

Arkansas Forestry Commission Safety Policy and Procedure Statement §105

Required form: [A105.100](#)

Safety

1. Safety is a responsibility of all employees. Employee safety and health is the highest priority on every job and in every work area.
2. Supervisors must implement and promote safety following the provisions of the AFC Safety Policy, including vehicle safety. The National Wildfire Coordinating Group (NWCG) Incident Response Pocket Guide (dated March 1999 or later) and a Fireline Handbook is issued to all field personnel with firefighting responsibilities. Contact the Personnel Staff Development Coordinator for these publications.
3. Supervisors will discuss safety at staff meetings and before beginning work projects.

Personal Protective Equipment (PPE)

4. The AFC provides PPE for its employees. Employees shall wear/use PPE for all jobs requiring PPE. Required PPE for fire suppression and prescribed fire duties will be AFC approved and are:
 - Wildfire helmet
 - Leather boots
 - Leather gloves or specialty gloves for wildland fire suppression
 - Shirt and pants or coveralls compliant with specifications set by the National Fire Protection Association (NFPA)
 - Fire Shelter
5. Failure to comply with wearing/use of PPE will result in discipline. See AFC Policy § 40 Standards of Conduct and Disciplinary Policy.

Vehicle Safety

6. All employees shall become familiar with the State of Arkansas Vehicle Safety Program, see AFC Policy § 130. Additionally, employees with Commercial Drivers License must adhere to Department of Transportation (DOT) regulations.
7. Every operator and passenger in any AFC vehicle (automobiles, trucks, tractors, and aircraft) shall use seatbelts.
8. In addition to the AFC safety requirements, Aircraft Pilots must adhere to FAA regulations.

9. Employees that drive on official duty must have a valid driver's license and submit a copy of the license to the AFC Personnel Office.
10. Employees who drive their personal vehicles on official business, are required to obtain and keep current, personal auto liability insurance and submit a copy to the AFC Personnel Office.
11. Failure to notify supervisors of vehicle or aircraft citations/violations will result in disciplinary action. See AFC Policy § 40.

Chemical Hazards Program

12. AFC Chemical Hazards Program guidelines ensure that the AFC will evaluate all chemicals used by AFC employees and any hazardous information will be available to its employees, complete Form [A105.100](#) for all employees with access to chemicals.
13. Chemical manufacturers and distributors label containers of hazardous chemicals. AFC employees will not remove these labels. If the chemical is placed in a different container, then the new container must be properly labeled unless the contents are used immediately.
14. All AFC offices will maintain a Materials Safety Data Sheet (MSDS) manual. To request a MSDS for any chemical, contact the AFC Staff Development Coordinator of the AFC Personnel Office. Vendors or suppliers will provide MSDS upon request.
15. MSDSs will provide all information required by law concerning each chemical and its hazards, exposure limits, precautions, first aid procedures, contact information of manufacture, *et cetera*..
16. The Arkansas Department of Labor will make visits to AFC Offices to ensure compliance with MSDS manuals, and proper labeling and storage of all chemicals.

Accident and Injury Reporting

17. Any AFC employee, in duty status, involved in a vehicle or personal injury accident shall report the incident promptly to their supervisor. Any mandatory paperwork to document an accident or injury shall be completed within 24-hours, or the first regular work day after the accident/injury.

Safety Award Program

18. To promote safety awareness and practices, the AFC will recognize employees and units whose dedication to safety results in an accident free work environment.