

# The Quivira Coalition Outdoor Workshop Safety Rules

For Staff, Contractors and Volunteers

**Think Safety.** An accident is an unplanned event caused by an unsafe act, an unsafe condition, or both. Accident prevention is everyone's responsibility.

If you are injured at this workshop, please notify the workshop coordinator or a Quivira Coalition Staff member immediately so that they can provide the appropriate aid. Please do not wait until you have gone home before informing Quivira Coalition that you were hurt.

The Quivira Coalition or workshop coordinator will make available for participant use eye and ear protection, gloves, and a first-aid kit.

**Work and Camping Areas:** Work and camping areas shall be kept neat and organized. Trash, tools, and materials shall be picked up and kept in an organized manner so as to create safe working and camping zones (i.e., not leaving tools on the ground so that others may trip over them).

**First Aid:** During the introduction of the workshop, people who have First Aid training will be identified and a First Aid Kit will remain onsite during workshop hours.

**Drugs and Alcohol:** Drug and alcohol use results in impaired ability to handle equipment properly and make good safety decisions; therefore, the use of narcotic drugs and consumption of alcohol before or during work hours is not permitted at workshops held by the Quivira Coalition. Quivira staff and workshop coordinators reserve the right to ask intoxicated participants to leave the worksite and/or camping areas.

**Defective Tools:** If a tool or piece of equipment has broken or is no longer working properly, do not continue to use it. Defective tools and equipment (i.e., loose or cracked handles on shovels, hammers, axes, loppers etc.) need to be reported to the workshop coordinator immediately.

**Hydration & Nutrition:** Outside physical labor during the heat of the day can drain your body's fluids and utilize more than normal calories. Please remember to stay well hydrated. Eating a nutritious breakfast and snacks in the field is recommended. Pace yourself and take frequent breaks. Overheating can lead to heat stroke.

**Appropriate Clothing and Foot Wear:** Please wear appropriate clothing for the type of work and weather conditions. Tennis shoes or sandals are not appropriate shoes for these outdoor workshops. Hiking or work boots (rubber waterproof boots when appropriate) with good ankle and or toe protection are best. Know when you need to wear gloves, eye protection or ear plugs. Good leather gloves will prevent blisters and splinters! Keep these items on hand and use when necessary: hat, long sleeve shirt, rain-gear, sunscreen and long pants.

**Lifting:** Proper body positioning during lifting reduces back injuries. Lifting should always be done with the legs, bending at the knees and keeping the back straight. If you are moving an object that is heavy and/or awkward, stop and get help so as not to strain your back. Staff and volunteers should use common sense when shoveling, lifting or carrying, to position their body so as not to strain their back. During workshops, participants may be required to lift rocks, various wood products, and move wheelbarrows. If you have previous injuries that may be re-injured due to these activities, please do not volunteer for these tasks!

**Hand Tools:** Inspect any hand tool for defects before you use it. If any are found do not use the tool. Bring the defect to the attention of workshop or QC staff. Outdoor workshops may require the use of various hand tools such as sledge

hammers, axes, hammers, loppers, pliers, digging bars, shovels, post drivers, and others. If you are unfamiliar with the proper and safe use of these tools, please see the workshop coordinator.

**Behavior:** Awareness of other workers around you is critical. Know where others are at all times and do not approach a person during physical activity from an unobservable direction. Do not place your hands on any surface, such as on top of a vane post, that may be subject to impact from hand tools (ex: sledge hammers) during the structure installation or maintenance activities. Carry all tools/equipment/supplies by your side, perpendicular to the ground when possible. Do not carry tools over your shoulders! How you behave can directly affect the safety of others and yourself. Please be considerate to all participants.

Do not stand in front or behind of anyone using tools such as sledge hammers and axes in an “over-the-shoulder” action. The heads of these tools can come loose during the swing action and become deadly projectiles.

**Children:** Children under 14 years of age are welcome, but they must be constantly supervised by their parent(s) or guardian(s) and they must understand how inappropriate activities could affect other participants’ safety.

