



On-site Orientation

Cut-to-length Operator

**Ministry of Training, Colleges and
Universities**

On-Site Orientation

Cut-To-Length Operator

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This document is the property of the trainee/employee named inside and represents the official record of his/her training.

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PREFACE

The Workplace Training Branch of the Ministry of Training, Colleges and Universities (MTCU) developed this equipment-specific orientation/training document, in consultation with representatives from the logging industry. It is intended to be used by employers for on-site orientation/training of their workers/trainees before registration to the on-the job training or operating the machine related to their duties.

The care and maintenance of this document is the joint responsibility of the worker/trainee and the employer. The document is an official record of a worker's/trainee's orientation/training.

Employers or designates and workers/trainees are required to attest to successful on-site machine specific orientation/training by filling their names in the appropriate lines included at the end of each skill area.

NOTICE/DECLARATION FOR COLLECTION OF PERSONAL INFORMATION

1. This information is collected under the authority of the Order-In-Council Number 701/85.
2. The information is collected for the purpose of administering this modular training program within the Province of Ontario.
3. Questions regarding collection and use of this information may be directed to:

Director
Ministry of Training, Colleges and Universities
Service Delivery Branch
33 Bloor St. E 2nd Floor
Toronto, Ontario
M7A 2S3
416 326-5605

CUT-TO-LENGTH

NOTE

This guide and checklist is designed to refer employers to the most obvious and critical component in each skill area. However, since machine model and make vary greatly, the primary reference material for specific machine safety related operating requirements should be the operator's manual supplied by the manufacturer of the particular machine in question.

Employer Information:

Company: _____

Address: _____

Telephone: _____

Completed On-Site Orientation Checklist: Worker and Employer/Designate Verification:

- Identify cut-to-length machine components and terminology
- Verify zero energy state
- Conduct circle check
- Plan and organize cut pattern
- Observe cut boundaries
- Verify tree species
- Recognize ground conditions
- Prepare machine for travel
- Observe danger zone
- Observe machine limitations
- Fell trees
- Delimb trees
- Buck trees
- Sort and position trees
- Identify tree defects
- Confirm log length
- Shut down and immobilize cut-to-length machine
- Refuel cut-to-length machine
- Perform Minor Maintenance and Adjustments

Worker Name (Please Print): _____

Worker Signature: _____

Date of Completion: _____

CUT-TO-LENGTH OPERATOR

Employer/Designate Name (Please print): _____

Employer/Designate Signature: _____

IDENTIFY CUT-TO-LENGTH MACHINE COMPONENTS AND TERMINOLOGY

Performance Objective

Identify cut-to-length machine components and terminology

Guidelines for Performance Objective:

Having an understanding of the terminology used to describe major components is a vital part of using the manufacturer supplied owner's manual effectively and ensuring that such things as safety information, maintenance schedules, machine capacities and operating directions are understood and correctly applied. Review the major (key) components from the manufacturer supplied machine owner's manual that will assist the operator in identifying the key components, knowing their location on the machine and describing their purpose. (See appropriate pages in the manufacturer supplied machine owner's manual for specific terminology and diagrams).

Component Checklist:

- Boom and Hydraulic cylinders
- Carriage and components (Tires and Tire Chains or Tracks)
- Cab and Operator Controls and Escape Hatch
- Saw head, topping saw, retracting saw and components (saw, holding arms, etc.)
- Rollers and Holding Arms
- Computer settings
- Turntable and cab levellers
- Engine
- Hydraulic pumps
- Fire Suppression System

VERIFY ZERO ENERGY STATE

Performance Objective

Verify zero energy state, by lowering hydraulic components to the ground on rest position, turn electrical switches and engine off, according to legislative requirements and manufacturer's specifications and established lockout procedures, in order to protect self and others during inspection and maintenance.

Guidelines for Performance Objective:

The machine must be immobilized and all moving parts de-energized before an operator can begin to work close to the machine and its components. Most importantly all hydraulic implements must be lowered (or blocked), and all moving parts have come to a full stop. The master switch must be in the off position.

Checklist:

- Lower attachments to the rest position to manufacturer's specifications
- Put engine in idle
- Turn engine off
- Turn master switch off
- Ensure all moving parts have come to a complete stop prior to approaching

CONDUCT CIRCLE CHECK

Performance Objective

Perform visual and operational checks of attachments and moving components, according to manufacturer's specifications, in order to ensure safe and efficient operation.

