

# Pacific Crest Trail Association

## Saw Training and Certification Program Policy

Since the creation of the Pacific Crest National Scenic Trail (PCT), the U.S. Forest Service, the Bureau of Land Management, the National Park Service and the California State Parks have been responsible for ensuring the maximum enjoyment of and safe access to the PCT by the public: to that end they are authorized and encouraged to fully utilize volunteer assistance. These partners have entered into agreements with the Pacific Crest Trail Association (PCTA) for the accomplishment of certain operations and maintenance responsibilities on the PCT.

These partners recognize and support the essential roles of non-profit staff and volunteers in the construction, operation, and maintenance of the Trail and its facilities, to keep the Trail open and passable for public use. The quality training and safety of all PCT volunteers is a principal concern of land management agencies and the PCTA. To help volunteers be successful in their trail work, PCTA collaborated with agency partners to develop the Trail Skills College program where volunteers learn safe equipment use, and trail construction and maintenance techniques. Each year the PCTA and their partners host many Trail Skills Colleges along with the PCT where volunteers and agency instructors train new and returning volunteers who are eager to increase their knowledge and skills. The use of both chain and crosscut saws has been frequently and routinely required of PCTA staff and volunteers to accomplish their roles. Agency partners and the PCTA recognize that a consistent, trailwide program for the training and certification of chain and crosscut sawyers is necessary to ensure the safety of PCTA staff and volunteers. The PCTA's Trail Skills College includes a series of sawyer safety classes and skill development to train volunteers in preparation for the Saw Training and Certification Program.

### **Background**

In 2009 the PCTA signed a memorandum of understanding (MOU) with the U.S. Forest Service (USFS), the Bureau of Land Management (BLM), the National Park Service (NPS) and the California State Parks providing a framework of cooperation regarding chain and crosscut saw training and certification. The signatory parties to the MOU accept and recognize as valid the certifications of chain and crosscut sawyers including those trained and certified by Forest Service instructors, National Park Service instructors, Bureau of Land Management instructors, and PCTA-affiliated instructors.

To fulfill its obligations towards that MOU and to ensure effective management of its program, the PCTA drafted the following Saw Training and Certification Program. It establishes requirements for operational control of chain and crosscut saws, and implementation of applicable regulations, equipment, training requirements, and certifications. It does not cover the roles and responsibilities of federal agencies outlined in the 2015 MOU on pages 12 and 13.

With the finalization of the new national saw policy in July 2016, PCTA updated its policy to align with current U.S. Forest Service requirements.

## Overview

Safety is paramount for volunteers working on the Pacific Crest National Scenic Trail; the PCTA, in conjunction with its agency partners and their programs, will provide the best possible chain and crosscut saw training and certification courses for their staff and volunteers.

PCTA staff and volunteers shall not operate chain or crosscut saws unless they hold a recognized and valid sawyer certification, and current first aid and CPR certification cards, except in emergencies where human life is threatened.

The PCTA Saw Training and Certification Program adheres to the principal authorities and regulations for the Forest Service Saw Program. The principal authorities and regulations for the Forest Service Saw Program are:

1. Occupational Safety and Health Act of 1970, Sections 6 (29 U.S.C. 655) and 19 (29 U.S.C. 668).
2. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees.
3. Title 29, Code of Federal Regulations:
  - a. Part 570, Subpart E – Occupations Particularly Hazardous for the Employment of Minors between 16 and 18 Years of Age or Detrimental to Their Health or Well-Being.
  - b. 1910.95 – Occupational Noise Exposure.
  - c. 1910.132 – Personal Protective Equipment.
  - d. 1910.151 – General Requirements.
  - e. 1910.242 – Hand and Portable Powered Tools and Equipment, General.
  - f. 1910.266 – Logging Operations.
  - g. Part 1960 – Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.
4. Forest Service Manual 2358, Recreation, Wilderness, and Related Resource Management: Trail, River, and Similar Recreation Opportunities, Saw Program
5. Forest Service Handbook 6709.11, Health and Safety Code Handbook.
6. Forest Service Handbook 1509.11, Grants, Cooperative Agreements, and Other Agreements Handbook.

