EVERYTIME YOU ARE IN THE PARK!

• Always wear Canal Steward vest when working at adopted site for personal safety and identification.

• It is required to have a first aid kit easily accessible at the work site. In case of a life threatening emergency, call 911 and Park Dispatch 866-677-6677 first. In case of an injury that is not life threatening call Park Dispatch at 301.714.2235 for assistance.

• Personal Protective Equipment (PPE) is required when working at adopted site. This includes: Boots, Gloves, Eye protection, Hard hat (when pruning overhead)

• Be aware of your surroundings while working. If visitors are within 10 feet of your work area, stop work and wait for them to pass before continuing.

• At no time should you put yourself in a dangerous situation.

• All volunteers should be familiar with the safety guidelines in our C&O Canal Volunteer Handbook. This is available at the park’s volunteer website under “Resources and Downloads”:

  http://www.chohvip.org/
Have a safe working environment!

- Every task must be completed following the standard operating procedures of the C&O Canal.
- This manual will provide you with the necessary information to work safely.
- If you have any question about how to complete a task safely, contact the Field Volunteer Coordinator before you begin working.
Trash Pick-Up

- Use gloves and other PPE to pick up trash safely.
- A sharps container will be supplied by the Field Volunteer Coordinator for needles or glass.
- Do not handle any plastic barrels. Note the location and contact the Field Volunteer Coordinator.
Mowing

• Use all PPE when mowing; boots, hearing protection, eye protection.
• Always have a cell phone available to call for emergency assistance if necessary.
• Do not dismantle any safety features of the mower, i.e. mower shield.
• Use the correct piece of equipment for the location. For example, on steep slopes a string trimmer may be more appropriate than a mower.
• Stop mowing when visitors or pets enter the area.
• Make sure the mower is in good working order.
• Contact the Field Volunteer Coordinator with any questions.
String Trimmer

- Use all PPE when string trimming; boots, hearing protection, eye protection.
- **NEVER** try to release string while the string trimmer is running.
- Be aware of people around you when working. If a visitor is within 20 feet wait for them to pass. Debris thrown up from a trimmer can injure a visitor.
Chainsaw use

- You must complete the 3 day chainsaw course to be able to cut down trees.
- All PPE is required at all times. This includes a park approved trauma kit.
- Have a cell phone with you to call for help in the case of an emergency.
- You must have another person with you that has completed a certified first aid course.
- At no time are you permitted to fell trees.
- If you question if you should make a cut, do not. Contact the Field Volunteer Coordinator to have staff address the issue.
Pruning the Towpath

• Be aware of your surroundings while pruning. If visitors are with 10 feet of your work area, stop work and wait for the to pass before continuing.
• Look for widow makers (limbs hanging in trees) and report them to the Field Volunteer Coordinator.
• Be careful carrying and using pruning tools on the towpath. Be aware of visitors around you.
• Do not transport pruners on your bicycle.
Ladder Usage

- Only use heavy duty ladders in the park.
- Fiberglass ladders are preferred and required when working around electric wires, fixtures or equipment.
- Inspect the ladder before use. If any defects are present dispose of the ladder.
- If using a step ladder, make sure it is completely open.
- Do not stand on top of the step ladder.
- When using an extension ladder you must have two feet and one hand on the ladder at all times.
- Secure the base of the ladder using a spotter or approved device.
- Do not climb the ladder with tools in your hand.
Parking Lot

- Be aware of traffic when working in the parking lot.
- Use cones to define your working area.
- Be certain to wear your Canal Steward vest when working in the parking lot.
Lock

- **NEVER** work from the top of the lock.
- **Never** walk across lock gates.
- Do not work in lock that is holding water upstream.
- Enter the lock using a secured ladder.
- Make sure ladder is set up correctly and is secure before working.
- Wear proper boots
- Be aware of sediment in the prism
Bridges and Aqueducts

- At no time should you climb from the decking.
- Check railings and posts for damage and repair when necessary.
- Do as much as you can safely from the deck. Report any tasks that need to be completed to the Field Volunteer Coordinator.
Weirs and Culverts

- At no time should you enter a weir or culvert.
- Inspect the weir or culvert from a safe distance.
- If debris is blocking the weir or culvert contact the Field Volunteer Coordinator to have park staff remove the obstruction.
Flat bottom boat in the Canal

- Everyone in the boat must have a personal floatation device (PFD).
- Use ropes and volunteers on the towpath to guide the boat.
- Volunteers in the boat should use trash pickers when possible.
- Do not stand in the boat.
Young volunteers

- Be certain tasks are age appropriate for younger volunteers.
- Do not allow them to work parking lots without supervision.
- Be certain they have appropriate PPE and it fits correctly.
- Watch young volunteers to be certain they are not lifting too much weight.
- Be very clear with your instructions with young volunteers.
- Never allow any volunteers under the age of 18 to operate powered equipment.
BE SAFE!!!!

• Thank you for volunteering with the Canal Steward program.
• Visually inspect the area for any tree hazards such as hanging tree limbs or leaning trees. Report to Field Volunteer Coordinator.
• Scan the entire site for hazards to visitors. Report all problems to the Field Volunteer Coordinator.
• Your work is important, but no task is more important than your safety!