

Open Government Status:  
**OPEN**

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

**Revised AFAG Workplan and Project Groups for 2008-09 & Beyond**

**Paper for AFAG Meeting: 15 October 2008**

**Summary**

1. Two papers are attached:

- (a) Annex 1 - Draft revised Terms of Reference and revised for AFAG workplan + list of individual projects including, new projects agreed for 2008/09 and beyond: and
- (b) Annex 2 – Detailed outline plans for the new projects proposed for 2008-09.

**Background**

2. The Agricultural Industry Advisory Committee has agreed that AFAG should continue to deliver its aims and objectives through the series of 'task-and-finish' projects discussed and agreed at the last AFAG meeting (2-3 April 2008).

3. The main amendments to the Terms of reference and over arching Workplan (attached as Annex 1) are highlighted in italics. The revisions in particular reflect potential changes following the amalgamation of HSC and HSE, development of a new 'HSE Strategy for health and safety in GB', a new initiative aimed at farming ('Agriculture Revisited'), the review of HSE's Industry Advisory Committees, a review of HSE's Sectors and staff changes in the Agriculture and Food Sector.

4. This new Workplan builds on and extends AFAG's Workplan devised for 2005-2008, to ensure that AFAG successfully addresses the priority issues and new topics identified by AFAG members. These include:

- A focus on reducing chainsaw accidents in tree work
- Improving management of occupational health in tree workers
- Working close to overhead power lines on forestry sites
- Improving communications at forestry sites, including lone working

5. At the last meeting, AFAG also agreed that a small group should be set up to examine and identify:

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

### **Action and Recommendations**

6. AFAG members are invited to:

- a) Agree the revised Terms of Reference and Workplan for 2008-09 and Beyond.
- b) Identify members who will form the 'review' group. The expertise of members from the commercial sector would be of particular value in this review.
- c) All members are asked to provide any comments or opinions they or members of their organisations may have on the successes/failures of the 'task and finish' approach to delivering AFAG's key objectives.

**Alan Plom**  
**Acting Chair of AFAG**  
**Head of Health and Safety Section**  
**HSE Agriculture and Food Section**  
**6 October 2008**

**HSC AGRICULTURE INDUSTRY ADVISORY COMMITTEE  
ARBORICULTURE AND FORESTRY ADVISORY GROUP**

**TERMS OF REFERENCE AND SUMMARY OF WORK PROGRAMME  
2008-09 & Beyond**

**Background**

1. *The Arboriculture and Forestry Advisory Group (AFAG) was setup in 2002 by the Health and Safety Commission's (HSC) Agriculture advisory Committee (AIAC). It provides a forum at which the Health and Safety Executive (HSE), the Forestry Commission, trade bodies, training organisations, employers and employees' representatives work together to respond to health and safety issues in the tree work sector ie arboriculture and forestry.*
2. *AFAG provides authoritative guidance widely accepted as describing good industry practice. AFAG has produced a wide range of free leaflets and other guidance and has set up a number of Specific project groups to look at major issues facing the industry. AFAG leaflets replaced the now defunct FASTCo (Forestry and Arboriculture Safety Training Council) guidance and are used as a standard for training and assessment of competence, assessing risks establishing safe systems of work and management and monitoring of work activities throughout the tree work sector and other industries where relevant equipment is used. Importantly, AFA is the route through which those carrying out this type of work and involved in the industry can influence HSE's policies and published guidance.*
3. Following the reconstitution of the Health and Safety Commission's (HSC) Agriculture Industry Advisory Committee (AIAC) in 2005, the AIAC agreed that the Arboriculture and Forestry Advisory Group (AFAG) should continue to consider and make recommendations to the HSC and the AIAC on:
  - (a) Identifying and controlling all major areas of risk to health and safety arising from work activities in arboriculture and forestry, including transport of timber in the forest, and
  - (b) Implementing the HSC strategy for workplace health and safety in Great Britain to 2010 and beyond.
4. *AFAG devised a workplan for 2005-08 intended to contribute to these objectives and the Public Services Agreement (PSA) targets to reduce fatalities and major injuries, ill health and days lost due to work-related injuries and ill health. This was endorsed by the AIAC and reports have been presented to each AIAC meeting. The AIAC agreed AFAG's 'forward look' proposing continuation of ongoing projects and a number of new areas of work for 2008-09 and beyond.*
5. *Following the merger of HSC with HSE in April 2008 to form a combined HSE Board, a new Strategy for workplace health and safety in Great Britain is due to be launched late in 2008. However, the HSE Board have already agreed a new strategy/initiative for 'agriculture' ("Agriculture Revisited") which focuses on farming. The role and structure of existing Industry Advisory Committees is also being reviewed during 2008-09 but AIAC have agreed that AFAG should continue meanwhile.*

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6. *Subject to any further revisions necessary to meet HSE's revised Strategy, it is anticipated that the revised AFAG Terms of Reference and Workplan for 2008-09 and beyond - which has been devised and agreed with industry stakeholders to meet the needs and priorities of the arboriculture and forestry sectors - will continue to meet HSE's overall aims and objectives.*

### **Terms of Reference**

7. *AFAG will continue to consider and make recommendations to HSE and the AIAC by working closely with the industry to:*

- (a) Identify and control all major areas of risk to health and safety arising from work activities in arboriculture and forestry, including transport of timber in the forest, and*
- (b) Contribute to the implementation of the revised HSE strategy for workplace health and safety in Great Britain.*

### **Aims and Objectives**

8. *AFAG aims to build on the success of work delivered as part of the 2005-08 Workplan. During this time AFAG has been successful in increasing its influence in both the arboricultural and forestry sectors. It has also expanded its role and involvement with industry through a range of specific project groups. These have provided an effective platform for partnership working with key industry stakeholders across the full range of the 'tree work' sector.*