The PCTA Saw Training and Certification Program utilizes the USFS' Nationally Recognized Saw Training Course from Missoula Technology and Development (MTDC) Center's Chain Saw and Crosscut Saw Training Course Guidebook (Tech. Rep. 0667-2805 [Student] and 2804 [Instructor]) as the basis for chain and crosscut sawyer training in a non-fire environment. The appropriate sections of the MTDC's Saws that Sing (0423-2822) and the Arthur Carhart National Wilderness Training Center's online training "The Crosscut Sawyer" are also utilized for crosscut saw training. The appropriate sections of the National Wildfire Coordinating Group's Wildland Fire Chain Saws (S-212) are also utilized to show binds, blowdowns, and spring poles, as well as specific non-fire chainsaw operations. The PCTA Saw Program is a bucking only program.

The PCTA endorses the partner agencies' approach to the administration of their respective employee worker-safety programs and joins with those agencies in the administration of safety programs to protect staff and volunteers working on the PCT. The PCTA appreciates and

supports programs that protect volunteers under the Volunteers in the Forests Act (VIF), the Volunteers in the Parks Act (VIP), and the BLM's Volunteers for the Public Lands (VPL) sponsorship of training and safety programs. The PCTA will maintain current Volunteer Service Agreements with their federal agency partners including an agreement for Volunteer Saw Instructors. These agreements outline any applicable medical coverage and tort-protection for incidents on the PCT arising from volunteer activities there.

The PCTA recognizes that, under the VIP, VIF and VPL programs, volunteers are considered "federal employees" for medical and tort-claims protections. However, the PCTA maintains that its organization and its volunteer workers are independent citizens working under private PCTA auspices within the law, regulations, and policies set by the federal agencies.

While the PCTA Saw Training and Certification Program is designed to ensure that all saw operations under the auspices of the PCTA are conducted in a manner that maximizes protection of sawyers, other members of the crew and the general public from accidental injury, illness or death, it is recognized that individual PCTA staff and volunteers have primary responsibility for their safety and compliance with the requirements for chain and crosscut sawyers. Each staff person and volunteer engaged in PCTA-sponsored maintenance and construction activities assumes personal responsibility for following volunteer crew leader, or PCTA or agency staff directions, assessing his or her physical condition and preparedness for engaging in trail-work activities, and coming properly equipped and clothed in a manner appropriate for the location, duration, weather conditions, and proposed work.

Safety and training is continually emphasized by the PCTA and its Saw Training and Certification Program. Recognizing that emphasis, the PCTA requires each prospective student to complete a Saw Training and Certification Course Application and PCTA then screens the applications to ensure potential students have sufficient aptitude to attend the training and certification course. Students may be required to have additional field training based on their skill level.

The direction in the following sections sets forth specific responsibilities of the PCTA and its Volunteer Sawyer Instructors (VSI) to ensure safe and effective management of the PCTA's Saw Training and Certification Program in compliance with the U.S. Forest Service policy. It also establishes requirements for VSI training and certification; qualified sawyer responsibilities, and requirements for training and certifications; requirements for monitoring saw operations and accident reviews, and provides a list of documents and media supporting the PCTA's Saw Training and Certification Program.

## **Pacific Crest Trail Association Responsibilities**

The PCTA's responsibilities fall within the Trail Operations Program. The Director of Trail Operations or Associate Director of Trail Operations oversees all program responsibilities. These include:

