

**Forest Service Handbook  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Handbook 6709.11 – Health and Safety Code Handbook  
Chapter 10 - Travel**

**Amendment:** 6709.11-2018-1

**Effective date:** December 03, 2018

**Duration:** This amendment is effective until superseded or removed.

**Approved by:** Robert Velasco II, Acting Deputy Chief, Business Operations

**Date approved:** November 28, 2018

**Responsible Staff:**

**Last Change:** 6709.11-2016-1 to 6709.11\_20

**Superseded Document(s):** Entire Handbook; 6709.11, Contents, Amendment 6709.11-99-1, December 01, 1999; 6709.11\_zero\_code, Amendment 6709.11-99-1, December 01, 1999; 6709.11\_10, Amendment 6709.11-2015-1, December 07, 2015; 6709.11\_20-24, Amendment 6709.11-2016-1, July 19, 2016; 6709.11\_25-27, Amendment 6709.11-99-1, December 01, 1999; 6709.11\_30, Amendment 6709.11-99-1, December 01, 1999; 6709.11\_40, Amendment 6709.11-99-1, December 01, 1999; 6709.11\_50, Amendment 6709.11-99-1, December 01, 1999; 6709.11\_60, Amendment 6709.11-99-1, December 01, 1999; 6709.11\_70, Amendment 6709.11-99-1, December 01, 1999; 6709.11, Glossary, Amendment 6709.11-99-1, December 01, 1999; 6709.11, Index, Amendment 6709.11-99-1, December 01, 1999

**Digest:** Following is an explanation of the changes throughout the directive by section.

**6709.11:** Revised Handbook in its entirety.

**12 - 13:** Removes codes, captions, and direction for Motorized Vehicles and Specialized Equipment and recodes direction with revisions to FSM 7130.

**14:** Removes codes, captions, and direction for Aviation and recodes direction with revisions to the 2016 National Aviation Safety Management System Guide.

**15:** Removes codes, captions, and direction for Watercraft Safety and recodes direction with revisions to FSM 7130.

**22:** Removes codes, captions, and direction for Resource Management.

**22.3:** Removes codes, captions, and direction for Recreation and recodes direction with revisions to FSM 2300.

**22.4:** Removes codes, captions, and direction for Forest Management and recodes directions with revisions to FSM 2000.

**22.5:** Removes codes, captions, and direction for Watershed and Air Management and recodes direction with revisions to FSM 2500.

**22.6:** Removes codes, captions, and direction for Wildlife, Fish, and Sensitive Plant Management and recodes directions with revisions to FSM 2630.

**22.62:** Removes codes, captions, and direction for Diving and recodes directions with revisions to FSH 4209.11.

**22.7:** Removes codes, captions, and direction for Special Uses and recodes directions with revisions to FSM 2700.

**22.8:** Removes codes, captions, and direction for Minerals and Geology and recodes directions with revisions to FSM 2800.

**23:** Removes codes, captions, and direction for State and Private Forestry.

**24:** Removes codes, captions, and direction for Research.

**25.1:** Removes codes, captions, and direction and recodes directions with revisions to Interagency Standards for Fire and Fire Aviation Operations.

**25.2:** Removes codes, captions, and direction on Smokejumping and recodes directions with revisions to Interagency Standards for Fire and Fire Aviation Operations.

**25.3:** Removes codes, captions, and direction on Law Enforcement and recodes directions with revisions to FSH 5309.11.

**26:** Removes codes, captions, and direction on Management Services.

**27:** Removes codes, captions, and direction on Engineering and recodes directions with revisions to FSM 7000 Series Publications.

**36:** Removes codes, captions, and direction for Electrical Standards and recodes direction with revisions to FSM 7600.

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**37:** Removes codes, captions, and direction for Occupational Health and Environmental Controls and recodes directions with revisions to FSM 7400.

**38:** Removes codes, captions, and direction for General Environmental Controls and recodes direction with revisions to FSM 7400.

**44:** Removes codes, captions, and direction for Heavy Equipment and recodes direction with revisions to EM 7130-2.

**45:** Removes codes, captions, and direction for Equipment Development and recodes direction with revisions to FSM 7120.

**70:** Changes chapter caption from “Job Hazard Analysis (Form FS-6700-7) and Personal Protective Equipment” to “Personal Protective Equipment, Glossary, and Index” and revises chapter in its entirety.

