



## Field Audit Criteria – Silvicultural Contractors

### Audit Methodology

Below is a list of criteria that aims to determine whether critical elements of a silvicultural contractor's safety management system have been communicated to operational personnel and controls identified in relevant guidance material and legal requirements have been addressed. An assessment of the competence of each worker is also undertaken using key criteria from relevant Competency Standards of the Training Package relevant for these operations.

Objective observable indicators have been described for each criterion. The scores have been defined so that 0 indicates sub standard performance, 1 indicates that a basic level of compliance with the criteria has been achieved but improvement is possible and 2 indicate a high standard has been achieved. Several criteria have greater emphasis and will be weighted by a factor of 4 in the final score.

The importance or priority of each criterion is nominated. This importance rating should be used to prioritise your program to correct problems identified in the audit. The following table indicates the time frame for corrective action to be completed for those criteria where you **score zero**. Action to improve other criteria should be completed prior to the next audit.

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

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.

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. These will be reported along with observations of evidence gathered.

- 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
1.1. Hazard assessment	Are individuals able to demonstrate a recent hazard assessment?	0 = No 1 = Verbal Evidence 2 = Written Evidence	High
1.2. Safe work procedures	Are individuals able to locate written safe work procedures?	0 = No 1 = Verbal Evidence 2 = Written Evidence	High
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
1.4. Other worker's zones	Is the worker 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
1.4. Unsafe equipment isolation procedure	Are individuals able to describe a robust isolation procedure?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium
1.5. Working Alone Procedures	Are individuals able to describe working alone procedures?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium
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
1.7. Emergency Rescue procedures	Are individuals able to describe the emergency rescue procedures for climbing operations?	0 = No 1 = Verbal Evidence 2 = Written Evidence	High
1.8. 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
1.9. Emergency procedures - Protest	Are individuals able to describe emergency response procedures to a coupe invasion by protestors?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium
1.10. Injury reporting procedures	Are individuals able to describe injury reporting procedure?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium
1.11. Issue resolution	Are individuals able to describe issue resolution procedures both for internal issues and issues involving VicForest personnel?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium
1.12. Disciplinary procedures	Are individuals able to describe disciplinary sanctions for unsafe work?	0 = No 1 = Verbal Evidence 2 = Written Evidence	Medium



## Field Audit Criteria

### 2. Personal Protective Equipment

To be assessed for every individual on operation.

Criteria	Indicator	Rating	Importance
2.1. Safety Helmet	Is worker 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
2.2. High visibility clothing	Is worker wearing high visibility clothing compliant with AS/NZS 4602?	0 = No 1 = Not compliant with AS 2 = Compliant with AS	Critical
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
2.4. Hearing Protection	Are all workers exposed to hazardous noise wearing hearing protection compliant with AS/NZS 1270?	0 = No 1 = Not compliant with AS 2 = Compliant with AS	Critical
2.5. Safety footwear	Are workers wearing safety footwear compliant with AS/NZS 2210? <ul style="list-style-type: none"> <li>▪ steel cap boots for most workers.</li> <li>▪ Pickers who do not use chainsaws lace-up ankle support boots with good grip.</li> </ul>	0 = No 1 = Not compliant with AS 2 = Compliant with AS	Critical
2.6. Gloves	Are gloves compliant with AS/NZS 2161 available to be used for climbing and secateur use?	0 = No 1 = Not compliant with AS 2 = Compliant with AS	Medium
2.7. Eye Protection – chainsaw workers	Is eye protection compliant with AS/NZS 1336 worn where necessary?	0 = No 1 = Not compliant with AS 2 = Compliant with AS	High



## Field Audit Criteria

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### 3. Competence and Equipment Condition

Specific field based assessments for each task

#### 3.1. Seed Pickers

Criteria	Indicator	Rating	Importance
3.1.1. Follows safe work procedures	Are safe work procedures followed – safe lifting techniques – manufacturers instructions – work zone?	0 = No 1 = Most of the issues 2 = All of the issues	Critical
3.1.2. Safe Working Condition	Is equipment in safe working condition, including sharp secateurs?	0 = No 1 = Most of the features 2 = All of the features	Critical
3.1.3. Cross Cutting Technique	Is a safe cross cutting technique used?	0 = No 1 = Most of the time 2 = All of the time	Critical
3.1.4. Chainsaw condition	Is chainsaw maintained in compliance with AS/NZS 2726?	0 = No 1 = Most of the features 2 = All of the features	High
3.1.5. 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
3.1.6. Communication with others	Are good systems of communication established between all seed pickers and other people?	0 = Not compliant 1 = Eye contact etc 2 = Electronic system in serviceable condition	High
3.1.7. Pre-operational checklist	Has documented check of power driven equipment (chainsaws, powered secateurs) been completed?	0 = More than 5 days ago 1 = Not consistently or less frequently than weekly 2 = Weekly and consistently	Medium