1. Administer the PCTA's Saw Training and Evaluation Program ensuring volunteers comply with prescribed practices and procedures. The PCTA will develop a cadre of Volunteer Saw Instructors (C-Sawyers/C-Sawyer Evaluators) to meet its saw training and certification needs. C-Sawyers/C-Sawyer Evaluators may include PCTA staff.
2. Maintain current Volunteer Service Agreements with their federal agency partners including an agreement for Volunteer Saw Instructors/C-Sawyers/C-Sawyer Evaluators. These agreements outline any applicable medical coverage and tort-protection for incidents on the PCT arising from volunteer activities there.
3. Authorize PCTA staff, members, and active volunteers to operate chain and crosscut saws by issuing National Sawyer Certification Cards.
4. Accept and recognize as valid the certifications of chain and crosscut qualified sawyers including those trained by USFS, NPS, and BLM instructors as well as other USFS-approved cooperator programs.
5. Maintain records of trainings and certifications conducted by PCTA Volunteer Saw Instructors/C-Sawyers/C-Sawyer Evaluators. The PCTA will comply with requests from agency partners for copies of saw training and certifications records, documents, and reports. The PCTA will utilize the USFS National Sawyer Certification Database when it becomes available.
6. Reimburse approved Volunteer Saw Instructors/C-Sawyers/C-Sawyer Evaluators for pre-approved expenses for travel to and from PCTA-sponsored training courses and purchases.
7. Conduct annual meetings for Volunteer Saw Instructors (C-Sawyers/C-Sawyer Evaluators) to address new technology, safety, and program implementation concerns.
8. Provide Volunteer Saw Instructors (C-Sawyers/C-Sawyer Evaluators) with training course materials, supplies and equipment to the fullest extent possible.
9. Coordinate with staff, local agency units and Volunteer Saw Instructors (C-Sawyers/C-Sawyer Evaluators) to schedule and conduct saw training courses. PCTA Regional Representatives will coordinate with local agency units.
10. Provide required personal protective equipment, tools, and supplies to PCTA qualified sawyers for conducting safe saw operation projects to the fullest extent possible.
11. Work with agency partners to investigate any reported violations of safety or procedure policies, conduct after action reviews, and maintain safety and accident reports of all saw operations.

12. For safety or serious procedural violations, review recommendations for and execute the removal of VSI and qualified sawyers certifications. Ensure the saw cards are revoked when the qualifications of a volunteer are no longer considered adequate. This decision may be made at any time.
13. Review and update the Saw Training Program and supporting documents on an annual basis as needed.
14. Authorities: The PCTA Saw Program Manager will have the responsibility of fully implementing the PCTA Saw Program. At this time PCTA will reserve the option of assigning individual Saw Coordinators.

<b>Task</b>	<b>Regional Forester</b>	<b>PCTA Trail Operations Director</b>	<b>PCTA Saw Program Manager</b>
Implementing the Saw Program	Has authority*	Delegation permitted**	Delegation permitted
Appointing the USFS Regional Saw Program Manager	Has authority	Delegation not permitted	Delegation Not permitted
Designating the Saw Program Coordinator for an administrative unit/PCTA regions	---	Has authority	Delegation permitted
Signing National Sawyer Certification Cards***	Has authority	Has authority	Has authority
Revoking National Sawyer Certification Cards	Has authority	Delegation permitted	Delegation permitted
Approving Training Consultants and volunteer Sawyer Instructors and Sawyer Evaluators	Has authority	Delegation not permitted	Delegation not permitted
Providing cutting areas to meet Saw Program training requirements and maintain Sawyer proficiency	---	Land management agency has authority	Land management agency has authority
Meeting periodically with the Volunteer Sawyer Instructors to review PCTA Saw Program	---	Has authority	Has authority

### **PCTA Volunteer Saw Instructor (VSI) Responsibilities**

Volunteer Sawyer Instructors (**VSI**) are C level sawyers so have received a letter or designation from the PCTA Saw Program Manager to be able to instruct and evaluate.

The PCTA's VSI responsibilities, are to:

1. Maintain valid First Aid and CPR certification cards.
2. Maintain current knowledge of policy and regulations about saw use for bucking and limbing, and related equipment. Instruct and evaluate only in bucking and limbing activities using USFS-approved techniques and equipment at the skill level commensurate with their sawyer qualifications. VSIs/C-Sawyers/C-Sawyer Evaluators

can only recommend for certification to the appropriate level, or elect not to recommend for certification a sawyer who does or does not demonstrate appropriate skill and physical ability.