NOTE: First ensure that all attachments are lowered to the ground or in the rest position and the machine is properly shut down prior to initiating the circle check procedure. All substandard conditions and problems must be reported to the immediate supervisor. The circle check must be conducted at the beginning of each shift. Operators must have proper out-of-the-cab PPE e.g. - safety boots laced to the top, hard hat, high visibility vest or clothing, as well as hand, hearing, and eye protection where required.

Guidelines for Performance Objective:

1. Cracks: Explain how to check and identify cracks and point out common locations where cracks may form (stress points). Explain that repairs must be done as soon as possible to prevent costly breakdown and to prevent even further damage or the potential of injury to the operator and others;
2. Leaks: Point out the locations where leaks (hydraulic fluid, brake fluid, fuel) can occur. Explain that leaks can lead to further more serious problems, cause fires or damage the environment. Leaks can also cause slip and fall injury to operator and others due to fluid on machine. Explain the danger of checking for leaks where fluid is under high pressure (e.g. hydraulic fluid) and the proper method for checking.
3. Grease fittings: Identify the location (including remote connections), condition and purpose of grease fittings as described in the routine maintenance section of the owner's manual. Check to ensure they are in good condition and connected properly. Excessive grease build-up should be cleaned regularly to prevent the potential of slips and falls and fire.
4. Tires, wheels, and tracks chains: Explain the requirements for correct pressure, adequate tread, no punctures or defects, rim in good condition, cap on valve stem. Follow the manufacturer's guidelines when inflating/deflating tires. Ensure that chains are properly installed and tightened. If too loose, debris can be caught in chains and thrown out with considerable force. Watch for excessive wear, missing or damaged clevis pieces or loose parts of the chain. Also check for loose or missing wheel lugs.
5. Tracks, pads and pad bolts: Ensure adequate tension and proper adjustment of the tracks. Check for loose, worn, damaged or missing pads, bolts, grouser, idlers and main pins. Examine the condition of pins and bushings including the locking device on pins and watch for signs of wear or breakage of pins and bushings.

6. Engine/manifold area: Check engine compartment and exhaust manifold/turbo for debris: Check and remove debris from engine compartment to reduce the potential for fire, pay particular attention to the exhaust manifold/turbo area. NOTE: When checking and identifying hydraulic hose requirements, the operator must be familiar with the type of hose fittings. (Three types - GIC, OFS and pipe thread).
7. Check saw condition: Check chainsaw bar, blade or saw chain for damage (i.e. cracks, bent, dull, etc.). Check rollers for loose bolts, excessive build-up of debris, wear, and ensure free rolling.
8. Pins and Bushings: Examine holding pins and bushings to ensure that they are not damaged and are properly engaged and in place.
9. Check fluid levels: Identify the location of site glass and/or dip stick/cap and filler location and examine each for proper levels. Check saw chain lubrication. Keep these areas clean of debris, spilled fluids and grease build-up. Determine and confirm the type of fluid at each filling location. Follow the manufacturer's guidelines for proper checking procedures of pressurized systems and the hazards of hot fluids. No smoking during these procedures. When checking and identifying hydraulic hose requirements, the operator must be familiar with the type of hose fittings. (Three types - GIC, OFS and pipe thread).
10. Condition of processing head, saw teeth, rollers and delimiting arms: Check for cracks, leaks, broken or dull teeth, sharpness of delimiting arms, etc.
11. Check holding arms for cracks, damage and distortion.
12. Check saw head for damage (bent or damaged saw) and leaks: Check to ensure saw head is in an immobilized position. Rotate saw to ensure all saw teeth are in place, tight and sharp.
13. Condition of boom and lift cylinders: Check for cracks, condition of pins (locks), and condition of cylinders, grease fittings, hoses, and bolts on turntable.
14. Check condition of rollers: Check to ensure rollers move freely and are free of damage.
15. Condition of guards, catwalks, handholds and steps: Examine all guards to ensure that they are properly installed and in good condition. Do not operate without guards installed. Check the condition of all handholds, steps and walkways to ensure that are not damaged and free from debris, ice snow, grease and oil.
16. Verify computer for proper settings: Check to ensure measurements coincide with computer settings (i.e. diameter or length) for optimum production.

