



System Audit Criteria

Audit Methodology

Below is a list of criteria that aims to determine the existence of a safety management system. The audit will verify that all relevant Acts, Regulations, Codes of Practice and WorkSafe Victoria's "Industry Standard – Safety in Forestry Operations (Harvesting and Haulage)" have been considered and action has been taken to meet their intent.

Objective repeatable measures have been defined 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 indicates a high standard has been achieved.

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. 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.

This audit will be conducted by inspecting documentation and records in a contractor's office or at another nominated location

Percentages will be calculated for each section and an overall percentage will be calculated. Observations of evidence gathered will be recorded.

- 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.



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Contractor Information

Contractor Name	
Type of Work	
Number of Employees	
Hours Worked Annually	To work out frequency rates
Volume Harvested Annually	
Serious Injuries in last 12 months	
LTI's in last 12 months	
MTI's in last 12 months	
Persons Interviewed	

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Section 1: System Documentation

Criteria	Indicator	Rating	Importance
1.1. Policy	Is there an authorised and communicated Health and Safety Policy	0 = No 1 = Available 2 = Available and reviewed	Medium
1.2. Overall OH&S responsibility	Has overall responsibility been allocated for OH&S management? This includes acting as an employers representative	0 = No 1 = Allocated 2 = Allocated and understood	Medium
1.3 Record Keeping responsibility			
1.3.1. List of Providers	Has responsibility been allocated to maintain a list of providers?	0 = No 2 = Yes	Medium
1.3.2. Register of Injuries	Has responsibility been allocated to maintain a register of injuries and illness?	0 = No 2 = Yes	Medium
1.3.3. Register of Hazards	Has responsibility been allocated to maintain registers of hazardous substances, noise, plant and manual handling tasks?	0 = No 2 = Yes	Medium
1.3.4. Risk Assessments	Has responsibility been allocated to maintain risk assessments?	0 = No 2 = Yes	Medium
1.3.5. Training Records	Has responsibility been allocated to maintain training records?	0 = No 2 = Yes	Medium
1.3.6. Medical Records	Has responsibility been allocated to maintain records of audiometric assessments (hearing tests)?	0 = No 2 = Yes	Medium
1.4. Report responsibility			
1.4.1 Work Cover	Has responsibility been allocated to report incidents to WorkCover?	0 = No 2 = Yes	Medium
1.4.2 Insurer	Has responsibility been allocated to report incidents to workers compensation insurer?	0 = No 2 = Yes	Medium
1.4.3 VicForests	Has responsibility been allocated to report incidents to VicForests?	0 = No 2 = Yes	Medium
1.5. Return to Work Coordinator	If remuneration greater than \$1 million or worker has greater than 20 days lost, has return to work co-ordinator been appointed?	0 = No 1 = Allocated 2 = Allocated and understood	Medium

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1.6. Registers			
1.6.1	Employees	Is there a list with the name of all employees?	0 = No 1 = List available but incomplete 2 = List complete Medium
1.6.2	Service Providers	Is there a list of service providers including subcontractors, providers of advice, insurers and rehabilitation service provider?	0 = No 1 = List available but incomplete 2 = List complete Medium
1.6.3	Plant and Equipment	Is there a list of all plant and equipment which indicates plant with hazardous noise levels?	0 = No 1 = List available but incomplete 2 = List complete Medium
1.6.4	Substances	Is there a list of all substances used in work place?	0 = No 1 = List available but incomplete 2 = List complete Medium
1.6.5	Hazardous Tasks	Is there a list of all tasks which indicates those involving hazardous manual handling or working at heights?	0 = No 1 = List available but incomplete 2 = List complete Medium
1.7.	Injury register	Is there a complying register of injuries?	0 = No 1 = Only serious injuries listed 2 = All injuries listed Medium
1.8.	Hazard management procedure	Is there a documented hazard management procedure?	0 = No 1 = Available 2 = Available, used and reviewed Medium
1.9.	Incident reporting procedure	Is there a document incident reporting procedure?	0 = No 1 = Available 2 = Available, used and reviewed Medium

