

ARBORICULTURE AND FORESTRY ADVISORY GROUP- AFAG

Action Notes from 15th AFAG Meeting, 15 October 2008.
Forestry Commission HQ, Corstorphine Road. Edinburgh EH12 7AT

Agenda Item No	Action	By
1	Welcome – Alan Plom explained that as Roger Nourish has moved on to a new post, he would chair AFAG pro tem. New members: (Imogen Mole (NATO), Alexander Laver (ISA). Phil Higginbotham (UKFPA) deputised for Alex Murray. HSE to send formal letter of invitation to Alex Laver.	HSE
2	Urgent business - Jim Brown called for a statement to record the current dire position of the forestry industry due to the current financial situation and down turn in construction. This is having a dramatic effect on morale and activities in the industry. Agreed this would need to be considered in any Business Impact Assessments and it reinforced the need for the benefits to business of good H&S management being identified and pointed out to the industry.	HSE/ Members.
3	Minutes of 14th meeting - Minutes agreed, to be put on website	HSE
3.1	Meeting Summary – Agreed this was useful and should be produced and put on the website asap after meetings, in advance of the full minutes.	HSE
4	Matters arising	
4.1	HSE’s Insurance initiative – Following the departure of Roger Nourish, this work is to be continued by A Plom. To report back if/when developments take place.	A Plom
4.2	Research – Future funding by FC – J Dewar had received no bids for new work in 2009/10.	
4.3	AFAG Community websites – Members were asked to ensure that they were full members of the AFAG Members Community as this will be used for consultation and exchange of information. F Hirst to resend appropriate link.	Members/ F Hirst
4.4	Trees & Timber SAPs (Sector Approved Profiles) - Secretariat to send formal response on behalf of AFAG to Ros Burnley expressing members concerns about the industry’s understanding and relationship with Lantra, urgently. Members encouraged to attend key Lantra Trees & Timber Group ‘National Occupational Standards’ (NOS) meeting on 30 Oct.	A Plom
5.	AFAG Revised Terms of Reference and Workplan 2008-09	
5.1	Members to send comments on the revised ToR or Workplan in Annex 1 to AFAG paper 08/03, to A Plom by COP 24/10/08.	All Members & Project leaders.
5.2	Executive summary of the Bomel ‘Accident Analysis’ research to be made available on the AFAG website asap.	HSE
5.3	The Bomel report on occupational health to be placed on HSE website.	HSE

6	Training and certification – AFAG Project A2.	
6.1	S Hewitt asked members to ensure that they provided comments on the proposed Lantra SSC NOSs as these will form the basis of the revised chainsaw CoCs.	Members
6.2	Discussions to continue with Forestry and Arb industries to identify needs and methods to record training and experience. Meanwhile, a Working Group to be set up to devise questionnaire for employers to ensure employees have the appropriate training/competence and experience for work to be undertaken. Questionnaire to be incorporated into a revised AFAG 805. S Richmond to convene small group -volunteers included J Price, E Ramsay (or nominee G Munford), D McLean, J Brown, G Bonner (or nominee) and A Laver.	S Richmond & J Brown
6.3	European ‘Chainsaw Operators Certificate’ – Further meeting in Brussels in November, to be attended by J Brown on behalf of AFAG + S Hewitt (NPTC).	J Brown & S Hewitt
7	Review of other AFAG Projects 2005-2008 Project leaders to check information & review descriptions of progress on their projects in AFAG 08/04 and send comments to A Plom by COP 24 October, to update AIAC on 11 November.	Project leaders
7.1	Future Progress reports In future, Project Leaders to check information and produce a paragraph summarising progress before each AFAG meeting (with appropriate ‘traffic light’) to insert in Progress Table. Reminder to be sent with each meeting calling note.	Project leaders/HSE
7.2	New projects confirmed for 2008-09:	
7.2.1	A3 - Reducing chainsaw accidents in tree work E Ramsay, Hans Fairley, P Jackson, G Bonner offered to join Gp or provide representative. Other Members to be asked to join Project Group and Project Leader TBC.	HSE
7.2.2	B8 - Safe tree work near/beside overhead power lines P Jackson, J Brown offered to join Gp + S Parry and J Madden (HSE). ENA rep and other Members to be asked to join this Project Group.	S Parry
7.2.3	D3 - Management of H&S at forestry sites (Role of Forest Works Managers & Site Safety Coordinators & Lone Working) D MacLean, A Murray, S Parry + additional representatives from FC and industry required to join this project group.	S Parry
7.3	Ongoing Projects	
7.3.1	A1 Examination of underlying and root causes of serious accidents – Project group to discuss research findings and inform other Groups. Summary and Final Report to be put on AFAG and HSE website respectively, asap.	Project group & HSE
7.3.2	B2 Work at Height – Final draft of AFAG 401 to be circulated to all members for comment /approval	F Hirst
7.3.3	B3 Welfare on forestry sites – ACP report concluded that improvements in training for use of alpha cypermethrin spraying is required. ‘Good practice’ guidance to be produced.	E Ramsay

7.3.4	B4 Rigging & Dismantling Techniques in Arb – Final Research Report is awaiting final clearance by E Gibby/HSE. F Hirst and J Dewar to convene peer review group to finalise communications plan.	F Hirst & J Dewar
7.3.5	B5 Machine Assisted Takedown of Trees – Working group have asked AFAG to decide whether to revise & update AFAG guides 310 & 603 to include report findings OR prepare a new AFAG guide to cover m/c assisted takedown methods and techniques.	AFAG members S Parry
7.3.6	B6 Chainsaw PPE – Amendments to advice on selection of chainsaw trousers to be based on risk assessment to be incorporated into revised AFAG 401. Industry and HSE inspectors to be alerted through websites.	HSE
7.3.7	C1 Promotion of occupational health services – R Nourish had asked FOD Scotland for support to restart & re-energise this project, but response not positive. Resource needed urgently.	A Plom / HSE Scotland
7.3.8	C2 MSD – Decision needs to be made on whether the scope of this project should be extended beyond providing web-based reference material.	P Jackson/ Working Group/members
7.3.9	C3.1 Whole Body Vibration – Position regarding HSE Information Sheet to be followed up.	HSE
7.3.10	C3.3 Noise – Issues from HSL wood chipper research (including provision of information and use inadequate hearing protection with forestry helmets) to be fed back to industry. Projects proposed by HSE/FOD Midlands and Noise & Vibration Specialists to be followed up.	HSE
7.3.11	D1 Promotion of Best Practice – Information from Members on what they would like to see included on the new Tree Work web site still required.	Members
8	Review of Standards Work - Summary of current position and possible future work to be produced for Members.	H Fairley & A Plom (+ C Saunders)
9	Research - Research into noise from woodchippers published – Summary and link to report to be put on AFAG website.	HSE
10	Communications - Location of previous SHAD's have been mapped. Members to be informed of venues for the 3 Forestry and 4 Arb SHAD's in 2008-09. Future SHAD's should target agents, owners, decision makers.	HSE
12	Date and venue of next meeting - A 1- day meeting to held in March 2009 at Stoneleigh, preferably in advance of AIAC. Date and location TBC asap.	HSE