

SAFETY STATEMENT

ABC Company

Address Line 1
Address Line 2

PREVIEW

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1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients are fully aware of Manager 2's commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the company. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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1.2 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of Manager 2.

It is this Company's intention that its work will be carried out in accordance with:

- ✓ The relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005
- ✓ The Safety, Health & Welfare at Work General Application Regulations 2007-16 (and all other regulations made under the 2005 Act that may be relevant to ABC Company)
- ✓ The Construction Regulations 2013
- ✓ The HSA code of practice for managing health and safety in forestry operations

Manager 2 has appointed himself as having responsibility for managing Health, Safety & Welfare. Reference should be made to the Manager 2, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
Manager 2

Date: _____

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1.3 Policy Statement:

Manager 2 is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

All reasonable and practicable steps shall be taken through occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

It is our policy when purchasing vehicles, making process alterations, altering (by approval) existing equipment or changing a system of work; to study each proposed change to ensure that it is safe in so far as reasonably practicable.

All employees shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All employees will have access to the company's safety statement and should ensure that they are familiar with its content.

Where necessary employees shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

Accidents/incidents reported shall be investigated by Manager 2 to determine the corrective action necessary to prevent recurrence.

This statement shall be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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1.4 Revision to the Safety Statement

The table below is a record of all revisions made to the safety Statement

Revision number	Date	Section revised	Revised by	Authorised by
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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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2.1 MANAGEMENT CONTROL SYSTEM

Manager 2 operates a specialist transport company called ABC Company. This company works in the area of timber haulage and uses purpose built trucks for this activity.

The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the business.

Management points that may be measured:

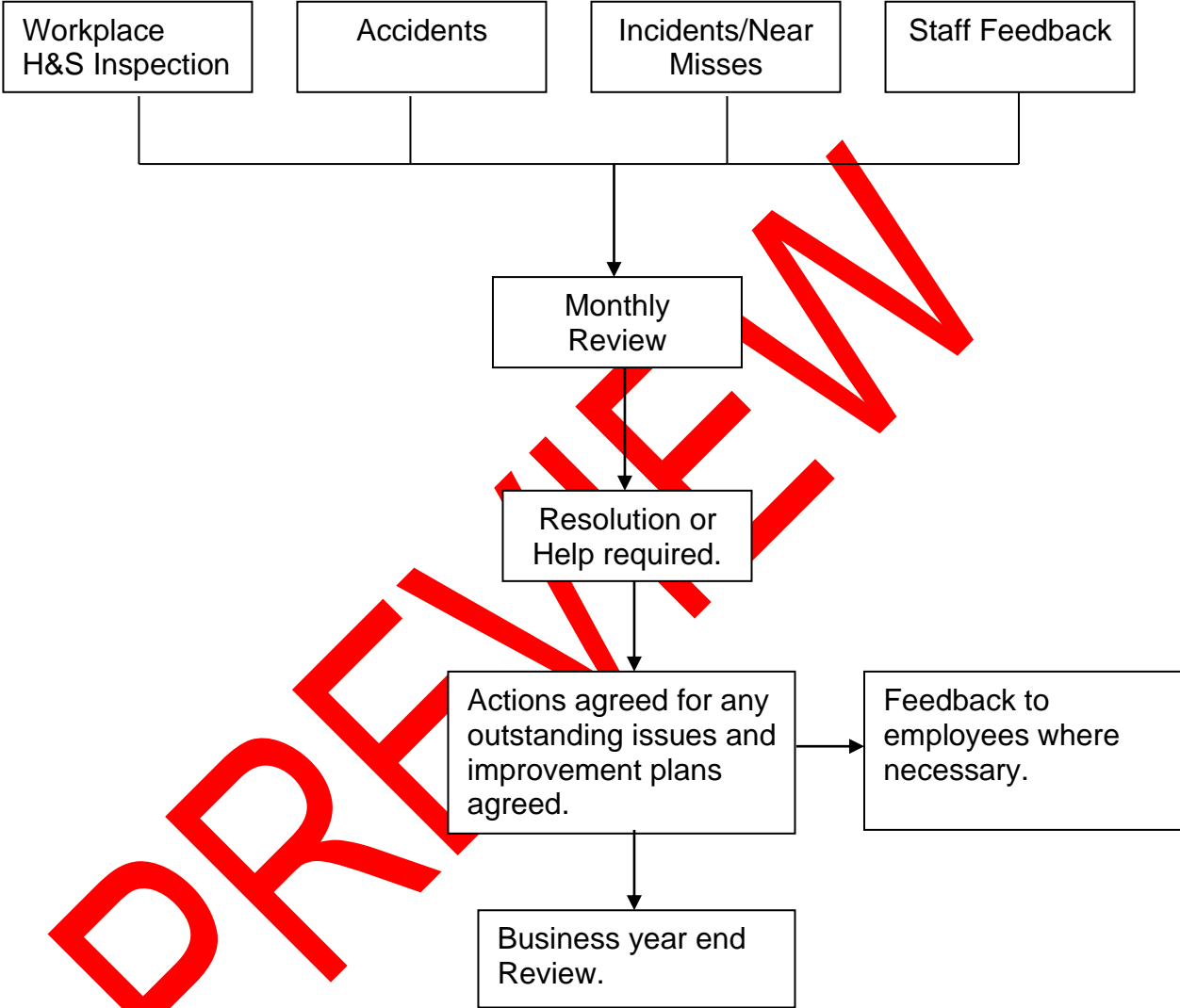
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
 - 4.1. Vehicles
 - 4.2. Fire extinguishers
 - 4.3. Hand tools
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from xx/xx/xx
 - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review (part of general management meetings)
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation in xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
9. Annual report

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 2.

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Health and Safety Management process for Manager 2

Process flow below indicates how Health and Safety issues and procedures are handled.



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2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ He bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ He is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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2.3 SUPERVISORS (If and when appointed)

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety on a monthly basis.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises.
 - ❑ Supervise the Company Health and Safety programme.
 - ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
 - ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
 - ❑ Assist in the induction and safety training of new employees.
 - ❑ Inspect and maintain records of hazards/near miss reports.
 - ❑ Monitor the systems for ensuring that fire precautions are adequate.

PRELIMINARY

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2.4 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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2.5 SUB CONTRACTORS

The following responsibilities are allocated to contractors to whom ABC Company assigns work:

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any sub-contract work.
- All Contractors will be expected to adhere to the highest standards of safety and ensure that their vehicles are DOE certified as necessary.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company whilst work on our behalf.
- All ancillary equipment on sub-contractor vehicles such as Tail Lifts, Moffit Mounties, Cranes, etc. must be properly certified and in good working order.
- Any injury sustained by a Sub-Contractor's employee or any RTA that a sub-contractor's employee is involved in, must be reported immediately to management at ABC Company.
- Sub-Contractors must comply with any safety instructions given by ABC Company management.
- All employees of the Sub-Contractor who will be engaged in driving must adhere to the correct usage of Tachographs as necessary.
- All employees of the Sub-Contractor must hold the relevant qualifications such as ADR, CPC, etc.
- ABC Company must see originals of all Driving Licences for any employee of a Sub-Contractor before driving on behalf of ABC Company. ABC Company will retain copies of these licences.
- ABC Company reserve the right to have any employee of a Sub-Contractor assessed as a driver and to refuse work for that sub-contractor if the driver is not satisfactory.

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ARRANGEMENTS FOR SAFE WORKING

PART 3

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3.1 RESOURCES

Manager 2 recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

Manager 2 undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the company.
- To include health and safety considerations into all annual estimates for the running of the company.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

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3.2 SAFETY INDUCTION

This procedure will be carried out by Manager 2 at the Premises office/yard and in the vehicle.

Apart from explaining to the new employee what he/she will be required to do and to whom he/she will be directly responsible the following points require highlighting:

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. The Foreman will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. Manager 2 shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of Manager 2 that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

Manager 2 will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

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3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on Manager 2 as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

To facilitate consultation on issues relating to the individuals safety at work, the company operates a Suggestion or Query form.

A folder of blank forms is held in the company vans. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 2.

Manager 2 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns if necessary.

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3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with Manager 2.

However, at the moment, it has not been necessary to elect a Safety Representative. As the company grows it is accepted that this position may change.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

Manager 2 will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

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3.6 FIRST AID

CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- **Premises office**
- **Trucks**

- The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.

- It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

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The following contents are required in a first aid box:

- ❑ Card giving general first aid guidance.
- ❑ Individually wrapped sterile adhesive dressings.
- ❑ Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- ❑ Triangular bandages (sterile).
- ❑ Safety pins.
- ❑ Blue Plasters
- ❑ A selection of Unmedicated wound dressings which should include:
 - ❑ Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
 - ❑ Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
 - ❑ Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- ❑ It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

PROCEDURE & RECORD KEEPING

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

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3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- **Accident report Form**
 - The accident report form must be completed for all accidents. Copies of this form are available from the Foreman.

- **Health & Safety Authority**
 - If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by Manager 2.

 - If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

- **All Accidents, near misses and Dangerous Occurrences**
 - Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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3.8 WELFARE FACILITIES

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc.

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3.9 PERSONAL PROTECTIVE EQUIPMENT

Manager 2 shall ensure that all employees use Personal Protective Equipment where required.

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

All safety equipment purchased by the Company will be to approved standards.

Manager 2 will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature is obtained for the equipment.

Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and Company Policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to all employees (including management) but also to contractors.

All PPE is signed for upon issue and replacement PPE may not be issued unless the damaged item has been returned for inspection.

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3.10 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of Manager 2 that all of our work areas are smoke free. The Organisation recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of Manager 2.

IMPLEMENTATION

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

The person in charge for the Client site is Client H&S Manager. He/She shall inform all existing employees, trainees, consultants and contractors of the policy and their role in its implementation. All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

INFRINGEMENTS

Infringements of the No Smoking policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

SMOKING CESSATION

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

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3.11 DRUGS AND ALCOHOL POLICY STATEMENT

Manager 2 recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, the Company and others at significant risk.

All Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties whilst on company business, or when they are in Company premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on company property, company owned vehicles or other off site locations, will lead to disciplinary action being taken.

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3.12 Bullying at Work Policy

Manager 2 recognises and accepts his responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, Manager 2 wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

Manager 2 will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to Manager 2 or the Safety Representative.

Manager 2 gives the undertaking that he will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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3.13 Young persons and inexperienced workers policy

Manager 2 does not employ Apprentices. Manager 2 does not employ inexperienced workers. Manager 2 do not offer work experience places to local schools, colleges, etc. All technical employees have trade qualifications and are experienced in their profession.

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time working with experienced staff before being allowed to operate alone.

3.14 Policy on Control of Visitors

Visitors by their nature are not necessarily aware of the day to day activities and hazards. Therefore, visitors may only come to site by appointment. Visitors must be accompanied by a guide at all times unless they have sufficient training, knowledge, skills and experience to be allowed to be alone. When this is the case, the visitor must be inducted into site.

Visitors will be required to sign into site and then again when they leave site.

Visitors will be required to supply an emergency contact phone number.

Visitors will be required to wear PPE of Hiz vis outer jacket/coat (vest is not sufficient), Safety footwear with ankle support, Glasses, Helmet, Gloves.

3.15 Policy on Stress

Occupational stress impact on the mental health status of forest workers could be a workplace hazard. Stress is a kind of physical or psychological exhaustion caused by actual or superficial problems. When pressures in the working environment build up, a considerable impact on body and mind can be developed. Working in forests is intensive and involves a high degree of risk. Operating chainsaw and skidder are known as two most stressful occupations in forestry.

Manager 2 will maintain an open door policy for all employees and invites them to come and talk about any issues. Where necessary the services of a counsellor may be used.

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3.16 Policy on Lone Workers

By its nature Forestry Work can be a lone activity therefore all controls in this statement must be followed.

All staff will work to a schedule and will check in and out when on sites.

All vehicles carry small first aid kit and a list of emergency numbers.

All staff are issued with or use their own mobile phones. When entering an area of no coverage they must place a call to the office/Supervisor or client stating the completion time.

Staff will also be provided with Walkie Talkies for Emergency contact.

Any staff with particular medical conditions that could be exacerbated by lone working will be assessed on an individual basis.

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

PREVIEW

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4.1 HAZARD INSPECTIONS

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

- The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work."
- "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Over 36 = Very high Risk, stop the activity and implement immediate controls.

Risk Calculation Matrix

	How likely is an injury						
How serious will the injury be	1	2	3	4	5	6	7
1							
2							
3							
4							
5							
6							

Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

- Risk Control measures are intended to reduce the risk to an acceptable level.
- Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

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4.2 FIRE

FIRE HAZARDS

The fire safety arrangements for Manager 2 are set out below.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff as necessary.
- (c) Taking part in client fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.

4.2.1 FIRE FIGHTING EQUIPMENT

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The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires
2. Protect means of escape in case of fire
3. Protect employees and visitors
4. Protect property.

General controls

- All machines kept clean and free from rubbish or oily rags.
- Battery leads checked once a week for tightness and cleanliness.
- Faulty leads replaced ASAP.
- Replacement fuses never exceed the stated rating.
- Oil leaks and fuel spills dealt with ASAP.
- No smoking when adding fuel.
- Extreme care to be taken when filling fuel.
- Correct caps to be used on all oil and hydraulic reservoirs.
- Dry chemical extinguishers in all cabs.

Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers in vehicles to give adequate cover as per the advice of our Fire Protection Company.

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Employees should not delay their departure to collect personal belongings.

4.2.2 FIRE FIGHTING

This is only relevant in the works that Coilte staff or emergency responders require assistance from us in the works of a fire.

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- Those on site during fire fighting operations may require specific PPE which should have been identified in the Coilte risk assessment.
- However, use the following for general fire fighting operations:
 - A brightly coloured fire-resistant cotton boiler suit (complying with EN 531) is recommended, as well as a protective neck cloth. Do not wear any synthetic or nylon clothing.
 - Protective boots with good grip and ankle support (complying with EN ISO 20345).
 - Suitable protective gloves (non-synthetic, e.g. leather).
 - Safety helmet (complying with EN 397), if identified as required by the risk assessment.
 - Eye protection (complying with EN 166), if identified as required by the risk assessment, to prevent eye damage from particles and embers.
- Carry water for personal consumption and to wash any burns.
- A specialised burn first-aid kit should be available on the site, and each person should carry a personal first-aid kit for non-burn injuries.
- The Fire and Rescue Service, when present, will be responsible for directing operations at a wildfire.
- Expect to be in the open conducting physically demanding operations for long periods.
- Workers should be fit and capable of carrying out the tasks expected of them.
- Watch colleagues for signs of heat stress due to physically demanding work and close proximity to the fire. Also watch for burns from radiant heat.
- Be particularly aware of the hazards involved in crossing terrain during conditions of reduced visibility, due to poor light or smoke.
- Watch for factors (or combinations of factors) that could create sudden changes in fire behaviour, including:
 - weather (e.g. change of wind direction and speed);
 - fire moving onto steep slopes;
 - the nature and quantity of fuel available to the fire (e.g. thick heather).
- Maintain communications with your colleagues and supervisors.

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Watch Out!

W	Weather	dominates fire behaviour, so keep informed
A	ctions	must be based on current and expected fire behaviour
T	ry out	at least two safe escape routes
C	ommunications	must be maintained with your crew leader and adjoining crews
H	azards	to watch for are steep slopes and the amount of fine fuels
O	bserve	changes in wind speed and direction, humidity and cloud
U	nderstand	your instructions and make sure you are understood
T	hink	clearly, be alert and act decisively before your situation becomes critical

Courtesy HSE

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Emergency Procedures

Precautions

- Avoid working alone. If you must, you should make arrangements for someone to check on you at regular intervals. The greater the risk, the more frequent the checks should be. As a minimum requirement, always inform your contact when work starts and finishes.
- If you are part of a team scattered across an area, everyone in the team should arrange to meet at agreed times throughout the day.
- Carry a personal first-aid kit on you while at work. It should contain at least a large wound dressing, a pair of plastic gloves and a Resuscitator (or similar device). This is in addition to a worksite first-aid kit which should be kept at a central location.
- Make sure there are enough suitably trained first-aid personnel (first-aiders) and facilities so that immediate assistance is available to casualties of illness or injury, and that an ambulance or other professional help can be summoned without delay. The assessment should also identify which items need to be in the worksite first-aid kit.

Procedures

- If there is an emergency, make sure the site is safe for you, the casualty and any other people in the area. Look out for hungup trees, dangerous parts of machinery, high-voltage electricity cables etc.
- Put in place a system for contacting the emergency services, power/gas/water companies and environmental agencies (EPA) as necessary. Ensure the system is clearly understood by all people working on the site. Identify areas of poor radio and mobile telephone reception. The emergency services may be contacted using a mobile phone (112 or 999) or public telephone (999).
- Ensure you know your location. Be able to provide the emergency services with the necessary information to find the site, e.g. the grid reference and the access points from the main road to your location in the forest or woodland. If possible send someone to meet the emergency services at a designated meeting point to guide them to the site.
- Evacuation measures need to be examined as part of the risk assessment by the owner, site manager or main contractor and outlined in the site safety rules. You should make sure you are familiar with the evacuation procedure.

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- If after first aid has been administered the casualty can walk and is near to transport or the roadside, help them leave the area.
- Otherwise only move them if it is absolutely necessary. If the casualty must be carried, wait for trained help to arrive.

Emergency procedures – Contact details	
Location name	
Grid reference	
Designated meeting place (useful in remote areas to guide the emergency services to the worksite)	
Site location name	
Nearest access point	
Street name/district	
Type of access (public road/light vehicles, four-wheel drive)	
Suitable helicopter landing area	
Phone number of nearest doctor	
Location of nearest Accident and Emergency hospital	
Phone number	
Works Manager contact details	
Radio call sign	
Phone number	
Mobile number	
Your own contact number	
Mobile number	

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List Hazards Here	List People at Risk	S x	L =	RR	List existing control measures	Additional actions to further reduce risk	S x	L =	RR
4.3 Access and Egress: Restriction of an orderly evacuation of the premises Trips and falls Obstruction of escape route	All operatives	3	2	6	All access points shall be kept clear and maintained. All paths shall be kept clear of obstruction. Adequate lighting shall be provided at all entry, exit points. Waste shall be removed regularly and systematically stored until collected for disposal. It is vital that all fire escape routes are not obstructed at any time	Verify daily that no changes have been made to access.	3	1	3
4.4 Housekeeping: Trips: Materials left lying in the open Slips:- On a wet ground, slippery material strewn around Falls:- Use of materials for accessing higher work areas. Collisions:- Poor vision from dirty mirrors/glass or obstruction of view Objects falling on people:- Improper stacking of materials Fire:- Inadequately and infrequent disposal of combustible rubbish.	All operatives or other people in the area	3	3	9	Staff will ensure that access routes are planned. Employees must maintain the workplace in a tidy condition at all times. Keep machines tidy and free from obstruction. Keep all windows and mirrors clean. Remove all debris, twigs, leaves, etc. from any compartment. Clean any fuel spills immediately. Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.	Verify daily that daily plans are in place to manage housekeeping.	3	1	3

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					Employees will ensure that all waste materials in and around the area are cleared and disposed of safely.				
4.5 Manual Handling Risk of injury from poor handling or incorrect handling.	All Operatives	4	3	12	All staff trained in good handling techniques. Where necessary for once off jobs, task specific assessments or toolbox talks will be used. Manual handling equipment suitable to the task will be provided on site.	Supervisors to monitor handling techniques and the use of MHE. Supervisor to keep records of any toolbox talks.			
4.6 Electricity Shock or burns from incorrectly used or damaged equipment.	All Operatives	6	2	12	Flexible cables will be adequately protected against external mechanical damage. Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers. Damaged leads, plugs, etc. should not be allowed to remain in service. A record should be kept of each item of equipment so that maintenance can be scheduled and recorded. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped. Frayed and damaged cables shall be replaced immediately. Flexible cables should not be run across ground where	Supervisor to ensure visual checks of all electrical equipment before use.	6	1	6

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					damage at is possible, protection by ramps, conduit or armouring will be considered and applied.				
4.7 Hazardous Substances Ill health, burns, etc. from incorrect use or storage of substances.		4	3	12	PPE appropriate to the hazard defined in Safety Data Sheets will be issued to all users. Only substances that have bene approved for use on the specific task will be allowed. Any precautions set out in the Safety Data Sheet must be followed. First aid lit with contents specific to the Hazard must be held at the work site. Spill kits appropriate to the hazard are held at the work site. The minimum possible amount of any substance including fuel, is to be held at the work site.	Supervisor to verify the substances in use at the work site. Supervisor to verify PPE being worn. Supervisor to verify that spill kits are available at the work site.	4	1	4
4.8 Lorry mounted timber loader Collapse of lifting gear Falling material Overhead lines	All operatives or passers-by	6	3	18	Lifting area to be segregated from any passers-by. Operator to be fully trained in the machine he/she is using. Operator not to be under the influence of any intoxicant. Do not operate a machine if feeling tired or ill. Do not allow any person walk under the grapple or any part of the machine.	Supervisor to monitor the general area and the task to ensure compliance and spot for hazards.	6	1	6

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					<p>Use the outriggers if provided. Ensure outriggers are supported on soft ground. Before leaving a cab, lower the grapple to the ground, turn off the engine and switch off the electrical system. Hi- Viz to be worn outside of cab area. Do not lift people. Do not transport people. Keep cabs tidy.</p>				
<p>4.9 Trees and Branches Strike from falling trees or branches</p>	All operatives or passers-by	6	2	12	<p>Operator to comply with client H&S requirements. Hard hat and to be worn outside of cab area. Keep away from felling and chipping operations. Do not use the tree handling equipment in the vicinity of pedestrians or people.</p>	Supervisor to monitor the general area and the task to ensure compliance and spot for hazards.	6	1	6
<p>4.10 Ditches, Slopes and Banks Roll over Overturning Slid Skid</p>	All operatives or passers-by	5	2	10	<p>Training provided to all operators. Investigate site prior to lifting operations. Consult the site harvest plan. Do not exceed the working gradient of the machine. Drive down slopes in gear. Drive straight up and down slopes where possible. At all times avoid driving across slopes. Ensure the load is balanced. Never turn down slopes.</p>	Supervisor to monitor the general area and the task to ensure compliance and spot for hazards.	5	1	5

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					<p>Use the grapple on upper slope as ballast if necessary. Use three point turn on sharp corners, do not corner at speed. Use widest wheel tracking.</p>				
<p>4.11 Overhead Power lines Electrocution and fire</p>	<p>All operatives or passers-by</p>	6	3	18	<p>Comply with ESB safety guidelines. Abide by FSC 1980 (R11/84) The avoidance of dangers from overhead electric and underground cables in forest plantations. FSC guidelines 23 Note the position of all power lines on the Harvest plan. All overhead lines shall be marked with goal posts and bunting. All pylons will be protected from instruction of ground works. Method statement for all work in the vicinity of overhead lines shall be drawn up. In very extreme circumstances it may be necessary to have the overhead lines powered down (de-energised)</p>	<p>Supervisor to monitor the general area and the task to ensure compliance and spot for hazards.</p>	6	1	6
<p>4.12 Company Trucks/Vehicles Road traffic accidents Damage to property or vehicles</p>	<p>All Operatives and other road/area users</p>	6	2	12	<p>It is expected that every driver will adhere totally to the legislation relating to Tachograph procedures. The company shall maintain a full</p>	<p>Supervisor to monitor the Tachograph records. Fleet/Vehicle maintenance records to be adhered to and must be available for</p>	6	1	6

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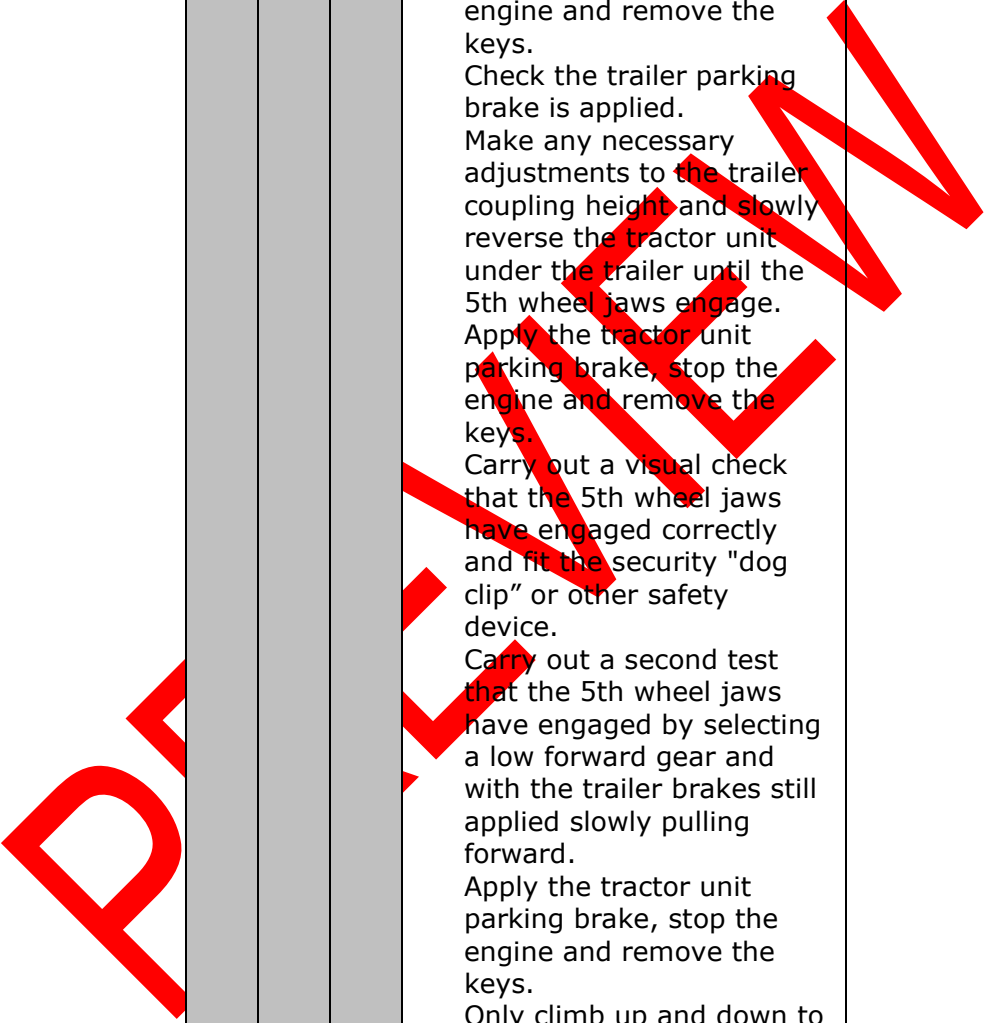
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					<p>record of Tachographs for inspection by any statutory body.</p> <p>In accordance with working time regulations the company will ensure that all drivers are rostered in such a way as to comply with statutory rest periods.</p> <p>Only suitably qualified and insured employees may operate company vehicles. They must always be driven within the rules of the road and the law.</p> <p>They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.</p> <p>No hitchhikers may be picked up at any time.</p> <p>Any breach of Road Traffic Acts will be treated with the utmost severity.</p>	inspection.			
<p>4.13 Coupling or uncoupling trailers Unhitching Runaways</p>	<p>All operatives and any person in the area.</p>	6	3	18	<p>Coupling procedure for standard semi - trailers (where there is room to operate safely between the rear of the tractor cab and the front of the semi trailer)</p> <p>Slowly reverse the tractor unit in a straight line towards the front of the trailer.</p> <p>Apply the tractor unit</p>		6	1	6