## Field Audit Criteria

### 3.2. Tree Climbing

Criteria	Indicator	Rating	Importance
3.2.1. Follows safe work procedures	Are safe work procedures followed? - climbing technique - Detachment from fixed tie-in point, either life line or flipline. - uncontrolled swing of more than two metres. - slack in climbing line.	0 = No 1 = Most of the issues 2 = All of the issues	Critical
3.2.2. Tree Climbing Equipment	Is tree climbing equipment in safe working condition, including ropes - checked (physical evidence) - harness condition - breaks in rope core?	0 = No 1 = Most of the features 2 = All of the features	Critical
3.2.2. Tree Assessment	Have hazards of each tree been identified prior to climbing?	0 = No 1 = Verbal 2 = Documented	High
3.2.3. Chainsaw Technique	Is a safe chainsaw technique used? (This may be assess by inspecting cuts after branches are on ground)	0 = No 1 = Most of the time 2 = All of the time	Critical
3.2.4. Chainsaw condition	Is chainsaw maintained in compliance with AS/NZS 2726?	0 = No 1 = Most of the features 2 = All of the features	High
3.2.5. Additional gear	Does worker have wedges, axe and correct fuel container?	0 = No 1 = Most of the features 2 = All of the features	High
3.2.6. Fatigue management	Does tree climber have a fatigue management plan?	0 = No 1 = Verbal 2 = Documented	Medium
3.2.10. Communicates with others	Are good systems of communication established between all seed pickers and other people?	0 = None 1 = Eye contact 2 = Electronic system used	High
3.2.15. Equipment check	Is a check of equipment completed before each climb?	0 = No 1 = Verbal 2 = Documented	Medium



## Field Audit Criteria

### 4. Combined Hazard Assessment

To be assessed for the operation as a whole.

Criteria	Indicator	Rating	Importance
4.1. Working Area Hazard Assessment	Are all visible hazards documented including hazardous trees within one and half tree lengths of the work area?	0 = No 1 = Most hazards recorded 2 = All hazards recorded	Critical
4.2. 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
4.3. Responsibility for action (signed off)	Have controls been documented and signed off?	0 = No 1 = Most controls 2 = All controls	Medium
4.4. 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
4.5. Lunch and smoko area	Is there a designated safe designated lunch and smoko area, no overhanging limbs or tripping hazards?	0 = No 1 = Most of the time 2 = All of the time	Medium
4.6. Close proximity control plan	Do all the tasks where working in close proximity have a documented control plan?	0 = No 1 = Most of the tasks 2 = All of the tasks	High
4.7. Road Management Plan	Is the agreed Road Management Plan being implemented? (If no plan then an observation should be made to VicForests about this)	0 = No 1 = Most of the issues 2 = All of the issues	High



## Field Audit Criteria

### 5. Site Safety Gear

To be assessed on operation overall

Criteria	Indicator	Rating	Importance
5.1. Coupe Entry Signs	Is adequate warning evident for personnel entering coupe -UHF channel -visitor control -tree falling sign -PPE?	0 =No 1 =Most of the signs 2 = All signs at all entrances	High
5.2. First aid equipment	Are all personnel able to rapidly access a well maintained, first aid equipment adequate to deal with a major laceration and snake bite?	0 =No 1 = Most of the time 2 = All of the time	High
5.4. 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
5.5. Fire fighting Equipment	Is fire fighting equipment serviceable? - Gear prescribed by VicForests Procedures will be checked during prescribed periods - Rake hoe and 1.5 kg extinguisher per crew.	0 =No 1 = Most of the time 2 = All of the time	High
5.6. Drinking Water	Is adequate clean drinking water available for the crew?	0 =No 1 = Most of the time 2 = All of the time	High
5.7. Washing Water and Shelter	Are these arrangements well maintained? - washing water - shelters	0 =No 1 = Most of the arrangements 2 = All of the arrangements	Medium
5.8. 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
5.9. MSDS	Are MSDS's available for hazardous substances?	0 = less than 75% of substances 1 = More than 75% of substances 2 = All substances	Medium
5.10 System documentation	Is all system documentation current and well maintained? - Induction Manual - Safe Work Procedures	0 =No 1 = Manuals available 2 = Current version	High



## Field Audit Criteria

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<b>Version Information</b>
Original version was used for audits during September 2008 – June 2009. The criteria were agreed following a meeting on Wednesday 20 <sup>th</sup> August in Noojee and Thursday 21 <sup>st</sup> August and Bairnsdale by representatives of seed picking crews and VicForests