17. Fire extinguisher and fire suppression system: The operator must know how to access this equipment and how to use it. It should be checked daily to ensure a proper charge, maintenance tag updated, the pin is in place and the device is properly secured in the cab. A water pack full of water and in working condition is required for fire season. For machines equipped with fire suppression system, know the location(s) of activation plungers and ensure that they are in good condition, check outlets for good repair
18. Escape hatch: The operator must know the location of the escape hatch and check to ensure that the hatch opens and the hatch itself, the latches, hinges, handles, and pins are in good condition.
19. Seat belt: Examine the seat belt to ensure that it is in good working condition (wear, anchors, frayed, buckle works freely).
20. Lights: Turn on all lights to check that they are in good working order. Make sure the guards are in place (if equipped), the lenses are cleaned and wiring harnesses are intact.
21. Windows/doors: Examine the windows to ensure they are clean and in good condition. Broken or missing windows must be reported and repaired. Make sure the wiper blades are in working order, and that window guards/screens (if equipped) are properly installed. Check the door to ensure it is operating correctly.
22. Housekeeping and loose equipment in cab: Keep all tools outside the cab or properly secured in the cab. No loose items in the cab. Keep floor clean and air conditioning/heater filters clear of materials. Aerosol containers should be secured and away from heat sources.
23. Radio communications: Check the radio to ensure that it is in good working order and equipped for channels used in your area.
24. First- Aid Kit: Know the location, condition and required contents of the first-aid kit. It should be easily accessible.
25. Spill Kit (where equipped): know the location, condition, how to use it, required contents of the spill kit. It should be easily accessible.

Component Checklist:

- Check for cracks and leaks
- Identify grease fittings
- Check Tire/Track components condition
- Check engine compartment and manifold for debris
- Check saws for proper condition
- Check condition of pins and bushings

CUT-TO-LENGTH OPERATOR

- Check fluid levels (chainsaw oil, other engine fluid levels)
- Check condition of saw head, saw teeth and holding arms
- Check for bent or damaged arms
- Check saw head for damage (bent or damaged saw) and leaks
- Check condition of boom and lift cylinders
- Check condition of rollers
- Check condition of guards, handholds and steps
- Verify computer for proper settings
- Check condition of fire extinguisher and fire suppression system
- Check condition of escape hatch
- Check condition of seat belt
- Check lights
- Check condition of windows and guards
- Check housekeeping and remove or properly stow loose equipment in cab
- Check radio communication
- Check First-Aid kit
- Check spill kit

PLAN AND ORGANIZE CUT PATTERN

Performance Objective

Plan and organize cut pattern, using maps, photographs, and established cut boundaries, in order to facilitate fibre extraction, minimize ground disturbances and travelling during processing and forwarding

Guidelines for Performance Objective:

1. Identify forwarding direction: Check with your immediate supervisor to determine skid way location and any environmental or other concerns utilizing maps, photographs and established cut boundaries. Be aware of any potential hazards in the immediate area (i.e. chicots, hang-up, traffic or other equipment, power lines, etc.).
2. Identify travel route: Check with your immediate supervisor and/or cross shift operator regarding hazardous terrain that must be taken into consideration (i.e. Rough terrain, wet areas, etc).
3. Minimize rutting and ground disturbances: Be aware of ground disturbance guidelines for your operation. If unsure check with your immediate supervisor.
4. Maintain a safe operating distance between neighbouring equipment. Be aware of other equipment working in your immediate work area. Check with your immediate supervisor and co-workers to identify appropriate danger zones for your operation. (Review manufactures danger zone requirements and identify site specific hazards)

Component Checklist:

- Identify forwarding direction
- Identify travel route (considering hills, swamps, etc)
- Minimize rutting and ground disturbance
- Maintain a safe operating distance between neighbouring equipment and processor (review manufacturer's danger zone requirements and identify site specific hazards)

OBSERVE CUT BOUNDARIES

Performance Objective

Observe cut boundaries according to pre-established prescriptions and regulated requirements in order to prevent entry into protected and non-allocated harvesting areas.

Guidelines for Performance Objective:

Operate equipment within identified boundaries: Check with your immediate supervisor in relation to boundary identification rules. (i.e. colour of ribbon used to identify concerns and boundaries). Observe established rules and if unsure confirm with your immediate supervisor.