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## **11 - General Travel**

This section contains direction related to Safety and Health Program requirements for travel to and from work projects and other activities.

### **11.01 - Authority**

Regulations regarding general travel are in Title 29, Code of Federal Regulations (29 CFR 1910), Part 1910.

### **11.06 - Reference**

McClung, David, and P. Schaerer. 1993. The Avalanche Handbook. The Mountaineers Books. Seattle, WA.

### **11.1 - Requirements for All Travel**

#### **11.11 - Qualifications**

Qualifications for field work crews include the following:

1. Field work crews shall have at least one member trained in first aid/cardiopulmonary resuscitation (CPR).
2. Prior to using a global positioning system (GPS), employees shall be trained in the use of GPS for navigation or data collection, as appropriate.
3. Employees and their Supervisor shall utilize tailgate safety sessions to address safety concerns associated with field work.
4. Other information relevant to the project or activity.

#### **11.12 - Risk Assessments**

Risk assessments (RAs) must be conducted for all work projects and activities that could result in serious injuries, fatalities, or significant property damage. RAs should include the following:

1. Project or activity potential hazards.
2. An assessment of the potential severity and probability of unintended outcomes occurring.
3. Mitigation measures to reduce potential risk.
4. Other information relevant to the project or activity.

## 11.2 - Back-country Travel

Never travel or work alone in isolated areas without preparing and discussing a detailed RA that includes emergency evacuation procedures and a communication plan (sec. 21.14). For all back-country travel, terrain and weather may make aid and rescue an impossibility for several days. A minor accident can have serious consequences due to time and exposure, so plan ahead.

### 11.21 - Field Equipment

1. The following field equipment is required for back-country travel:

- a. First-aid kit (refer to FSH 6709.11, section 72, Glossary).
- b. Map, compass, or GPS (when appropriate).
- c. Matches or fire starter in weatherproof container.
- d. Water or water purifier.
- e. Food for one to three days.
- f. Flashlight with extra batteries and bulb.
- g. Two-way radio, cellular phone, or similar personal communications device. A Satellite Emergency Notification Device will be carried as a backup to the two-way communications device if an employee is working alone in a remote location. The Supervisor will discuss the type to be carried with the employee and Line Officer to ensure the best possible device is selected. When an employee is working alone in remote areas, the RA should address whether the tracking feature must be used. No device is 100 percent reliable in all situations, so a back up to the two-way voice communications is required to mitigate the risk of working alone remotely.

For all-hazard incidents (fires, disasters, and so forth), differing or additional site-specific guidance may apply due to interagency operations that may be supervised by other than Forest Service employees/supervisors. When a Forest Service employee is working for someone other than a Forest Service Supervisor, the interagency agreement that places that employee in that situation must address mitigations to ensure that employee's safety. No attempt to identify all the devices used by interagency, partners, cooperators, and so forth will be made due to the volume of possibilities and lack of control over other agencies.

- h. Sunscreen when conditions warrant.
- i. Lightweight shelter and appropriate clothing for climatic conditions.
- j. Additional equipment identified within the RA.

2. The following equipment is recommended for back-country travel:
  - a. Multi-purpose tool, such as those manufactured by Gerber, Leatherman, Stanley, and others.
  - b. Signal mirror and whistle.

#### **11.22 - Safety Practices**

1. Be aware of local conditions.
  - a. Weather, road traffic, and trail conditions.
  - b. Potential hazards, unusual activities, and wildlife that may be encountered (See FSH 6709.11, chapter 50, sections 51, 53, and 54).
2. Choose campsites carefully. They should be free of the following:
  - a. Snags and other overhead hazards.
  - b. Leaning green trees in unstable or saturated soils.
  - c. Danger from rolling rocks and slides.
  - d. Danger of flash flooding.
  - e. Known wildlife problems.
3. If disoriented due to dehydration or other causes, behave as follows:
  - a. Keep calm.
  - b. DON'T panic.
  - c. Contact the unit dispatcher for assistance.
  - d. Do not walk aimlessly. Attempt to become oriented. Trust the GPS receiver, map, and compass.
4. If lost, take the following steps:
  - a. Contact the unit dispatcher for assistance.
  - b. Select a sheltered area, prepare a camp, and remain there. Conserve strength.
  - c. Gather fuel for a warming fire BEFORE DARK.



- d. Remember that warmth and liquids are more important than food.
- e. Display visual markers if available.

