

PARKS AND GREENSPACE
FORESTRY - WORK INSTRUCTION CARD

WI Number: FW 611	WI Description: Crown Clean Tree – S/M/L
Reviewed By: William Fraser	Last Review Date: November 2014

AIM: Crown clean trees in accordance with Council Policy and/or customer requirements.
Refer to job instruction for site details and time allocation if applicable.

TOOLS / MATERIALS:	<p>Selection depending on size of tree & location..</p> <p>Silky Hand saw.</p> <p>Climbers Chainsaw</p> <p>Powered Pole Saw</p> <p>Fuel Combi-Can</p> <p>2 stroke oil.</p> <p>Chain oil.</p> <p>Funnel.</p> <p>Spill kit</p> <p>Signs & cones.</p> <p>Hazard tape</p> <p>Tool kit.</p> <p>Climbing Equipment</p> <p>Rigging Equipment</p> <p>Spring rake.</p> <p>Fork & shovels.</p> <p>Loppers</p> <p>Brushes.</p> <p>Backpack Blower</p> <p>First Aid kit.</p> <p>Vehicle.</p> <p>Branch Chipper</p>
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PROTECTIVE CLOTHING:	<p>Class 1 or higher Chainsaw protective boots</p> <p>Type C Chainsaw trousers.</p> <p>Chainsaw combination helmet.</p> <p>Gloves.</p>
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HEALTH & SAFETY:	<p>See attached Risk Assessment No. 1, 2, 3.2, 3.3,3.4, 4 as well as AFAG Guides</p> <p>Operatives must hold City and Guilds Certificates 201,202,203,207,306,307,308,CS48,Brushwood Chipper. Or be supervised when training.</p> <p>Use cones & signs to inform pedestrians/road users, if required, as per Safety at Street Works Act 1991.</p> <p>Wear Hi-Viz vest or jacket if working near roadside or railways and tramways</p>
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OPERATIONAL METHOD:	<p>Assess the working conditions for potential hazards e.g. slopes, services, property.</p> <p>Assess condition of tree and weather conditions.</p> <p>Record significant findings on Site Specific Risk Assessment.</p> <p>Decide on best plan of actions – equipment required / safe working zone.</p> <p>Set up work site.</p> <p>Use good working practice to remove branches as per requirement. Lower branches using ropes if required.</p>
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	<p>Remove all debris from site (unless otherwise stated), leaving site in a safe and tidy condition.</p> <p>Report any accidental damage.</p> <p>Record work completed.</p> <p>Return completed worksheets to the Forestry Supervisor</p>
MEASURE OF SUCCESS:	<p>A clean, crowned tree completed safely as per requirements.</p>

PARKS AND GREENSPACE
FORESTRY - WORK INSTRUCTION CARD

WI Number: FW 612	WI Description: Crown Thin Tree – S/M/L
Reviewed By: William Fraser	Last Review Date: November 2014

AIM: To remove a percentage of the crown to leave a well-balanced branch structure in accordance with the contract specification and/or customer requirements.
Refer to job instruction for site details and time allocation if applicable.

TOOLS / MATERIALS:	<p>Selection depending on size of tree & location..</p> <p>Silky Hand saw.</p> <p>Climbers Chainsaw</p> <p>Powered Pole Saw</p> <p>Fuel Combi-Can</p> <p>2 stroke oil.</p> <p>Chain oil.</p> <p>Funnel.</p> <p>Spill kit</p> <p>Signs & cones.</p> <p>Hazard tape</p> <p>Tool kit.</p> <p>Climbing Equipment</p> <p>Rigging Equipment</p> <p>Spring rake.</p> <p>Fork & shovels.</p> <p>Loppers</p> <p>Brushes.</p> <p>Backpack Blower</p> <p>First Aid kit.</p> <p>Vehicle.</p> <p>Branch Chipper</p>
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PROTECTIVE CLOTHING:	<p>Class 1 or higher Chainsaw protective boots</p> <p>Type C Chainsaw trousers.</p> <p>Chainsaw combination helmet.</p> <p>Gloves.</p>
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HEALTH & SAFETY:	<p>See attached Risk Assessment No. 1, 2, 3.2, 3.3,3.4, 4 as well as AFAG Guides</p> <p>Operatives must hold City and Guilds certificates 201,202,203,207,306,307,308,CS48,Brushwood Chipper. Or be supervised when training.</p> <p>Use cones & signs to inform pedestrians/road users, if required, as per Safety at Street Works Act 1991.</p> <p>Wear Hi-Viz vest or jacket if working near roadside or railways and tramways</p>
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OPERATIONAL METHOD:	<p>Assess the working conditions for potential hazards e.g. slopes, services, property.</p> <p>Assess condition of tree and weather conditions.</p> <p>Record significant findings on Site Specific Risk Assessment.</p> <p>Decide on best plan of actions – equipment required / safe working zone.</p> <p>Set up work site.</p>
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	<p>Use good working practice to remove branches as per requirement. Lower branches using ropes if required. Remove all debris from site (unless otherwise stated), leaving site in a safe and tidy condition.</p> <p>Report any accidental damage.</p> <p>Record work completed. Return Completed worksheets to the Forestry Supervisor.</p>
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MEASURE OF SUCCESS:	A tree with a well-balanced branch structure completed safely as per requirements.
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PARKS AND GREENSPACE
FORESTRY - WORK INSTRUCTION CARD