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1.10. Safe Work Procedures			
1.10.1. Written Procedures	Do written procedures exist for work functions where failure to “follow the rules” will or has resulted in an injury?	0 = None 1 = Most work functions 2 = All work functions	High
1.10.2. Nature of Hazard	Do the written procedures state the nature of a hazard giving rise to a risk?	0 = None 1 = Most procedures 2 = All procedures	High
1.10.3. Risk controls	Do the written procedures explain the measures to control the risk?	0 = None 1 = Most procedures 2 = All procedures	High
1.10.4. Plain English	Do the written procedures use plain English?	0 = None 1 = Most procedures 2 = All procedures	High
1.10.5. PPE	Do the written procedures identify the appropriate personal protective equipment?	0 = None 1 = Most procedures 2 = All procedures	High
1.10.6. Consultation	Were the written procedures developed in consultation?	0 = None 1 = Most procedures 2 = All procedures	High
1.10.7. Authorised	Are the written procedures authorised?	0 = None 1 = Most procedures 2 = All procedures	High
1.10.8. Current	Are the written procedures current?	0 = None 1 = Most procedures 2 = All procedures	High

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1.11. Induction Manual			
1.11.1 Written Induction Process	Is there an induction process supported by written instructions?	0 = No 1 = Deficient 2 = Yes	High
1.11.2 Hazard Assessment	Does the induction process outline how hazard assessment is undertaken in this organisation?	0 = No 1 = Deficient 2 = Yes	High
1.11.3. OH&S Information	Does the induction process explain how employees are to give and receive relevant OH&S information?	0 = No 1 = Deficient 2 = Yes	High
1.11.4. Issue Resolution	Does induction process explain the issue resolution procedure?	0 = No 1 = Deficient 2 = Yes	High
1.11.5. Disciplinary Procedure	Does induction process explain the s25 duty from the <i>OH&S Act 2004</i> and outline an appropriate disciplinary procedure?	0 = No 1 = Deficient 2 = Yes	High
1.11.6. WorkCover Claims	Does induction process explain the WorkCover claims procedure?	0 = No 1 = Deficient 2 = Yes	High
1.11.7. Consultation Procedures	Does induction process explain the toolbox or consultation process?	0 = No 1 = Deficient 2 = Yes	High
1.11.8. Emergency Procedures	Does induction process explain emergency procedures?	0 = No 1 = Deficient 2 = Yes	High
1.11.9. Working Alone	Does induction process explain the working alone arrangements?	0 = No 1 = Deficient 2 = Yes	High

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Section 2: Documented Hazard Identification

2.1. Plant and Equipment

Criteria	Indicator	Rating	Importance
2.1.1. Hazard Identification	Has hazard identification been undertaken for all pieces of mobile plant?	Nothing = 0 Plantsafe = 1 Hazard ID = 2	High
2.1.2. Risk Assessment	Have risks been assessed for any hazards identified?	Nothing = 0 Hazard Identified = 1 Risk Estimated = 2	High
2.1.3. Hierarchy of Control	Is there evidence that the hierarchy of control is considered when choosing controls?	Nothing = 0 Evidence of Change in Hierarchy = 1 Evidence of Elimination = 2	Medium
2.1.4. Current	Are hazard assessments current?	No = 0 More than 75% = 1 All = 2	Medium

2.2. Manual Handling

Criteria	Indicator	Rating	Importance
2.2.1. Hazard Identification	Have manual handling hazards been considered for each task on the register?	Nothing = 0 Manual Handling Training = 1 Hazard ID = 2	High
2.2.2. Risk Assessment	Have risks been assessed for any hazards identified?	Nothing = 0 Hazard Identified = 1 Risk Estimated = 2	High
2.2.3. Hierarchy of Control	Is there evidence that the hierarchy of control is considered when choosing controls?	Nothing = 0 Evidence of Change in Hierarchy = 1 Evidence of Elimination = 2	Medium
2.2.4. Current	Are hazard assessments current?	No = 0 More than 75% = 1 All = 2	Medium

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2.3. Hazardous Substances

Criteria	Indicator	Rating	Importance
2.3.1. Hazard Identification	Has hazard identification been undertaken for all hazardous substances?	Nothing = 0 MSDS = 1 Hazard ID = 2	High
2.3.2. Risk Assessment	Have risks been assessed for any hazards identified?	Nothing = 0 Hazard Identified = 1 Risk Estimated =2	High
2.3.3. Hierarchy of Control	Is there evidence that the hierarchy of control is considered when choosing controls?	Nothing = 0 Evidence of Change in Hierarchy = 1 Evidence of Elimination =2	Medium
2.3.4. Current	Are hazard assessments current?	No = 0 More than 75% = 1 All =2	Medium

