



# Guidance on Managing Health and Safety in Forestry



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# 2014

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## 1 INTRODUCTION

The *Managing Health and Safety in Forestry Guidance* was first launched in 1999, revised in 2003 and has been updated and revised again in 2014. This latest revised and updated version introduces examples of roles and tasks which facilitate coordination and supervision. FISA commits to reviewing this document in 2016.

**Everyone** involved in forestry work has health and safety duties and/or responsibilities. This book contains guidance to help employers, the self-employed, employees and those in control of work in forestry to meet their duties under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and any other relevant Regulations. Responsibility extends from an Operator on the ground all the way to Chief Executives, Directors, Board Members and all levels of management of forestry organisations and companies who commission most of the work. Operational safety on the ground is driven by safety leadership from the top down and can only help to improve health and safety performance within our industry.

Forestry is a high hazard industry that may incur significant risk. Management issues involved in various forest operations, getting timber to roadside and transporting it to the end-users, are complex. Timber growers; purchasers; contractors; sub-contractors and employees all have an integral part to play in making sure health and safety is not compromised.

Planning and carrying out commercial forestry operations involves a number of health and safety tasks that have to be managed, such as:

- selecting suitable equipment;
- completing risk assessments;
- protecting the health and safety of the public;
- establishing safe working procedures;
- ensuring operators are adequately trained;
- selecting skilled and experienced contractors who are competent; and
- supervising work.

Successful management of health and safety in forestry and associated haulage, requires co-ordination of activities, and communication of information. To help information flow and ensure the right tasks are carried out by the right people, this guidance document has identified four duty holder roles:

1. Landowner
2. Forestry Work Manager (FWM)
3. Contractor
4. Sub-contractor

**These roles are defined and explained in Section 2 overleaf.**

## 2 DUTY HOLDER ROLES

Table 2.1 sets out definitions for the four Duty Holder roles for managing health and safety, and gives examples of who is most likely to take on each role. You should be aware that while it may be possible to delegate a role, it is not possible to delegate the legal responsibilities that go with that role. **Remember – a duty holder role often belongs to an organisation or company rather than an individual.**

Within any forestry operation, all parties need to identify and be clear on which of these roles they are responsible for. Depending on how the contracts are organised, a duty holder may pick up more than one role. Examples of how these roles fit with some of the more common forestry contract arrangements are shown at [www.ukfisa.co.uk](http://www.ukfisa.co.uk).

*Table 2.1 Definitions of the 4 Duty Holder Roles*

Role	Definition	Examples of who may take on this role
Landowner	Person or Organisation in control of the land on which forestry work takes place.	<ul style="list-style-type: none"> <li>• Timber growers, such as farmers or estate owners with forested land.</li> <li>• Forestry Commission or other public bodies, such as the Crown Estate and local authorities.</li> <li>• Forestry management companies and land agents working on behalf of private and public owners.</li> </ul>
Forestry work manager (FWM)	Person or Organisation who commissions the work on a forestry site	<ul style="list-style-type: none"> <li>• Anyone in the landowner role directly engaging forestry contractors as part of their business.</li> <li>• Anyone engaged by the Landowner to manage and carry out the forestry operation on their behalf.</li> <li>• Forestry management company directly engaging contractors to work on their clients land.</li> <li>• Timber purchasers (merchants processors or contractors)</li> </ul>
Contractor	Provider of a forestry service.	<ul style="list-style-type: none"> <li>• Contracting companies with their own employees or who take on Sub-contractors.</li> <li>• Owner-operators.</li> <li>• Hauliers.</li> </ul>
Sub-contractor	Anyone engaged by a contractor other than by direct employment.	<ul style="list-style-type: none"> <li>• Anyone working under contract to a contractor.</li> </ul>

Within each role the effort that needs to be put into a particular task depends upon the complexity and extent of the risks involved. **The greater the risk, the more effort is needed.** The following guidance sets out the key tasks under each role.

## 2.1 Landowner Role

The landowner role includes the following key tasks:

1. Co-ordination of the activities of the overall forest environment for health and safety purposes.
2. Gathering information about hazards on and around forestry worksites and communicating these to the FWM.
3. Ensuring that the work on a particular site does not affect the health and safety of other people.

### 1. Co-ordination of the activities of the overall forest environment for health and safety.

The Landowner has the task of maintaining an overall responsibility of what is happening on their forested land and on land which provides access to forested areas. The Landowner should plan forestry work and organise the work so that risks are avoided from the outset where possible. The following issues should be considered.

