



Field Audit Criteria

Audit Methodology

Below is a list of criteria that aims to determine whether critical elements of a harvesting contractor's safety management system have been communicated to operational personnel and controls identified in WorkSafe Victoria's "Industry Standard – Safety in Forestry Operations (Harvesting and Haulage)" have been addressed. An assessment of the competence of each operator is also undertaken using key criteria from relevant Competency Standards of the Training Package for the Harvesting and Haulage Sector of the Forest Industry.

Objective observable indicators have been described for each criterion. Three levels of performance have been defined and allocated a score based on its importance or priority.

- A zero (0) indicates sub standard performance and in all probability a potential breach of the relevant legislation.
- The mid-level score indicates that a basic level of compliance with the criteria and in most cases compliance with the relevant legislation has been achieved but improvement is possible.
- The top-level score indicates a high standard has been achieved. In most cases this level of performance is equivalent to industry best practice.

The importance or priority of each criterion is nominated. This importance rating should be used to prioritise your program to fix up problems identified in the audit.

Any criteria where you score zero then HVP Plantations require you to undertake action to fix the problem with the time frame specified in the following table.

Critical	Must be fixed before further work is undertaken
High	Must be corrected within a week
Medium	Must be corrected within a month
Low	Must be corrected before next audit.

If you score a mid level score then you need to consider any recommendations and make a decision about your plans to deal with the issue raised.

Follow up audits and desktop audits will check that you have fixed the problems identified and that what you have done is working.

During audits evidence will be collected by interviewing field personnel, inspecting records in the field and making observations.

Percentages for each individual's performance will be calculated as well as an overall score for the operation.

A report will be sent summarising the evidence gathered. The report will use the following colouring scheme:

- Where a high standard of performance has been achieved observations will be recorded in green coloured text.
- Where improvement is possible observations and suggestions for improvement will be recorded in blue coloured text.
- Where as basic level of compliance was not observed then the observations and suggestions for improvement will be recorded in red coloured text.

Field Audit Criteria

1. Safety Awareness

To be assessed for every individual on operation.

Criteria	Indicator	Rating	Importance	Weighting
1.1. Hazard assessment	Are individuals able to demonstrate a recent hazard assessment?	0 = No 1 = Verbal Evidence 2 = Written Evidence	High	3
1.2. Safe work procedures	Are individuals able to locate written safe work procedures?	0 = No 1 = Verbal Evidence 2 = Written Evidence	High	3
1.3. Working zone	Are individuals able to describe a working zone for which they are responsible?	0 = No 1 = Verbal Evidence 2 = Written Evidence	High	4
1.4. Other worker's zones	Is the operator able to describe the working zones of other members of the crew and what they must do if they wish to enter these zones?	0 = No 1 = Verbal Evidence 2 = Written Evidence	High	4
1.4. Unsafe plant isolation procedure	Are individuals able to describe a robust isolation procedure?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium	2
1.5. Working Alone Procedures	Are individuals able to describe working alone procedures?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium	2
1.6. Emergency procedures - Medical	Are individuals able to describe emergency response procedures to a medical emergency, including evacuation?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium	2
1.7. Emergency procedures – Fire	Are individuals able to describe emergency response procedures to a fire starting on the coupe?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium	2
1.8. Emergency procedures – Spill	Are individuals able to describe emergency response procedures to a spill and to locate procedures?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium	2
1.9. Unauthorised visitors	Are individuals able to describe response to unauthorised visitors to a coupe?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium	2
1.10. Injury reporting procedures	Are individuals able to describe or locate injury reporting procedure?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium	2
1.11. Issue resolution	Are individuals able to describe issue resolution procedures both for internal issues and issues involving HVP Plantations personnel?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium	2
1.12. Disciplinary procedures	Are individuals able to describe disciplinary sanctions for unsafe work?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium	2

Field Audit Criteria

2. Operator Personal Protective Equipment

To be assessed for every individual on operation.

