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**HEALTH AND SAFETY COMMISSION
ARBORICULTURE AND FORESTRY ADVISORY GROUP**

Review of Progress on the AFAG Workplan and Project Groups 2005-08

Paper for AFAG Meeting: 2-3rd of April 2008

SUMMARY

1. This paper:

- i. Summarises progress on the AFAG Workplan and individual projects.
- ii. Proposes further work for 2008/09 and beyond.
- iii. Proposes that Members consider the benefits of carrying out an evaluation or audit of the project-based approach adopted to deliver the AFAG Workplan 2005-2008.
- iv. Proposes that a small review group be established to identify any changes that should be adopted in how AFAG works in the future to improve the delivery of key aims and objectives.

BACKGROUND

2. The attached paper (AIAC 080301) was presented to the HSC's Agricultural Industry Advisory Committee on 18 March 2008. It summarises progress on individual projects within the AFAG Workplan 2005-08 and suggests further work for 2008-09 and beyond.

3. The AFAG Workplan for 2005-2008 was developed to ensure that AFAG successfully addressed the priority issues identified by Members in 2005. A number of specific 'task-and-finish' Project Groups were formed, each targeting a specific priority issue in the tree work sector. It was proposed that this approach would facilitate the successful delivery of the AFAG's agreed key aims and objectives by providing a framework to ensure the best possible use of the resources and expertise available to AFAG. Each Project Group developed a Project Plan which outlined key aims, objectives and milestones. These project plans have been used to measure the progress and delivery of each Project Group since 2005 and to ensure the successful and timely delivery of the overarching AFAG Terms of Reference and Workplan 2005-2008.

4. The three year Workplan is now drawing to a conclusion. The majority of the AFAG Projects have either been fully delivered or will continue into 2008-09 because of their existing relevance to the industry. Members have also been asked to identify new potential high priority issues for AFAG to address in 2008-09 onwards. Topics highlighted so far include:

- Reducing chainsaw accidents in tree work
- Improving management of occupational health in tree workers
- Working close to overhead power lines on forestry sites
- Small scale machinery used in tree work
- Improving the provision of welfare facilities on forestry sites
- Forestry site management (communications)
- Lone working
- Forest transport

5. It is proposed that before work commences on developing the AFAG Terms and Reference and Workplan for 2008-09 and beyond, a thorough review should be carried out to examine and identify:

- a) How successful the adoption of ‘task and finish’ project working has been in the delivery the 2005-2008 Workplan
- b) Areas of success and failure – particularly in relation to AFAG delivering the needs of businesses and those at risk
- c) What measures or systems AFAG should adopt to improve how we deliver on key issues in the future

6. It is proposed that a small group of AFAG Members should be formed to consider and address the issues noted above. The expertise of AFAG Members from the commercial sector would be of particular value in this review.

ACTION AND RECOMMENDATIONS

7. AFAG Members are invited to:

- a) Agree the ‘traffic-lighting’ / report on state of progress of AFAG’s projects, as listed in the attached Table
- b) Agree that a review of AFAG’s way of working from 2005-2008 should be initiated.
- c) Identify Members who will form the review group.
- d) Provide any comments or opinions Members may have on the successes/failures of the ‘task and finish’ approach to delivering AFAG’s key objectives.
- e) Suggest any issues/ changes that should be considered by the review.
- f) Agree future topics/work for Project Groups.

**HEALTH AND SAFETY COMMISSION AND EXECUTIVE
AGRICULTURE INDUSTRY ADVISORY COMMITTEE**

**Arboriculture and Forestry Advisory Group (AFAG):
Review of project to date, including activities in 2007-08 and proposals for 2008-09**

Summary

1 This paper summarises progress on the AFAG Workplan and the component projects between 2005 and 2008 and outlines proposals for new work during 2008-09 and beyond.