3. Use only the techniques and equipment for which they have been trained, qualified, and are currently certified to use.
4. Comply with agency requirements on emergency communications and provide for the ability to call for assistance. PCTA's USFS-approved Job Hazard Analyses for saw operations outline the need for sawyers to be able to call for assistance and render aid. No work is authorized to occur without appropriate communications devices, and Emergency Action and Trailhead Communication Plans in place.
5. Assist PCTA staff in implementing and monitoring on-the-ground saw operations and activities as well as scheduling and conducting saw training courses.
6. Assure all equipment used in training courses is maintained to "maximize its performance and safety."
7. Conduct saw training courses for saw students, as outlined in the Qualified Sawyer Training section. Upon completion of all required training, confirm that a volunteer has demonstrated the attitude, knowledge, and aptitude for saw operations and has demonstrated the skill to be qualified at the recommended certification level by completing a field evaluation form. Evaluation forms will be submitted PCTA's Sacramento office for processing into the National Sawyer Certification Database.
8. Submit all training course paperwork (quizzes, evaluation forms, and project reports) to PCTA Sacramento office within one week of conducting a saw training course.
9. Attend annual safety meetings, tailgate safety sessions or conference calls as needed.
10. Work directly with the PCTA Trail Operations staff to suspend or revoke any qualified sawyer's certification for safety or serious procedural violations.
11. Submit reports of all occupational injuries, illnesses, and fatalities, for saw operating volunteers to the PCTA Trail Operations staff within 24 hours of the incident.

### **Volunteer Saw Instructor Training**

Volunteer sawyers who are in training to become Volunteer Saw Instructors may be referred to as Volunteer Saw Instructors-In-Training or VSI-In-Training. Qualifying PCTA staff will also be considered for becoming Volunteer Saw Instructors (C-Sawyers/C-Sawyer Evaluators).

Volunteer sawyers who demonstrate the following qualifications will be considered for VSI-In-Training Program:

1. Commitment to meet the expectations of the PCTA and its agency partners.
2. Previous certification as a qualified B or C sawyer.
3. The ability to teach in the classroom and to conduct bucking field evaluations.
4. Knowledge and skills of supporting saw tools and accessories for bucking and limbing.
5. Effective communication skills, the ability to transfer and relate concepts to others, and the ability to alter training methods, while still meeting training requirements, to fit the environment and student group.
6. The ability to recognize unsafe saw bucking and limbing operation situations and take control when needed or halt operations.
7. Attitude, knowledge and aptitude for saw operation and have demonstrated the skill to be qualified as a VSI.

VSI-In-Training shall complete the PCTA's "VSI-In-Training Checklist," including the following tasks:

1. Completed all required tasks with approving signatures within two calendar years from initial sponsorship date.
2. Be sponsored by a current PCTA VSI, or qualified PCTA or agency staff.
3. Successfully co-organize one or more saw training courses under the supervision of a PCTA VSI or qualified PCTA staff.
4. Successfully prepare and submit the necessary paperwork for two or more saw training courses under the supervision of a PCTA VSI, or qualified PCTA or agency staff.
5. Successfully co-instruct one saw training course (both classroom and field evaluations) under the supervision of a PCTA VSIs or qualified PCTA staff.
6. Successfully instruct one saw training course (both classroom and field evaluations) under the observation of a USFS Regional Saw Program Manager and receive their signature of approval.

### **Volunteer Saw Instructor Certification and Re-Certification**

Completion of a VSI-In-Training Checklist by an individual is not a guarantee of VSI status nor a C Sawyer – Evaluator card. The Checklist must contain the approving signature of an USFS Regional Saw Program Manager who observed and approved of a training, both classroom and field evaluations, conducted by the VSI candidate.

Upon approval from an USFS Regional Saw Program Manager, the VSI/C-Sawyers/C-Sawyer Evaluators will receive a USFS issued C Sawyer - Evaluator card and letter of delegation.

C Sawyer - Evaluator cards are valid for three years. When the card expires, the volunteer will need to be evaluated for re-certification. Re-certification evaluation will consist of a VSI or qualified PCTA staff person, and a USFS Regional Saw Program Manager, observing and approving of training conducted by the candidate and conducting a field evaluation of the candidates saw operating skills.

### **Crosscut Sawyer Trainee Responsibilities ("second person on the saw")**

1. Receive on-the-job saw safety training during the project tailgate safety session and through review of the project Job Hazard Analysis.
2. Operate only under the supervision of a qualified B or C level sawyer.
3. Assure all safety procedures, including the use of required personal protective equipment, are followed during any saw operation project and by all participating volunteers.