Criteria	Indicator	Rating	Importance	Weighting
2.1. Safety Helmet	Is operator wearing a safety helmet compliant with AS/NZS 1801? (stickers on outer shell can be deemed acceptable)	0 = No 1 = Not compliant with AS 2 = Compliant with AS	Critical	4
2.2. High visibility clothing	Is operator wearing high visibility clothing compliant with AS/NZS 4602?	0 = No 1 = Not compliant with AS 2 = Compliant with AS	Critical	4
2.3. Cut resistant leg protection	Are all chainsaw users using cut resistant leg protection compliant with AS/NZS 4453?	0 = No 1 = Not compliant with AS 2 = Compliant with AS	Critical	4
2.4. Hearing Protection	Are all operators exposed to hazardous noise wearing hearing protection compliant with AS/NZS 1270?	0 = No 1 = Not compliant with AS 2 = Compliant with AS	Critical	4
2.5. Safety footwear	Are operators wearing safety footwear compliant with AS/NZS 2210? The soles should be suitable for task eg spiked boots for fallers and rubber soles for plant operators.	0 = No 1 = Not compliant with AS 2 = Compliant with AS	Critical	4
2.6. Gloves	Are gloves compliant with AS/NZS 2161 available to be used to protect against hazardous substances, wire sprags or other hazards?	0 = No 1 = Not compliant with AS 2 = Compliant with AS	High	3
2.7. Eye Protection – not applicable to machine operators or trucks	Is eye protection compliant with AS/NZS 1336 worn where necessary?	0 = No 1 = Not compliant with AS 2 = Compliant with AS	Critical	4

Field Audit Criteria

3. Competence and Equipment Condition

Specific field based assessments for each task

3.1. Hand Falling

Criteria	Indicator	Rating	Importance	Weighting
3.1.1.Tree assessment	Does tree assessment ensure wind appropriate, lean not excessive, open area to fall into, no widow makers?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.1.2.Escape route	Is appropriate escape route selected, cleared and used?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.1.3.Falling technique	Is correct falling technique used?	0 = 0-25% 2 = 25-50% 4 = 50-75% 6 = 75 – 95% 8 = Greater than 95%	Critical	1
3.1.4.Stump check (with faller present)	Do recent stumps indicate that safe falling techniques have been used?	0 = 0-25% 2 = 25-50% 4 = 50-75% 6 = 75 – 95% 8 = Greater than 95%	Critical	1
3.1.5.Chainsaw condition	Is chainsaw maintained in compliance with AS/NZS 2726?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.1.6.Additional gear	Does faller have belt, wedges, axe and correct fuel container?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.1.7. Communication with skidder /dozer operator	Is faller aware of location of all people on the coupe?	0 = Not compliant 1 = Eye contact etc 2 = Electronic system in serviceable condition	High	3
3.18. Pre-operational checklist	Has documented check of safety features been completed?	0 = More than 5 days ago 1 = Not consistently or less frequently than weekly 2 = Weekly and consistently	Medium	2

