

**WORK HEALTH AND SAFETY
AUDIT STANDARD
FORESTRY INDUSTRY**

South Australia, Victoria and Tasmania

Version 3

2020

Content

WORK HEALTH AND SAFETY AUDIT STANDARD	1
I. Introduction	3
II. Audit Criteria and Indicators	4
1 PLANNING	4
1.1 Health and safety policy.....	4
1.2 Risk management procedure	4
1.3 Risk assessment – heavy vehicle operations	5
1.4 Risk assessment – manual handling	5
1.5 Risk assessment – noise	6
1.6 Risk assessment – falls from height.....	6
1.7 Risk assessment – plant and equipment	6
1.8 Risk assessment – hazardous substances	6
1.9 Risk assessment – high risk construction work.....	7
1.10 Risk assessment – fatigue.....	7
1.11 Risk assessment – aerial operations.....	7
1.12 Risk management.....	8
1.13 Legal requirements	8
1.14 Change management	9
2 IMPLEMENTATION	10
2.1 Responsibility and accountability.....	10
2.2 Consultation.....	10
2.3 Communication.....	11
2.4 Training plan	12
2.5 Training records – statements of attainment and qualifications	13
2.6 Training records – worker induction	13
2.7 Training records – site induction	14
2.8 Training records – senior management.....	14
2.9 Training records – internal training.....	14
2.10 Task-specific risk assessments and safe operating procedures	15
2.11 Site-specific risk assessments and control plans	15
2.12 Purchase of plant, equipment and other goods	16
2.13 Sub-contractors and service providers	16
2.14 Plant maintenance and repairs	17

2.15	Plant field maintenance and repairs	17
2.16	Plant and equipment inspections.....	17
2.17	Materials and hazardous substances (transport, storage, handling and disposal) .	17
2.18	Personal protective equipment.....	18
2.19	Emergency preparedness and response.....	18
2.20	Document Control.....	19
3	MEASUREMENT.....	19
3.1	Monitoring and measurement	19
3.2	Health surveillance.....	19
3.3	Incident reporting and investigation procedure.....	20
3.4	Incident records	20
3.5	Health and safety management system audits	21
4	REVIEW.....	21
4.1	Health and safety management system review	21
	APPENDIX I: ESSENTIAL TRAINING STANDARDS.....	23

I. Introduction

This Standard was prepared by forest managers and forestry contracting businesses in South Australia, Victoria and Tasmania.

The objective of this Standard is to set a single audit criteria and tool for the forestry industry to conduct audits of work health and safety and Chain of Responsibility management systems, and compliance with Federal and State legislations, in a consistent manner.

The content of this Standard was initially based on *AS/NZS 4801: Occupational health and safety management system - Specification with guidance for use*. Industry-accepted audit tools including existing audit criteria for safety forestry operations and the *National Self-insurer OHS Management System Audit Tool* were also considered during the development of this Standard. The views of stakeholders were also sought and considered.

In 2020 the Standard was revised so that it conformed to the requirements of ISO 45001:2018 *Occupational health and safety management systems: Requirements with guidance for use*.

Appendix I has been updated to better describe the units of competence that are regarded as acceptable for workers conducting high risk work and reflects the agreement between AFCA and AFPA.

The Standard establishes a framework that enables audits and reviews of an organisation's work health and safety, and Chain of Responsibility, management systems in the forestry industry. It is applicable to all type and sizes of businesses with operations in South Australia, Victoria, Tasmania or across these legal jurisdictions.

The following pages define the health and safety audit criteria (2 digit elements) and indicators (3 & 4 digit elements) to assist with interpretation and understanding. Additional documents, which support this Standard, include a health and safety audit report template and a guide to the documents required during the desktop audit for conformance.

II. Audit Criteria and Indicators

1 PLANNING

1.1 Health and safety policy

The organisation shall document a health and safety policy that states its overall health and safety objectives and demonstrates commitment to improving health and safety performance.

The policy shall:

1.1.1 Have considerations to:

- 1.1.1.1 Provide and maintain plant, systems of work and a work environment that are safe and minimise risks to health
- 1.1.1.2 Make arrangements for ensuring safety and minimising risks to health in connection with the use, handling, storage or transport of plant or substances
- 1.1.1.3 Provide adequate facilities for the welfare of workers in carrying out work or undertaking at any workplace under the management and control of the employer
- 1.1.1.4 Provide any information, instruction, training or supervision to workers of the employer as is necessary to enable those persons to carry out their work or undertaking in a way that is safe and without risks to health
- 1.1.1.5 Monitor the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking

1.1.2 Be endorsed by organisation top management

1.1.3 Include a commitment to the consultation process to ensure all workers are provided with an opportunity to partake in the decision making where there is an impact on workplace health and safety

1.1.4 Be documented, implemented, maintained and communicated to all workers

1.1.5 Be reviewed periodically to ensure it remains relevant and appropriate to the organisation

1.2 Risk management procedure

The organisation shall document a systematic and holistic management process for eliminating or reducing health and safety risks.