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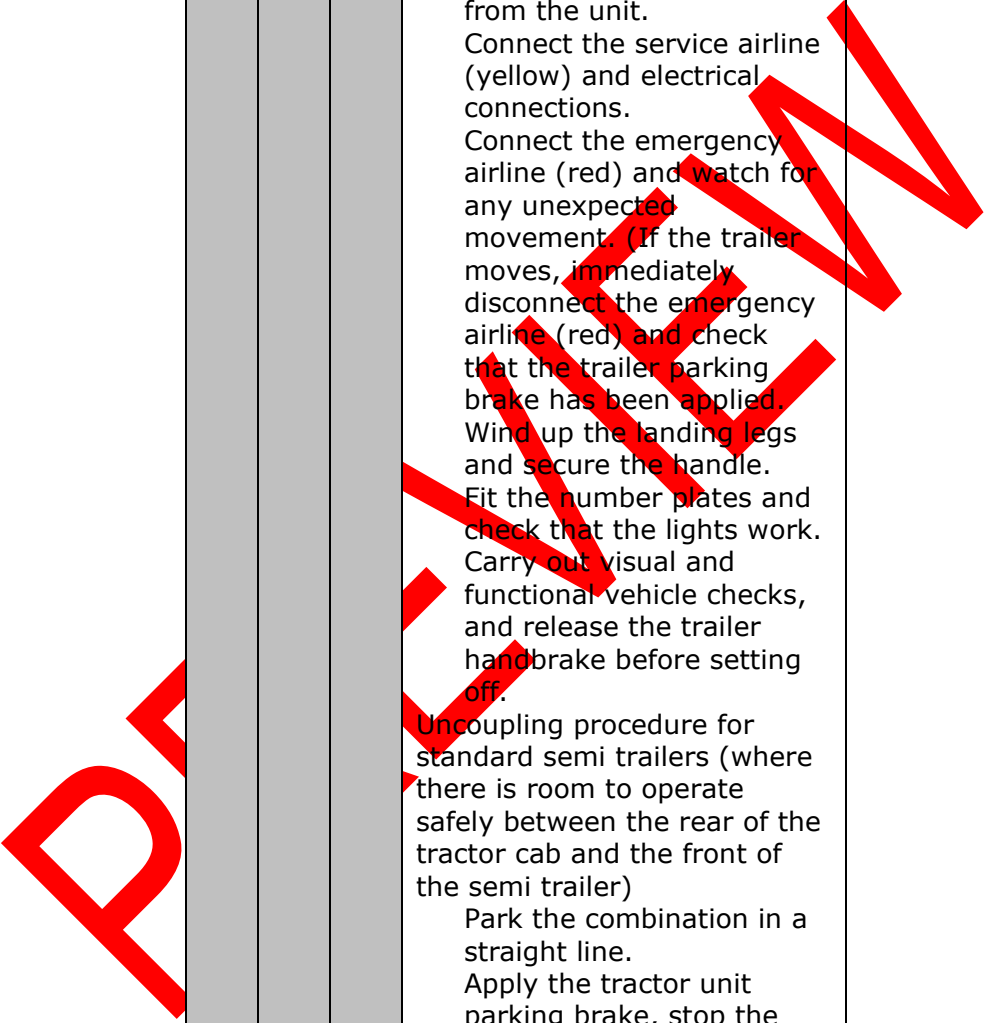
					<p>parking brake, stop the engine and remove the keys.</p> <p>Check the trailer parking brake is applied.</p> <p>Make any necessary adjustments to the trailer coupling height and slowly reverse the tractor unit under the trailer until the 5th wheel jaws engage.</p> <p>Apply the tractor unit parking brake, stop the engine and remove the keys.</p> <p>Carry out a visual check that the 5th wheel jaws have engaged correctly and fit the security "dog clip" or other safety device.</p> <p>Carry out a second test that the 5th wheel jaws have engaged by selecting a low forward gear and with the trailer brakes still applied slowly pulling forward.</p> <p>Apply the tractor unit parking brake, stop the engine and remove the keys.</p> <p>Only climb up and down to and from the 5th wheel using the steps on the</p>			
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					<p>Tractor unit. Do not jump from the unit. Connect the service airline (yellow) and electrical connections. Connect the emergency airline (red) and watch for any unexpected movement. (If the trailer moves, immediately disconnect the emergency airline (red) and check that the trailer parking brake has been applied. Wind up the landing legs and secure the handle. Fit the number plates and check that the lights work. Carry out visual and functional vehicle checks, and release the trailer handbrake before setting off.</p> <p>Uncoupling procedure for standard semi trailers (where there is room to operate safely between the rear of the tractor cab and the front of the semi trailer) Park the combination in a straight line. Apply the tractor unit parking brake, stop the engine and remove the keys.</p>			
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					<p>Apply the trailer parking brake.</p> <p>Remove and stow the trailer number plate and lower the landing legs.</p> <p>Disconnect all of the air and electrical services and stow safely.</p> <p>Remove the security "dog clip" and pull the release handle to disengage the 5th wheel jaws.</p> <p>Slowly draw the tractor unit away from the trailer.</p> <p>If the tractor unit has mechanical suspension stop when the trailer is clear of the fifth wheel.</p> <p>Apply the tractor unit parking brake, stop the engine and remove the keys.</p> <p>Before leaving the trailer, walk round it to check that it is in a safe condition.</p>				
<p>4.14 Load Security Loss or shedding of load Unhitched trailer</p>	Any road user	6	3	18	<p>All drivers shall have CPC as necessary.</p> <p>The load bed should be kept in good condition to minimise the risk of shedding.</p> <p>All the body to chassis attachment points and body fittings such as hinge pins and brackets, tailboard locking</p>	<p>CPC records to be kept on file and available for inspection.</p>	6	1	6

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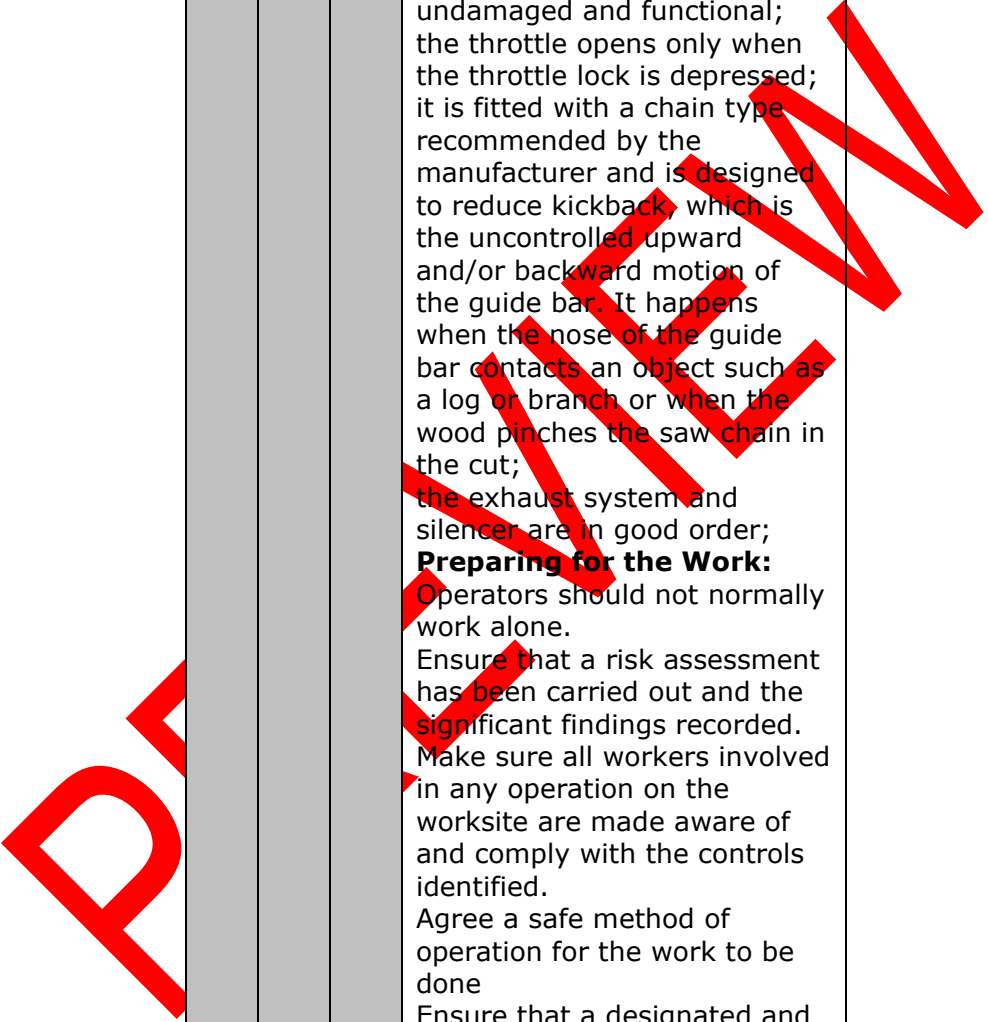
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					<p>mechanisms, drop side fasteners, grapples, etc. should be secure and in sound condition.</p>				
<p>4.15 Chainsaws and heavy cutting Amputation Entanglement Fire</p>	All operatives	5	3	15	<p>All staff who use Chainsaws must be certified by Teagasc. The following PPE will be worn:</p> <p>Safety helmet (complying with EN 397).</p> <p>Eye protection (mesh visor complying with EN 1731 or safety glasses to EN 166).</p> <p>Hearing protection (complying with EN 352).</p> <p>Gloves with protective guarding on the back of the left hand (complying with EN 381-7).</p> <p>Leg protection incorporating chain-clogging material (complying with EN 381-5).</p> <p>Protective boots with good grip and protective guarding at front vamp and instep (complying with EN 345-2).</p> <p>Non-snap outer clothing. The use of high-visibility clothing may also be appropriate.</p> <p>Only use a chainsaw if: the stop switch works and is clearly marked; the front hand guard/chain brake, chain catcher and</p>	<p>Training records to be retained.</p> <p>Pre-use inspection on all equipment.</p>	5	1	5

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					<p>antivibration mounts are undamaged and functional; the throttle opens only when the throttle lock is depressed; it is fitted with a chain type recommended by the manufacturer and is designed to reduce kickback, which is the uncontrolled upward and/or backward motion of the guide bar. It happens when the nose of the guide bar contacts an object such as a log or branch or when the wood pinches the saw chain in the cut;</p> <p>the exhaust system and silencer are in good order;</p> <p>Preparing for the Work: Operators should not normally work alone. Ensure that a risk assessment has been carried out and the significant findings recorded. Make sure all workers involved in any operation on the worksite are made aware of and comply with the controls identified. Agree a safe method of operation for the work to be done Ensure that a designated and responsible person knows the daily work programme and</p>			
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					<p>agree with them a suitable emergency procedure. In case of emergency, be able to provide the emergency services with adequate information.</p>						
<p>4.16 General Forest Work Various – Multi hazard</p>	All persons			3	3	9	<p>All employees will be fully qualified in their areas of expertise. Copies of the qualifications will be kept on file. All employees will hold skills cards as appropriate. Areas of exclusion will be set up to ensure no accidents may happen to third parties. All portable tools shall be battery operated or 110V only. Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day. Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place. ABC Company employees do not engage in general electrical work. Work areas and machinery will be kept clean and tidy at all times.</p>	Supervisors to draw up work plans as needed and ensure compliance with these controls.	3	1	3

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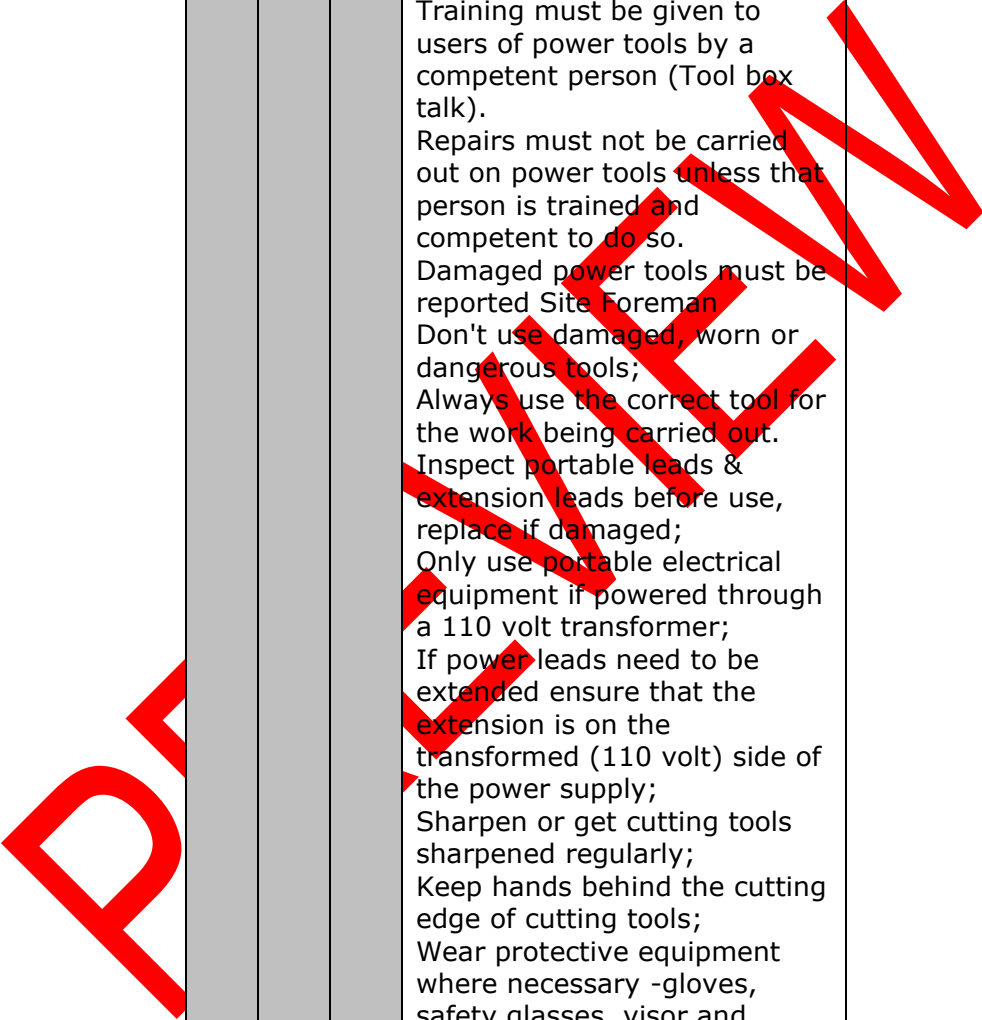
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					<p>Work areas will be subject to the H&S inspections. Personal Protective Equipment comprised of Gloves, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.</p>			
<p>4.18 Power Tools Injury from damaged equipment Injury from misuse</p>	All operatives	3	3	9	<p>Checks before use on all Power and Portable tools: Is the outside of the plug undamaged? Is the outside of the plug free from signs of overheating? Is the cable free from kinking and other mechanical damage? Is the same true of any extension cable and accessories? Is the cable securely clamped into the plug at one end and securely attached at the other? Is the casing of the tool free of obvious damage? Is there a label to say that the tool has been electrically tested within the past year?</p> <p>GENERAL CONTROL MEASURES Damaged cables with exposed wires must be removed from site immediately and replaced</p>	3	1	3

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				<p>with new cables. Training must be given to users of power tools by a competent person (Tool box talk). Repairs must not be carried out on power tools unless that person is trained and competent to do so. Damaged power tools must be reported Site Foreman Don't use damaged, worn or dangerous tools; Always use the correct tool for the work being carried out. Inspect portable leads & extension leads before use, replace if damaged; Only use portable electrical equipment if powered through a 110 volt transformer; If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply; Sharpen or get cutting tools sharpened regularly; Keep hands behind the cutting edge of cutting tools; Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots; DO NOT wear gloves when</p>			
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					<p>using portable drills; Keep cables tidy; don't leave cables lying on the ground; Quickly inspect tool before use -its cable, casing, power supply; Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets; Don't allow cables to trail across route ways of personnel or machinery; Don't remove safety devices from tools or equipment; Unplug tools when not in use.</p>				
<p>4.19 Lifting Operations Falling materials Collapsing crane</p>	<p>All persons in the area</p>	6	2	6	<p>Assessment of all lifting operations detailing the specific risks and relevant control measures will be agreed for each lift. General points to be observed in addition to the Method statements are ABC Company staff do not operate cranes. ABC Company staff that hold appropriate skills cards may use Teleporters under the direction of a banksman where necessary. Safe working area to be enforced. Only certified plant and equipment to be used.</p>	<p>Records of Statutory checks on all lifting gear to be held on site.</p>	6	1	6

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					<p>Use of experienced and certified operators. Tool box talks and site induction on works undertaken. PPE to be worn at all times.</p>				
<p>4.20 Groundwork and buried services Trench collapse Gas explosion Electrocution Undermining structures/trees</p>	<p>All persons in the area</p>	6	2	6	<p>Site will be surveyed as per drawings (if available) to ascertain exact location of any buried services. All services shall be clearly marked. Hand digging shall be used in the vicinity of any services Trenches shall be battered back where ground conditions require. Excavations over 1 meter shall be supported by timbers or trench boxes. All vehicles, plant and equipment will be kept back a safe distance from any trench. Good secure ladders shall be provided where appropriate. All excavations shall be fenced off to prevent unauthorized access. The services of a surveyor shall be sought where necessary.</p>	<p>Statutory records of trench and excavation inspections to be held on site.</p>	6	1	6

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<p>4.22 Refuelling Fire Fuel spill</p>	<p>All persons in the area.</p>	6	2	6	<p>Only approved containers to be used for fuel. Spill kits for fuel to be on hand. Fire extinguisher suitable to the risk and any nearby combustibles to be on hand. Fuel only to be pumped from approved containers. All road going bowsers shall be internally banded. All road going bowsers shall be subject to periodic maintenance. Fuel Bowsers are never to be lifted on uneven ground. No smoking or naked flame in the vicinity of refuelling.</p>	<p>Supervisor to ensure spill kits and fire extinguishers are close to hand.</p>	6	1	6
<p>4.22.1 Tractors and other similar vehicles (360, Dozer, Digger, etc.) Overturning Jumping from vehicle PTO Loose clothing Inappropriate speed Unauthorized use</p>	<p>Any person in/on the vehicle or in close proximity</p>	6	3	6	<p>All tractors should be fully roadworthy Tractor drivers being responsible for the up-keep of all aspects of the tractor, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result. Tractor drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc. All parts and working gear of vehicles fitted with forks or</p>		6	1	6

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				<p>any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months</p> <p>Keys must be removed from the Tractors when not in use.</p> <p>Guards should be over drive shafts at all times</p> <p>Safety cut-outs on all equipment.</p> <p>Staff will not carry out any general maintenance on vehicles.</p> <p>Monthly Vehicle Inspection Sheets must be used and stored in Company vehicle and returned to office for inspection at the end of every month</p> <p>All equipment subject to a planned schedule of maintenance.</p> <p>All equipment shall be subject to the statutory maintenance checks as per the construction regulations.</p> <p>Employees have a legal duty to report any known defects.</p> <p>Only those with relevant skills cards may operate machinery</p> <p>Any lifting equipment is inspected at statutory intervals as per our insurance company recommended inspector and the 2006</p>		
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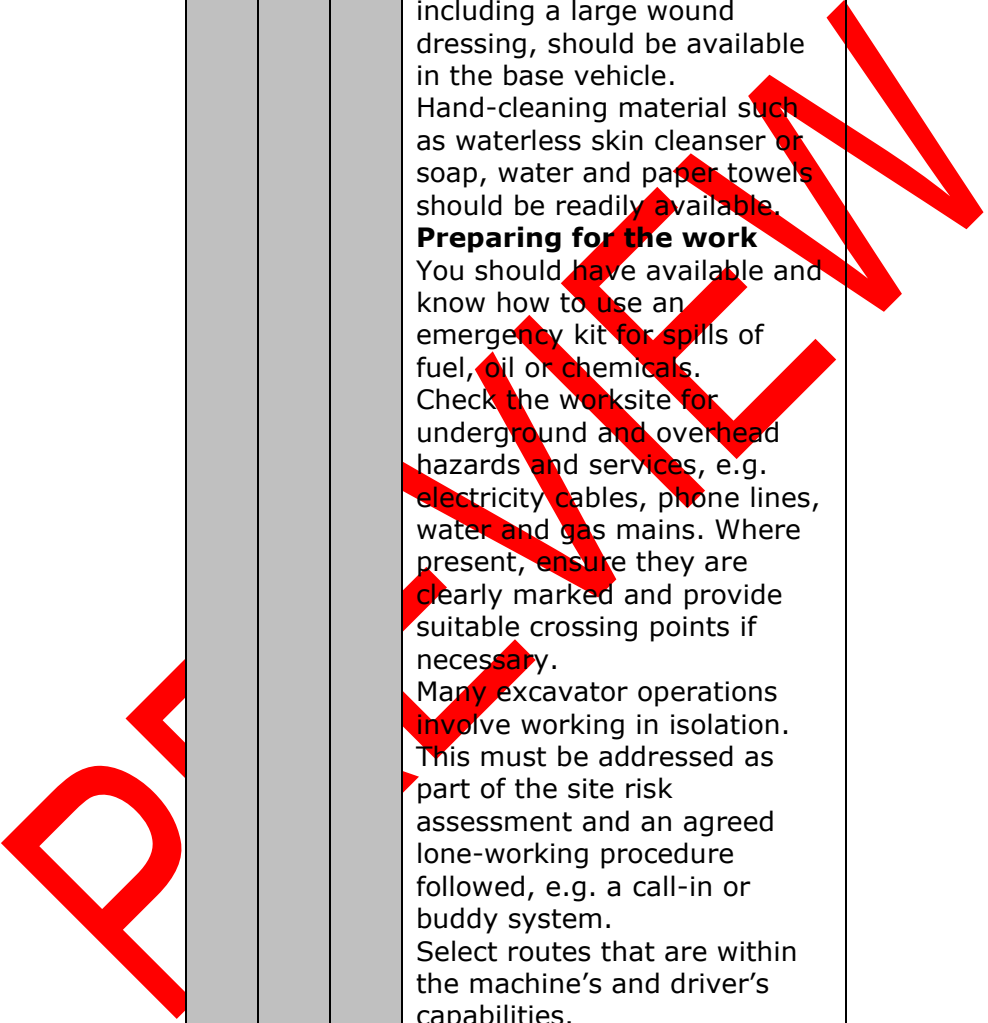
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					<p>regulations. Wind is always assessed before carrying out lifting. Operator to make sure there are no obstructions. Keys are never left in vehicles. All vehicles will be secured at night to prevent unauthorized access.</p>			
<p>4.22.2 Excavators in Forestry work</p>	<p>All operatives</p>	6	3	18	<p>Use the following PPE: Safety helmet (complying with EN 397) when the risk assessment identifies that it is needed. Suitable hearing protection (complying with EN 352) where the noise level exceeds 80 dB(A) Suitable protective gloves when handling materials such as fuel, ropes or chemicals. Protective boots with good grip and ankle support (complying with EN ISO 20345). Non-snag outer clothing appropriate to the prevailing weather conditions. High-visibility clothing (complying with EN 471) should be worn when the risk assessment identifies that it is needed.</p>	6	1	6