**Animals:** Unattended pets can be very dangerous to participants using heavy tools and mechanical equipment. Pets will be required to be kenneled or tied at your camp site during work hours. Kenneled or on a leash thereafter.

**Volunteer Tools:** Many tools look alike! Tools or equipment brought by participants need to be well labeled with the person’s name and phone number. The Quivira Coalition will not be responsible for lost or damaged personal tools.

I, \_\_\_\_\_, have read and understand The Quivira Coalition’s Workshop Safety Rules, and I agree to promote safety and to use common sense.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

## Quivira Workshop Photo Release

Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

I hereby grant the Quivira Coalition permission to take photographs of our group and all our participants and consent to authorize the use and reproduction of such photographs for all legitimate purposes, such as advertising, display, exhibition and art purposes. I also consent to the use of our name in connection with such photographs.

I further consent to the use of my photograph by any nominee or designee of the Quivira Coalition including any publisher or agency, and such picture(s) may be used for all of the aforesaid purposes without any limitation or reservation.

\*One form per group is appropriate. Thank you.

Group Leader’s Signature

Title

Group Leader’s Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

-OR-

Signature (Parent or Guardian – if above is a minor)

Date

# Sign-in Sheet & Acknowledgment of Workshop Attendee Responsibility, Express Assumption of Risk, and Release of Liability

I understand that during my participation in this Quivira Coalition Workshop, I may be exposed to a variety of hazards and risks, foreseen or unforeseen, which are inherent in each outdoor Workshop and cannot be eliminated without destroying the unique character of the Workshop. These inherent risks include, but are not limited to, the dangers of serious personal injury, property damage, and death (“Injuries and Damages”) from exposure to the hazards of travel and the Quivira Coalition has not tried to contradict or minimize my understanding of these risks. I know that Injuries and Damages can occur by natural causes or activities of other persons, animals, Workshop members, instructors and assistants or third parties, either as a result of negligence or because of other reasons. I understand that risks of such Injuries and Damages are involved in volunteer work days such as this Quivira Coalition Workshop and I appreciate that I may have to exercise extra care for my own person and for others around me in the face of such hazards. I further understand that at this Workshop, there may not be rescue or medical facilities or expertise necessary to deal with the Injuries and Damages to which I may be exposed.

In consideration for my acceptance as a participant in this Workshop, and the services and amenities to be provided by the Quivira Coalition in connection with the Workshop, I confirm my understanding that:

- I have read any rules and conditions applicable to the Workshop made available to me; I will pay any costs and fees for the Workshop; and I acknowledge my participation is at the discretion of the coordinator.
- The Workshop officially begins and ends at the location(s) designated by the Quivira Coalition. The workshop does not include carpooling, transportation, or transit to and from the Workshop, and I am personally responsible for all risks associated with this travel. This does not apply to transportation provided by the Quivira Coalition.
- If I decide to leave early and not to complete the Workshop as planned, I assume all risks inherent in my decision to leave and waive all liability against the Quivira Coalition arising from that decision. Likewise, if the Coordinator has concluded the Workshop, and I decide to go forward without the Coordinator, I assume all risks inherent in my decision to go forward and waive all liability against the Quivira Coalition arising from that decision.
- This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.
- To the fullest extent allowed by law, I agree to WAIVE, DISCHARGE CLAIMS, AND RELEASE FROM LIABILITY, its officers, directors, employees, agents, and coordinators, in any way connected with this Workshop. I further agree to HOLD HARMLESS The Quivira Coalition, its officers, directors, employees, agents, and coordinators from any claims, damages, injuries or losses caused by my own negligence while a participant in the Workshop. I understand and intend that this assumption of risk and release is binding upon my heirs, executors, administrators and assigns, and includes any minors accompanying me at this Workshop.
- I have read this document in its entirety and freely and voluntarily assume all risks of such Injuries and Damages and notwithstanding such risks; I agree to participate in the Workshop.

I, \_\_\_\_\_, have read and understood the above and agree to the stipulations in the Outdoor Workshop Volunteer Responsibility, Express Assumption of Risk, and Release of Liability form.

Signed \_\_\_\_\_ Date: \_\_\_\_\_