9. *However, tree work continues to have a high incidence rate of fatal and major injuries (~2x that of agriculture). As part of the 2005-08 Workplan comprehensive research has been completed that provides a detailed analysis of the common factors and key influences that contribute to tree work accidents. This has provided a robust evidence base for the development of new project plans that target key issues and enable resource to be focussed in such a way as to maximise the contribution to the overarching strategies of HSE and AIAC.*

10. *A number of other projects have also successfully delivered identifiable outputs and these are retained in the revised list of projects (Annex 1) for ease of reference. Some projects in the original 2005-08 workplan will need to continue as part of the work plan for '2008-09 & Beyond' as they are addressing long-term goals such as improving training and competence across the tree work industry, reducing the incidence of occupational ill-health or aiming to continue to improve the way AFAG communicates with the industry.*

### **AFAG Communication Strategy**

11. *As part of the 2005-08 workplan, AFAG reviewed relevant guidance, including AFAG leaflets and other publications outlining good industry practice. It also devised a Communication Strategy and investigated possible mechanisms to both improve the delivery of projects and increase the participation of those working in the industry in addressing key issues. Many working in the tree work industry are 'hard to reach' and AFAG will pursue a creative and innovative approach to deliver the key messages and information. AFAG believes that improvements in the health and safety performance of the tree work sector will*

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*be much enhanced if those in the industry feel that their opinions are being considered, and if AFAG and HSE's decision-making process is transparent.*

12. *To assist this process, two 'AFAG Communities' have been launched on HSE's website. The first is restricted to AFAG members and those involved or invited to participate in Project Groups. The structure of the site, with individual discussion forums for each project and project documentation available, will enable members to work on issues outside of 'face-to-face' meetings. This will reduce the costs involved with travelling and attending meetings and allow projects champions to progress work at a much faster rate. The second 'open' website is open to members of the public, and is particularly aimed at those working within the tree work industry. It will provide information relating to AFAG generally and importantly provide a platform where those in the industry can provide input to all AFAG project groups at every point.*

13. AFAG's objectives for 2008-09 and the immediate following years are:

(a) To continue to contribute through a suite of projects to HSE's *current and future Strategy* and the "Fit for work, fit for life, fit for tomorrow" (Fit3) Strategic Programme (and *its successor*).

(b) To achieve a fundamental culture change amongst those engaged in forestry, arboriculture and associated industries, aiming to reduce the incidence of injuries and ill health in line with the AIAC's original strategy for delivery of the PSA Targets in agriculture\*, ie, by 2008:

- 20% reduction in fatal accident incident rate to employees;
- 10% reduction in fatal accident incident rate to self employed;
- 20% reduction in major accident incident rate to employees;
- 10% reduction in the incidence rate of cases of work-related ill health.

\*nb AIAC's targets are based on the average over 1999/2000 to 2003/04, as opposed to a single year. In turn these will contribute towards HSE achieving the PSA targets (ie to reduce fatal and major injuries by 3%, work-related ill health by 6% and days lost due to work-related injuries and ill health by 9%, all by 2008, based on 2004/05).

(c) To exploit synergies through joint working across Government Departments and agencies and with key industry stakeholders, to improve the well-being of workers in these sectors.

(d) To develop, implement and evaluate innovative and cost-effective intervention methodologies to contribute to HSE's Strategic Programmes and HSE's PSA targets, eg using Safety and Health Awareness Days (SHADs) aimed at managers of forestry works and clients in arboriculture.

(e) To further develop and implement an effective communication strategy for the industry. This includes developing creative, high impact and 'state of the art' methods of communicating that fully utilize the emerging opportunities afforded through evolving communication technologies, eg websites, podcasts, etc.

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(f) To develop an overarching strategy that delivers real improvements in both the incidence of, and cultural attitudes to, occupational ill health in the tree work sector.

### AFAG Projects

14. In 2005 AFAG identified a number of projects grouped under 4 areas of work. These areas of work, or themes, continue to be relevant and are:

- A. *Examination of underlying and root causes of serious accidents, and develop strategies for risk reduction* (including improving training and competence).
- B. Operational best practice – Improving and maintaining standards.
- C. *Occupational Health – Improving and developing strategies for risk reduction.*
- D. Communication – Promoting best practice and maximising the potential for change.

15. The projects are listed and summarised in Appendix 1. More detailed outline plans for each of the projects are provided in Appendix 2. These identify the background and objectives for each project, the resource implications, milestones and outputs.

### Resources

16. Current members of AFAG are:

<b>Chair</b>	TBA	HSE, Head of Agriculture & Food Sector
<b>Members</b>	Jim Dewar	Forestry Commission (FC) [AFAG Technical Secretary]
	James Brown	Forestry & Timber Assoc. (FTA – now Confor) [Also AFAG rep on AIAC]
	Hans Fairley	Agricultural Engineers Assoc. (AEA)
	Robert Beaney	Transport & General Workers Union (TGWU)
	Emily Ramsay	FC
	Simon Richmond	Arboricultural Assoc. (AA)
	Alex Murray	United Kingdom Forest Products Association
	Ros Burnley	Lantra (Sector Skills Council)
	Chris Cooper-Abbs	Lantra awards
	Steve Hewitt	City & Guilds/NPTC
	Des Campbell	Dept of Agriculture, Northern Ireland (DANI) Forest Service
	Neil McKay	Inst. of Chartered Foresters (ICF)
	Gerald Bonner	Tree Care Industry Assoc. (TCIA)
	Donald Maclean	Forestry Contracting Assoc. – (now Confor)
	Steve Osbourne	Public & Commercial Services Union (PCS)
	TBA (Paul Elcoat)	International Society of Arborists (ISA)

	resigned) Pete Jackson Imogen Mole John Price  Frances Hirst Simon Parry [Jason Liggins] Alan Plom	Utility Arboriculture Group (UAG) National Assoc. of Tree Officers (NATO) Local Government Employers Organisation (LGE) HSE HSE HSE HSE (Sec)
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17. Project Groups are 'championed' by a Project Leader from AFAG. Members are drawn from AFAG and include other co-opted industry representatives and HSE staff, as appropriate [see Appendix 1 for summary and Appendix 2 for details of individual projects].