The process shall:

1.2.1 Ensure that documented assessments and associated control measurements of hazards are conducted for all high risk operations and when changes at the workplace impact on the effectiveness of control measures

- 1.2.2 Ensure that the best available information regarding hazards and risk management is obtained from suppliers, reviewed and where appropriate included in documented hazard assessments
- 1.2.3 Ensure that all relevant hazard classes identified in legislation, this standard, codes of practices and other guidance material are considered
- 1.2.4 Ensure that written standard operating procedures are developed to provide clear guidance for all relevant tasks
- 1.2.5 Ensure that the best practicable, and hierarchy, of risk control is applied
- 1.2.6 Ensure that workers are provided with tools and training to conduct documented hazard assessments of their workplace whenever standard operating procedures do not adequately address workplace hazards
- 1.2.7 Comply with health and safety legislation and other requirements placed upon the organisation or to which the organisation subscribe
- 1.2.8 Be established in consultation with workers or their representatives
- 1.2.9 Provide the opportunity for workers to notify hazards observed in the field
- 1.2.10 Be reviewed periodically and revised where necessary to ensure it remains relevant, adequate and compliant with health and safety management system requirements
- 1.2.11 Be documented, implemented, and communicated to all workers.

1.3 Risk assessment – heavy vehicle operations

The organisation shall identify hazards in the work environment and document risk assessments associated with heavy vehicle operations (Heavy Vehicle (General) National Regulation, 2016; Heavy Vehicle (Mass, Dimension and Loading) National Regulation, 2016; Heavy Vehicle National Law (Queensland), 2016; Heavy Vehicle (Vehicle Standards) National Regulation, 2016; Heavy Vehicle (Fatigue) National Regulation, 2016.)

Risk assessments shall:

- 1.3.1 Consider each element of a task including planning, accessing the worksite, conducting the operation and leaving the worksite in an appropriate condition
- 1.3.2 Clearly identify the ways a worker may get injured
- 1.3.3 Clearly identify the best practicable means of minimising the chance a worker may get injured

1.4 Risk assessment – manual handling

The organisation shall identify hazards in the work environment and document risk assessments associated with manual handling (OH&S Regs VIC, Part 3.1; WHS Regs SA&Tas, Part 4.2).

Risk assessments shall:

- 1.4.1 Consider each element of a task including planning, accessing the worksite, conducting the operation and leaving the worksite in an appropriate condition

1.4.2 Clearly identify the ways a worker may get injured

1.4.3 Clearly identify the best practicable means of minimising the chance a worker may get injured

1.5 Risk assessment – noise

The organisation shall identify hazards in the work environment and document risk assessments associated with noise (OH&S Regs VIC, Part 3.2; WHS Regs SA&TAS Part 4.1).

Risk assessments shall:

1.5.1 Consider each element of a task including planning, accessing the worksite, conducting the operation and leaving the worksite in an appropriate condition

1.5.2 Clearly identify the ways a worker may get injured

1.5.3 Clearly identify the best practicable means of minimising the chance a worker may get injured

1.6 Risk assessment – falls from height

The organisation shall identify hazards in the work environment and document risk assessments associated with falls from height (OH&S Regs VIC, Part 3.3; WHS Regs SA&TAS Part 4.4).

Risk assessments shall:

1.6.1 Consider each element of a task including planning, accessing the worksite, conducting the operation and leaving the worksite in an appropriate condition

1.6.2 Clearly identify the ways a worker may get injured

1.6.3 Clearly identify the best practicable means of minimising the chance a worker may get injured

1.7 Risk assessment – plant and equipment

The organisation shall identify hazards in the work environment and document risk assessments associated with plant and equipment (OH&S Regs VIC, Part 3.5; WHS Regs SA&TAS Part 5.1).

Risk assessments shall:

1.7.1 Consider each element of a task including planning, accessing the worksite, conducting the operation and leaving the worksite in an appropriate condition

1.7.2 Clearly identify the ways a worker may get injured

1.7.3 Clearly identify the best practicable means of minimising the chance a worker may get injured

1.8 Risk assessment – hazardous substances

The organisation shall identify hazards in the work environment and document risk assessments associated with hazardous substances (OH&S Regs VIC, Part 4.1; WHS Regs SA&TAS Part 7.1).

Risk assessments shall:

- 1.8.1 Consider each element of a task including planning, accessing the worksite, conducting the operation and leaving the worksite in an appropriate condition
- 1.8.2 Clearly identify the ways a worker may get injured
- 1.8.3 Clearly identify the best practicable means of minimising the chance a worker may get injured

1.9 Risk assessment – high risk construction work

The organisation shall identify hazards in the work environment and document risk assessments associated with high risk construction work (OH&S Regs VIC, Part 5.1; WHS Regs SA&TAS Part 4.5).

Risk assessments shall:

- 1.9.1 Consider each element of a task including planning, accessing the worksite, conducting the operation and leaving the worksite in an appropriate condition
- 1.9.2 Clearly identify the ways a worker may get injured
- 1.9.3 Clearly identify the best practicable means of minimising the chance a worker may get injured

1.10 Risk assessment – fatigue

The organisation shall identify hazards in the work environment and document risk assessments associated with fatigue (Heavy Vehicle (Fatigue) National Regulation, 2016., LITA guidelines).