2.4. Working at Heights

Criteria	Indicator	Rating	Importance
2.4.1. Hazard Identification	Have working at height hazards been considered for each task on the register?	Nothing = 0 > 2metres = 1 Hazard ID = 2	High
2.4.2. Risk Assessment	Have risks been assessed for any hazards identified?	Nothing = 0 Hazard Identified = 1 Risk Estimated =2	High
2.4.3. Hierarchy of Control	Is there evidence that the hierarchy of control is considered when choosing controls?	Nothing = 0 Evidence of Change in Hierarchy = 1 Evidence of Elimination =2	Medium
2.4.4 Current	Are hazard assessments current?	No = 0 More than 75% = 1 All =2	Medium

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2.5. Falling Objects

Criteria	Indicator	Rating	Importance
2.5.1. Hazard Identification	Have falling object hazards been considered for each task on the register?	Nothing = 0 Hard Hats Worn = 1 Hazard ID = 2	High
2.5.2. Risk Assessment	Have risks been assessed for any hazards identified?	Nothing = 0 Hazard Identified = 1 Risk Estimated = 2	High
2.5.3 Hierarchy of Control	Is there evidence that the hierarchy of control is considered when choosing controls?	Nothing = 0 Evidence of Change in Hierarchy = 1 Evidence of Elimination = 2	Medium
2.5.4. Current	Are hazard assessments current?	No = 0 More than 75% = 1 All = 2	Medium

2.6. Noise

Criteria	Indicator	Rating	Importance
2.6.1. Hazard Identification	Has hazardous noise exposure been considered for each task on the register?	Nothing = 0 Hearing Protection Worn = 1 Hazard ID = 2	High
2.6.2. Risk Assessment	Have risks been assessed for any hazards identified?	Nothing = 0 Hazard Identified = 1 Electronic noise levels = 2	High
2.6.3. Control Adequacy	Is there evidence that the hierarchy of control is considered when choosing controls?	Nothing = 0 Evidence of Change in Hierarchy = 1 Evidence of Elimination = 2	Medium
2.6.4. Plan	Is there a documented noise control plan?	Nothing = 0 Plan available = 1 Plan reviewed with last 2 years	Low
2.6.5 Current	Are hazard assessments current?	No = 0 More than 75% = 1 All = 2	Medium

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2.7. Other Hazards

Criteria	Indicator	Rating	Importance
2.7.1. Working Alone	Has working alone been formally considered in the documented safety management system?	0 = Nothing 1 = Identifiable Procedure 2 = Hierarchy of Control Used	High
2.7.2. Working at Night	Have the risks involved with working at night been formally considered in the documented management system?	0 = Nothing 1 = Identifiable Procedure 2 = Hierarchy of Control Used	High
2.7.3. Heat and Cold	Have the risks of exposure to extremes of heat and cold been formally considered in the documented safety management system?	0 = Nothing 1 = Identifiable Procedure 2 = Hierarchy of Control Used	High
2.7.4. Fatigue	Have the risks of workplace fatigue been formally considered in the documented safety management system?	0 = Nothing 1 = Identifiable Procedure 2 = Hierarchy of Control Used	Medium
2.7.5. Vibration	Have the risks of exposure to vibration been formally considered in the documented safety management system?	0 = Nothing 1 = Identifiable Procedure 2 = Hierarchy of Control Used	Medium
2.7.6. Exposure to sun	Have the risks of exposure to the sun been formally considered in the documented safety management system?	0 = Nothing 1 = Identifiable Procedure 2 = Hierarchy of Control Used	Medium
2.7.7. Slips and Trips	Have the risks of slips and trips been formally considered in the documented safety management system?	0 = Nothing 1 = Identifiable Procedure 2 = Hierarchy of Control Used	High
2.7.8. Stings and Bites	Have the risks of exposure to stings and bites been formally considered in the documented safety management system?	0 = Nothing 1 = Identifiable Procedure 2 = Hierarchy of Control Used	Medium
2.7.9. Neighbours and Public	Have risks to neighbours and the public been formally considered in the documented safety management system?	0 = Nothing 1 = Identifiable Procedure 2 = Hierarchy of Control Used	Medium