### **11.3 - Winter Travel**

Employees traveling in the mountains in winter shall be skilled in winter mountaineering techniques, including emergency survival and avalanche hazard and hazard-tree recognition. Employees shall be skilled at their mode of travel, whether skis, snowshoes, or mechanized over-snow equipment and vehicles.

Employees shall carry a survival kit that includes items identified in the risk assessment (RA) and personal protective equipment (PPE) appropriate for the conditions and hazards anticipated. Ski helmets or equivalent head protection should be considered when traversing areas known for avalanche and/or snag hazards.

#### **11.31 - Safety Practices for Travel in Avalanche Areas**

Employees working in avalanche terrain such as avalanche forecasters, snow rangers, or winter sports/ski area administrators shall, at a minimum, follow safety training standards and guidelines for field travel established by the Forest Service National Avalanche Center.

Other employees working adjacent to avalanche terrain and exposed intermittently or infrequently to potential avalanche hazards shall be trained utilizing awareness curriculum guidelines recognized by the National Avalanche Center. Training programs must include identifying and avoiding avalanche terrain and runout paths, recognizing snowpack instability, learning tactics for traveling safely in avalanche terrain with partners, identifying typical human factors leading to accidents, and executing safe and effective avalanche-burial rescue utilizing contemporary avalanche PPE. Years of experience are required to identify the majority of potential avalanche hazards. If unsure of the terrain's stability, turn back or go around.

#### **11.32 - Safety Practices for Travel on Ice**

Travel on frozen lakes and streams is permitted only after a RA is prepared and all travelers sign the RA verifying that they have read and understand its direction.

1. Precautions.
  - a. Planning information must include the water depth before freezing and the age/thickness of ice. Do not travel over newly frozen lakes, on shore ice, or during periods of unstable ice conditions. Flowing water from springs and streams and extremely slick ice indicate hazard areas.
  - b. Only local Line Officers shall authorize operating motorized vehicles on frozen lakes and streams, and the decision must be justified in writing.

2. Ice Rescue.

Personnel shall not put their lives in jeopardy where an ice rescue cannot be accomplished in a safe manner, even if the victim(s) are unable to help themselves. Always follow safe established rescue techniques.

## **12 - Bicycle Safety**

### **12.01 - Authority**

The authority for use of non-motorized bicycles on Forest Service lands is found in Title 36, Code of Federal Regulations (36 CFR 261), Part 261.

### **12.04 - Responsibility**

The first-line Supervisor shall ensure a RA is prepared for projects or activities using bicycles where the potential outcome could be serious injury or significant property damage. The first-line Supervisor shall also ensure that riders possess the skills needed to operate bicycles safely under the conditions the project or activity requires.

### **12.06 - Reference**

U.S. Department of Agriculture, Forest Service. 2005. Driver-Operator Guide. EM-7130-2. Engineering Staff, 201 14th Street S.W., Washington, DC 20250.

### **12.1 - Qualifications**

Bicycle riders shall follow all applicable laws and shall be competent in operating procedures. Inexperienced riders shall be trained and be accompanied by a competent rider. Defensive driving rules for vehicles apply to bicyclists.

### **12.2 - Defensive Driving**

Most bicycle fatalities involve a collision with a motor vehicle. Causes of bicycle-motor vehicle accidents include the following:

1. Failure to yield the right-of-way.
2. Not being seen by a motorist.
3. Riding against traffic.
4. Inattentiveness to traffic and surroundings.

### 12.3 - Safety Gear and Personal Protective Equipment (PPE)

1. Safety gear and PPE required when riding bicycles include the following:
  - a. Helmet (ANSI Z90.1 standard, Snell, or ASME approved).
  - b. Gloves and eye protection.
  - c. Rear-facing red reflector and/or red lamp on back of bicycle.
  - d. Colorless or amber reflector in the front-wheel spokes and an amber or red reflector in the rear-wheel spokes.
  - e. Additional PPE when required by the RA.
  - f. Light that illuminates the road or trail 50 feet (15-1/4 m) ahead and is visible to on-coming traffic 500 feet (152-1/2 m) ahead.
2. Other considerations when riding bicycles includes having the following:
  - a. Bell/horn and mirror attached to the bicycle.
  - b. Drinking water and high-energy food.
  - c. Tool kit, including an extra tube, tire levers, tire pump, and pocket knife or multi-purpose tool.