Risk assessments shall:

- 1.10.1 Consider each element of a task including planning, accessing the worksite, conducting the operation and leaving the worksite in an appropriate condition
- 1.10.2 Clearly identify the ways a worker may get injured
- 1.10.3 Clearly identify the best practicable means of minimising the chance a worker may get injured

1.11 Risk assessment – aerial operations

The organisation shall identify hazards in the work environment and document risk assessments associated with aerial operations (Civil Aviation Safety Regulations, 1998).

Risk assessments shall:

- 1.11.1 Consider each element of a task including planning, accessing the worksite, conducting the operation and leaving the worksite in an appropriate condition
- 1.11.2 Clearly identify the ways a worker may get injured
- 1.11.3 Clearly identify the best practicable means of minimising the chance a worker may get injured

1.12 Risk management

The organisation shall have documented procedures that manage health and safety risks associated with hazards identified in industry standards and codes of practice (NSIOHSAT Criteria 2.3.2, 3.9.6, AS/NS 4801 Clause 4.3.1, Safe Work Australia – Guide for Managing Risks in Forestry Operations, Worksafe Victoria – Industry Standard for Safety in Forest Operations)

Documents procedures shall address:

- 1.12.1 Falling objects
- 1.12.2 Working in close proximity to risk factors
- 1.12.3 Poor visibility / night work
- 1.12.4 Overhead and underground utility assets (gas, water and electricity)
- 1.12.5 Confined spaces
- 1.12.6 Exposure to sun
- 1.12.7 Slips and trips
- 1.12.8 Machine maintenance (including energy isolation)
- 1.12.9 Unplanned / upset circumstances
- 1.12.10 Working in isolation
- 1.12.11 Extreme weather conditions (hot and cold)
- 1.12.12 Wind
- 1.12.13 Working environment (geographical terrain, climate, plant and fauna)
- 1.12.14 Mass, dimension and loading limits for heavy vehicles
- 1.12.15 Drug and alcohol
- 1.12.16 Driving (including driving hours)
- 1.12.17 Hot work
- 1.12.18 Public safety hazards associated with the organisation's activities, processes, products or services
- 1.12.19 Interaction of multiple operations on single site

1.13 Legal requirements

The organisation shall have and maintain a register of all relevant health and safety and Chain of Responsibility legal requirements applicable to its activities and services.

- 1.13.1 The register shall identify specific legal and other health and safety requirements (including contractual and/or Chain of Responsibility requirements) or certification including any:

- 1.13.1.1 Licences (including driver, chemical application)
 - 1.13.1.2 Permits for business to operate
 - 1.13.1.3 Permits for working in confined spaces and 'hot work'
 - 1.13.1.4 Vehicle registrations
 - 1.13.1.5 Approvals or exemptions
 - 1.13.1.6 Route permits for trucks
 - 1.13.1.7 Other relevant requirements (e.g. fatigue management standards, mass management certification for heavy vehicles, plant and equipment standards)
- 1.13.2 The organisation shall have ready access to, and communicate to workers, the content of current legislations, standards, codes of practice, agreements, and guidelines relevant to its operations
- 1.13.3 Where required by legislation or this standard, the organisation shall ensure that workers have in their place of work access to relevant materials, including but not limited to:
- 1.13.3.1 Operator's manuals
 - 1.13.3.2 Safety data sheets
 - 1.13.3.3 Approved plans

1.14 Change management

The organisation shall document and implement processes for identifying and managing change that may impact on health and safety.

The process shall:

- 1.14.1 Provide for identifying and monitoring changes that expose the organisation to risks including:
- 1.14.1.1 Changes in health and safety legislation, standards, codes of practice, agreements and guidelines to which the organisation subscribe
 - 1.14.1.2 Purchase of new plant, equipment or materials
 - 1.14.1.3 Employing a new worker
 - 1.14.1.4 Movement of workers to new or different tasks
 - 1.14.1.5 Undertaking a new or different task
 - 1.14.1.6 Engaging a sub-contractor
 - 1.14.1.7 Change of worksite conditions introducing new hazards
- 1.14.2 Provide for identifying suitable risk control measures due to introduction of changes, reviewing health and safety procedures, and communicating revised procedures to workers
- 1.14.3 Be documented, implemented, maintained and communicated to relevant workers

2 IMPLEMENTATION

2.1 Responsibility and accountability

The organisation shall establish, document, and communicate the areas of accountability and responsibility of all personnel involved in the operation of its health and safety management system and provisions under Chain of Responsibility.

