



ForestFit™

**STANDARDS
REVISION
PUBLIC
CONSULTATION**

ForestFit™ Standards Technical Revision Summary

ForestFit™ Standards utilise the requirements outlined by international standards ISO 9001, 14001 and 45001. The criteria were developed with a risk based approach for management systems and further contextualised for contracting businesses undertaking harvest, haul, civil, silviculture and/or minor forest products operations. Audits are conducted annually by independent third party certification bodies (CBs) accredited by JASANZ. ForestFit™ criteria is benchmarked to ensure alignment with relevant contracting business criteria within recognised Australian Forestry Certifications – Responsible Wood (Programme for the Endorsement of Forest Certification) and Forest Stewardship Council. The summary includes findings from the GAP analysis and recommendations by the Standards Revision Committee within the review process.

Standard 1 Mandatory Requirements

Intent Maintain legal compliance related to business, work health and safety (WHS) and environmental requirements.

Observations and research Legal employer obligations broadly covered under compliance obligations (1.2), however require strengthening.

Reviewed existing legislation to ensure mandatory WHS is addressed.

Cross referenced legal obligations for business, WHS and environment to ensure properly differentiated between legal requirements (Standard 1) and best practice (Standard 2, 3, 4).

Remove repetition of 'Document and record control' across all Standards and include in mandatory requirements.

Recommendations Business management (1.1) renamed to Corporate compliance as the Business management focus area exists in Standard 2.

Compliance obligations (1.2) criteria and guidance strengthened to include business, WHS and environmental requirements.

Corporate compliance (1.1) has new criteria (1.1.3) for document and record management. Document compliance (1.2.2) has been incorporated into new criteria.

9 criteria related to Financial management (1.3) and People management (1.4) be moved to Standard 2 for detailed coverage. Compliance obligations (1.2.1) now includes business obligations.

Total Criteria

Current 15
Recommended 8

Standard 2 Business Sustainability

Strengthening business viability and sustainability supported by quality service delivery and continuous improvement practices.

Gap analysis conducted to ensure all requirements of ISO 9001 were met and contextualised for forest contracting businesses. Several focus areas and criteria were identified as being partially compliant.

Restructured focus areas and criteria to align with system hierarchy, as outlined across all other Standards.

16 criteria and guidance were strengthened to ensure compliance to ISO 9001.

'Change management' requires its own focus area instead of being part of existing criteria. Change management (1.4) is a new focus area added to 1.0 Planning.

New criterion (2.1.3) added to Responsibilities and accountabilities (2.1) to address time and resource management to help businesses meet responsibilities, goals and objectives.

Stakeholder management (2.2) focus area and criteria updated and combined to include consultation process and reflect internal and external stakeholder management.

9 criteria related to financial management (1.3) and people management (1.4) added to Standard 2 for detailed coverage.

Document and record control criterion removed, now covered under Standard 1 (1.1.3).

25
34

ForestFit™ Standards

Technical Revision Summary

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Standard 3 Work Health and Safety

Intent	Minimising risk and improving health and safety practices.
Observations and research	Gap analysis conducted to ensure continued compliance with all requirements of ISO 45001 were met and contextualised for forest contracting businesses.
Recommendations	<p>11 criteria and guidance strengthened to ensure compliance to ISO 45001.</p> <p>Consultation and stakeholder management (2.2), new criteria added (2.2.1) regarding management of stakeholders.</p> <p>Consultation and stakeholder management (2.2) updated to reflect internal and external stakeholder management.</p> <p>Plant and equipment criteria (2.9.3 and 2.9.5) have been strengthened and combined to reduce repetition.</p> <p>Document and record control criterion removed, now covered under Standard 1 (1.1.3).</p>

Standard 4 Environmental Practices

Intent	Protecting the environment and improving practices to meet business, customer and/or regulatory requirements.
Observations and research	Gap analysis conducted to ensure continued compliance with requirements of ISO 14001 were met and contextualised for forest contracting businesses.
Recommendations	<p>11 criteria and guidance updated and strengthened to meet ISO 9001 and 14001 requirements.</p> <p>Criteria related to plant and equipment (S3 2.9.1, 2.9.2 and 2.9.3) added to Standard 4 to comply with ISO 14001 requirements. Standard 3 review recommends merging 2.9.5 with 2.9.3.</p> <p>Document and record control criterion removed, now covered under Standard 1 (1.1.3).</p> <p>Consultation and stakeholder management (2.2) updated to reflect internal and external stakeholder management.</p>

Total Criteria

Current	70	46
Recommended	69	48

- NOTE:
- Heading aligned with certification norms: 'Detailed Criteria' renamed 'Indicators', 'Evidence' now 'Evidence Examples'.
 - Evidence examples reviewed and updated during the revision process.
 - Grammatical errors were rectified during the revision process.
 - All standards were renumbered to align with recommendations.
 - The streamlined standard has been updated to reflect the recommendations for S3 and S4
 - For participants undertaking certification to Standards 3 and 4, who have combined safety and environmental management systems, a streamlined assessment process has been established comprising a current total of 77 criteria. A total of 75 criteria are recommended.



#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
1.0 PLANNING				
1.1	Business management Corporate compliance	The business shall maintain current business registration	1.1.1	The business shall maintain current business registration in accordance with relevant legislative requirements (Australian Business Number and/or Australian Company Number).
		The business shall maintain current business insurances.	1.1.2	The business shall maintain current insurances as relevant to its operations. This may include: 1. Public liability. 2. Workers compensation. 3. Compulsory third party (vehicles). 4. Plant and equipment. 5. Business disruption. 6. Management and director liability. 7. Travel insurance.
		The business shall develop and implement a process to manage documents and records.	1.1.3 NEW	The document control and records management process shall: 1. Detail the methods for reviewing, maintaining and controlling business and operational processes, documents and records relevant to this standard and legal requirements. 2. Prescribe the review frequency of processes and documents. 3. Detail the methods and location for storing, maintaining, protecting and retaining records in compliance with relevant legislative requirements. 4. Identify the person(s) responsible for maintaining documents and records. 5. Be reviewed periodically. 6. Be documented. 7. Is accessible and suitable for use as and when required.

#	Focus area	High-level criteria	Criteria #	Detailed-criteria Indicators
1.2	Compliance obligations	The business shall develop and implement processes to meet its all administrative compliance obligations , and the requirements of this Standard.	1.2.1	<p>The processes shall:-</p> <ol style="list-style-type: none"> 1. Ensure that the business has access to, and can identify compliance obligations relevant to its operations, activities, and services. 2. Ensure that the business determines how the compliance obligations apply to it. 3. Ensure that the business takes the compliance obligations into account when establishing, implementing, maintaining and continually improving its management systems and processes. 4. Ensure that the business periodically reviews the currency of its compliance obligations, and reflects any changes within its management systems and processes. 5. Be documented to the extent necessary to have confidence that they are carried out as planned. <p>The business shall develop and implement processes to:</p> <ol style="list-style-type: none"> 1. Recognise administrative compliance duties and stay updated on relevant regulations. 2. Perform and validate risk assessments and communicate clear administrative policies and procedures. 3. Train employees workers on administrative compliance obligations. 4. Apply due diligence to identify, prevent and address workplace worksite risks and compliance issues. 5. Be documented and communicated to workers as relevant to their roles and responsibilities.
		The business shall develop and implement processes to meet its work health and safety (WHS) compliance obligations .	1.2.2 NEW	<p>The business shall develop and implement processes to:</p> <ol style="list-style-type: none"> 1. Recognise WHS compliance duties and stay updated on relevant regulations. 2. Perform and validate risk assessments and communicate clear WHS policies and procedures. 3. Train employees workers on WHS compliance obligations. 4. Apply due diligence to identify, prevent and address workplace worksite hazards and compliance issues. 5. Be documented and communicated to workers as relevant to their roles and responsibilities.
		The business shall develop and implement processes to meet its environmental compliance obligations	1.2.3 NEW	<p>The business shall develop and implement processes to:</p> <ol style="list-style-type: none"> 1. Recognise environmental compliance duties and stay updated on relevant regulations. 2. Perform and validate risk assessments and communicate clear environmental policies and procedures. 3. Train employees workers on environmental compliance obligations. 4. Apply due diligence to identify, prevent and address environmental hazards and compliance issues. 5. Be documented and communicated to workers as relevant to their roles and responsibilities.
		The business shall document its compliance obligations.	1.2.2	<p>The business shall ensure that compliance obligations:-</p> <ol style="list-style-type: none"> 1. Are documented. 2. Detail all relevant:- <ol style="list-style-type: none"> a) Legal requirements, standards, codes of practices; b) Requirements of this Standard; and c) Other requirements as identified by the business (e.g. client requirements). 3. Summarise how it will meet the compliance obligations. 4. Are updated where there are changes or amendments. 5. Are communicated to workers as relevant to their roles and responsibilities.

#	Focus area	High-level criteria	Criteria #	Detailed-criteria Indicators
1.3	Financial management	The business shall identify and assess financial risks and opportunities relevant to its operations.	1.3.1	The financial risk assessments must: 1. Be documented.— 2. Be risk rated.— 3. Be reviewed periodically (e.g. annually) or when necessary to ensure adequacy.— 4. Detail controls and/or treatment plans to address the risk or opportunity.— 5. Address relevant financial risks and opportunities.—
		The business shall develop and implement processes for managing finances and financial compliance.	1.3.2	The processes shall ensure that the business: 1. Identifies the person(s) responsible for managing finances, paying wages and financial compliance.— 2. Maintains appropriate financial records.— 3. Prepares periodic financial statements and reports to support sound decision making.— 4. Holds regular meetings to review financial reports and assess financial performance and compliance (including underpayment or overpayment of employees).— 5. Seeks qualified financial and legal advice as required.— 6. Manages issues related to solvency, financial viability, legal compliance.— 7. Ensures that employees and contractors are paid accurately in accordance with relevant award and agreements, and at a Living Wage (see Definitions for details) where this is considered higher than the legal minimum wages.—
		The business shall develop and implement processes for managing cashflow.	1.3.3	The processes shall ensure that the business: 1. Identifies the person(s) responsible for reviewing and maintaining cashflow.— 2. Prepares and issues tax invoices (per ATO guidelines) or pays supplier / subcontractor invoices within agreed terms.— 3. Matches payment collections to customer invoices.— 4. Holds regular meetings to review cashflow forecast, balance sheets, and aged accounts payable and receivable.— 5. Manages cashflow issues, including recovery of debt from customers.—
		The business shall ensure that person(s) involved in financial management and compliance are competent.	1.3.4	The business shall ensure that: 1. All persons responsible for financial management, financial compliance or accounting are competent.— 2. Where required, it only engages qualified and competent external experts.—
1.4	People management	The business shall develop and implement processes for ensuring compliance with the Fair Work Act 2009, relevant forest industry awards and/or enterprise agreements.	1.4.1	The business shall: 1. Identify the person(s) responsible for maintaining compliance with the Fair Work Act 2009, relevant forest industry awards and/or enterprise agreements.— 2. Ensure that workers are provided the Fair Work Information Statement and relevant information on work hours, flexible work arrangements, leave entitlements, public holidays, notice of termination and redundancy pay.— 3. Comply with its obligations related to work hours, minimum wage, overtime and penalty rates, allowances, leave, superannuation, consultation, employee representative organisations, and collective bargaining.— 4. Ensure that workers are free to join a union, participate in collective bargaining, and associate freely.— 5. Comply with all legal requirements when participating in collective bargaining, including: -a) Bargaining with employee representative organisations (where relevant); -b) Not dealing directly; and -c) Bargaining in good faith and making best efforts to reach agreement.— 6. Not prevent employee representative organisations from accessing workers and workplaces.— 7. Establish processes for resolving issues related to employment.— 8. Document processes for 1 to 8 above to the extent necessary to have confidence that they are carried out as planned.—

#	Focus area	High-level criteria	Criteria #	Detailed-criteria Indicators
		The business shall maintain appropriate employee records.	1.4.2	Employee records shall: 1. Include employee personal information (name, commencement date, type of employment).— 2. Include payslips or other records of payment.— 3. Include hours of work including overtime hours.— 4. Include records of leave taken.— 5. Include superannuation contributions.— 6. Include individual flexibility agreement.— 7. Include annualised wage arrangements.— 8. Include guarantee of annual earning (if applicable).— 9. Include termination records for those terminated.— 10. Be kept private, confidential and secure.—
		The business shall ensure that it engages all workers freely and does not use child labour.	1.4.3	The business shall ensure that: 1. All workers are engaged freely.— 2. It does not use child labour.— 3. Where school aged workers are engaged:- a) It complies with legal requirements b) The work formally contributes to (or does not hinder) their education c) The work is not harmful to their health or development.—
		The business shall ensure that all employees have employment agreements.	1.4.4	Employment agreements shall: 1. Be prepared for, and acknowledged by, all employees.— 2. Include employer details (name, ABN).— 3. Include position details (name, description, location, reporting structure).— 4. Include commencement date of contract.— 5. Include nature (full time, part time, casual) and duration of employment.— 6. Include hours of work.— 7. Include remuneration and entitlements (salary, method of calculating salary, superannuation, overtime, bonuses, allowance, leave).— 8. Include legal minimums (name of award, employee classification under award, termination terms, probation, Fair Work Information Statement, catalyst for end of employment for maximum term contract).—
		The business shall develop and implement processes for manage casual conversion.	1.4.5	The processes shall:- 1. Identify the person(s) responsible for assessing and ensuring compliance with casual conversion legislative requirements.— 2. Detail how the forest contracting business monitors compliance with legislative requirements related to casual employees and casual conversation.— 3. Ensure that casual employees are informed of their rights and responsibilities as casual employees.— 4. Be documented to the extent necessary to have confidence that they are carried out as planned.—

#	Focus area	High-level criteria	Criteria #	Detailed-criteria Indicators
4.5 1.3	Training	The business shall develop and implement processes for ensuring that workers, subcontractors, contractors and visitors are trained and competent.	4.5-4 1.3.1	The training processes shall: 1. Ensure that workers, subcontractors, contractors and visitors are trained and competent in accordance with the work they undertake (as detailed in the training needs analysis and training plan). 2. Ensure that training and supervision provided to workers and subcontractors is relevant to their capability capabilities and learning abilities. 3. Ensure that work tasks are allocated to workers and subcontractors in accordance with their level of training and competency. 4. Ensure that training and assessment is only undertaken by competent persons. 5. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall develop and implement a training needs analysis and training plan.	4.5-2 1.3.2	The training needs analysis and training plan shall: 1. Detail the qualification, training, competency and induction requirements for all workers, subcontractors, contractors , and visitors. 2. Capture training requirements related to: a) Financial management and accounting. b) People management. c) Operations (including plant and equipment, vehicles). d) Work, health and safety. e) Environmental management. f) Quality management. g) Customer requirements. 3. Identify competency gaps in consultation with workers and subcontractors . 4. Detail how training is delivered to, or attained by workers. 5. Identify training required by legislation, customers, forestry industry. 6. Detail when refresher training is required. 7. Be developed and reviewed in consultation with workers and subcontractors . 8. Be monitored and reviewed periodically. 9. Be documented.

