**Work Party Intro & Safety Talk**

**BEFORE VOLUNTEERS ARRIVE**

* Make sure there’s adequate signage posted so volunteers find your site
* Set out and count tools
* Take out the sign-in sheet
* Have your materials ready to go (volunteers will arrive early!).

**WELCOME EVERYONE!**

* Introduce yourself and other Forest Stewards and/or staff present
* Thank everyone for giving their time
* Explain why it is so important that people are coming out:
* Healthy forests in our urban areas provide many benefits including improved water and air quality, reduction in stormwater runoff, habitat, and improved public health. Forest restoration work parties, like today, help bring together communities, and promote healthy living.
* Over the next 20 years Green Tukwila will restore over 138 acres of urban forests
* Many of our forests are dominated by relatively short lived trees such as red alder and bigleaf maple. The forest floor is being taken over by weeds like English ivy and Himalayan blackberry. These conditions are preventing the native forest from regenerating—a forest that is sustainable and long lived.
* Explain the Green Tukwila Partnership:
* The Green Tukwila Partnership is a citywide effort that includes the City of Tukwila, Forest Stewards like myself, many non-profit partners, and residents like you working together to restore all 138 acres of Tukwila’s forested parklands.
* Introduce your project:
* Give an introduction to your park
* Touch on the history of the restoration and your long-term work plan.
* If your group is appropriately sized, have volunteers introduce themselves.
* Explain today’s activities:
* Today we are going to be:­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Our schedule is going to be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The bathrooms are located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Water and snacks are located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAFETY TALK**

While we are working today, our main goals is to be safe, have fun and get some good work done--in that order. Safety precautions today are:

* Everyone needs to sign the waiver form
* Talk about First Aid kit and sharps container, included location
* Emergency numbers to call should there be an accident (you should have copies of the incident and accident form with you on site)
* Tools:
  + What tools are you using today: introduce the tools, quick how to and safety with each tool.
  + Keep track of tools and return a tools to identified area before switching to a new tool
  + Everyone should be wearing gloves
* Activity concerns:
  + Heavy lifting- it if is to heavy do not do it
  + Working around others with tools keep 6ft between others with long handle tools
  + Slopes- stay away from steep slopes
* Environmental concerns:
  + If applies: Road/traffic—everyone must be wearing safety vests and no one should be working in the road
  + Heat/water
  + Bees
  + Garbage
* Litter/Sharps/Glass
  + Always wear gloves!
  + Do NOT pick up sharps, tell the steward, the trailer has trash pickers
  + Identify bucket for trash during the work party

**DEMONSTRATE BMPs**

Take time to demonstrate the way you want volunteers to perform restoration work. Do not assume that volunteers know how to do the work, or know their plants. After you demonstrate, ask if anyone has questions. Show:

* identification for invasive plants (show the plant)
* proper invasive plant removal techniques
* compost pile building

Planting, etc.

**GET TO WORK!**

If you have any questions at all while we are working today please feel free to ask me. I/we will be walking around helping out and am always available to you. If you have any other forest or park related questions let me know- and I will do my best to answer them.

**TAKE PHOTOS**

* Take photos of volunteers and work being done, email at 3-5 to Olena so she can share them. Post photos in Green Tukwila Facebook group and thank folks.

**EVENT WRAP UP**

* Make sure all the tools have been returned and cleaned
* Gather everyone who stayed until the end and celebrate the day’s accomplishments, including listing the work accomplished
* Take a group photo that you’ll send out with the follow-up “thank you” email or email it to Olena and she can send a wrap up
* Tell the group how they can stay involved with your project and other Green Tukwila events, sign up on the interested sheet and follow us on Facebook in the Green Tukwila Facebook group @TukwilaParks
* Fill out the steward paper work for what has been completed

**GENERAL REMINDERS:**

* Be confident in your ability and your role as a Forest Steward—volunteers came out to help and don’t be afraid to ask.
* Make sure everyone has signed in
* Be clear and thorough with directions; don’t assume the volunteers already know tool safety and understand the project task
* Keep people busy and make them feel useful
* Remember that you are there to facilitate the event, not do all the work yourself (this is tough one)
* Remind volunteers of the bigger picture: a healthier urban forest
* Thank everyone sincerely and often