Component Checklist:

- Operate equipment within identified boundaries

VERIFY TREE SPECIES

Performance Objective

Verify tree species, using tree characteristics, in order to meet product requirements

Guidelines for Performance Objective:

1. Review local tree species: Consult with your immediate supervisor regarding species of wood dealt with in your immediate work area.
2. Review product and company requirements: Discuss with your immediate supervisor the product and sorting requirements for your operation

Component Checklist:

- Review local tree species
- Review product and company requirements

RECOGNIZE GROUND CONDITIONS

Performance Objective

Recognize ground conditions by observing changes in terrain and weather conditions, in order to prevent equipment, environmental and regeneration damage that affect efficient harvesting

Guidelines for Performance Objective:

1. Felling and processing on hills where possible should be conducted in the direction of the slope to reduce the potential of rollover. Felling should be conducted straight up and down steep hills. Maintain low centre of gravity with load in processing head kept low to the ground. Avoid high stumps, rocks and windfalls. Discuss ground condition concerns with your immediate supervisor or the previous shift co-worker at the beginning of each shift.
2. Seasonal concerns (winter, summer) require extra caution to be exercised due to poor visibility and hidden hazards. Be aware of hidden hazards due to seasonal conditions (i.e. Ditches along roadways frozen and covered with snow, culverts hidden by snow resulting in damage, hidden areas of concerns such as recently planted areas, hidden rock outcrops/cliffs, etc.) In summer conditions heavy underbrush results in poor visibility and hidden hazards such as cliffs, mining holes, etc. Also summer conditions pose a hazard of fire being ignited due to machine tracks on rocks or saw. Operators must be on the look out for an ignition of the underbrush.
3. Minimize boom over extension to maximize machine power and efficiency. Follow manufacturer's specifications to reduce the potential of roll over and increase machine efficiency. Recognize considerations with tree species in felling including: variable weights by species and by tree diameter, height, branching, leaf cover, snow build-up in branches, wind speed. Contact your immediate supervisor to determine your company procedure for addressing oversize trees.
4. Maintain boom to high side when felling and processing on a slope. This practice reduces the potential for machine roll over by maintaining a stable centre of gravity.

Component Checklist:

- Felling on hills where possible should be conducted in the direction of the slope to reduce the potential of roll over and equipment damage
- Seasonal concerns (winter, summer) require extra caution to be exercised due to poor visibility and hidden hazards must also be considered to reduce the potential of equipment damage

- ❑ Adjust log piles to allow opening for felling and to minimize boom over-extension
- ❑ Maintain boom to high side when felling on a slope to maintain optimum control
- ❑ Minimize crossing of drainage areas to reduce rutting in wet areas and prevent environmental damage

PREPARE MACHINE FOR TRAVEL

Performance Objective

Prepare machine for travel, placing attachments in the travel position and adjusting appropriate speed, according to manufacturer's specifications, in order to protect self and others and to prevent damage to equipment.

Guidelines for Performance Objective:

1. Place boom and cutting head in the travel position: The boom and cutting head should be maintained in a position not to impede visibility by maintaining an appropriate height.
2. Select a speed appropriate to ground conditions while maintaining control of the machine: Maintain a speed and engine RPM which allows the operator to maintain full control of the machine at all times taking into consideration ground conditions, weather, etc.
3. Maintain control, travel at a safe speed and keep right while travelling on roadways or on route to landing to ensure public safety. Be aware of local traffic and observe warning/traffic signs posted within your work area. Keep speed appropriate to road conditions, weather, concentration of traffic and seasonal conditions (dust) and be aware of soft shoulders.
4. Maintain communication with other equipment operators: Check to ensure your radio is in good working order and proper channel is used. Monitor the local channel for traffic. Check with your immediate supervisor for communication protocol within your work area.
5. Park machine with processing head on the ground and throttle at idle pilot system disengaged when allowing traffic to pass while on roadside in order to reduce with the potential of equipment damage or injury to co-workers.