### **Qualified Sawyer Responsibilities**

1. Maintain a record of valid First Aid and CPR certification cards.
2. Perform bucking and limbing work only at the level described by their current certification with either a chain or crosscut saw.
3. Use only the techniques and equipment, which they have been trained, qualified, and are currently certified to use.
4. Assure all safety procedures, including the use of required personal protective equipment, are followed during any saw operation project and by all participating volunteers.

5. Comply with agency requirements on the ability to call for assistance. PCTA USFS-approved Job Hazard Analyses for saw operations outline the need for sawyers to be able to call for assistance and render aid. No work is authorized to occur without appropriate communications devices, Emergency Action Plans and Trailhead Communication Plans in place.
6. Assure all safety equipment is maintained and in operational condition. Report any equipment failures or needed repairs to the PCTA Regional Representative.
7. Determine if their bucking and limbing skill level are adequate to attempt a cutting situation using the “Go or No Go” methodology. If a sawyer decides not to attempt a particular cutting situation, they need to report it to the PCTA Regional Representative as soon as possible.
8. Report any safety violations during saw operations projects to the PCTA’s Trail Operations staff as soon as possible.
9. B and C Sawyers shall provide immediate supervision of A Sawyers.
10. Direct and instruct an assistant when using a two-person crosscut saw. At least one member of a crosscut saw team must be fully qualified for the level of work.

### **Training**

Classroom and field instruction will be conducted by a VSI, VSI-In-Training, or certified PCTA or agency staff. PCTA’s “Training Course Checklist” and will be used to provide a list of items required to facilitate a saw training course.

Initial training and certification for qualified sawyers meet USFS agency requirements and include the following as needed for either chain or crosscut saw training:

1. Four hours devoted to classroom training. It will include a review of PCTA and USFS policy and procedures, proper maintenance and care of saws, and safety requirements. Classroom material will include:
  - a. Appropriate sections of the most current version of the following:
    - i. USFS Health and Safety Code Handbook 6709.11
    - ii. USFS Saw Operations Guide
    - iii. MTDC’s Chain Saw and Crosscut Saw Training Course Student Guidebook
    - iv. MTDC’s Saws That Sing (crosscut saw training only)
  - b. PCTA’s Saw Safety for Volunteers PowerPoint
  - c. PCTA’s Bind Analysis and Cut Sequence PowerPoint
  - d. PCTA’s Volunteer Crosscut Saw Training Program PowerPoint
  - e. PCTA’s Volunteer Chain Saw Training Program PowerPoint
  - f. PCTA’s “Go or No Go?” handout and wallet card
2. Twelve hours devoted to field training and evaluation. It will focus on hands-on operation and demonstrated proficiency in bucking and limbing of material. Field training material will include:
  - a. PCTA’s Field Evaluation Form or USFS Sawyer Training and Field Proficiency Evaluation form (FSM 2358.3, ex. 03 and 04)
  - b. Appropriate PCTA USFS-approved Job Hazard Analyses
  - c. PCTA’s Volunteer Sign-In Sheet
  - d. PCTA’s Trailhead Communications Plan
  - e. PCTA’s Emergency Action Plan



Initial training and field evaluation times may be modified, reduced or increased as determined by the instructors, based on previous experience and field examination of the students but shall comply with USFS requirements of:

- A Sawyer – Bucking Only: 12-36 hours with a minimum eight hours demonstrating field proficiency.
- B Sawyer – Bucking Only: 8-36 hours with a minimum four hours demonstrating field proficiency.
- C Sawyer – Bucking Only: 8-36 hours with a minimum four hours demonstrating field proficiency.

Additional field training may be required by the VSI based on previous experience and field examination of sawyer. VSI's can only recommend for certification to the appropriate level, or elect not to recommend for certification a sawyer who does or does not demonstrate appropriate skill and physical ability.

Qualified sawyers wishing to advance to the next qualified sawyer level will need to complete and pass the two-day certification training and field evaluation.

Qualified sawyer recertification training will be conducted by a VSI, VSI-In-Training under the supervision of a VSI, or certified PCTA or agency staff. PCTA's "Training Course Checklist" will be used to provide a list of items required to facilitate a saw training course.

