additional information is available from the American Red Cross, county and local disaster relief agencies, and local libraries.*



# ***PROTESTORS / DEMONSTRATORS***

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## **Office Locations**

1. Do not make contact with Protestors/Demonstrators.
2. Contact appropriate law enforcement (911).
3. Contact the Area Manager or Regional Manager, if the Area Manager is not available.
4. Keep other TCG employees away from trespassers and let law enforcement handle it (protesters want confrontation, don't be drawn in).
5. All interviews from media will be handled by the Area Manager or a TCG Representative from the Portland Office (don't be drawn into a defensive dialogue).

## **Woods Location, I.E. Harvest Units**

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- Instruct contractors to leave the area and follow steps 1 thru 5 above.



## ***ENCOUNTER WITH ILLEGAL ACTIVITY ON TCG/CTM PROPERTY***

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It is TCG's policy to protect its employees - especially when working on and around the property. Advance preparation can help ensure that outdoor activities are safe, it's difficult to predict the behavior of others.

- Always be aware, alert and cautious. Marijuana plots and/or methamphetamine labs could be found in remote locations. Persons responsible for illegal crops or labs are dangerous and should be avoided.
  - How to identify plots: A typical cultivation site consists of 1-2 camping/sleeping areas, 3-15 plots that are separated by a few yards, up to half a mile, and a trail system leading to their supply "trailheads".
  - Chemicals used to grow and product these illegal products can be highly combustible and pose considerable risk to people. Many are explosive or pose the risk of chemical burns if inhaled or if the material touches bare skin.
- Improvised Explosive Devices (IED) is a homemade bomb constructed and deployed in ways other than conventional military action.

If you encounter a marijuana field, drug lab or any other illegal activity on TCG/CTM property:

- Retreat immediately, with caution
- Notify your Area Manager
- Notify Local Law enforcement

# EMERGENCY EQUIPMENT

**NOTE: This is a sample emergency equipment listing and should be specific to your office:**

First-Aid Kit:	First-Aid station (near men's bathroom)
Fire Extinguisher (2):	Near men's bathroom and near Brian Prater's office
Emergency Phone:	Vehicle phone
Flashlight:	Coat-closet near first-aid station (4 headlamps, XX flashlights, extra batteries)
Battery-Operated Radio:	Near XX office
Blanket:	First-Aid station (3 blankets)
Bloodborne Pathogen Kit:	First-aid station
Stretcher:	First-aid station
Hand-held Radio:	Radio
<b>The <u>Camp 5 Building</u> has the following equipment during an emergency.</b>	
First-Aid Kit:	First-aid station (near doorway) (10 ft when entering doorway)
Flashlight:	First-Aid station (4 headlamps, XX flashlights, extra batteries)
Blanket:	First-Aid station (6 blankets)
Stretcher:	First-Aid station
Road Flares:	First-Aid station (3 flares)



# ***PORTABLE FIRE EXTINGUISHER OPERATION***

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## **Purpose**

Without the proper use of a fire extinguisher, the user risks injury and may even cause the spread of a fire. TCG offers the following information for use during monthly safety meetings.

## **Proper Methods of Use**

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There are four things to remember when it comes to using a fire extinguisher: **Use Your Judgment, Communicate, Ready the Extinguisher, and Use It.** You must also know what to do if your efforts fail.

**USE YOUR JUDGMENT:** When you see smoke or fire, you should use your own good judgment before you decide to extinguish the blaze. Ask yourself these questions:

- Is the fire limited in size and spread?
- Will you have an escape route if something goes wrong?
- Do you know the location of the nearest fire extinguisher?

If you are confident the fire is controllable and your safety is ensured, attempt to put it out. If the answer to any of these questions is *no*, evacuate the area immediately.

Abandon fire suppression and evacuate the area immediately if any of the following listed events occur during fire suppression:

- The structure becomes involved.
- Your extinguisher has been exhausted and the fire continues to burn/smolder.
- The fire continues to grow despite suppression efforts.
- It becomes even slightly difficult to breathe, vision becomes even slightly difficult, heat becomes slightly uncomfortable.
- Professional fire suppression resources arrive.

**COMMUNICATE:** Once you have decided to extinguish the blaze, make every reasonable attempt; to tell at least one other person what you are doing. This person should report your activity to someone else as soon as possible.

**READY THE EXTINGUISHER:** You must select the proper extinguisher. Fire extinguishers are classified according to the type of fires they extinguish. It is very important to use the proper extinguisher. Some extinguishers are rated for more than one class. Some are for only one type of fire. Be sure the extinguisher you're using is rated for the fire you're extinguishing.

- Quickly, but carefully, remove the extinguisher from its mounting bracket. It may be heavy, so use caution when lifting it.
- Stand about six feet from the fire. Extend the nozzle toward the fire.

**USE IT:** Once the extinguisher is ready, you are ready to release the extinguishing agent. This must be done properly. For example, if you squeeze the handle before you have aimed the nozzle properly; valuable time and extinguishing agent will be wasted.

A technique to remember for using an extinguisher is published by the National Fire Protection Association (“NFPA”). It is known as the **P.A.S.S.** Technique:

**Pull:** out the pin that secures the handle.

**Aim:** the extinguisher nozzle at the base of the fire.

**Squeeze:** the handle. (Don’t be startled by the noise /velocity of the agent as it is released).

**Sweep:** the agent stream from side to side across the base of the fire until it is completely out. Be alert for re-ignition. If this happens, douse the fire until the extinguisher is empty.