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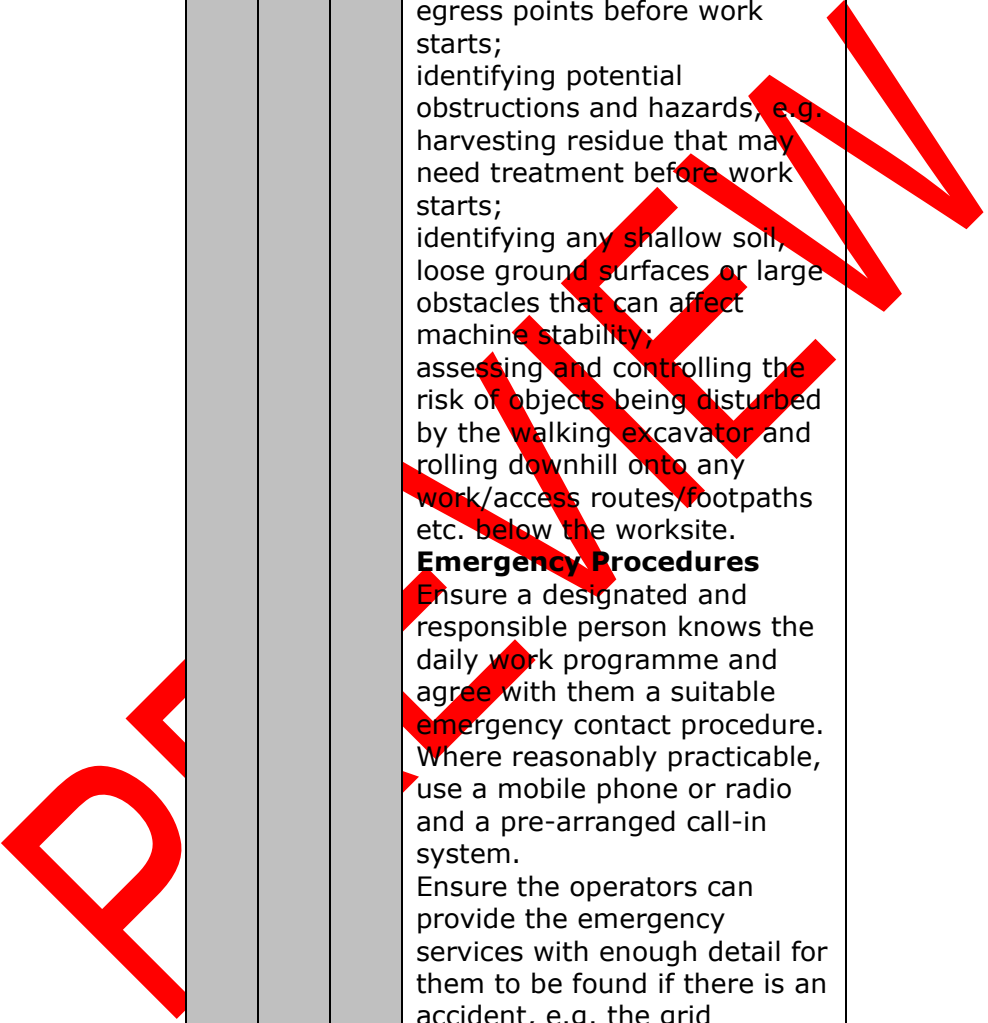
				<p>A suitable first-aid kit, including a large wound dressing, should be available in the base vehicle.</p> <p>Hand-cleaning material such as waterless skin cleanser or soap, water and paper towels should be readily available.</p> <p>Preparing for the work</p> <p>You should have available and know how to use an emergency kit for spills of fuel, oil or chemicals.</p> <p>Check the worksite for underground and overhead hazards and services, e.g. electricity cables, phone lines, water and gas mains. Where present, ensure they are clearly marked and provide suitable crossing points if necessary.</p> <p>Many excavator operations involve working in isolation. This must be addressed as part of the site risk assessment and an agreed lone-working procedure followed, e.g. a call-in or buddy system.</p> <p>Select routes that are within the machine's and driver's capabilities.</p> <p>When using walking excavators also consider:</p>		
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					<p>identifying suitable access and egress points before work starts;</p> <p>identifying potential obstructions and hazards, e.g. harvesting residue that may need treatment before work starts;</p> <p>identifying any shallow soil, loose ground surfaces or large obstacles that can affect machine stability;</p> <p>assessing and controlling the risk of objects being disturbed by the walking excavator and rolling downhill onto any work/access routes/footpaths etc. below the worksite.</p> <p>Emergency Procedures</p> <p>Ensure a designated and responsible person knows the daily work programme and agree with them a suitable emergency contact procedure. Where reasonably practicable, use a mobile phone or radio and a pre-arranged call-in system.</p> <p>Ensure the operators can provide the emergency services with enough detail for them to be found if there is an accident, e.g. the grid reference, distance from the main road, type of access</p>		
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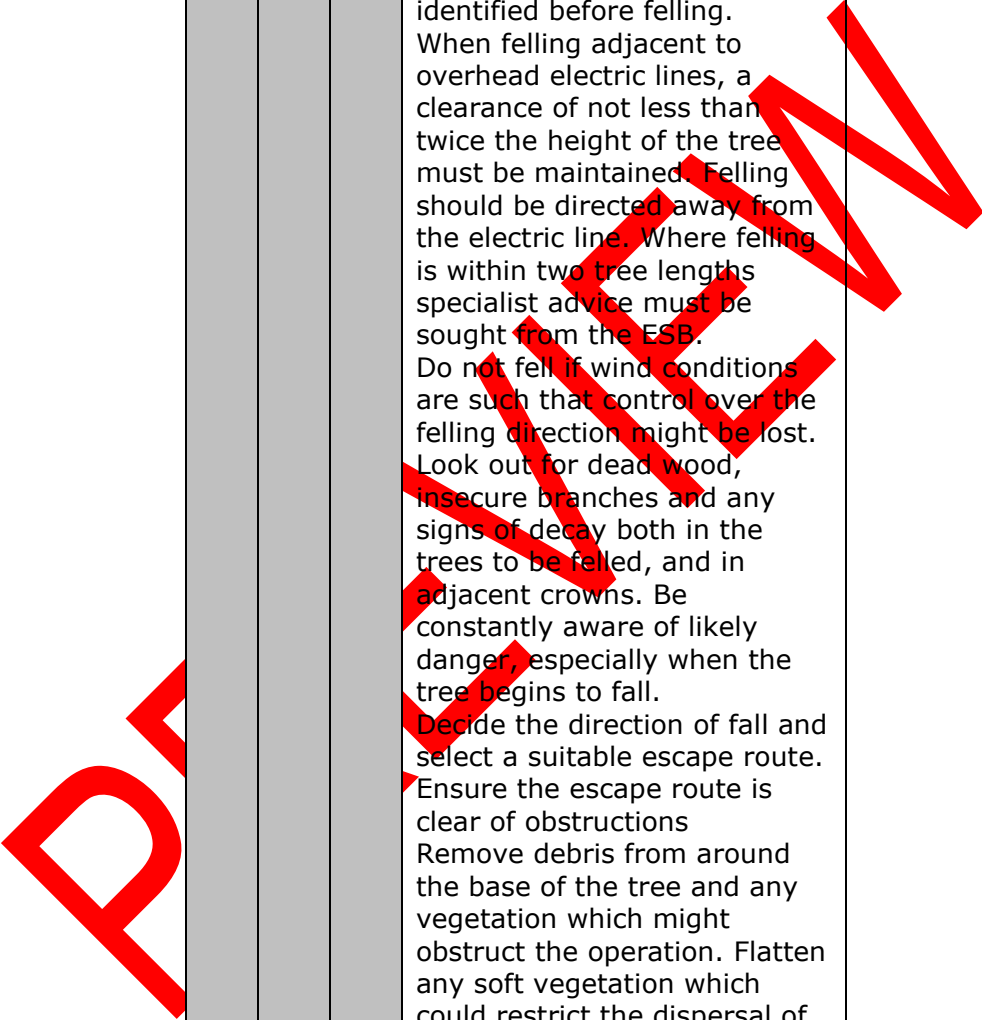
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					<p>(suitable for car/four-wheel-drive/emergency service vehicles). Know the location details before they are needed in an emergency.</p>			
<p>4.25 Tree felling and Takedown Equipment and tools Falling trees, branches, etc.</p>	<p>All operatives and persons in the area.</p>	6	4	6	<p>All other related assessments such as Chainsaws, Fuel, Overhead Lines, etc. must be followed. Only suitably qualified and experienced staff may undertake this task. Check that all necessary aid tools are available and in a serviceable condition. Aid tools that may be needed include a breaking bar, hand tools, wedges, winch, etc. It is important to remember that felling is a one-person operation. A safe method of operation must be agreed to ensure that a safe working distance can be maintained between workers (at least two tree lengths) and between workers and machinery(outside the risk zone of the machines being used). Ensure that all underground and overhead services such as gas, water, sewage, electricity</p>	6	1	6

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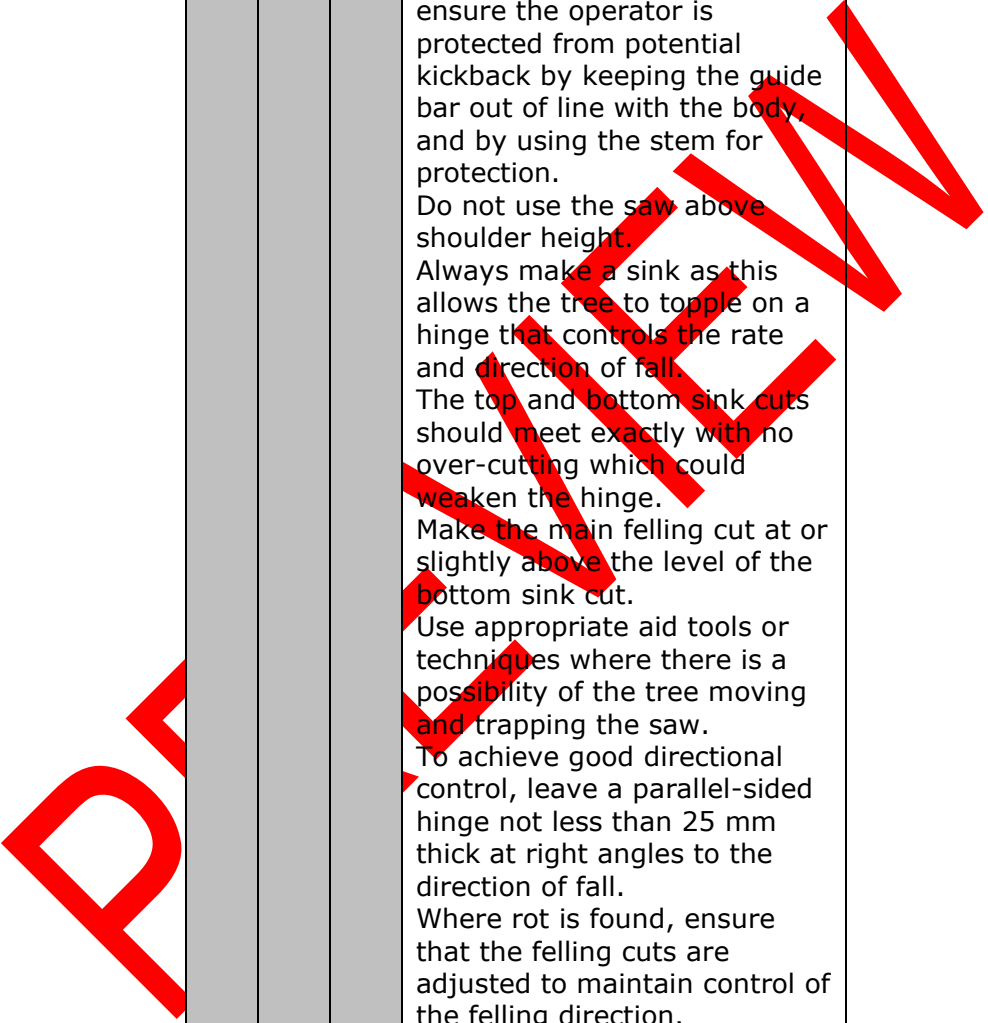
					<p>and telephones have been identified before felling. When felling adjacent to overhead electric lines, a clearance of not less than twice the height of the tree must be maintained. Felling should be directed away from the electric line. Where felling is within two tree lengths specialist advice must be sought from the ESB. Do not fell if wind conditions are such that control over the felling direction might be lost. Look out for dead wood, insecure branches and any signs of decay both in the trees to be felled, and in adjacent crowns. Be constantly aware of likely danger, especially when the tree begins to fall. Decide the direction of fall and select a suitable escape route. Ensure the escape route is clear of obstructions. Remove debris from around the base of the tree and any vegetation which might obstruct the operation. Flatten any soft vegetation which could restrict the dispersal of chainsaw exhaust fumes. When removing low branches</p>			
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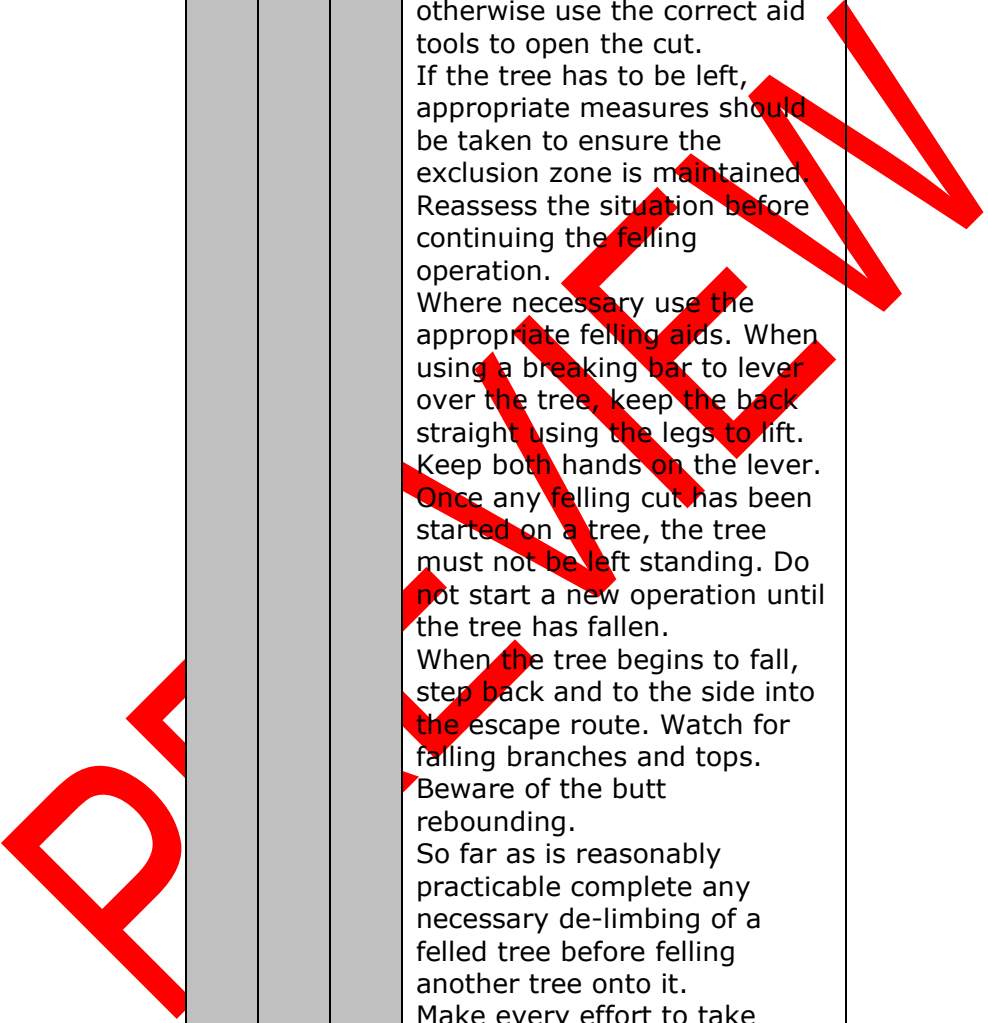
					<p>from the tree (brashing), ensure the operator is protected from potential kickback by keeping the guide bar out of line with the body, and by using the stem for protection.</p> <p>Do not use the saw above shoulder height.</p> <p>Always make a sink as this allows the tree to topple on a hinge that controls the rate and direction of fall.</p> <p>The top and bottom sink cuts should meet exactly with no over-cutting which could weaken the hinge.</p> <p>Make the main felling cut at or slightly above the level of the bottom sink cut.</p> <p>Use appropriate aid tools or techniques where there is a possibility of the tree moving and trapping the saw.</p> <p>To achieve good directional control, leave a parallel-sided hinge not less than 25 mm thick at right angles to the direction of fall.</p> <p>Where rot is found, ensure that the felling cuts are adjusted to maintain control of the felling direction.</p> <p>If the chainsaw jams, switch it off. Pull the saw gently to see</p>		
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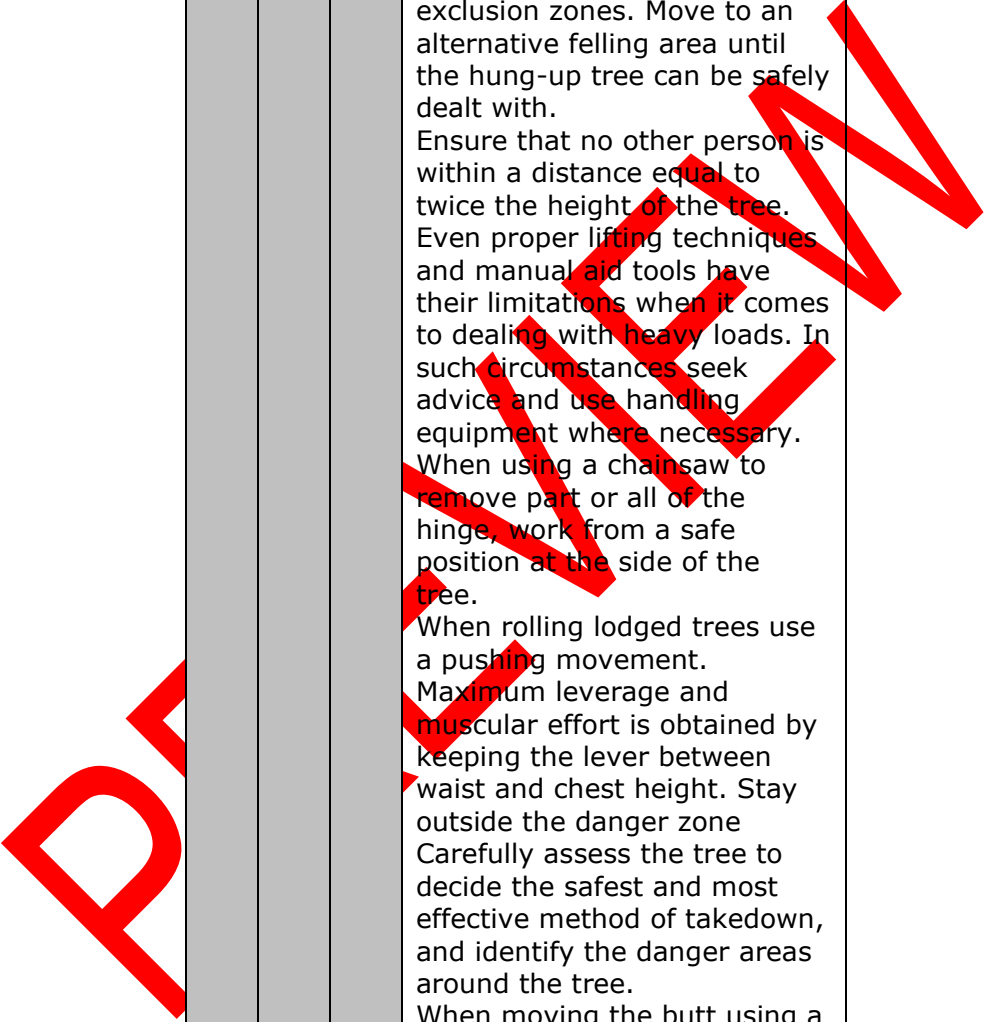
					<p>if it can be dislodged, otherwise use the correct aid tools to open the cut. If the tree has to be left, appropriate measures should be taken to ensure the exclusion zone is maintained. Reassess the situation before continuing the felling operation.</p> <p>Where necessary use the appropriate felling aids. When using a breaking bar to lever over the tree, keep the back straight using the legs to lift. Keep both hands on the lever. Once any felling cut has been started on a tree, the tree must not be left standing. Do not start a new operation until the tree has fallen.</p> <p>When the tree begins to fall, step back and to the side into the escape route. Watch for falling branches and tops. Beware of the butt rebounding.</p> <p>So far as is reasonably practicable complete any necessary de-limbing of a felled tree before felling another tree onto it. Make every effort to take down a hung-up tree immediately. If this cannot be</p>		
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					<p>done, establish adequate exclusion zones. Move to an alternative felling area until the hung-up tree can be safely dealt with.</p> <p>Ensure that no other person is within a distance equal to twice the height of the tree. Even proper lifting techniques and manual aid tools have their limitations when it comes to dealing with heavy loads. In such circumstances seek advice and use handling equipment where necessary.</p> <p>When using a chainsaw to remove part or all of the hinge, work from a safe position at the side of the tree.</p> <p>When rolling lodged trees use a pushing movement. Maximum leverage and muscular effort is obtained by keeping the lever between waist and chest height. Stay outside the danger zone</p> <p>Carefully assess the tree to decide the safest and most effective method of takedown, and identify the danger areas around the tree.</p> <p>When moving the butt using a pole as a lever, keep behind the pole, and use the legs to</p>			
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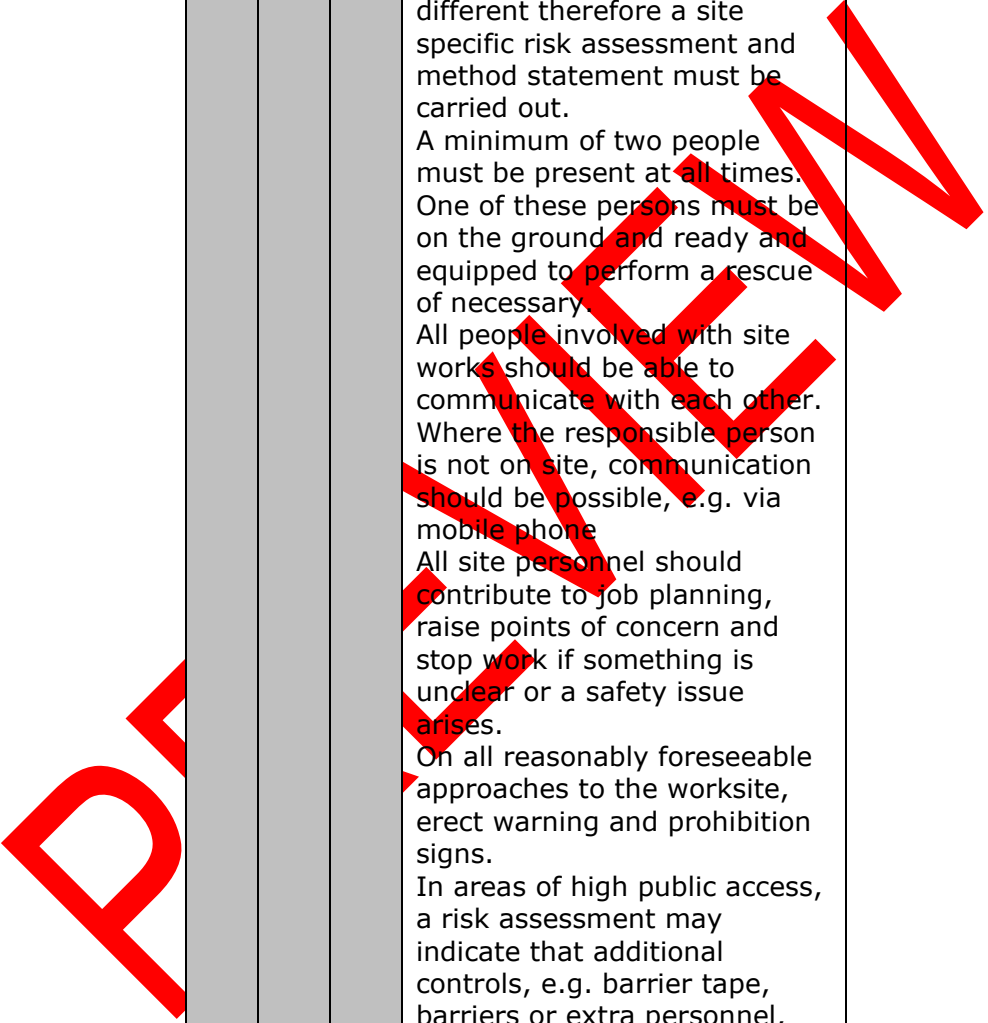
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					<p>push. When the tree begins to fall let go of the pole or lever. Do not:</p> <ul style="list-style-type: none"> fell the supporting tree in an attempt to free the hung-up tree; climb a hung-up tree; fell another tree across the hung-up tree in an attempt to dislodge it; walk or work under a hung-up tree; <p>cut pieces off the butt end of a hung-up tree in an attempt to dislodge it.</p>			
<p>4.26 Tree Climbing Operations Fall from height Entanglement</p>	All operatives	6	4	24	<p>Only suitably qualified and experienced staff may undertake this task. All climbing be in accordance with the work at height regulations. All equipment must be suitable to the task and must be fully inspected before use. Ropes, karabiners and any other load bearing or climbing equipment must also have a planned inspection frequency and must be recorded on a climbing equipment register. All participants must be competent and fully trained in tree climbing techniques.</p>	6	1	6