- What else will be happening in the forest at the time the operations are scheduled?
- Can the work be timed to avoid public access peaks?
- What effect does the timing have on the ground conditions that contractors will have to deal with, such as seasonal implications?
- How will plant and, or, timber be moved on and off the site, and how does that fit in with other vehicle movements in the forest?
- How will this work affect the health and safety of people working in or visiting the forest?
- Liaise with others for the forest operations (for example individuals or communities affected by timber transport) where necessary.

### 2. Gather information about hazards to, on and around forestry worksites, and communicate to the FWM.

The FWM has to plan the work with the contractor on the site. To do this properly, they will require current detailed and specific information from the Landowner, about hazards to, on and around the site that could give rise to health and safety risks. This is probably best presented as an up-to-date and effectively detailed map. Study the proposed site and the access to it and identify the location of hazards such as:

- routes or areas of public access;
  - overhead power lines;
  - underground utilities;
  - areas of steep or particularly hazardous terrain, such as mine workings, cliff edges and hazardous topography; and
  - areas of windblown or diseased trees.
- Boundaries with neighbours

The Landowner should also ensure that forest roads are fit for purpose with the FWM and haulage contractor. The Road Haulage of Round timber Code of Practice sets out road specifications and the roles of each party for forest roads and access.

### 3. Ensure that the work on a particular site does not affect the health and safety of other people.

This task relies on discussing and agreeing with the FWM, together, how to protect the health and safety of other people who may be affected by the work. These may include members of the public other workers in the forest, such as your own employees, the employees of others (for example tenants) and other contractors. This task is best carried out with a pre-commencement meeting and areas you will need to explore with the FWM include:

- measures to control the risks on site affecting others, for example:
- levels of training and supervision the FWM and their workers will require on the site; and
- restrictions on weekend or holiday working;
- measures to control access to the site, for example:
- providing information to the public at the entrances to the forest;
- applying for temporary diversion or closure of public footpaths;
- arranging footpath permissions, and Overhead Power Lines (OHPL) switch-offs;
- erecting warning and prohibition signs or barriers;
- use of banksmen when working near areas of public access; and
- directional routes for timber movement, diversions and weight restrictions, as well as restrictions on road use or diversions and way marking of routes;
- who will check measures to ensure they are working?
- what action to take if measures to protect members of the public are not working?

The landowner will also have additional responsibilities if they engage a company to both manage and carry out the forestry operation on their behalf. In this situation the Landowner must ensure that the company contracted to manage the operation is suitably qualified, experienced and have sufficient resource to manage the operation. Where the Landowner contracts out the duties of the FWM, the terms and conditions of the contract should be in writing. This should also state the scope and limitations of the appointment. The Landowner must ensure that the company undertakes its own monitoring and supervision. The Landowner should also carry out periodic monitoring and auditing of the company's work.

## 2.2 The Forestry Work Manager (FWM) role

Decisions taken by the FWM have a fundamental bearing on health and safety on the site.

The FWM role includes the following key tasks:

1. Using information from the Landowner to prepare an outline risk assessment for work on the site and for haulage of timber away from site (where applicable).
2. Selecting competent Contractors who have made adequate provision for health and safety.
3. Specifying health and safety measures for Contractors working on the site and anyone else who may be affected by the work activity.
4. Liaising with the Landowner.
5. Monitoring health and safety on site.

The FWM commissions work on site. In the case of timber sales (at the roadside) the purchaser would manage the haulage associated with removal and transport from the forest.

Where a Landowner directly engages Contractors, the Landowner will take on the FWM role. Where a Landowner has engaged a suitable management company to organise and carry out work, then that company will take on the FWM role.

The FWM must select the right contractor for the job, specify the measures for the Contractor to carry out the work safely and make sure those measures are followed during the work.

The range and depth of effort required in this role will depend on the size and complexity of the site, along with its associated risks, and the relationship with the Contractor.

Small-scale forest land owners, who pick up the FWM role, but who may have limited knowledge and resources should place particular effort into selecting a competent Contractor, and make sure that person has made adequate provision for the management of health and safety on site. It is not reasonable to expect the small scale land owner to obtain all the knowledge to specify the health and safety measures for the Contractor.

However, large estates with their own forestry expertise, timber purchasers who use contractors as part of their business, or people who provide professional forestry management services are expected to know the standards to which Contractors should work and should specify those standards.

### 1. Using information from the Landowner to prepare an outline risk assessment for the work on the site.

If the Landowner fails to provide sufficient information, the FWM will be required to make reasonable checks to determine the hazards present on site.

A risk assessment will guide those decisions by helping to establish:

- equipment and machinery suitable for the terrain and the work, for example harvester, forwarder or cable crane;

- levels of skill, experience, training and competences needed to work the site safely;
- physical control measures and safe working practices to protect the health and safety of those working on the site or those who may be affected by work on the site; and
- arrangements for safe movement of timber from the site.