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Section 3: Controls

3.1. Purchasing

Criteria	Indicator	Rating	Importance
3.1.1 Plant and Machinery	Are hazards assessed prior to purchase?	0= Nothing 1= Obtain Hazard ID from supplier 2= Operators consulted	Medium
3.1.2. Maintenance	Are documented maintenance records available for all plant?	0 = Nothing 1 = Record of problems generated 2 = Records of problems closed out	High
3.1.3. Sub Contractors			
Sub-contractors - Written Contracts	Are all sub contractors engaged using a written contract that specifies health and safety requirements?	0 = Nothing 1 = Documentation current for >75% volume of work 2 = Documentation current for all	Medium
Sub-contractors - Workers Compensation Insurance	Do all subcontractors provide evidence of current worker's compensation insurance?	0 = Nothing 1 = Documentation current for >75% volume of work 2 = Documentation current for all	Medium
Sub-contractors - Public Liability Insurance	Do all subcontractors provide evidence of current public liability insurance?	0 = Nothing 1 = Documentation current for >75% volume of work 2 = Documentation current for all	Medium
Sub-contractors - Current Competencies	Do all subcontractors provide evidence of current assessments of competency?	0 = Nothing 1 = Documentation current for >75% volume of work 2 = Documentation current for all	Medium
Sub-contractors - Hazard Assessments	Do all subcontractors provide evidence of current hazard assessment of equipment, including noise?	0 = Nothing 1 = Documentation current for >75% volume of work 2 = Documentation current for all	Medium

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Sub-contractors - Maintenance Checklists	Do all subcontractors provide evidence of current completed maintenance checklists?	0 = Nothing 1 = Documentation current for >75% volume of work 2 = Documentation current for all	Medium
Sub-contractors - Driving Hours	Do all subcontracted trucks provide evidence of current records of driving hours?	0 = Nothing 1 = Documentation current for >75% volume of work 2 = Documentation current for all	Medium
3.1.4. Chemicals and materials	Are chemical hazards assessed prior to purchase?	0 = Nothing 1 = Obtain MSDS from supplier 2 = Evidence of less hazardous substance chosen	Medium
3.1.5. PPE	Is there a process to manage the purchase of PPE?	0 = Nothing 1 = Records of issue maintained 2 = Assessment made to ensure AS compliant prior to purchase.	Medium

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3.2. Personnel Selection

Criteria	Indicator	Rating	Importance
3.2.1. Competence	Is Operator competence considered prior to hiring new employees?	0 = Nothing documented 1 = Ask for training records 2 = Undertake documented assessment	Medium
3.2.2. Medical	Are medical assessments obtained prior to hiring new employees?	0 = Nothing 1 = Most employees complete pre-existing injury declaration 2 = All employees complete pre-existing injury declaration	Medium

3.3. Training and Awareness

Criteria	Indicator	Rating	Importance
3.3.1. THOL	Are records maintained of Timber Harvesting Operator Licences for all employees?	0 = Nothing 1 = Checked last 3 years 2 = checked within 12 months	Critical
3.3.2. Task based competencies	Assess records of all operators. Are records of attainment held for relevant National Competency Standards?		
3.3.3. Task based competencies	Assess records of all operators. Are records of attainment held for relevant National Competency Standards?	0 = Nothing 1 = Most employees 2 = All employees	Critical
3.3.4. First Aid	Are there enough first aiders with evidence of current training to deal with any foreseeable injury?	0 = Nothing 1 = At least one first aider per crew 2 = More than one first aider per crew	High
3.3.5. Fire	Are all nominated fire fighters are trained?	0 = Nothing 1 = Most employees 2 = All employees	Medium
3.3.6. OH&S – general	Have all personnel had basic OH&S training?	0 = Nothing 2 = Records held	Medium
3.3.7. OH&S – reps/managers	Have managers or health and safety representatives had formal training?	0 = Nothing 2 = Have attended training for managers or safety rep	Medium
3.3.8. Job Induction	Have all employees had the health and safety rules of the business explained to them?	0 = Nothing 1 = Most employees 2 = All employees	High
3.3.9. Safe Work Procedure	Have employees been formally shown their safe work procedures?	0 = Nothing 1 = Most employees 2 = All employees	High
3.3.10. Visitor Induction	Are visitors to the work place provided with adequate information to ensure they are not put at risk by your operations?	0 = Nothing 1 = Most visitors 2 = All visitors	High