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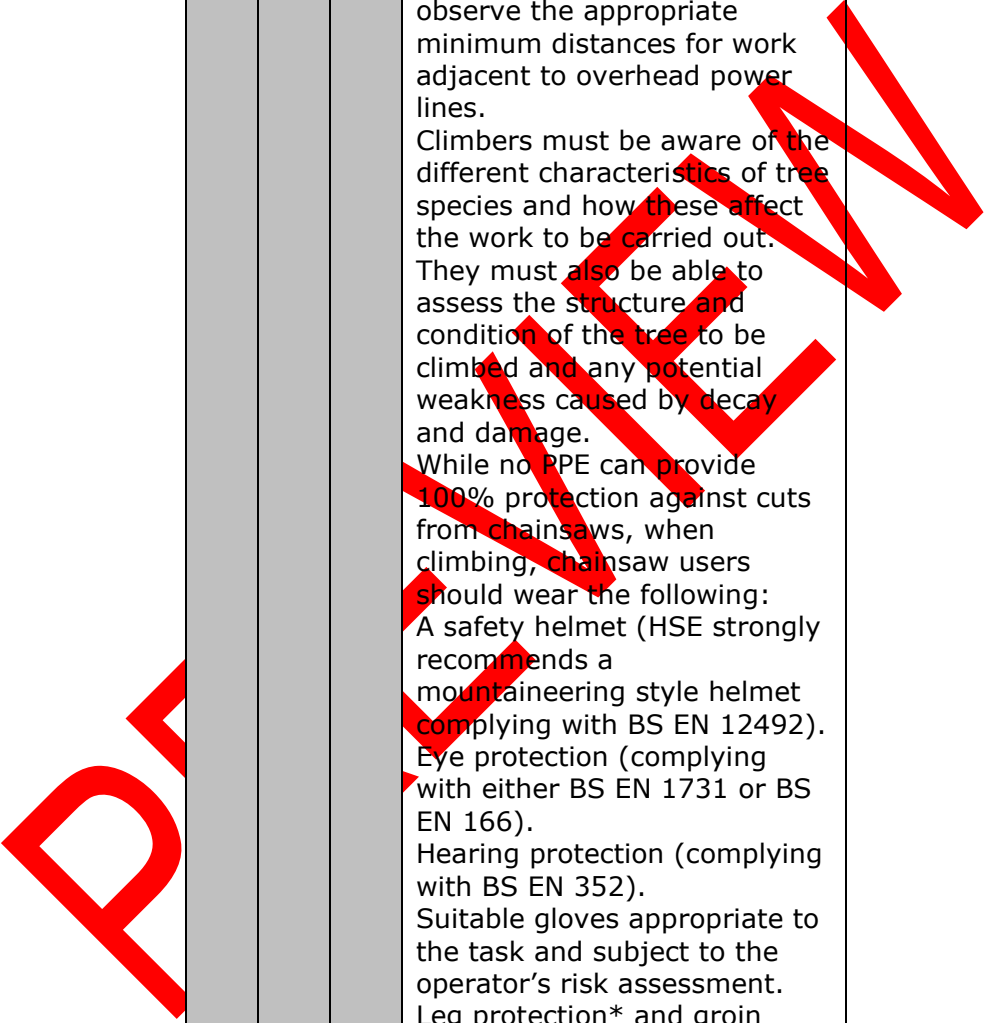
					<p>Every climbing job will be different therefore a site specific risk assessment and method statement must be carried out.</p> <p>A minimum of two people must be present at all times. One of these persons must be on the ground and ready and equipped to perform a rescue of necessary.</p> <p>All people involved with site works should be able to communicate with each other. Where the responsible person is not on site, communication should be possible, e.g. via mobile phone</p> <p>All site personnel should contribute to job planning, raise points of concern and stop work if something is unclear or a safety issue arises.</p> <p>On all reasonably foreseeable approaches to the worksite, erect warning and prohibition signs.</p> <p>In areas of high public access, a risk assessment may indicate that additional controls, e.g. barrier tape, barriers or extra personnel, are required.</p> <p>Climbers not specifically</p>			
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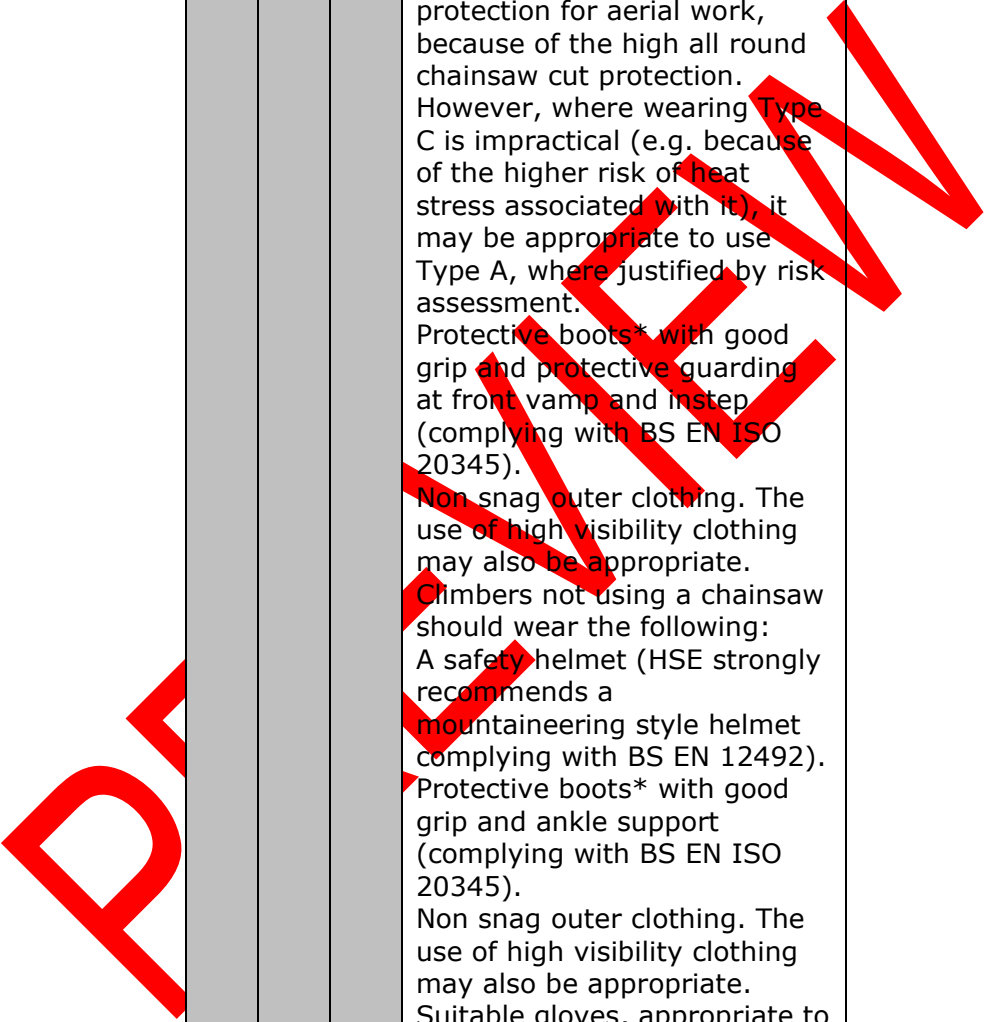
					<p>trained in utility work must observe the appropriate minimum distances for work adjacent to overhead power lines.</p> <p>Climbers must be aware of the different characteristics of tree species and how these affect the work to be carried out. They must also be able to assess the structure and condition of the tree to be climbed and any potential weakness caused by decay and damage.</p> <p>While no PPE can provide 100% protection against cuts from chainsaws, when climbing, chainsaw users should wear the following:</p> <p>A safety helmet (HSE strongly recommends a mountaineering style helmet complying with BS EN 12492).</p> <p>Eye protection (complying with either BS EN 1731 or BS EN 166).</p> <p>Hearing protection (complying with BS EN 352).</p> <p>Suitable gloves appropriate to the task and subject to the operator's risk assessment.</p> <p>Leg protection* and groin protection (complying with BS EN 3815). HSA strongly</p>		
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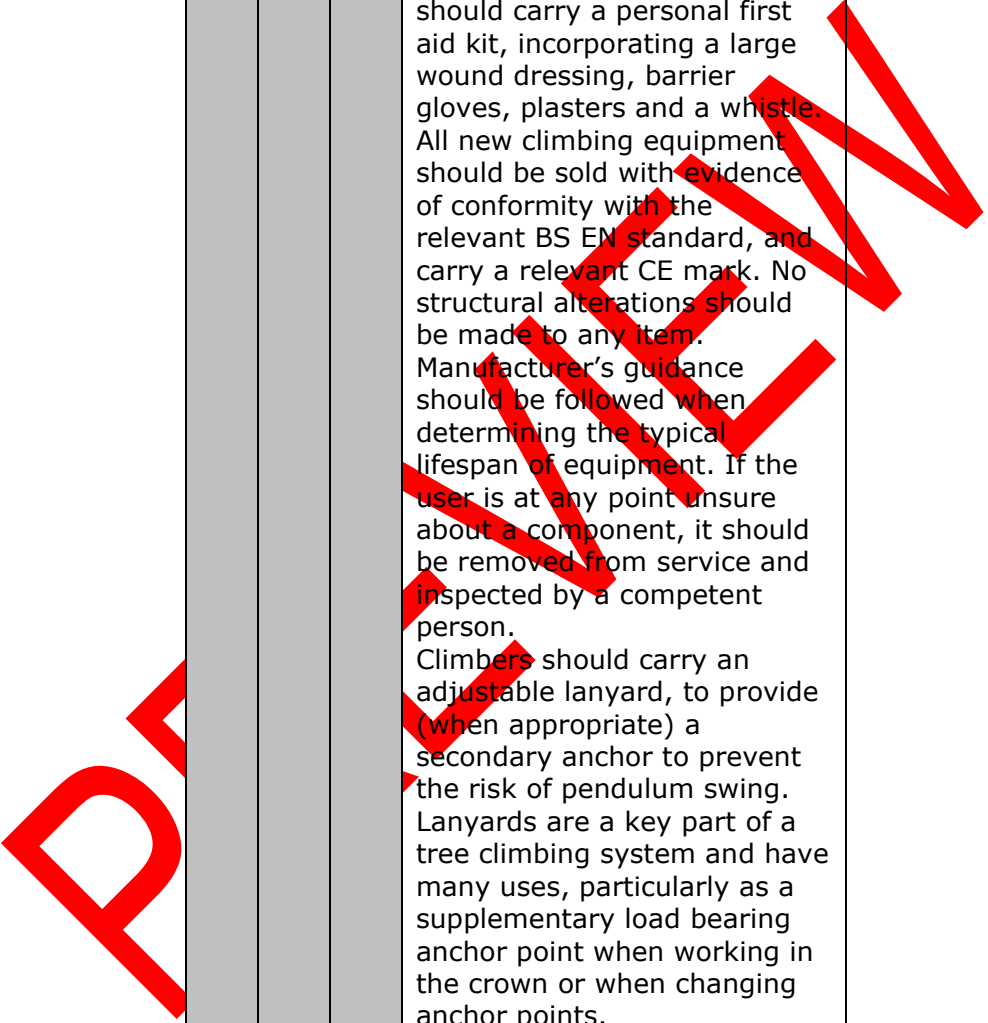
					<p>recommends Type C leg protection for aerial work, because of the high all round chainsaw cut protection. However, where wearing Type C is impractical (e.g. because of the higher risk of heat stress associated with it), it may be appropriate to use Type A, where justified by risk assessment.</p> <p>Protective boots* with good grip and protective guarding at front vamp and instep (complying with BS EN ISO 20345).</p> <p>Non snag outer clothing. The use of high visibility clothing may also be appropriate.</p> <p>Climbers not using a chainsaw should wear the following: A safety helmet (HSE strongly recommends a mountaineering style helmet complying with BS EN 12492).</p> <p>Protective boots* with good grip and ankle support (complying with BS EN ISO 20345).</p> <p>Non snag outer clothing. The use of high visibility clothing may also be appropriate.</p> <p>Suitable gloves, appropriate to the task and subject to the operator's risk assessment.</p>			
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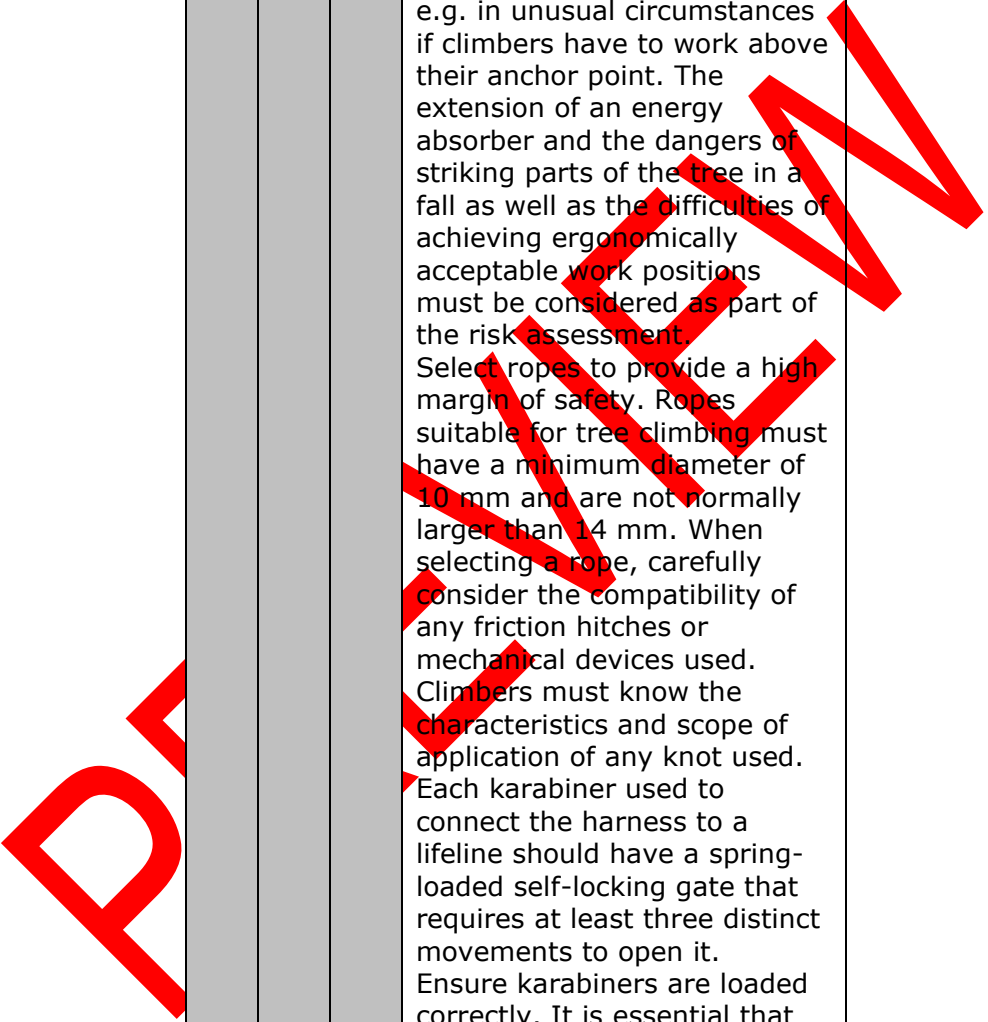
				<p>As a minimum, climbers should carry a personal first aid kit, incorporating a large wound dressing, barrier gloves, plasters and a whistle. All new climbing equipment should be sold with evidence of conformity with the relevant BS EN standard, and carry a relevant CE mark. No structural alterations should be made to any item. Manufacturer's guidance should be followed when determining the typical lifespan of equipment. If the user is at any point unsure about a component, it should be removed from service and inspected by a competent person. Climbers should carry an adjustable lanyard, to provide (when appropriate) a secondary anchor to prevent the risk of pendulum swing. Lanyards are a key part of a tree climbing system and have many uses, particularly as a supplementary load bearing anchor point when working in the crown or when changing anchor points. Fall arrest equipment is not commonly used in aerial tree</p>		
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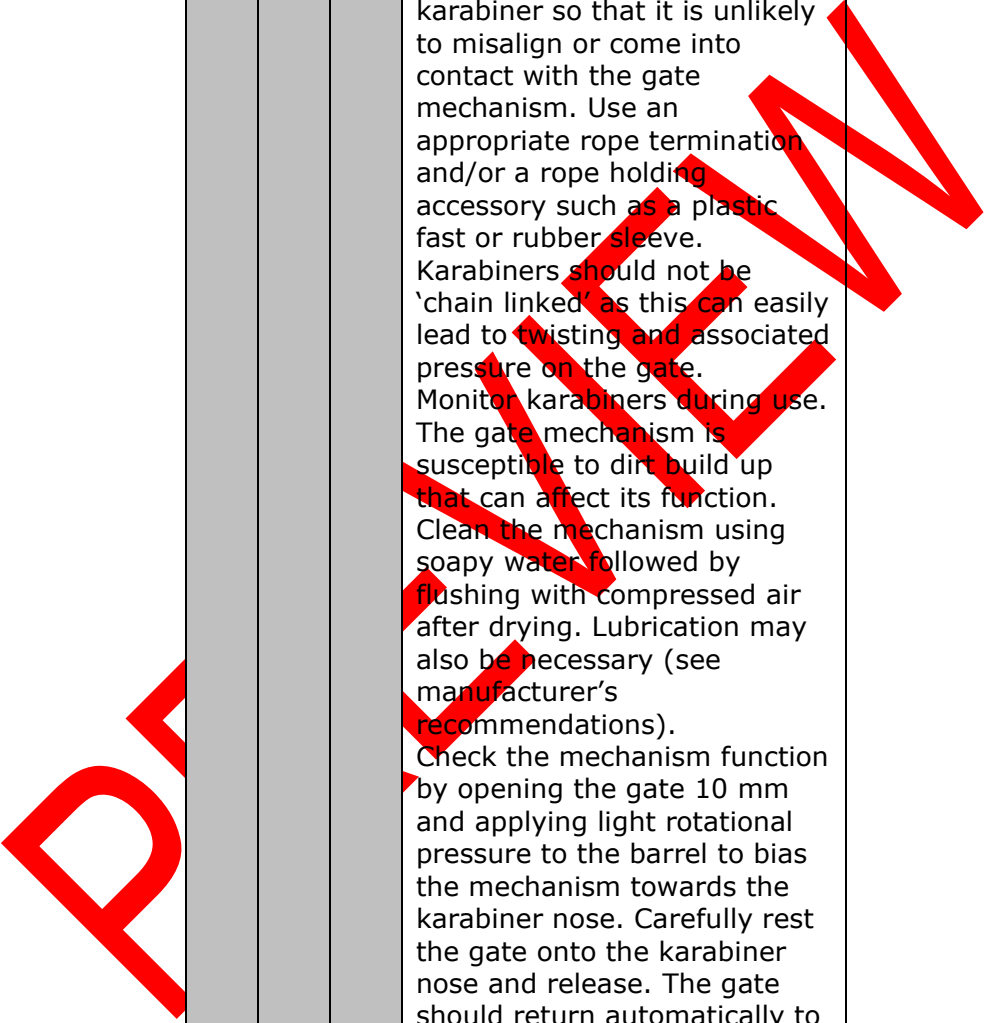
				<p>work but may be appropriate, e.g. in unusual circumstances if climbers have to work above their anchor point. The extension of an energy absorber and the dangers of striking parts of the tree in a fall as well as the difficulties of achieving ergonomically acceptable work positions must be considered as part of the risk assessment.</p> <p>Select ropes to provide a high margin of safety. Ropes suitable for tree climbing must have a minimum diameter of 10 mm and are not normally larger than 14 mm. When selecting a rope, carefully consider the compatibility of any friction hitches or mechanical devices used. Climbers must know the characteristics and scope of application of any knot used.</p> <p>Each karabiner used to connect the harness to a lifeline should have a spring-loaded self-locking gate that requires at least three distinct movements to open it. Ensure karabiners are loaded correctly. It is essential that they are kept in correct alignment. Secure climbing</p>			
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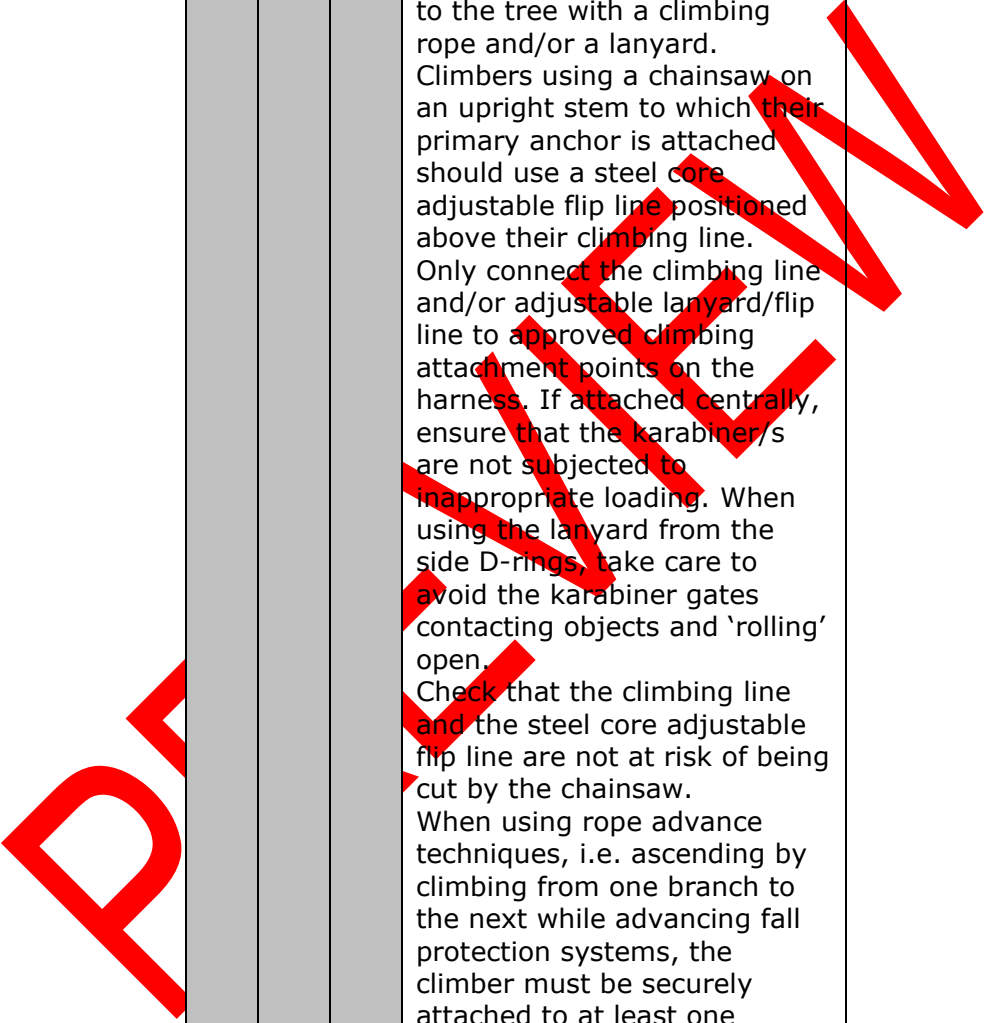
					<p>line and friction cord to the karabiner so that it is unlikely to misalign or come into contact with the gate mechanism. Use an appropriate rope termination and/or a rope holding accessory such as a plastic fast or rubber sleeve. Karabiners should not be 'chain linked' as this can easily lead to twisting and associated pressure on the gate. Monitor karabiners during use. The gate mechanism is susceptible to dirt build up that can affect its function. Clean the mechanism using soapy water followed by flushing with compressed air after drying. Lubrication may also be necessary (see manufacturer's recommendations). Check the mechanism function by opening the gate 10 mm and applying light rotational pressure to the barrel to bias the mechanism towards the karabiner nose. Carefully rest the gate onto the karabiner nose and release. The gate should return automatically to the locking position. When using climbing irons,</p>			
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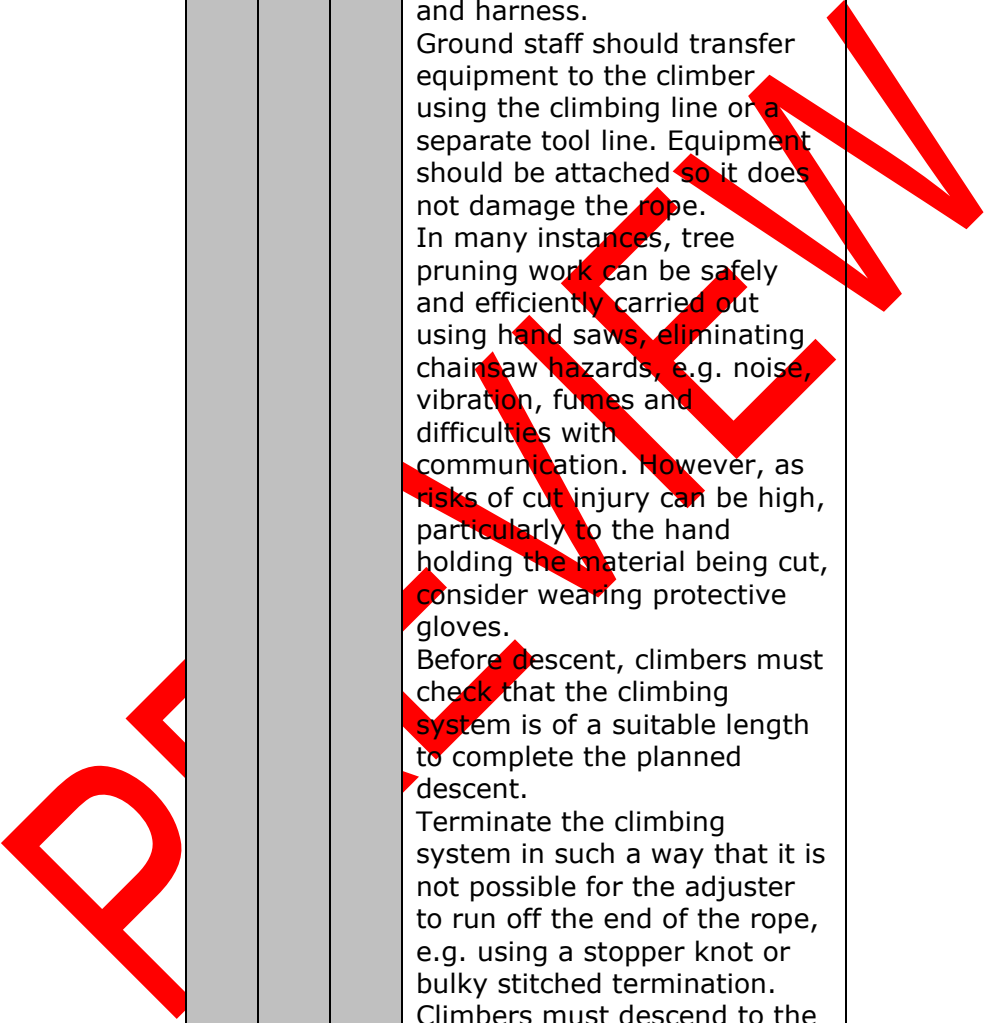
					<p>the climber should be secured to the tree with a climbing rope and/or a lanyard. Climbers using a chainsaw on an upright stem to which their primary anchor is attached should use a steel core adjustable flip line positioned above their climbing line. Only connect the climbing line and/or adjustable lanyard/flip line to approved climbing attachment points on the harness. If attached centrally, ensure that the karabiner/s are not subjected to inappropriate loading. When using the lanyard from the side D-rings, take care to avoid the karabiner gates contacting objects and 'rolling' open. Check that the climbing line and the steel core adjustable flip line are not at risk of being cut by the chainsaw. When using rope advance techniques, i.e. ascending by climbing from one branch to the next while advancing fall protection systems, the climber must be securely attached to at least one suitable anchor point at all times by means of a climbing</p>			
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					<p>rope and/or safety strop(s) and harness.</p> <p>Ground staff should transfer equipment to the climber using the climbing line or a separate tool line. Equipment should be attached so it does not damage the rope.</p> <p>In many instances, tree pruning work can be safely and efficiently carried out using hand saws, eliminating chainsaw hazards, e.g. noise, vibration, fumes and difficulties with communication. However, as risks of cut injury can be high, particularly to the hand holding the material being cut, consider wearing protective gloves.</p> <p>Before descent, climbers must check that the climbing system is of a suitable length to complete the planned descent.</p> <p>Terminate the climbing system in such a way that it is not possible for the adjuster to run off the end of the rope, e.g. using a stopper knot or bulky stitched termination. Climbers must descend to the ground in a controlled manner to avoid the excessive build-</p>			
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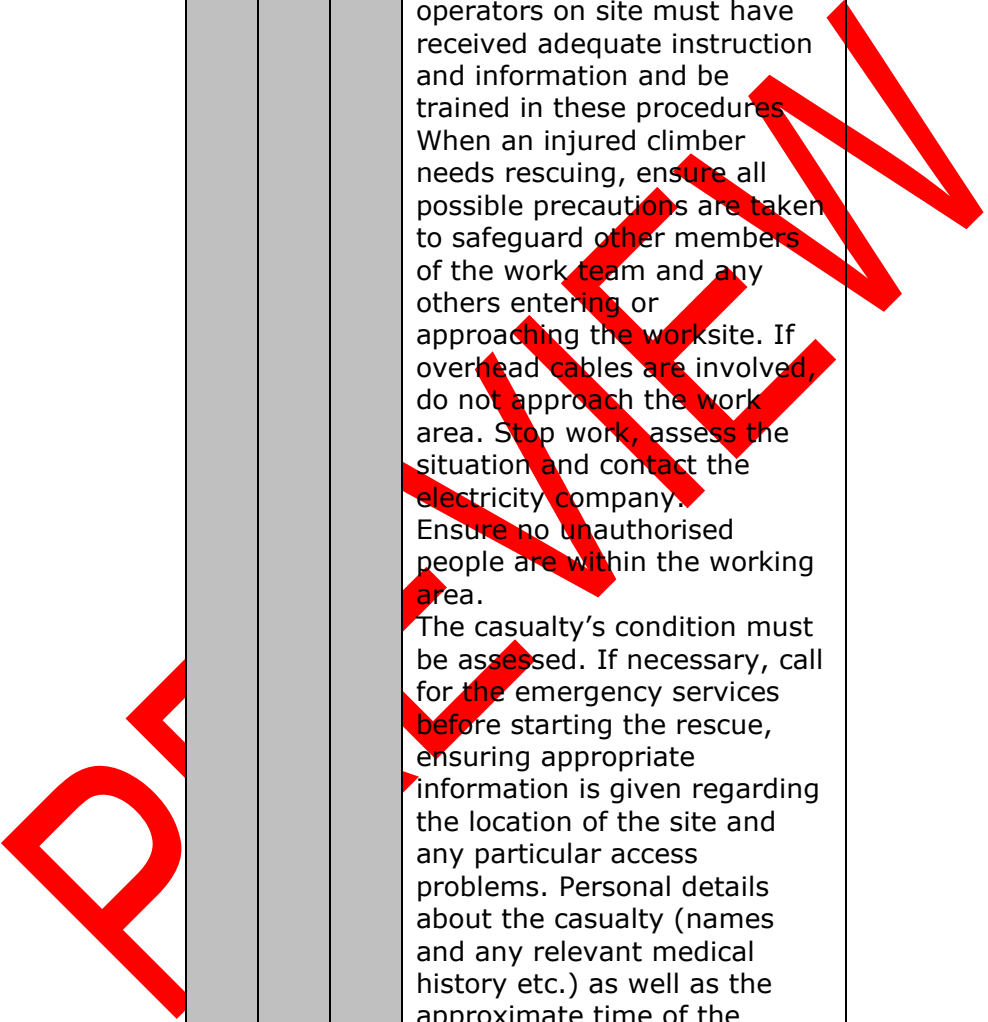
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					<p>up of heat that could damage PPE components. Ensure that anchor devices are also lowered in a controlled manner.</p>			
<p>4.27 Aerial Tree Rescue Falling trees and branches Falling persons</p>	All operatives	6	3	6	<p>Only suitably qualified and experienced staff may undertake this task. A minimum of two people must be present during all tree-climbing operations. One of the ground team must be available, competent and equipped to perform an aerial rescue without delay. Ensure a designated and responsible person knows the daily work programme and agree with them a suitable contact procedure. Where reasonably practicable use a two-way radio or mobile phone and a pre-arranged call-in system. This is particularly important for remote sites where a check on the operator's safety is important. As part of the risk assessment, the worksite and planned operation must be evaluated to establish the necessary emergency procedures for recovery and</p>	6	1	6