### 12.4 - Procedures

The first-line Supervisor shall discuss the risks and individual employee's operational capabilities/limitations. Suggested topics for discussion include the following:

1. Employee's physical fitness.
2. Training in bicycle operation and safety.
3. Bicycle maintenance.
4. Knowledge of local hazards.
5. Trail etiquette.
6. Special concerns.

## 12.5 - Safety Practices

1. Etiquette.
  - a. Ride defensively and be courteous.
  - b. Ride in control and in small groups.
  - c. Pass slowly and in single file.
  - d. Yield right-of-way in the following situations:
    - (1) When meeting horses on a trail, dismount and stand to the lower side of the trail (12.5, exhibit 01).
    - (2) When approaching other trail users from behind, call out a greeting, such as “passing on your left or right.”
2. Special concerns.
  - a. Flash flooding, lightning, weather, and wind.
  - b. Health: dehydration, fatigue, giardiasis, heat exhaustion/stroke, hypothermia, insects, and sunburn.
  - c. Safety: animal/human encounters, hazardous trail conditions, riding during hunting season, snags, and stream and river fords.

**12.5 - Exhibit 01**  
**BICYCLING ETIQUETTE**



When meeting horses on a trail, dismount and stand to the lower side of the trail.

## **13 - Walking and Hiking Safety**

Slips, trips, and falls are the leading causes of field and office accidents and injuries.

### **13.06 - References**

U.S. Department of Agriculture, Forest Service. 2008. Video: Wildland Walking. Missoula, MT: Missoula Technology and Development Center, Forest Service.

### **13.1 - Foot Care**

1. Practice good hygiene. Ensure proper fit of footwear.
2. Break in new footwear before work projects and activities.
3. Effective foot care tips are as follows:
  - a. Change socks daily. Wear clean, quality socks for cushioning, wicking moisture, reducing friction, insulating against heat/cold, and providing general comfort. Socks should fit snugly to eliminate wrinkles and overlap. Avoid wearing socks with darns.
  - b. Treat tender spots with protective material if redness appears.
  - c. Wear protective rubber gloves when treating blisters. Clean area with antiseptic and cover with protective material.

### **13.2 - Footwear**

A RA or PPE assessment must identify the appropriate type of footwear for the specific work project or activity.

#### **13.21 - General Requirement**

Wear shoes with slip-resistant heels and soles with firm, flexible support.

### **13.3 - Wildland Walking**

First-line Supervisors shall train employees in the prevention of slips, trips, and falls. Discuss the importance of being physically fit as well as the need to practice these walking/falling techniques:

1. Identify safe routes and local conditions.
2. Use warm-up and stretching exercises. Stretching calf muscles is particularly important to reduce the incidence of shin splints.

3. Test and use secure footing. Walk, never run, down slopes.
4. Maintain a safe walking distance between people (10 feet or 3 meters minimum).
5. In heavy undergrowth, lift knees high to clear obstacles. Slow down and watch your step.
6. Always carry tools on the downhill side.
7. Know how to fall. Try to land in the least obstructed spot. Protect your head and back. Roll with the fall. Do not extend your arms to break a fall.

## **14 - Pack/Saddle Livestock Handling**

Pack/saddle animals that display dangerous characteristics, such as uncontrollable bucking, must not be accepted for service. If dangerous habits are discovered, submit a hazard report where appropriate to the program supervisor and remove the animal from service. Select appropriate livestock for the specific work project or activity.

### **14.04 - Responsibility**

Supervisors shall ensure that personnel assigned to use pack/saddle livestock are competent and that training on these tasks has been entered into the employee's development record.

### **14.1 - General Livestock Transportation**

Equip livestock vehicles with the following:

1. Secure footing for livestock, such as nonslip rubber matting. Sand or other absorbent or abrasive substances may be applied to floor as needed.
2. Personnel hauling livestock in trailers shall have the proper trailer endorsement. A round metal or rubber bumper is recommended for the rear of the trailer floor.

### **14.11 - Transporting Livestock in Trailers**

Ensure the trailer selected has the appropriate height and length clearance for the livestock. The trailer must be free of sharp edges that might injure livestock during transport.

#### **14.11a - Loading**

1. Never ride livestock into a trailer.
2. Load/unload livestock at previously identified loading areas.
3. Do not exceed the vehicle's load-carrying capacity.