When considering the merits of two different systems, the FWM should look to see if one is inherently safer than the other, for example where suitable, using a harvester instead of a chainsaw operator to clear windblown trees.

The risk assessment should be recorded in writing so that it can be passed to others in the contract chain. This will help Contractors see the standards they will have to meet. It will also help Landowners see how the work on your site may affect others in the wider forest environment.

## 2. Select competent contractors who have made adequate provision for health and safety.

When selecting contractors, the FWM should consider a number of factors, such as price, experience, availability, and health and safety performance. These factors should all be treated as equally important. The FWM should establish their competence in terms of the forestry safety skills needed for the site and their ability to manage the health and safety of themselves and others. Some of the following questions are useful when engaging new Contractors or ensuring that regularly engaged Contractors are up to standard.

### *Forestry safety skills questions for Contractors –*

- What skills and experience do you have?
- What training have you had – where and when?
- Have you had any health and safety awareness or first-aid training?
- Do you hold any certificates, for example chainsaw certificates, relevant to your work on this site?
- Where are the FISA leaflets for your work and the work of your sub-contractors held (see ‘Further reading’)?
- Can you supply references?
- Can you produce proof of Public liability insurance?
- Do haulage operators and their drivers have experience of working in the forest environment?

### *Management skills questions for Contractors –*

- How do you ensure that your sub-contractors have the relevant skills and experience and are competent?
- What features will machines and vehicles need to access and work the site safely?
- What tools and personal protective equipment will be needed on the site?
- How is your equipment maintained?



- Is there evidence of maintenance records?
- How do you prepare them for working safely on the site?
- Can you show me completed FISA checklists or the contractors own documentation for your work and the work of your sub-contractors?
- How do you intend to deal with the safety tasks identified in the site risk assessment.

The FWM outline risk assessment will have established some specific health and safety requirements that the Contractors will have to meet. **Make sure the contractors you select can deliver what is required.**

### 3. Specify the health and safety measures for contractors working on and visiting the site.

The FWM needs to specify the health and safety measures for the site.

To do this, there needs to be an exchange of information between the FWM and the Contractors.

The Contractors will need information about the site (a hazards and constraints map and outline risk assessment). The FWM should set the site safety rules and site risk assessment down in writing and ensure enough copies are provided for Contractors, their Sub-contractors and including haulage operators. The FWM should obtain information from Contractors about how they are going to work the site safely, for example method statements.

From these exchanges, the FWM should agree with the Contractor appropriate control measures that need to be applied on the site, including the site safety rules, and risk assessment(s) relevant to the operations on site.

Site safety rules and risk assessment(s) should be relevant and specific to the work on the site.

They will usually need to cover:

- measures to protect public safety, for example signs, taping-off areas and exclusion zones;
- measures to protect the health and safety of those on site not operating machinery;
- the risk zones for machines and other hazardous work, for example tree felling;
- suitable personal protective equipment (PPE) to be worn generally and for specific work, for example using chainsaws or applying pesticides;
- systems of work to deal with specific dangers, for example hung-up trees, hazardous terrain, overhead power lines, wind blow and dangerous or edge trees;
- lone working restrictions and communications, for example procedures for 'last person in the forest';
- measures to deal with emergencies, for example first-aid arrangements on the site, grid references, mobile phone coverage and access by the emergency services;
- arrangements for vehicle recovery;

- reporting of incidents, for example accidents and near misses;
- notifying changes to agreed systems of work and changes of operator; and
- co-ordination of activities on the site and enforcement of the site safety rules.

Communication of safety information for anyone on site, including visitors, is an important part of managing health and safety on the site. It is recommended that site signage boards showing site safety rules, site maps and on-site contact numbers are used to achieve adequate exchange of this information.

Following suitable and sufficient site risk assessment, where a specific high-hazard operation has been identified and requires on-site supervision, (see **Table 3.2**) the FWM is responsible for considering these findings to engage a Forestry Work Supervisor (FWS). The FWS will be on site during and until the specific high-hazard operation has been completed or as specified in his/her written engagement agreement. The person selected to be FWS should be someone with specific knowledge and experience of health and safety operations in forestry. It is important that everyone working on and visiting the, area where the high hazard work is taking place understands that the FWS is acting on the authority of the FWM.

#### 4. Liaise with the landowner.

Once an overall picture is established of exactly how the site is to be worked The FWM should pass to the Landowner all relevant information that may affect the health and safety of others working in or using the forest. The FWM and Landowner should then agree any control measures that require their co-operation. This is best done at a formal recorded pre-commencement meeting with all contractors that will be operating on the site.