Certification Criteria: Standard 2 Business Sustainability



Gap analysis (2023-24)
 Standards Revision Committee - Initial review (2024)
 Standards Revision Committee - Second review (2024)

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
1.0 PLANNING				
2.8 1.1	Business management	The business shall establish and implement relevant business policies and commitments. or statement.	2.8.1 1.1.1	<p>The business shall establish and communicate (to workers and stakeholders) policies and commitments for the following, as relevant to its operations:</p> <ol style="list-style-type: none"> Human resource management including worker rights and entitlements, complaints and grievances. Sustainability and human rights. Diversity and inclusion, including equal opportunity, gender equality, engaging traditional owners and promoting regional development. Workplace ethics and behaviour including drugs and alcohol, discrimination, bullying and harassment. <p>The business policies and/or statements shall:</p> <ol style="list-style-type: none"> Be documented. Be endorsed by top management. Be reviewed periodically (e.g. 3 yearly). Be provided to or accessible to interested stakeholders. Demonstrate a commitment to maintain a fair and just workplace worksite for workers, subcontractors and the public. visitors. Demonstrate a commitment to consult with workers and improve business practices. Provide a framework for identifying business obligations and setting goals and/or objectives. Demonstrate a commitment to the improvement of the business management system and practices to enhance performance. Be communicated to workers.

#	Focus area	High-level criteria	Criteria #	Detailed-criteria Indicators
4.1 1.2	Strategic and operational planning	The business shall develop and implement a business strategy.	4.1.1 1.2.1	<p>The business strategy shall:</p> <ol style="list-style-type: none"> 1. Include the following: <ol style="list-style-type: none"> a) Strategic vision for the future. b) Internal and external factors that can impact the success of the strategy. c) Business values (i.e. principles the business believes in). d) Business profile (i.e. a general introduction into the business, its services, products, area of operation). e) Strategic business goals. f) Objectives for achieving goals. g) Key performance indicators for measuring performance against the objectives and goals. 2. Be endorsed by top management and/or the Board. 3. Be monitored and reviewed periodically to assess performance and effectiveness. 4. Be available to workers and stakeholders upon request. 5. Be documented.
		The business shall establish and implement business plan(s) for executing its business strategy.	4.1.2 1.2.2	<p>The business plans shall:</p> <ol style="list-style-type: none"> 1. Include the following: <ol style="list-style-type: none"> a) Reference to the strategic goals and objectives of the business. b) Detail the actions and resources required to achieve strategic goals and objectives. c) Detail the timelines, milestones, budget and contingencies for achieving the strategic goals and objectives. d) Detail the key performance indicators for measuring the performance e) Identify likely scenarios that may impact business continuity and detail processes for preventing or mitigating those scenarios. f) Identify the person(s) responsible for implementing the plan. 2. Be appropriate for the size and nature of the business. 3. Be endorsed by top management. 4. Be monitored and reviewed periodically to assess performance and effectiveness. 5. Be available to workers upon request. 6. Be documented.
		The business shall monitor and review the business strategy and business plan(s).	4.1.3 1.2.3	<p>The business shall:</p> <ol style="list-style-type: none"> 1. Monitor the implementation of the business strategy and the business plans. 2. Measure and report on the key performance indicators and the overall performance of the business strategy and business plans. 3. Take action where performance is not on track.

#	Focus area	High-level criteria	Criteria #	Detailed-criteria Indicators
4.2 1.3	Enterprise risk management	The business shall develop and implement processes for managing all enterprise risks.	4.2.1 1.3.1	The enterprise risk management processes shall: 1. Detail how the business identifies, assesses, and controls , monitors and reviews enterprise risks and controls for effectiveness and improvement . 2. Ensure that a risk control plan s are is developed and implemented to eliminate or minimise enterprise risks. 3. Detail how the business monitors and reviews enterprise risks and controls. 4. 2. Be consistent with relevant statutory, regulatory, legislation, Australian Standards, codes of practice, this standard and other guidance material. Be consistent with relevant statutory and regulatory requirements. 5. 3. Detail the enterprise risk appetite statement (i.e. what the business is and is not willing to do in relation to its enterprise risks). 4. Ensure customer requirements are understood and met by addressing risks and opportunities which maintain and enhance customer satisfaction. 6. 5. Ensure that those involved in developing enterprise risk assessments the enterprise risk management process are competent. 7. 6. Be documented to the extent necessary to have confidence that they are carried out the process is undertaken as planned.
		The business shall identify and document all enterprise risks and controls.	4.2.2 1.3.2	The business shall ensure that all enterprise risks are: 1. Identified and documented in a risk register or similar. 2. Assessed, risk-rated, and assigned appropriate controls in accordance with its enterprise risk management processes. 3. Assigned a person responsible for implementing and monitoring controls to assure their effectiveness. 4. Monitored and reviewed periodically for improvement.
1.4	Change management NEW	The business should shall develop and implement processes for managing change that may impact on business operations (including WHS).	4.2.3 1.4.1	The change management processes shall: 1. Identify reason for change and how workers will be supported in recognising and understanding the need for change. 2. Ensure the change aligns to strategic business goals and objectives and statutory and regulatory requirements. 4. 3. Ensure that the business Identify risks and impacts associated with change and implement s control measures to eliminate or minimise risk. 2. 4. Ensure that relevant workers and/or stakeholders are consulted when assessing the impacts of change. 3. 5. Detail how the business reviews and revises procedures and systems, including consideration of worker training and resource allocation in response to change. 3. 6. Ensure Identify how the business communicates the change and resulting revision to procedures and systems to workers and/or stakeholders. all relevant stakeholders, including workers. 7. Identify how the effectiveness of the implemented change will be measured. 8. Be document to the extent necessary to have confidence that the process is undertaken as planned.
2.0 IMPLEMENTATION				
2.1	Responsibilities and Accountabilities	The business shall ensure that top management meet their legal obligations detailed in relevant legislation.	2.1.2 2.1.1	Top management shall be aware of: 1. Their legal obligations and compliance requirements relevant to this Standard. 2. Their duty to identify, allocate and review financial and physical resources required to enable effective management of the business. 3. The requirement to appoint an individual(s) with overall responsibility for the effectiveness of the business management systems and reporting on its performance.

#	Focus area	High-level criteria	Criteria #	Detailed-criteria Indicators
		The business shall establish and communicate responsibilities and accountabilities across all levels.	2.1.1 2.1.2	The business shall: 1. Establish and document an organisational structure that encompasses all roles. 2. Establish and document responsibilities and accountabilities for all roles across all levels. 3. Ensure that all workers are informed of, and understand their responsibilities and accountabilities for: a) management system conformance and implications of non conformance; b) effective system implementation; and c) continuous system improvement.
		The business shall ensure workers have adequate time, resources and support to meet their business responsibilities, goals and objectives.	2.1.3 NEW	The business shall: 1. Consider the capabilities of, and constraints on existing internal resources 2. Consider what needs to be obtained from external providers. 3. Determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services. 4. Ensure at appropriate stages, planned arrangements have been implemented to verify that product and service requirements have been met and retain authorised documentation.
2.2	Consultation and stakeholder management	The business shall identify and manage its stakeholders.	2.2.1	The business shall: 1. Identify all stakeholder affected by, and interested in its operations. 2. Ensure that there is a strategy for communicating and consulting with affected and interested stakeholders, where relevant. 3. Document communication and consultation with stakeholders
		The business shall develop and implement processes for managing complaints and grievances.	2.2.2	The processes shall: 1. Detail how the business becomes aware of complaints. 2. Detail how complaints are investigated and resolved. 3. Detail how workers or stakeholders are consulted and informed as part of investigation and resolution of complaints. 4. Details how complainants are kept informed of the complaints management process. 5. Refer complaints to appropriate organisations or stakeholders (such as forest owner, customer, regulator etc) where appropriate. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall develop and implement processes for communicating and consulting with workers and internal stakeholders.	2.2.2 2.2.1	The communication and consultation processes shall: 1. Detail methods for identifying, consulting, coordinating and cooperating with workers and internal stakeholders interested in its operations. 2. Ensure that the business consults with internal workers and affected stakeholders in relation to all aspects of business, as described within this Standard and under legal requirements. 3. Detail the requirements for communicating all relevant business information internally and externally. 4. Detail the communications methods to be used, including where workers internal stakeholders are unable to read. 5. Detail the processes for resolving complaints and issues (internal and external). 6. Detail the processes for receiving, considering, and responding to orders, enquiries and feedback from external internal stakeholders. 7. Ensure that the business maintains appropriate communication and consultation records. 8. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed-criteria Indicators
		The business shall develop and implement processes for communicating and consulting with external stakeholders.	2.2.2	The communication and consultation processes shall: 1. Detail methods for identifying, consulting, coordinating and cooperating with external stakeholders interested in or affected by its operations. 2. Ensure that the business consults with external stakeholders in relation to all aspects of business, as described within this Standard and under legal requirements. 3. Detail the requirements for communicating all relevant business information externally. 4. Detail the communications methods to be used, including external stakeholders are unable to read. 5. Detail the processes for resolving external stakeholders complaints and issues. 6. Detail the processes for receiving, considering, and responding to orders, enquiries and feedback from external stakeholders. 7. Ensure that the business maintains appropriate communication and consultation records. 8. Be documented to the extent necessary to have confidence that they are carried out as planned.
2.3	Training	The business shall maintain records of training and inductions.	2.3.1	The business shall maintain, electronically or in hard copy, records of training, qualifications, licences, and verification of competency for all workers, subcontractors, contractors and visitors.
2.4	Document and record control	The business shall develop and implement processes for manage documents and records.	2.4.1	The document control and records management processes shall:- 1. Detail the methods for controlling and reviewing business processes and documents. 2. Prescribe the review frequency of business processes and documents. 3. Detail the methods and location for storing, maintaining, protecting and retaining records in compliance with relevant legislative requirements. 4. Identify the person(s) responsible for maintaining documents and records. 5. Be reviewed periodically. 6. Be documented.
2.5 2.4	Purchasing and procurement	The business shall develop and implement processes for purchasing and procurement.	2.5.1 2.4.1	The purchasing and procurement processes shall: 1. Outline involved authorities, approvals and delegation limits. 2. List documentation and record keeping requirements. 3. List preferred suppliers and suitable alternatives, if relevant. 4. Outline processes for purchasing, procuring good and services as required. 5. Outline how the business selects preferred suppliers (such as local supplier prioritisation).
2.6 2.5	Subcontractor management	The business shall develop and implement processes for managing subcontractors.	2.6.1 2.5.1	The subcontractor management processes shall: 1. Identify the person(s) responsible for engaging and managing subcontractors. 2. Detail the method for engaging subcontractors. 3. Ensure that subcontractors are engaged under documented agreements that mirror all relevant contractual requirements between the business and its clients. 4. Detail how the business determines whether a subcontractor is genuine contractor (in accordance with regulatory requirements). 5. Ensure that subcontractors are informed of and understand their obligations through induction and training. 6. Ensure that subcontractors have completed all relevant training and are verified as competent to undertake relevant work as detailed in this Standard. 7. Outline the processes for monitoring subcontractor compliance. 8. Ensure that, where relevant, subcontractor management systems and processes are audited by the business to ensure they align with the requirements of this standard. 9. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed-criteria Indicators
		The business shall obtain, check and maintain relevant subcontractor documentation.	2.6.2 2.5.2	The business shall obtain, check, and maintain the following subcontractor documentation: 1. Documented agreements signed by both parties. 2. WHS and/or environmental management documentation and risk assessments. 3. Insurances (workers compensation and public liability). 4. Training, qualification, licences, induction and competency records.
2.7 2.6	Quality management	The business should shall develop and implement processes for managing the quality management system of its products and services.	2.7.1 2.6.1	The quality management processes shall: 1. Align to the quality policy's strategic direction, objectives and requirements to ensure continual improvement of the quality management system. 1 2. Identify the person(s) responsible for quality management. 2 3. Outline all products or services of the business and the quality requirements for the product or service. 3 4. Outline how quality is measured and controlled for effectiveness and improvement. 4 5. Outline how the business undertakes quality assurance of products and services and communicates the importance of effective quality management and conformance to the system requirements. 5 6. Ensure that where non conformance issues are identified, preventative and corrective actions are implemented and documented to correct and/or improve quality of products and services. 6 7. Be documented to the extent necessary to have confidence that they are carried out undertaken as planned.
		The business shall ensure the quality of its products and services.	2.7.2 2.6.2	The business shall ensure the quality of its products and services by: 1. Identifying all relevant quality requirements, including customer, statutory and regulatory. 2. Implementing controls to ensure that products and services adhere to quality requirements, including post delivery activities. 3. Undertaking quality assurance activities (inspections, client feedback, audits) to monitor quality. 4. Implementing corrective actions from quality assurance activities to correct and/or improve quality.
2.8	Business management	The business shall establish and implement relevant business policies and commitments.	2.8.1	The business shall establish and communicate (to workers and stakeholders) policies and commitments for the following, as relevant to its operations: 1. Human resource management including worker rights and entitlements, complaints and grievances. 2. Sustainability and human rights. 3. Diversity and inclusion, including equal opportunity, gender equality, engaging traditional owners and promoting regional development. 4. Workplace ethics and behaviour including drugs and alcohol, discrimination, bullying and harassment.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
2.7 MOVED FROM S1	Financial management	The business shall identify and assess financial risks and opportunities relevant to its operations.	2.7.1	<p>The financial risk assessments must:-</p> <ol style="list-style-type: none"> 1. Be documented.— 2. Be risk rated.— 3. Be reviewed periodically (e.g. annually) or when necessary to ensure adequacy.— 4. Detail controls and/or treatment plans to address the risk or opportunity.— 5. Address relevant financial risks and opportunities.— <p>The business shall:</p> <ol style="list-style-type: none"> 1. Conduct a financial risk assessment: <ol style="list-style-type: none"> a) Identify potential financial risks b) Risk rate identified risks, considering likelihood of occurrence and potential impact c) Detail and implement controls and/or treatment plans to manage the identified risk d) Document, monitor and review to ensure continuous improvement. 2. Explore financial opportunities: <ol style="list-style-type: none"> a) Identify potential financial opportunities b) Conduct market analysis and financial performance review c) Develop and implement plan to pursue identified opportunities d) Document, monitor and review to optimise opportunities.
		The business shall develop and implement processes for managing finances and financial compliance.	2.7.2	<p>The processes shall ensure that the business:</p> <ol style="list-style-type: none"> 1. Identifies the person(s) responsible for managing finances, paying wages and financial compliance. 2. Maintains appropriate financial records. 3. Prepares periodic financial statements and reports to support sound decision making. 4. Holds regular meetings to review financial reports and assess financial performance and compliance (including underpayment or overpayment of employees workers). 5. Seeks qualified financial and legal advice as required. 6. Manages issues related to solvency, financial viability, legal compliance. 7. Ensures that employees and contractors workers are paid accurately in accordance with relevant award and agreements, and at a Living Wage (see Definitions for details) where this is considered higher than the legal minimum wages.
		The business shall develop and implement processes for managing cashflow.	2.7.3	<p>The processes shall ensure that the business:</p> <ol style="list-style-type: none"> 1. Identifies the person(s) responsible for reviewing and maintaining cashflow. 2. Prepares and issues tax invoices (per ATO guidelines) or pays supplier / subcontractor invoices within agreed terms. 3. Matches payment collections to customer invoices. 4. Holds regular meetings to review cashflow forecast, balance sheets, and aged accounts payable and receivable. 5. Manages cashflow issues, including recovery of debt from customers.
		The business shall ensure that person(s) involved in financial management and compliance are competent.	2.7.4	<p>The business shall ensure that:</p> <ol style="list-style-type: none"> 1. All persons responsible for financial management, financial compliance or accounting are competent. 2. Where required, it only engages qualified and competent external experts.

#	Focus area	High-level criteria	Criteria #	Detailed-criteria Indicators
2.9 2.8	People management	The business shall develop and implement processes for ensuring compliance with the Fair Work Act 2009, relevant forest industry awards and/or enterprise agreements.	2.8.1 MOVED FROM S1	The business shall: 1. Identify the person(s) responsible for maintaining compliance with the Fair Work Act 2009, relevant forest industry awards and/or enterprise agreements. 2. Ensure that workers are provided the Fair Work Information Statement and relevant information on work hours, flexible work arrangements, leave entitlements, public holidays, notice of termination and redundancy pay. 3. Comply with its obligations related to work hours, minimum wage, overtime and penalty rates, allowances, leave, superannuation, consultation, employee representative organisations, and collective bargaining. 4. Ensure that workers are free to join a union, participate in collective bargaining, and associate freely. 5. Comply with all legal requirements when participating in collective bargaining, including: a) Bargaining with employee representative organisations (where relevant); b) Not dealing directly; and c) Bargaining in good faith and making best efforts to reach agreement. 6. Not prevent employee representative organisations from accessing workers and workplaces worksites. 7. Establish processes for resolving issues related to employment. 8. Document processes for 1 to 8 above to the extent necessary to have confidence that they are carried out as planned.
		The business shall maintain appropriate employee worker records.	2.8.2 MOVED FROM S1	Employee Worker records shall: 1. Include employee worker personal information (name, commencement date, type of employment). 2. Include payslips or other records of payment. 3. Include hours of work including overtime hours. 4. Include records of leave taken. 5. Include superannuation contributions. 6. Include individual flexibility agreement. 7. Include annualised wage arrangements. 8. Include guarantee of annual earning (if applicable). 9. Include termination records for those terminated. 10. Be kept private, confidential and secure.
		The business shall ensure that it engages all workers freely and does not use child labour.	2.8.3 MOVED FROM S1	The business shall ensure that: 1. All workers are engaged freely. 2. It does not use child labour. 3. Where school aged workers are engaged: a) It complies with legal requirements b) The work formally contributes to (or does not hinder) their education c) The work is not harmful to their health or development.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure that all employees workers have employment agreements.	2.8.4 MOVED FROM S1	Employment agreements shall: 1. Be prepared for, and acknowledged by, all employees workers . 2. Include employer details (name, ABN). 3. Include position details (name, description, location, reporting structure). 4. Include commencement date of contract. 5. Include nature (full-time, part-time, casual) and duration of employment. 6. Include hours of work. 7. Include remuneration and entitlements (salary, method of calculating salary, superannuation, overtime, bonuses, allowance, leave). 8. Include legal minimums (name of award, employee classification under award, termination terms, probation, Fair Work Information Statement, catalyst for end of employment for maximum term contract).
		The business shall develop and implement processes for manage casual conversion.	2.8.5 MOVED FROM S1	The processes shall: 1. Identify the person(s) responsible for assessing and ensuring compliance with casual conversion legislative requirements. 2. Detail how the forest contracting business monitors compliance with legislative requirements related to casual employees and casual conversation. 3. Ensure that casual employees workers are informed of their rights and responsibilities as casual employees workers . 4. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The forest contracting business shall develop and implement processes for eliminating discrimination, bullying or harassment in the workplace .	2.9.4 2.8.6	The discrimination, bullying and harassment processes shall: 1. Detail the training and information to be provided to workers to eliminate or minimise discrimination, bullying and harassment in the workplace . 2. Detail the support offered to workers affected by discrimination, bullying and harassment. 3. Ensure that there are methods for reporting and recording complaints related to discrimination, bullying and harassment. 4. Detail the methods for investigating and resolving complaints related to discrimination, bullying and harassment. 5. Ensure that information related to discrimination, bullying and harassment policies and processes are readily available and understood by workers. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business should develop and shall implement processes for managing employee worker performance.	2.9.2 2.8.7	The performance management processes shall: 1. Be linked to the business strategy and business plans. 2. Detail the processes for setting and reviewing performance goals. 3. Detail the timeframes for performance review. 4. Outline how high performing employees are recognised and rewarded. 5. Ensure that actions are taken to address performance issues. 6. Ensure that employees workers are involved in the setting and reviewing of their performance goals.
		The business shall develop, implement processes for managing employee worker disciplinary issues.	2.9.3 2.8.8	The disciplinary management processes shall: 1. Identify the person(s) responsible for employee worker disciplinary management. 2. Detail the method for identifying disciplinary issues or misconduct. 3. Detail how disciplinary issues or misconduct will be investigated and managed. 4. Detail the methods for suspending, dismissing and terminating employees workers . 5. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed-criteria Indicators
		The business shall develop and implement processes for resolving employee-worker disputes and grievances.	2.9.4 2.8.9	The disputes and grievances resolution processes shall: 1. Identify the person(s) responsible for dispute and grievance resolution. 2. Ensure that there are methods for reporting and recording disputes and grievances. 3. Detail the methods for resolving disputes and grievances. 4. Detail the methods for escalating disputes and grievances from line management to top management. 5. Ensure that actions are implemented to resolve disputes and grievances where required. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The forest contracting-business shall develop and implement processes for resource people management.	2.9.5 2.8.10	The resource people management processes shall: 1. Consider the business strategy and/or business plan. 2. Detail how the business ensures it has sufficient employees workers and undertakes recruitment. 3. Outline how the business plans its resourcees people , including succession planning.
3.0 MEASUREMENT				
3.1	Monitoring and auditing	The business shall develop and implement processes for internal auditing.	3.1.1	The internal audit processes shall: 1. Detail the method for undertaking internal audits of relevant business systems and processes detailed throughout this Standard. 2. Identify the person(s) responsible for conducting internal audits. 3. Ensure that internal audits are completed regularly. 4. Ensure that internal audits generate corrective actions to address non-conformances and corrective actions are tracked to completion. 6. Ensure that records of internal audits are maintained and results are reported to relevant management. 7. Be documented to the extent necessary to have confidence the process is undertaken that they are carried out as planned.
4.0 REVIEW				
4.1	Management review	The business shall develop and implement processes for management review.	4.1.1	The management review processes shall: 1. Ensure the ongoing suitability and effectiveness of business strategy and performance, operational planning, financial management, resource management and training. 2. Determine how management reviews are conducted. 3. Identify who is involved with the management review. 4. Ensure that changes to compliance obligations are considered in the review. 5. Ensure that top management assess and identify opportunities for improvement, change and resource requirements and legal compliance. 6. Detail how actions from the management review are tracked to completion. 7. Be documented to the extent necessary to have confidence the process is undertaken that they are carried out as planned.

Certification Criteria: Standard 3 Work Health and Safety



Gap analysis (2023-24)
 Standards Revision Committee - Initial review (2024)
 Standards Revision Committee - Second review (2024)

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
1.0 PLANNING				
1.1	Policy	The business shall develop a WHS policy and / or statement.	1.1.1	<p>The WHS policy and statement shall:</p> <ol style="list-style-type: none"> 1. Be documented. 2. Be endorsed by top management. 3. Be reviewed periodically (e.g. 3 yearly). 4. Be provided to or accessible to interested stakeholders. 5. Demonstrate a commitment to maintain a safe workplace worksite, safety of workers, subcontractors and visitors the public. 6. Demonstrate a commitment to consult with workers and improve WHS performance. 7. Outline the business' WHS obligations, goals and objectives. Provide a framework for identifying WHS obligations and setting goals and/or objectives. 8. Demonstrate a commitment to the improvement of the WHS management system and practices to enhance performance. 9. Be communicated to workers.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
1.2	Hazard and risk management	The business shall develop and implement processes for managing WHS hazards and/or risks.	1.2.1	<p>The processes shall:</p> <ol style="list-style-type: none"> 1.Detail how the business identifies, assesses and controls WHS hazards and risks. 2.Ensure that controls are aligned to the Hierarchy of Control. 3.Detail how the business monitors and reviews WHS risks and controls, including where changes to workplace worksite may impact on effectiveness of control measures. 4. Be consistent with relevant legislation, Australian Standards, codes of practice, this standard and other guidance material. Be consistent with relevant statutory and regulatory requirements. 5.Ensure that risk assessments are documented for all high risk tasks. 6.Ensure that written standard operating procedures are developed to provide clear guidance for common activities and key industry hazards as relevant to operations of the business. 7.Ensure that all relevant affected stakeholders, including workers and subcontractors, are involved or consulted in the development of WHS risk assessments, risk registers and standard operating procedures (as appropriate). 8. Ensure that those involved in developing WHS risk assessments and risk registers are competent, and provided with appropriate tools and training. 9. Detail how the business manages operational change and its impacts on WHS. 10. Be documented. 11. Be reviewed periodically (e.g. annually).
		The business shall document all enterprise and site-level WHS risks.	1.2.2	<p>The business shall ensure that all enterprise and site-level WHS risks are:</p> <ol style="list-style-type: none"> 1.Identified and documented in a risk register or similar. 2.Assessed, risk-rated, and assigned appropriate controls in accordance with it's WHS hazard and risk management processes. 3.Assigned a person responsible for implementing and monitoring controls. 4. Identified, assessed, controlled, and reviewed in consultation with workers and communicated to all affected stakeholders. 5. Monitored and reviewed periodically.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall prepare and maintain appropriate WHS risks assessments.	1.2.3	<p>WHS risk assessments shall:</p> <ol style="list-style-type: none"> 1. Be prepared in the following circumstances: <ol style="list-style-type: none"> a) All non-routine work tasks. b) Routine work tasks that do not have a standard operating procedure. c) As part of the preparation of standard operating procedures. d) For all vehicles, plant and equipment. e) For all hazardous materials, substances and dangerous goods. f) High risk work (as defined by relevant WHS regulations) g) Where there is a are changes in the workplace worksite (e.g. work conditions, change to plant and equipment, change to workers, change in weather). 2. Consider each element of a task including planning, accessing the workplace worksite, conducting the work tasks and leaving the workplace worksite in an appropriate condition. 3. Identify and risk assess the hazards that could cause harm to workers. 4. Identify effective control measures for eliminating or minimising the risks to workers. 5. Identify the person(s) responsible for implementing and monitoring controls measures. 6. Be prepared and reviewed in consultation with workers and communicated to all affected stakeholders. 7. Be documented. 8. Be monitored continuously while the work is underway and reviewed periodically to ensure effectiveness of controls.
		The business shall prepare standard operating procedures for common tasks and key industry hazards.	1.2.4	<p>The standard operating procedures shall:</p> <ol style="list-style-type: none"> 1. Consider WHS risks associated with the common tasks and key industry hazards. 2. Outline step by step management of WHS risks associated with work tasks. 3. Identify person(s) responsible for completing tasks. 4. Be documented. 5. Be reviewed periodically to ensure effectiveness of controls.
1.3	Compliance obligations	The business shall develop and implement processes to meet its WHS compliance obligations and the requirements of this Standard.	1.3.1	<p>The processes shall:</p> <ol style="list-style-type: none"> 1. Ensure that the business has access to, and can identify WHS compliance obligations relevant to its operations, activities, and services. 2. Ensure that the business determines how the compliance obligations apply to it. 3. Ensure that the business takes the integrates compliance obligations into account when establishing, implementing, maintaining and continually improving its management systems and processes. 4. Ensure that the business periodically reviews the currency of its compliance obligations, and reflects any changes within its management systems and processes. 5. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall document its WHS compliance obligations.	1.3.2	The business shall ensure that WHS compliance obligations: <ol style="list-style-type: none"> 1. Are documented. 2. Detail all relevant: <ol style="list-style-type: none"> a) Legal requirements; b) Requirements of this Standard; and c) Other requirements as identified by the business. 3. Summarise how it will meet the compliance obligations. 4. Are updated where there are changes or amendments. 5. Are communicated to workers as relevant to their roles and responsibilities.
2.0 IMPLEMENTATION				
2.1	Responsibilities and Accountabilities	Top management shall meet their legal obligations by allocating sufficient resources and responsibilities to manage WHS.	2.1.1	Top management shall be aware of: <ol style="list-style-type: none"> 1. Their legal obligations as defined in relevant WHS legislation and regulations. 2. Their obligations to identify, allocate and review the financial and physical resources provided to enable effective management of WHS (including the WHS management system). 3. The requirement to appoint an individual(s) with overall responsibility for the WHS management system and reporting on its performance.
		The business shall establish WHS responsibilities and accountabilities across all levels.	2.1.2	The business shall: <ol style="list-style-type: none"> 1. Establish and document WHS responsibilities and accountabilities for all roles across all levels. 2. Ensure that there are one or more workers responsible for the following: <ol style="list-style-type: none"> a) Maintain ing relevant WHS records including risk assessments, training, consultation and other records identified in this standard and legal requirements. b) Report ing and investigate ing workplace worksite injuries, incidents, unsafe behaviour in accordance with relevant legislation and contracts. 3. Ensure that all workers are informed of, and understand their responsibilities and accountabilities. 4. Ensure that person(s) supervising, leading, or managing workers: <ol style="list-style-type: none"> a) Are informed of, and understand their additional responsibilities for ensuring the WHS of workers and the workplace worksite under relevant WHS legislation. b) At appropriate stages, implement planned arrangements to verify that WHS requirements have been met and retain authorised documentation.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall ensure workers have adequate time, resources and support to meet their WHS responsibilities, goals and objectives.	2.1.3	N/A
		The business shall ensure that it consults, coordinates, cooperates with other parties where it may have concurrent WHS duties.	2.1.4	Where the business has concurrent WHS duties with other parties (persons or organisations, it shall: 1. Consult, coordinate and cooperate with other parties regarding WHS hazards and risks. 2. Clearly define and delineate WHS responsibilities and accountabilities for itself and the other parties.
2.2	Consultation and stakeholder management	The business shall identify and manage its stakeholders.	2.2.1 NEW	The business shall: 1. Identify all stakeholder affected by, and interested in its operations. 2. Ensure that there is a strategy for communicating and consulting with affected and interested stakeholders, where relevant. 3. Document communication and consultation with stakeholders

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall develop and implement processes for communicating and consulting with workers and internal stakeholders.	2.2.2 2.2.1	The communication and consultation processes shall: 1. Detail methods for identifying, consulting, coordinating and cooperating with workers and internal stakeholders interested in its operations. 2. Ensure that the business consults with internal workers and affected stakeholders in relation to all aspects of WHS, as described within this Standard and under legal requirements. 3. Ensure that the business establishes consultative arrangements in accordance with WHS legal requirements, including nomination of health and safety representatives (HSR) and/or establishment of health and safety committees and meetings. 4. Detail the requirements for communicating all relevant WHS information internally and externally . 5. Detail the communications methods to be used, including where workers internal stakeholders are unable to read. 6. Detail the processes for resolving WHS complaints and issues (internal and external). 7. Detail the processes for receiving, considering, and responding to orders, enquiries and feedback from external- internal stakeholders. 8. Ensure that the business maintains appropriate communication and consultation records. 9. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall implement processes for communicating and consulting with external stakeholders.	2.2.2	The communication and consultation processes shall: 1. Detail methods for identifying, consulting, coordinating and cooperating with external stakeholders interested in or affected by its operations. 2. Ensure that the business consults with external stakeholders in relation to all aspects of WHS, as described within this Standard and under legal requirements. 3. Ensure that the business establishes consultative arrangements in accordance with WHS legal requirements, including establishment of health and safety committees and meetings. 4. Detail the requirements for communicating all relevant WHS information externally. 5. Detail the communications methods to be used, including external stakeholders are unable to read. 6. Detail the processes for resolving external stakeholders WHS complaints and issues. 7. Detail the processes for receiving, considering, and responding to orders, enquiries and feedback from external stakeholders. 8. Ensure that the business maintains appropriate communication and consultation records. 9. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall establish and implement appropriate consultation arrangements with workers and affected stakeholders to discuss WHS matters.	2.2.3	The business shall: 1. Ensure that at least one method of consultation has been agreed to with workers. 2. Ensure that, where requested by workers, a nomination process has been undertaken (in accordance with local WHS legislation) for workers to choose HSRs. 3. Ensure that, where elected, HSRs are provided relevant training in accordance with local WHS legislation. 4. Hold regular meetings, attended by workers and management, to discuss WHS matters. 5. Record meetings where practicable (e.g. diary entry, email or meeting minutes).
		The business shall communicate information relevant WHS information to its workers and subcontractors .	2.2.4	The business shall communicate the following WHS information to its workers and subcontractors : 1. WHS policies and procedures, including standard operating procedures. 2. Forest operational plans and site safety plans. 3. Operator manuals. 4. WHS risk registers and risk assessments. 5. WHS information, updates and news such as safety alerts and newsletters. 6. Emergency response plans. 7. Incident report forms.
		The business shall empower workers and subcontractors to stop work where they believe it is unsafe to continue.	2.2.5	The business shall inform workers and subcontractors that they have the authority and responsibility to: 1. Stop works where they believe it is unsafe to continue. 2. Remove themselves from work situations that they believe may present an imminent and serious danger to their health and safety. 3. Escalate dangerous work situations and issues to supervisors or senior management. 4. Inform other workers, or subcontractors , of dangerous work situations and issues who are working in the vicinity.
2.3	Training	The business shall develop and implement a training needs analysis and training plan.	2.3.1	The training needs analysis and training plan shall: 1. Establish WHS competency profiles for all workers, subcontractors, contractors , and visitors. 2. Identify competency gaps in consultation with workers and subcontractors . 3. Detail how training is delivered to, or attained by workers. 4. Identify training required by legislation, customers, or forestry industry initiatives. 5. Detail when refresher training is required. 6. Be developed and reviewed in consultation with workers and subcontractors . 7. Be monitored and reviewed periodically. 8. Be documented.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall ensure that workers performing high risk tasks and operating plant, equipment and vehicles are verified as competent.	2.3.2	The business shall ensure that: 1. High risk tasks, plant, equipment and vehicles requiring verification of competency are identified (i.e. within the training analysis). 2. All workers, subcontractors and contractors performing the identified high risk tasks or operating plant, equipment and vehicles have relevant licences and are verified as competent. 3. Competencies are re-verified annually. 4. Persons verifying competency are themselves qualified and competent to undertake the verification through a combination of education, experience and training. 5. Records of high risk licences and verification of competency are maintained.
		The business shall maintain records of WHS training and inductions.	2.3.3	The business shall maintain, electronically or in hard copy, records of WHS training, qualifications, licences, and verification of competency for all workers, subcontractors, contractors and visitors.
2.4	Document and record control	The business shall develop and implement processes for manage documents and records.	2.4.1	The document control and records management processes shall:- 1. Detail the methods for controlling and reviewing WHS processes and documents.- 2. Prescribe the review frequency of relevant WHS processes and documents.- 3. Detail the methods and location for storing, maintaining and retaining records in compliance with WHS legislative requirements.- 4. Identify the person(s) responsible for maintaining documents and records.- 5. Be reviewed periodically.- 6. Be documented.-

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
2.5 2.4	Site-specific risk control plans	The business shall develop and implement site-specific risk control plans at all forestry sites.	2.5.1 2.4.1	The site-specific risk control plans shall: 1. Detail workplace worksite location/terrain/conditions/slope. 2. Consider plant and equipment present. 3. Consider the experience and competency of workers to carry out assigned tasks. 4. Outline communication systems and methods for the site, including meeting schedule. 5. Detail controls for site-specific hazards. 6. Consider the presence of multiple subcontractors operating on the site (if required). 7. Consider the possible presence of unauthorised persons in the harvesting area, preventing their access or the means to ensure their safety (if required). 8. Outline emergency and first aid planning including evacuation routes (unless documented in a separate emergency response plan). 9. Outline procedures to be followed for high risk trees. 10. Refer to relevant harvest plans, forest operations plans, risk assessments and risk registers. 11. Outline the traffic management requirements. 12. Detail the site access and signage requirements. 13. List the person(s) responsible for the implementation of the plan. 14. Communicated to all workers and subcontractors . 15. Be reviewed periodically or due to change in conditions. 16. Be documented.
		The business shall ensure that site-specific risk control plans are kept on site at all times or are easily accessible by workers through other means.	2.5.2 2.4.2	N/A
		The business shall ensure that traffic controls are implemented where vehicles and mobile plant are utilised in forest operations.	2.5.3 2.4.3	N/A

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
2.7 2.6	Purchasing and procurement	The business shall develop and implement processes for purchasing and procurement.	2.7.1 2.6.1	The purchasing and procurement processes shall: 1. Detail how the business identifies WHS requirements related to goods and services and provides these requirements to suppliers. 2. Ensure that procured goods and services meet WHS requirements.
2.8 2.7	Subcontractor management	The business shall develop and implement processes for managing subcontractors.	2.8.1 2.7.1	The subcontractor management processes shall: 1. Identify the person(s) responsible for engaging and managing subcontractors. 2. Detail the method for engaging subcontractors, including the requirement for having a documented agreement with a subcontractor that includes all relevant requirements. 3. Ensure that WHS requirements for subcontractors are identified and considered as part of subcontractor selection process. 4. Ensure that subcontractors are informed of and understand their WHS obligations through induction and training. 5. Ensure that subcontractors have completed all relevant training and are verified as competent to undertake relevant work as detailed in this Standard. 6. Outline the processes for monitoring subcontractor compliance. 7. Ensure that, where relevant, subcontractor management systems and processes are audited by the business to ensure they align with the requirements of this standard. 8. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall obtain, check and maintain relevant subcontractor documentation relating to WHS.	2.8.2 2.7.2	The business shall obtain, check, and maintain the following subcontractor documentation: 1. WHS management documentation and risk assessments. 2. Insurances (workers compensation and public liability). 3. Training, qualification, licences, induction and competency records.
2.9 2.8	Plant and equipment	The business shall develop and implement processes for managing plant and equipment.	2.9.1 2.8.1	The plant and equipment processes shall: 1. Detail processes for selecting and operating plant and equipment, including undertaking plant risk assessments. 2. Detail how broken or bogged plant and vehicles are recovered. 3. Detail processes for maintaining and repairing the plant and equipment. 4. Detail processes for identifying, quarantining or withdrawing unsafe plant and equipment from service. 5. Detail processes for isolating plant and equipment during cleaning, servicing, repair or alteration. 6. Detail processes for planned and unplanned changes to products, processes, operations, equipment or facilities to prevent negative effects on safety. 7. Ensure that plant and equipment are periodically inspected (e.g. pre-start) to ensure they remain safe to operate. 8. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall risk assess all plant and equipment.	2.9.2 2.8.2	Plant and equipment risk assessments shall: 1. Be developed for all plant and equipment utilised by the business. 2. Identify the WHS hazards and risks associated with operating, maintaining (including on site maintenance), repairing (including on site repair), and cleaning plant and equipment. 3. Detail the controls for eliminating or minimising risks. 4. Be documented.
		The business shall ensure that all plant and equipment is inspected prior to use. The business shall ensure all plant and equipment are inspected and maintained.	2.9.3 2.8.3	N/A The business shall ensure that the workers: 1. Maintain records of pre-start inspections including findings and corrective actions. 2. Are trained to safely undertake maintenance tasks and mitigate associated risks. 3. Understand the maintenance tasks that can/cannot be completed on site 4. Understand the PPE and tools required to undertake the tasks safely. 5. Undergo regular assessments to verify competency and understanding.
		The business shall ensure that plant and equipment are regularly maintained and calibrated.	2.9.4 2.8.4	The business shall ensure that: 1. Plant and equipment are regularly maintained and calibrated in accordance with manufacturer recommendations. 2. Maintenance requirements are monitored via a maintenance plan, schedule, log book or maintenance database. 3. Records of plant and equipment maintenance and calibration are retained. 4. Maintenance and repair is undertaken by competent workers or qualified external parties.
		The business shall ensure that workers understand how to undertake maintenance tasks on safely on site.	2.9.5	The business shall ensure that workers understand- 1. The maintenance tasks that can/cannot be completed on site 2. The steps to undertake these tasks and controls required to be implemented to mitigate the associated risks. 3. The PPE and tools required to undertake the tasks safely.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
2.10 2.9	Hazardous materials, substances and dangerous goods	The business shall develop and implement processes for managing hazardous materials, substances and dangerous goods.	2.10.1 2.9.1	The processes shall: 1. Be compliant with relevant legislative requirements. 2. Detail the appropriate storage, transportation, handling, use and disposal requirements for hazardous materials, substances and dangerous goods. 3. Ensure that current Safety Data Sheets (SDS) are available for all chemicals. 3. Ensure that workers have appropriate training and access to Safety Data Sheets (SDS). 4. Ensure that the business risk assesses all hazardous materials, substances and dangerous goods. 5. Ensure that the business utilises alternatives to use of hazardous materials, substances and dangerous goods, where practicable.
		The business shall develop and maintain a hazardous materials, substances and dangerous goods register.	2.10.2 2.9.2	The hazardous materials, substances and dangerous goods register shall: 1. List all the hazardous materials, substances and dangerous goods stored, handled or used by the business and its workers. 2. Detail the storage quantity and location of the hazardous materials, substances and dangerous goods. 3. Be accessible to all workers, subcontractors and contractors . 4. Be reviewed periodically. 5. Be documented.
		The business shall ensure that hazardous materials, substances and dangerous goods are stored in accordance with relevant legislative requirements.	2.10.3 2.9.3	Hazardous materials, substances and dangerous goods shall be stored: 1. In accordance with relevant legislative requirements. 2. In a well ventilated location, away from ignition or heat sources. 3. Securely, to reduce the risk of unauthorised access. 4. In appropriate, labelled containers. 5. With warning signage or placarding displayed in appropriate locations (or fulfill manifest requirements where applicable). 6. In conformance with compatibility requirements. 7. With appropriate spill control measures (i.e. bunding, secondary containment, spill kits). 8. Near appropriate fire-fighting equipment.
2.14 2.10	Personal protective equipment	The business shall ensure that all workers, subcontractors, contractors and visitors wear appropriate Personal Protective Equipment (PPE).	2.14.4 2.10.1	The business shall ensure that: 1. All PPE meets relevant Australian standards or equivalent. 2. PPE on site includes a hard hat (where required), appropriate footwear and ankle support, hearing protection (where required), high visibility outer clothing, and chainsaw cut resistant leg protection, trousers or chaps (where required), eye protection and hand protection. 3. All PPE is in good condition, fits well and is suitable for associated tasks. 4. Workers understand how to use PPE.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
2.12 2.11	Emergency preparedness and response	The business shall develop and maintain an emergency response plan.	2.12.1 2.11.1	The emergency response plan shall: 1. Be site specific. 2. Identify all likely WHS emergencies. 3. Detail prevention and/or mitigation methods. 4. Outline emergency and first aid planning (such as evacuation routes). 5. Identify the person(s) responsible for preparing, implementing and reviewing the emergency response plan. 6. Identify the person(s) responsible for controlling emergencies (eg fire wardens). 7. Detail the training and competency requirements for workers. 8. Ensure that the emergency response scenarios are tested regularly (eg annually). 9. Ensure that workers and subcontractors are aware of, and understand the content of the emergency response plan in accordance with their roles and responsibilities. 10. Be reviewed at least annually. 11. Be documented.
		The business shall ensure that relevant workers and subcontractors are competent to control and manage emergencies.	2.12.2 2.11.2	N/A The business shall maintain, electronically or in hard copy, records of WHS training, qualifications, licences, and verification of competency for all workers, subcontractors, contractors and visitors.
		The business shall undertake a first aid needs analysis.	2.12.3 2.11.3	The first aid needs analysis shall: 1. Consider the types of work being carried out. 2. Consider the site hazards. 3. Consider the size and location of the workplace worksite. 4. Consider the number and composition of people at the workplace worksite. 5. Determine the first aid requirements for sites.
		The business shall ensure that stocked and in date first aid kit(s) are available on all sites.	2.12.4 2.11.4	N/A

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall ensure that emergency communication methods are established on site.	2.12.5 2.11.5	The business shall ensure that: 1. There is an effective means of calling for help available to all workers. 2. There is a minimum of one current first aider on site and workers are aware of who they are. 3. Workers understand communication methods for calling for help.
		The business shall ensure that all lone workers have current first aid certificates.	2.12.6 2.11.6	N/A
		The business shall ensure that fire-suppression, emergency, and first aid equipment is regularly inspected by a competent person.	2.12.7 2.11.7	N/A The business shall ensure: 1. Documentation clearly identifies the competent person who has undertaken the inspection. 2. Can demonstrate how competency was determined.
2.13 2.12	Fire management	The business shall assess fire risks and plan operations to minimise risk of ignition and/or extent/impact of unplanned fire.	2.13.4 2.12.1	The fire risk assessments shall: 1. Ensure that all likely fire risks are identified, assessed and risk rated. 2. Ensure that controls are identified and implemented to minimise risk of ignition and/or extent/impact of unplanned fire. 3. Ensure that controls are monitored for effectiveness (e.g. through inspection). 4. Ensure that forest operations are planned to minimise risk of unplanned fire. 5. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall ensure that plant and equipment is operated and maintained safely so as to minimise risk of unplanned fire.	2.13.2 2.12.2	The business shall ensure that: 1. Plant and equipment is operated so as to minimise risk of unplanned fire, e.g. shutdown procedures, clearing engine bays, cooling down plant, removal of defective plant. 2. Standard operating procedures are written to minimise risk of unplanned fire. 3. Plant and equipment are maintained to minimise risk of fire (e.g. spark free exhausts, maintenance of fuel, electrical, braking systems, no surplus oil, dust, organic matter, exhaust system directed away from flammable material). 4. On-board fire-fighting equipment is adequately maintained and records of maintenance are available. 5. Defective plant and equipment are withdrawn from use.
		The business shall ensure that site-level controls are implemented to minimise the risk of unplanned fire.	2.13.3 2.12.3	Site-level controls shall include: 1. Designated 'smoking areas' that are cleared of flammable materials. 2. Hot work equipment and fire (for cooking, heating and boiling) are only used in areas cleared of flammable materials. 3. Fires are extinguished when left unattended. 4. Flammable substances and materials are stored and used according to manufacturer's guidelines to minimise risk of fire.
		The business shall ensure that weather conditions and warnings are monitored by workers.	2.13.4 2.12.4	The business shall ensure that workers understand: 1. The process for monitoring weather conditions. 2. The colour coding for fire danger ratings (forest managers may have their own requirements). 3. The weather conditions that would trigger cease of works.
		The business shall undertake regular fire safety inspections.	2.13.5 2.12.5	Fire safety inspections shall: 1. Be conducted prior to the start of fire season. 2. Be conducted following conclusion of work activities during fire season. 3. Detail corrective actions for addressing any issues identified. 4. Be documented.
		The business shall ensure that relevant workers and subcontractors are trained to assess fire risk and use firefighting equipment.	2.13.6 2.12.6	The business shall ensure that relevant workers and subcontractors are trained and competent to: 1. Assess the risk of fire. 2. Monitor weather conditions and respond to changing weather. 3. Use firefighting equipment.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall ensure that fire-suppression equipment is accessible and suitable for the risks related to people.	2.13.7 2.12.7	The business shall ensure that: 1. Fire-suppression equipment is suitable for the site location, tasks completed, and substances stored on site. 2. Fire extinguishers of suitable size and pressure are available on site. 3. Appropriate quantity of water (considering the risk of fire and colour code of fire danger) is available on site, where relevant.
2.14 2.13	Health and Wellbeing	The business shall develop and implement processes for managing wellbeing (mental, social and physical health) and wellbeing.	2.14.1 2.13.1	The business shall implement processes for managing wellbeing: 1. Develop processes for managing the mental and physical health and wellbeing of its workers. 1. Detail how the business identifies, assesses, monitors and reviews physical and psychosocial hazards and controls for effectiveness and improvement. 2. Be consistent with relevant statutory and regulatory requirements. 3. Be documented to the extent necessary to have confidence that they are carried out the process is undertaken as planned. 4. Provide access to mental health support services and programs, where reasonably practicable. 5. Inform workers of available support services. 2. Undertake risk assessments of worker mental and physical health as appropriate. 3. Implement reasonably practicable controls to manage fatigue, hydration, stress and other mental health risks.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
2.15 2.14	Critical forest risks	The business shall develop and implement processes for manual felling operations.	2.15.1 2.14.1	<p>The manual felling processes shall:</p> <ol style="list-style-type: none"> Detail management of manual felling activities on site and required controls, including but not limited to the following controls: <ol style="list-style-type: none"> Consider factors such as terrain, direction of fall / lean, type of tree etc. Select suitable felling equipment and Personal Protective Equipment (PPE). Use a communication strategy with tree fallers. Ensure that a traffic management plan is prepared (when felling within 2 tree lengths of a road is undertaken). Ensure a felling plan is completed with asset/network owner (when felling within 2 trees lengths of power lines is undertaken). Detail requirements for authorising access into the danger zone. Ensure dangerous trees are risk assessed. Ensure that tree fallers have first aid materials with them at all times, and if working alone, are competent first aiders. Ensure verification of hand feller qualifications, such as high risk work licenses. Consider environmental factors and their management, such as wind speeds, terrain etc. Ensure that the WHS risks and controls associated with manual felling activities are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall develop and implement processes for mechanical felling operations.	2.15.2 2.14.2	<p>The mechanical felling processes shall:</p> <ol style="list-style-type: none"> Detail management of mechanical felling operations and outline required controls, including but not limited to the following controls: <ol style="list-style-type: none"> Determine tree suitability for mechanical harvesting. Consider specific issues before commencing, and during, harvesting work. Ensure a means of communication available during harvesting operations. Consider the suitability and limits of mechanical equipment (harvester) for different trees and ground conditions. Ensure operations are undertaken in an agreed safe work area (such as 2 tree lengths). Ensure that workers or subcontractors operating mechanical felling equipment have cab visibility and are wearing seatbelts. Ensure that the mechanical felling equipment has suitable operator structure given the size of the trees being felled. Ensure that operators of mechanical felling equipment are aware of the proximity of other personnel potentially within their area of operation. Ensure that the WHS risks and controls associated with mechanical felling activities are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall develop and implement processes for cable logging, and extraction and breaking-out operations.	2.15.3 2.14.3	<p>The cable logging and extraction and breaking-out processes shall:</p> <ol style="list-style-type: none"> Detail the management of cable logging, and extraction and breaking-out activities and outline required controls, including but not limited to: <ol style="list-style-type: none"> Ensure that anchor points, anchor ropes, skyline rope and landings are suitable for the task, in good condition and without kinks and corrosion. Consider requirements and controls for downhill logging. Consider requirements for log merchandising area locations in relation to the tower (such as 30 metres away). Consider requirements of the landing chutes. Consider clearance requirements between the ground and the skyline. Detail processes for determining safe retreat positions for each line or days' work. Detail the requirement to calculate safe working load of the wire/rope for cable harvesting and extraction. Outline the requirement to complete a maintenance plan for rigging and a process for identifying wear and tear. Detail the requirement to calculate safe operating lead for towers and yarders. Ensure that workers or subcontractors have an appropriate communication strategy (e.g. signals) are using signals to communicate, and are not standing within close vicinity of landings, moving ropes, ropes under strain, the front of skylines, hauled logs. Ensure that the WHS risks and controls associated with cable logging, and extraction and breaking-out activities are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall develop and implement processes for forwarding and snigging operations.	2.15.4 2.14.4	<p>The forwarding and snigging processes shall:</p> <ol style="list-style-type: none"> Detail the management of forwarding and snigging activities and outline required controls, including but not limited to: <ol style="list-style-type: none"> Ensure that site and track conditions between load and unload points are assessed. Ensure that loads in transit are secured, or held in a manner so they cannot be dislodged. Ensure that ground being traversed by plant and machinery is stable. Outline clearance requirements of machines, and loads being forwarded, and powerlines. Ensure that workers understand operational movements and the requirements of machinery being utilised. Ensure that workers or subcontractors have an appropriate communication strategy. Ensure that the WHS risks and controls associated with forwarding and snigging operations are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall develop and implement processes for processing, loading, unloading, securing and transport operations.	2.15.5 2.14.5	<p>The processing, loading, unloading, securing and transport processes shall:</p> <ol style="list-style-type: none"> Detail the management of processing, loading, unloading, securing and transport operations and outline required controls, including but not limited to: <ol style="list-style-type: none"> Outlines the requirement to develop and communicate a skid plan that identifies safe areas, loading zones, and traffic flows. Detail the requirement to determine and apply the load limit and stability of log stacks. Ensure that the site has been planned to minimise reversing vehicles, provide sufficient turning space and maintain visibility. Ensure that the risk of chains has been assessed and controls implemented to protect workers. Ensure that there is effective separation between workers and operating machines. Ensure that the machines have working lights and clean windows. Ensure that the WHS risks and controls associated with processing, loading, unloading, securing and transporting are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall develop and implement processes for driving operations	2.15.6 2.14.6	<p>The driving operations processes shall:</p> <ol style="list-style-type: none"> Detail the management of driving operations and outline required controls for safe completion of these activities, including but not limited to: <ol style="list-style-type: none"> Detail the management of driver activities, safe handling of vehicles and expectations of safe driver behaviour. Set clear expectations about driver behaviour: to include journey planning; speed restriction; impairment from fatigue, drugs and alcohol; wearing of seatbelts; and use of handheld devices. Outline systems for monitoring and responding to concerns about driver behaviour. Set expectations about the specification requirements for vehicles used for work. For example: safety rating and protective features such as ABS and airbags. Ensure that pre-use / pre-start checks of vehicles are completed by all drivers to identify and report any faults. Ensure that the WHS risks and controls associated with driving are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall develop and implement processes for log landings and log dump operations.	2.15.7 2.14.7	<p>The log landings and log dumps processes shall:</p> <ol style="list-style-type: none"> Detail the management of log landings and log dump operations and outline required controls, including but not limited to: <ol style="list-style-type: none"> Outline requirements for log landing locations (such as flat, accessible, cleared of risks, clear of debris, within proximity to snig tracks, not under powerlines). Detail requirements for log landing layout and design, e.g. minimise machinery movement, a designated area for non-essential machinery, large enough to enable all required activities, allows logs to be positioned without rolling or sliding. Ensure that the log landings are clear of debris, cleared of risks (such as rocks, bog holes), large enough to allow for all required operations and not located under powerlines. Ensure that the WHS risks and controls associated with log landings and log dump operations are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall develop and implement processes for civil operations including blasting.	2.15.8 2.14.8	<p>The civil operations processes shall:</p> <ol style="list-style-type: none"> Detail the management of civil, road building and blasting operations and outline required controls, including but not limited to: <ol style="list-style-type: none"> Outline requirements for undertaking civil operations and blasting in accordance with legal requirements. Outline requirements to complete pre-construction planning for safe road routes and to ensure adherence to local legislation, such as permits etc. Detail types of equipment required / capable of undertaking specific road construction tasks. Detail processes for management of health risks including provision of exposure standards, air monitoring and health monitoring requirements, dust and particulate management methods. Ensure competency and qualifications of workers operating heavy machinery is verified. Detail prohibited chemicals in blasting and civil operations. Detail requirements for the establishment of exclusion zones, display of warning signage, wearing of Personal Protective Equipment (PPE) etc. Ensure site safety plans, including traffic management plans, are developed in consultation with workers, implemented and monitored. Ensure that the WHS risks and controls associated with civil, road building and blasting operations are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall develop and implement processes for silviculture operations.	2.15.9 2.14.9	<p>The silviculture processes shall:</p> <ol style="list-style-type: none"> Detail the management of silviculture operations and outline required controls, including but not limited to: <ol style="list-style-type: none"> Outline requirements for undertaking silviculture operations in accordance with legal requirements. Outline requirements for safe operation of plant and equipment, including operating ATVs and forklifts and driving on resource roads. Detail processes for the management of repetitive work to reduce the risk of musculoskeletal injuries and fatigue. Outline requirements and management methods to reduce worker exposure to the heat, such as developing work schedules minimising exposure to heat, provision of PPE (hats etc.) and facilitates for workers to keep hydrated. Detail requirement to adhere to hazardous material, substance and dangerous goods procedures for appropriate use and storage. Ensure appropriate PPE is worn, commensurate with the task and level of risk. Ensure that the risks and controls associated with silviculture operations are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.
3.0 MEASUREMENT				
3.1	Workplace Worksite inspections	The business shall develop and implement processes for completing workplace worksite inspections.	3.1.1	<p>The workplace worksite inspection processes shall:</p> <ol style="list-style-type: none"> Detail how to complete workplace worksite inspections. Define the required frequencies for completing workplace-worksite inspections. Ensure that corrective and preventative actions are generated from workplace worksite inspections and monitored to completion. Ensure that workplaces worksite are compliant with legislative requirements and the site-specific risk control plan (where relevant). Ensure that workers are involved in the workplace worksite inspections and are provided feedback on findings of workplace- worksite inspections. Identify the person(s) responsible for undertaking workplace worksite inspections, including any competency requirements (i.e. HSR). Ensure workplace worksite inspections are recorded and maintained on file. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall ensure that workplace worksite inspections are completed as planned.	3.1.2	<p>Workplace Worksite inspections shall:</p> <ol style="list-style-type: none"> 1. Be completed on a regular basis (i.e. monthly). 2. Verify compliance against WHS procedures. 3. Inspect workplace worksite conditions. 4. Identify workplace worksite hazards requiring rectifications. 5. Record resulting corrective and preventative actions and persons responsible. 6. Be completed together with workers or HSRs. 7. Be provided to relevant supervisors or managers once complete. 8. Be documented.
		The business shall ensure that corrective actions generated from workplace worksite inspections are implemented in identified timeframes.	3.1.3	N/A
3.2	Health surveillance	The business shall develop and implement processes for health surveillance and monitoring.	3.2.1	<p>The health surveillance and monitoring processes shall:</p> <ol style="list-style-type: none"> 1. Evaluate a worker's fitness for work with respect to fatigue, drug and alcohol use, illness and stress prior to commencing employment and during employment. 2. Identify hazards for which health surveillance shall be undertaken, including the type of health surveillance. 3. Ensure that health surveillance (e.g. audiometric testing) is completed where increased risk has been identified. 4. Detail the methods for monitoring and record keeping related to health surveillance. 5. Ensure compliance with legislative requirements. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.
3.3	Incident management	The business shall develop and implement processes for incident reporting and investigation.	3.3.1	<p>The incident reporting and investigation processes shall:</p> <ol style="list-style-type: none"> 1. Ensure that all WHS hazards, near misses and incidents are reported. 2. Clearly identify the types of incidents that shall be recorded and reported to external parties including regulators, insurers and clients. 3. Clearly define timeframes for reporting and escalation of incidents (internally and externally). 4. Detail processes for investigating hazards, near misses and incidents. 5. Ensure corrective actions are developed in consultation with management and affected workers, and implemented. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
		The business shall ensure that WHS hazards, near misses, incidents and injuries are formally reported and notified to a regulatory body (where required).	3.3.2	WHS hazards, near misses, incidents and injuries reports shall: 1. Be recorded on the relevant business form or database with appropriate information provided regarding the incident, actions taken, risk, and requirement or report to a regulatory body. 2. Be formally notified to a regulatory body (where required) in a timely manner.
		The business shall ensure that workers understand the types of incidents that are required to be reported to the regulator and the actions to undertake upon occurrence.	3.3.3	The business shall ensure that all workers are aware of the requirement to maintain the scene where an incident occurs.
		The business shall ensure that WHS hazards, near misses, incidents and injuries are investigated.	3.3.4	The incident investigations shall: 1. Be undertaken by person(s) that are competent in incident investigation methodologies. 2. Identify contributing factors including system failures that contributed to the incident. 3. Detail the corrective and preventative actions that shall be implemented to reduce likelihood of reoccurrence. 4. Have their outcomes and learnings communicated to all workers. 5. Be documented.
		The business shall establish processes to debrief and counsel workers following critical incidents.	3.3.5	N/A

#	Focus area	High-level criteria	Criteria #	Detailed criteria indicators
3.4	Workers compensation and return to work	The business shall develop and implement processes for workers compensation and return to work.	3.4.1	Workers compensation and return to work processes shall: 1. Detail methods for managing workers compensation in accordance with relevant legislative requirements. 2. Ensure that the business manages the return to work of the worker post-injury. 3. Identify person(s) responsible for managing workers compensation and return to work of injured workers. 4. Ensure that records related to workers compensation and return to work are maintained. 5. Ensure that workers compensation and return to work processes are managed by appropriately qualified and competent persons. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.
3.5	Management system audits	The business shall develop and implement processes for internal auditing of the a WHS management systems.	3.5.1	The WHS internal audit processes shall: 1. Detail the method for undertaking internal audits of the a WHS management system and practices. 2. Identify the person(s) responsible for conducting internal audits. 3. Ensure that internal audits of the a WHS management system and practices are scheduled and completed at least annually. 4. Ensure that internal audits generate corrective actions to address non-conformances and corrective actions are tracked to completion. 5. Ensure that records of internal audits are maintained. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.
4.0 REVIEW				
4.1	Management review	The business shall develop and implement processes for management review of the a WHS management system.	4.1.1	The management review processes shall: 1. Ensure the ongoing suitability and effectiveness of the a WHS system and processes to meet the business' objectives. 2. Determine how management reviews are conducted. 3. Identify who (e.g. top management) conducts the management review. 4. Ensure that changes to compliance obligations are considered in the review. 5. Ensure that adequacy of resources to implement the a system are considered in the review. 6. Ensure that top management provide assurance over legal compliance. 7. Detail how actions from the management review are tracked to completion. 8. Ensure that records of the review are maintained. 9. Be documented to the extent necessary to have confidence that they are carried out as planned.

Certification Criteria: Standard 4 Environmental Practices



Gap analysis (2023-24)
Standards Revision Committee - Initial review (2024)
Standards Revision Committee - Second review (2024)

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
1.0 PLANNING				
1.1	Policy	The business shall develop an environmental policy and / or statement.	1.1.1	<p>The environmental policy and statement shall:</p> <ol style="list-style-type: none"> 1. Be documented. 2. Be endorsed by top management. 3. Be reviewed periodically (e.g. 3 yearly). 4. Be provided to or accessible to interested stakeholders. 5. Demonstrate a commitment to environmental performance and protection, including protection of cultural heritage, prevention of pollution. 6. Outline the business' environmental obligations, goals and objectives or adherence to environmental requirements set by forest managers. Provide a framework for identifying environmental obligations and setting goals and/or objectives. 7. Demonstrate a commitment to the improvement of the environmental management system and practices to enhance performance. 8. Be communicated to workers.
1.2	Hazard and risk management	The business shall develop and implement processes for managing environmental hazards and/or risks.	1.2.1	<p>The processes shall:</p> <ol style="list-style-type: none"> 1. Detail how the business identifies, assesses and controls environmental hazards and risks. 2. Ensure that controls are aligned to the Hierarchy of Control. 3. Detail how the business monitors and reviews environmental risks and controls, including where changes to workplace worksite may impact on effectiveness of control measures. 4. Be consistent with relevant legislation, Australian Standards, codes of practice, this standard and other guidance material. Be consistent with relevant statutory and regulatory requirements. 5. Ensure that risk assessments are documented for all tasks with a high likelihood of impacting the environment. 6. Ensure that written standard operating procedures are developed to provide clear guidance for common activities and key industry hazards as relevant to operations of the business. 7. Ensure that all relevant affected stakeholders, including workers and subcontractors, are involved or consulted in the development of environmental risk assessments, risk registers and standard operating procedures (as appropriate). 8. Ensure that those involved in developing environmental risk assessments and risk registers are competent, and provided with appropriate tools and training. 9. Detail how the business manages operational change and its impacts on the environment. 10. Be documented. 11. Be reviewed periodically (e.g. annually).

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall document all enterprise and site-level environmental risks.	1.2.2	The business shall ensure that all enterprise and site-level environmental risks are: 1. Identified and documented in a risk register or similar. 2. Assessed, risk-rated, and assigned appropriate controls in accordance with its environmental hazard and risk management processes. 3. Assigned a person responsible for implementing and monitoring controls. 4. Identified, assessed, controlled, and reviewed in consultation with workers and communicated to all affected stakeholders. 5. Monitored and reviewed periodically.
		The business shall prepare and maintain appropriate environmental risks assessments.	1.2.3	Environmental risk assessments shall: 1. Be prepared in the following circumstances: a) All non-routine work tasks. b) Routine work tasks that do not have a standard operating procedure. c) As part of the preparation of standard operating procedures. d) For all vehicles, plant and equipment. e) For all hazardous materials, substances and dangerous goods. f) To manage environmental risks within the business' control. g) Where there is a are changes in the workplace worksite (e.g. work conditions, change to plant and equipment, change to workers, change in weather). 2. Consider each element of a task including planning, accessing the workplace worksite, conducting the work tasks and leaving the workplace worksite in an appropriate condition. 3. Identify and risk assess the hazards that could cause harm to the environment. 4. Identify effective control measures for eliminating or minimising the risks to the environment. 5. Identify the person(s) responsible for implementing and monitoring controls measures. 6. Be prepared and reviewed in consultation with workers and communicated to all affected stakeholders. 7. Be documented. 8. Be monitored continuously while the work is underway and reviewed periodically to ensure effectiveness of controls.
		The business shall prepare standard operating procedures for common tasks and key industry hazards.	1.2.4	The standard operating procedures shall: 1. Consider environmental risks associated with the common tasks and key industry hazards. 2. Outline step by step management of environmental risks associated with work tasks. 3. Identify person(s) responsible for completing tasks. 4. Be documented. 5. Be reviewed periodically to ensure effectiveness of controls.
1.3	Compliance obligations	The business shall develop and implement processes to meet its environmental compliance obligations and the requirements of this Standard.	1.3.1	The processes shall: 1. Ensure that the business has access to, and can identify environmental compliance obligations relevant to its operations, activities, and services. 2. Ensure that the business determines how the compliance obligations apply to it. 3. Ensure that the business takes the integrates compliance obligations into account when establishing, implementing, maintaining and continually improving its management systems and processes. 4. Ensure that the business periodically reviews the currency of its compliance obligations, and reflects any changes within its management systems and processes. 5. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall document its environmental compliance obligations.	1.3.2	The business shall ensure that environmental compliance obligations: <ul style="list-style-type: none"> 1. Are documented. 2. Detail all relevant: <ul style="list-style-type: none"> a) Legal requirements; b) Requirements of this Standard; and c) Other requirements as identified by the business. 3. Summarise how it will meet the compliance obligations. 4. Are updated where there are changes or amendments. 5. Are communicated to workers as relevant to their roles and responsibilities.
2.0 IMPLEMENTATION				
2.1	Responsibilities and Accountabilities	Top management shall meet their legal obligations by allocating sufficient resources and responsibilities to manage the environment.	2.1.1	Top management shall be aware of: <ul style="list-style-type: none"> 1.Their legal obligations as defined in relevant environmental legislation and regulations. 2.Their obligations to identify, allocate and review the financial and physical resources provided to enable effective management of the environment (including the environmental management system). 3.The requirement to appoint an individual(s) with overall responsibility for the environmental management system and reporting on its performance.
		The business shall establish environmental responsibilities and accountabilities across all levels.	2.1.2	The business shall: <ul style="list-style-type: none"> 1.Establish and document environmental responsibilities and accountabilities for all roles across all levels. 2.Ensure that there are one or more workers responsible for the following: <ul style="list-style-type: none"> a)Maintain ing relevant environmental records including risk assessments, training, consultation and other records identified in this standard and legal requirements. b)Report ing and investigate ing workplace worksite injuries, incidents, unsafe behaviour and environmental incidents in accordance with relevant legislation and contracts. 3.Ensure that all workers are informed of, and understand their responsibilities and accountabilities. 4. Ensure that person(s) supervising, leading, or managing workers: <ul style="list-style-type: none"> a) Are informed of, and understand their additional responsibilities for ensuring the protection of the environment under relevant legislation and codes of practice. b) At appropriate stages, implement planned arrangements to verify that environmental requirements have been met and retain authorised documentation.
		The business shall ensure workers have adequate time, resources and support to meet their environmental responsibilities, goals and objectives.	2.1.3	N/A

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
2.2	Consultation and stakeholder management	The business shall identify and manage its stakeholders.	2.2.1	The business shall: 1. Identify all stakeholder affected by, and interested in its operations. 2. Ensure that there is a strategy for communicating and consulting with affected and interested stakeholders, where relevant. 3. Document communication and consultation with stakeholders
2.2	Consultation and stakeholder management	The business shall develop and implement processes for communicating and consulting with workers and internal stakeholders.	2.2.2 2.2.1	The communication and consultation processes shall: 1. Detail methods for identifying, consulting, coordinating and cooperating with workers and internal stakeholders interested in its operations. 2. Ensure that the business consults with internal workers and affected stakeholders in relation to all aspects of the environment, as described within this Standard and under legal requirements. 3. Ensure that the business establishes consultative arrangements in accordance with legal requirements. 4. Detail the requirements for communicating all relevant environmental information internally (workers) and externally (regulators, clients, customers, subcontractors, other contractors and the community). 5. Detail the communications methods to be used, including where workers internal stakeholders are unable to read. 6. Detail the processes for resolving environmental complaints and issues (internal and external). 7. Detail the processes for receiving, considering, and responding to feedback from external internal stakeholders. 8. Ensure that the business maintains appropriate communication and consultation records. 9. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall implement processes for communicating and consulting with external stakeholders.	2.2.2	The communication and consultation processes shall: 1. Detail methods for identifying, consulting, coordinating and cooperating with external stakeholders interested in or affected by its operations. 2. Ensure that the business consults with external stakeholders in relation to all aspects of the environment, as described within this Standard and under legal requirements. 3. Ensure that the business establishes consultative arrangements in accordance with legal requirements. 4. Detail the requirements for communicating all relevant environmental information externally. 5. Detail the communications methods to be used, including where external stakeholders are unable to read. 6. Detail the processes for resolving external stakeholders environmental complaints and issues. 7. Detail the processes for receiving, considering, and responding to orders, enquiries and feedback from external stakeholders. 8. Ensure that the business maintains appropriate communication and consultation records. 9. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall communicate information relevant environmental information to its workers and subcontractors.	2.2.4	The business shall communicate the following environmental information to its workers and subcontractors: 1. Environmental policies and procedures, including standard operating procedures. 2. Forest operational plans. 5. Environmental risk registers and risk assessments. 6. Environmental information, updates and news. 7. Emergency response plans. 8. Incident report forms.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
2.3	Training	The business shall develop and implement a training needs analysis and training plan.	2.3.1	The training needs analysis and training plan shall: 1. Establish competency profiles for all workers, subcontractors, contractors, and visitors. 2. Identify competency gaps in consultation with workers and subcontractors . 3. Detail how training is delivered to, or attained by workers. 4. Identify training required by legislation, customers, or forestry industry initiatives. 5. Include the following environmental training: a) Training on the business' environmental management system and processes. b) National units of competency recommended or mandated by AFPA and AFCA or other industry associations. c) Training recommended or mandated by regulators, forest managers or landowners, including identifying and protecting items and areas of significant environmental and cultural value. 6. Detail when refresher training is required. 7. Be developed and reviewed in consultation with workers and subcontractors . 8. Be monitored and reviewed periodically. 9. Be documented.
		The business shall maintain records of environmental training and inductions.	2.3.3	The business shall maintain, electronically or in hard copy, records of environmental training, qualifications, licences, and verification of competency for all workers, subcontractors, contractors and visitors.
2.4	Document and record control	The business shall develop and implement processes for manage documents and records.	2.4.4	The document control and records management processes shall: 1. Detail the methods for controlling and reviewing environmental processes and documents. 2. Prescribe the review frequency of relevant environmental processes and documents. 3. Detail the methods and location for storing, maintaining and retaining records in compliance with environmental legislative requirements. 4. Identify the person(s) responsible for maintaining documents and records. 5. Be reviewed periodically. 6. Be documented.
2.6 2.5	Operational planning and control	The business shall develop (if relevant) and implement a site-specific forest operational plan / harvest plan / coupe plan.	2.6.4 2.5.1	The forest operation plan / harvest plan / coupe plan shall be: 1. Accessible to workers, subcontractors, contractors . 2. Reviewed and signed off by forest management where changes are made and prior to the commencement of works. 3. Reviewed prior to commencement of work activities and periodically thereafter as required. 4. Be implemented on-site as required by forest management. 5. Be documented.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure that workers, subcontractors, and contractors understand the content of forest operational plans / harvest plans / coupe plans.	2.6.2 2.5.2	The business shall ensure that: 1. Workers, subcontractors, and contractors are provided training or induction on the site-specific forest operational plan / harvest plan / coupe plan. 2. Workers are able to articulate the controls and actions to protect the natural and cultural values of the environment identified in the forest operational plan / harvest plan / coupe plan.
		The business shall ensure that forestry sites are inspected following the conclusion of work activities and signed off by the forest manager, owner, regulator (or similar authority).	2.6.3 2.5.3	Site inspections shall: 1. Be conducted at the conclusion of work activities. 2. Completed against a checklist detailing relevant environmental outcomes and site requirements. 3. Consider the state / impact to the environment. 4. Be documented. 5. Be signed off by the forest manager, owner, regulator (or similar authority).
		The business shall develop (if required) and implement processes for minimising spread of pests and weeds.	2.6.4 2.5.4	N/A
		The business shall develop and implement processes to respond and report unauthorised and/or illegal access or use of forest areas.	2.6.5 2.5.5	The processes shall: 1. Outline steps to be undertaken in the event of unauthorised or illegal access. 2. Outline responsibilities of workers, subcontractors, and contractors in the prevention, response and reporting of unauthorised or illegal access to the site. 3. Consider the confidentiality of the reporter in the event of illegal activities.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
2.8 2.7	Subcontractor management	The business shall develop and implement processes for managing subcontractors.	2.8.4 2.7.1	The subcontractor management processes shall: 1. Identify the person(s) responsible for engaging and managing subcontractors. 2. Detail the method for engaging subcontractors, including the requirement for having a documented agreement with a subcontractor that includes all relevant requirements. 3. Ensure that environmental requirements for subcontractors are identified and considered as part of subcontractor selection process. 4. Ensure that subcontractors are informed of and understand their environmental obligations through induction and training. 5. Ensure that subcontractors have completed all relevant training and are verified as competent to undertake relevant work as detailed in this Standard. 6. Outline the processes for monitoring subcontractor compliance. 7. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall obtain, check and maintain relevant subcontractor documentation relating to the environment.	2.8.2 2.7.2	The business shall obtain, check, and maintain the following subcontractor documentation: 1. Environmental management documentation and risk assessments. 2. Insurances (workers compensation and public liability). 3. Training, qualification, licences, induction and competency records.
2.9 2.8	Plant and equipment	The business shall develop and implement processes for managing plant and equipment.	2.8.1 NEW to S4	The plant and equipment processes shall: 1. Detail processes for selecting and operating plant and equipment, including undertaking plant risk assessments. 2. Detail how broken or bogged plant and vehicles are recovered. 3. Detail processes for maintaining and repairing the plant and equipment. 4. Detail processes for identifying, quarantining or withdrawing unsafe plant and equipment from service. 5. Detail processes for isolating plant and equipment during cleaning, servicing, repair or alteration. 6. Detail processes for planned and unplanned changes to products, processes, operations, equipment or facilities to prevent negative effects on the environment. 7. Ensure that plant and equipment are periodically inspected (e.g. pre-start) to ensure they remain safe to operate. 8. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall risk assess all plant and equipment.	2.8.2 NEW to S4	Plant and equipment risk assessments shall: 1. Be developed for all plant and equipment utilised by the business. 2. Identify the environmental hazards and risks associated with operating, maintaining (including on site maintenance), repairing (including on site repair), and cleaning plant and equipment. 3. Detail the controls for eliminating or minimising risks. 4. Be documented.
		The business shall ensure all plant and equipment are inspected and maintained.	2.8.3 NEW to S4	The business shall ensure that the workers: 1. Maintain records of pre-start inspections including findings and corrective actions. 2. Are trained to safely undertake maintenance tasks and mitigate associated risks. 3. Understand the maintenance tasks that can/cannot be completed on site 4. Understand the PPE and tools required to undertake the tasks safely. 5. Undergo regular assessments to verify competency and understanding.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure that plant and equipment are regularly maintained and calibrated.	2-9-4 2.8.4	The business shall ensure that: 1. Plant and equipment are regularly maintained and calibrated in accordance with manufacturer recommendations. 2. Maintenance requirements are monitored via a maintenance plan, schedule, log book or maintenance database. 3. Records of plant and equipment maintenance and calibration are retained. 4. Maintenance and repair is undertaken by competent workers or qualified external parties.
2.10 2.9	Hazardous materials, substances and dangerous goods	The business shall develop and implement processes for managing hazardous materials, substances and dangerous goods.	2-10-1 2.9.1	The processes shall: 1. Be compliant with relevant legislative requirements. 2. Detail the appropriate storage, transportation, handling, use and disposal requirements for hazardous materials, substances and dangerous goods. 3. Ensure that current Safety Data Sheets (SDS) are available for all chemicals. 3. Ensure that workers have appropriate training and access to Safety Data Sheets (SDS). 4. Ensure that the business risk assesses all hazardous materials, substances and dangerous goods. 5. Ensure that the business utilises alternatives to use of hazardous materials, substances and dangerous goods, where practicable.
		The business shall develop and maintain a hazardous materials, substances and dangerous goods register.	2-10-2 2.9.2	The hazardous materials, substances and dangerous goods register shall: 1. List all the hazardous materials, substances and dangerous goods stored, handled or used by the business and its workers. 2. Detail the storage quantity and location of the hazardous materials, substances and dangerous goods. 3. Be accessible to all workers, subcontractors and contractors . 4. Be reviewed periodically. 5. Be documented.
		The business shall ensure that hazardous materials, substances and dangerous goods are stored in accordance with relevant legislative requirements.	2-10-3 2.9.3	Hazardous materials, substances and dangerous goods shall be stored: 1. In accordance with relevant legislative requirements. 2. In a well ventilated location, away from ignition or heat sources. 3. Securely, to reduce the risk of unauthorised access. 4. In appropriate, labelled containers. 5. With warning signage or placarding displayed in appropriate locations (or fulfill manifest requirements where applicable). 6. In conformance with compatibility requirements. 7. With appropriate spill control measures (i.e. bunding, secondary containment, spill kits). 8. Near appropriate fire-fighting equipment.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
2.12 2.11	Emergency preparedness and response	The business shall develop and maintain an emergency response plan.	2.12.1 2.11.1	The emergency response plan shall: 1. Be site specific. 2. Identify all likely environmental emergencies. 3. Detail prevention and/or mitigation methods. 4. Outline emergency and first aid planning (such as evacuation routes). 5. Identify the person(s) responsible for preparing, implementing and reviewing the emergency response plan. 6. Identify the person(s) responsible for controlling emergencies (e.g. fire wardens). 7. Detail the training and competency requirements for workers. 8. Ensure that the emergency response scenarios are tested regularly (e.g. annually). 9. Ensure that workers and subcontractors are aware of, and understand the content of the emergency response plan in accordance with their roles and responsibilities. 10. Be reviewed at least annually. 11. Be documented.
		The business shall ensure that relevant workers and subcontractors are competent to control and manage emergencies.	2.12.2 2.11.2	N/A The business shall maintain, electronically or in hard copy, records of WHS training, qualifications, licences, and verification of competency for all workers and visitors.
2.13 2.12	Fire management	The business shall assess fire risks and plan operations to minimise risk of ignition and/or extent/impact of unplanned fire.	2.13.1 2.12.1	The fire risk assessments shall: 1. Ensure that all likely fire risks are identified, assessed and risk rated. 2. Ensure that controls are identified and implemented to minimise risk of ignition and/or extent/impact of unplanned fire. 3. Ensure that controls are monitored for effectiveness (e.g. through inspection). 4. Ensure that forest operations are planned to minimise risk of unplanned fire. 5. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall ensure that plant and equipment is operated and maintained safely so as to minimise risk of unplanned fire.	2.13.2 2.12.2	The business shall ensure that: 1. Plant and equipment is operated so as to minimise risk of unplanned fire, e.g. shutdown procedures, clearing engine bays, cooling down plant, removal of defective plant. 2. Standard operating procedures are written to minimise risk of unplanned fire. 3. Plant and equipment are maintained to minimise risk of fire (e.g. spark free exhausts, maintenance of fuel, electrical, braking systems, no surplus oil, dust, organic matter, exhaust system directed away from flammable material). 4. On-board fire-fighting equipment is adequately maintained and records of maintenance are available. 5. Defective plant and equipment are withdrawn from use.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure that site-level controls are implemented to minimise the risk of unplanned fire.	2-13-3 2.12.3	Site-level controls shall include: 1. Designated 'smoking areas' that are cleared of flammable materials. 2. Hot work equipment and fire (for cooking, heating and boiling) are only used in areas cleared of flammable materials. 3. Fires are extinguished when left unattended. 4. Flammable substances and materials are stored and used according to manufacturer's guidelines to minimise risk of fire.
		The business shall ensure that weather conditions and warnings are monitored by workers.	2-13-4 2.12.4	The business shall ensure that workers understand: 1. The process for monitoring weather conditions. 2. The colour coding for fire danger ratings (forest managers may have their own requirements). 3. The weather conditions that would trigger cease of works.
		The business shall undertake regular fire safety inspections.	2-13-5 2.12.5	Fire safety inspections shall: 1. Be conducted prior to the start of fire season. 2. Be conducted following conclusion of work activities during fire season. 3. Detail corrective actions for addressing any issues identified. 4. Be documented.
		The business shall ensure that relevant workers and subcontractors are trained to assess fire risk and use firefighting equipment.	2-13-6 2.12.6	The business shall ensure that relevant workers and subcontractors are trained and competent to: 1. Assess the risk of fire. 2. Monitor weather conditions and respond to changing weather. 3. Use fire-suppression equipment.
		The business shall ensure that fire-suppression equipment is accessible and suitable for the risks related to people.	2-13-7 2.12.7	The business shall ensure that: 1. Fire-suppression equipment is suitable for the site location, tasks completed, and substances stored on site. 2. Fire extinguishers of suitable size and pressure are available on site. 3. Appropriate quantity of water (considering the risk of fire and colour code of fire danger) is available on site, where relevant.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall support forest managers enhance forest ecosystem health through use of fire and cultural burnings, where suitable (native forests only).	2.13.8 2.12.8	The business shall, where required: 1. Consult with forest managers in relation to using fire to maintain and improve forest ecosystem 2. Implement the forest manager's processes for using fire to maintain and improve forest ecosystem.
3.0 MEASUREMENT				
3.1	Workplace Worksite inspections	The business shall develop and implement processes for completing workplace-worksite inspections.	3.1.1	The workplace worksite inspection processes shall: 1. Detail how to complete workplace worksite inspections. 2. Define the required frequencies for completing workplace worksite inspections. 3. Ensure that corrective and preventative actions are generated from workplace worksite inspections and monitored to completion. 4. Ensure that workplaces are compliant with legislative requirements and the site-specific risk control plan (where relevant). 5. Ensure that workers are involved in the workplace worksite inspections and are provided feedback on findings of workplace-worksite inspections. 6. Identify the person(s) responsible for undertaking workplace worksite inspections, including any competency requirements. 7. Ensure workplace worksite inspections are recorded and maintained on file. 8. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall ensure that workplace-worksite inspections are completed as planned.	3.1.2	Workplace Worksite inspections shall: 1. Be completed on a regular basis (i.e. monthly). 2. Verify compliance against environmental procedures. 3. Inspect workplace worksite conditions. 4. Identify workplace worksite hazards requiring rectifications. 5. Record resulting corrective and preventative actions and persons responsible. 6. Be completed together with workers. 7. Be provided to relevant supervisors or managers once complete. 8. Be documented.
		The business shall ensure that corrective actions generated from workplace worksite inspections are implemented in identified timeframes.	3.1.3	N/A

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
3.3	Incident management	The business shall develop and implement processes for incident reporting and investigation.	3.3.1	The incident reporting and investigation processes shall: 1. Ensure that all environmental hazards, near misses and incidents are reported. 2. Clearly identify the types of incidents that shall be recorded and reported to external parties including regulators, insurers and clients. 3. Clearly define timeframes for reporting and escalation of incidents (internally and externally). 4. Detail processes for investigating hazards, near misses and incidents. 5. Ensure corrective actions are developed in consultation with management and affected workers, and implemented. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall ensure that environmental hazards, near misses, incidents and injuries are formally reported and notified to a regulatory body (where required).	3.3.2	Environmental hazards, near misses, incidents and injuries reports shall: 1. Be recorded on the relevant business form or database with appropriate information provided regarding the incident, actions taken, risk, and requirement or report to a regulatory body. 2. Be formally notified to a regulatory body (where required) in a timely manner.
		The business shall ensure that workers understand the types of incidents that are required to be reported to the regulator and the actions to undertake upon occurrence.	3.3.3	The business shall ensure that all workers are aware of the requirement to maintain the scene where an incident occurs.
		The business shall ensure that environmental hazards, near misses, incidents and injuries are investigated.	3.3.4	The incident investigations shall: 1. Be undertaken by person(s) that are competent in incident investigation methodologies. 2. Identify contributing factors including system failures that contributed to the incident. 3. Detail the corrective and preventative actions that shall be implemented to reduce likelihood of reoccurrence. 4. Have their outcomes and learnings communicated to all workers. 5. Be documented.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
3.5	Management system audits	The business shall develop and implement processes for internal auditing of the a environmental management systems.	3.5.1	The environmental internal audit processes shall: 1. Detail the method for undertaking internal audits of the a environmental management system and practices. 2. Detail the method for undertaking internal audits of the a environmental management system and practices. 2. Identify the person(s) responsible for conducting internal audits. 3. Ensure that internal audits of the a environmental management system and practices are scheduled and completed at least annually. 4. Ensure that internal audits generate corrective actions to address non-conformances and corrective actions are tracked to completion. 5. Ensure that records of internal audits are maintained. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.
4.0 REVIEW				
4.1	Management review	The business shall develop and implement processes for management review of the a environmental management system.	4.1.1	The management review processes shall: 1. Ensure the ongoing suitability and effectiveness of the a environment system and processes to meet the business' objectives. 2. Determine how management reviews are conducted. 3. Identify who (e.g. top management) conducts the management review. 4. Ensure that changes to compliance obligations are considered in the review. 5. Ensure that adequacy of resources to implement the a system are considered in the review. 6. Ensure that top management provide assurance over legal compliance. 7. Detail how actions from the management review are tracked to completion. 8. Ensure that records of the review are maintained. 9. Be documented to the extent necessary to have confidence that they are carried out as planned.

Certification Criteria: Standard 3 and Standard 4 (streamlined)



Gap analysis (2023-24)
 Standards Revision Committee - Initial review (2024)
 Standards Revision Committee - Second review (2024)