18. The funding for any research identified and the cost of production and publishing AFAG guidance is to be determined on a case-by-case basis and subject to inclusion in the Agriculture and Food Sector's research and communication bids. The Forestry Commission and HSE have jointly funded project work previously and other external sources such as European Community funding and industry support (in-kind) will be further explored.

### Risk Register

RISK	LIKELIHOOD	CONSEQUENCE	RISK MANAGEMENT
Inadequate resource applied	High	Projects do not start or cannot be followed up and good practice is not disseminated and adopted effectively by the industry.	Modest resources requested and Projects are designed to maximise impact across the industry. Reduction/removal of FOD (inspection) resource will result in a reduction in intelligence from the field to inform and assist projects.
Stakeholders unable or refuse to engage.	Low	Loss of input by stakeholders devalues project outcomes and inhibits implementation of measures across the industry.	High level of existing pressure from stakeholders across the arb & forestry industries for engagement with HSE is being cultivated and communication between stakeholders and HSE maintained. Removal of HSE Sector and/or FOD resource may result in a loss of goodwill from stakeholders who expect HSE to uphold standards and ensure a

RISK	LIKELIHOOD	CONSEQUENCE	RISK MANAGEMENT
			'level playing field' within the industry.
Guidance is not produced.	Medium	Adverse effect on stakeholders and loss of credibility of the AFAG guidance system within the industry. Possible slippage in standards in the industry.	Project Managers to continue to encourage and co-ordinate the efforts of AFAG members and ensure their contributions are submitted according to the agreed timescale. High risks issues that are specific to tree work may not fit easily into HSE's Strategy/ Programmes (eg Fit3) criteria and therefore business cases for revisions/new publications may not be supported.
Insufficient funding for promulgation of products (eg AFAG guidance).	Medium	Products will not be taken up effectively by the industry and thus delivery/ outcome of projects will be at risk. The anticipated reductions in injuries/ill health will be at risk in the longer term.	AFAG's Communications Project Group has reviewed and proposed effective methods of communications and HSE's Sector continues to seek adequate budget to launch and publicise new products/outcomes of Projects.
Short notice and other unplanned work demands may impact adversely on projects.	Medium	Delays in meeting milestones, inadequate time to prepare outcomes properly.	Feedback to Sector, AFAG and AIAC to advise on competing priorities and resource as necessary.
Staff changes in teams due to job changes, promotion etc, disrupt project.	Medium	Deadlines missed etc.	Manage through Sector and others in management chains to minimise disruption.
Need for changes or amendments to projects arise.	Medium	Project timetable and/or aims disrupted.	Project Managers to manage change process and inform AFAG/AIAC as necessary.

19. It is assumed that:

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- (a) Government, HSE and AIAC will continue to give the work of AFAG support and resources.
- (b) There is a correlation between the standard of management of forestry sites and *other tree work activities* and the frequency of major and fatal accidents.
- (c) That working closely with the major stakeholders *in all sections of the tree work industry* will result in real improvements in health and safety.

### **Project Management**

20. *AFAG's Workplan is based on a number of 'task and finish' Project Groups 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. A Project Plan is required for each project outlining its key aims, objectives and milestones. These project plans are used to measure progress and delivery and to ensure the successful and timely delivery of AFAG's current Terms of Reference and Workplan.*

21. Day to day management and reporting to AFAG *and the industry* is the responsibility of the nominated Project Leader, who will be supported by HSE's Agriculture and Food Sector staff, as appropriate. The same individual may be Project Leader for more than one project. AFAG will sign off tangible outcomes on the basis of the Project Leader's reports and products, e.g. new guidance.

22. *Industry will be consulted through stakeholder organisations, trade media and through the AFAG Community websites. Information on projects and emerging findings/guidance on good practice will also be posted on the websites and publicised through the trade media.*

### **Evaluation**

23. The outcomes of AFAG Projects, eg in terms of raised awareness across the industry and use of the guidance produced will be evaluated through stakeholders and use of *approved techniques, such as the Bomel Cultural Change Tool.*

24. Accident and ill health data from RIDDOR will be monitored to identify emerging trends and, if possible, to evaluate project effectiveness. However, given the relatively small workforce involved in the tree work industry, this may prove difficult. It is therefore intended to encourage businesses and industry organisations to share information on accidents, injuries and ill health.

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**Summary of AFAG Work Programmes for 2005-08 and 08-09 (at October 2008)**

A. Examination of underlying and root causes of serious accidents, and develop strategies for risk reduction.

<b>Project Title [+ deliverables/milestones]</b>	<b>Champion [+ Group members]</b>	<b>Priority</b>
<p><b>A1. Examination of underlying and root causes of serious accidents over the past 5 years to identify cultural and behavioural implications and strategies for reduction of risk.</b></p> <ul style="list-style-type: none"> <li>• <i>Research commissioned with Bomel Q3 05/06 to analyse accident reports and identify effective interventions.</i></li> <li>• <i>Key influencers network developed in Q4 with assistance of industry, particularly members of the UKFPA and FC.</i></li> <li>• <i>Summary of findings including analysis of Safety and Health Awareness Days presented to AFAG (4/08).</i></li> <li>• <i>Final report published and disseminated (to all Project Gps) via AFAG website- Q3 08-09.</i></li> <li>• <i>AFAG/Project Group to discuss implications of research on risk reduction strategies and implications for future AFAG Project Groups - to be arranged in Q3? 08/09.</i></li> </ul>	<p><b>Emily Ramsay – FC</b>  <i>Hans Fairley – AEA</i>  <i>Paul Smith - AA</i>  <i>Jason Liggins}</i>  <i>Simon Parry } - HSE</i>  <i>Frances Hirst }</i></p>	<p align="center">A</p>

