

1 NOEL COTTAGE, GROVE LANE, WISHAW, SUTTON COLDFIELD B76 9PJ



Starting the day

Arrive on time, if you're going to be late please contact me so I know what's going on. Make sure you are well rested. If you are unable to attend work please contact me as soon as you know you won't be attending. Getting to and from work is your responsibility not ours. Bring a packed lunch and be ready to work. As a team we expect all members to be reliable and considerate of each other. This includes personal hygiene, it's a physical job and we work in all weather conditions so we expect you dressed appropriately for the time of year. All medical conditions should be reported to Vito at the start of the day and he should be aware of where your medicine ie inhalers are kept.

Breakfast should be eaten before you arrive at work we may stop at a shop but we may be too busy.

We are a small business so if you break it, you will pay for it! Treat all equipment with respect.

The vehicles will need to be packed and emptied everyday, the whole Team needs to help with this. We want our Team to be enthusiastic about work, get involved and ask what equipment is needed for that day. Make sure all equipment is secure in or on the vehicle. Always be aware of people around the vehicle and what equipment is being used. We've had tools stolen and the person responsible will face the consequences. All staff will be informed of where the First Aid and Trauma kits are kept in case of an emergency.

If you are unable to maintain a chainsaw you shouldn't be using one. All aspects of the tree surgery game are dangerous be alert and aware of what's going on all around you. Our Team should be willing to learn and help each other.

When arriving at the job you will be given a work plan. Every member of the Team should put the same amount of effort in, you can always be replaced. The more efficiently the work is completed the quicker the job gets finished. We want all jobs completed in a safe and timely manner

Wear all the required PPE at all times, this is your responsibility not ours.

Vehicles, trailers and chippers

We have spent a lot of money getting the vehicles how we want them. All vehicles should be treated with respect no smoking or littering. The Team will be expected to help clean all vehicles, trailers, chippers and stump grinders when necessary. Help all drivers with

backing up, it never hurts having someone outside the vehicle when reversing up to a trailer or chipper. Use proper hand signals and stand where the driver can see you. Back the vehicle up to the toe hitch exactly it should be touching not a foot away. When working on a roadside, be sure to properly position traffic cones and all signs. We want to make sure all motorists and pedestrians are safe but you must be on guard for careless drivers and pedestrians who think they are an exception to traffic management. Always lock the vehicles after going in them.

On the job

Never leave equipment anywhere it can be damaged. Do not lean anything up the vehicles, chippers and/or stump grinders. Keep all equipment in one place its easier to keep an eye on.

Report any damages to Vito as soon as you discover them.

When feeding the chipper with brush use a branch not you're hands or feet. Never use anything metal. Clear the drag path before you start dragging branches, move anything that may get damaged by the branches. Don't drag one branch at a time make a pile and carry that to the bigger pile by the chipper. When dragging branches to the chipper make a pile of branches butt end facing the chipper before starting the machine. There's no need for the chipper to be running on full revs when it's not being used just shut it off. We are not made of money so don't expect to keep having to fuel up the machines. Aim the chute in the centre of the vehicle and fill it up evenly with the chippings. Don't fill up one side of the vehicle with chippings because you will be asked to shovel it so its even. Don't chip anything other than wood be aware of what you are raking up.

As a groundsman you should have knowledge of all aspects of ground rope operation. Rope should not be stepped on, driven over and dragged along the ground. The rope should be tied to the climbers line and walked away. Don't just stand there, be aware of the climbers needs making sure the line hasn't gone up the tree and snagged. The climbers rope should be in your eye line at all times keeping an eye out for tangles or snags. You should never jerk the rope as this may un balance the climber. Listen to the climber and follow the directions given. If you aren't sure what is being asked of you double check before proceeding. Always beware of the drop zone, the climber cant do this. Keep an eye on the climber when entering this area.

If everyone around you is working you should be too. Don't hesitate to ask for instructions.

All members of the Team are expected to be friendly, polite and courteous of the clients. You are representing our business, please remember that. Be respectful when talking around them and no swearing there may be children present.

We ask that you are respectful of the clients property and report any breakages to Vito as soon as they have occurred. Always leave the property cleaner than when you arrived, go the extra mile. Before leaving a job make sure all tools and equipment have been returned to the correct place in or on the vehicle. Fuel and oil caps should be on securely.

When raking up start from the furthest point away and work towards the chipper or entrance. Aim to rake up once and then blow up.

When operating a chainsaw use both hands and beware of the kickback. Don't hit the floor with the chainsaw. A basic knowledge of wedges and felling bars is necessary. The trunk

should be cut as close to the ground level as possible. When lowering off make sure you have the climber in view along with the limb being lowered. You are standing directly in the drop zone. Follow the climber's directions.

The friction is very different when using a pulley so be aware that the lowering device at the base of the tree may need one or two more wraps to prevent injury and accidents.

Untie the limb and either keep the rope in your hand or secure it to something until the climber needs it again. Observing the climber will help you know when they need it back otherwise carry on with the ground work.

Ideally you want the limb on the ground as quickly and safely as possible. The drop zone should be kept clear at all times.