Significant issues will include:

- measures to control access to the site during the operations;
- arrangements for reporting the failure of those measures to protect the public and others;
- movement of plant and equipment on and off the site;
- movement of timber away from the site including the vehicle configuration;
- arrangements for dealing with hazards left on the site after the work has finished, for example timber stacks; and
- arrangements for hauliers working on the site after the forestry work has finished.

#### 5. Monitor health and safety on the site.

This is a very important task in managing health and safety. If the FWM fails to monitor health and safety on the site, all work on planning a safe working environment will be of little value. The FWM must be prepared to look critically at what is happening across the whole site and take immediate action when Contractors fail to meet health and safety standards. For operations where a FWS has not been appointed, the risk

assessment and site safety rules should include details of how the FWM plans to monitor and co-ordinate health and safety on site. These should include the reasonable steps taken to ensure that the safe systems of work identified in risk assessments are being followed by the Contractors or Operators on site. This is particularly important when managing chainsaw work.

It is impossible to give precise guidance on how often the FWM should check on Contractor's work. A critical check needs to be made at the start of work on the site. The FWM should be satisfied that contractors are working safely and that the arrangements for co-ordination of activities on the site are effective. It may be necessary to spend time at the start of the operation observing the work of unfamiliar Contractors, especially those doing high-risk work, such as chainsaw operators, to be satisfied that they are competent. The frequency of further site visits will depend on knowledge of the contractor, their experience of the type of work for which they have been engaged and the standards shown at previous FWM visits during this contract. In the periods between site visits, the FWM should remain in regular contact with the Contractor to ensure that the health and safety arrangements are working correctly and minuted appropriately. If new or unforeseen hazards are identified during operations the risk assessments may need to be modified to take these into account.

The Contractor and Sub-contractor also have a responsibility of reporting and monitoring unsafe work practices. It is an important part of the FWM's role to ensure the lines of communication between all personnel involved in the work are effective and maintained. The use of "Toolbox Talks" may be a useful aid in communications.

There may also be some areas of work on the site which may require the FWM to make more frequent visits for a time, for example work near areas of public access or appoint a FWS to manage and monitor these tasks (see **Table 3.2**). If the site risk assessment(s) requires dedicated control and close supervision, the FWM should appoint a FWS to monitor these tasks. The FWM must ensure that the FWS is competent and has the appropriate knowledge and competence to carry out the tasks identified for them to carry out.

When visiting the site:

- lead by example – make sure site rules are followed;
- be proactive in your approach, remind contractors of the agreed safe working practices;
- learn from monitoring – when things are not going as planned, discuss the problems with your contractor, put the job right and make sure the right people (landowners, other contractors, hauliers) understand any changes which have been made; and
- keeping records of monitoring is a useful way of assessing the overall health and safety performance of contractors at the end of the contract and for future reference.

## 2.3 Contractor role

The Contractor role has the following key tasks.

1. Work with the FWM and FWS to ensure health and safety standards are met.
2. Select sub-contractors who are skilled and experienced, competent and have made adequate provision for health and safety.
3. Manage employees and sub-contractors and ensure they work safely.
4. Ensuring the appropriate arrangements are in place so that safe systems of work are maintained if the owner/controller of the Contractor's business is absent.

Contractors and their Sub-contractors are the people most at risk. It is the people working on the ground who would suffer directly through any poor health and safety standards. In order to facilitate monitoring of site safety by the Contractor and the FWM, the Contractor and the FWM will be responsible for establishing and maintaining good lines of two-way communication between all parties both on and off site and for visitors onto the site. An example of good communication for chainsaw operations is given on the FISA web site ([www.ukfisa.co.uk](http://www.ukfisa.co.uk)).

### 1. Ensure health and safety standards are met.

The FWM will specify certain health and safety conditions that you, your employees and your sub-contractors will have to meet, for example levels of training, first-aid provision protection on machines, and provide information about the site to the Contractor. In exchange, the Contractor will have to provide the FWM with information about how the site will be worked, in the form of a risk assessment or method statement. The Contractor must ensure that operations are managed in accordance with the site safety rules and the risk assessment control measures.

The Contractor should discuss with the FWM specific aspects of the site and how they affect safe working practices (such as those set out in FISA guides and, for haulage, the Road Haulage of Round Timber Code of Practice).

These discussions will help the Contractor and the FWM to agree on the appropriate control measures for the site, including the site safety rules to be observed.

The Contractor, should ensure that employees and sub-contractors:

- comply with; relevant national legislation and industry guidance;
- comply with the health and safety conditions specified by the FWM;
- apply the control measures agreed with the FWM;
- work safely, following the site safety rules and risk assessments;
- report any accident, near-miss or changes to the agreed system of work.