Background

2 The attached Table updates the information presented to AIAC at the last meeting in October 2007 (AIAC 0710050). Since 2005/06 AFAG has revised its Terms of Reference and regularly reviewed the priority needs for the arboriculture and forestry industries and the activities of its numerous 'task-and-finish' Project Groups set up to deliver its objectives,. These were originally presented to and agreed by AIAC in November 2005 (AIAC 140503).

3 There are a number of high-profile projects which have reached fruition e.g. steep ground working, production of a communications strategy, and review of guidance and publications. A particularly complex issue still being discussed with stakeholders is the review of training and certification arrangements for the tree work industry.

Recommendations

4 Table 1 summarises the current status of the AFAG Project Groups, indicates the status of each project including ongoing work and provides the rationale/ justification for proposals for new work topics which AFAG has advised should be included in its Workplan for 2008-09 and beyond.

5 These will be finalised at the AFAG meeting on 2-3 April, subject to any recommendations / advice from AIAC, but currently include:

- Reducing chainsaw accidents in tree work
- Improving management of occupational health in tree workers
- Working close to overhead power lines on forestry sites
- Small scale machinery used in tree work
- Improving the provision of welfare facilities on forestry sites

- Forestry site management (communications)
- Lone working
- Forest transport

Action

6 AIAC members are invited to:

- (1) Note the information about the delivery of the AFAG Project Groups
- (2) Offer further suggestions on the issues that should be addressed by AFAG in the future.

Contact

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Table 1 – REVIEW OF AFAG PROJECT PROGRESS 2005-08 and PROPOSALS FOR 2008-09+

AFAG Project + Project Leader	Status	Outcomes	Risk to delivery	Comments	Proposed Action at AFAG April 2008
Examination of the underlying and root causes of serious accidents and develop strategies for risk reduction – Emily Ramsay	Green	<p>Multi -factor risk analysis of accident causation in tree work completed.</p> <p>Identification of high risk areas and key influences for targeting future AFAG and Industry projects and guidance completed</p> <p>Identification of key communication messages, communication approaches and target audiences for future articles Completed.</p> <p>Information used for development of articles in trade journals completed.</p> <p>Results communicated to trade bodies and others in the industry.</p>	None	<p>The Project Group have highlighted chainsaw activities as the key issue for future AFAG work to reduce accidents</p> <p>Research report to be published on the HSE website following approval by SSC.</p>	<p>Members are asked to consider the outcomes of the Project Groups and provide comment on how the issues highlighted by the Group should be taken forward.</p> <p>Members are asked to agree that this project is complete.</p>
Training and Certification - Simon Richmond	Green	<p>A thorough evaluation and assessment of the current system of training and certification has been carried out.</p> <p>Industry consultation completed.</p> <p>Procedures used in other industries</p>	<p>Compromise not possible because of conflicting requirements.</p> <p>Ability of</p>	<p>Members of the project group are aware of the range of views and opinions held both by Project group Members and by those contributing</p>	<p>Members are asked to consider the proposals of the Group that the Project should be continued as</p>

AFAG Project + Project Leader	Status	Outcomes	Risk to delivery	Comments	Proposed Action at AFAG April 2008
		<p>have also been evaluated.</p> <p>Input into the current NPTC and Lantra reviews.</p>	<p>relevant organisations to support a proposed framework.</p> <p>Practical administration of in-house training.</p>	to the industry consultation.	<p>part of the 2008-Workplan.</p> <p>Members are asked to consider the Group's proposals for moving this work forward to a timely conclusion</p>
Steep Ground Working – Neil McKay	Complete				
Work at Height	Green	AFAG 401 to be revised		AFAG 401 being redrafted by external contractor,, draft to be available for AFAG 4/08	Project Group to consider during AFAG meeting.4/08.
Rigging and dismantling techniques in arboriculture	Green	<p>New AFAG leaflet and detailed industry guidance.</p> <p>Proposed dissemination through industry workshop(s) ~Q3-4 08/09.</p>	<p>Delay in publication of final report.</p> <p>Funding required for workshop(s).</p>	Final report now due end 3/08.	AFAG Project Group to consider report findings/at AFAG 4/08.