The organisation shall:

- 2.1.1 Identify, allocate, and periodically review financial and physical resources, including sufficient qualified and competent personnel, to enable an effective implementation and improvement of health and safety management system
- 2.1.2 Appoint management representative(s) to undertake overall responsibility for health and safety management system and report on its performance (OH&S Act, VIC, s. 73(2); WHS Act, SA & TAS, s. 27, s. 80(2))
- 2.1.3 Appoint an individual with sufficient authority to undertake specific health and safety responsibilities including:
 - 2.1.3.1 Keeping records of (OH&S Act, VIC, s. 22(2); WHS Act, SA & TAS, s. 27):
 - a. Hazard assessments
 - b. Worker training
 - c. Other records identified in this standard
 - 2.1.3.2 Reporting workplace injuries, incidents and unsafe behaviour in accordance with relevant legislation and contracts to:
 - a. Relevant authorities (OH&S Act, VIC, s. 38; WHS Act, SA & TAS, s. 38)
 - b. Workers' compensation insurer (Workplace Injury Rehabilitation and Compensation Act 2013, VIC, s. 101; Return to work Act 2014, SA, s. 16)
 - c. Clients (as per contract clause)
 - 2.1.3.3 Reporting Chain of Responsibility non-compliance and ways to rectify non-compliance
- 2.1.4 Ensure that Supervisors and Safety Officers demonstrate a sound working knowledge and familiarity with the safety management system and Chain of Responsibility legislation.
- 2.1.5 Ensure that Senior Management is actively engaged with:
 - 2.1.5.1 worker consultation activities (e.g. toolbox meetings, review of procedures) and
 - 2.1.5.2 external reviews (client safety interactions, audits).

2.2 Consultation

The organisation shall document and implement a process for involvement and consultation of workers in health and safety and Chain of Responsibility processes and issues.

The process shall:

- 2.2.1 Be established in consultation with workers or their representatives
- 2.2.2 Outline plans by which workers are:
 - 2.2.2.1 Involved in the development, implementation, and review of hazard management procedure and other relevant procedures
 - 2.2.2.2 Consulted where there are any changes to the work environment, processes, practices or purchasing decisions that impact on their health and safety
 - 2.2.2.3 Consulted on the number of worker representatives required to represent all work groups
 - 2.2.2.4 Able to request the appointment of representatives on the health and safety matters consistent with legislative requirements
 - 2.2.2.5 Are informed of consultative arrangements, including name of their worker and employer representatives where necessary
- 2.2.3 Where applicable, outline a process by which worker representatives are provided time and resources, including training, to undertake their health and safety role
- 2.2.4 Outline plans for at least quarterly meetings between workers and management representatives to discuss relevant matter including health and safety
- 2.2.5 Be documented, implemented, maintained, and communicated to all workers

2.3 Communication

The organisation shall document and implement processes for communicating relevant health and safety and Chain of Responsibility information to workers, contractors and other workplace visitors.

The process shall:

- 2.3.1 Ensure that workplace health and safety representatives and managers have the opportunity to discuss issues or any queries relating to their role and responsibilities
- 2.3.2 Communicate health and safety policy, procedures, emergency plan, incident reporting, hazard reporting, Chain of Responsibility requirements and consultative arrangements to all workers, regardless their level of responsibility including contractors and visitors
- 2.3.3 Explain worker duties as per work health safety laws and an appropriate disciplinary procedure if these duties are not fulfilled (OH&S Act VIC, s. 25; WHS Act SA & TAS, s. 27, 28).
- 2.3.4 Outline means by which the organisation deal with safety complaints and regularly communicate about progress towards the resolution of health and safety issues to all workers (OH&S Act VIC, s. 73; OH&S Regs VIC, Part2.2; WHS Act SA & TAS, s. 81; WHS Regs, SA & TAS, Part 2.1).). This should include that workers should be aware that they must remove themselves from work situations that they consider presents an imminent and serious danger to their life or health, and should also include worker's protection from undue negative consequences if they chose to do so.

- 2.3.5 Outline means by which the organisation protect worker privacy when it exchanges relevant health and safety information with external parties, including customers, suppliers, contractors and relevant public authorities (Privacy Act 1988; Privacy and Data Protection Act 2014 VIC; Information Privacy Act 2000 VIC)

2.4 Training plan

The organisation shall document and implement a training plan for identifying the health and safety skill needs of, and the training to be delivered to, workers, contractors, labour hire workers or visitors where relevant.

The training plan shall:

- 2.4.1 Establish health and safety competency profiles (such as skills, knowledge, experience, competency or qualifications) required of all workers, contractors and visitors to:
- 2.4.1.1 Safely and competently perform their tasks at the workplace
 - 2.4.1.2 Respond to health and safety legislation, Chain of Responsibility legislation and other (e.g. contractual) requirements placed upon the organisation or to which the organisation subscribes
- 2.4.2 Identify skill deficiencies, skill gaps, training needs and training programs in consultation with workers
- 2.4.3 Identify requirements and processes by which training is attained
- 2.4.4 Outline means by which competencies and training needs are regularly reviewed
- 2.4.5 Be documented and based on identified training needs and legal and other requirements placed upon the organisation or to which the organisation subscribe

The plan shall ensure that the organisation:

- 2.4.6 Trains workers, contractors, and visitors according to the needs identified in the training plan(s) and the induction procedure
- 2.4.7 Trains management in health and safety management principles and practices, including Chain of Responsibility requirements, appropriate to their role and responsibilities and on relevant health and safety and Chain of Responsibility legislation
- 2.4.8 Trains employer and worker representatives on health and safety matters to undertake their representative roles effectively
- 2.4.9 Provides refresher training as identified by the training plan(s)
- 2.4.10 Ensures training and assessment is delivered by competent persons
- 2.4.11 Recognises people have different learning abilities and tailor training to suit individual workers
- 2.4.12 Allocates tasks to workers, contractors, visitors, and new and transferred workers according to their capability and level of training

- 2.4.13 Provides different levels of supervision for workers according to their capabilities and the degree of risk of the task they are undertaken to ensure that tasks are performed safely and work instructions and procedures are followed
- 2.4.14 Workers are assessed as competent to conduct high risk tasks and plant/ vehicle operation, by a person competent in this task, prior to the task being undertaken.