For identified high-risk activities the FWM will appoint a FWS to control the activity. The Contractor should co-operate with the FWM's arrangements on the site.

The site safety signs will display the site safety rules and should show on-site contact telephone numbers for hauliers and others visiting the site to use. The Contractor must cooperate with the FWM to ensure that these numbers are correct.

## 2. Select sub-contractors who are skilled, and experienced, competent and have made adequate provision for health and safety

The Contractor must select Sub-contractors who are competent and have made adequate provision for health and safety. Any appointment of Sub-contractor(s) should be agreed with the FWM.

The best way to judge competence is to observe Sub-contractor actually working. Consider the following questions.

### *Chainsaw operators*

- Have they got the correct certificates of competence for the work?
- Have they got the necessary skills and experience for the work?
- Is there evidence that they have maintained those skills and experience?
- Do they understand safe procedures, for example for taking down hung-up, edge or windblown trees?
- Do they work safely when dealing with dangerous or difficult conditions?
- Have they got the right felling equipment to fell and handle timber safely?
- Do they wear the correct chainsaw PPE and keep it well maintained?

### *Machine operators*

- Have they got the right skills and experience for the machine they are operating?
- What is their experience in relation to the work they are going to do on the site, for example topography and ground conditions.?
- Is the machine and equipment well maintained ?
- Do they have maintenance records?
- If provided, is the rollover protective structure (ROPS), falling object protective structure (FOPS) and operator protective structure (OPS) against penetrating objects well maintained?

### *Sprayer/planting operators*

- Have they got the correct pesticide certificates for the equipment they are using?
- Is their equipment correctly designed for the job?
- Do they have the right PPE for the chemicals they are using?
- Do they keep appropriate records of spraying, as required?
- Are suitable washing facilities provided?
- Do they follow good chemical handling and hygiene best practice?

### *Haulage operators*

- Have they got experience of working in the forest environment?
- Are they familiar with the Road haulage of round timber Code of Practice?
- Are drivers adequately trained and experienced in timber haulage?
- Are drivers trained and certificated in the use of loaders (if applicable)?
- Have they established emergency and lone worker procedures?
- Do they have procedures for vehicle recovery?

### **3. Manage your employees and sub-contractors to promote good health and safety practices**

The Contractor needs to manage the work of employees and Sub-contractors on the site. The Contractor should inform them of the working methods, control measures and safety rules that need to be observed, and arrange work so they do not put each other or anyone else at risk. The Contractor should check that they are working safely and complying with site safety rules and findings of site-specific risk assessments, for example by using the relevant FISA checklists.

#### *Haulage operations.*

Haulage operators must ensure that they:

- are involved in timber haulage planning, if requested;
- abide by the Road Haulage of Round Timber Code of Practice(RHCoP);
- have appropriate emergency, vehicle recovery and lone working arrangements in place;
- supply risk assessments to the FWM or Contractor;
- make drivers aware of the risk assessment control measures and co-operate with the management of health and safety on site by following site-specific rules;
- report accidents and any near misses; and
- ensure lorry drivers follow specific routes and co-operate by reporting road defects as part of any road defect report schemes.

Haulage arrangements can be diverse, and Hauliers must consider the wider environment that may be affected by heavy traffic movements. It may be necessary to agree specific transport routes on public highways.

A general risk assessment relating to loading and unloading should be drawn up using the RHCoP.

### **4. Ensuring the appropriate arrangements are in place so that safe systems of work are maintained if the owner/controller of the Contractor's business is absent.**

The Contractor must have detailed arrangements to discharge their responsibilities, when they are absent from the site. Arrangements will vary between different organisations and different worksites. To assist the Contractor in discharging his responsibilities the role of Contractor's Site Safety Coordinator(s) may be created to assist with coordination of health and safety management on site. See Section 3.

## 2.4 Sub-contractor role

The Sub-contractor has the following key tasks.

1. Co-operation with the arrangements for health and safety on the site.
2. Managing personal health and safety.
3. Reporting any unsafe practices or occurrences.

This role does not involve any management of other people – it is a self-management role. It will fall to anyone who is engaged by a contractor, other than by direct employment, and anyone who works on or visits the site.

### 1. Co-operation with the arrangements for health and safety on the site.

It is vital that Sub-contractors co-operate with arrangements for health and safety on the site. Sub-contractors should not endanger themselves or others by taking dangerous short cuts or working in an unsafe manner.

Lorry drivers must follow specified routes. They should familiarise themselves with emergency, vehicle recovery and lone working procedures.

