

Montague Wood Bank Volunteer Task Information

Overview: The volunteer task information form provides platform to develop a clear understanding between volunteers and a wood bank safety coordinator of potential health and safety conflicts which are likely to be encountered given the nature firewood processing work.

The information form and attachments should be provided to each volunteer. The signed copy should be retained in the wood bank records.

Volunteer:		
Safety Coordinator:		
Task:	Transporting and Stacking Split Firewood (General Volunteer)	
Location:	Processing/Storage Yard	
Description of Task:	Stacking firewood is essential to access the available energy present in firewood by allowing split wood to reach its natural drying potential. Volunteers will gather split firewood from a wood pile or splitter operator, move firewood to a storage bin, and stack firewood for later use.	
Overview of Hazards:	Outdoor work, uneven walking surfaces with obstructions, manual lifting, wood splinters, loud noises, other people using tools and equipment.	
Personal Protective Equipment:	Gloves, Hearing Protection (as needed)	
Additional Trainings to be Completed:		
	Volunteer Initials	Coordinator Initials
1. Wood Bank Orientation	1.	1.
2. Weight Estimation and Safe Lifting Techniques	2.	2.
3. Using a Wheel Barrow	3.	3.
4. Stacking Firewood Crates	4.	4.
5. Working around Power and Heavy Equipment	5.	5.
Volunteer Signature:		
Date:		
Safety Coordinator Signature:		
Date:		

See Page 2 and 3 for Hazard and Risk Management Details

Hazards for Transporting and Stacking Split Firewood

General Hazard Descriptions:

Weather: Task is conducted outside. Volunteer should be familiar with outdoor hazards such as heat, cold, insect bites/stings, snow, and rain.

Slips, Trips, and Falls: Volunteers will be exposed to uneven walking surfaces, piles of firewood, and moving wheel barrows.

Loud noises: Power log splitters and Chainsaws may be operated by others in the general area.

Manual Lifting: Volunteers will be repeatedly lifting and stacking firewood. Approximate weight of wood is less than 50 lbs. and lifting is to a maximum height of 6' from grade.

Cuts/Punctures: Volunteers will be handling firewood which has rough surfaces and splinters which may become lodged in a hand.

Crushing/Pinching: Firewood may slip out of volunteer's hand or fall off a pile/wheel barrow hitting their foot, hand, or other part of body.

Hand Tools: Volunteer may be working in an area with others using hand tools to split firewood such as axes and mauls.

Power tools: Volunteer may be working in an area with others operating powered log splitters and chain saws.

Heavy Equipment: Volunteer may be working in an area where heavy equipment may be operating including equipment such as motor vehicles, front end loaders, backhoes, and skidsteers

Notes:

Risk Management for Transporting and Stacking Split Firewood

Risk Management Actions

Physical/ Mental Fitness for the Task: Volunteers should arrive well rested, mentally focused, and able to complete the task as described.

Communication: Volunteers should feel comfortable communicating with one another and the wood bank coordinator.

Weather: Volunteer should be dressed appropriately for outdoor work and bring items that they need to be comfortable conducting manual labor.

Slips, Trips, and Falls: Volunteer will make an effort to keep walking areas clear of trip hazards such as firewood pieces on the ground. Footwear should have a non-slip tread.

Cuts/Punctures: Volunteers will wear leather or rubberized work gloves to protect against cuts and splinters.

Manual Lifting: Volunteers will use appropriate lifting techniques referenced in the “Weight Estimation and Safe Lifting Techniques (part 1)” module. Volunteers should also take breaks, vary body movements when stacking, and alternate between stacking and moving wood with a wheel barrow to reduce the potential for repetitive motion injuries.

Crushing/Pinching: Volunteers will wear appropriate footwear with “safety toes” or an overshoe guard to protect against falling pieces of firewood. Volunteers should also avoid creating falling object hazards by not overloading wheel barrows and neatly stacking firewood in storage bins.

Hand Tools: Volunteers will be using wheel barrows to make moving and stacking wood easier. Refer to “Using a Wheel Barrow” guide. Volunteers may also be working in proximity with other volunteers operating hand tools such as axes and mauls. Volunteers must maintain a safe distance from those operating hand tools. Communication between both the volunteer and the tool operator must be established prior to entering the tool work area to ensure that no person is at risk for being struck by a tool or wood.

Power tools: Volunteers may be working in proximity with other individuals operating power tools such as chainsaws and log splitters. Volunteers must maintain a safe distance from those operating power tools. Communication between both the volunteer and the tool operator must be established prior to entering the tool work area. Hearing and Eye protection is required for entering the tool work area. While not directly within the tool work area it still may be advisable to wear hearing protection given loud noise produced from power tools.

Heavy Equipment: Before starting work in an area with equipment present notify an equipment operator of your intent to work in the area. Stay clear of the area when equipment is in use and locate yourself in an area where the operator can see you. Never stand behind or under equipment.

Training Syllabus

1. Wood Bank Orientation

- What is a wood bank? Why do we process wood?
 - Provides additional public benefit to a community by recycling dead and dying trees into residential energy. Fuel assistance only goes so far so firewood can supplement household needs.
 - We process wood to access the available energy stored in wood. Processing speeds the drying of wood and makes it possible to fit wood into a heating appliance.
- Safety at the wood bank
 - At the wood bank volunteers undergo physical effort to convert logs into firewood. We use power tools and sharp hand tools to complete this work. An essential part of the success of the wood bank is that volunteers stay safe during volunteer events. The safety coordinator will orient the volunteer to various hazards at the wood bank listed on the volunteer task information form and PPE to reduce these hazards.

2. Weight Estimation and Safe Lifting Techniques

- Wood is deceptively heavy when it is green to do the excess water stored in wood. The Safety coordinator will show volunteers a wood round that weights approximately 50 lbs. (16" x dia. 11") to familiarize them with estimating their ability to manually lift pieces of wood.
 - What to do when wood is too heavy. Roll to a lifting device or break up in pieces.
- Demonstrate lifting wood from the ground using bent knees and a straight back.

3. Using a Wheel Barrow

- Wheel barrows are a helpful tool for minimizing lifting of wood and moving wood efficiently. Safety Coordinator will demonstrate loading a wheel barrow over the axel to reduce effort needed to push a wheel barrow.

4. Stacking Firewood Crates

- Safety coordinator will orient volunteers to the proper stacking of crates. Leaving an air gap between rows is essential to drying wood.

5. Working around Power and Heavy Equipment

- Safety Coordinator will demonstrate maintaining a safe distance from people operating power equipment and how to approach power equipment operators. Volunteers should also be familiar with where to find PPE to protect their hearing including ear muffs and ear plugs.