



---

## Truck System Audit Criteria

---

### 1 Audit Methodology

Below is a list of criteria that aims to determine the existence of a safety management system for a log haulage contractor. The audit will verify that all relevant Acts, Regulations, Codes of Practice, WorkSafe Victoria's "Industry Standard – Safety in Forestry Operations (Harvesting and Haulage)" and the National Load Restraint Guide 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.

---

## Truck System Audit Criteria

---

### 2 Contractor Information

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

## Truck System Audit Criteria

<b>3 System Documentation</b>			
3.1. Policy	Is there an authorised and communicated Health and Safety Policy	0 = No 1 = Available 2 = Available and reviewed	Medium
3.2. 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
3.3 Record Keeping responsibility	Has responsibility been allocated to maintain records including: - list of providers - register of injuries and illness - registers of hazardous substances, noise, plant and manual handling tasks - risk assessments - training records - hearing tests/medicals ?	0 = Less than half allocated 1 = More than half allocated 2 = All allocated	Medium
<b>3.3 Record Keeping responsibility</b>			
3.3.1. List of Providers	Has responsibility been allocated to maintain a list of providers?	0 = No 2 = Yes	Medium
3.3.2. Register of Injuries	Has responsibility been allocated to maintain a register of injuries and illness?	0 = No 2 = Yes	Medium
3.3.3. Register of Hazards	Has responsibility been allocated to maintain registers of hazardous substances, noise, plant and manual handling tasks?	0 = No 2 = Yes	Medium
3.3.4. Risk Assessments	Has responsibility been allocated to maintain risk assessments?	0 = No 2 = Yes	Medium
3.3.5. Training Records	Has responsibility been allocated to maintain training records?	0 = No 2 = Yes	Medium
3.3.6. Medical Records	Has responsibility been allocated to maintain records of audiometric assessments (hearing tests)?	0 = No 2 = Yes	Medium

## Truck System Audit Criteria

<b>3.4. Report responsibility</b>			
3.4.1	Work Cover	Has responsibility been allocated to report incidents to WorkCover?	0 = No 2 = Yes Medium
3.4.2	Insurer	Has responsibility been allocated to report incidents to workers compensation insurer?	0 = No 2 = Yes Medium
3.4.3	VicForests	Has responsibility been allocated to report incidents to VicForests?	0 = No 2 = Yes Medium
<b>3.5. Registers</b>			
3.5.1	Employees	Are there lists with the names of all employees?	0 = No 1 = List available but incomplete 2 = List complete Medium
3.5.2	Service Providers	Are there lists with service providers including subcontractors, providers of advice, insurers and rehabilitation service provider?	0 = No 1 = List available but incomplete 2 = List complete Medium
3.5.3	Plant and Equipment	Are there lists with all plant and equipment which indicates plant with hazardous noise levels?	0 = No 1 = List available but incomplete 2 = List complete Medium
3.5.4	Substances	Are there lists with all substances used in work place?	0 = No 1 = List available but incomplete 2 = List complete Medium
3.5.5	Hazardous Tasks	Are there lists with all tasks with those involving hazardous manual handling or working at heights indicated?	0 = No 1 = List available but incomplete 2 = List complete Medium
3.6.	Injury register	Is there a complying register of injuries?	0 = No 1 = Only serious injuries listed 2 = All injuries listed Medium

**Truck System Audit Criteria**

3.7. Hazard management procedure	Is there a documented hazard management procedure?	0 = No 1 = Available 2 = Available, used and reviewed	Medium
3.8. Incident reporting procedure	Is there a document incident reporting procedure?	0 = No 1 = Available 2 = Available, used and reviewed	Medium
3.10. Induction Manual	Manual includes following elements: - Issue resolution procedure. - Disciplinary procedures. - Claims procedure. - Toolbox or consultation process - Emergency procedures - Working alone arrangements.	0 = Less than half elements 1 = More than half elements 2 = All elements	High
<b>3.9. Safe Work Procedures</b>			
3.9.1. 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
3.9.2. 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
3.9.3. Risk controls	Do the written procedures explain the measures to control the risk?	0 = None 1 = Most procedures 2 = All procedures	High
3.9.4. Plain English	Do the written procedures use plain English?	0 = None 1 = Most procedures 2 = All procedures	High

## Truck System Audit Criteria

3.9.5. PPE	Do the written procedures identify the appropriate personal protective equipment?	0 = None 1 = Most procedures 2 = All procedures	High
3.9.6. Consultation	Were the written procedures developed in consultation?	0 = None 1 = Most procedures 2 = All procedures	High
3.9.7. Authorised	Are the written procedures authorised?	0 = None 1 = Most procedures 2 = All procedures	High
3.9.8. Current	Are the written procedures current?	0 = None 1 = Most procedures 2 = All procedures	High
<b>3.10. Induction Manual</b>			
3.10.1 Written Induction Process	Is there an induction process supported by written instructions?	0 = No 1 = Deficient 2 = Yes	High
3.10.2 Hazard Assessment	Does the induction process outline how hazard assessment is undertaken in this organisation?	0 = No 1 = Deficient 2 = Yes	High
3.10.3. OH&S Information	Does the induction process explain for employees to give and receive relevant OH&S information?	0 = No 1 = Deficient 2 = Yes	High
3.10.4. Issue Resolution	Does induction process explain the issue resolution procedure?	0 = No 1 = Deficient 2 = Yes	High