### 2. Managing Personal health and safety

The FWM will produce site safety rules and risk assessment control measures that will be applicable to anyone working on or visiting site. Sub-contractors must:

- obtain a copy and fully understand the contents, and follow the rules;
- inform the Contractor/FWM/FWS if any of the control measures are inadequate;
- familiarise themselves with signage boards and communication details on emergency procedures;
- wear adequate PPE and maintain PPE properly; and
- maintain machinery in accordance with manufacturer instructions and relevant FISA guides.

### 3. Reporting any unsafe practices or occurrences

It is the duty of **everyone** on site to ensure that it is being worked safely in compliance with the site rules, risk assessment control measures and instructions of the FWM/FWS/Contractor.

The Subcontractor should:

- Point out any unsafe practices that are placing anyone at risk.
- Report any missing warning signs to the FWM or Contractor.
- Report to the Contractor or the FWM/FWS of any accident, near-miss or change to the agreed system of work.

**Everyone on site is responsible for ensuring that they and others abide by the site rules. It is not only the responsibility of the FWM and FWS, but ALL site personnel.**

## 3 ROLES TO ASSIST DUTY HOLDERS

The Duty Holders need to have detailed arrangements to discharge their responsibilities and arrangements will vary between different organisations and different worksites. To assist Duty Holders in discharging their responsibilities the following roles may be created to assist with coordination of health and safety management and facilitate dedicated supervision where appropriate.

*Table 3: Roles to facilitate Coordination and Supervision*

Requirement	Role	Definition	Examples of who may take on this role
Coordination	Contractor's site Safety Coordinator(s) (CSSC)	Contractor's representative for safety management of operations on site. This may be one person or a number of people with clearly defined areas of responsibility. To be appointed by the Contractor to act in his absence.	An experienced employee of the contractor or a self-employed operator engaged by the main contractor. He is the "eyes and ears" of the contractor.
Supervision	Forestry works Supervisor (FWS)	A competent person who is engaged by the FWM solely to supervise identified high-hazard forest operations and to act as the main point of contact during the time such operations are carried out.	<ul style="list-style-type: none"> <li>• An employee of the FWM.</li> <li>• A sub-contractor engaged by the FWM.</li> </ul>

### 3.1 Contractor's Site Safety Coordinator(s) (CSSC)

The Contractor is legally responsible for health and safety of his operations on site and in his absence has a responsibility to ensure his duties as an employer are discharged. The contractor may therefore appoint a person or persons on site to assist in this role.

The Contractors' Site Safety Coordinator(s) should have the authority to act on behalf of the Contractor, and be the main point of contact for the operation as a whole or a specific area of operation as appropriate. The CSSC should ensure that the Contractor knows what is happening on site and report if there are any safety related issues.

The CSSC may have the following tasks.

1. Helping to maintain compliance with site safety rules.
2. Coordinating with the Contractor or FWM regarding any safety issues.
3. Acting as contact point for third parties coming onto site.



### 1. Helping to maintain compliance with site safety rules.

The Contractor's Site Safety Coordinator is a real role, not just a title. The CSSC must:

- be prepared to stop any dangerous activity you see and act quickly if the site becomes unsafe;
- feel able to tell colleagues and/or, operatives that they are working unsafely. It is not enough to just tell the Contractor or the FWM of a problem;
- immediately after taking any action on site, contact the Contractor to inform them of the situation;
- ensure that the different activities are carried out safely and don't cause a danger to each other;
- ensure that the activities don't cause a danger to other operations going on nearby or to the public.

This might include, from the non-exhaustive list below, for example:

- making sure that harvesting machines or chainsaw operators don't work too close to each other,
- ensuring operations do not endanger the public;
- ensuring that all operators wear the required PPE; and
- it may also include making sure all required signage is in place.

### 2. Coordinating with the Contractor or FWM regarding any safety issues.

Should any safety issues occur that you are not able to monitor or control, The CSSC must contact the Contractor or FWM, inform them of the problem and apply any instructions received.

The CSSC has a responsibility to feed back details of any accidents and near misses to the Contractor or FWM, to enable them to investigate and formally report them.

If at any time the CSSC has to leave the site, he should ensure that all work on the specific operations is suspended until a replacement CSSC is appointed or nominated.

### 3. Acting as a contact point for third parties coming onto site.

The CSSC will have been identified in documentation by the FWM and Contractor as a contact person for the site. The CSSC should be prepared to meet third parties accessing the site and communicate Site Safety Rules, risk assessment information and other relevant information.

If third parties attempt to access the site without authorisation, or do not have adequate PPE then the CSSC should challenge them.

If third parties require to be accompanied the CSSC should make arrangements for this.

### 3.2 The Forestry Work Supervisor role (FWS)

Following suitable and sufficient site risk assessment, where specific high hazards have been identified and require on-site supervision, (see *Table 3.2*, the FWM may use these findings to engage a Forestry Work Supervisor (FWS). This appointment would only be for the period when the identified high hazard operations are being carried out.