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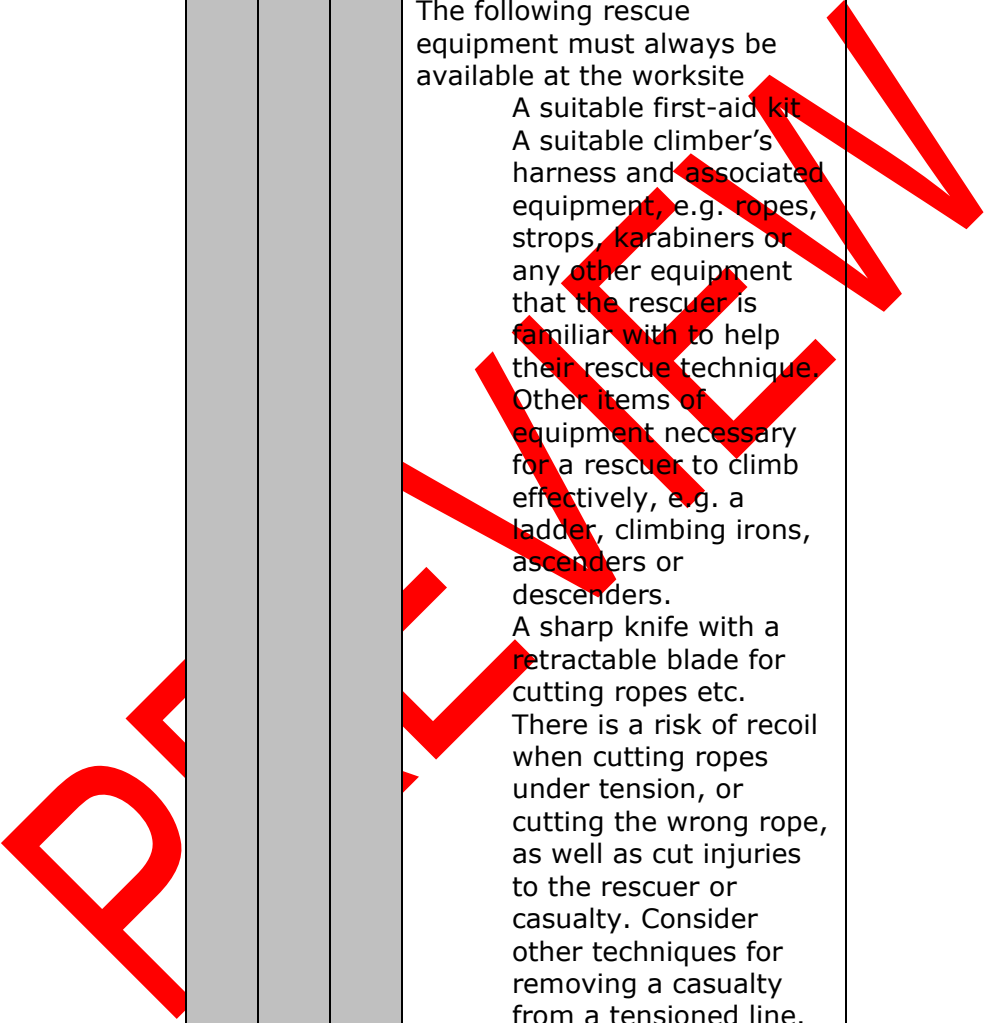
				<p>evacuation of casualties. All operators on site must have received adequate instruction and information and be trained in these procedures. When an injured climber needs rescuing, ensure all possible precautions are taken to safeguard other members of the work team and any others entering or approaching the worksite. If overhead cables are involved, do not approach the work area. Stop work, assess the situation and contact the electricity company. Ensure no unauthorised people are within the working area.</p> <p>The casualty's condition must be assessed. If necessary, call for the emergency services before starting the rescue, ensuring appropriate information is given regarding the location of the site and any particular access problems. Personal details about the casualty (names and any relevant medical history etc.) as well as the approximate time of the accident, treatment given and any chemicals involved should</p>			
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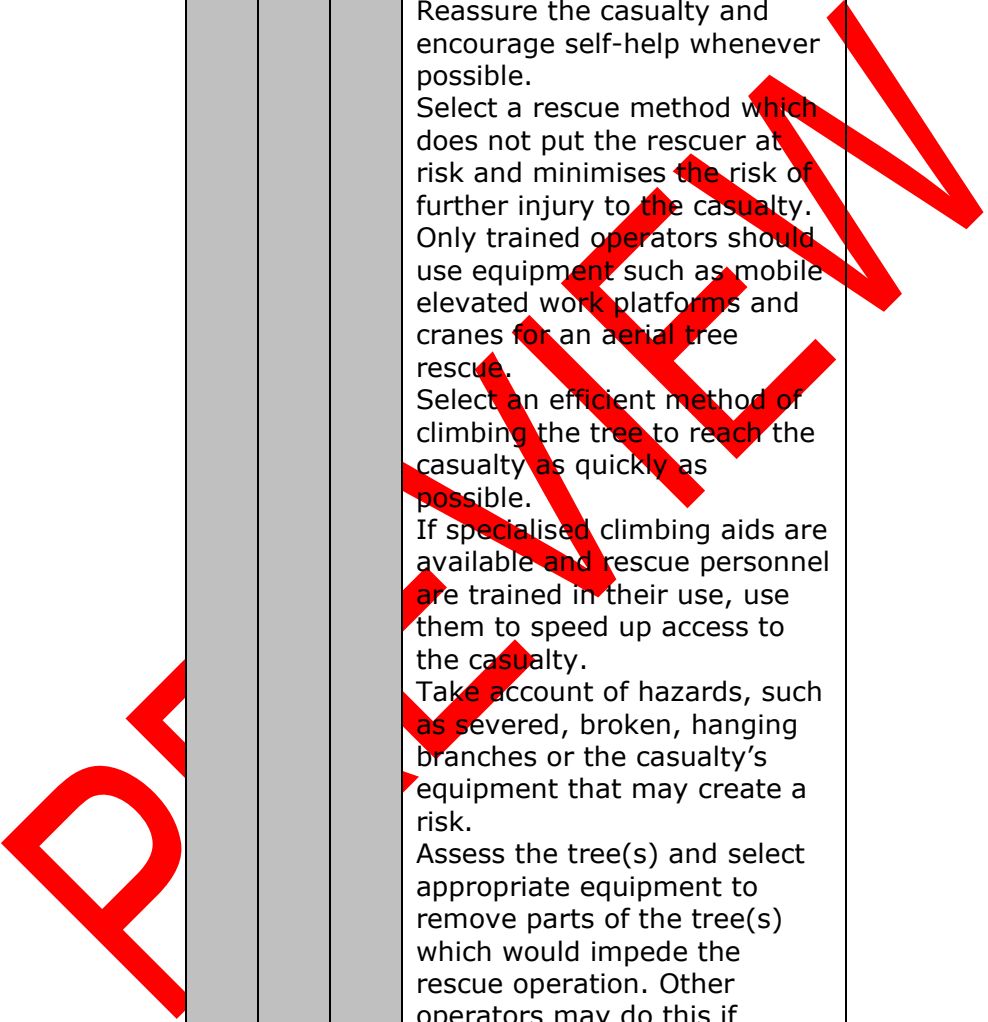
					<p>also be provided. The following rescue equipment must always be available at the worksite</p> <ul style="list-style-type: none"> A suitable first-aid kit A suitable climber's harness and associated equipment, e.g. ropes, strops, karabiners or any other equipment that the rescuer is familiar with to help their rescue technique. Other items of equipment necessary for a rescuer to climb effectively, e.g. a ladder, climbing irons, ascenders or descenders. A sharp knife with a retractable blade for cutting ropes etc. <p>There is a risk of recoil when cutting ropes under tension, or cutting the wrong rope, as well as cut injuries to the rescuer or casualty. Consider other techniques for removing a casualty from a tensioned line.</p> <p>Helping the casualty and</p>		
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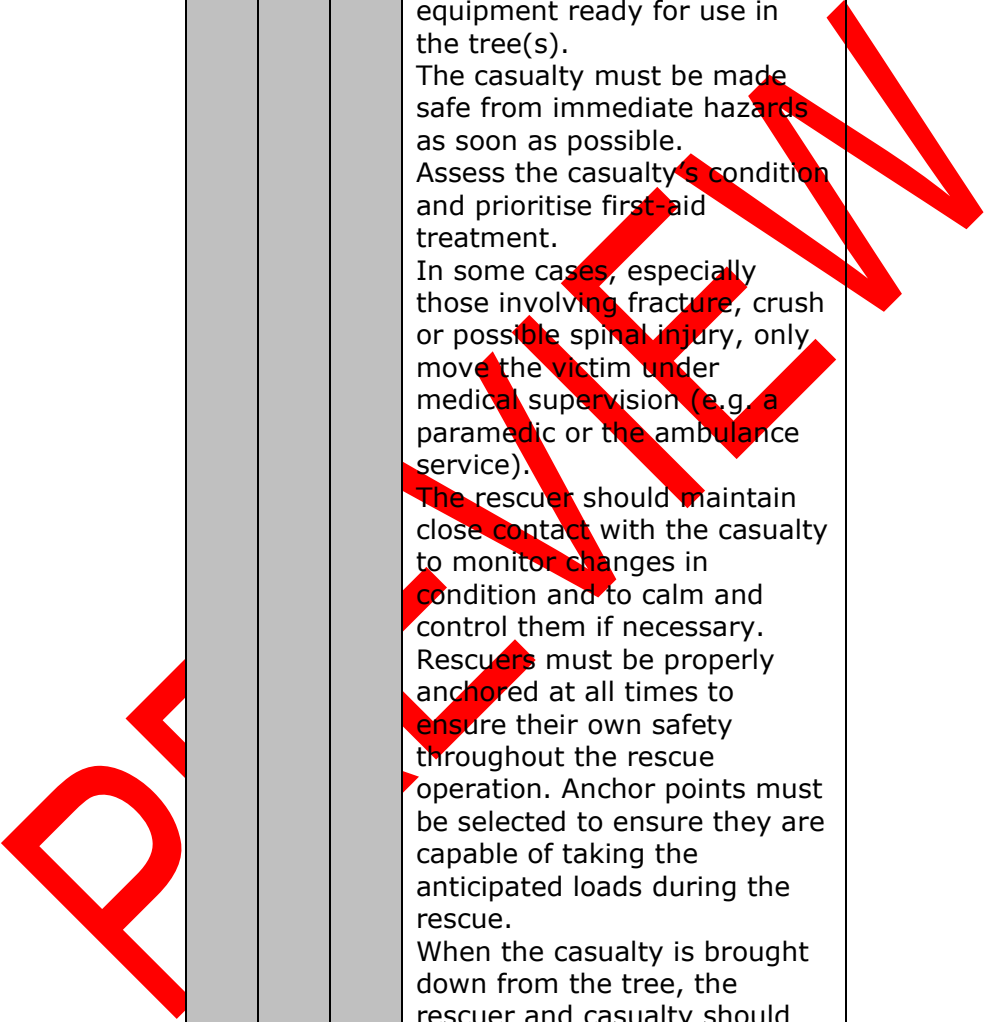
					<p>climbing to a rescue Reassure the casualty and encourage self-help whenever possible. Select a rescue method which does not put the rescuer at risk and minimises the risk of further injury to the casualty. Only trained operators should use equipment such as mobile elevated work platforms and cranes for an aerial tree rescue. Select an efficient method of climbing the tree to reach the casualty as quickly as possible. If specialised climbing aids are available and rescue personnel are trained in their use, use them to speed up access to the casualty. Take account of hazards, such as severed, broken, hanging branches or the casualty's equipment that may create a risk. Assess the tree(s) and select appropriate equipment to remove parts of the tree(s) which would impede the rescue operation. Other operators may do this if needed. Use other personnel, if</p>			
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				<p>available, to prepare the equipment ready for use in the tree(s). The casualty must be made safe from immediate hazards as soon as possible. Assess the casualty's condition and prioritise first-aid treatment. In some cases, especially those involving fracture, crush or possible spinal injury, only move the victim under medical supervision (e.g. a paramedic or the ambulance service). The rescuer should maintain close contact with the casualty to monitor changes in condition and to calm and control them if necessary. Rescuers must be properly anchored at all times to ensure their own safety throughout the rescue operation. Anchor points must be selected to ensure they are capable of taking the anticipated loads during the rescue. When the casualty is brought down from the tree, the rescuer and casualty should descend together to ease movement through the</p>			
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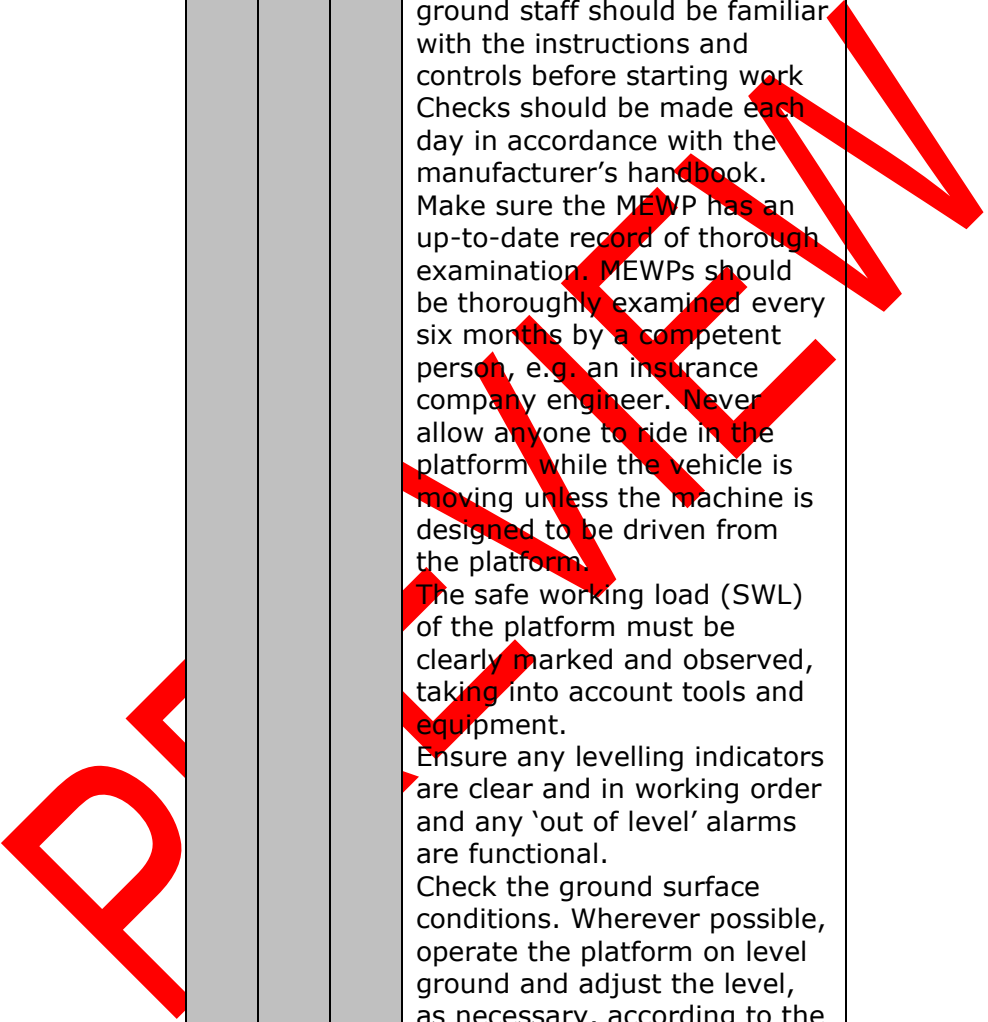
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					<p>branches and to monitor the casualty's condition. Densely branched trees may require alternative methods of rescue. Obstacles on the ground may dictate the most suitable method.</p> <p>Continue to help the casualty under the direction of paramedics until the casualty is transported from the site. Ensure the site is safe and secure before all personnel leave. Note the contact details of any witnesses. Where possible take photographs of the site. Do not use any of the equipment involved in the incident until it has been thoroughly examined by a competent person.</p>				
<p>4.28 MEWP for tree work Falls from height Collapsing MEWP</p>	<p>All operatives and persons in the area.</p>	6	2	6	<p>Only suitably qualified and experienced staff may undertake this task. Only trained and authorised people may operate the platform. Other people in the tree-work gang must be able to lower the platform, by using both the controls on it and any emergency controls on the platform mounting below. A minimum of two people in the gang is essential. If the MEWP</p>	<p>All statutory inspection records to be held on site.</p>	6	1	6

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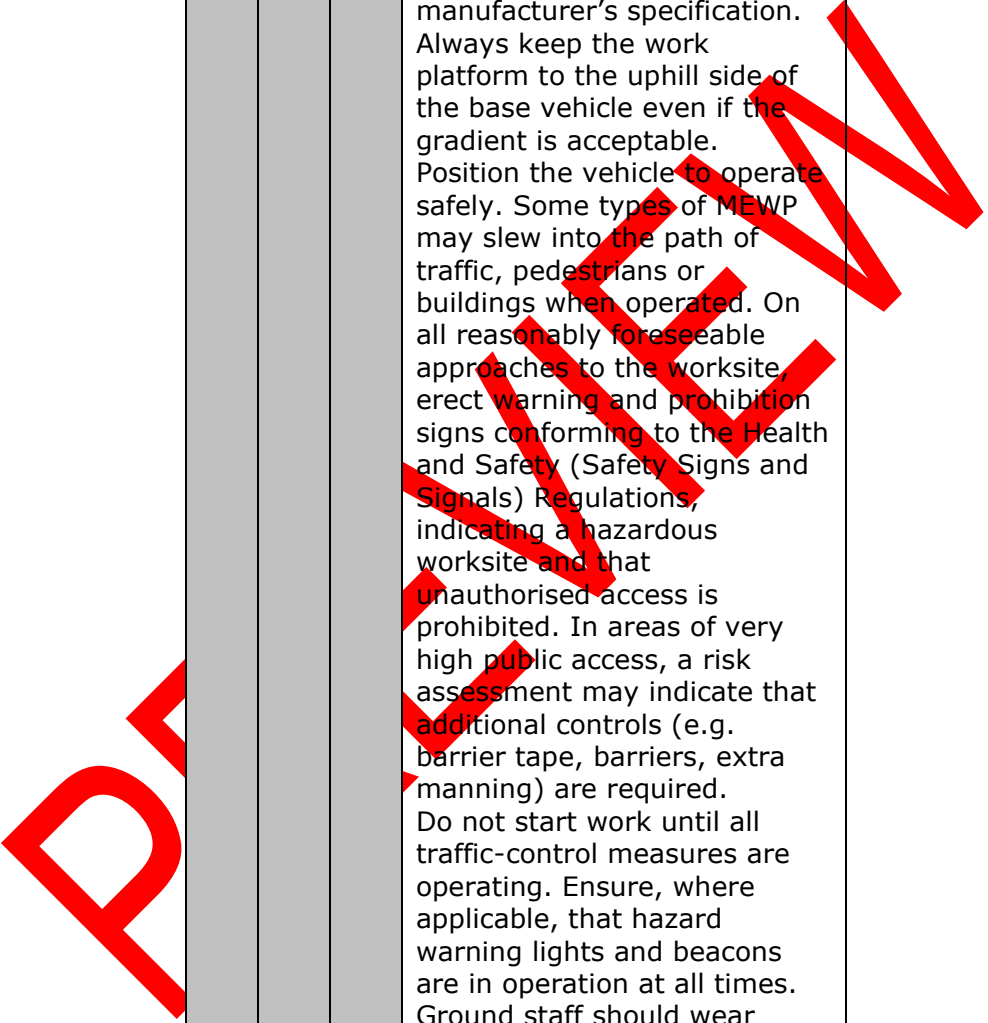
					<p>is hired, the operator and ground staff should be familiar with the instructions and controls before starting work. Checks should be made each day in accordance with the manufacturer's handbook. Make sure the MEWP has an up-to-date record of thorough examination. MEWPs should be thoroughly examined every six months by a competent person, e.g. an insurance company engineer. Never allow anyone to ride in the platform while the vehicle is moving unless the machine is designed to be driven from the platform.</p> <p>The safe working load (SWL) of the platform must be clearly marked and observed, taking into account tools and equipment.</p> <p>Ensure any levelling indicators are clear and in working order and any 'out of level' alarms are functional.</p> <p>Check the ground surface conditions. Wherever possible, operate the platform on level ground and adjust the level, as necessary, according to the manufacturer's specification. Never work on gradients</p>			
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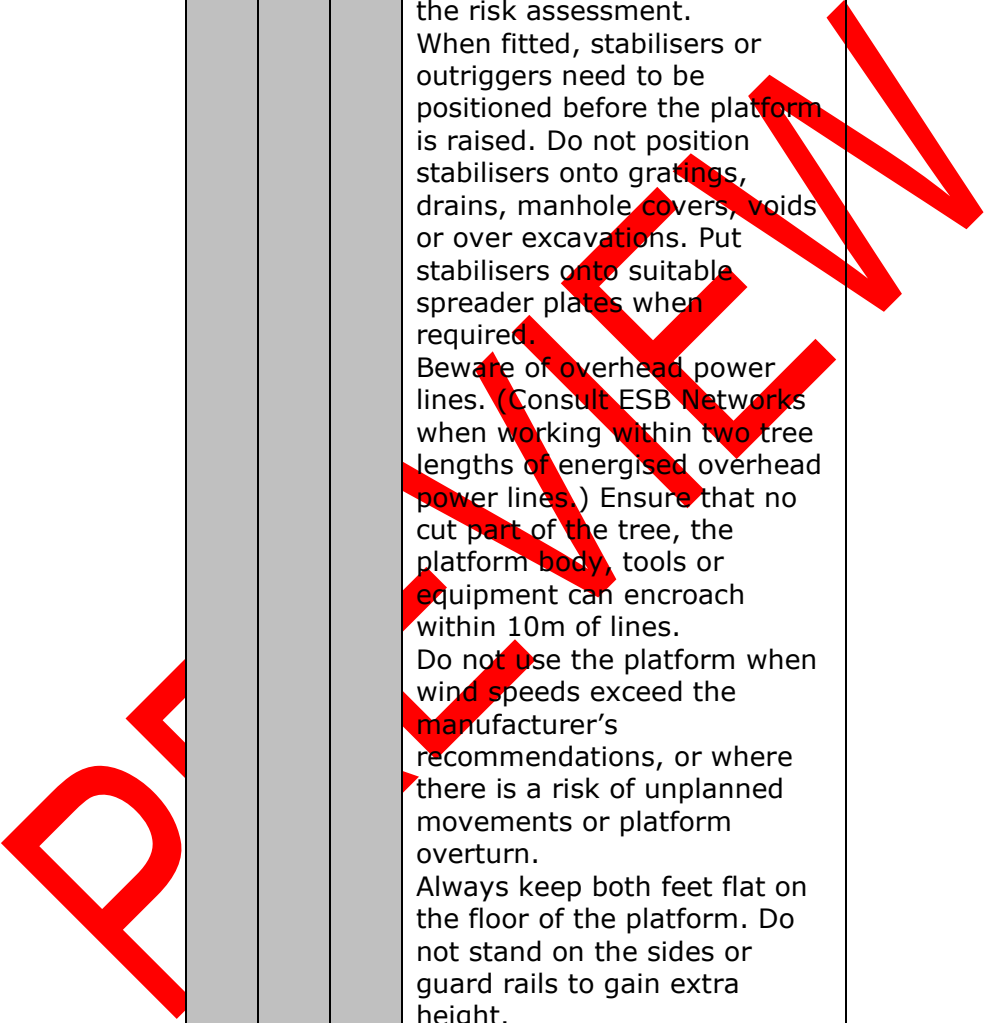
				<p>which exceed the manufacturer's specification. Always keep the work platform to the uphill side of the base vehicle even if the gradient is acceptable. Position the vehicle to operate safely. Some types of MEWP may slew into the path of traffic, pedestrians or buildings when operated. On all reasonably foreseeable approaches to the worksite, erect warning and prohibition signs conforming to the Health and Safety (Safety Signs and Signals) Regulations, indicating a hazardous worksite and that unauthorised access is prohibited. In areas of very high public access, a risk assessment may indicate that additional controls (e.g. barrier tape, barriers, extra manning) are required. Do not start work until all traffic-control measures are operating. Ensure, where applicable, that hazard warning lights and beacons are in operation at all times. Ground staff should wear high-visibility clothing when working on public roads or at</p>			
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					<p>other times where dictated by the risk assessment.</p> <p>When fitted, stabilisers or outriggers need to be positioned before the platform is raised. Do not position stabilisers onto gratings, drains, manhole covers, voids or over excavations. Put stabilisers onto suitable spreader plates when required.</p> <p>Beware of overhead power lines. (Consult ESB Networks when working within two tree lengths of energised overhead power lines.) Ensure that no cut part of the tree, the platform body, tools or equipment can encroach within 10m of lines.</p> <p>Do not use the platform when wind speeds exceed the manufacturer's recommendations, or where there is a risk of unplanned movements or platform overturn.</p> <p>Always keep both feet flat on the floor of the platform. Do not stand on the sides or guard rails to gain extra height.</p> <p>Always keep your work-positioning system attached to</p>			
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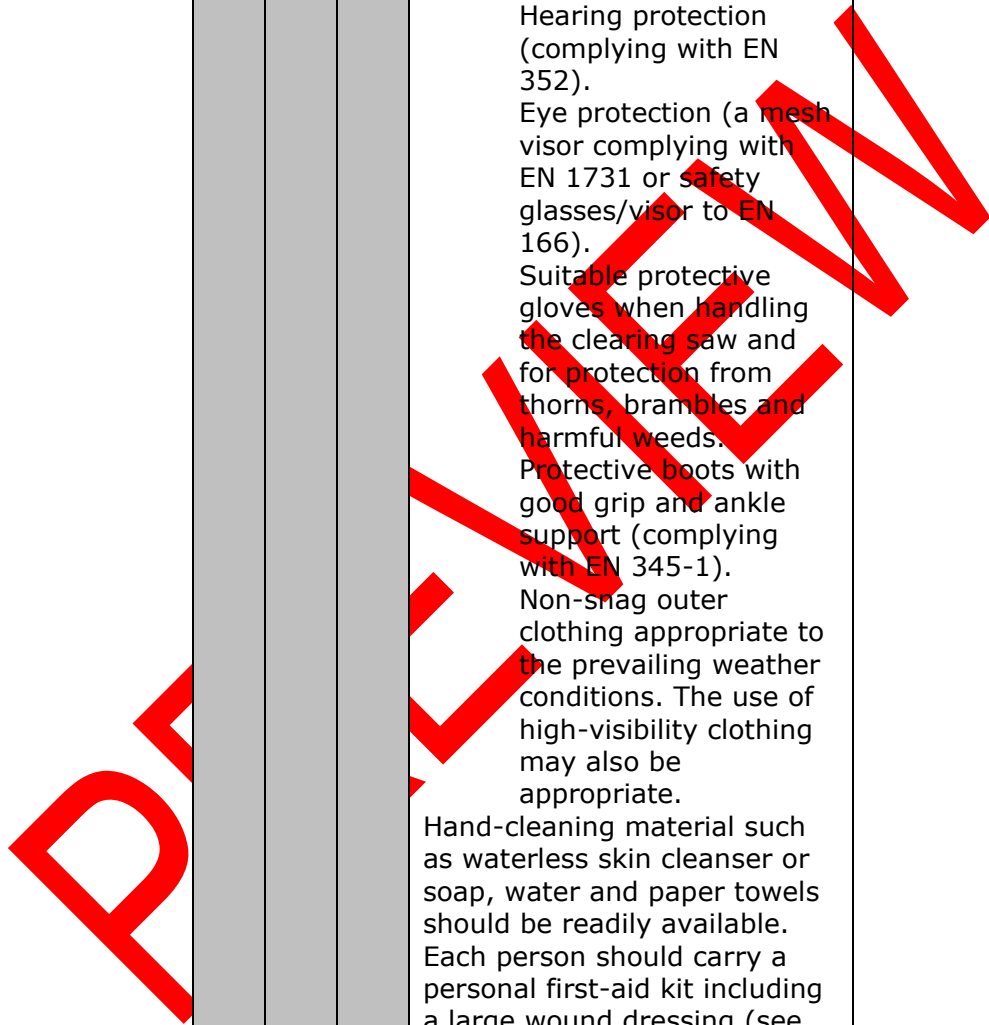
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					<p>the anchor point within the platform.</p> <p>Keep the platform floor free of debris and never use it to lower timber.</p> <p>Never position the platform under the branch to be pruned or removed. Make sure it is positioned at or above the level of the cut.</p> <p>Do not attach ropes between the platform and any part of the tree. A MEWP is not intended to be used as a crane. Use an independent rope to lower offcuts.</p> <p>If climbing from the platform into a tree, the climber should wear a harness suitable for tree climbing and be attached to the tree, on a tested anchor point, before releasing the anchorage on the platform.</p> <p>Operators should refer to Chainsaws risk assessment also.</p> <p>Secure hand tools within the platform at all times.</p>			
<p>4.29 Clearing Saw Amputation Entanglement Flying debris</p>	<p>All operatives and any person in the area</p>	5	2	10	<p>Only suitably qualified and experienced staff may undertake this task.</p> <p>Use the following PPE: A safety helmet (complying with EN</p>	5	1	5

