



TREE WORK SELF-ASSESSMENT CHECKLIST

SAFESWORK NSW

SafeWork NSW is here to help you self-assess your workplace.

Use this checklist (not mandatory) to help you determine if you have safe work practices in place.

This checklist is not exhaustive; it should be used in conjunction with the Safe Work Australia *Guide to managing risks of tree trimming and removal work.*

General	Yes	No	N/A
Prior to starting work a visual tree assessment is conducted to assess the condition of the tree and determine the appropriate equipment and system of work to use.			
Prior to starting work site specific hazards are identified such as ground and weather conditions, power lines, traffic, insects, slips and trips, drop zones etc.			
Appropriate control measures are implemented to address the risks that may arise from all the identified hazards such as, exclusion zones, rigging systems, specific plant, elevated work platform (EWP), crane etc.			
Worksite communication methods are agreed before work commences. This will depend on the nature of the work being carried out, the equipment being used, noise implications and the location of the worksite and may include; two way radios, bluetooth helmet headsets, hand signals, whistles and mobile telephones.			
Exclusion and drop zones are identified and made visible where practical to do so. This can be achieved by warning signs, witches hats, barrier tape, safety flags, plastic bollards etc.			
Workers are provided with site specific information relating to hazards, potential risks and the control measures that are in place such as site specific induction or toolbox talk.			
Workers are trained and competent to perform all the tasks required of them such as ground work, climbing, chipping, stump grinding, use of chemicals etc.			
Workers are fit for work e.g. not fatigued or under the influence of drugs or alcohol.			
Emergency procedures are in place, including aerial rescue procedures, and all workers understand site emergency procedures including provisions for effective communication with emergency services and isolated workers such as remote tree crews and lone workers.			
At least one ground worker is trained on how to conduct an aerial rescue and is competent to undertake the rescue either by climbing, EWP or crane access method depending on the equipment which is available.			

General	Yes	No	N/A
A complete aerial rescue kit is available on site such as climbing harness, karabiners, suitable climbing line, lip line or pole belt, prusik loop or mechanical ascender/descender, climbing spikes, lowering rope, first aid kit, micro pulleys, redirect slings, pocket knife and lanyard.			
Access to and from the site is kept free from obstructions such as plant, equipment and debris.			
A first aid kit is available on site and is appropriate for the nature of work and the number of workers.			
Portable fire extinguishers are available.			
Staff trained in the correct use of portable extinguishers.			
Consultation	Yes	No	N/A
A system is in place to consult with workers and others about hazards and risks that can affect their health and safety such as other agreed arrangements (toolbox talks or meetings), a safety committee or elected health and safety representative.			
Traffic Management	Yes	No	N/A
Adequate traffic management measures are in place to protect workers, motorists and pedestrians. Traffic management can include an appropriate combination of warning signs, witches hats, flashing amber lights, delineation of work site etc.			
Traffic management plans are in place when there's a risk of public access and additional controls are in place such as barrier tape, barricades or extra staff, to restrict and control public access e.g. near schools, parks, residential properties, roads, footpaths etc			
Workers who may be exposed to traffic hazards wear hi-vis clothing.			
Personal protective equipment	Yes	No	N/A
Personal protective equipment (PPE) is provided to workers such as eye protection, hearing protection, safety helmets, safety boots, gloves, hi-vis clothing, cut resistant pants etc.			
PPE is stored correctly, maintained in good working order and replaced if damaged, lost or worn out.			
PPE is worn by all workers when it is required.			
A sun protection policy is in place. Appropriate sun protection is provided and used by all workers such as sunscreen, sunglasses, hats with legionnaires flap, long sleeved shirts etc.			
Hazardous manual tasks	Yes	No	N/A
Hazardous manual tasks have been identified, control measures are implemented and reviewed to minimise risks.			
Workers are provided with information, instruction and training regarding control measures and systems of work to minimise the risks of hazardous manual tasks.			
Noise	Yes	No	N/A
Plant and equipment such as chainsaws, chippers, stump grinders, leaf blowers etc emitting noise levels that exceed the exposure standard, have been identified e.g. exposure time for a chainsaw which is approx. 121 dB (A) is 7.2 seconds. Further information can be found in the SafeWork Australia, <i>Code of Practice Managing noise and preventing hearing loss at work</i> .			
Appropriate hearing protection is provided to workers that are exposed to noise levels above the exposure standard.			