2.5 Training records – statements of attainment and qualifications

The organisation shall maintain training records that include statements of attainment and qualifications of nationally recognised training for all workers.

The training records shall include:

- 2.5.1 High risk tasks / activities (refer to Appendix I)
- 2.5.2 Construction of roads
- 2.5.3 Machine maintenance management (National Heavy Vehicle Accreditation)
- 2.5.4 Mass management (National Heavy Vehicle Accreditation)
- 2.5.5 Fatigue management (National Heavy Vehicle Accreditation)
- 2.5.6 Basic awareness of safety and environmental matters
- 2.5.7 First aid (First Aid in the Workplace - Compliance code WorkSafe Victoria; The Code of Practice for First Aid in the Workplace - SafeWork SA; WHS Regs. SA & TAS, 3.3.1)
- 2.5.8 Responding to wildfires, where required by client contracts.

2.6 Training records – worker induction

The organisation shall maintain training records that include induction records for all workers regarding work health and safety and Chain of Responsibility.

The induction training shall include the following content:

- 2.6.1 Environmental care / awareness
- 2.6.2 Disciplinary procedures
- 2.6.3 Issue resolution
- 2.6.4 Workers compensation claims
- 2.6.5 Consultation procedures
- 2.6.6 Risk management procedures
- 2.6.7 Hours of work and fatigue management procedures
- 2.6.8 Chain of Responsibility obligations / procedures
- 2.6.9 Control of energy (isolation lock and tagging)
- 2.6.10 Drug and alcohol procedures
- 2.6.11 Health and safety policy and procedures

- 2.6.12 Emergency plan
- 2.6.13 Incident reporting
- 2.6.14 Hazard reporting
- 2.6.15 Non-conformance reporting

2.7 Training records – site induction

The organisation shall maintain training records that include relevant records of site inductions of workers, contractors and visitors (including client representatives) to the worksites controlled by the organisation and workplaces controlled by other organisations.

The training records shall demonstrate on worksites the organisation controls effective communication of:

- 2.7.1 workplace hazards and methods for minimising the likelihood of injury
- 2.7.2 Emergency plans and procedures
- 2.7.3 Safe work areas
- 2.7.4 Personal protective equipment (PPE) requirements
- 2.7.5 For trucks entering other workplaces records shall include information about the responsibilities of consignor / consignee under the Chain of Responsibility requirements.

2.8 Training records – senior management

The organisation shall maintain training records that include records of attendance of senior management to health and safety training, including Chain of Responsibility, appropriate to their role and responsibilities

2.9 Training records – internal training

The organisation shall maintain training records that include records of attendance to internal training.

Internal training shall include:

- 2.9.1 Correct fitting, use, and maintenance of personal protective equipment (OH&S Regs, VIC, 3.5.45; WHS Regs, SA & TAS, 3.2.2)
- 2.9.2 Risks of exposure to hazardous noise and methods for minimising the likelihood of hearing loss
- 2.9.3 Risks of hazardous manual handling and methods for minimising the likelihood of injury (OH&S Regs, VIC, 3.1.2)
- 2.9.4 Risks of workplace fatigue and methods for minimising the likelihood of harm
- 2.9.5 Risk of unsafe use and handling of hazardous chemicals / hazardous substances (OH&S Regs, VIC, 4.1.24, WHS Regs, SA & TAS, 39)

2.10 Task-specific risk assessments and safe operating procedures

The organisation shall have assessed risks for all the tasks required of workers to undertake on its behalf in order to identify what could cause harm and implement the most effective control measures.

The organisation shall:

- 2.10.1 Identify hazards for every task considering all the hazard types listed in this standard
- 2.10.2 Identify suitable control measures (safe operating procedures) ensuring that the selected measures are appropriate to the level of risk of the identified hazard
- 2.10.3 Identify who is responsible for implementing control measures
- 2.10.4 Ensure appropriate information is provided to workers in a written form to make them aware of identified hazards and suitable control measures
- 2.10.5 Ensure workers read, understand and have the opportunity to provide feedback on control measures adopted to manage hazards

2.11 Site-specific risk assessments and control plans

The organisation shall have assessed risks and control plan for every worksite where its workers operate, in order to identify what could cause harm and implement the most effective control measures.