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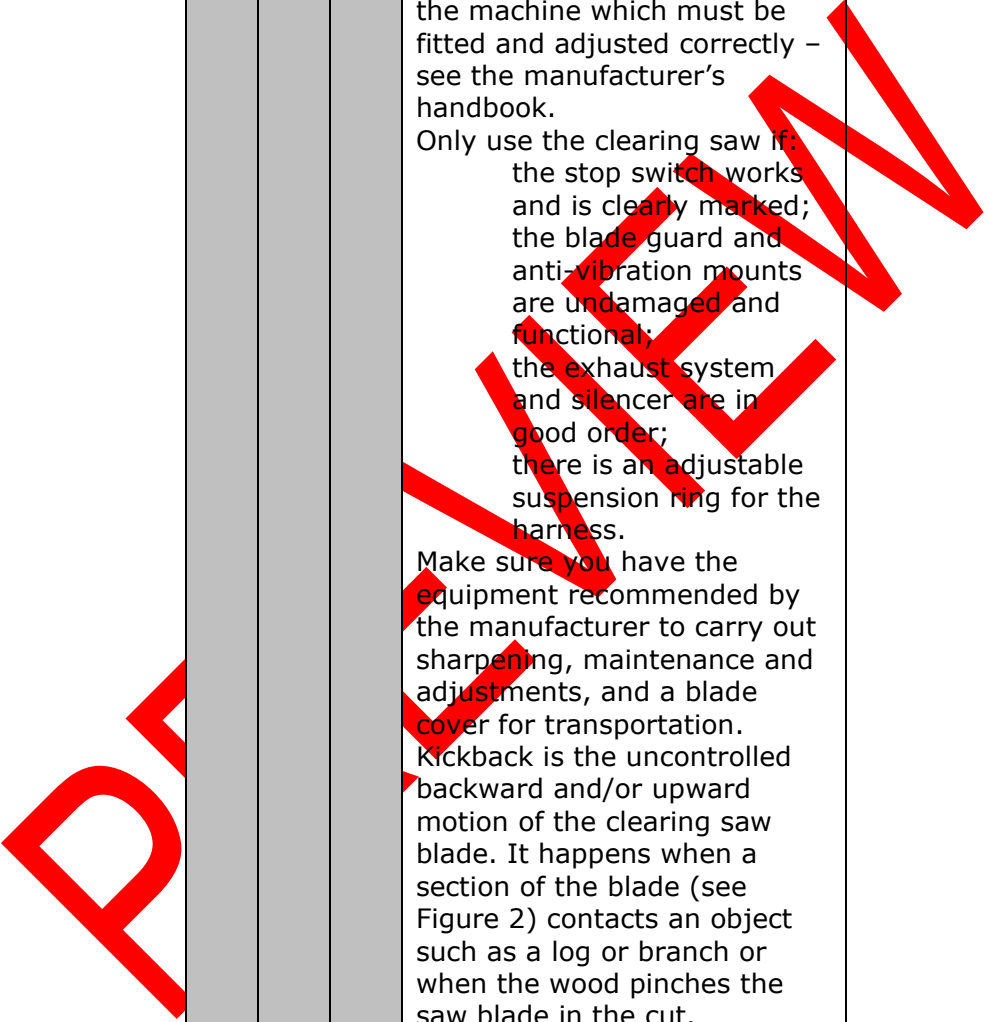
397).
 Hearing protection (complying with EN 352).
 Eye protection (a mesh visor complying with EN 1731 or safety glasses/visor to EN 166).
 Suitable protective gloves when handling the clearing saw and for protection from thorns, brambles and harmful weeds.
 Protective boots with good grip and ankle support (complying with EN 345-1).
 Non-snag outer clothing appropriate to the prevailing weather conditions. The use of high-visibility clothing may also be appropriate.
 Hand-cleaning material such as waterless skin cleanser or soap, water and paper towels should be readily available.
 Each person should carry a personal first-aid kit including a large wound dressing (see HSE leaflet INDG214 First aid at work.



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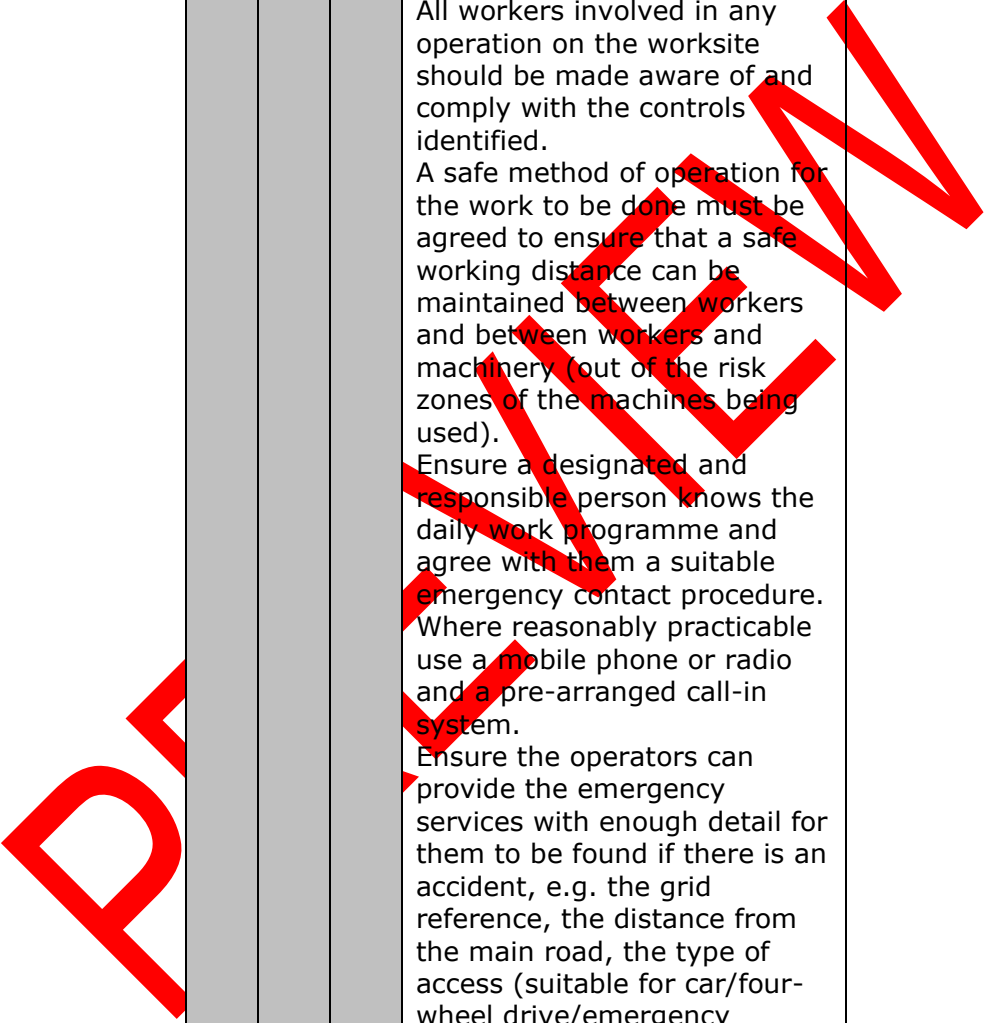
					<p>Use a harness for supporting the machine which must be fitted and adjusted correctly – see the manufacturer’s handbook.</p> <p>Only use the clearing saw if:</p> <ul style="list-style-type: none"> the stop switch works and is clearly marked; the blade guard and anti-vibration mounts are undamaged and functional; the exhaust system and silencer are in good order; there is an adjustable suspension ring for the harness. <p>Make sure you have the equipment recommended by the manufacturer to carry out sharpening, maintenance and adjustments, and a blade cover for transportation.</p> <p>Kickback is the uncontrolled backward and/or upward motion of the clearing saw blade. It happens when a section of the blade (see Figure 2) contacts an object such as a log or branch or when the wood pinches the saw blade in the cut.</p> <p>Ensure a risk assessment has been carried out and the</p>			
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				<p>significant findings recorded. All workers involved in any operation on the worksite should be made aware of and comply with the controls identified.</p> <p>A safe method of operation for the work to be done must be agreed to ensure that a safe working distance can be maintained between workers and between workers and machinery (out of the risk zones of the machines being used).</p> <p>Ensure a designated and responsible person knows the daily work programme and agree with them a suitable emergency contact procedure. Where reasonably practicable use a mobile phone or radio and a pre-arranged call-in system.</p> <p>Ensure the operators can provide the emergency services with enough detail for them to be found if there is an accident, e.g. the grid reference, the distance from the main road, the type of access (suitable for car/four-wheel drive/emergency service vehicles). In urban areas street names are</p>		
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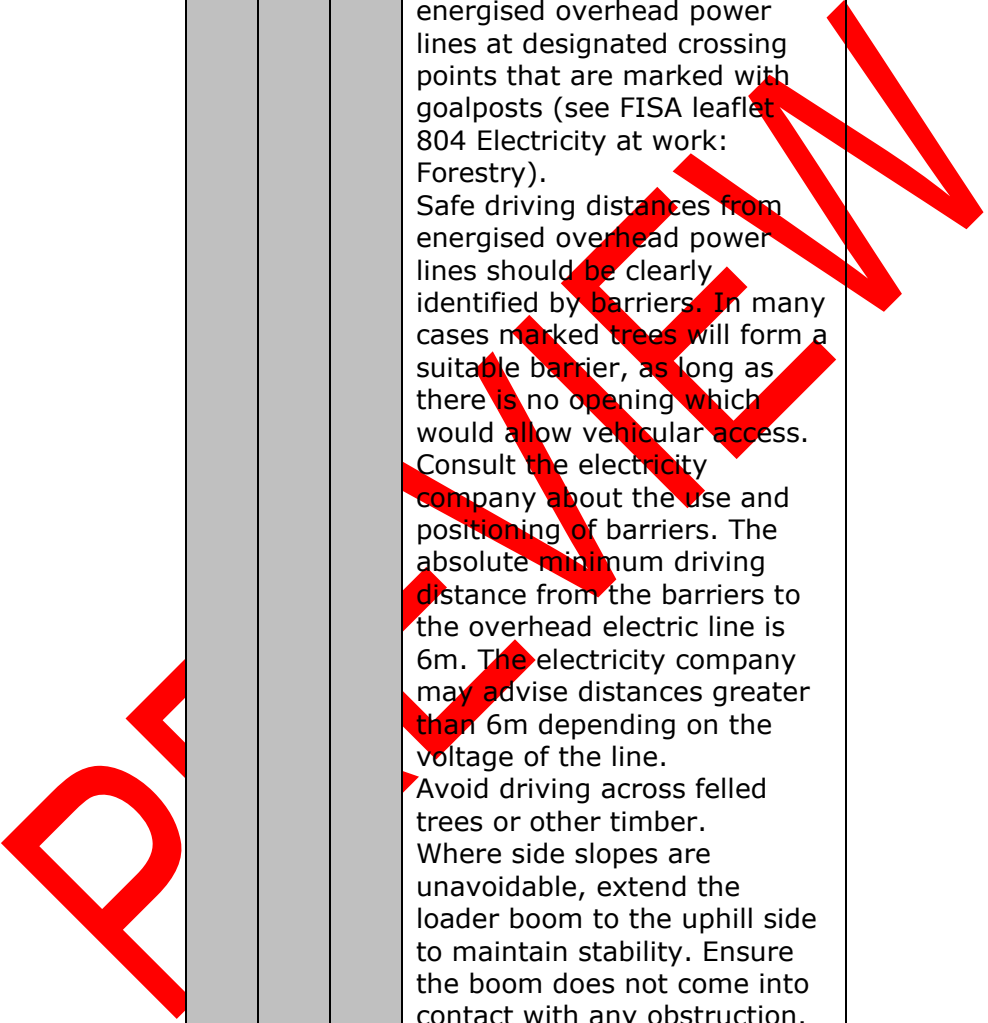
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					<p>essential. Know the location details before they are needed in an emergency.</p> <p>On all reasonably foreseeable approaches to the worksite, erect warning and prohibition signs conforming to the Health and Safety (Safety Signs and Signals) Regulations, indicating a hazardous worksite and that unauthorised access is prohibited. In areas of very high public access, the risk assessment may indicate that additional controls (e.g. barrier tape, barriers, extra manning) are required.</p>			
<p>4.30 Extraction by forwarder or skidder</p> <p>Vehicle movement Conditions underfoot Poor weather Falling timber Falling equipment Entanglement</p>	All persons in the area	5	3	15	<p>Only suitably qualified and experienced staff may undertake this task.</p> <p>Any risk zone specified by the manufacturer must be clearly and prominently marked on the machine.</p> <p>Adequate field lighting must be fitted if working in poor light conditions.</p> <p>Do not drive if your vision is obscured.</p> <p>Ensure the loader arm and head are parked correctly before driving off.</p> <p>On, and in the near vicinity of,</p>	5	1	5