The Forestry Work Supervisor is an **active** supervisory and facilitation role, not just a title. This is a dedicated role and would not normally be carried out by someone carrying out other duties, such as operating machinery.

In appointing the FWS, the FWM has provided the FWS with the authority to act on their behalf. The FWS will be the main point of contact, making sure that the FWM and Contractor know what is happening on site and report if there are any problems during the period of the appointment.

For the period for which the FWS is appointed the following key tasks will be required:

1. Ensure compliance with control measures as identified in the Risk Assessment for the specific operation.
2. Supervise the safety of the identified specific forest operations.
3. Coordinate and communicate with the FWM and Contractor or Site Safety Coordinator(s).

#### 1. Ensure compliance with control measures as identified in the Risk Assessment for the specific operation.

The control measures to minimise risks are an essential part of site safety and identified safe systems of work must be followed. The FWS should:

- oversee that the agreed systems are adhered to by everyone working on site;
- contact the FWM, if anyone wilfully breaches the rules or is working in an unsafe manner and refuses instructions.
- take the appropriate action if he considers the control measures or site conditions are inadequate during any part of ongoing forest operations, then inform the FWM.

#### 2. Supervise the safety of the identified specific forest operations.

The FWS must ensure that the different activities are carried out safely and don't cause a danger to each other. The FWS must also ensure that the activities don't cause a danger to other operations going on nearby or to the public.

This might include, from the non-exhaustive list below, for example:

- making sure that harvesting machines or chainsaw operators don't work too close to each other;
- ensuring operations do not endanger the public;

- ensuring that all operators wear the required PPE; and
- it may also include making sure all required signage is in place and that adequate first aid provision has been made.

### 3. Coordinate and communicate with the FWM and Contractor or Site Safety Coordinator(s).

In appointing a FWS, the FWM has provided the FWS with the authority to act on their behalf.

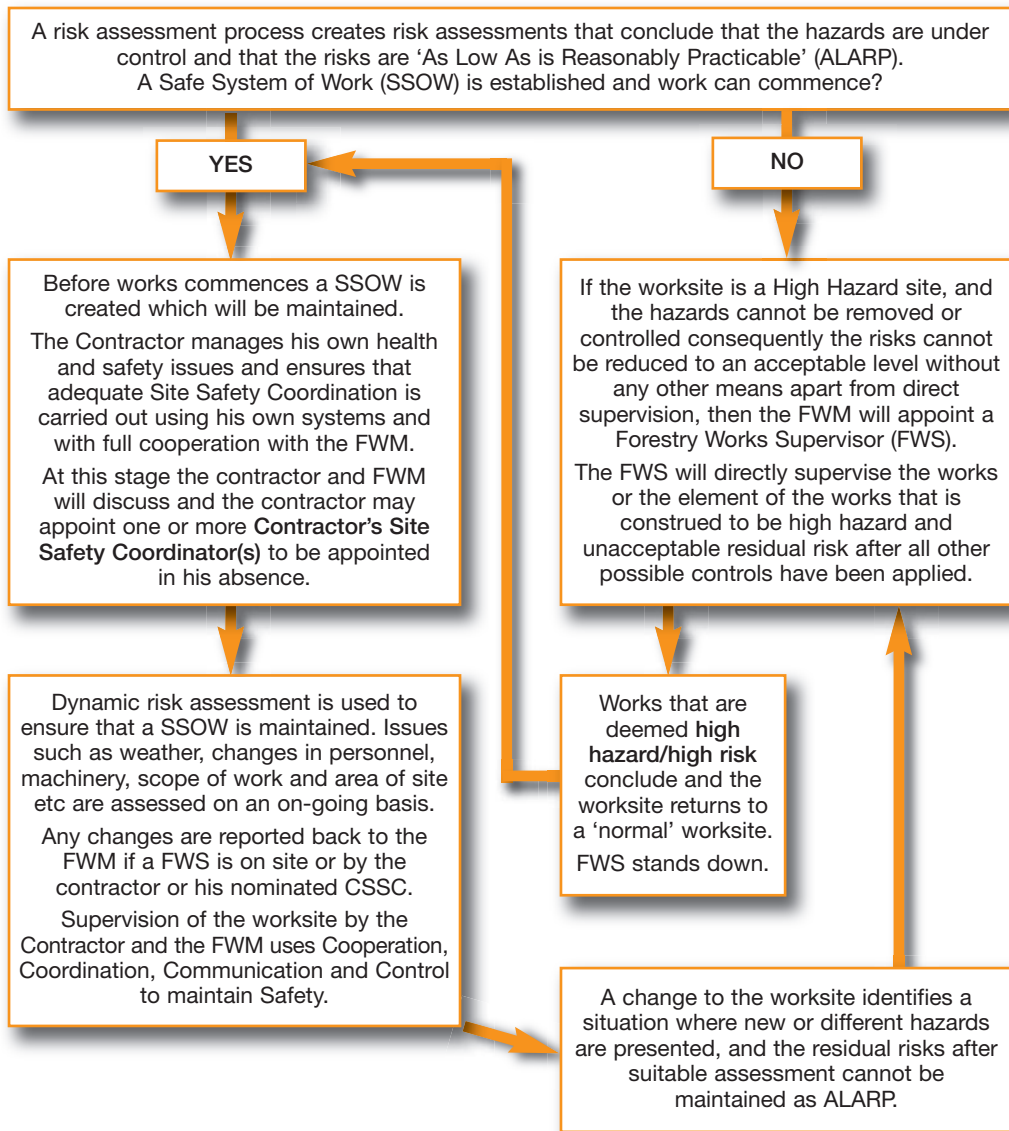
The FWM will have produced a set of outline risk assessments and site safety rules that will be applicable to anyone working or visiting the site. The FWS needs to play their part in ensuring that these are followed.