Field Audit Criteria

3.2. Mechanical Falling

Criteria	Indicator	Rating	Importance	Weighting
3.2.1. Follows safe work procedures	Are safe work procedures followed -3 point mount/dismount -work zone?	0 = No 1 = Most of the issues 2 = All of the issues	Critical	4
3.2.2. Safe Working Condition	Is machine in safe working condition, including: - brakes, - emergency exit, - steps and grab rails, - loose gear?	0 = No 1 = Most of the features 2 = All of the features	Critical	4
3.2.3. Machine Guarding	Are all necessary guards in place and in a serviceable condition?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.2.4. Falling Object Protection	Is there a Falling Object Protection Structure compliant with ISO 8083 or AS 2294.3 in a serviceable condition?	0 = No 1 = Minor Damage 2 = Present and compliant with standard	Critical	4
3.2.5. Roll Over Protection	Is there a Roll Over Protection Structure compliant with ISO 8082 or AS 2294.2 in a serviceable condition?	0 = No 1 = Minor Damage 2 = Present and compliant with standard	Critical	4
3.2.6. Operator Protective Guards	Is there Operator Protective Guarding compliant with AS 4988, ISO 8084 or AS 2294.1 Supp 1?	0 = No 1 = Minor Damage 2 = Present and compliant with standard	Critical	4
3.2.7. Windows	Are all windows in a serviceable condition?	0 = Window missing 1 = Present and damaged 2 = Serviceable Condition	Low	1
3.2.8. Seat Belts	Are seatbelts fitted and worn?	0 = Not fitted 1 = Fitted but not worn 2 = Fitted and worn	Medium	2
3.2.9. Safety information	Is appropriate safety information available? -decals -operators manual	0 = No 1 = Most of the features 2 = All of the features	High	3
3.2.10. Communicates with other machines on coupe	Is good communication present?	0 = None 1 = Radios Fitted and Used	High	3
3.2.11. Trees felled safely	Are trees felled safely?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.2.12. Leaves bush in safe condition for other workers	Are hang-ups or widow makers left after operation?	0 = Yes and not identified 1 = Yes and identified 2 = No	Critical	4
3.2.13. Tree placement	Are trees placed for ease of extraction?	0 = No 1 = Most of the time 2 = All of the time	Medium	2
3.2.14. Shut down safety.	Are implements grounded when machine is stationary?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.2.15. Pre-operational checklist	Has documented check of machines safety features been completed?	0 = More than 5 days ago 1 = Not consistently or less than 5 days ago 2 = Less than a day ago	Medium	2

Field Audit Criteria

3.3. Snigging

Criteria	Indicator	Rating	Importance	Weighting
3.3.1 Follows safe work procedures	Are safe work procedures followed while attaching/releasing logs, moving log, mount/dismount, working near ground workers?	0 = No 1 = Most of the issues 2 = All of the issues	Critical	4
3.3.2. Safe Working Condition	Is machine in safe working condition, including brakes, emergency exit, steps and grab rails?	0 = No 1 = Most of the features 2 = All of the features	Critical	4
3.3.3. Machine Guarding	Are all necessary guards in place and in a serviceable condition?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.3.4. Falling Object Protection	Is there a Falling Object Protection Structure compliant with ISO 8083 or AS 2294.3 in a serviceable condition?	0 = No 1 = Minor Damage 2 = Present and compliant with standard	Critical	4
3.3.5. Roll Over Protection	Is there a Roll Over Protection Structure compliant with ISO 8082 or AS 2294.2 in a serviceable condition?	0 = No 1 = Minor Damage 2 = Present and compliant with standard	Critical	4
3.3.6. Operator Protective Guards	Is there Operator Protective Guarding compliant with AS 4988, ISO 8084 or AS 2294.1 Supp 1?	0 = No 1 = Minor Damage 2 = Present and compliant with standard	Critical	4
3.3.7. Windows	Are all windows in a serviceable condition?	0 = Window missing 1 = Present and damaged 2 = Serviceable Condition	Low	1
3.3.8. Seat Belts	Are seatbelts fitted and worn?	0 = Not fitted 1 = Fitted but not worn 2 = Fitted and worn	Medium	2
3.3.9. Safety information	Is appropriate safety information available? -decals -operators manual	0 = No 1 = Most of the features 2 = All of the features	High	3
3.3.10. Communication system/working with the faller.	Is good communication present?	0 = None 1 = Radios fitted and used	High	3
3.3.11. Shut down safety.	Are implements grounded when machine is stationery?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.3.12. Pre-operational checklist	Has documented check of machines safety features been completed?	0 = More than 5 days ago 1 = Not consistently or less than 5 days ago 2 = Less than a day ago	Medium	2