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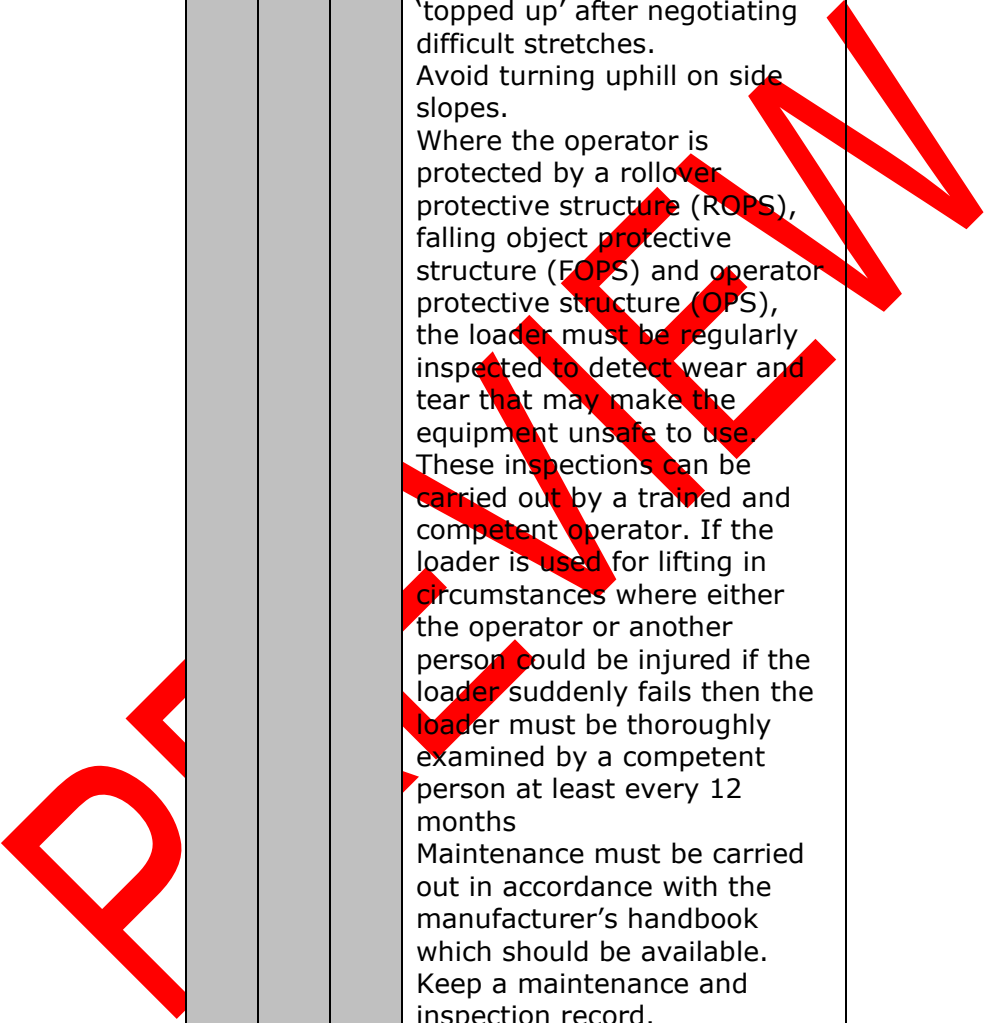
					<p>worksites only cross under energised overhead power lines at designated crossing points that are marked with goalposts (see FISA leaflet 804 Electricity at work: Forestry).</p> <p>Safe driving distances from energised overhead power lines should be clearly identified by barriers. In many cases marked trees will form a suitable barrier, as long as there is no opening which would allow vehicular access. Consult the electricity company about the use and positioning of barriers. The absolute minimum driving distance from the barriers to the overhead electric line is 6m. The electricity company may advise distances greater than 6m depending on the voltage of the line.</p> <p>Avoid driving across felled trees or other timber. Where side slopes are unavoidable, extend the loader boom to the uphill side to maintain stability. Ensure the boom does not come into contact with any obstruction. Reduce the load when ground conditions are severe. Plan the</p>			
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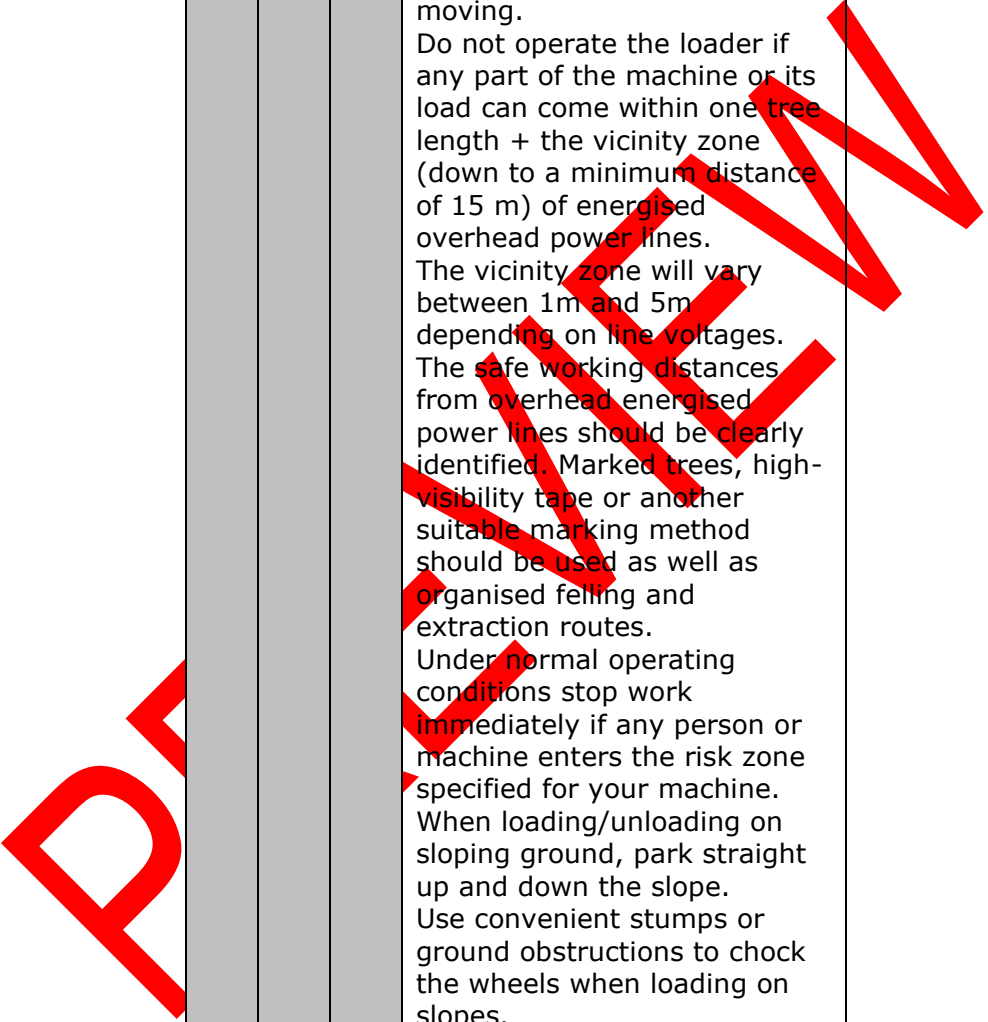
				<p>work so the load can be 'topped up' after negotiating difficult stretches. Avoid turning uphill on side slopes. Where the operator is protected by a rollover protective structure (ROPS), falling object protective structure (FOPS) and operator protective structure (OPS), the loader must be regularly inspected to detect wear and tear that may make the equipment unsafe to use. These inspections can be carried out by a trained and competent operator. If the loader is used for lifting in circumstances where either the operator or another person could be injured if the loader suddenly fails then the loader must be thoroughly examined by a competent person at least every 12 months Maintenance must be carried out in accordance with the manufacturer's handbook which should be available. Keep a maintenance and inspection record. Ensure the loading or parking brake is on while loading, and</p>			
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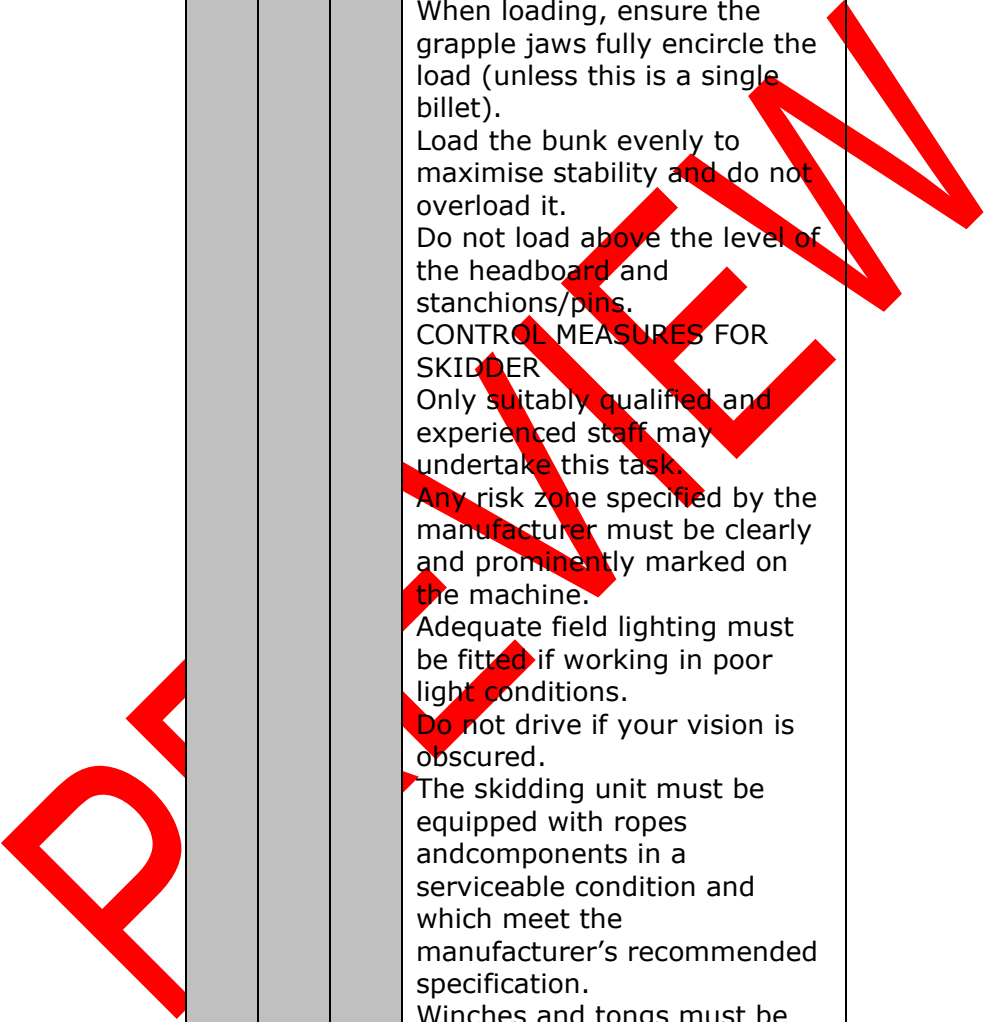
					<p>that it is released before moving.</p> <p>Do not operate the loader if any part of the machine or its load can come within one tree length + the vicinity zone (down to a minimum distance of 15 m) of energised overhead power lines. The vicinity zone will vary between 1m and 5m depending on line voltages. The safe working distances from overhead energised power lines should be clearly identified. Marked trees, high-visibility tape or another suitable marking method should be used as well as organised felling and extraction routes.</p> <p>Under normal operating conditions stop work immediately if any person or machine enters the risk zone specified for your machine.</p> <p>When loading/unloading on sloping ground, park straight up and down the slope. Use convenient stumps or ground obstructions to chock the wheels when loading on slopes.</p> <p>Use more than one control at a time to give smooth</p>			
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					<p>movement. When loading, ensure the grapple jaws fully encircle the load (unless this is a single billet).</p> <p>Load the bunk evenly to maximise stability and do not overload it.</p> <p>Do not load above the level of the headboard and stanchions/pins.</p> <p>CONTROL MEASURES FOR SKIDDER</p> <p>Only suitably qualified and experienced staff may undertake this task.</p> <p>Any risk zone specified by the manufacturer must be clearly and prominently marked on the machine.</p> <p>Adequate field lighting must be fitted if working in poor light conditions.</p> <p>Do not drive if your vision is obscured.</p> <p>The skidding unit must be equipped with ropes and components in a serviceable condition and which meet the manufacturer's recommended specification.</p> <p>Winches and tongs must be compatible with the tractor to which they are to be fitted,</p>			
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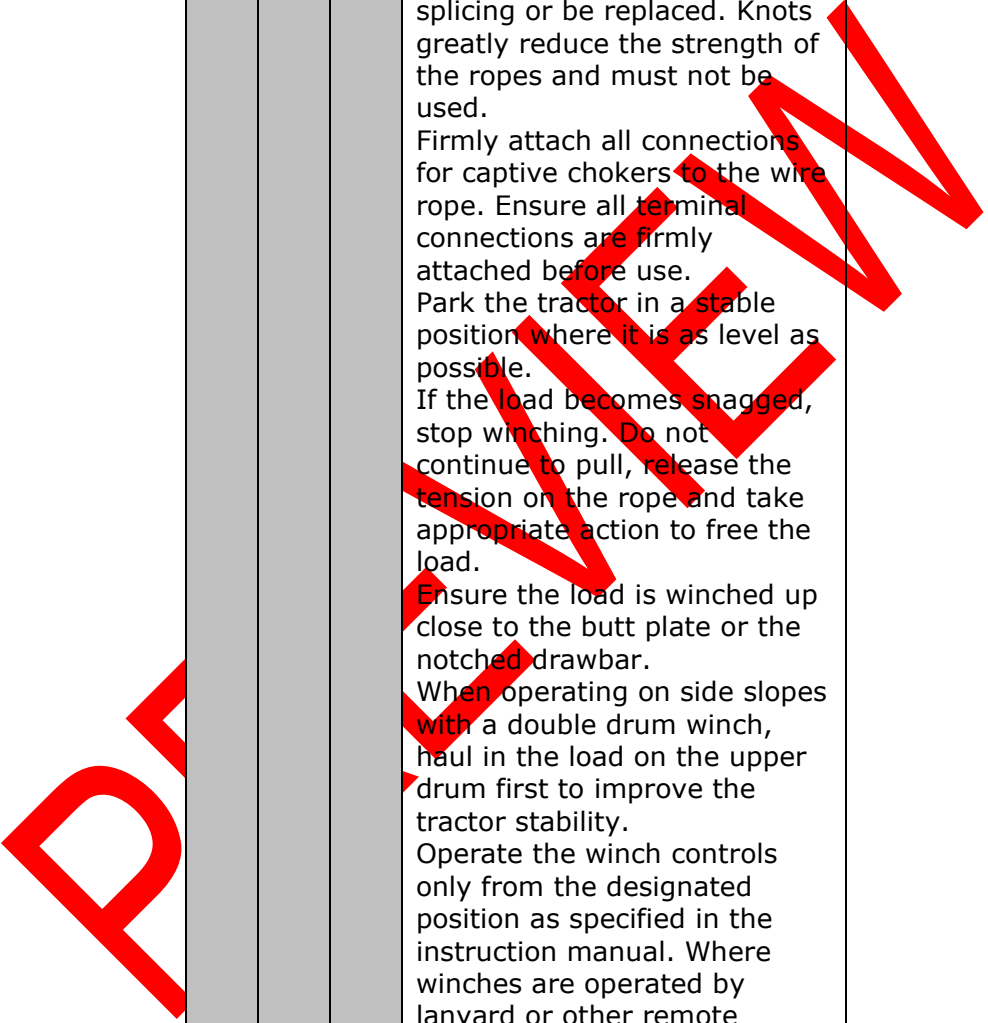
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					<p>and attached according to the manufacturer's instructions. If operating the winch from inside the tractor unit, then suitable operator protection, e.g. mesh screens, must be fitted to either the tractor or the top of the winch unit. Make sure sheaves, rollers and other equipment for guiding ropes is compatible with the dimension of the rope and kept in a serviceable condition to avoid damaging wire ropes. Hauling ropes must be securely fastened to the winding drum. At least three full turns should remain on the drums at all times. All ropes should be terminated in a suitable way such as splicing, soft eye loops or swaging – do not use knots. Check daily for visual signs of rope deterioration such as excessive wear, broken wires or strands, distortions and corrosion. Repair or replace broken or damaged ropes without delay. Replace all ropes when their nominal diameter falls below 90% of the original. Broken or badly frayed ropes</p>			
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				<p>must be joined by adequate splicing or be replaced. Knots greatly reduce the strength of the ropes and must not be used.</p> <p>Firmly attach all connections for captive chokers to the wire rope. Ensure all terminal connections are firmly attached before use.</p> <p>Park the tractor in a stable position where it is as level as possible.</p> <p>If the load becomes snagged, stop winching. Do not continue to pull, release the tension on the rope and take appropriate action to free the load.</p> <p>Ensure the load is winched up close to the butt plate or the notched drawbar.</p> <p>When operating on side slopes with a double drum winch, haul in the load on the upper drum first to improve the tractor stability.</p> <p>Operate the winch controls only from the designated position as specified in the instruction manual. Where winches are operated by lanyard or other remote means, operators should stand to one side of the line of</p>		
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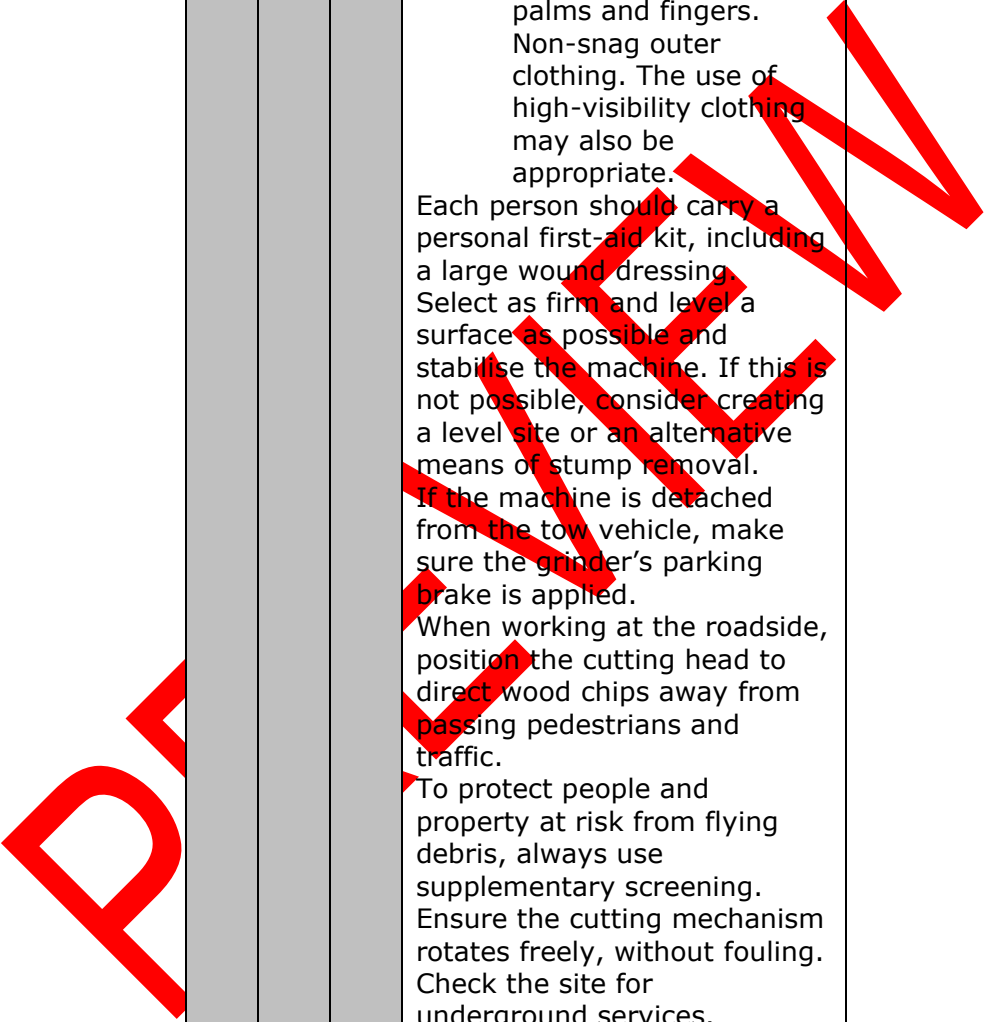
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					<p>pull, to the higher side if on a side slope and outside the risk zone of where the machine could tip over. Stop work when anyone comes within a distance equal to twice the length of the load and hauling rope.</p>			
<p>4.31 Stump Grinder Flying Debris Entanglement Slips and Falls</p>	<p>All operatives</p>	4	3	12	<p>Only suitably qualified and experienced staff may undertake this task. Use the following PPE: A safety helmet (complying with BS EN 397), if identified as required in the risk assessment. Hearing protection (complying with BS EN 352) where the noise level exceeds 85dB(A) (see HSE pocket card INDG363 Noise: Don't lose your hearing!). Eye protection (a mesh visor complying with BS EN 1731 or safety glasses to BS EN 166). Protective boots with good grip and ankle support (complying with BS EN ISO 20345).</p>	4	1	4

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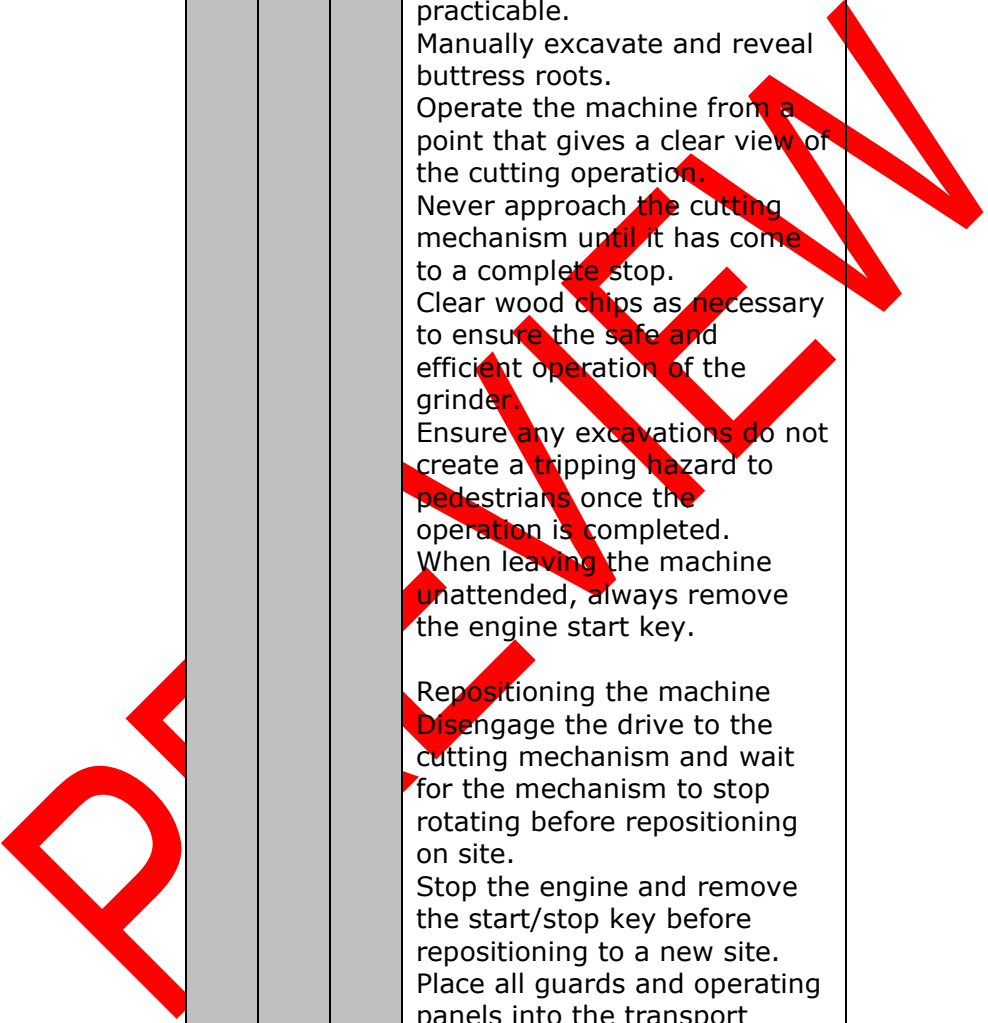
					<p>Gloves with reinforced palms and fingers. Non-snag outer clothing. The use of high-visibility clothing may also be appropriate.</p> <p>Each person should carry a personal first-aid kit, including a large wound dressing. Select as firm and level a surface as possible and stabilise the machine. If this is not possible, consider creating a level site or an alternative means of stump removal. If the machine is detached from the tow vehicle, make sure the grinder's parking brake is applied.</p> <p>When working at the roadside, position the cutting head to direct wood chips away from passing pedestrians and traffic.</p> <p>To protect people and property at risk from flying debris, always use supplementary screening. Ensure the cutting mechanism rotates freely, without fouling. Check the site for underground services. Check the stump(s) to be ground is free from stones and</p>			
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					<p>metal as far as is reasonably practicable. Manually excavate and reveal buttress roots. Operate the machine from a point that gives a clear view of the cutting operation. Never approach the cutting mechanism until it has come to a complete stop. Clear wood chips as necessary to ensure the safe and efficient operation of the grinder. Ensure any excavations do not create a tripping hazard to pedestrians once the operation is completed. When leaving the machine unattended, always remove the engine start key.</p> <p>Repositioning the machine Disengage the drive to the cutting mechanism and wait for the mechanism to stop rotating before repositioning on site. Stop the engine and remove the start/stop key before repositioning to a new site. Place all guards and operating panels into the transport position before towing or securing to a trailer.</p>			
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				<p>Check the towing bracket, attach, then lift and secure the jockey wheel.</p> <p>Connect the electrics and the safety chain(s) to the towing vehicle and check the lights before moving off.</p> <p>Ensure the load is secure and people are in a safe position before moving off.</p> <p>Ensure a designated and responsible person knows the daily work programme and agree with them a suitable emergency contact procedure.</p> <p>Where reasonably practicable, use a mobile phone or radio and a pre-arranged call-in system.</p> <p>Ensure the operators can provide the emergency services with enough detail for them to be found in the event of an accident, e.g. the grid reference, the distance from the main road, the type of access (suitable for car/four-wheel drive/emergency service vehicles). In urban areas street names are essential. Know the location details before they are needed in an emergency.</p>			
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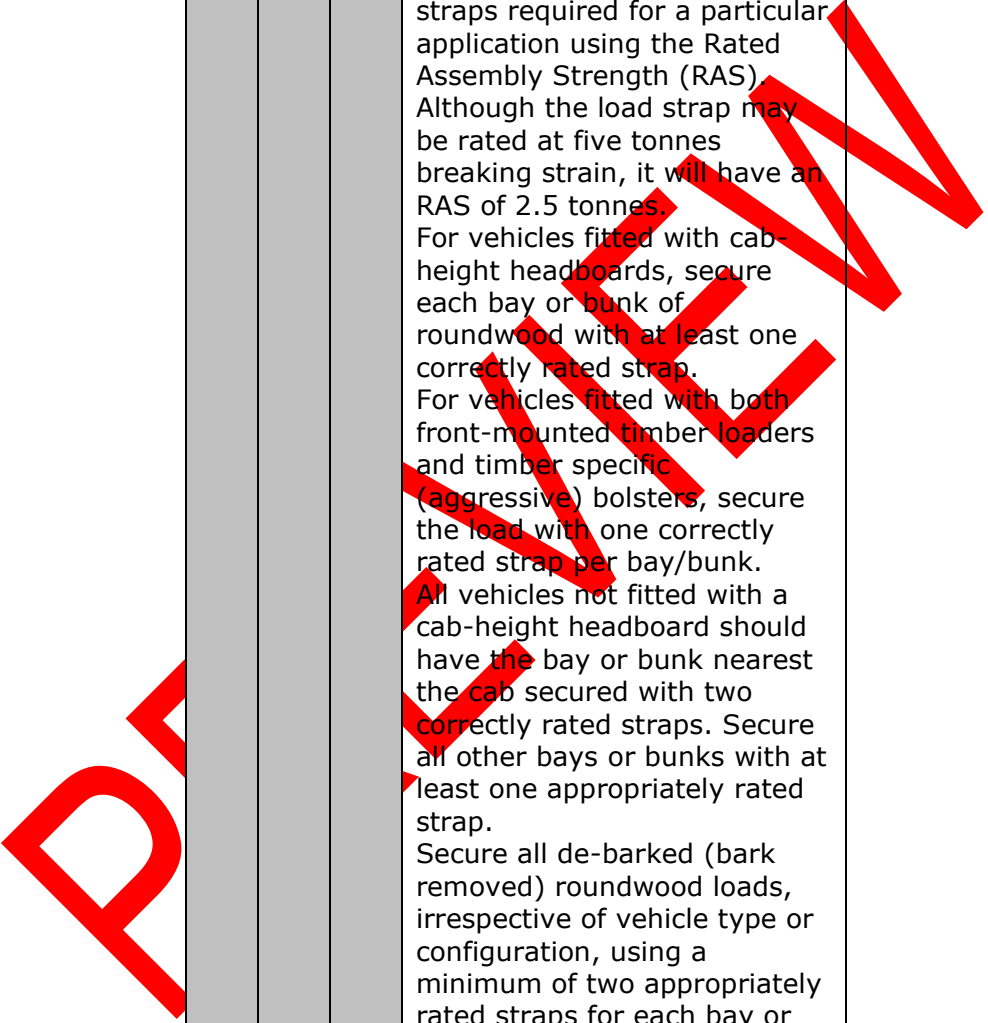
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<p>4.32 Round timber haulage Vehicle movement Shedding load Poor weather Falling equipment & materials</p>	<p>Any person in the vicinity of the vehicle</p>	6	2	12	<p>Set out below are a summary of the most important controls. At all times the Code of Practice for the Haulage of Timber must be followed.</p> <p>Where headboards are fitted as part of load restraint systems, make sure they are properly maintained. The headboard should be high enough to stop the load moving forward.</p> <p>Where there is no headboard, additional restraints will be needed to stop the full load moving forward.</p> <p>The load restraint system must be sufficient to stop the total weight of the load moving forwards under severe braking, and enough to withstand a force equivalent to half the weight moving backwards and sideways.</p> <p>Do not load timber to a height, or in such a way, to make either the vehicle or load unstable.</p> <p>Whenever possible place the load against the headboard or similar fixed restraint.</p> <p>Load straps or chains are recommended, rather than ropes.</p>		6	1	6
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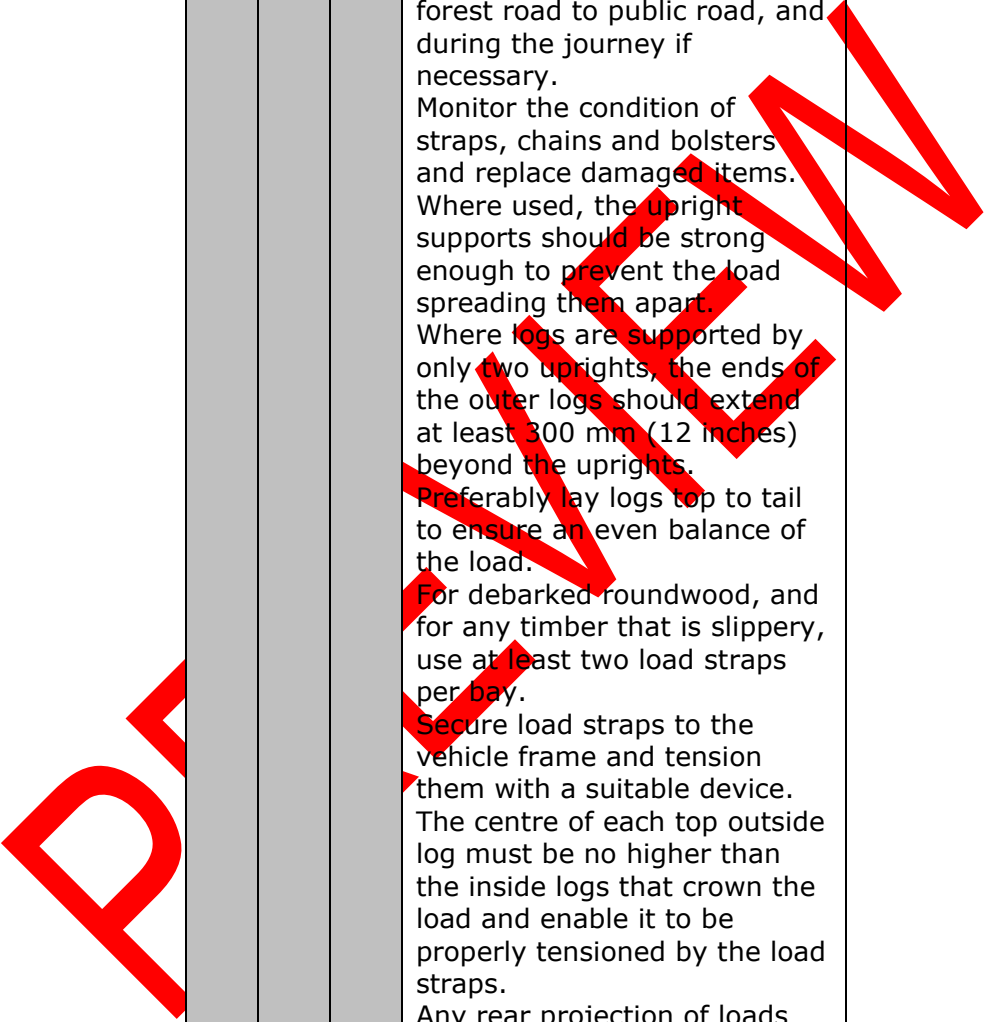
				<p>Calculate the number of load straps required for a particular application using the Rated Assembly Strength (RAS). Although the load strap may be rated at five tonnes breaking strain, it will have an RAS of 2.5 tonnes.</p> <p>For vehicles fitted with cab-height headboards, secure each bay or bunk of roundwood with at least one correctly rated strap.</p> <p>For vehicles fitted with both front-mounted timber loaders and timber specific (aggressive) bolsters, secure the load with one correctly rated strap per bay/bunk.</p> <p>All vehicles not fitted with a cab-height headboard should have the bay or bunk nearest the cab secured with two correctly rated straps. Secure all other bays or bunks with at least one appropriately rated strap.</p> <p>Secure all de-barked (bark removed) roundwood loads, irrespective of vehicle type or configuration, using a minimum of two appropriately rated straps for each bay or bunk.</p> <p>Check the load and load</p>		
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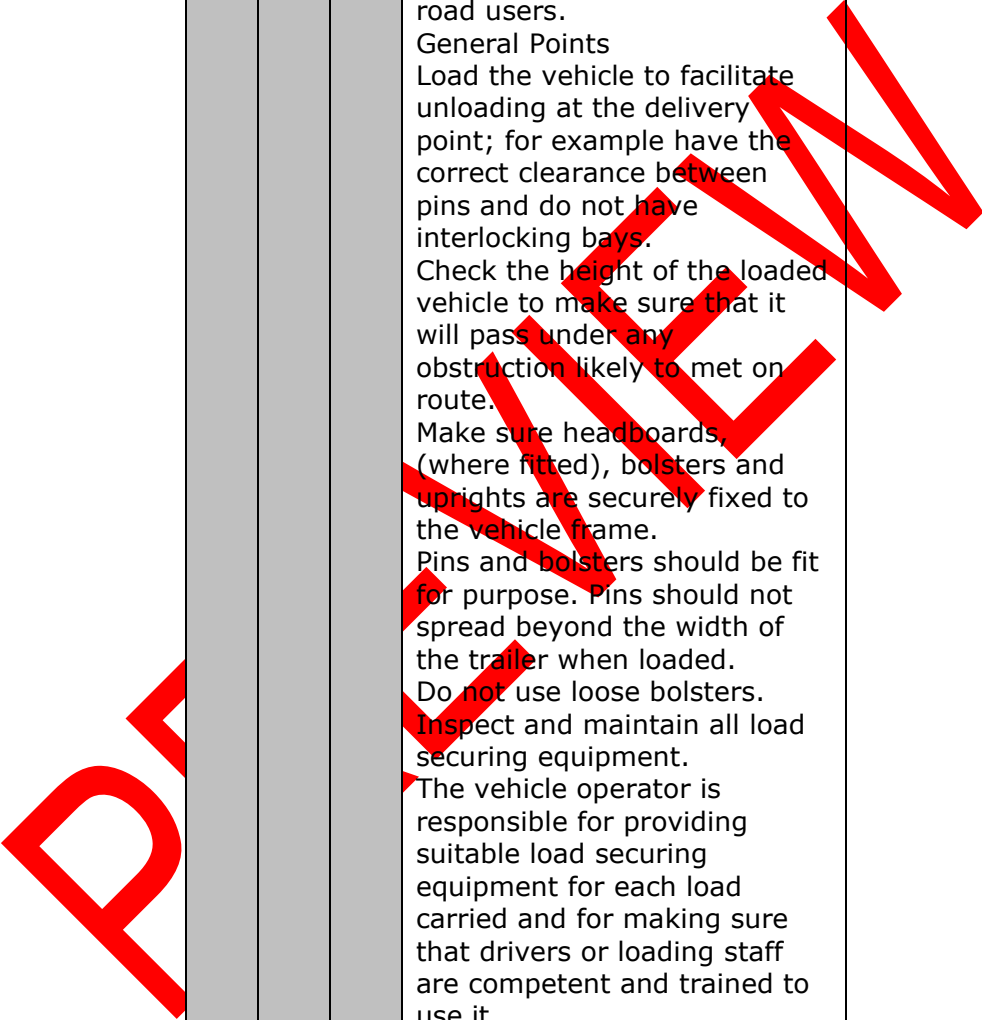
					<p>straps before moving from the forest road to public road, and during the journey if necessary.</p> <p>Monitor the condition of straps, chains and bolsters and replace damaged items.</p> <p>Where used, the upright supports should be strong enough to prevent the load spreading them apart.</p> <p>Where logs are supported by only two uprights, the ends of the outer logs should extend at least 300 mm (12 inches) beyond the uprights.</p> <p>Preferably lay logs top to tail to ensure an even balance of the load.</p> <p>For debarked roundwood, and for any timber that is slippery, use at least two load straps per bay.</p> <p>Secure load straps to the vehicle frame and tension them with a suitable device.</p> <p>The centre of each top outside log must be no higher than the inside logs that crown the load and enable it to be properly tensioned by the load straps.</p> <p>Any rear projection of loads that are between one and two metres must be marked to</p>			
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					<p>make them visible to other road users.</p> <p>General Points</p> <p>Load the vehicle to facilitate unloading at the delivery point; for example have the correct clearance between pins and do not have interlocking bays.</p> <p>Check the height of the loaded vehicle to make sure that it will pass under any obstruction likely to met on route.</p> <p>Make sure headboards, (where fitted), bolsters and uprights are securely fixed to the vehicle frame.</p> <p>Pins and bolsters should be fit for purpose. Pins should not spread beyond the width of the trailer when loaded.</p> <p>Do not use loose bolsters.</p> <p>Inspect and maintain all load securing equipment.</p> <p>The vehicle operator is responsible for providing suitable load securing equipment for each load carried and for making sure that drivers or loading staff are competent and trained to use it.</p> <p>The driver is responsible at all times for ensuring that the</p>			
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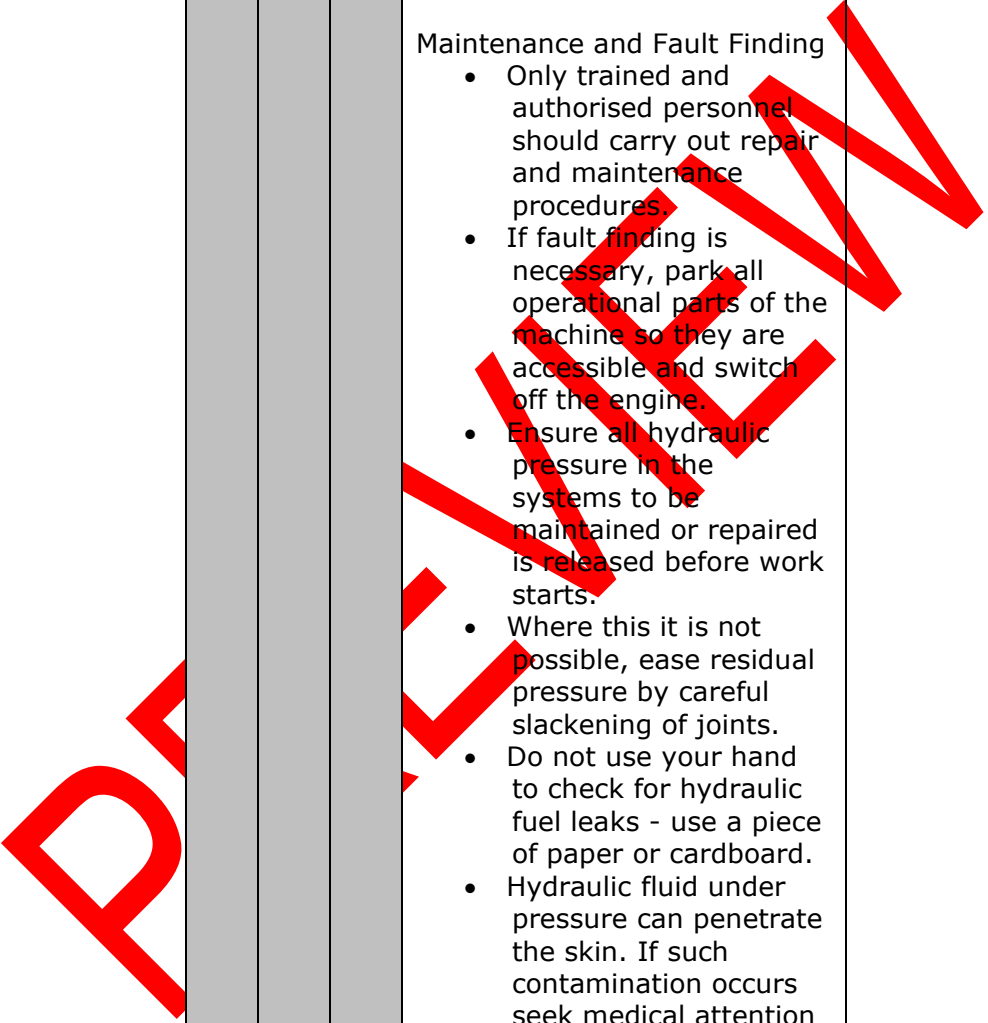
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					load is secure.			
4.33 Mechanical harvesting Flying debris Mechanical entanglement Slips and falls	All operatives	5	3	15	All the measures below are extracted from the HSA Guidance IFSG 603. The local forestry management and harvesting plan must be used in conjunction with these controls. <ul style="list-style-type: none"> Only suitably qualified and experienced staff may undertake this task. The local weather conditions must be taken into account as well as the general harvesting plan. The proximity of other machinery and activities must be considered and suitable control measures must be agreed. The general site conditions must be considered i.e. slopes, soft ground, ditches, rivers, abutments, sharp drops, etc. Adequate field lighting must be set up if general light conditions 	5	1	5