WI Number: FW 613	WI Description: Crown Lift Tree – S/M/L
Reviewed By: William Fraser	Last Review Date: November 2014

AIM: To remove the lower branches away from obstacle in accordance with the contract specification and/or customer requirements

Refer to job instruction for site details and time allocation if applicable.

TOOLS / MATERIALS:	<p>Selection depending on size of tree & location.</p> <p>Silky Hand saw.</p> <p>Climbers Chainsaw</p> <p>Powered Pole Saw</p> <p>Fuel Combi-Can</p> <p>2 stroke oil.</p> <p>Chain oil.</p> <p>Funnel.</p> <p>Spill kit</p> <p>Signs & cones.</p> <p>Hazard tape</p> <p>Tool kit.</p> <p>Climbing Equipment</p> <p>Rigging Equipment</p> <p>Spring rake.</p> <p>Fork & shovels.</p> <p>Loppers</p> <p>Brushes.</p> <p>First Aid kit.</p> <p>Vehicle.</p> <p>Branch Chipper</p>
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PROTECTIVE CLOTHING:	<p>Class 1 or higher Chainsaw protective boots</p> <p>Type C Chainsaw trousers.</p> <p>Chainsaw combination helmet.</p> <p>Gloves.</p>
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HEALTH & SAFETY:	<p>See attached Risk Assessment No. 1, 2, 3.2, 3.3,3.4, 4 as well as AFAG Guides</p> <p>Operatives must hold City and Guilds certificates 201,202,203,207,306,307,308,CS48, Brushwood Chipper. Or be supervised when training.</p> <p>Use cones & signs to inform pedestrians/road users, hazard tape if required, as per Safety at Street Works Act 1991.</p> <p>Wear Hi-Viz vest or jacket if working near roadside or railways and tramways</p>
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OPERATIONAL METHOD:	<p>Assess the working conditions for potential hazards e.g. slopes, services, property.</p> <p>Assess condition of tree and weather conditions.</p> <p>Record significant findings on Site Safety Checklist.</p> <p>Decide on best plan of actions – equipment required / safe working zone.</p>
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	<p>Set up work site. Use good working practice to remove branches as per requirement. Lower branches using ropes if required. Remove all debris from site (unless otherwise stated), leaving site in a safe and tidy condition.</p> <p>Report any accidental damage.</p> <p>Record work completed. Return completed worksheets to the Forestry Supervisor.</p>
MEASURE OF SUCCESS:	<p>Branches removed to the desired height completed safely as per requirements.</p>

PARKS AND GREENSPACE
FORESTRY - WORK INSTRUCTION CARD

WI Number: FW 614	WI Description: Crown Reduce Tree – S/M/L
Reviewed By: William Fraser	Last Review Date: November 2014

AIM: Reduce the size of crown leaving as far as possible a natural tree shape in accordance with the contract specification and/or customer requirements

Refer to job instruction for site details and time allocation if applicable.