Field Audit Criteria

3.4. Forwarding and loading

Criteria	Indicator	Rating	Importance	Weighting
3.4.1. Follows safe work procedures	Are safe work procedures followed -loading/unloading -travelling -3 point mount/dismount -safety zone?	0 = No 1 = Most of the issues 2 = All of the issues	Critical	4
3.4.2. Safe Working Condition	Is machine in safe working condition, including brakes, emergency exit, steps and grab rails?	0 = No 1 = Most of the features 2 = All of the features	Critical	4
3.4.3. Machine Guarding	Are all necessary guards in place and in a serviceable condition?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.4.4. Falling Object Protection	Is there a Falling Object Protection Structure compliant with ISO 8083 or AS 2294.3 in a serviceable condition?	0 = No 1 = Minor Damage 2 = Present and compliant with standard	Critical	4
3.4.5. Roll Over Protection	Is there a Roll Over Protection Structure compliant with ISO 8082 or AS 2294.2 in a serviceable condition?	0 = No 1 = Minor Damage 2 = Present and compliant with standard	Critical	4
3.4.6. Operator Protective Guards	Is there Operator Protective Guarding compliant with AS 4988, ISO 8084 or AS 2294.1 Supp 1?	0 = No 1 = Minor Damage 2 = Present and compliant with standard	Critical	4
3.4.7. Windows	Are all windows in a serviceable condition?	0 = Window missing 1 = Present and damaged 2 = Serviceable Condition	Low	1
3.4.8. Seat Belts	Are seatbelts fitted and worn?	0 = Not fitted 1 = Fitted but not worn 2 = Fitted and worn	Medium	2
3.4.9. Load Shape	Are loads compliant with the industry standard?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.4.10 Log Stacks	Are log stacks positioned safely, including: - Separation of stacks. - Height and angle. - Ease of access.	0 = No 1 = Most of the time 2 = All of the time	High	3
3.4.11. Safety information	Is appropriate safety information available? -decals -operators manual	0 = No 1 = Most of the features 2 = All of the features	High	3
3.4.12. Communication system/working with the faller.	Is good communication present?	0 = None 1 = Radios fitted and used	High	3
3.4.13. Shut down safety.	Are implements grounded when machine is stationary?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.4.14. Pre-operational checklist	Has documented check of machines safety features been completed?	0 = More than 5 days ago 1 = Not consistently or less than 5 days ago	Medium	2

Field Audit Criteria

		2 = Less than a day ago		
3.4.15. Truck Driver Induction	Have truck drivers been inducted to this operation?	0 = No 1 = Most of the time 2 = All of the time	Medium	2

Field Audit Criteria

3.5. Excavator Loading/Log Making

Criteria	Indicator	Rating	Importance	Weighting
3.5.1. Follows safe work procedures	Are safe work procedures followed -log stacks stable -3 point mount/dismount -separation from ground workers - separation or physical protection from machines and moving logs when not in a machine?	0 = No 1 = Most of the issues 2 = All of the issues	Critical	4
3.5.2. Safe Working Condition	Is machine in safe working condition, including brakes, emergency exit, steps and grab rails?	0 = No 1 = Most of the features 2 = All of the features	Critical	4
3.5.3. Machine Guarding	Are all necessary guards in place and in a serviceable condition?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.5.4. Operator Protective Guards	Is there Operator Protective Guarding compliant with AS 4988, ISO 8084 or AS 2294.1 Supp 1?	0 = No 1 = Minor Damage 2 = Present and compliant with standard	Critical	4
3.5.5. Windows	Are all windows in a serviceable condition?	0 = Window missing 1 = Present and damaged 2 = Serviceable Condition	Low	1
3.5.6. Seat Belts	Are seatbelts fitted and worn?	0 = Not fitted 1 = Fitted but not worn 2 = Fitted and worn	Medium	2
3.5.7. Safety information	Is appropriate safety information available? -decals -operators manual	0 = No 1 = Most of the features 2 = All of the features	High	3
3.5.8. Communication with skidder/dozer operator	Is good communication present?	0 = None 1 = Radios fitted and used	High	3
3.5.9. Load Shape	Are loads compliant with the Industry Standard?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.5.10. Shut down safety.	Are implements grounded when machine is stationary?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.5.11. Pre-operational checklist	Has documented check of machines safety features been completed?	0 = More than 5 days ago 1 = Not consistently or less than 5 days ago 2 = Less than a day ago	Medium	2
3.4.15. Truck Driver Induction	Have truck drivers been inducted to this operation?	0 = No 1 = Most of the time 2 = All of the time	Medium	2

Field Audit Criteria

3.7. Truck Driver

Criteria	Indicator	Rating	Importance	Weighting
3.7.1. Follows safe work procedures	Are safe work procedures followed - safe load - 3 point mount/dismount - work zones - loading procedure?	0 = No 1 = Most of the issues 2 = All of the issues	Critical	4
3.7.2. Load Shape	Are loads compliant with Industry Standard?	0 = No 1 = Most of the time 2 = All of the time	Critical	3
3.7.3. Shut down safety.	Are implements grounded when machine is stationary? (if self loading)	0 = No 1 = Most of the time 2 = All of the time	High	3
3.7.4. Safe Working Condition	Is truck in safe working condition?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.7.5. Staunchions and Pins	Are staunchions and pins in a serviceable condition?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.7.6. Load Restraint Devices	Are load restraint devices adequate?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.7.7. First Aid Equipment	Is first aid kit adequate?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.7.8. Hazard Triangles	Are hazard triangles available?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.7.9. Fire Fighting Equipment	Is fire equipment adequate?	0 = No 1 = Most of the features 2 = All of the features	High	3
3.7.10. Load Reading Device	Is a serviceable portable load reading device available? Not applicable if driver stays in cabin.	0 = No 1 = Most of the features 2 = All of the features	High	3
3.7.11. Safety information	Is appropriate safety information available? -decals -operators manual	0 = No 1 = Most of the features 2 = All of the features	High	3
3.7.12. Communication system/working with the loader operator	Is good communication present?	0 = None 1 = Radios available and used	High	3
3.7.13. Safe load	Does driver check load for possible log movement prior to strapping/chaining the load?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.7.14. Working at night	Is adequate illumination provided at night?	0 = Not adequate 1 = Most lights operate	High	3

Field Audit Criteria

		2 = All lights operate		
3.7.15. Driving Hours	Can drivers describe legal hours of work and how records are kept?	0 = No 1 = Verbal Evidence 2 = Written Evidence	High	3
3.7.16. Pre-operational checklist	Has documented check of machines safety features been completed?	0 = More than 5 days ago 1 = Not consistently or less frequently than weekly 2 = Weekly and consistently	Medium	2
3.7.17. System Documentation (for owner operators)	Does driver have access to the following? - Safe Work Procedures - Induction Manual - MSDS's	0 = No 1 = Most of the issues 2 = All of the issues	Medium	2