The risk assessment and control plan shall be kept current throughout the operation:

- 2.11.1 Consider the client's task-specific risk assessment
- 2.11.2 Identify the hazards associated with the site and suitable control measures
- 2.11.3 Identify who is responsible for implementing control plans
- 2.11.4 Ensure appropriate signage is present to exclude unauthorised people from hazardous areas
- 2.11.5 Ensure all people authorised to enter the site are informed of relevant hazards and control plans
- 2.11.6 Ensure traffic management plans are developed and implemented as required by legislation and other requirements (Road Management Act 2004 VIC; *Management guidelines for private native forests and plantations Code of Practice for Timber Production 2014* VIC)
- 2.11.7 Ensure that work hours allow time for workers to travel to and from the site within the constraints of the organisation's fatigue management guidelines (Safe Work Australia - *Guide for Managing the Risk of Fatigue at Work 2013*; The National Heavy Vehicle Accreditation Scheme (NHVAS))
- 2.11.8 Ensure the provision of facilities for truck drivers to rest, e.g. Australian Design Rule compliant sleeper cabs (Vehicle Standard (Australian Design Rule 42/04 – General Safety Requirements) 2005)

2.11.9 Ensure that the control plan selected is appropriate to the level of risk of the identified hazard

2.12 Purchase of plant, equipment and other goods

The organisation shall document and implement a process for ensuring that health and safety requirements of goods being purchased are met. Goods may include any materials, substances, plant, trucks, truck trailer, and safety equipment such as personal protective equipment, first aid, and fire protection equipment.

The organisation shall:

2.12.1 Outline a process for determining health and safety requirements (including contractual requirements) for goods being purchased including materials, substances, plant, trucks and equipment

2.12.2 Obtain and evaluate documented hazard assessments before goods are purchased and verify that they satisfy health and safety requirements prior to introducing them into the workplace

2.12.3 Document a First Aid Needs Analysis prior to purchasing first aid kits as required by legislation and other requirements (First Aid in the Workplace - Compliance code WorkSafe Victoria)

2.13 Sub-contractors and service providers

The organisation shall have a purchasing process which includes health and safety requirements for services provided by its contractors.

The organisation shall:

2.13.1 Engage the services of contractors through contract / documents that specify the health and safety requirements of the contractor's service delivery

2.13.2 Assess the contractors' ability to meet health and safety requirements through checks of documents relevant to management of health and safety. Such documents are obtained from contractor and include:

2.13.2.1 Current insurance policies (e.g. workers compensation, product liability, and public liability)

2.13.2.2 Licences and certificates of competency to meet health and safety requirements

2.13.2.3 Health and safety documentation for contractor and all its sub-contracting services where relevant including:

a. Hazard/risk assessments

b. Operating procedures

c. Induction records

d. Pre-operational checklists

e. Records of monitoring of worker health (including fatigue risk management) or workplace conditions

f. Records of worker hours and fatigue monitoring

g. Records of consultations with workers

- h. Maintenance records of plant and equipment
- i. Incident and injury reports
- j. Evidence of active supervision

2.14 Plant maintenance and repairs

The organisation shall undertake maintenance and repairs of plant and equipment for safe operational use and keep relevant records.

The organisation shall:

- 2.14.1 Document and implement a process by which unsafe plant and equipment is identified, quarantined or withdrawn from service
- 2.14.2 Keep records for all relevant items of plant and equipment including inspection details, maintenance history, alterations and registration details where appropriate
- 2.14.3 Assign competent persons to verify and sign-off that plant and equipment is safe and ready for being returned to service after repair or alteration

2.15 Plant field maintenance and repairs

The organisation shall ensure safe work procedures support all field-based maintenance and repairs of plant and equipment.

The organisation shall:

- 2.15.1 Document and implement a process by which unsafe plant and equipment is identified, quarantined or withdrawn from service
- 2.15.2 Document and implement appropriate controls, including isolation procedures, to ensure the safety of persons while plant and equipment is in the process of being cleaned, serviced, repaired or altered

2.16 Plant and equipment inspections

The organisation shall undertake routine inspections of plant and equipment to ensure that it is safe to operate.

The organisation shall:

- 2.16.1 Ensure workers document pre-start inspections for new systems, plant, equipment, trucks and trailers and report defects
- 2.16.2 Ensure plant and equipment are fitted with all recommended decals and safety signs
- 2.16.3 Ensure load restraint systems and load scales are regularly inspected and comply with industry guidelines
- 2.16.4 Ensure regular inspection for compliance with fire equipment guidelines and electrical test and tagging guidelines

2.17 Materials and hazardous substances (transport, storage, handling and disposal)

The organisation shall have and implement a procedure for hazardous substances, dangerous goods and materials to ensure they are safely transported, stored, handled and disposed of.

The organisation shall:

- 2.17.1 Document and implement a process by which materials and hazardous substances are handled, transported and disposed of in a manner that minimises risk of personal injury and illness (OH&S Regs, VIC, 4.1.19; WHS Regs, SA & TAS, 7.5)
- 2.17.2 Maintain a list with the names of all substances used while undertaking work (OH&S Regs, VIC, 4.1.23; WHS Regs, SA & TAS, 7.1.23)
- 2.17.3 Identify and label all substances in containers and transfer systems to avoid inadvertent or inappropriate use
- 2.17.4 Maintain up-to-date Safety Data Sheets (SDS's) for all substances and materials used in the workplace and ensure relevant SDS are available onsite to all workers who use hazardous substances (OH&S Regs, VIC, 4.1.15-18; WHS Regs, SA & TAS, 7.1.21-22)
- 2.17.5 Check and keep records which show that materials are stored in accordance with legal and other requirements

2.18 Personal protective equipment

The organisation shall monitor the age and condition of any personal protective equipment (PPE) and instigate the timely replacement of any PPE.

The organisation shall:

- 2.18.1 Provide appropriate PPE to workers
- 2.18.2 Monitor PPE for condition and age and replace worn or damaged PPE

2.19 Emergency preparedness and response

The organisation shall identify all potential emergency situations and document a process for preventing and mitigating the associated illness or injury.

The organisation shall:

- 2.19.1 Identify potential emergency situations and develop and document emergency response procedure(s) in accordance with legislative requirements. The procedure(s) consider and provide for but are not limited to:
 - 2.19.1.1 First aid
 - 2.19.1.2 Evacuation of injured worker(s)
 - 2.19.1.3 Motor vehicle incidents
 - 2.19.1.4 Load shift
 - 2.19.1.5 Loss of logs on public road
 - 2.19.1.6 Spill
 - 2.19.1.7 Fire
 - 2.19.1.8 Unauthorised visitors
 - 2.19.1.9 Isolated workers

The procedure(s) shall be reviewed periodically to ensure they remain relevant and appropriate to the organisation.

- 2.19.2 Allocate overall responsibility for control of emergency situations to safety officers, first aid officers or fire emergency wardens

- 2.19.3 Ensure that emergency procedures are reinforced with all workers through tests of emergency procedures / drills conducted at least once every 12 months
- 2.19.4 Periodically check the suitability, location, and accessibility of emergency equipment, including inspection of condition of first aid and fire protection equipment

2.20 Document Control

The organisation shall control documented information required by this document.

- 2.20.1 Management system documents shall be clearly identified to ensure that the latest version is used by all workers, and documents should include a date, version, and title.
- 2.20.2 Document control shall be managed appropriately, to ensure that if relevant documents have been provided in hard copy to workers, these are able to be traced and replaced with the most up to date version.

3 MEASUREMENT

3.1 Monitoring and measurement

The organisation shall implement a process for workplace inspections, which proactively ensures compliance with legislative obligations and safe work practices.

The organisation shall:

- 3.1.1 Check workers and sub-contractors for compliance with operating procedures every month and record safe and unsafe acts observed
- 3.1.2 Check the workplace conditions and the effectiveness of the site assessment at least every month
- 3.1.3 Inspect workplace amenities including, shelter, washing and drinking water every month
- 3.1.4 Check warning signs prior to commencing work at a new site
- 3.1.5 Ensure that worker participation and feedback is encouraged
- 3.1.6 Ensure that any corrective and preventative actions are implemented

3.2 Health surveillance

The organisation shall monitor the health of workers identified as being exposed to health and safety risks.

The organisation shall:

- 3.2.1 Evaluate a worker's fitness for work with respect to fatigue, drug and alcohol use, illness and stress prior to commencing employment
- 3.2.2 Monitor and keep records of worker hours, to ensure that fatigue risks are managed in accordance with the organisations Chain of Responsibility and fatigue procedures.

- 3.2.3 Keep records of allergies / medical conditions of all workers to manage situations that require rapid first aid medication
- 3.2.4 Monitor and record audiometric assessments for workers exposed to hazardous levels of noise during their work (OH&S Regs VIC, WHS Regs SA & TAS)
- 3.2.5 Monitor and record levels of chemicals in workers' body as required by legislation (OH&S Regs VIC, 4.1.30; WHS Regs SA & TAS, 7.1)
- 3.2.6 Where contractually required, conduct and record drug and alcohol testing of employees during pre-employment, for a reasonable cause, post incident and at random

3.3 Incident reporting and investigation procedure

The organisation shall document a process for recording and investigating health or safety incidents and assisting workers following injuries and illnesses due to accidents at work.

The process shall:

- 3.3.1 Clearly identify the types of incidents that must be recorded and reported to external parties including regulatory authorities, insurers and clients. (OH&S Act VIC, s. 38; WHS Act SA & TAS, s. 38)
- 3.3.2 Establish methods by which the organisation can determine whether an incident is serious enough to warrant an investigation
- 3.3.3 Ensure investigations identify the factor(s) that led to injury, illness, incident or other system failure and review the effectiveness of existing control measures
- 3.3.4 Ensure corrective and preventative actions are developed in consultation with management and affected workers
- 3.3.5 Ensure that the effectiveness of recommended corrective and preventative actions is verified
- 3.3.6 Provide the opportunity for debriefing and counselling to workers after incidents at the workplace and develop plans for the rehabilitation where appropriate

3.4 Incident records

The organisation shall maintain records of recent workplace health and safety incidents.

The records shall demonstrate that:

- 3.4.1 reports have been sent to external parties
- 3.4.2 investigations have been documented
- 3.4.3 actions have been implemented to eliminate the cause(s) of the incident and reduce the likelihood that that it does not recur or occur elsewhere.

3.5 Health and safety management system audits

The organisation shall implement at least annual health and safety and Chain of Responsibility management system audits for verifying the effectiveness of its management system.

The audit shall:

- 3.5.1 Verify that workplace activities comply with the organisation's health and safety plans and procedures and Chain of Responsibility requirements
- 3.5.2 Verify the effectiveness of the health and safety management system in meeting the organisation's policy and that the OHS management system is effectively implemented and maintained
- 3.5.3 Provide recommendations for improvement
- 3.5.4 Take action to address any non-conformance and continually improve OHS performance
- 3.5.5 Be communicated to management and workers

Guidance:

This internal audit requirement may be covered by other certification systems, e.g. NHVAS.

Internal audits may include:

- *Checks that workers have been inducted*
- *Checks that records have been maintained for each site (e.g. site specific risk assessments)*
- *Checks that workers have read and signed relevant documentation (e.g. SOPs etc)*
- *Appropriate documentation is maintained for all sub-contractors*
- *Training Matrix and training up to date*
- *Maintenance records*
- *Monthly worksite inspections have been conducted*
- *Monthly Toolbox meetings have been held*
- *All incidents investigated and action completed*

The internal audit should ensure that the health and safety management system is suitable for the company, that it reflects the activities of the organisation, is understood by the workers, and is used as intended, and is effective.

4 REVIEW

4.1 Health and safety management system review

The organisation shall establish, implement, and maintain a system for the periodic review and continuous improvement of its health and safety management system by senior management.

The review shall:

- 4.1.1 Be undertaken with senior management and officer involvement
- 4.1.2 Ensure the ongoing suitability and effectiveness of the system
- 4.1.3 Consider the status of actions from previous management reviews
- 4.1.4 Consider any changes (legal, client or other requirements)
- 4.1.5 Consider OHS risks and opportunities, and external issues
- 4.1.6 Consider if the policy and any objectives have been met
- 4.1.7 Consider any trends in incidents, or nonconformances, inspection or audit results
- 4.1.8 Consider any relevant items raised in Toolbox meetings
- 4.1.9 Identify opportunities to promote a culture that supports the health and safety management system
- 4.1.10 Consider adequacy of resources
- 4.1.11 Consider relevant communication with external parties
- 4.1.12 Generate recommendations and actions to improve performance
- 4.1.13 Promote the participation of workers in implementing actions that assist continual improvement and encourage feedback
- 4.1.14 Take action to address any non-conformances identified

APPENDIX I: ESSENTIAL TRAINING STANDARDS

The following shows high-risk and other jobs in forestry operations and nationally recognised units of competency that a worker is expected to attain through training to undertake these jobs or activities.

Job / Activity	Unit Title (current)	Unit Code (current to previous)	Note
All	Follow OHS policies and procedures	FWPCOR2205 FPICOR2205B FPICOR2205A	
All	Follow environmental care procedures	FWPCOR2203 FPICOR2203B FPICOR2203A	Is being reviewed 2019-2020 so it is likely the code will change
Single Grip Harvester	Operate single grip harvester	FWPHAR3229 FWPHAR3214 FPIHAR3214C	
Processor	Conduct mechanical processor operations	FWPHAR3210 FPIHAR3210C	
Feller Buncher	Operate feller buncher	FWPHAR3226 FWPHAR3207 FPIHAR3207C	
Forwarder	Operate forwarder	FWPHAR3227 FWPHAR3206 FPIHAR3206C	
Log Truck	Shift forestry logs using trucks	FWPCOT3261 FPICOT3261	
Static mobile chipper	Operate a heavy production mobile chipper	FWPHAR3215 FPIHAR3215C	
Skidder	Operate skidder	FWPHAR3230 FWPHAR3217 FPIHAR3217A	
Dozer	Operate crawler tractor	FWPHAR3224 FWPHAR3216 FPIHAR3216A	
Tractor	Conduct tractor operations	RIIMPO315E RIIMPO315D RIIMPO315A	
Excavator – for loading/shovelling logs	Operate excavator with log grapple	FWPHAR3225 FWPHAR3219 FPIHAR3219A	
Wheeled loader	Operate loader	FWPHAR3228 FWPHAR3218 FPIHAR3218A	
Chainsaw	Trim and cut harvested trees	FWPHAR2207 FPIHAR2207A	Is being reviewed 2019-2020 so it is likely the code will change

Tree Felling	Fall trees manually – basic	FWPCOT2236 FPICOT2236	Is being reviewed 2019-2020 so it is likely the code will change
Tree Felling	Harvest trees manually – intermediate	FWPHAR3220 FPIHAR3220	Is being reviewed 2019-2020 so it is likely the code will change
Tree Felling	Harvest trees manually – advanced	FWPHAR3221 FPIHAR3221	Is being reviewed 2019-2020 so it is likely the code will change
Cable Logging (Choker setter)	Hook up felled logs using cables (choker)	FWPHAR2203 FPIHAR2203B	Is being reviewed 2019-2020 so it is likely the code will change
Cable Logging (Chaser)	Perform landing duties (chaser)	FWPHAR2204 FPIHAR2204B	Is being reviewed 2019-2020 so it is likely the code will change
Cable Logging (Yarder)	Operate yarder	FWPHAR3231 FWPHAR3211 FPIHAR3211B	
Truck mounted loaders	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)	TLILIC0002 TLILIC0012	