Additionally the FWS should:

- respond to any breaches of the site safety rules, and must ask the person(s) in breach to rectify the problem or ask them to leave the site;
- escalate any dangerous issues by immediately contacting the FWM or Contractor to inform them of the situation;
- check that communication and emergency procedures are effective;
- feed back details of any accidents and near misses to the FWM, to enable them to investigate and formally report them.

If at any time the FWS has to leave the site, he should ensure that all work on the specific operations is suspended until a replacement FWS can attend the site.

**Table 3.2 Flow Chart for Creating and Maintaining a Safe System of Work (SSOW) on a Forestry Worksite, following the creation of Risk Assessments by the FWM and Contractor(s).**



## 4 REFERENCES AND FURTHER READING

FISA and HSE Publications are free to download from **FISA** and [books.hse.gov.uk](http://books.hse.gov.uk). Priced copies are also available to purchase from the same site.

### 4.1 References

**Management of Health and Safety at Work**, online guides available at [www.hse.gov.uk](http://www.hse.gov.uk)

**Five steps to risk assessment**. Leaflet INDG163(rev3) HSE Books 2012 (free to download or priced packs of 10 ISBN 9780717664405)

**Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**. Leaflet INDG453(rev1) HSE Books 2013 (free to download or priced packs of 10 ISBN 9780717664603)

**Road haulage of round timber Code of Practice 4th Edition 2012**. (Copies can be obtained from the timber Transport Forum at [www.timbertransportforum.org.uk](http://www.timbertransportforum.org.uk) ISBN 9780855388584)

**Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998**. Approved Code of Practice and guidance L113 HSE Books 1998 ISBN 9780717616282.

### 4.2 Further reading

**Power take-off and power take-off drive shafts**. Leaflet AIS40 HSE Books 2013.

**Lifting equipment at work – A brief guide. 1998 INDG290(rev1) HSE 2013**.

**Chainsaws at work**. Leaflet INDG317(rev1) HSE Books 2006 (priced packs ISBN 978 0 7176 6187 9) [www.hse.gov.uk/pubns/indg317.pdf](http://www.hse.gov.uk/pubns/indg317.pdf)

**Working alone. Health and safety guidance on the risks of lone working**. INDG73(rev3) HSE Books 2013 Free to download, priced packs of 15 ISBN 9780717663712.

**Personal Protective Equipment (PPE) at Work. A brief guide**. Leaflet INDG174(Rev2) HSE Books (free to download or priced packs of 10 ISBN 0 7176 6141 5.).

**Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998**. Approved Code of Practice and guidance L22 (Third edition) HSE Books 2008 ISBN 9780717662951.

### FISA leaflets

FISA has produced a comprehensive set of leaflets on safe working practices for forestry and arboricultural operations. (These replace the old AFAG safety Guides).

These can be found on the FISA web site at <http://www.ukfisa.com/safety-information/safety-library.html>





## Further information

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Copies of this guide and all other FISA priced and free publications are available by mail order from the FISA office or through the FISA website [www.ukfisa.com](http://www.ukfisa.com). From here you will also be able to access a wide range of additional forestry safety information including frequently updated safety alerts.

This guide sets out evidence of good practice for specific forestry tasks. Deviation from the guide should only be considered after a full risk assessment has been undertaken by competent persons. Health and safety obligations **MUST** be met at all times.

**THINK SAFE / STAY SAFE**

For more general information about health and safety, please visit the Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk)