

Harvesting Safety Plan

Native Forest Operations

USER GUIDE

ABOUT

A HARVESTING SAFETY PLAN (HSP) defines the scope of work, relevant safety information and identifies hazards, risks and potential controls to put in place to eliminate or minimise risk, for each different Harvesting Area (sale area). The HSP template includes a record of inductions into the HSP.

To assist with developing a HSP, industry members and Timber Queensland (TQ) have:

- developed a fillable template for permittees, log purchasers and their contractors to use
- developed this user guide to assist with developing the HSP
- included in the HSP template:
 - a list of common hazards and hazardous tasks in forest operations
 - possible controls to reduce risk
 - space to include any new hazards not already identified in the list
- included in this user guide:
 - suggested procedures that will assist in completing the HSP
 - a risk matrix for determining risk levels for hazards before and after controls have been identified

WHEN

A HSP is required for every Harvesting Area (sale area), and should be developed by one of the following people prior to commencing forest operations:

- The Persons Undertaking or Conducting Business (PCBU)
 - Business or
 - the business' contractor
- Any worker considered as the primary site contact

For DPI Forestry authorized operations, each permittee working on a Harvesting Area (sale area) must have a HSP. An identical HSP may be used by multiple permittees using the same operator (contractor) in an integrated operation. Any permittees using an identical HSP must be listed on the HSP and the permittee's representative must sign and date to confirm that they are a party to the HSP. If a permittee cannot agree on using the same HSP as another permittee they must develop their own HSP.

COLLECT INFORMATION

- For DPI Forestry authorized Harvesting Areas (sale areas), DPI Forestry will provide site safety information and a draft Operational Harvesting Plan (OHP) map for the planned operation, site details including location, emergency information and known site hazards and contact details for stakeholders
- For non-DPI Forestry operations, similar information should be collected from the landowner and other sources.
- Conduct a site inspection
- Engage with relevant stakeholders (permittee, permittee's contractor, DPI Forestry, other permittees operating on the same sale area, landowners/lessees and any other external stakeholders) to identify any other hazards or site information
- Determine communication and site entry protocols for workers and visitors to enter the harvesting site and any required communication protocols on roads accessing the harvesting area (sale area)
- Identify controls to eliminate or minimise risk
Use risk management to assess risk level (without controls and with controls) -see Attachment One – Risk Matrix

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DEVELOP THE HARVESTING SAFETY PLAN

- Complete the HSP template
- Discuss HSP with all workers and with any other permittees operating in the Harvesting Area (sale area).
- Consult with other stakeholders to identify any safety concerns/issues.
- Each new Harvesting Area (sale area) requires a new HSP
- For hazards not present on the Harvesting Area (sale area), write NO or Not Applicable (N/A)
- Controls may refer to Safe Work Procedures (SWP) or policies contained in the permittee's Safety Management System. Where a control is relevant for other stakeholders who may not have access to the SWP i.e. DPI staff, include the control in detail.
- Identify, risk assess (see Attachment One – Risk Matrix) and implement controls for any additional hazards identified
- List names of authorised HSP inductors

OTHER INFORMATION

- Is the OHP sale area map attached, including safety information i.e. emergency meeting points?
Yes ☐ No ☐
- Have you reviewed the Operational Harvesting Plan (OHP)?
Yes ☐ No ☐
- Are any of the workers camping onsite?
Yes ☐ No ☐

If Yes, relevant discussions are required with DPI Forestry or for non-DPI Forestry operations, with the landowner.

- What3Words / Emergency+ App should be accessible to operators on the Harvesting Area (sale area). This App provides an automatic unique three-word location identifier "What3Words" to enable emergency responders to get closer to an injured person. Ambulance and helicopter meeting points should still be identified with their own "What3Words" references. *Note: What3Words App will only work within mobile phone coverage.*
- Ensure Ambulance Meeting Point and Helicopter Landing Site are shown on the OHP Map and attached to this HSP

REVIEW OF THE HSP – For DPI Forestry sale areas

DPI Forestry requires each permittee's draft HSP and OHP map to be reviewed by DPI Forestry as a check that all information is contained in the HSP for DPI Forestry to meet its obligations as a PCBU. The required information will include the information contained in the Site Safety Information as well as the permittee's communication protocols within the sale area and along access roads as relevant.

After DPI Forestry is satisfied that its minimum information requirements in the HSP have been met, the parties may execute the Operational Harvesting Plan.

INDUCTIONS

- Inductions must be conducted by one of the authorised inductors named in the HSP
- Induct workers (Operators), visitors and any stakeholders (other PCBUs) i.e. DPI Forestry, who request an induction into the HSP
- For a DPI Forestry integrated operation, any permittees that use an identical HSP need only perform one induction however a record of the induction must be sent to each permittee. Provide a copy of the relevant induction record each time it is updated to the other DPI Forestry permittees operating under the HSP
- Provide a copy of the relevant induction record to any stakeholder i.e. DPI Forestry, requesting a copy each time it is updated.
- Diagrams that may assist with inductions are included as Attachment Two: Induction Schematics

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IMPLEMENTATION AND MAINTENANCE

- Keep the HSP onsite with your OHP and provide a copy of the HSP to other PCBUs upon request
- Implement controls in the HSP
- Identify any new hazards, update the HSP and advise other PCBUs.
- Review control measures
- Document any changes
- Ensure you induct all visitors into the Harvesting Safety Plan for the Harvesting Area (sale area)
- Implement relevant elements of your Safety Management System

For further assistance refer to:

- WHS Act 2011 and WHS Regulations 2011
- How to Manage Work Health and Safety Risks Code Of Practice 2021
- Forest Harvesting Code of Practice 2007
- Safe Work Australia Guides
- Australian Standards
- Company policies and procedures
- Timber Queensland Guides

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Attachment One: Risk Matrix



or other name / logo

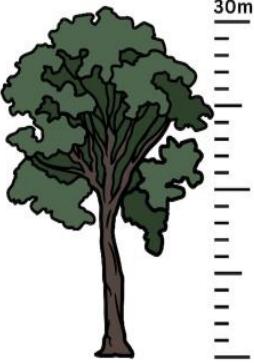
Risk Matrix				Consequence		
		Insignificant	Minor First Aid Required	Moderate Medical Attention and Time Off Work	Major Long Term Illness or Serious Injury	Severe Kill or Cause Permanent Disability or Illness
	Almost certain	Medium	High		Very High	Very High
	Likely	Medium	High	High	Very High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

Refer to the Timber Queensland 'Introduction to Risk Management' for assistance in using the Risk Matrix

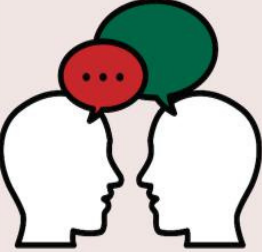
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Attachment Two: Induction Schematics



Stay a minimum of TWO tree lengths away (>60m)



Communicate and maintain visual contact

Stop at the designated signs, and obey all signage

Do not proceed through worksite unless operator provides permission





Always maintain communications

WARNING

FOREST HARVESTING



DO NOT ENTER

FOREST HARVESTING AREA

DANGER

FALLING OBJECT HAZARDS

Trees or parts of trees may fall at any time.

