



Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your team leader or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- a) Falls from height
- b) Injury from slips trips and falls.
- c) Manual Handling
- d) Contact with overhead power lines
- e) Injury to members of the public during works
- f) Contact with children
- g) Injury from machine hazards
- h) Inclement weather

Preventative Measures you must take;

- a) You must be “competent” to carry out the task.
- b) You must hold the correct certification to carry out the task.
- c) Barriers and/or warning signs must be placed around the work area where risk assessments has deemed necessary
- d) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment and supervised during visit
- e) You must be competent to operate tree surgery machinery and hold the correct certification.
- f) You must read and understand the information sheets on the machinery you are operating

Personal Protective Equipment you must wear;

- a) Safety Harness (Climbers only)
- b) Chainsaw protective clothing, when operating a chainsaw
- c) Hard hat and mesh face protector
- d) Hearing protection
- e) Gloves (Optional)
- f) Safety boots

Quality Control

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

General Precautions

Staff & Training

The tasks will be carried out by staff from Trees2go or person(s) subcontracted, all staff are suitably trained and experienced to carry out the tasks they are instructed to do, young and inexperienced workers will be closely supervised at all times.

PPE

All site workers will wear Safety boots, protective clothing at all times, other items of PPE such as eye protection and gloves are available to be worn as and when necessary. All members of staff including ground staff will wear full chainsaw protective clothing during chainsaw work. All members of staff who work at height will be required to wear a safety harness. All harnesses will be to the relevant British Standard and checked regularly it is the responsibility of the operative to ensure all items of PPE are looked after properly and not subject to unnecessary damage

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the team leader who will ensure it is dealt with, sub contractors will be asked to supply method statements for their area of work.

Machine Safety & Maintenance

Machines such as chainsaws, chippers and stump grinders are visually inspected on a daily basis before start up; all machines are serviced on a weekly basis and checked for safe operation. **Under no circumstances will any machines be left unattended at any time.**

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and sub contractors will not lift items of tools or equipment beyond their capabilities. Trees will be sawn into manageable sized pieces for lowering and handling. Heavy or awkward items of equipment will be broken down into smaller pieces or dual lifted where this is not possible.

Visitor/Member of Public Safety

The person in charge of the site will ensure that no member of his staff will cause an obstruction or otherwise endanger the safety and health of visitors or members of the public, work shall be organised to avoid busy times, extra care shall be taken when children are present, if necessary suitable barriers and warning tape will be erected to prevent unauthorised access.

First Aid

It is the responsibility of Trees2go, to ensure adequate first aid provision for its staff and sub contractors; Adequate means provision of suitable first aid equipment and the provision of an appointed person at the minimum. It may be necessary to appoint a suitably qualified first aider where a risk assessment has highlighted the need for one.

Access egress

Trees2go are responsible for providing safe access and egress to the site, Trees2go staff will ensure safe access and egress is maintained for themselves and other contractors/ members of the public in the area they are working in, good standards of housekeeping will be maintained by all staff. Debris will be cleared away on a regular basis and the site left clean and tidy at the end of a shift or task

Working Near Overhead Power Lines

Occasionally staff may be required to work near overhead power lines. Check with your local electricity board supplier if in doubt of safe working distance and if you require the power to be isolated. For general precautions ensure you are minimum of 15m or twice the tree height if felling from any high power cables. Low power cables ensure you are a minimum of 2m from any live cables

Working at height

Falls from height remain the single biggest cause of death in the construction and services industry.

All employees have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the team leader to ensure conditions are safe before allowing any work at height to take place. The team leader will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately.

Ladders; ladders will only be used as an access to scaffold or for carrying out light work of short duration. Ladders must be tied and or footed.

Ladders which are owned and maintained by Trees2go, will be inspected on a regular basis, damaged or unsuitable ladders will be removed from site immediately

Scaffold; Scaffold if required will be provided and erected by an approved contractor; the hand rail will extend a minimum 1 metre above the working area. All work will be carried out from the scaffold; the team leader will ensure a handover certificate is received from the contractor prior to allowing access to the scaffold. During the works access to the scaffold will be via ladder which will be tied off at the top, ladders will be removed or boarded off at the end of each shift to prevent unauthorised access.

MEWPS (Mobile Elevating Work Platforms) to include Cherry pickers, Scissor lifts, self propelled booms, vehicle mounted platforms etc. MEWPS will be supplied by a competent company; the site team leader will ensure that only competent staff are allowed to use the MEWP, competent means someone with the necessary knowledge, training and experience to operate the MEWP safely and without risk to himself or others, i.e. PAL card holders.

Safety harnesses will be worn whilst working in the MEWPS. All staff will be trained to operate the MEWP from the ground controls and recover a “hung up” worker who has fallen whilst wearing a safety harness

Aluminium tower scaffold; the site team leader will ensure that Aluminium Tower Scaffolds are erected correctly by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower

Daily visual checks will be carried out by the site team leader on all the above items and defects reported immediately, any equipment suspected of being unsafe for whatever reason will be withdrawn from service