

Nachusa Stewards' Workday Checklist

Prior to your workday:

- Be sure to check the workday scheduled available on the Nachusa website under the heading "Calendar" (<http://www.nachusagrasslands.org/calendar.html>). If you have a conflict, please contact Bill Kleiman (bkleiman@tnc.org) as soon as possible to arrange for a substitute. If Bill is not available, contact Mary Meier (mbub77@gmail.com).
- Please send a brief description of your workday plans to Mary Meier no later than the Wednesday prior to your workday.
- Bill or Mary will alert you if they know that larger groups are attending.
- Think about simple treats for break time – not required, but certainly appreciated by volunteers.

In preparation for your workday:

- Review the workday preparation suggestions on the bulletin board at the bottom of the HQ Barn steps.
- Bring bottled water or fill a thermos with tap water for volunteers.
- Load trucks with necessary equipment and be sure all pesticides are secured with straps to avoid spillage.

Before you begin your workday:

- **Introductions:** Gather the group just prior to 9:00 a.m. Invite the group to do introductions including their name and hometown. You might ask the group if they have particular questions or what they want to get out of their experience for the day.
- **Your Plans:** Share an overview of the work planned for the day and what you as a steward are hoping to accomplish as part of your restoration effort. First-time visitors are always appreciative and well-served when they understand the purpose of Nachusa and how their efforts fit with yours. Your energy and enthusiasm will set the tone for the day.
- **Liability Release:** Ask all volunteers if they have signed the liability waiver on the clipboard hanging from the bulletin board at the bottom of the HQ stairs. All volunteers must sign the release as required by The Nature Conservancy.
- **Safety Briefing:** Please review this list of safety procedures for all workdays and go over the protocols with the group before leaving the Barn.

End of Your Workday

- Thank all for a great day. If you have time and people are interested, a hike or a bison tour are always welcome.
- Be sure to have vehicles back to the barn by 1:00 p.m. so stewards who have work planned for the afternoon have vehicles.
- **Put all equipment away and clean your chainsaws if you used one.**

Stewards may exclude anyone who is not suitably dressed or equipped for conditions. Tactfully explain that safety must take precedence over participation.

For winter workdays or work in wooded areas, long pants and adequate cold weather gear are required.

Nachusa Safety Briefing Checklist

- Walking hazards:** Nachusa's terrain is uneven. Pay attention to where you are walking, as there are often depressions, animal holes, branches, briars, or other hazards along the way. When walking through the woods, be sure that branches and brambles do not snap back and hit the person behind you.

Appropriate protective clothing and gear:

- Eyewear:** For all work in wooded areas, eyewear is required. If you do not have eyewear, safety glasses will be provided to you.
- Work gloves:** For all work requiring the use of hand cutting tools (loppers, snips, scissors, bow saws, etc.) work gloves are required. Work gloves are encouraged for all tasks.
- Footwear:** Boots or sturdy shoes are recommended. All shoes must be closed-toed, so flip flops or sandals are not permitted.

Transportation vehicles:

- All volunteers must sit inside a truck or in a truck bed or bench when riding.
- No passengers should ever sit on truck rails or stand when a vehicle is moving.
- Passengers in the truck bed should be warned to keep their hands out of the gap between the cab and the bed
- Drivers should double check to make sure all passengers are seated before moving.
- Drivers should always double check for obstacles and people and **sound the horn** before backing up.
- If backing is obstructed or around people, a person outside the vehicle should guide the driver.

Use of power tools and vehicles:

- Chainsaws:** Only sawyers trained and certified at Nachusa may operate chainsaws.
- Felling trees:** No felling trees within 300 feet of any other people.
- Trimming trees:** Maintain a minimum 50 feet from any other person when using a chainsaw to cut up trees.
- Tracked vehicles:** No operating a Terex or Bobcat within 500 feet of any other people.

- ☐ **Tractors:** All tractor operators must be experienced and approved by Nachusa staff.
- ☐ **Push-operated brush mower or brush saws:** Only skilled and experienced operators may use power-cutting tools.

Use of herbicides:

- ☐ Herbicides should be applied according to methods prescribed by Nachusa staff.
- ☐ All users of herbicides should wear work gloves and/or latex gloves.
- ☐ All volunteers should call attention in the event of spills and carefully avoid direct contact with herbicides. Thorough washing of hands is recommended after working with herbicides.

Burn piles:

- ☐ All brush pile burning must be in approved in advance by Bill or Cody and be based on safe fire conditions.
- ☐ Stewards are responsible for safely lighting and maintaining brush piles.
- ☐ Make sure that volunteers do not get too close or downwind of a fire.
- ☐ Bring along at least one steel rake and flapper when burning piles.

Other hazards:

- ☐ **Heat and work exhaustion:** Encourage all volunteers to pace themselves and take it easy. Take breaks and encourage water intake – especially on hot days.
- ☐ **Insect bites:** Point out the potential for bee stings and ticks in warm seasons. Remind volunteers to check for ticks after the workday.
- ☐ **First aid:** All trucks should have a first aid kit in them for treating small abrasions.

Emergency resources:

- ☐ Call 911 in case of an emergency.
- ☐ An Automated External Defibrillator (AED) is located in the HQ Barn breakroom, hanging on the wall to the left of the bathroom entrance
- ☐ **Bill Kleiman: 815-973-0245 Cody Considine: 815-631-4154**