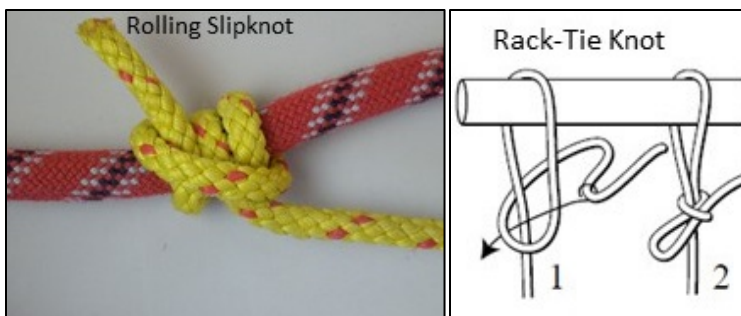
4. Do not carry loose gear, personnel, and animals together.
5. Animals should load without being led into the trailer. If it is necessary to lead an animal into a two-stall trailer, do not get into the same stall with or in front of the animal. Do not wrap the lead rope around your hand or any part of your body. When loading animals in enclosed trailers where access to the animal is blocked by solid walls, use extreme caution to avoid being pinned against a wall by the animal.
6. Stand to one side when raising or lowering the ramp tailgate.

#### **14.11b - Securing Livestock**

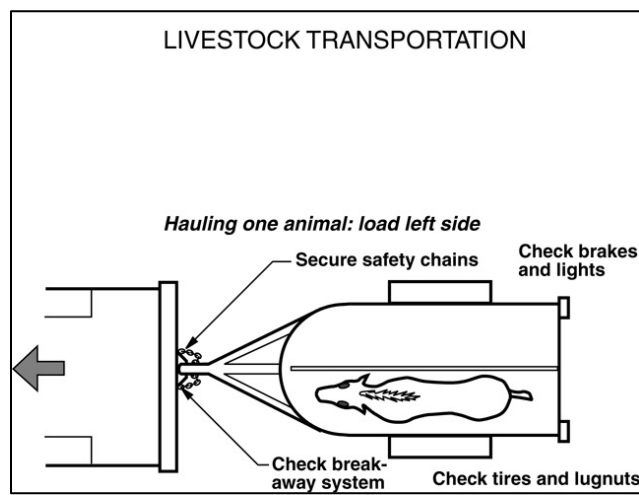
1. Halter livestock and fasten the animal's head securely.
2. Use a rolling slipknot or hitching rack-tie knot to secure livestock (ex. 01).
3. Secure excess rope away from livestock so it does not drag on the ground.
4. When hauling one animal in a two-stall trailer, secure the animal on the left side to keep its weight near the center of the road (ex. 02).



**14.11b - Exhibit 01**



**14.11b - Exhibit 02**



### **14.11c - Unloading**

1. Always untie the animal before opening the trailer tailgate.
2. Open the trailer tailgate from the side and stand clear.
3. The animal may rapidly back out of the trailer.
4. Unload livestock from the trailer before jacking up a vehicle to change a tire.

### **14.12 - Transporting Livestock in Trucks**

Personnel hauling livestock in trucks shall have the proper truck endorsement. Sites used to load and unload livestock must be carefully selected. Hauling livestock in trailers is preferable to transporting livestock in trucks.

#### **14.12a - Loading**

1. Never ride livestock into the truck.
2. Trucks should be equipped with non-skid loading ramps.
3. Load livestock to maintain balance, stability, and vehicle control.
4. Alternate the facing of each animal when hauling more than three animals.
5. Position them crosswise so each animal faces the side of the truck.
6. Secure divider ropes between each animal.
7. Coil and tie divider ropes to the sides of the truck when not in use.
8. Position ropes so they can be secured.
9. Close the tailgate and secure the locking mechanism.

### **14.2 - Safe Driving Practices**

1. Conduct a pre-trip safety inspection of trailer/truck.
2. Avoid quick starts and stops.
3. Remember, livestock may shift from side to side and back to front, making the load unstable.
4. Ensure the vehicle and trailer are equipped with a properly inflated spare tire and vehicle jack.

### **14.3 - Personal Protective Equipment**

The Risk Assessment (RA) must identify PPE specific to the task to be performed. Standard PPE includes the following:

1. First aid kit.
2. Boots that have heels, such as smooth-soled riding boots, field boots, or work shoes that will not hang up in stirrups. Releasing safety stirrups or hooded stirrups that prevent foot entrapment should be used when wearing boots with traction/vibram soles. Appropriate footwear must be worn for specific work projects or activities after arrival.
3. Protective head gear designed for livestock riding is recommended and encouraged for riders and must be available to employees on request. Head gear must meet American Society for Testing and Materials (ASTM) and Safety Equipment Institute (SEI) standards.
4. Wear ANSI/ISEA Z87.1-2015 approved protective eyewear if riding through brush or branches.
5. Long-pants and long-sleeved shirts.

### **14.4 - Riding Livestock**

The packer or individual assigned for pack/saddle livestock handling shall accomplish the following:

1. Match livestock with employee(s) according to riding skills.
2. Instruct employees that all livestock can be dangerous.
3. Before riding, hold tailgate safety sessions addressing livestock habits and characteristics.

#### **14.41 - Riding Practices**

Follow basic safety practices and ensure that the RA addresses riding alone.

1. When working around stock, always speak to an animal when approaching from any direction.
2. Check the animal's shoes for excessive wear and looseness. Hooves should be checked and cleaned, before riding and, if needed, at the beginning and end of each day.
3. Inspect the saddle and equipment (tack) to ensure it is in good condition.

4. Always lead an animal around after being saddled and before being mounted or packed.
5. Inspect the saddle blanket for cleanliness prior to placing on livestock.
6. Be alert for insects, animals, and people that may spook livestock.
7. Do not wrap or tie reins around the saddle horn.
8. Do not tie the lead rope around the lead horse's saddle horn or wrap the rope around your hand.
9. Never ride an animal when a lightning storm is nearby or in progress. Dismount and seek shelter (FSH 6709.11, sec. 54.33).
10. Keep excessive slack out of the lead rope.
11. Watch out for low-hanging obstacles, such as branches and wires.
12. Do not ride while wearing a backpack as it might get hung up on low-hanging branches and cause injury. Backpacks may also cause injury if a rider is bucked off livestock and lands on the backpack.
13. Do not run the animal.
14. Always carry a rope cutting tool, such as a knife or multi-purpose tool.
15. Do not secure long-handled tools or bulky equipment on livestock being ridden or carry them in your hands while riding. Short-handled tools (less than 30 inches overall length) must be properly stored in saddle bags or scabbards affixed to the saddle rigging as to not impede mounting or dismounting. All cutting tools must be sheathed when loaded on livestock.
16. Do not ride bareback except for emergency.
17. Bridle stock prior to mounting to prevent stock's ability to rub off the bridle on hitching rail.
18. Place the ball of your foot in the middle of the stirrup for good footing and ensure the stirrups are adjusted correctly.

#### **14.42 - Securing Livestock**

Do not use bridle reins to tie livestock.

1. When tying livestock, clear away debris and tie the lead rope at least four feet (2 m) above the ground to prevent entanglement.
2. Tie the animal to an object using a rolling slipknot. Where possible, tie the rope to an object that the animal cannot walk completely around and ensure the object will hold the livestock.
3. After tying livestock, do not cross under the lead rope.
4. Do not tie the animal to a wire fence.
5. Do not position yourself in front of tied livestock.
6. Halter all animals under the bridle.
7. Use rope at least 1/2-inch (12-3/4 mm) diameter for picketing.
8. Unless picketing or hobbling livestock, do not tie stock to movable objects.
9. When approaching livestock from any angle towards the rear, talk to the animal, stay close, and maintain contact.

#### **14.43 - Packing Livestock**

Only persons competent in packing and unpacking livestock shall be allowed to perform these tasks.

1. Keep the animal's back clean, saddle pad straight, saddle blanket smooth, saddle properly fitted and tight, and side packs as equal in weight as possible.
2. Use breakaways to tie pack string together.
3. As a courtesy, generally yield to uphill pack strings in the morning; yield to downhill pack strings in the evening. There are exceptions where it may be safer to yield to larger or less experienced pack strings.
4. Hikers should yield to stock traffic. When encountering hikers who are unfamiliar with stock, ask them to stand on the downhill side of the trail and wait quietly for the stock to pass. If the stock spooks, having the hikers standing downhill will encourage the stock to go uphill and lessen the chance of an accident.

#### **14.44 - Leading Livestock**

Use lead rope approximately 10 feet (3 m) in length, with smooth braid at the free end and no knots or loops.

1. Avoid excess rope that may become entangled.
2. Do not wrap coils around your hand or the saddle horn.

#### **14.45 - Feeding Livestock**

Take the following precautions:

1. Cool off a sweaty animal before feeding or watering the animal.
2. When feeding or salting animals, exercise caution as even gentle animals may become aggressive and dangerous.
3. Feed brought onto Forest Service lands must be certified as weed-seed free.

#### **14.5 - Other Livestock Handling Concerns**

##### **14.51 - Draft Stock**

When using draft horses, mules, or other livestock for work projects or activities, refer to the RA for specific requirements.

##### **14.52 - Private Livestock**

When it is necessary to impound private livestock on Federal lands, only trained and competent personnel shall be assigned to round up and herd animals.

1. Exercise extreme caution in the presence of bulls or stallions.
2. Keep alert when in a corral with livestock.

##### **14.53 - Shoeing**

Only competent personnel shall be assigned to perform farrier duties.

#### **15 - Check-In and Check-Out Program**

##### **15.01 - Authority**

The authority for the Check-In and Check-Out Program is in 29 CFR 1910.38.19.04.

## **15.04 - Responsibility**

### **15.04a - Line Officers/Officials in Charge**

The Line Officer/Official in Charge shall ensure a unit Check-In and Check-Out Program with a set of protocols is established and implemented. The Line Officer/Official in Charge shall designate in writing a Check-In and Check-Out Program administrator.

### **15.04b - Safety and Occupational Health Managers and Officers**

Unit Safety and Occupational Health Managers are responsible for evaluating and monitoring the unit's Check-In and Check-Out Program.

### **15.04c - Check-In and Check-Out Program Administrator**

The program administrator is responsible for the development and day-to-day implementation of the unit Check-In and Check-Out Program.

### **15.04d - First-Line Supervisors**

First-line supervisors shall account for the location and safety of their employees, ensure they return to their duty station safely, and execute overdue or missing employee procedures. They shall ensure employees are trained and understand the unit's Check-In and Check-Out Program.

### **15.04e - Work Leaders**

Work leaders are responsible to ensure crew members communicate their locations consistent with the unit's Check-In and Check-Out Program.

### **15.04f - Employees**

All employees shall comply with the unit's Check-In and Check-Out Program and communicate their locations consistent with the program.

## **15.1 - Purpose**

The purpose of the Check-In and Check-Out Program is to account for the location and safety of employees. The program is designed to establish a set of protocols to account for field-going employees who work alone or in small groups in remote or isolated conditions to ensure they return to their duty stations safely at the end of each shift.

## **15.2 - Check-In and Check-Out Program Minimum Requirements**

Each unit must appoint in writing a Check-In and Check-Out Program administrator who has read and is familiar with 29 CFR 1910.38 and current policy. The minimum requirements of the program follow:

1. Workplace assessment.
2. Protocols.
3. Training.
4. Recordkeeping.
5. Program evaluation.

Each unit must document its program in a written plan.

### **15.3 - Workplace Assessment**

Each unit must conduct a workplace assessment to guide the development of the unit Check-In and Check-Out Program. The assessment must include the following:

1. Employees covered (including hosted and virtual employees located and assigned to the unit and volunteers).
2. Work environments and settings.
3. Working conditions.
4. Types of travel and field activities.
5. Availability and status of communication systems and equipment.
6. Availability of dispatch or other personnel.
7. Availability of emergency response resources.

### **15.4 - Protocols**

Unit leaders shall develop check-in and check-out protocols consistent with the workplace assessment. The protocols must include the following:

1. Definitions.
2. Check-in and Check-Out procedures:
  - a. The system to be used.
  - b. When to check-in and check-out.
  - c. Information required for check-in and check-out.



3. Communication requirements:
  - a. Required equipment.
  - b. Required training.
4. Responsibilities:
  - a. Who receives check-in and check-out notifications.
  - b. Who initiates overdue and missing response procedures.
5. Overdue and missing response procedures.
6. Weekend and after-hours protocol.
7. Travel status protocol.
8. Protocol for hosted, virtual, and telework employees.
9. Protocol for volunteers.

### **15.5 - Training**

All employees shall receive training on the unit's Check-In and Check-Out Program and re-training when protocols change.

### **15.6 - Recordkeeping**

The Check-In and Check-Out Program administrator or designee shall maintain records. The unit training coordinator or other designee shall maintain training records. These records must include the training date, curriculum, and instructor and trainee names.

### **15.7 - Program Evaluation**

Each unit must review its Check-In and Check-Out Program annually to ensure it remains effective and current with agency policy.