Field Audit Criteria

3.8. Yarder Operator

Criteria	Indicator	Rating	Importance	Weighting
3.8.1. Guys - 45 degrees	Are guy ropes set no greater than 45 degrees?	0 = No 1 = Most of the issues 2 = All of the issues	High	3
3.8.2. Guys - Direction of Pull	Are guys set correctly for direction of pull?	0 = No 1 = Most of the issues 2 = All of the issues	High	3
3.8.3. Separation - Machines	Is there adequate separation of the yarder from other machines on the landing?	0 = No 1 = Most of the issues 2 = All of the issues	High	3
3.8.4. 3 Points of Contact	Are 3 points of contact maintained when worker leaves cabin?	0 = No 1 = Most of the time 2 = All of the time	Medium	2
3.8.5. Slip or Trip Hazards	Is dismounting / mounting area free of slip and trip hazards?	0 = No 1 = Most locations 2 = All locations	Medium	2
3.8.6. Safe Work Zone	Does worker adhere to safe work zones (adequate separation from other workers)?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.8.7. 4 Wraps on Drum	Are at least 4 wraps maintained on any drum?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.8.8. Machine Capacity	Does worker work within machine's capacity?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.8.9. Terrain and Soil Conditions	Is method of operation suitable to the terrain and soil conditions?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.8.10. Debris and Loose Rocks	Is landing chute free of logging debris and loose rocks?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.8.11. Separation - Ground Workers	Is there adequate separation from ground workers?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.8.12. Shut Down Safely	Are all devices returned to a zero energy position when worker leaves machine?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.8.13. Log placement	Are at least two-thirds of each stem being place on each landing?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.8.14. Compliance with Code	Is work undertaken in accordance with HVP Code of Practice?	0 = No 1 = Most of the issues 2 = All of the issues	Critical	4
3.8.15. Line Condition	Are all lines in good working order?	0 = No 1 = Most of the issues 2 = All of the issues	High	3
3.8.16. Manufacturer Fitted Guarding	Is manufacturer fitted guarding in place and serviceable?	0 = No 1 = Most of the issues 2 = All of the issues	High	3
3.8.17. Windows	Are all windows in good repair?	0 = No 1 = Most Windows 2 = All of the issues	Low	1
3.8.18. At least 2 exits	Are there at least 2 exits from cabin?	0 = No 1 = Yes	High	3
3.8.19. Cabin Access	Is cabin access well maintained?	0 = No 1 = Most of the	High	3

Field Audit Criteria

		issues 2 = All of the issues		
3.8.20. Service Area Access	Is access to the service areas well maintained?	0 = No 1 = Most of the issues 2 = All of the issues	High	3
3.8.21. Decals	Are all decals in place?	0 = No 1 = Most of the issues 2 = All of the issues	Medium	2
3.8.22. Operators Manual	Is an operators manual available?	0 = No 1 = Yes	Medium	2
3.8.23. Identification Plate	Is the identification plate present as per Tasmanian Code of Practice?	0 = No 1 = Yes	Medium	2
3.8.24. Communication system/working with the loader operator	Is good communication present?	0 = None 1 = Radios available and used	High	3
3.8.25. Communication With Others	Is good communication present?	0 = None 1 = Radios available and used	High	3
3.8.26. Pre-operational Checklist	Has a documented check of the machine's safety features been completed?	0 = No 1 = Most of the time 2 = All of the time	Medium	2
3.8.27. Strops and guylines checklist	Has a documented check of the straps and guylines been undertaken?	0 = No 1 = Most of the time 2 = All of the time	Medium	2
3.8.28. Record of Hours	Does worker record hours of operation?	0 = No 1 = Most of the time 2 = All of the time	Medium	2

Field Audit Criteria

3.9. Hook-up Logs

Criteria	Indicator	Rating	Importance	Weighting
3.9.1. Uphill side	Are logs choked from uphill side?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.9.2. Out of Bite	Does worker stay out of bite?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.9.3. Safe Area	Does worker move to safe area before signalling?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.9.4. Compliance with Code	Is work undertaken in accordance with Code of Practice?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.9.5. Communication With Others	Is good communication present?	0 = None 1 = Radios available and used	High	3
3.9.6. Pre-operational Checklist	Has a documented check of hazards for this line set been reviewed by this worker?	0 = No 1 = Most of the time 2 = All of the time	Medium	2
3.9.7. Record of Hours	Does worker record hours of operation?	0 = No 1 = Most of the time 2 = All of the time	Medium	2