Hazardous chemicals	Yes	No	N/A
A hazardous chemical register is maintained that includes an Safety Data Sheet (SDS) for all hazardous chemicals such as fuel, herbicides etc and is used in the workplace from time to time and the SDS are less than 5 yrs old.			
The register of hazardous chemicals is readily available to all workers on site.			
Control measures are in place to reduce any risks relating to the use, handling and storage of hazardous chemicals e.g. hazardous chemicals are substituted for non-hazardous chemicals where possible, hazardous chemicals are used in accordance with the SDS, adequate PPE in accordance with the SDS is provided and used, spill kits are available and containers are appropriately labelled etc.			
Electricity	Yes	No	N/A
Safe approach distances for work near overhead power lines have been identified and are observed in accordance with the <i>Work near overhead power lines - Code of Practice 2006</i> .			
Suitable controls are in place to ensure that people, equipment and falling debris do not breach safe approach distances or the no go zone around and above overhead power lines.			
Workers who work near overhead power lines have had electrical awareness training.			
Chainsaws	Yes	No	N/A
Pole saws are used to cut smaller branches which are above shoulder height where possible.			
Workers do not refuel chainsaws near ignition sources e.g. when smoking etc.			
After refuelling, chainsaws are moved away from the fuel source before being started.			
Information, training and instruction are provided to workers about the risks associated with one hand cutting.			
Wood chippers	Yes	No	N/A
Chipper is adequately maintained and inspected in accordance with the manufacturer's instructions or the recommendations of a competent person.			
Emergency stops, bump bars, and guards such as, belt and knife access panel, etc are in place and tested during a pre start check prior to using the chipper.			
Chipper set up with sufficient clearance from the immediate working area or drop zone to remove the risk of entanglement and objects falling onto operators.			
A 'push-stick' is used to feed shorter material into the chipper			
Chipper is not left unattended when operating.			
Stump grinders	Yes	No	N/A
Stump grinder is adequately maintained and inspected in accordance with the manufacturer's instructions or the recommendations of a competent person.			
A pre start safety check is conducted to ensure guards, safety cut-off's or e-stops are functioning correctly.			
Loose stones, pipes, concrete, etc. is removed from the immediate area and shields and barriers are erected when necessary to ensure pedestrian and public safety by reducing the risk of debris being ejected from the work zone.			
The location of underground services is identified prior to commencing work.			
The stump grinder is stopped, moved away from the work area and the cutting wheel is not moving when excess debris is cleared away from the grinding area.			

Elevated Work Platforms	Yes	No	N/A
The correct EWP is selected for the task, considering height and reach, insulation requirements (if working near overhead power lines), ground conditions, weather conditions, location of overhead services and the type of work to be done.			
EWP is adequately maintained and inspected in accordance with the manufacturer's instructions or the recommendations of a competent person.			
Pre start safety checks are conducted in accordance with the manufacturer's instructions prior to commencing work.			
The EWP's emergency lowering and bucket descent device are operational and operators know how they are activated.			
Operators using a EWP over 11m hold a current and valid high risk work licence.			
EWP operators have fall arrest harnesses which is in date, in good condition and fits correctly.			
The safe working load (SWL) is clearly marked on the EWP. The SWL is observed taking into account operators, tools and equipment.			
Cranes	Yes	No	N/A
The correct crane is selected for the task, considering height and reach, weight to be lifted, site, ground and weather conditions and the type of work to be done.			
Crane is adequately maintained and inspected in accordance with the manufacturer's instructions or recommendation of a competent person.			
Pre start safety checks are conducted in accordance with the manufacturer's instructions prior to commencing work.			
Crane operators hold a current and valid high risk work licence.			
<p>Systems of work are in place to ensure:</p> <ul style="list-style-type: none"> • Loads are lifted within the cranes rated capacities • Dogman, climber and crane operator co-ordinate to determine the safest rigging method and attachment point on the load • Cutting technique is discussed and the load path determined • The climber's attachment to the crane if being placing to the tree using the crane access method 			
Climbing	Yes	No	N/A
A pre start safety check is conducted on all climbing equipment.			
A climber's access to the tree via a crane is only utilised when a risk assessment shows this method does not create a greater risk to health or safety than using plant which is specifically designed to lift a person.			
Climbing ropes are secured to suitable anchor points, are correctly set and visually inspected before placing weight on them e.g. knots correctly tied, karabiners closed and locked.			
The climber is attached to the tree at all times e.g. approved work positioning harness, climbing rope and/or pole belt.			
When cutting a branch or limb, two points of attachment are maintained.			
Tools carried by the climber are secured to the climber's harness by a self-closing and lockable karabiner and a tool strop or lanyard.			
Incident notification	Yes	No	N/A
Duty to notify serious injuries, illnesses and dangerous incidents to SafeWork NSW is clearly understood and observed.			

Workers Compensation	Yes	No	N/A
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All deemed workers have been identified and I have a current workers compensation policy e.g. in some circumstances, this may include contractors and others.

An injury register is maintained in the workplace and all injuries are recorded and reported to the insurer.

Return to Work	Yes	No	N/A
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As a category one employer (basic tariff premium exceeding \$50,000) I have a Return to Work (RTW) program which has been developed in accordance with the State Insurance Regulator Authority's (SIRA) guidelines for workplace return to work programs.

As a category two employer (basic tariff premium under \$50,000) I have adopted the standard RTW program prepared by SIRA or have an equivalent document.

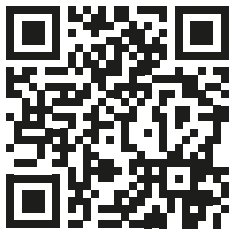
As a category one employer (basic tariff premium over \$50,000) I have engaged an appropriately trained and experienced RTW coordinator.

The RTW program is displayed and accessible to all workers.

As an employer I am aware of my obligations when a worker has had a work-related injury e.g. notify the insurer within 48 hrs, offer suitable work and communicate with all parties etc.

FURTHER INFORMATION

Visit SafeWork NSW to access our guide to conducting tree work.



Join the safety conversation with us



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NSWSafeWork

State Insurance Regulatory Authority (SIRA) offer the following resources, visit www.sira.nsw.gov.au to access:

- Worker or contractor tool
- Guidelines for workplace return to work programs
- SIRA standard return to work program.
- Workers compensation guide for employers
- Poster 'Injured at work'
- RTW Assist Program for Micro employers - guidelines
- *Injured at work. A recovery at work guide for workers.*

LET'S TALK SAFETY

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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