Component Checklist:

- Place boom in travel position
- Select a speed appropriate to ground conditions while maintaining control of machine
- Maintain control, travel at a safe speed and keep right while travelling on roadway or on route to and from work site while maintaining radio communication to ensure public safety
- Maintain communication with other equipment operators
- Park machine

OBSERVE DANGER ZONE

Performance Objective

Observe danger zone by keeping a safe distance between self, others and equipment, recognizing potential hazards from falling trees, flying debris from felling head, limited visibility and blind spots, according to manufacturer's specifications, legislative requirements and established procedures, in order to protect self and others and damage to equipment.

Guidelines for Performance Objective:

Review local company danger zone requirements and identify site-specific hazards. Discuss with your immediate supervisor company policies and procedures in relation to danger zone as it applies to other equipment and operating equipment near other workers. Consult your operator's manual for recommended danger zone for this equipment

Component Checklist:

- Maintain a safe operating distance between neighbouring equipment and processor (review manufacturer's danger zone requirements and identify site-specific hazards)

OBSERVE MACHINE LIMITATIONS

Performance Objective

Observe machine limitations according to manufacturer's specifications by identifying equipment load chart, recognizing conditions that affect machine capabilities such as steep terrain, boom over extension in order to protect self and others and prevent equipment damage.

Guidelines for Performance Objective:

1. Apply the manufacturer's standards for machine capacity and limitations in determining the size of load keeping in mind ground conditions, slope and tree species.
2. Maintaining the boom position as close to the machine and as low to the ground as possible to avoid damage to machine or possible roll over.
3. Minimize the boom extension in order to maximize available power and efficiency

Component Checklist:

- Understand the load limitation of the machine according to ground conditions and tree species (maintain full ground contact at all times)
- Keep boom as close to the machine and as low to the ground as possible, while observing obstructions, during the process of cutting, limbing and placing logs
- Minimize boom over extension to maximize machine power and efficiency

FELL TREES

Performance Objective

Fell trees, by positioning cutting head and controlling direction of the fall, in order to facilitate efficient delimiting and to meet safety and product requirements

Guidelines for Performance Objective:

1. Cut trees as close to the ground as possible while observing ground condition hazards in order to optimize fibre utilization and reduce potential hazard for skidding. Be aware of hazards such as rock outcrops, boulders, etc that may damage the saw during the cutting process.
2. Do not cut oversize trees that may exceed felling head limitations. Contact your immediate supervisor to determine your company procedure for addressing oversize trees.
3. Don't over-fill felling head while accumulating trees: Be aware of the limitations of your machine. This also reduces the potential of tree breakage, machine damage or hazard to co-workers.
4. Safely deal with chicots in the felling area: Chicots that pose a hazard to workers must be lowered to the ground.

Component Checklist:

- Cut trees as close to the ground as possible while observing ground condition hazards and utilizing proper felling techniques
- Do not cut oversize trees which exceed felling head limitations
- Don't over-fill felling head while accumulating trees (where applicable)
- Address chicots in the felling area

DELIMB TREES

Performance Objective

Delimb tree, by feeding the tree into the head, removing limbs, and topping to desired diameter, in order to facilitate efficient delimiting and to meet safety and product requirements.

Guidelines for Performance Objective:

1. Position tree being aware of co-workers, neighbouring equipment and potential damage to the machine. Check quality of limbing efficiency to identify potential problems. Angle tree appropriately to reduce the potential of the tree hitting the machine and position butts evenly in the pile.
2. Process tree: Delimb tree to predetermined product requirements: Check with your immediate supervisor for product requirements within your operation (i.e. topping requirements, etc.)

Component Checklist:

- Position tree being aware of co-workers and neighbouring equipment for delimiting
- Process tree

BUCK TREES

Performance Objective

Buck trees, using processing head, according to specified standards and lengths, in order to meet safety and product requirements

Guidelines for Performance Objective:

1. Cut tree to desired log length being aware of co-workers and neighbouring equipment in order to reduce the potential of equipment damage or injury. Angle tree appropriately to reduce the potential of tree hitting the machine, other workers and keep pile straight.
2. Buck trees to predetermined product requirements: Check with your immediate supervisor for product requirements within your operation (i.e. diameter, length requirements, etc.)

Component Checklist:

- Cut tree to desired log length being aware of co-workers and neighbouring equipment.
- Buck trees to predetermined product requirements

SORT AND POSITION PRODUCT

Performance Objective

Sort and position product, according to length, diameter and species, in order to meet safety and product requirements

Guidelines for Performance Objective:

Pile, cut logs of similar length and species, allowing adequate spacing for future felling and forwarding, and optimize the efficiency of identifying species and product length.

