



Registered SCIO SC049120

## Work Site Guidance TPG GN1.0

### Basic Rules

1. A Work Party Leader (WPL) will be nominated on all work days. The WPL will brief the work party on the planned work ahead and any special safety requirements.
2. All persons involved in the work must have been trained on the equipment they will use that day. No untrained persons are allowed to take part, unless supervised, until they have received training which may be given and recorded on the day.
3. A Guidance Note is in place for all equipment used by the TPG and Volunteers must ensure they only use equipment on which they have been trained and for which a record has been kept.
4. All persons shall wear appropriate clothing, footwear and Personal Protection Equipment (PPE) during the work.
5. A Risk Assessment must have been generated that covers the proposed activities.

### Site Awareness

1. It is the responsibility of all persons to look out for each other's safety and to call a stop to any activity they deem unsafe based on the safety briefing to allow corrections to be made.
2. If the WPL calls a halt to activities due to unsafe conditions such as inclement weather or external hazards etc all work will cease until the WPL approves continuation.
3. A safe distance is to be kept from all power tools and machinery by all Volunteers other than the operator whilst in operation.
4. Slips, trips and falls are quite likely given the uneven ground and when muddy conditions exist, which is often. Always ensure you have a good footing, especially when operating any power tools and hand tools such as pick-axe and mattock.
5. When lifting always take measures to lift within your capability and using knees and legs to protect your back.
6. When operating with others be vigilant where hands and feet are when using any hand tools.
7. Moving of heavy boulders is a frequent activity but ensure there are sufficient Volunteers to deal with the size of the boulder.
8. Strimmers and brush cutters can fling debris a considerable distance so no Volunteers should be within 10m of an operator unless wearing eye and hearing PPE and even then, they should be more than 3m distant.
9. In dry weather the whacker plate can create a lot of dust and face masks may be required by the operator and nearby Volunteers. Ear and eye protection must be worn when operating the whacker plate.
10. Weather conditions significantly affect the ground conditions and the WPL must exercise judgement when conditions adversely affect safety.

11. Members of the public may still use the path unless it has been closed. In this case whomever sees a member of public should call out to the team of the approaching person and activities must stop immediately until the person has passed.

### Personal Protection Equipment (PPE)

1. PPE covers the specific equipment which may be provided by the Paths Group or may be owned personally, to provide protection against injury.
2. Robust workwear covering the full body is required on all work sites.
3. The minimum PPE will be stout footwear (steel toe caps highly recommended), full finger gloves and hi-viz vests which will identify work party Volunteers.
4. Eye and ear protections must be worn if operating any power tools and machinery and these may also be appropriate if non-operators are working in the vicinity.
5. Leg guards must be worn when using a brush cutter.
6. Hard hats are required when undertaking any work with a hazard from above.
7. TPG hold quantities of: hi-viz vests, gloves, leg guards, safety glasses and ear defenders but personally owned PPE may be used.

### In Case of Accident

1. It is the responsibility of all persons to look out for each other's safety and to call a stop to any activity if an accident occurs.
2. The WPL must be advised as soon as possible after ensuring the safety of the injured party.
3. A first aid kit is available at the Work Site.
4. There shall be a trained First Aider nominated on the day.
5. If required emergency services shall be notified as soon as possible.

### Work Party Leader Responsibilities

1. Issue a calling notice by email at least 12 hours before the planned work confirming the start time, location and outline the intended work.
2. Conduct a Site Briefing on the proposed activities highlighting any power tools and machinery along with the trained operators for the day. Allocate work to the Volunteers appropriate to their training.
3. Identify all the Volunteers and confirm the equipment they are eligible to use.
4. Identify any new Volunteers and ensure appropriate training is undertaken and recorded.
5. Coordinate response to any accident and keep a record of the accident.
6. Decide when to halt to work for whatever reason and is to ensure all equipment is returned and Volunteers are well before disbanding.
7. Ensure all Volunteers are wearing appropriate clothing, footwear and PPE.
8. Ensure an appropriate Risk Assessment has been undertaken and brief the team on the risks.
9. Ensure "Work In Progress" signs are mounted at the extremities of the work site.

### Volunteer Responsibility

1. Ensure you wear appropriate clothing, footwear and PPE (see PPE below).
2. Make yourself known to the WPL especially if arriving after the start time.

3. Undertake work as agreed with the WPL at the Site Briefing.
4. Only operate equipment upon which you have been trained.
5. A safe distance is to be kept from all power tools and machinery by all Volunteers other than the operator whilst in operation. Power tools and machinery typically includes: digger, powered barrow, whacker plate, powered roller, strimmer, and brush cutter.
6. Maintain site awareness at all times (see Site Awareness above).
7. Let the WPL know when you depart site if it is prior to the halting of work.
8. Complete and submit emergency contact information each year to the Secretary.

#### Power Tool and Machine Operator Responsibility

1. The power tool or machine operator is to have had training in accordance with the relevant TPG Guidance Note and this is to have been recorded.
2. It is the machine operators responsibility to ensure Volunteers maintain a safe distance and must stop if any person, participant or public, comes closer than the safe distance. The safe distance is to be assessed by the machine operator and advised to Volunteers.
3. Ensure the power tool or machine are fit for purpose and appropriately maintained. Such equipment will either be personally owned and loaned to the TPG or hired for the activity.

#### First Aider Responsibility

1. To coordinate any accident occurring at the Work Site and to administer first aid.
2. To ensure a First Aid kit is available and appropriately stocked.
3. To make the judgement to call emergency services.

#### Work Site Definition

1. Any location where activity is taking place under the auspices of TPG, which has been notified to members as a work day by email by the Work Party Leader.

Trainer Name & Sig.		
Trainee Name	Training date	Trainee Signature