



## Forestry and Harvesting Supervisor Development Program.

### Supervisor:

The term emerged in the mid-15th century, its roots lie in Medieval Latin - someone who inspects and directs the work of others - “supervidere”, “to oversee” or “inspect”- “super” (“over”) “videre” (“to see”).

### Overview.

This is an overview of the development training we have been delivering for over 20+ years for larger employers, with direct input from industry. The course is specifically tailored for people within the forestry / harvesting sector who oversee or supervise operational activities, and it is now [Lantra registered and approved](#) and supported by the Forest Industry Safety Accord’s FWM Working Group. The world-wide recognised IOSH Managing Safely course, which we have tailored to UK forestry, is more appropriate for FWM’s aiming to satisfy the FISA FWM CPD framework criteria. See our [website page](#).

The program is proactively tailored to:

- The individual attendees work operations
- The specific contract and client requirements
- The specific employer requirements

Any additional specific aims and objectives are agreed at the course planning stage.

Please note - this is not a turn up, complete the training and obtain a competence certificate, type of program.

Although all attendees receive a Lantra training certificate, only attendees who successfully demonstrate / evidence their ability, in line with good supervisor skills and knowledge, will gain an Arb and Forestry supervisor certificate.

- The individual attendees work operations – forestry management / timber harvesting operations
- The specific employer requirements
- To assist in compliance with the FISA Guidance on Managing Health and Safety in Forestry

Any additional specific aims and objectives can be agreed at the course planning discussions stage.

This training would benefit all attendees and their organisations, including experienced supervisors needing a refresher. Some individuals may not have the personal skills / abilities to successfully become or be effective and competent supervisors. This is not meant to be harsh or restrictive, however it is understood through experience, that some individuals may require more development than others for leadership / supervisory work, and some may not retain the necessary skills or knowledge covered during only two days of training. Employers will usually need to provide further internal guidance, support and development opportunities for their staff.

- This indoor course is delivered over 2 days.
- The specific employer organisation site documentation, internal policies and procedures and their specific contract standards, are used.
- Attendees are expected to evaluate their own skill and knowledge levels, with support from the instructor. A follow up action plan is created as part of the training.
- Attendees are appraised by the instructor throughout the training, and individual feedback, with any development recommendations are passed to the employer as feedback.
- Follow up onsite coaching by the employer organisation is recommended after the attendees practice / consolidate their skills and knowledge. The separate Lantra Supervisor NVQ qualification may be appropriate for some attendees. Available directly from Lantra.

The following are used as the basis for this course.

- Current UK legal standards.
- Specific employer organisation site documentation, internal policies and procedures.



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- Contract standards.
- The FISA FWM CPD framework and the current GMHSF.
- Pre-commencement planning.

Attendees are appraised by the instructor throughout the training, and individual feedback, with any personal development recommendations being made at the end. Attendees will receive a training attendance certificate after the training.

A follow up onsite coaching and assessment event is recommended after the attendees have practiced / consolidated their skills and knowledge. However this is not mandatory. A graded competence assessment certificate is available where the optional onsite caching is chosen. Employers may be able to undertake this additional coaching via internal resources, which is recommended.

### Objectives.

The aim of this development program is to enable attendees to assist the employer business, in managing work site operations to ensure:

- Ongoing workforce competence
- Forest industry good practice and legal compliance
- Operational efficiency and business profitability and sustainability
- High-quality work to client specification / requirements
- Consistent customer / client satisfaction

Following this development program, successful and competent supervisors, will be able to assist competent forestry works / contract managers by proactively monitoring day to day contract operations. They will be able to identify the indicators of poor safety culture and attitude amongst staff and contractors, and help reduce accidents and incidents and provide constructive feedback. They will be able to encourage, enhance and develop these areas within the workforce they interact with.

### Training overview.

This is an indoor group event, usually delivered over 2 consecutive days. There are no prerequisites however it is expected that attendees will have a good level of industry knowledge. An ongoing appraisal of each attendee's existing knowledge level and abilities is conducted as the training continues, and the sessions are adapted / tailored as required.