Students with a current agency-issued, PCTA, or other USFS-recognized cooperator certification card will be eligible for recertification training.

Recertification training will meet USFS agency requirements and include the following as needed for either chain or crosscut saw training:

1. At least two hours devoted to a classroom or tailgate session training. It will include a review of PCTA and USFS policy and procedures, proper maintenance and care of saws, and safety requirements. Classroom material will include:
  - a. Appropriate sections of the most current version of the following:
    - i. USFS Health and Safety Code Handbook 6709.11
    - ii. USFS Saw Operations Guide
    - iii. MTDC's Chain Saw and Crosscut Saw Training Course Student Guidebook
    - iv. MTDC's Saws That Sing (crosscut saw training only)
    - v. Arthur Carhart National Wilderness Training Center, The Crosscut Sawyer online training module (crosscut only)
  - b. PCTA's Saw Safety for Volunteers PowerPoint
  - c. PCTA's "Go or No Go?" handout and wallet card
2. At least two hours devoted to field training and evaluation. It will focus on hands-on operation and demonstrated proficiency in bucking and limbing of material. Field training material will include:
  - a. PCTA's Field Evaluation Form or USFS Sawyer Training and Field Proficiency Evaluation form (FSM 2358.3, ex. 03 and 04)
  - b. Appropriate PCTA USFS-approved Job Hazard Analyses
  - c. PCTA's Volunteer Sign-In Sheet

- d. PCTA or agency Trailhead Communications Plan
- e. PCTA or agency Emergency Action Plan

Recertification training times may be modified, reduced or increased as determined by the instructors, based on previous experience and field examination of the students.

Additional field training may be required by the instructor based on previous experience and field examination of the trainee.

### **Training, Knowledge, and Skill Requirements**

PCTA follows FSM 2358.1, exhibit 02 on detailed guidance on National Saw Program training, knowledge, and skill requirements.

### **Sawyer Field Proficiency Evaluation and Certification**

All qualified sawyers shall maintain a record of valid First Aid and CPR cards.

Participation in a saw training course by an individual is not a guarantee of certification.

VSI's only evaluate and recommend for certification for bucking and limbing.

A sawyer training and field proficiency evaluation determines whether a person can demonstrate the proficient use and care of a saw by applying learned knowledge and skill. PCTA Field Evaluation Form or USFS Sawyer Training and Field Proficiency Evaluation form (FSM 2358.3, ex. 03 and 04) must be used to document field skills and record the evaluation of each sawyer.

Upon meeting the requirements of the field evaluation, sawyers will receive a USFS National Sawyer Certification Card, Form FS-2300-53. The PCTA's Director or Associate Director of Trail Operation shall sign the "Approving Official" block.

### **Certification Duration**

A National Sawyer Certification Card is valid for three years.

When the certification card expires, the individual must be field tested and re-certified.

### **Monitoring Saw Operations**

Monitoring is critical to the prevention of saw accidents.

PCTA VSI's and Qualified Sawyers are to observe saw use in the course of daily activity reviews or other periodic inspections to ensure that volunteers are using acceptable procedures for saw operations. The evaluation procedure may involve the following:

1. Reviewing operator's current certification level and, if needed, the training records to ensure that operator is cutting within current qualifications.

2. Reviewing methods and operator's understanding of cuts and their relationship to each other, supporting equipment, escape routes and other critical points of saw use.
3. Reviewing use of personal protective equipment.
4. Reviewing of Job Hazard Analysis review, safety, and tailgate meetings.
5. Taking corrective actions if any unsafe practices are observed.
6. Reviewing supervision and instruction of operators who are in training status.
7. Reporting results of review and recommendations to the PCTA.

### **Revocation of Certification**

Recommendations for revocation of a qualified sawyer's certification can be made by a VSI PCTA staff, or agency staff. Recommendations must be made in writing and submitted to the Director or Associate Director of Trail Operations for review and approval.

Revoke a sawyer's certification when:

1. The sawyer has failed to demonstrate appropriate cutting procedures, thereby placing the sawyer or others in danger;
2. The sawyer has failed to demonstrate the requisite knowledge or skills for the sawyer's certification;
3. The sawyer lacks the physical ability safely to undertake sawing activities commensurate with the sawyer's certification; or
4. A review of saw-related accidents reveals the sawyer was acting outside the sawyer's certification level.