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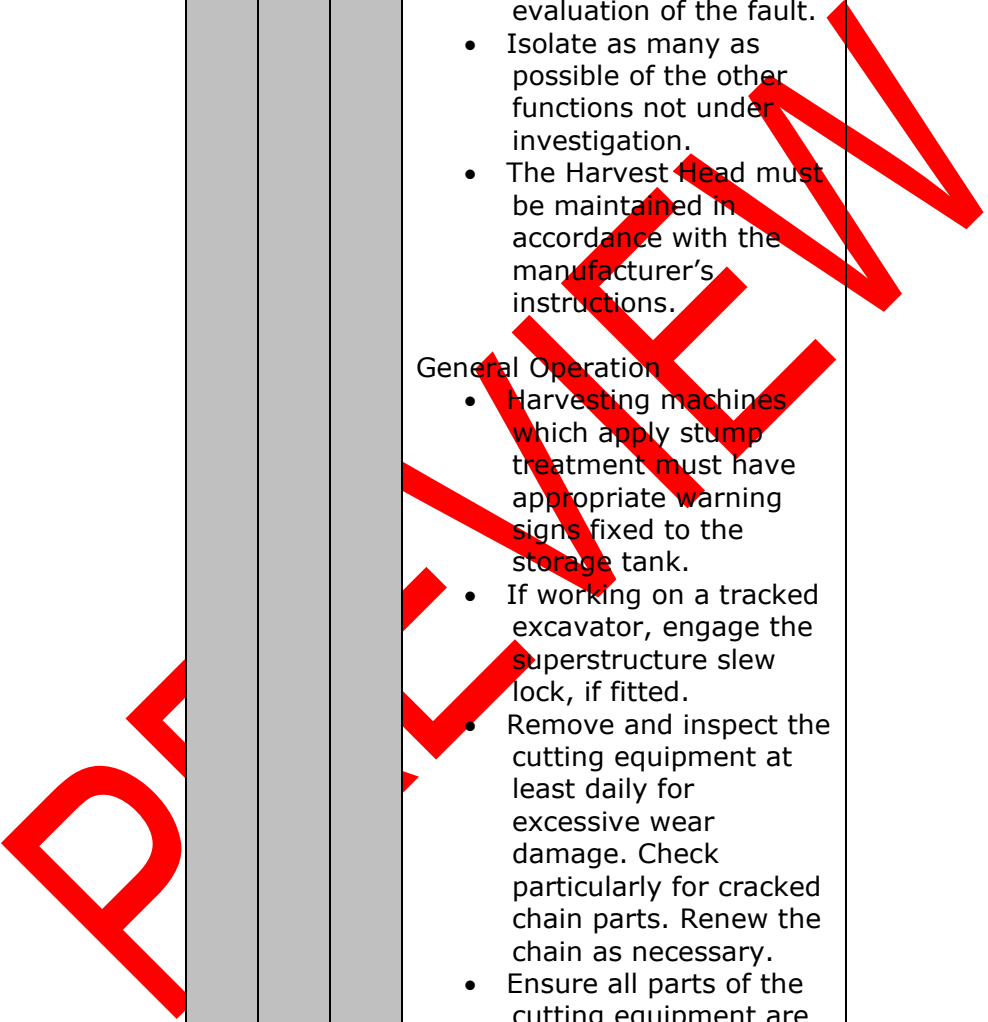
					<p>are low.</p> <p>Maintenance and Fault Finding</p> <ul style="list-style-type: none"> • Only trained and authorised personnel should carry out repair and maintenance procedures. • If fault finding is necessary, park all operational parts of the machine so they are accessible and switch off the engine. • Ensure all hydraulic pressure in the systems to be maintained or repaired is released before work starts. • Where this it is not possible, ease residual pressure by careful slackening of joints. • Do not use your hand to check for hydraulic fuel leaks - use a piece of paper or cardboard. • Hydraulic fluid under pressure can penetrate the skin. If such contamination occurs seek medical attention at once. • Stand at a safe distance 			
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	ABC Company
	Safety Statement

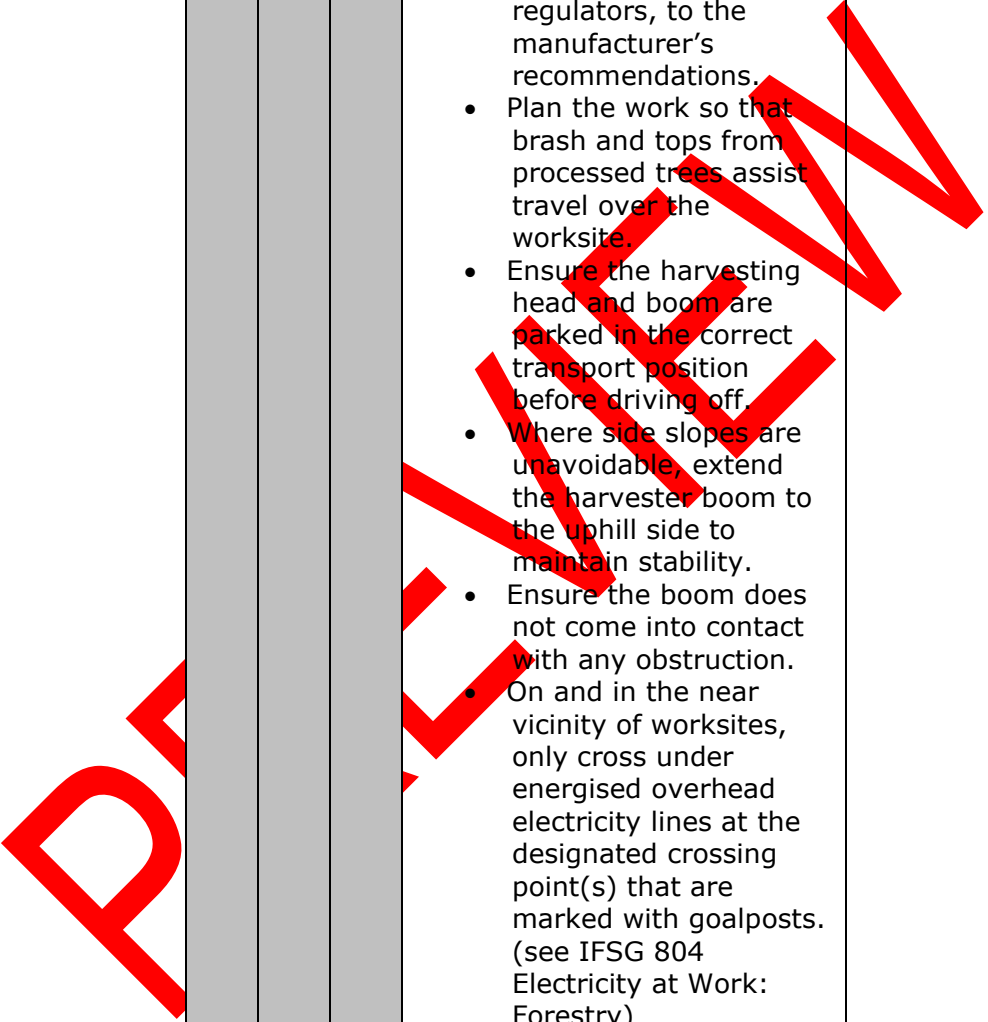
					<p>from the head during evaluation of the fault.</p> <ul style="list-style-type: none"> • Isolate as many as possible of the other functions not under investigation. • The Harvest Head must be maintained in accordance with the manufacturer's instructions. <p>General Operation</p> <ul style="list-style-type: none"> • Harvesting machines which apply stump treatment must have appropriate warning signs fixed to the storage tank. • If working on a tracked excavator, engage the superstructure slew lock, if fitted. • Remove and inspect the cutting equipment at least daily for excessive wear damage. Check particularly for cracked chain parts. Renew the chain as necessary. • Ensure all parts of the cutting equipment are properly aligned. • Maintain the saw chain, 			
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	ABC Company
	Safety Statement

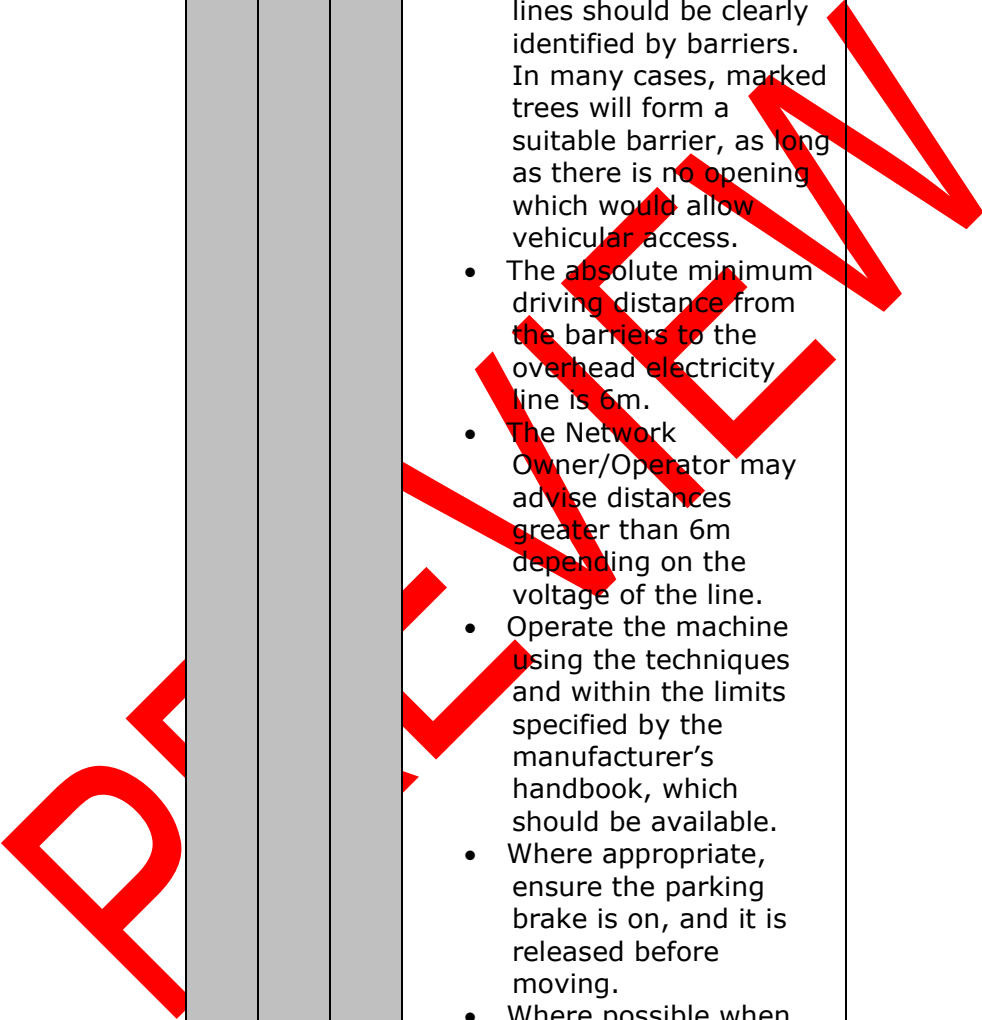
					<p>including depth regulators, to the manufacturer's recommendations.</p> <ul style="list-style-type: none"> • Plan the work so that brash and tops from processed trees assist travel over the worksite. • Ensure the harvesting head and boom are parked in the correct transport position before driving off. • Where side slopes are unavoidable, extend the harvester boom to the uphill side to maintain stability. • Ensure the boom does not come into contact with any obstruction. • On and in the near vicinity of worksites, only cross under energised overhead electricity lines at the designated crossing point(s) that are marked with goalposts. (see IFSG 804 Electricity at Work: Forestry) • Safe driving distances from energised 			
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	ABC Company
	Safety Statement

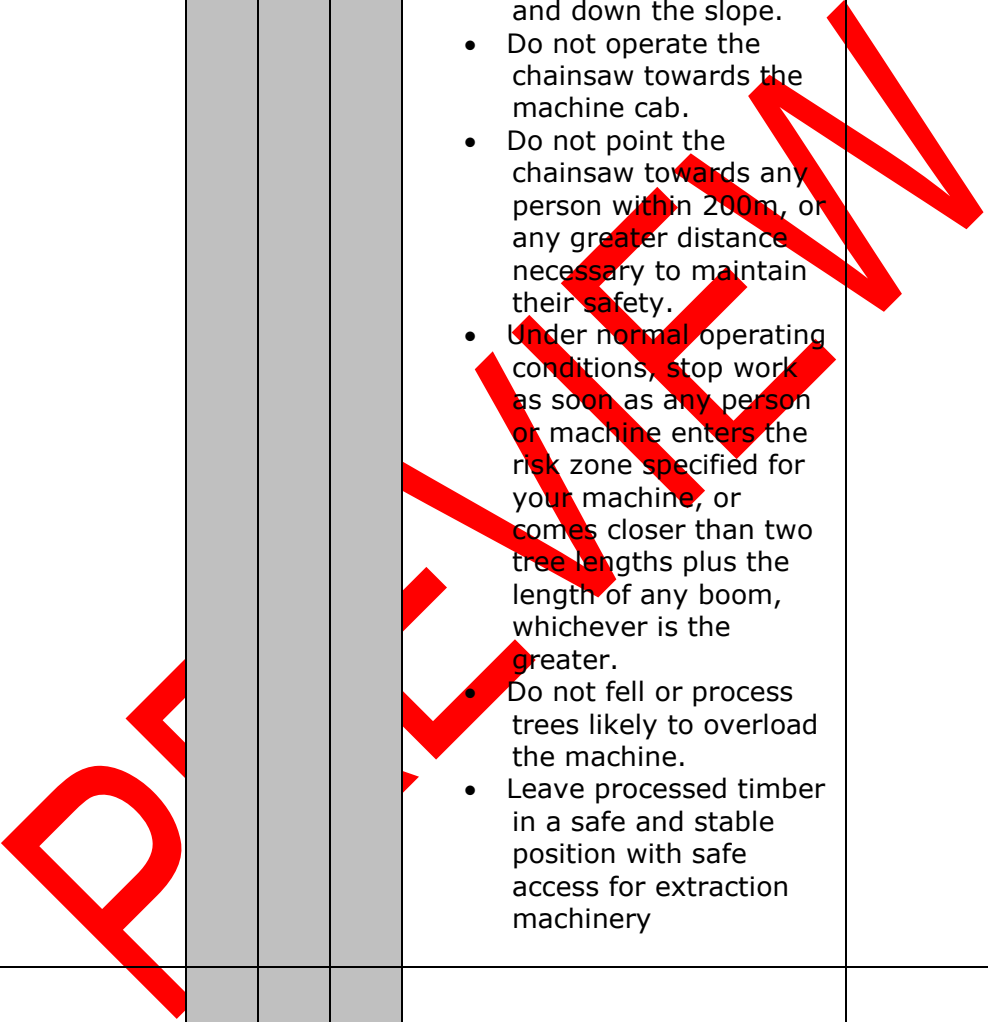
					<p>overhead electricity lines should be clearly identified by barriers. In many cases, marked trees will form a suitable barrier, as long as there is no opening which would allow vehicular access.</p> <ul style="list-style-type: none"> • The absolute minimum driving distance from the barriers to the overhead electricity line is 6m. • The Network Owner/Operator may advise distances greater than 6m depending on the voltage of the line. • Operate the machine using the techniques and within the limits specified by the manufacturer's handbook, which should be available. • Where appropriate, ensure the parking brake is on, and it is released before moving. • Where possible when working on sloping ground, position the 			
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					<p>machine straight up and down the slope.</p> <ul style="list-style-type: none"> • Do not operate the chainsaw towards the machine cab. • Do not point the chainsaw towards any person within 200m, or any greater distance necessary to maintain their safety. • Under normal operating conditions, stop work as soon as any person or machine enters the risk zone specified for your machine, or comes closer than two tree lengths plus the length of any boom, whichever is the greater. • Do not fell or process trees likely to overload the machine. • Leave processed timber in a safe and stable position with safe access for extraction machinery 			



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PART 5

ANNUAL REPORT

MANAGER 2

SAFETY STATEMENT

The following is a report of progress with our Health and Safety Policy as required by Section 12(6) of the Safety Health and Welfare at Work Act 2005.

SAFETY TRAINING;

During the year, the following safety training courses were run:

External safety and health courses attended by our staff included:

NEW SAFETY ARRANGEMENTS

The following new safety arrangements were put in place during the year:

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Safety Statement Document Review

MANAGER 2

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

Date of Review	Signed for Company	Description of Changes	Date of update

PREVIEW

Appendix

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	ABC Company
	Safety Statement

Accident Report Form

Location:	Department/Division:
Date of Accident/Incident:	Date of Review:
Management present:	

Nature of loss	Nature and extent of actual or potential loss to people, property, process or the environment
Description	Description of the Accident/Incident (who, what, how, when)
Causes	Why did the Accident/Incident occur, (root, basic and immediate causes)?
Recommendations	Action to prevent recurrence, responsibility & action by dates:
Reporting	Distribution of investigation information organisation wide and statutory reporting / reply:

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Safety Inspection Sheet

Inspector:		Area:		Date:
Structure, equipment, tool & work practice	Inspection item (relating to each structure, equipment, tool & work practice)	Substandard condition / practice noted	Corrective action required	Action by & date

PREVIEW

Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____ Position: _____ Date: _____
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Details of Suggestion: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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SECTION B: to be completed by Supervisor or Manager 2

Action Taken: <hr/> <hr/> <hr/> <hr/> <hr/>

Signature: _____
Date _____

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Training Register

Date	Subject	Cert number	Expiry date	Staff name	Training provider



PPE Register

Date issued	Item description	Ref number if needed	Name of receiver	Signature of receiver

PREVIEW

PART 8 Related Policies

8.1 ABC Company Environmental Policy

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by it's influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be bunded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

PRELIMINARY

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8.2 ABC Company Dignity and Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.

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