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Section 4: Emergency Preparedness

Criteria	Indicator	Rating	Importance
4.1. Medical	Has a first aid needs assessment been undertaken for the organisation?	0 = nothing 1 = First Kits and trained first aider 2 = Needs assessment	High
4.2. First Aid	Are records maintained of the condition of first aid facilities?	0 = nothing 1 = at least annually 2 = each quarter	Low
4.3. Evacuation	Is there an identifiable procedure to evacuate one or more crew members?	0 = nothing 1 = Evidence of communication of written procedure to most employees 2 = Evidence of communication of written procedure to all employees	High
4.4. Fire	Is there an identifiable procedure to control any likely fire emergency?	0 = nothing 1 = Evidence of communication of written procedure to most employees 2 = Evidence of communication of written procedure to all employees	Medium
4.5. Spill	Is there an identifiable procedure to control a fuel or oil spill?	0 = nothing 1 = Evidence of communication of written procedure to most employees 2 = Evidence of communication of written procedure to all employees	Medium
4.6. Protest	Is there an identifiable procedure to deal with protesters?	0 = nothing 1 = Evidence of communication of written procedure to most employees 2 = Evidence of communication of written procedure to all employees	Medium

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Section 5: Self-Checking

Criteria	Indicator	Rating	Importance
5.1. Pre Start	Are documented pre-start checks of plant and equipment undertaken for trucks, major plant and chainsaws?	0 = nothing 1 = General maintenance log 2 = Specific checklists	High
5.2. Plant Maintenance	Is document check of plant safety undertaken following maintenance?	0 = nothing 1 = At least annual records 2 = Controls documented following every service	Medium
5.3. Landing Hazards	Is there a documented check to ensure that landings are safe to operate on prior to operations starting?	0= nothing 1 = Generic hazard documentation form 2 = Form specific to landings	High
5.4. Work Area Hazards	Is a documented check of the operational harvesting area undertaken prior to operations starting?	0= nothing 1 = Generic hazard documentation form 2 = Form specific to work areas	High
5.5. Work Practice Check	Are documented checks of work practices, eg load checks, stump checks undertaken?	0 = nothing 1 = At least quarterly 2 = Monthly	High
5.6. Workplace Amenities	Are checks undertaken to ensure the presence of adequate drinking water, washing, sanitation facilities and maintenance of living quarters?	0= nothing 1 = Annually 2 = Quarterly	Medium
5.7. Audiometry	Are all audiometric assessments current?	0 = nothing 1 = Assessment within last 2 years 2 = Evidence of follow up if required	High
5.8. Driving Hours	Are driving hours recorded for all machines and trucks?	0 = nothing 1 = Records of driving hours for some employees 2 = Records of driving hours for all employees	High

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Section 6: Report and Review

6.1. Incidents

Criteria	Indicator	Rating	Importance
6.1.1. Notification of authorities	Have all notifiable incidents during period since last audit been notified where appropriate	0 = < 0.5 reported 1 = > 0.5 reported 2 = All reported	High
6.1.2. Investigation	Have all incidents during period since last audit been investigated?	0 = < 0.5 investigated 1 = > 0.5 Investigated 2 = All investigated	High
6.1.3. Audiological Examination	Have all employees whose audiometric assessments indicate a reduction in hearing levels greater than 15Dv at 3000 Hz, 4000 Hz or 6000 Hz had a follow up audiological examination?	0 = < 0.5 investigated 1 = > 0.5 Investigated 2 = All investigated	High
6.1.4. Preventative Action	Has action been undertaken following incidents to prevent similar occurrences?	0 = No action < 0.75 incidents 1 = Action >0.75 incidents 2 = Action for all incidents	High
6.1.5. Close Out	Has documented close out for all incidents since the last audit occurred? Have the appropriate parties been notified of this close out?	0 = Close out < 0.5 incidents 1 = Close out > 0.5 incidents 2 = Close out all incidents	High
6.1.6. Rehabilitation	Is there a documented rehabilitation plan for all employees not working for more than 20 days who were injured since last audit?	0 = Nothing 1 = Plan developed 2 = Employee gainfully employed	Medium