TOOLS / MATERIALS:	<p>Selection depending on size of tree & location..</p> <p>Silky Hand saw.</p> <p>Climbers Chainsaw</p> <p>Powered Pole Saw</p> <p>Fuel combi-can</p> <p>2 stroke oil.</p> <p>Chain oil.</p> <p>Funnel.</p> <p>Spill kit</p> <p>Signs & cones.</p> <p>Hazard tape</p> <p>Tool kit.</p> <p>Climbing Equipment</p> <p>Rigging Equipment</p> <p>Spring rake.</p> <p>Fork & shovels.</p> <p>Loppers</p> <p>Brushes.</p> <p>Backpack Blower</p> <p>First Aid kit.</p> <p>Vehicle.</p> <p>Branch Chipper</p>
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PROTECTIVE CLOTHING:	<p>Class 1 or higher Chainsaw protective boots</p> <p>Type C Chainsaw trousers.</p> <p>Chainsaw combination helmet.</p> <p>Gloves.</p>
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HEALTH & SAFETY:	<p>See attached Risk Assessment No. 1, 2, 3.2, 3.3,3.4, 4 as well as AFAG Guides</p> <p>Operatives must hold City and Guilds certificates 201,202,203,207,306,307,308,CS48,Brushwood Chipper. Or be supervised when training.</p> <p>Use Barrier tape, cones & signs to inform pedestrians/road users, if required, as per Safety at Street Works Act 1991.</p> <p>Wear Hi-Viz vest or jacket if working near roadside or railways and tramways</p>
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OPERATIONAL METHOD:	<p>Assess the working conditions for potential hazards e.g. slopes, services, property.</p> <p>Assess condition of tree and weather conditions.</p> <p>Record significant findings on Site Specific Risk Assessment.</p> <p>Decide on best plan of actions – equipment required /</p>
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	<p>safe working zone. Set up work site. Use good working practice to remove branches as per requirement. Lower branches using ropes if required. Remove all debris from site (unless otherwise stated), leaving site in a safe and tidy condition.</p> <p>Report any accidental damage.</p> <p>Record work completed. Return Completed worksheet to the Forestry Supervisor.</p>
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MEASURE OF SUCCESS:	A reduced crown size leaving as natural tree shape as possible completed safely as per requirements.
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PARKS AND GREENSPACE
FORESTRY - WORK INSTRUCTION CARD

WI Number: FW 615	WI Description: Formative Pruning, Tree – S/M/L
Reviewed By: William Fraser	Last Review Date: November 2014

AIM: Removal of branches to ensure a characteristic form in accordance with the contract specification and/or customer requirements

Refer to job instruction for site details and time allocation if applicable.

TOOLS / MATERIALS:	<p>Selection depending on size of tree & location..</p> <p>Silky Hand saw.</p> <p>Climbers Chainsaw</p> <p>Powered Pole Saw</p> <p>Fuel combi-can</p> <p>2 stroke oil.</p> <p>Chain oil.</p> <p>Funnel.</p> <p>Spill kit</p> <p>Signs & cones.</p> <p>Hazard tape</p> <p>Tool kit.</p> <p>Climbing Equipment</p> <p>Rigging Equipment</p> <p>Spring rake.</p> <p>Fork & shovels.</p> <p>Loppers</p> <p>Brushes.</p> <p>Backpack Blower</p> <p>First Aid kit.</p> <p>Vehicle.</p> <p>Branch Chipper</p>
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PROTECTIVE CLOTHING:	<p>Class 1 or higher Chainsaw protective boots</p> <p>Type C Chainsaw trousers.</p> <p>Chainsaw combination helmet.</p> <p>Gloves.</p>
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HEALTH & SAFETY:	<p>See attached Risk Assessment No. 1, 2, 3.2, 3.3,3.4, 4 as well as AFAG Guides</p> <p>Operatives must hold City and Guilds certificates 201,202,203,207,306,307,308,CS48,Brushwood Chipper or be supervised when training.</p> <p>Use cones & signs to inform pedestrians/road users, if required, as per Safety at Street Works Act 1991.</p> <p>Wear Hi-Viz vest or jacket if working near roadside or railways and tramways</p>
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OPERATIONAL METHOD:	<p>Assess the working conditions for potential hazards e.g. slopes, services, property.</p> <p>Assess condition of tree and weather conditions.</p> <p>Record significant findings on Site Specific Risk Assessment.</p> <p>Decide on best plan of actions – equipment required / safe working zone.</p>
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	<p>Set up work site. Use good working practice to remove branches as per requirement. Lower branches using ropes if required. Remove all debris from site (unless otherwise stated), leaving site in a safe and tidy condition .</p> <p>Report any accidental damage.</p> <p>Record work completed. Return completed worksheets to the Forestry Supervisor.</p>
MEASURE OF SUCCESS:	<p>A tree with proper growing characteristics, completed safely as per requirements.</p>

PARKS AND GREENSPACE
FORESTRY - WORK INSTRUCTION CARD

WI Number: FW 621	WI Description: Clear Fell Tree – S/M/L
Reviewed By: William Fraser	Last Review Date: November 2014

AIM: Clear fell tree without the need to dismantle in accordance with the contract specification and/or customer requirements

Refer to job instruction for site details and time allocation if applicable.