---

## Truck System Audit Criteria

---

3.10.5. Disciplinary Procedure	Does induction process explain s25 duty from the <i>OH&amp;S Act 2004</i> and outline an appropriate disciplinary procedure?	0 = No 1 = Deficient 2 = Yes	High
3.10.6. WorkCover Claims	Does induction process explain the WorkCover claims procedure?	0 = No 1 = Deficient 2 = Yes	High
3.10.7. Consultation Procedures	Does induction process explain the toolbox or consultation process?	0 = No 1 = Deficient 2 = Yes	High
3.10.8. Emergency Procedures	Does induction process explain emergency procedures?	0 = No 1 = Deficient 2 = Yes	High
3.10.9. Working Alone	Does induction process explain the working alone arrangements?	0 = No 1 = Deficient 2 = Yes	High

---

**Truck System Audit Criteria**

---

<b>4 Hazard Assessments</b>			
4.1. Plant and Equipment	Is there a completed hazard assessment for each truck that identifies clearly the controls implemented for each hazard identified?	0 = No 1 = Some documentation 2 = Clear and complete documentation	High
4.2. Noise	Is there any evidence of noise levels in truck cabin and the external noise at a point 5 metres from the truck	0 = No 1 = Information from uncalibrated equipment or not specific to operational conditions 2 = Specific assessment of noise with calibrated equipment.	Medium
4.3. Load Restraint System	Completed self assessment of requirements of the load restraint system for each truck	0 = No 1 = Verbal Evidence 2 = Documented Evidence	High

**Truck System Audit Criteria**

<b>5 Controls</b>			
<b>5.1 Purchasing</b>			
<del>5.1.1. Truck and Trailer Compliance</del>	<del>A current compliance plate specifying maximum gross weight and compliance to all specified dimensions for each truck and trailer?</del>	<del>0 = No 1 = Verbal Evidence 2 = Documented Evidence</del>	<del>High</del>
5.1.2. Load Restraint System	Evidence that all elements of the load restraint systems comply with either AS/NZS 4380: Webbing and AS/NZS 4344: Chain.	0 = No 1 = Verbal Evidence 2 = Documented Evidence	High
5.1.3. Maintenance	Are documented maintenance records available for all plant?	0 = Nothing <b>1 = Record of problems generated</b> 2 = Records of problems closed out	High
5.1.4. 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
5.1.5. 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

**Truck System Audit Criteria**

**5.2 Training and Awareness**

Criteria	Indicator	Rating	Importance
5.2.1. Licence	Are records maintained of licences for all operators including truck drivers? - Driving Licences - Timber Harvesting Operator Licenses.	0 = Nothing 1 = Checked last 3 years 2 = checked within 12 months	Critical
5.2.2. Task based competencies	Assess records of all operators. Are records of attainment held for relevant National Competency Standards? FPIH3032A, and FPIH3029A (where self loading is required) for all drivers.	0 = Nothing 1 = Most employees. 2 = All employees	Critical
5.2.3. First Aid	Are there enough first aiders with evidence of current training to deal with any foreseeable injury?	0 = Nothing <b>1 = At least one first aider per crew</b> 2 = More than one first aider per crew	High
5.2.4. 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
5.2.5. Safe Work Procedure	Have employees been formally shown their safe work procedures?	0 = Nothing 1 = Most employees. 2 = All employees	High

---

**Truck System Audit Criteria**

---

<b>6 Self Checking</b>			
6.1. Pre Start	Are documented pre-start checks undertaken for trucks that assess the condition of bolsters, staunchions, pins and load restraint equipment?	0 = nothing <b>1 = General maintenance log</b> 2 = Specific checklists	High
6.2. Load Scales	Is there evidence that load scales have been checked against a registered weighbridge within the last 12 months?	0 = No 1 = Verbal Evidence 2 = Documented Evidence	Medium
6.2. Audiometry	Are all audiometric assessments current?	0 = nothing <b>1 = Assessment within last 2 years</b> 2 = Evidence of follow up if required	High
6.3. Driving Hours	Are driving hours recorded for all trucks?	0 = nothing 1 = Records of driving hours for some employees <b>2 = Records of driving hours for all employees</b>	High

---

## Truck System Audit Criteria

---

<b>7 Review</b>			
7.1. Infringement Records	Is there a list of infringement notices and what action has been undertaken to stop a similar event occurring again?	0 = No 1 = Verbal Evidence 2 = Documented Evidence	Medium
7.2. Close Out	Have all audit recommendations been closed out within the nominated time?	0 = Close out < 0.5 incidents <b>1 = Close out &gt; 0.5 incidents</b> 2 = Close out all incidents	High

---

## Truck System Audit Criteria

---

### Version Information

Original version was used for audits during 2006/07 following the introduction of Mill Door Sale by VicForests. The criteria used are those identified in the Industry Best Practice Guide for the Haulage of Timber in Log Form a documented develop by the Central Gippsland Harvesting and Haulage Safety Committee to assist compliance the National Transport Commissions' Load Restraint Guide.

### 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 3.3, 3.4 and 3.5: sub elements given greater weighting.
- Element 3.9: sub elements given greater weighting and reviewed sub-elements to ensure alignment with *OHS Regulations 2007* and Industry Standard.