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6.2. Audits

Criteria	Indicator	Rating	Importance
6.2.1 Close Out	Have all audit recommendations been closed out within the nominated time?	0 = Close out < 0.5 incidents 1 = Close out > 0.5 incidents 2 = Close out all incidents	High

6.3. Other Reports

Criteria	Indicator	Rating	Importance
6.3.1 Toolbox Minutes	Are toolbox meeting minutes maintained?	0 = Nothing 1 = Tool box minutes kept 2 = Minutes shared amongst work groups	Medium

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Version Information

Original version was used for audits during January 2002 – August 2002. Representatives of Syndicated Central Gippsland Logging, Australian Paper, Gould's Central Harvesting, Tambo Logging Company, Upper Yarra Logging Syndicate, Eastern Syndicated Logging, East Gippsland Logging, Safety Development Fund, Victorian Timber Harvesting Association and Central Gippsland Harvesting Safety Committee agreed to the criteria at a meeting on Monday 4th February 2002.

August 2002

After feedback from Lina Vennix, Victorian Workcover Authority and discussion by the syndicate heads at a meeting on August 26th 2002, the following criteria were changed

- Section 1: Importance of "Safe Work Procedure" criterion changed to high
- Section 3: "Maintenance" criterion changed to 0 = Nothing, 1 = Date referenced records available, 2 = Maintenance undertaken regularly.
- Section 3: Rating for "Medical" criterion changed to 0 = Nothing, 1 = self diagnostic questionnaire, 2 = external assessment.
- Section 5: "Plant Operation" criterion changed to "Pre-start" criterion and more detail was provided about the expected "pre-start" checklists.
- Section 5: "General Hazard" criterion was renamed to "Coupe Hazard" criterion
- Section 5: The importance of "Work Practice" criterion was increased from Medium to High
- Section 5: The "Driving Hours" criterion was broadened to include all machinery operators. This is a response to the request by VWA to have fatigue management procedure in place.

August 2006

Following the introduction of Mill Door Sales by VicForests the criteria were reviewed by Bill Paul, Doug Liston, Charles Stansfield, Andrew McGuire and Chris Stevenson to ensure suitability for VicForests operational arrangements and to pick up recommendations of STEMS auditors following feedback from contractors. Specifically:

- Total volume harvested will also be collected so that injury frequency rates can be calculated.
- Element 1.4: removed reporting requirements for audiometric tests in line with changes to Noise Regulations
- Element 3.1.2: changed rating criteria to reflect a system that responds to records generated by operators and other people who proactively inspect the condition of plant.
- Element 3.2.2: removed requirement for external medical assessments prior to employing personnel.
- Element 3.3.1: specifically referenced Timber Harvesting Operator Licences.
- Element 3.3.3: ensured that the indicator assessed whether first aid training is current.
- Element 5.3: Changed to Landing Area Hazard Assessment.
- New Element 5.4: Added in a requirement to have a documented assessment of the Work Area.
- Elements 5.4, 5.5, 5.6 and 5.7 – renumbered to 5.5, 5.6, 5.7 and 5.8 respectively.

August 2007

Following a review by Bill Paul, Chris Stephenson, Charles Stansfield and others the criteria were rebadged with a VicForests logo and the following changes were made:

- Element 1.3, 1.4 and 1.6: sub elements given greater weighting.
- Element 1.10: sub elements given greater weighting and reviewed sub-elements to ensure alignment with *OHS Regulations 2007* and Industry

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Standard.

- Element 1.11: sub elements given greater weighting and added to additional sub elements - explanation of business Hazard Assessment process and explanation of methods for communicating OH&S information.
- Element 2.7: removed requirement to have written procedures to control exposure to dust. Added in requirement to have written procedures to control exposure to hazards related to working at night and also exposure to the sun.
- Element 3.1.3: gave greater priority to sub-elements.
- Element 5.6: Relabelled "Workplace facilities" to "Workplace amenities"
- Element 6.1.3: Added in new element to check that follow up audiometric assessments are undertaken as required by regulations.
- Renumbered elements to deal with above changes.