<p><b>A2. Training and Certification:</b>  <b>a) Review of Training Schemes and Certificates of Competence (now including refresher training and re-certification);</b></p> <ul style="list-style-type: none"> <li>Emerging issues, research, current practices, available funding, IT/database systems, etc, reviewed.</li> <li>6 meetings of Project Gp and Arboriculture Focus Gp held. Forestry Gp TBA in Q3 08/09.</li> <li>Consultation options launched at APF 9/06 and via website extended to 1/3/07. Comments reviewed by Project Gp and proposals presented to AFAG 4/07.</li> <li>Liaise with NPTC, coordinate/comment on review of chainsaw certificates.</li> </ul> <p><b>b) Mapping of European standards of training and competence of machine operators</b></p> <ul style="list-style-type: none"> <li>Preliminary research by FC; further research into training standards in other European countries deferred due to lack of resources</li> <li>AFAG represented at meeting to discuss proposal for a European chainsaw operators certificate. NPTC coordinating comparison of current training/certification schemes and standards – Results due?</li> </ul> <p><i>Next steps to be decided by AFAG 10/08</i></p>	<p>(a) <b>Simon Richmond</b> – AA  (b) <b>James Brown</b> - FTA/Confor  <i>Jim Dewar – FC</i>  <i>Donald Maclean/Brendan Burns – FCA</i>  <i>Gerald Bonner- TCIA</i>  <i>Liam McKeown – AA/Lantra Awards (co-opted Trainer)</i>  <i>Robert Beaney – TGWU</i>  <i>Des Campbell – DANI</i>  <i>Madge Moore – Lantra (SSC)</i>  <i>Nick Eden – AA (papers only)</i>  <i>Ruth Jenkins/David Spencer - BALI</i>  <i>??? – NATO</i>  <i>John Price - LGE</i></p> <p><i>Alan Plom (Sec)}</i>  <i>Frances Hirst } – HSE</i>  <i>Jason Liggins}</i>  <i>Simon Parry }</i></p>	<p>B</p>
<p><b>A3.</b>  <b>Reduce accidents involving chain saws</b>  <i>Project originally proposed under A2 and overlaps with other projects, but topic needs immediate effort.</i></p>	<p><b>TBC</b></p>	<p>A</p>

**B. Operational best practice – Improving and maintaining standards**

<p><b>B1. Identifying and promulgating precautions for machines working on steep slopes.</b></p> <ul style="list-style-type: none"> <li><b>PROJECT COMPLETED</b></li> <li>AFAG leaflet 705 launched at APF 9/06 – available from HSE Books and on HSE website.</li> <li>Guidance already being incorporated into industry practice and training.</li> <li>NB. Requests to define role and legal responsibilities of Forestry Works Managers (FWMs) to be incorporated in new project D3 ‘Review of guidance on site management &amp; lone working’.</li> </ul>	<p><b>Neil McKay</b> – ICF  <i>Keith Leech – UKFPA (Resigned 06)</i>  <i>Emily Ramsay- FC</i>  <b>Jason Liggins</b> – HSE</p>	<p>A</p>
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<p><b>B2. Improving management of work at height, including implementation of the Work at Height Regulations.</b></p> <ul style="list-style-type: none"> <li>• Work carried out through the AA's MEWP's Working Group. Guidance published 9/08.</li> <li>• AA Guide to Good Climbing Practice to be revised – interim reprint 6/08.</li> <li>• AFAG 401 to be revised – Q4 08/09???</li> <li>• Articles produced and published in relevant journals, HSE Arb/Tree Work News, etc</li> <li>• Ongoing.</li> </ul>	<p><b>NEW LEADER TBA??</b>  <i>Paul Elcoat – ISIA(resigned)</i>  <i>Emily Ramsay – FC</i>  <i>Paul Smith – AA</i>  <i>Peter Jackson – UAG</i>  <i>Gerald Bonner – TCIA</i>  <i>Frances Hirst – HSE</i></p>	<p>A</p>
<p><b>B3. Examination of feasibility of welfare provision on forestry work sites.</b></p> <ul style="list-style-type: none"> <li>• Low priority - Project amalgamated with project C4: 'Reduce exposure to pesticides' (eg during tree planting).</li> </ul>	<p>Unassigned – S Parry watching brief.</p>	<p>C</p>
<p><b>B4. Rigging and dismantling techniques in arboriculture.</b></p> <ul style="list-style-type: none"> <li>• HSE &amp; FC joint-sponsored research completed - final report received.</li> <li>• AFAG guidance to be drafted by 4/09? And AA guidance in 2009-10.</li> <li>• Industry workshops to be held in Q4 2008-09?</li> </ul>	<p><b>Frances Hirst – HSE</b>  <i>Simon Richmond – AA</i>  <i>Jim Dewar – FC</i>  <i>Liam McKeown (Research contractor)</i>  + other industry reps - ?</p>	<p>A</p>
<p><b>B5. Machine-assisted takedown of trees.</b></p> <ul style="list-style-type: none"> <li>• Current practices and guidance reviewed. Phase I research funded by FC, Phase 2 jointly with HSE completed in Q2 08/09. Project Gp meeting 1/10/08 to review recommendations.</li> <li>• Guidance to be drafted by end of 12/08??</li> <li>• AFAG 310 + 603 to be revised and/or new AFAG guide?</li> </ul>	<p><b>Jim Burns - FC</b>  <i>Jim Dewar – FC</i>  <i>Neil McKay – UPM</i>  <i>Peter Bowsher- UPM</i>  <i>James Brown – FTA</i>  <i>Keith Leech – UKFPA (resigned 2006)</i>  <i>Graham Hodgson – Contractor</i>  <i>Michael Grieve – Contractor</i>  <i>Colin Saunders –FC/FR</i>  <i>Dave Clark – FC/FTS</i>  <i>John Graves- FC/FTS</i>  <i>Jim Burns – FC</i>  <i>Donald MacLean- FCA</i>  <i>Neil Murray – FE</i>  <i>Joe Bradley – DARDNI</i>  +TBA Area Ops Manager  <i>Jason Liggins – HSE</i></p>	<p>A</p>
<p><b>B6. Chainsaw PPE – to improve and promote standards and related issues.</b></p> <ul style="list-style-type: none"> <li>• AFAG 301 revised re gloves in reprint 3/06.</li> <li>• Ongoing review and resolution of issues arising, eg standards for chainsaw trousers.</li> <li>• AFAG 301 to be revised at reprint.</li> </ul>	<p><b>Simon Richmond – AA</b>  <i>Jim Dewar – FC</i>  <i>James Brown – FTA</i>  <i>TBA – UKFPA</i>  <i>Jim Burns?? – FC</i>  <i>Gerald Bonner – TCIA</i>  <i>Hans Fairley- AEA</i>  <i>Frances Hirst}</i>  <i>Jason Liggins}– HSE</i></p>	<p>B</p>