Once the fire is out back carefully away from the scene, this will enable you to know immediately if the fire re-ignites.

Knowing how to use a fire extinguisher the right way is an important skill. Sometimes, though, in spite of your best efforts, your attempt may fail. **If you cannot extinguish the blaze or it recurs repeatedly, evacuate the area immediately.**

The best time to become familiar with potential fire hazards in your work area is before a fire happens. Knowing the hazards that exist and what types of fires could occur are critical skills to working safely. You can also use this knowledge to make sure the proper type of fire extinguisher is available should the need arise.

## Types of Extinguishers

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Class A:	Use on ordinary combustibles such as wood, cloth, paper, rubber, and many plastics
Class B:	Use on flammable liquids such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable paint
Class C:	Use on energized electrical equipment including wiring, fuse boxes, circuit breakers, machinery, and appliances
Class D:	Use on flammable solids such as magnesium

## Extinguisher Operation Training

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The local Safety Coordinator will arrange for annual skills training for all employees regarding proper use of portable fire extinguishers. Only those who have received this training within the prior 12 months are authorized to attempt fire suppression with portable fire extinguishers.

# SAFETY ORIENTATION

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## Purpose

TCG wants to achieve proper safety orientation for all new and transferred employees, and employees performing non-routine tasks. When new skills are being learned that require safety training, TCG wants to achieve demonstrated use of equipment and or jobs that present special safety considerations. This would include the incidental use of chainsaws and drip torches, as well as lifting heavy items. It is up to the Area Manager and local Safety Coordinator to make sure employees have received and demonstrated proper safe use of equipment being used.

## Employee Safety Orientation and Training System

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All levels of management help orient employees to their jobs. Those directly involved include the Area Manager and local Safety Coordinator. TCG's orientation covers all employees including regular, temporary, full-time, or part-time.

This system includes a copy of the Plan specific to the local field office. It may also include a checklist for training employees with the proper techniques for the following areas.

- Safety Plan.
- Personal Protective Equipment.
- Accident Reporting.
- Overview of Operation / Hazards / Proper Lifting and Moving.
- First Aid Training.
- Emergency Plan.
- Vehicle Safety.
- Hazardous Communication.

Use the training summary provided to address the corresponding issue during the orientation or prior to operation of equipment with safety implications. The employee and appropriate trainer must sign this form and copies will be kept on file.

## ***NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST***

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This safety checklist is a guideline for conducting new employee safety orientation. Once completed and signed by the Supervisor or local Safety Coordinator and the employee, it serves as documentation that the orientation has taken place. This should be done within 30 days of hiring, and a copy should be sent to Human Resources and a copy should remain in the field office. There are two sections to the Safety Orientation: Safety Orientation Checklist and Hazardous Substances Checklist.

Place a check in each box to indicate that the subject has been covered:

- 1. Explain the Safety plan:
  - a. Orientation
  - b. On-the-job and required training
  - c. Safety meetings
  
- 2. Personal protective equipment required
  - a. See Safety Plan PPE Matrix
  - b. Individual has been issued appropriate equipment
  
- 3. Use of communication and responsibility for immediately reporting accidents
  - a. Explain insurance and reporting
  - b. When to report an injury
  - c. How to report an injury
  - d. To whom an injury should be reported
  - e. Reporting of near misses to Supervisor
  - f. How to report unsafe conditions and practices
  
- 4. General overview of operation, procedures, methods, and hazards as they relate to the job and duties, including proper lifting and moving technique
  
- 5. First-aid supplies, equipment and training
  - a. First aid training requirements

- b. Obtaining treatment
- c. Location of first-aid supplies

6. Emergency Plan

- a. Written emergency plan
- b. Use of fire-fighting equipment (extinguishers, hose)
- c. Specific procedure (medical, chemical, fire, bomb, and earthquake)

7. Vehicle Safety

- a. Maximum speed on company roads
- b. Insurance cards
- c. Fire extinguishers / first-aid kits
- d. Vehicle checklist / maintenance
- e. Seat belts
- f. LIGHTS ON when driving
- g. Defensive driving training
- h. Use of company radio/cell phone
- i. Maps

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Safety Coordinator / Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## ***NEW EMPLOYEE HAZARDOUS SUBSTANCES CHECKLIST***

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This checklist is to inform employees about TCG's Hazard Communication Program. Place a check in each box to indicate that the subject has been covered.

The Supervisor or local Safety Coordinator has reviewed the following Hazard Communication Program information with the employee:

- 1. The Hazard Communication Standard requires chemical manufacturers or importers to assess the hazards of chemicals they produce or import. All employers must provide information to their employees about the hazardous chemicals to which they may be exposed.
  
- 2. The Supervisor or local Safety Coordinator has reviewed the hazardous chemical list with the employee.
  
- 3. The Supervisor or Safety Coordinator has shown the employee:
  - a. Location of hazardous chemicals within the employee's work site.
  - b. Location of the written Hazard Communication Program.
  - c. Location of the Material Safety Data Sheets for all hazardous chemicals in the employee's assigned work area.
  - d. Location of the list of persons trained and authorized to handle the hazardous chemicals.
  
- 4. Employee has been given orientation for DOT Hazardous Material Awareness training applicable to the job.

[Name of person responsible for training]

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Coordinator/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_