Field Audit Criteria

3.10. Unhook Logs

Criteria	Indicator	Rating	Importance	Weighting
3.10.1 Log Stability	Does worker check stability of logs before unhooking?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.10.2. Safe Area	Does worker move to safe area before signalling?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.10.3. Compliance with Code	Is work undertaken in accordance with Code of Practice?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.10.4. Debris and Loose Rocks	Does worker ensure landing chute is free of logging debris and loose rocks?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.10.5. Communication With Others	Is communication with other people on the coupe adequate?	0 = None 1 = Radios available and used	High	3
3.10.6. Record of Hours	Does worker record hours of operation?	0 = No 1 = Most of the time 2 = All of the time	Medium	2

Field Audit Criteria

3.11. Manual Operations – incl. planting, fertiliser application, pruning.

Criteria	Indicator	Rating	Importance	Weighting
3.11.1. Follows Safe Work Procedures	Are safe work procedures followed?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.11.2. Safe Work Zone	Does worker adhere to safe work zones (adequate separation from other workers)?	0 = No 1 = Most of the time 2 = All of the time	Critical	4
3.11.3. Safe Lifting Technique	Are safe lifting techniques used?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.11.4. Handtools	Are handtools well maintained?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.11.5. Additional Gear	Is all appropriate additional equipment present?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.11.6. Communication With Others	Is communication with other people on the coupe adequate?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.11.7. Record of Hours	Does worker record hours of operation?	0 = No 1 = Most of the time 2 = All of the time	Medium	2

Field Audit Criteria

3.12. *Spraying Operations – incl. planting, fertiliser application, pruning.*

Criteria	Indicator	Rating	Importance	Weighting
3.12.1. Follows Safe Work Procedures	Are safe work procedures followed?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.12.2. Climatic Conditions	Are operations appropriate to the climatic conditions?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.12.3. Safe Work Zone	Does worker adhere to safe work zones (adequate separation from other workers)?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.12.4. Spray Equipment	Is spray equipment well maintained?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.12.5. Communication With Others	Is communication with other people on the coupe adequate?	0 = No 1 = Most of the time 2 = All of the time	High	3
3.12.6. Pre-operational Checklist	Has a documented check of the machine's safety features been completed?	0 = No 1 = Most of the time 2 = All of the time	Medium	2
3.12.8. Record of Hours	Does worker record hours of operation?	0 = No 1 = Most of the time 2 = All of the time	Medium	2

Field Audit Criteria

4. Combined Hazard Assessment

To be assessed for the operation as a whole.

Criteria	Indicator	Rating	Importance	Weighting
4.1. HVP Hazard Assessment	Is a HVP Hazard Assessment on site?	0 =No 2= Yes	Critical	4
4.2. Contractor Hazard Assessment	Have hazards been documented by the contractor for current area of operations?	0 =No 1 = Most hazards recorded 2= All hazards recorded	Critical	4
4.3. Slash Plan (Cable Logging Only)	Has a plan been documented for debris on a cable logging landing?	0 =No 1 = Most hazards recorded 2= All hazards recorded	Critical	4
4.4. Loading Area Hazard Assessment	Are all visible hazards documented including hazardous trees within one and half tree lengths of the landing?	0 =No 1 = Most hazards recorded 2= All hazards recorded	Critical	4
4.5. Visible Hazards Documented	Are all visible hazards documented in within the defined work area?	0 =No 1 = Most hazards recorded 2= All hazards recorded	Critical	4
4.6. Hazards communicated	Are authorised personnel and visitors warned of hazards and informed of work areas?	0 =Not authorised personnel 1 = All authorised personnel and most visitors 2 = Everyone	High	3
4.7. Responsibility for action (signed off)	Have controls been documented and signed off?	0 =No 1 = Most controls 2 = All controls	Medium	2
4.8. Car Park	Are cars parked so they are not at risk by the operations, eg rolling logs?	0 = No 1 = Most of the time 2 = All of the time	Medium	2
4.9. Machinery Servicing area	Is servicing area safe with no overhanging limbs or tripping hazards?	0 = No 1 = Most of the time 2 = All of the time	Medium	2
4.10. Road Management Plan	Are roads managed effectively eg. Signs, barriers, haulage routes, road closures	0 = No 1 = Most of the issues 2 = All of the issues	High	3