	<i>Simon Parry}</i>	
<b>B7. Market surveillance (product design).</b> <ul style="list-style-type: none"> <li><i>Ongoing – to report/resolve issues as they arise, eg:</i></li> <li><i>Combined chain saw/ATV operators helmet – Guidance issued for HSE and LA inspectors.</i></li> <li><i>Standard for plastic-toe chain saw boots – Ongoing.</i></li> </ul>	<b>James Brown – FTA</b> + All AFAG members to contribute	B
<b>B8. Treework near Overhead Power Lines</b> <ul style="list-style-type: none"> <li><i>To review and devise safe methods of felling timber and other treework for forestry and arboricultural operations close to overhead power lines (OHPLs).</i></li> <li><i>Further details to be added</i></li> </ul>	<b>Simon Parry</b> Other members TBC (To incl Scot Power? ADAS? HSE Sp Insp?)	A

*B. Occupational Health – Improving and developing strategies for risk reduction*

<b>C1. Promotion of occupational health (rehabilitation) services.</b> <ul style="list-style-type: none"> <li><i>Downgraded to priority B by AFAG 9/11/05</i></li> <li><i>Joint work with PHASS [Partnership for Health and Safety in Scotland]in</i></li> <li><i>Project Group established in 07-08; survey of OH providers and treework industry through trade bodies proposed but delayed due to staff moves.</i></li> <li><i>Attempting to secure support/resource from FOD Scotland.</i></li> </ul>	<b>TBA– HSE (Watching brief)</b> <i>Forestry and arb reps TBA</i> +HSE Health Prog rep? +HSE Scotland rep?	B
<b>C2. Identifying the prevalence and causes of musculoskeletal disorders and develop strategies for risk reduction.</b> <ul style="list-style-type: none"> <li><i>Stats (incl Bomel) reviewed during Q4 05/06 – awaiting full stats and publication of final research report.</i></li> <li><i>Group met 12/07. Survey questionnaire on AFAG website.</i></li> </ul>	<b>Pete Jackson - UAG</b> <i>Paul Elcoat ISA (resigned)</i> <i>Paolo Bavaresco – AA/trainer co-opted</i> <i>Jim Dewar - FC</i> <i>Frances Hirst } HSE</i> <i>Simon Parry } “</i>	A
<b>C3. Reduce operator exposure to hand-arm vibration, whole body vibration and noise.</b>  <b>3.1 WBV</b> <ul style="list-style-type: none"> <li><i>Working Group formed and workshop held at HSL 1/06, to identify priorities for research and guidance, format and target audience.</i></li> <li><i>WBV/Back Pain articles for trade journals and guidance drafted [by 7/06]</i></li> <li><i>Results of WBV research promoted at APF 9/06. Draft guidance prepared and awaiting agreement for publication?</i></li> <li><i>Promote awareness at industry events (APF Show, RHS, Saltex, etc.</i></li> </ul>	<b>Jim Dewar- FC</b> <i>Emily Ramsay - FC</i> <i>Colin Sauders - FC</i> <i>Neil McKay – ICF</i> <i>Hans Fairley – AEA</i> <i>Paul Smith – AA</i> <i>Russell Ackroyd – FCA</i> <i>Joe Bradley - DARDNI</i> <i>TBA - TGWU</i> <i>Paul Pitts - HSL</i> <i>Paul Brereton – HSE N&amp;V Team</i> <i>Alan Plom}</i> <i>Simon Parry} – HSE</i> <i>Frances Hirst}</i>	A