AFAG Project + Project Leader	Status	Outcomes	Risk to delivery	Comments	Proposed Action at AFAG April 2008
Machine Assisted Takedown of Trees – Jim Burns (replaces J Dewar)	Green	Research results to be presented at this meeting	Research not completed	Members are asked to consider and comment on the results of the research and proposals put forward by the Group.	Project Group will be concluded at April meeting
Promotion of Rehabilitation Services (Re-titled – Occupational Health Services) – A Plom	Green	Identification and raised awareness of available occupational health services (to enable rehabilitation)	Poor planning and co-ordination is likely to lead to a reduction in the potential impact of this Project.	Initial Project Group formed with key stakeholders in Scotland, incl HSE, NHS Scotland, Scottish Government, Healthy Working Lives and scope/aim of project amended to Promotion of Occupational Health Services (in Scotland). This will be broadened out after the initial pilot project is complete.	Propose to progress this project in - AFAG Workplan 2008/09.
Whole Body Vibration- Colin Saunders (replaces J Dewar)	Green	Guidance note completed.	Failure to secure funding for publication.		Project Group could deliver remaining outcomes during AFAG meeting

AFAG Project + Project Leader	Status	Outcomes	Risk to delivery	Comments	Proposed Action at AFAG April 2008
Hand Arm Vibration	Green		Failure to secure funding for publication.	Good practice guidance on management of HAV in forestry to be developed in line with guidance developed by FC and HSE. Propose to include this project in future 08-09 AFAG Workplan.	Members are asked to comment on the proposal that this project be included in the 2008-09 Workplan.
Noise	Green	HSL Wood chipper research completed. Report published on HSE website. Issues resulting from the research have been identified and an action plan produced to address these issues	None	Propose to include Noise project in future 08-09 AFAG Workplan.	Remaining outcomes could be delivered via AFAG Members Community site following publication of research report.
Reduce Exposure to Pesticides Used in Tree Planting – Emily Ramsay	Green	HSE and FC have been working with PSD (Pesticide Safety Directorate) in a review of the pesticide product involved. Approval Holders provided with report and asked to comment.	Insufficient resource.	A report on the pesticide product may be prepared by PSD for consideration by the Advisory Committee on Pesticides. HSE/FC will be asked to comment on any	Members are asked to consider the proposal from the group that the project group be suspended until the completion of

AFAG Project + Project Leader	Status	Outcomes	Risk to delivery	Comments	Proposed Action at AFAG April 2008
				report / recommendations made by PSD on the Approval status of this product.	the current review of the pesticide product.
Promotion of best practice in arboriculture and forestry- (Project Leader TBC.)	Green		HSE reduces publication resource.	Outstanding guidance to be identified by Project Group Members /Project Leaders. Future publication needs to be addressed by all AFAG Members.	Agreement by all AFAG Members that guidance is needed in relation to lone working and the role of site safety supervisor. Propose to include this project in future 08- AFAG Workplan.
Production, review and maintenance of AFAG, HSE and industry guidance	Green – ongoing Communication plan agreed by Members.		Insufficient resources applied.	A number of outstanding issues are being progressed by Sector.	Propose to include this project in future 08-09 AFAG Workplan.

AFAG Project + Project Leader	Status	Outcomes	Risk to delivery	Comments	Proposed Action at AFAG April 2008
– (Project Leader TBC.)	<p>AFAG Community websites launched.</p> <p>HSE Tree Work Website under development</p> <p>Communication plans for individual Project Groups to be agreed.</p>			<p>Propose that an action plan is developed to co-ordinate communication of AFAG Project Work in the future 08-09 AFAG Workplan.</p> <p>Nb. Industry expects/requires production of most AFAG guides in hard copy for use in training and as on-site check lists.</p>	