TOOLS / MATERIALS:	<p>Selection depending on size of tree & location.</p> <p>Ground chainsaw.</p> <p>Fuel Combi- can.</p> <p>2 stroke oil.</p> <p>Chain oil.</p> <p>Spill Kit</p> <p>Funnel</p> <p>Signs & cones.</p> <p>Hazard Tape</p> <p>Tool kit.</p> <p>Climbing Kit</p> <p>Spikes.</p> <p>Tug Rope</p> <p>Felling Bar</p> <p>Large Hammer/Axe</p> <p>Felling Wedges</p> <p>Spring rake.</p> <p>Fork & shovels.</p> <p>Brushes.</p> <p>Backpack Blower</p> <p>First Aid kit.</p> <p>Vehicle</p> <p>Tirfor Winch</p> <p>PTO Operated Winch</p>
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PROTECTIVE CLOTHING:	<p>Class 1 or higher Chainsaw protective boots</p> <p>Type C Chainsaw trousers.</p> <p>Chainsaw combination helmet.</p> <p>Gloves.</p>
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HEALTH & SAFETY:	<p>See attached Risk Assessment No. 1, 2, 3, 3.1, 3.4, 4. As well as AFAG Guides</p> <p>Chain saw operatives must hold a certificate of competence level 201,202,203,207,301,306,309, Brushwood Chipper. Or be supervised when training</p> <p>Use cones & signs to inform pedestrians/road users, if required, as per Safety at Street Works Act 1991.</p> <p>Wear Hi-Viz vest or jacket if working near roadside, railway or tramways.</p>
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OPERATIONAL METHOD:	<p>Assess the working conditions for potential hazards e.g. slopes, services, property.</p> <p>Assess condition of tree and weather conditions.</p> <p>Record significant findings on Site Safety Checklist.</p> <p>Decide on best plan of actions – equipment required / safe working zone.</p> <p>Set up work site.</p>
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	<p>Ensure there is a safe distance between tree & any obstacles Fell tree in a safe and professional manner. Timber should be disposed off in accordance with customer requirements.</p> <p>Remove all debris from site (unless otherwise stated), leaving site in a safe and tidy condition .</p> <p>Report any accidental damage.</p> <p>Record work completed. Return completed worksheets to the Forestry Supervisor.</p>
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MEASURE OF SUCCESS:	The removal of the identified tree leaving a clean & tidy site, completed safely as per requirements.
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PARKS AND GREENSPACE
FORESTRY - WORK INSTRUCTION CARD

WI Number: FW 622	WI Description: Section Fell Tree – S/M/L
Reviewed By: William Fraser	Last Review Date: November 2014

AIM: Section fell tree with the need to dismantle in accordance with the contract specification and/or customer requirements

Refer to job instruction for site details and time allocation if applicable.

TOOLS / MATERIALS:	<p>Selection depending on size of tree & location..</p> <p>Silky Hand saw.</p> <p>Climbers Chainsaw</p> <p>Ground Saws</p> <p>Powered Pole Saw</p> <p>Fuel combi-can</p> <p>2 stroke oil.</p> <p>Chain oil.</p> <p>Funnel.</p> <p>Spill kit</p> <p>Signs & cones.</p> <p>Hazard tape</p> <p>Tool kit.</p> <p>Climbing Equipment</p> <p>Rigging Equipment</p> <p>Spring rake.</p> <p>Fork & shovels.</p> <p>Loppers</p> <p>Brushes.</p> <p>Backpack Blower</p> <p>First Aid kit.</p> <p>Vehicle.</p> <p>Branch Chipper</p>
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PROTECTIVE CLOTHING:	<p>Class 1 or higher Chainsaw protective boots</p> <p>Type C Chainsaw trousers.</p> <p>Chainsaw combination helmet.</p> <p>Gloves.</p>
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HEALTH & SAFETY:	<p>See attached Risk Assessment No. 1, 2, 3.2, 3.3,3.4, 4 as well as AFAG Guides</p> <p>Operatives must hold City and Guilds certificates 201,202,203,207,306,307,308,309,CS45,Brushwood Chipper. Or be supervised when training.</p> <p>Use hazard tape, cones & signs to inform pedestrians/road users, if required, as per Safety at Street Works Act 1991.</p> <p>Wear Hi-Viz vest or jacket if working near roadside or railways and tramways</p>
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OPERATIONAL METHOD:	<p>Assess the working conditions for potential hazards e.g. slopes, services, property.</p> <p>Assess condition of tree and weather conditions.</p> <p>Record significant findings on Site Specific Risk Assessment.</p> <p>Decide on best plan of actions – equipment required /</p>
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	<p>safe working zone. Set up work site. Use good working practice to remove branches as per requirement. Lower branches using ropes if required. Ensure sections being lowered are lighter than the breaking strain of the rope used and are capable of being manoeuvred by the groundsman. Timber should be disposed off in accordance with customer requirements. Remove all debris from site (unless otherwise stated), leaving site in a safe and tidy condition.</p> <p>Report any accidental damage.</p> <p>Record work completed. Return completed worksheets to the Forestry Supervisor.</p>
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MEASURE OF SUCCESS:	The removal of the identified tree and a clean & tidy site, completed safely as per requirements.
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