<p><b>3.2 HAV</b></p> <ul style="list-style-type: none"> <li>• <i>Identify and use opportunities for publicity – Articles written by HSE/Sector for journals. Ongoing.</i></li> <li>• <i>FC agreed to fund further research on trigger times for a range of forestry and arboriculture equipment that will be of use across a range of other industries. Supported and encouraged by HSE national Noise and Vibration team.</i></li> <li>• <i>FC produced guidance (in collaboration with HSE Specialists) – to share good practice with others.</i></li> </ul> <p><b>3.3 Noise</b></p> <ul style="list-style-type: none"> <li>• <i>Noise research reports in Q1 07-08 - consider conclusions &amp; produce guidance by end of Dec 07?</i></li> <li>• <i>Identify and use opportunities for publicity – Articles written by HSE/Sector for journals. Number completed but work ongoing.</i></li> <li>• <i>HSL research on wood chippers completed.</i></li> <li>• <i>HSE propose project targeting manfrs/importers/suppliers to encourage provision of adequate information for users.</i></li> <li>• <i>AFAG to consider scope for new/revised guidance and raising awareness of findings 10/08.</i></li> </ul>		
<p><b>C4. Reduce exposure to pesticides, e.g. during tree planting.</b></p> <ul style="list-style-type: none"> <li>• <i>Meeting with FC in Q3 05/06.</i></li> <li>• <i>Convene Group in Q4 05/06 - Deferred.</i></li> <li>• <i>Draft proposals (eg for guidance) and report to AFAG, end of 3/06 – Deferred</i></li> <li>• <i>Findings of HSE study presented to AFAG 8/06</i></li> <li>• <i>Production of HSE pesticide exposure report delayed as subject to FoI enquiry. Report considered by Advisory Cttee on Pesticides</i></li> <li>• <i>AFAG to consider next steps 10/08.</i></li> </ul>	<p><b>Jason Liggins/Simon Parry – HSE</b>  <i>Jim Dewar/Emily Ramsay – FC</i>  <i>Robert Beaney - TGWU</i>  <i>Other reps TBC?</i>  <i>Cheryl Anthony + Lawrence Murray – HSE</i></p>	<p>B</p>

*D. Communication – Promoting best practice and maximising the potential for change.*

<p><b>D1. Promotion of best practice in arboriculture and forestry.</b></p> <ul style="list-style-type: none"> <li>• <i>ONGOING - To build on the success of the 'Management of H&amp;S in Forestry' initiative and extend into arboriculture, through provision of guidance and effective communications.</i></li> <li>• <i>Exploit synergies through joint working across Government Departments/agencies and key stakeholders, to improve the well-being of workers</i></li> <li>• <i>Strategic review of AFAG Communication complete and strategy for effective promotion and adoption of good practice devised.</i></li> <li>• <i>To develop, implement and evaluate innovative and cost-effective interventions, eg continue HSE SHADs aimed at Works Managers and contractors in forestry and key client groups in arboriculture (eg LAs) impact confirmed following review and evaluation (using Bomel Barometer).</i></li> <li>• <i>HSE/FTS to deliver 3 HSE's Forestry and HSE/AA 4 Arb Client SHADs/yr.–</i></li> <li>• <i>SHADs publicised in articles in trade press, HSE journal and Arb News.</i></li> <li>• <i>HSE Sector to produce 2 'Tree work News' /yr (Q1 and Q3) – Issued electronically.</i></li> <li>• <i>New 'Tree Work' web page set up to enable users to find relevant guidance.</i></li> <li>• <i>New web/IT-based approaches agreed, eg podcasts and safety alerts - funding obtained to film forestry SHAD for trial DVD and podcasts.</i></li> </ul>	<p><b>Bruce Hatton – AA</b>  <i>Simon Richmond – Lantra Awards</i>  <i>Jim Dewar – FC</i>  <i>Frances Hirst – HSE</i>  <i>Jason Liggins – HSE</i>  <i>Alan Plom - HSE</i></p>	<p>A</p>
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<p><b>D2. Production, review and maintenance of AFAG, HSE and industry guidance.</b></p> <ul style="list-style-type: none"> <li>• <i>ONGOING - AFAG leaflets reviewed – value/status in industry confirmed, eg use as training and management aid.</i></li> <li>• <i>Paper detailing progress on above + providing a full review of publications produced by HSE and industry bodies presented to AFAG 4/07.</i></li> <li>• <i>AFAG leaflets reviewed/updated at routine requests for reprints and considered by Sector in HSE’s Review of Publications (8/08)</i></li> </ul> <p><b>Notable New Titles</b></p> <ul style="list-style-type: none"> <li>• <i>Steep Ground Working leaflet - launched at APF 9/06</i></li> <li>• <i>Translations of AFAG Guides (by external funding) into Polish and made available from migrant workers web site. Also into Chinese after hurricane damage.</i></li> </ul> <p><b>New Titles Proposed incl:</b></p> <ul style="list-style-type: none"> <li>• <i>AFAG leaflet on Site Safety Co-ordination and Lone Working or updated IND(G) 295 (managing Hand S in Forestry);</i></li> <li>• <i>AFAG leaflet or AIS on Managing Risks Associated with WBV in Forestry</i></li> <li>• <i>Dismantling and Rigging Guide – subject to research report –see project B4</i></li> </ul>	<p><b>TBC -</b></p> <p><i>Simon Richmond - AA</i>  <i>Jim Dewar - FC</i>  <i>Simon Parry - HSE</i>  <i>Frances Hirst- HSE</i></p>	<p>A</p>
<p><b>D3. Improving Communications at Forestry Sites (incl Lone Working)</b></p> <ul style="list-style-type: none"> <li>• <i>To produce guidance clarifying the roles and legal responsibilities of Forestry Works Managers (FWMs) and Site Safety Coordinators</i></li> <li>• <i>To review and promote methods for maintaining contact with individuals working remotely/alone</i></li> <li>• <i>Further details to be added.</i></li> </ul>	<p><b>TBC</b></p>	<p>A</p>

**AFAG 08/03 ANNEX 2 – AFAG WORKPLAN 200-09 & BEYOND  
DRAFT OUTLINE PLANS FOR NEW PROJECTS**

**AFAG Project A3 – Reducing Chainsaw Accidents in Tree Work**

**PROJECT STATUS: NEW**

Background:	<ul style="list-style-type: none"> <li>• Detailed analysis of accident statistics and HSE’s investigation reports clearly demonstrates that work with chainsaws represents the highest risk activity in the tree work sector. By their nature, chainsaw related accidents tend to have more serious consequences and often cause major or fatal injuries. By focussing resource on key high-risk area of chainsaw use across the tree work sector AFAG will be able to contribute more effectively and with greatest impact to HSE’s PSA targets by reducing the incidence of fatal and major injuries in the tree work industry.</li> <li>• The forestry and arboriculture industries comprise many small and medium sized enterprises working in remote areas. Tree work is a high-risk industry: in the ten years 1995-2005 there were 50 fatal accidents associated with tree felling and timber extraction and 138 specified major injuries reported under RIDDOR in 2004/05 alone. Statistics indicate an overall fatal injury incidence rate ~2x that of agriculture, ~6x construction and ~20x the all-industry average. We also know there is significant under reporting, particularly of over 3-day accidents.</li> <li>• It is recognised that there are important differences between the type of work in arboriculture and forestry, and therefore the way in which chainsaw are used. Because of this and to best utilise the skills and experience of AFAG members, it is proposed that individual ‘focus’ groups be formed to build on the work of the ‘focus’ groups set up to discuss training and certification.</li> </ul>
Objectives:	<ol style="list-style-type: none"> <li>1. To identify the highest risk chainsaw activities in tree work.</li> <li>2. To examine the possibility of eliminating chainsaw use in high risk activities (for example by mechanisation)</li> <li>3. To review and evaluate the effectiveness of current training, good practice and guidance in preventing chainsaw accidents.</li> <li>4. Build upon and improve current training, competence and good practice guidance where appropriate.</li> <li>5. Where current guidance is fit for purpose but not followed, identify initiatives and strategies to address these issues.</li> <li>6. Ensure that outcomes of the project group are communicated effectively to the industry and other relevant organisations (eg training bodies).</li> </ol>
Resources:	To be determined, eg funding for consultants/research, holding meetings with industry, dissemination through shows, articles, guidance, etc + support in kind from tree work industry.
Milestones:	TBC

Outputs:	<ul style="list-style-type: none"> <li>• Review of the evidence based multi-factor risk analysis of chainsaw accidents in forestry and elsewhere.</li> <li>• Review of effectiveness of current training and guidance on good practice and safe systems of work for high risk chainsaw activities and identification of any barriers to the use of these systems.</li> <li>• Communication plan developed and initiated at the start of the project which aims to bring about cultural change.</li> <li>• Input from the industry throughout the project, eg via the AFAG Public Community Website.</li> <li>• Development of intervention strategies to overcome barriers to good practice that address the roles of both operators and managers in forestry operations.</li> <li>• Identification of key communication messages, communication approaches and target audiences for future articles, podcasts, safety alerts, etc (to be determined).Information used for development of articles in trade journals, etc.</li> <li>• Dissemination of results to the relevant organisations.</li> </ul>
Members of Working Group	<p>Possibles (leader TBA)  Emily Ramsay – FC  Hans Fairley – AEA/AFAG  Simon Parry}  Frances Hirst} – HSE  Alan Plom}  Others TBC</p>

**AFAG 08/03 ANNEX 2 – AFAG WORKPLAN 200-09 & BEYOND  
DRAFT OUTLINE PLANS FOR NEW PROJECTS**

**AFAG Project B8 – Safe tree work near Overhead Power Lines**

**PROJECT STATUS: NEW**

<p>Background:</p>	<ul style="list-style-type: none"> <li>• There is a significant history associated with tree work near overhead power lines (OHPLs), leading to fatalities and major injuries. In addition to the human cost of these accidents they usually result in disruption to power supplies and therefore can be politically sensitive and economically significant. There is also increasing pressure on contractors to work near to live line, to avoid the penalties of ‘downtime’.</li> <li>• AFAG 804 currently provides good practice guidance on the risk assessment process and control measures that should be adopted when carrying out this type of work. In addition to the AFAG guidance (which is adopted by the forestry industry) energy network companies also produce guidance on working near OHPLs (in particular in the Energy Networks Association’s (ENA) guidance for utility contractors (G55), due to be revised and reissued in 2008). HSE’s AG Sector and Electrical Specialists have made significant efforts to ensure that the range of guidance is consistent and practicable.</li> <li>• Since 2006/07, HSE Sector and Specialist Inspectors, Forest Enterprise, forestry contractors, an electricity supplier, and ADAS have been working together on a site in Scotland to assess alternative techniques and identify good practice. The work was taking place over a wide area and involved a significant amount of trees.</li> <li>• Current good practice guidance (such as AFAG 804) recommends that those trees closest to OHPLs should only be felled sectionally by specialist trained arborists. However, accident analysis clearly demonstrates that tree climbing and the use of chainsaws is a high risk activity itself. The probability of a major or fatal accident increases significantly on large sites with a number of arborists working for a long period of time.</li> <li>• HSE’s Electrical Engineering Specialists were enlisted to investigate the possibility and safety benefits of mechanising the process by the use of tree harvesting machines. Much progress has already been made and energy companies are working with the forest industry on putting in place adequate guidance on risk assessments and to develop appropriate control measures to enable the work to be carried out safely.</li> <li>• The mechanisation of felling trees close to OHPLs could also have significant benefits for the forestry and energy industries, as it will allow the work to be carried out more quickly, with significantly less manpower, and therefore lower costs. There are also clear benefits to health and safety in reducing the risks associated with the current work methods</li> </ul>
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	<p>and therefore preventing serious accidents.</p> <ul style="list-style-type: none"> <li>• However it is essential that nationally recognised good practice guidance is developed for: <ul style="list-style-type: none"> <li>1) the risk assessment process</li> <li>2) the development of a safe system of work</li> <li>3) ensuring operators are competent to work close to OHPLs</li> </ul> </li> </ul>
Objectives:	<ol style="list-style-type: none"> <li>1. Review of current progress in this area;</li> <li>2. Identify criteria and key issues to be included in the RA process;</li> <li>3. Evaluate guidance on the suitable controls and systems of work produced by the ENA/electricity suppliers for this type of work;</li> <li>4. Assess the ENA/electricity suppliers proposals relating to the appropriate training and assessment that operators should receive before carrying out this type of work;</li> <li>5. Produce nationally recognised guidance and ensure equivalence of operator training nationally.</li> </ol>
Resources	<p>To be defined:</p> <ul style="list-style-type: none"> <li>• Members of Group to be drawn from AFAG, HSE Sector and HSE Specialist Inspectors, ENAs and industry representatives.</li> <li>• Joint FC/HSE/ENA funding – research/hosting meetings/ dissemination.</li> <li>• Industry support – financial and in-kind contributions.</li> </ul>
Milestones:	TBC
Output:	<ul style="list-style-type: none"> <li>• Dissemination of all research to members and industry – articles etc.</li> <li>• Communication plan developed (at the start of the Project0 which aims to bring about cultural change.</li> <li>• Input from industry gathered through out the project via the AFAG Public Community Website.</li> <li>• Review of AFAG 804 and 404.</li> <li>• Production of AFAG/industry safety guide (possibly produced by ENA).</li> <li>• Production of nationally recognised competency framework for operators and managers.</li> </ul>
Members of Working Group	<p>Project Leader TBC  Simon Parry (HSE)  Emily Ramsay (FC)  Electricity Company/ENA rep TBA  John Madden (HSE Specialist Inspector)</p>

**AFAG 08/03 ANNEX 2 – AFAG WORKPLAN 200-09 & BEYOND  
DRAFT OUTLINE PLANS FOR NEW PROJECTS**

**AFAG Project D3 – Management of Health and Safety at Forestry Sites –  
The Roles of Forest Works Manager and Site Safety Coordinator & Lone  
Working**

**PROJECT STATUS: NEW**

Background:	<ul style="list-style-type: none"> <li>• Forestry work is a high risk activity. The management issues involved in harvesting timber, getting it to the roadside and transporting it to the end user, often in remote arduous conditions, are complex.</li> <li>• To successfully manage health and safety in forestry and associated haulage, it is essential that all those involved work together and pass information up and down the contract chain. <i>The Managing of health and safety in forestry booklet IND(G)294</i>, first launched in 1999, has been widely adopted as a framework by the industry and evidence suggests that this has contributed to the significant improvement in health and safety standards in forestry, resulting in a reduction in the number of forestry accidents.</li> <li>• While the framework is well understood, many in the industry are unclear about the roles and responsibilities of the site safety coordinator (SSC) in particular. This role was not defined in <i>The Managing of health and safety in forestry</i> and this has led to widely different interpretations of the role through out the industry. Those asked to carry out this function are often unsure what it actually means and many are reluctant to do so as they believe they will be held ultimately responsible if things go wrong.</li> <li>• The workshops run by Bomel to identify the key influence network in the industry also identified some concerns about this and also the Forest Works Manager (FWM) role. This has also been raised in the feedback on the guidance on 'Steep Ground Working'.</li> <li>• The issue needs to be addressed urgently. FWMs tend to be transient and cover large geographical areas, so are not on site all the time. H&amp;S management on site therefore depends on good understanding and effective lines of communication with the SSC. This project aims to clarify the roles and responsibilities of both FWM and SSC (both in terms of legal duties and the day to day management of the site) and provide good practice guidance and advice on how the two roles can work most effectively together.</li> <li>• The management of lone working has also regularly been raised during the consultation process, in the press and at shows etc. This will also be considered as part of this project.</li> </ul>
Objectives:	<p><b>1. To improve site management by:</b></p> <ul style="list-style-type: none"> <li>• Clarifying the benefits and legal responsibilities of both FWMs and SSCs</li> <li>• Identifying the key tasks for both SSC and FWM to ensure the successful</li> </ul>

	<p>day-to-day management of forestry operations.</p> <ul style="list-style-type: none"> <li>• Develop good practice guidance on how FWMs and SSCs can work together.</li> <li>• Assess any potential need for training for those carrying out the roles.</li> <li>• Ensure that the outcomes of the project group are communicated effectively to the industry and other relevant organisations (eg training bodies?)</li> </ul> <p><b>2. To reduce risks of lone working by:</b></p> <ul style="list-style-type: none"> <li>• Assessing and promoting awareness and availability of methods and systems for maintaining effective contact with individuals working remotely/alone.</li> <li>• Producing guidance and publicity based on a review of alternative methods currently used by the industry and any new cost-effective solutions discovered, including mobile phone, satellite/GPS/GSI technology etc.</li> </ul>
Resources	<p>To be determined:</p> <ul style="list-style-type: none"> <li>• Members of Group to be drawn from AFAG (in particular UKFPA and FCA), HSE Sector and industry representatives co-opted as necessary.</li> <li>• Possible joint FC/HSE/industry funding – research/hosting meetings/ dissemination.</li> <li>• Industry support – financial and in-kind contributions.</li> </ul>
Milestones:	TBC
Output:	<ul style="list-style-type: none"> <li>• Communication plan developed and initiated (at the start of the project) which aims to bring about cultural change.</li> <li>• Input from industry gathered throughout the project via the AFAG Public Community Website.</li> <li>• Dissemination of all research to members and industry – articles etc.</li> <li>• Production of AFAG/ industry good practice guidance</li> </ul>
Members of Working Group	<p>Project Leader TBC  Donald Maclean (FCA)  Alex Murray (UKFPA)  Simon Parry (HSE)  Others TBC</p>