Field Audit Criteria

5. Site Safety Gear

To be assessed on operation overall

Criteria	Indicator	Rating	Importance	Weighting
5.1. Tree Falling Signs	Are tree falling warning signs posted at all access points?	0 = No 1 = Most of the signs 2 = All signs at all entrances	High	3
5.2. Unauthorised Access	Are signs prohibiting unauthorised access posted?	0 = No 1 = Signs present, not to standard 2 = Yes	High	3
5.3. Required PPE	Is the required PPE posted on a sign?	0 = No 1 = Signs present, not to standard 2 = Yes	High	3
5.4. Radio Channel	Is the radio channel for contacting the crew posted on a sign?	0 = No 1 = Signs present, not to standard 2 = Yes	High	3
5.5. Warning signs	Are adequate warning signs around operation.	0 =No 1 =Most of the signs 2 = All signs	High	3
5.6. First aid equipment	Are all personnel able to rapidly access a well maintained, first aid kit in compliance with checklist in Industry Standard?	0 =No First Aid Kit 1 = Basic First Kit 2 = First Aid Kit in compliance with Industry Standard	High	3
5.7. Emergency communication equipment	Does crew have the ability to call emergency services and direct them to coupe: - phone / radio - emergency plan incl. map?	0 =No 1 = Most of the time 2 = All of the time	High	3
5.8. Fire fighting Equipment	Is fire fighting equipment serviceable? - Extinguishers available charged and checked. - Appropriate gear during fire season.	0 =No 1 = Most of the time 2 = All of the time	High	3
5.9. Drinking Water	Is adequate clean drinking water available for the crew?	0 =No 1 = Most of the time 2 = All of the time	High	3
5.10. Washing, Sanitation Facilities and Shelter	Are these arrangements well maintained? - washing water - shelters	0 =No 1 = Water and soap for hand washing 2 = Other issues addressed including shelter	Medium	2
5.11. If you are injured poster	Is an "If you are Injured" poster available to crew?	0 =No 1 = Available 2 = All aware of location	High	3
5.12. MSDS	Are MSDS's available for hazardous substances?	0 = less than 75% of substances 1 = More than 75% of substances 2 = All substances	Medium	2
5.13. System documentation	Are relevant parts of system available to crew? - Induction Manual - Safe Work Procedures	0 =No 1 = Manuals available 2 = Current version	High	3
5.14. Safety Notices	Is there evidence that all relevant Safety Notices have been discussed with the crew?	0 = No 1 = Most 2 = All	Medium	2

Field Audit Criteria

5. Stump Check Methodology

In order to assess whether a Hand Faller is working consistently in accordance with the falling technique recommended by AS 2727 stumps will be assessed for defects in association with handfaller. Defects that are considered significant may include:

- Undercutting the scarf.
- Overcutting the scarf.
- Backcut or scarf cuts not horizontal.
- Back Cut not high enough above scarf.
- Insufficient hinge-wood retained.

Each of these defects can lead to loss of control of the direction of fall. Undercutting and overcutting of scarfs can lead to slabbing up of free splitting timber.

For each faller a percentage compliance is calculated as follows.

$$\frac{(\text{No of Stumps} - \text{No Stumps with a Defect})}{\text{No of Stumps}} \times \frac{100}{1}$$

During Full Day Audits the following numbers of stumps will be assessed where practical:

- 35 previous stumps
- 15 fresh stumps (fallen during the audit)

During Half Day Audits the following numbers of stumps will be assessed where practical:

- 15 previous stumps
- 5 fresh stumps (fallen during the audit)

All stumps that are assessed will be marked with crayon and the defects will be marked on the stump.

An appendix will be added to the field report indicated the number of the stump the defects identified and the diameter of the stump.

Field Audit Criteria

Version Information

Original version was developed