## **Accidents and Near Miss Reviews**

After an accident or near miss reviews are critical to understanding and preventing of saw accidents.

For all near misses, occupational injuries, illnesses, and fatalities, saw operating volunteers will follow instructions and complete the forms in the PCTA's Volunteer Injury Packet within 24 hours of incident.

The accident policies and responsibilities for review lie with the agency where the sponsored volunteer work was occurring under agreement at the time of the incident. If no agency policy exists, PCTA will conduct an investigation.

The PCTA will notify the USFS PCT Program Manager, USFS Regional Saw Program Coordinator, and PCTA Executive Director if one of the following situations occurs:

1. One or more volunteers suffer severe or fatal injuries or severe illness;
2. Accidental property damage of \$200 or more; or
3. Release of a reportable quantity of a hazardous substance into the environment.

## **Definitions**

PCTA's Saw Training and Certification Program utilizes the USFS 2358.05 – Definitions with the exception of the following:

### **Volunteer Sawyer Instructors (VSI)**

Volunteer Sawyer Instructors (VSI) are C level sawyers so have received a letter or designation from the PCTA Saw Program Manager to be able to instruct and evaluate.

### **PCTA Saw Program Manager**

PCTA will use the term "*PCTA Saw Program Manager*" in lieu of "*Regional Saw Program Manager and Saw Program Coordinator*" the responsibilities of this position will be to:

1. Serve as the primary contact for the PCTA Saw Program.
2. Guide and assist Volunteer Sawyer Instructors (VSI) with implementation and monitoring of PCTA saw program.
3. Develop and maintain a cadre of VSIs, as well as schedule and coordinate training.
4. Coordinate and maintain all required records for the PCTA Saw Program.
5. Notify the respective Regional Saw Program Manager of any accidents or incidents which result in an injury. Participate in any accident review.
6. Monitor and evaluate the PCTA Saw Program in accordance with FSM 2358.3.
7. Periodically, monitor saw instruction given to assess sawyer instructors' effectiveness and to determine compliance with this directive.
8. Regularly meet with USFS National Saw Program Manager and USFS Regional Saw Program Managers.
9. Revoke National Sawyer Certification Card of PCTA Sawyers whose demonstrated skills are no longer considered adequate or who are a danger to themselves or others and recommend revocation.

## **Evaluation**

A determination in the certification process by a sawyer evaluator that indicates whether a sawyer is proficient in the safe use of a saw in the field and that is documented using PCTA Field Evaluation Form similar to the USFS Sawyer Training and Field Proficiency Evaluation form (FSM 2358.3, ex. 03 and 04).

## **Supporting Documents and Media**

### **Administrative**

1. PCTA Saw Training and Certification Program Policy
2. Volunteer Saw Instructor-In-Training Checklist
3. Student Application
4. Training Course Checklist
5. Footwear for Volunteer Sawyers

### **Classroom Material - General**

6. MTDC Student Guidebook
7. USFS Saw Operations Guide (FSSOG)
8. Saw Safety for Volunteers PowerPoint
9. Bind Analysis and Cut Sequence PowerPoint
10. "Go or No Go?" Handout – yellow paper
11. "Go or No Go?" Laminated Card – Avery 5392
12. USFS National Sawyer Certification Card, Form FS-2300-53
13. Arthur Carhart National Wilderness Training Center, The Crosscut Sawyer online training module (crosscut only)

### **Course Material - Chain Saw Only**

14. Chain Saw Tools Checklist – green paper
15. Chain Saw Training PowerPoint
16. Chain Saw Initial Certification Quiz
17. Chain Saw JHA (USFS approved)

### **Course Material – Crosscut Saw Only**

18. Crosscut Saw Tools Checklist– green paper
19. Crosscut Saw Training PowerPoint
20. Crosscut Saw Initial Certification Quiz
21. Crosscut Saw JHA (USFS approved)
22. MTDC Saws that Sing

### **Field Materials**

23. Field Evaluation Form – Rite in the Rain Paper
24. Training PCTA Field Evaluation Form or USFS Form FS-2300-52