The common topics covered include, but are not limited to the following:

#### Soft skills:

- Behavioural safety awareness, clear communication, personal standards and attitudes and hazards from confirmation bias. Identification of trends and indicators and methods of individual and group encouragement.
- Consideration and management of body language, questioning techniques and methods for gaining individual and team involvement and engagement. Constructive feedback methods.
- Team monitoring and error correction, rewarding behaviours, safe and unsafe acts (SUSA).
- Delivery of team briefings / toolbox talks / safety bulletins and alerts.
- Encouraging team efficiency, performance in work site quality monitoring.
- Customer care awareness.
- The importance of time management and completion of related company documentation and management evidence.

#### Knowledge development - Equipment and industry operational good practice:



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*Example:* The commonly requested topics relating to forestry and harvesting operations are:

- Grab / manual feed chipper operations.
- Chainsaw ground based - felling and general operations.
- PPE standards.
- Welfare requirements.
- Noise and Vibration hazards and controls.
- Machine risk zones.
- Operator protection ROPS, FOPS, TOPS, OPS.
- LOLER / PUWER.
- Skyline and high lead operations – including working at height, spar tree rigging.
- Harvester / forwarder operations – including use and fitting of band tracks.
- Machine maintenance – fuel storage, COSHH, pollution control, maintenance record.
- Water / siltation, wildlife / environmental assessments – including evidence / record keeping.
- Safe and efficient site planning.
- Electrical safety, zone working, OHL, underground services (GS6, HSG47, CAT & Genny, G55, ESQCR).
- Awareness, traffic management (NRSWA) and warning signage.
- Tree shears, grapple saw, flail machine operations - MEWP's.
- Powered hand tools – hedge cutters - brush cutters - clearing saw – blowers - drills.
- Emergency planning (machine and personnel) and rescue.
- Wildlife and environmental assessment – biosecurity - pollution control – spill kit use.
- Common operational non-compliance and poor practice relating to the above points.
- Tips / methods for monitoring, gaining team and individual involvement and compliance, and methods / techniques for error correction.

### Knowledge development:

- Overview of related health and safety and background legislation.
- Industry accident stats, HSE guidance on benefits of proactive management.
- Role and responsibilities applicable to the specific employer / business.
- Understanding the importance of their role in business profitability and sustainability and customer care.
- Existing industry standards documentation (FISA, HSE, AFAG).
- Risk assessment including hazard and risk evaluation, hierarchy of control, generic and site specific, point of work, applicable to the specific business.
- See links with other training such as IOSH Managing Safety.

### Pre-program planning stage:

During preparation discussions with employers (or attendees), additional company specific and industry sector topics can be selected for inclusion. An appraisal / evaluation of individual's management / supervisory work history, existing qualifications, safety attitude and experience, is strongly recommended as part of the planning process. This is to assist in tailoring the sessions to the employer, individual and group requirements, and maximising the cost benefits of the training.

### Attendee numbers:

The recommended attendee group size is 8 to 10 however where justified by the attendee's manager / employer, larger or smaller groups may be possible depending on attendees existing skills, knowledge, experience. It may also be beneficial to deliver employer / business specific courses, however it is common for attendees from more than one business to attend.

### Refresher training / reassessment:

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Refresher training requirements and reassessment of competence are for the employer and individuals to identify, as per current UK legislation and good practice guidance. Five yearly refresher intervals are recommended. The instructor will make specific recommendations at the end of the initial training, based on each attendee's performance. By the end of the training the attendees will be able to identify areas for their own personal development. A graded evaluation can be requested.

### **Following this two-day course:**

Individuals are asked to put into practice the knowledge and skills gained or refreshed, during their normal work operations and to record their actions / findings / opportunities for development. This usually takes the form of inhouse / business specific site inspections and monitoring systems, which are then reviewed by their manager. It is strongly recommended that the employer monitors and appraises their FWM / supervisors regularly, and records / documents their performance and supports any further development. We believe HSE would expect this, and this evidence would help demonstrate compliance with the HSAWA and other related regulatory requirements.

### **Individual coaching / support:**

Following the training the individual practices and develops their competence with support from their Employer / Line Manager. We can provide further coaching (if/where necessary) if internal employer support is not practicable. This is priced separately.

### **Additional industry specific training:**

Additional training can (with prior planning) be incorporated or closely linked to this development training such as IOSH Managing Safety, risk assessment production, manual handling training etc.

### **Further information:**

Please contact Martin Lennon if you wish to discuss this further or need more details.