Component Checklist:

- Pile cut logs of similar length and species, allowing spacing for future felling during next pass

IDENTIFY TREE DEFECTS

Performance Objective

Identify tree defects, by recognizing rot, crook, forks and splits in order to maximize tree utilization, meet safety and product requirement.

Guidelines for Performance Objective:

1. Explain terminology, processing techniques and potential hazards of the process (i.e. addressing knots, equipment damage due to addressing forks, etc.)
2. Review product requirements for your operation with your immediate supervisor in order to optimize efficiency and quality of product. Identify specific hazards of the process such as addressing forks, butt flair, large defects, etc. Hazards may include jamming the saw, rollers, and arms, flying debris resulting in equipment damage and possible injury to the operator or co-workers.

Component Checklist:

- Explain terminology, processing techniques and potential hazards of the process (i.e. Addressing knots, equipment damage from addressing forks, etc.)
- Review product requirements with supervisor

CONFIRM LOG LENGTH

Performance Objective

Confirm log length, by regularly measuring actual log lengths and comparing the actual length to the pre-programmed measurements and making required adjustments by re-programming the computer, in order to obtain maximum fibre utilization, and to meet product standards and requirements.

Guidelines for Performance Objective:

1. Conduct hands-on measurement of product and compare to computer measurement that was achieved by conducting hands-on measurement of log and compare actual measurements to the computer measurement.
2. Ensure boom is lowered to the ground and secured prior to dismounting the cab using three-point contact.
3. Make proper adjustment to computer if necessary: Refer to your operator's manual for correct procedure to achieve computer adjustments. Contact your immediate supervisor for additional assistance.

Component Checklist:

- Conduct hands-on measurement of product and compare to computer measurement
- Ensure boom is lowered to the ground and hazards address prior to exiting cab
- Make proper adjustment to computer if necessary

SHUT DOWN AND IMMOBILIZE CUT-TO-LENGTH MACHINE

Performance Objective

Shut down machine, according to manufacturer's specifications, company requirements.

Guidelines for Performance Objective:

Lower boom to the ground: Park machine on level bare mineral soil and lower boom while positioning cab to facilitate safe and effective dismount. Shut off master switch when completing shutdown procedure. Maintain 3-point contact during dismount.

Component Checklist:

- Lower boom to the ground
- Safe dismount, maintaining 3-point contact

REFUEL CUT-TO-LENGTH MACHINE

Performance Objective

Refuel machine in a well ventilated area; shutting off engine; maintaining the area free of smoking; and preventing spills or damage to the environment; according to legislative requirements, manufacturer's specifications and recommendations.

Guidelines for Performance Objective:

1. Use caution when approaching fuel tank to prevent damage to the fuel tank.
2. Shutdown machine: Follow previously noted shutdown procedures.
3. Fuelling procedures: Follow local fuelling procedures, no smoking, never leave the nozzle unattended, and properly store the hose after use.
4. Always use 3-point contact.

Component Checklist:

- Use caution when approaching fuel tank
- Shut down procedures
- Fuelling procedures
- Safe dismount, maintaining 3-point contact

PERFORM MINOR MAINTENANCE AND ADJUSTMENTS

Performance Objective

Perform minor maintenance and adjustment on the cut-to-length machine, after immobilizing (locking out) machine, lubricating equipment and attachment, maintaining fluid levels, ensuring replacement of belts and hoses, and checking and completing maintenance and/or deficiencies report, according to legislative requirements, manufacturer's specifications and recommendations,

Guidelines for Performance Objective:

1. Shut down machine: Immobilize machine, lower attachments to the ground, shut down engine, and follow lock out procedures.
2. Dismount using 3-point contact.
3. Lubricate/maintain fluid levels: following manufacturers' specifications for greasing. It is a good opportunity to check for cracks, leaks, wear in pins and bushings.
4. Report deficiencies: Complete report according to local procedures, perform repairs that you are qualified to do and/or report to the supervisor or mechanic or service person.

Component Checklist:

- Shut down machine and lock out
- Safe dismount, maintaining 3-point contact
- Lubricate/maintain fluid levels
- Report deficiencies