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
1.0 PLANNING				
1.1	Policy	The business shall develop a WHS and environmental policy and / or statement.	1.1.1	<p>The WHS and environmental policy and statement shall:</p> <ol style="list-style-type: none"> 1. Be documented. 2. Be endorsed by top management. 3. Be reviewed periodically (e.g. 3 yearly). 4. Be provided to or accessible to interested stakeholders. 5. Demonstrate a commitment to maintain a safe workplace worksite, safety of workers, subcontractors and visitors the public. 6. Demonstrate a commitment to consult with workers and improve WHS performance. 7. Demonstrate a commitment to environmental performance and protection, including protection of cultural heritage, prevention of pollution. 8. Outline the business' WHS and environmental obligations, goals and objectives or adherence to environmental requirements set by forest managers. Provide a framework for identifying WHS and environmental obligations and setting goals and/or objectives. 9. Demonstrate a commitment to the improvement of the WHS and environmental management system and practices to enhance performance. 10. Be communicated to workers.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
1.2	Hazard and risk management	The business shall develop and implement processes for managing WHS and environmental hazards and/or risks.	1.2.1	<p>The processes shall:</p> <ol style="list-style-type: none"> 1.Detail how the business identifies, assesses and controls WHS and for environmental hazards and risks. 2.Ensure that controls are aligned to the Hierarchy of Control. 3.Detail how the business monitors and reviews WHS and for environmental risks and controls, including where changes to workplace worksite may impact on effectiveness of control measures. 4. Be consistent with relevant legislation, Australian Standards, codes of practice, this standard and other guidance material. Be consistent with relevant statutory and regulatory requirements. 5.Ensure that risk assessments are documented for all high risk tasks. 6.Ensure that written standard operating procedures are developed to provide clear guidance for common activities and key industry hazards as relevant to operations of the business. 7.Ensure that all relevant affected stakeholders, including workers and subcontractors, are involved or consulted in the development of WHS and for environmental risk assessments, risk registers and standard operating procedures (as appropriate). 8. Ensure that those involved in developing WHS and for environmental risk assessments and risk registers are competent, and provided with appropriate tools and training. 9. Detail how the business manages operational change and its impacts on WHS and the environment. 10. Be documented. 11. Be reviewed periodically (e.g. annually).
		The business shall document all enterprise and site-level WHS and environmental risks.	1.2.2	<p>The business shall ensure that all enterprise and site-level WHS and environmental risks are:</p> <ol style="list-style-type: none"> 1. Identified and documented in a risk register or similar. 2. Assessed, risk-rated, and assigned appropriate controls in accordance with it's WHS / environmental hazard and risk management processes. 3. Assigned a person responsible for implementing and monitoring controls. 4. Identified, assessed, controlled, and reviewed in consultation with workers and communicated to all affected stakeholders. 5. Monitored and reviewed periodically.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall prepare and maintain appropriate WHS and environmental risks assessments.	1.2.3	<p>WHS and environmental risk assessments shall:</p> <ol style="list-style-type: none"> 1. Be prepared in the following circumstances: <ol style="list-style-type: none"> a) All non-routine work tasks. b) Routine work tasks that do not have a standard operating procedure. c) As part of the preparation of standard operating procedures. d) For all vehicles, plant and equipment. e) For all hazardous materials, substances and dangerous goods. f) High risk work (as defined by relevant WHS regulations) g) To manage environmental risks within the business' control. h) Where there is a are changes in the workplace worksite (e.g. work conditions, change to plant and equipment, change to workers, change in weather). 2. Consider each element of a task including planning, accessing the workplace worksite, conducting the work tasks and leaving the workplace worksite in an appropriate condition. 3. Identify and risk assess the hazards that could cause harm to workers and /or the environment. 4. Identify effective control measures for eliminating or minimising the risks to workers and /or the environment. 5. Identify the person(s) responsible for implementing and monitoring controls measures. 6. Be prepared and reviewed in consultation with workers and communicated to all affected stakeholders. 7. Be documented. 8. Be monitored continuously while the work is underway and reviewed periodically to ensure effectiveness of controls.
		The business shall prepare standard operating procedures for common tasks and key industry hazards.	1.2.4	<p>The standard operating procedures shall:</p> <ol style="list-style-type: none"> 1. Consider WHS and /or environmental risks associated with the common tasks and key industry hazards. 2. Outline step by step management of WHS and /or environmental risks associated with work tasks. 3. Identify person(s) responsible for completing tasks. 4. Be documented. 5. Be reviewed periodically to ensure effectiveness of controls.
1.3	Compliance obligations	The business shall develop and implement processes to meet its WHS and /or environmental compliance obligations and the requirements of this Standard.	1.3.1	<p>The processes shall:</p> <ol style="list-style-type: none"> 1. Ensure that the business has access to, and can identify WHS and /or environmental compliance obligations relevant to its operations, activities, and services. 2. Ensure that the business determines how the compliance obligations apply to it. 3. Ensure that the business takes the integrates compliance obligations into account when establishing, implementing, maintaining and continually improving its management systems and processes. 4. Ensure that the business periodically reviews the currency of its compliance obligations, and reflects any changes within its management systems and processes. 5. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall document its WHS and/or environmental compliance obligations.	1.3.2	The business shall ensure that WHS and/or environmental compliance obligations: <ol style="list-style-type: none"> 1. Are documented. 2. Detail all relevant: <ol style="list-style-type: none"> a) Legal requirements; b) Requirements of this Standard; and c) Other requirements as identified by the business. 3. Summarise how it will meet the compliance obligations. 4. Are updated where there are changes or amendments. 5. Are communicated to workers as relevant to their roles and responsibilities.
2.0 IMPLEMENTATION				
2.1	Responsibilities and Accountabilities	Top management shall meet their legal obligations by allocating sufficient resources and responsibilities to manage WHS and/or the environment.	2.1.1	Top management shall be aware of: <ol style="list-style-type: none"> 1.Their legal obligations as defined in relevant WHS and /or environmental legislation and regulations. 2.Their obligations to identify, allocate and review the financial and physical resources provided to enable effective management of WHS and/or the environment (including the WHS and/or environmental management system). 3.The requirement to appoint an individual(s) with overall responsibility for the WHS and /or environmental management system and reporting on its performance.
		The business shall establish WHS and environmental responsibilities and accountabilities across all levels.	2.1.2	The business shall: <ol style="list-style-type: none"> 1.Establish and document WHS and environmental responsibilities and accountabilities for all roles across all levels. 2.Ensure that there are one or more workers responsible for the following: <ol style="list-style-type: none"> a)Maintain ing relevant WHS and environmental records including risk assessments, training, consultation and other records identified in this standard and legal requirements. b)Report ing and investigate ing workplace worksite injuries, incidents, unsafe behaviour and environmental incidents in accordance with relevant legislation and contracts. 3.Ensure that all workers are informed of, and understand their responsibilities and accountabilities. 4. Ensure that person(s) supervising, leading, or managing workers: <ol style="list-style-type: none"> a) Are informed of, and understand their additional responsibilities for ensuring the WHS of workers and the workplace worksite under relevant WHS legislation. b) At appropriate stages, implement planned arrangements to verify that WHS and environmental requirements have been met and retain authorised documentation.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure workers have adequate time, resources and support to meet their WHS and or environmental responsibilities, goals and objectives.	2.1.3	N/A
		The business shall ensure that it consults, coordinates, cooperates with other parties where it may have concurrent WHS duties.	2.1.4	Where the business has concurrent WHS duties with other parties (persons or organisations, it shall: 1. Consult, coordinate and cooperate with other parties regarding WHS hazards and risks. 2. Clearly define and delineate WHS responsibilities and accountabilities for itself and the other parties.
2.2	Consultation and stakeholder management	The business shall identify and manage its stakeholders.	2.2.1	The business shall: 1. Identify all stakeholder affected by, and interested in its operations. 2. Ensure that there is a strategy for communicating and consulting with affected and interested stakeholders, where relevant. 3. Document communication and consultation with stakeholders
		The business shall develop and implement processes for communicating and consulting with workers and internal stakeholders.	2.2.2 2.2.1	The communication and consultation processes shall: 1. Detail methods for consulting, coordinating and cooperating with workers and affected internal stakeholders interested in its operations. 2. Ensure that the business consults with internal workers and affected stakeholders in relation to all aspects of WHS and the environment, as described within this Standard and under legal requirements. 3. Ensure that the business establishes consultative arrangements in accordance with WHS and environmental legal requirements, including nomination of health and safety representatives (HSR) and/or establishment of health and safety committees and meetings. 4. Detail the requirements for communicating all relevant WHS and environmental information internally (workers) and externally (regulators, clients, customers, subcontractors, other contractors and the community). 5. Detail the communications methods to be used, including where workers internal stakeholders are unable to read. 6. Detail the processes for resolving WHS and environmental complaints and issues (internal and external). 7. Detail the processes for receiving, considering, and responding to feedback from external internal stakeholders. 7. Ensure that the business maintains appropriate communication and consultation records. 8. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall implement processes for communicating and consulting with external stakeholders.	2.2.2	<p>The communication and consultation processes shall:</p> <ol style="list-style-type: none"> 1. Detail methods for identifying, consulting, coordinating and cooperating with external stakeholders interested in or affected by its operations. 2. Ensure that the business consults with external stakeholders in relation to all aspects of WHS and the environment, as described within this Standard and under legal requirements. 3. Ensure that the business establishes consultative arrangements in accordance with WHS and environmental legal requirements, including establishment of health and safety committees and meetings. 4. Detail the requirements for communicating all relevant WHS and environmental information externally. 5. Detail the communications methods to be used, including external stakeholders are unable to read. 6. Detail the processes for resolving external stakeholders WHS and environmental complaints and issues. 7. Detail the processes for receiving, considering, and responding to orders, enquiries and feedback from external stakeholders. 8. Ensure that the business maintains appropriate communication and consultation records. 9. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall establish and implement appropriate consultation arrangements with workers and affected stakeholders to discuss WHS matters.	2.2.3	<p>The business shall:</p> <ol style="list-style-type: none"> 1. Ensure that at least one method of consultation has been agreed to with workers. 2. Ensure that, where requested by workers, a nomination process has been undertaken (in accordance with local WHS legislation) for workers to choose HSRs. 3. Ensure that, where elected, HSRs are provided relevant training in accordance with local WHS legislation. 4. Hold regular meetings, attended by workers and management, to discuss WHS matters. 5. Record meetings where practicable (e.g. diary entry, email or meeting minutes).
		The business shall communicate information relevant WHS and or environmental information to its workers and subcontractors.	2.2.4	<p>The business shall communicate the following WHS and or environmental information to its workers and subcontractors:</p> <ol style="list-style-type: none"> 1. WHS and or environmental policies and procedures, including standard operating procedures. 2. Forest operational plans and site safety plans. 3. Operator manuals. 4. WHS and environmental risk registers and risk assessments. 5. WHS and or environmental information, updates and news such as safety alerts and newsletters. 6. Emergency response plans. 7. Incident report forms.
		The business shall empower workers and subcontractors to stop work where they believe it is unsafe to continue.	2.2.5	<p>The business shall inform workers and subcontractors that they have the authority and responsibility to:</p> <ol style="list-style-type: none"> 1. Stop works where they believe it is unsafe to continue. 2. Remove themselves from work situations that they believe may present an imminent and serious danger to their health and safety. 3. Escalate dangerous work situations and issues to supervisors or senior management. 4. Inform other workers, or subcontractors, of dangerous work situations and issues who are working in the vicinity.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
2.3	Training	The business shall develop and implement a training needs analysis and training plan.	2.3.1	<p>The training needs analysis and training plan shall:</p> <ol style="list-style-type: none"> 1. Establish WHS and/or environmental competency profiles for all workers, subcontractors, contractors, and visitors. 2. Identify competency gaps in consultation with workers and subcontractors. 3. Detail how training is delivered to, or attained by workers. 4. Identify training required by legislation, customers, or forestry industry initiatives. 5. Include the following environmental training: <ol style="list-style-type: none"> a) Training on the business' environmental management system and processes. b) National units of competency recommended or mandated by AFPA and AFCA or other industry associations. c) Training recommended or mandated by regulators, forest managers or landowners, including identifying and protecting items and areas of significant environmental and cultural value. 6. Detail when refresher training is required. 7. Be developed and reviewed in consultation with workers and subcontractors. 8. Be monitored and reviewed periodically. 9. Be documented.
		The business shall ensure that workers performing high risk tasks and operating plant, equipment and vehicles are verified as competent.	2.3.2	<p>The business shall ensure that:</p> <ol style="list-style-type: none"> 1. High risk tasks, plant, equipment and vehicles requiring verification of competency are identified (i.e. within the training analysis). 2. All workers, subcontractors and contractors performing the identified high risk tasks or operating plant, equipment and vehicles have relevant licences and are verified as competent. 3. Competencies are re-verified annually. 4. Persons verifying competency are themselves qualified and competent to undertake the verification through a combination of education, experience and training. 5. Records of high risk licences and verification of competency are maintained.
		The business shall maintain records of WHS and/or environmental training and inductions.	2.3.3	<p>The business shall maintain, electronically or in hard copy, records of WHS and/or environmental training, qualifications, licences, and verification of competency for all workers, subcontractors, contractors and visitors.</p>

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
2.4	Document and record control	The business shall develop and implement processes for managing documents and records.	2.4.1	<p>The document control and records management processes shall:-</p> <ol style="list-style-type: none"> 1. Detail the methods for controlling and reviewing WHS and environmental processes and documents. 2. Prescribe the review frequency of relevant WHS and environmental processes and documents. 3. Detail the methods and location for storing, maintaining and retaining records in compliance with WHS and environmental legislative requirements. 4. Identify the person(s) responsible for maintaining documents and records. 5. Be reviewed periodically. 6. Be documented.
2.5 2.4	Site-specific risk control plans	The business shall develop and implement site-specific risk control plans at all forestry sites.	2.5.1 2.4.1	<p>The site-specific risk control plans shall:</p> <ol style="list-style-type: none"> 1. Detail workplace worksite location/terrain/conditions/slope. 2. Consider plant and equipment present. 3. Consider the experience and competency of workers to carry out assigned tasks. 4. Outline communication systems and methods for the site, including meeting schedule. 5. Detail controls for site-specific hazards. 6. Consider the presence of multiple subcontractors operating on the site (if required). 7. Consider the possible presence of unauthorised persons in the harvesting area, preventing their access or the means to ensure their safety (if required). 8. Outline emergency and first aid planning including evacuation routes (unless documented in a separate emergency response plan). 9. Outline procedures to be followed for high risk trees. 10. Refer to relevant harvest plans, forest operations plans, risk assessments and risk registers. 11. Outline the traffic management requirements. 12. Detail the site access and signage requirements. 13. List the person(s) responsible for the implementation of the plan. 14. Communicated to all workers and subcontractors. 15. Be reviewed periodically or due to change in conditions. 16. Be documented.
		The business shall ensure that site-specific risk control plans are kept on site at all times or are easily accessible by workers through other means.	2.5.2 2.4.2	N/A

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure that traffic controls are implemented where vehicles and mobile plant are utilised in forest operations.	2.5.3 2.4.3	N/A
2.6 2.5	Operational planning and control	The business shall develop (if relevant) and implement a site-specific forest operational plan / harvest plan / coupe plan.	2.6.1 2.5.1	The forest operation plan / harvest plan / coupe plan shall be: <ul style="list-style-type: none"> 1. Accessible to workers, subcontractors, contractors. 2. Reviewed and signed off by forest management where changes are made and prior to the commencement of works. 3. Reviewed prior to commencement of work activities and periodically thereafter as required. 4. Be implemented on-site as required by forest management. 5. Be documented.
		The business shall ensure that workers, subcontractors, and contractors understand the content of forest operational plans / harvest plans / coupe plans.	2.6.2 2.5.2	The business shall ensure that: <ul style="list-style-type: none"> 1. Workers, subcontractors, contractors are provided training or induction on the site-specific forest operational plan / harvest plan / coupe plan. 2. Workers are able to articulate the controls and actions to protect the natural and cultural values of the environment identified in the forest operational plan / harvest plan / coupe plan.
		The business shall ensure that forestry sites are inspected following the conclusion of work activities and signed off by the forest manager, owner, regulator (or similar authority).	2.6.3 2.5.3	Site inspections shall: <ul style="list-style-type: none"> 1. Be conducted at the conclusion of work activities. 2. Completed against a checklist detailing relevant environmental outcomes and site requirements. 3. Consider the state / impact to the environment. 4. Be documented. 5. Be signed off by the forest manager, owner, regulator (or similar authority).

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall develop (if required) and implement processes for minimising spread of pests and weeds.	2.6.4 2.5.4	N/A
		The business shall develop and implement processes to respond and report unauthorised and/or illegal access or use of forest areas.	2.6.5 2.5.5	The processes shall: 1. Outline steps to be undertaken in the event of unauthorised or illegal access. 2. Outline responsibilities of workers, subcontractors, and contractors in the prevention, response and reporting of unauthorised or illegal access to the site. 3. Consider the confidentiality of the reporter in the event of illegal activities.
2.7 2.6	Purchasing and procurement	The business shall develop and implement processes for purchasing and procurement.	2.7.1 2.6.1	The purchasing and procurement processes shall: 1. Detail how the business identifies WHS requirements related to goods and services and provides these requirements to suppliers. 2. Ensure that procured goods and services meet WHS requirements.
2.8 2.7	Subcontractor management	The business shall develop and implement processes for managing subcontractors.	2.8.1 2.7.1	The subcontractor management processes shall: 1. Identify the person(s) responsible for engaging and managing subcontractors. 2. Detail the method for engaging subcontractors, including the requirement for having a documented agreement with a subcontractor that includes all relevant requirements. 3. Ensure that WHS and or environmental requirements for subcontractors are identified and considered as part of subcontractor selection process. 4. Ensure that subcontractors are informed of and understand their WHS and or environmental obligations through induction and training. 5. Ensure that subcontractors have completed all relevant training and are verified as competent to undertake relevant work as detailed in this Standard. 6. Outline the processes for monitoring subcontractor compliance. 7. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall obtain, check and maintain relevant subcontractor documentation relating to WHS and or the environment.	2.8.2 2.7.2	The business shall obtain, check, and maintain the following subcontractor documentation: 1. WHS and or environmental management documentation and risk assessments. 2. Insurances (workers compensation and public liability). 3. Training, qualification, licences, induction and competency records.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
2.9 2.8	Plant and equipment	The business shall develop and implement processes for managing plant and equipment.	2.9.1 2.8.1	The plant and equipment processes shall: 1. Detail processes for selecting and operating plant and equipment, including undertaking plant risk assessments. 2. Detail how broken or bogged plant and vehicles are recovered. 3. Detail processes for maintaining and repairing the plant and equipment. 4. Detail processes for identifying, quarantining or withdrawing unsafe plant and equipment from service. 5. Detail processes for isolating plant and equipment during cleaning, servicing, repair or alteration. 6. Detail processes for planned and unplanned changes to products, processes, operations, equipment or facilities to prevent negative effects on safety and the environment. 7. Ensure that plant and equipment are periodically inspected (e.g. pre-start) to ensure they remain safe to operate. 8. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall risk assess all plant and equipment.	2.9.2 2.8.2	Plant and equipment risk assessments shall: 1. Be developed for all plant and equipment utilised by the business. 2. Identify the WHS and environmental hazards and risks associated with operating, maintaining (including on site maintenance), repairing (including on site repair), and cleaning plant and equipment. 3. Detail the controls for eliminating or minimising risks. 4. Be documented.
		The business shall ensure that all plant and equipment is inspected prior to use. The business shall ensure all plant and equipment are inspected and maintained.	2.9.3 2.8.3	N/A The business shall ensure that the workers: 1. Maintain records of pre-start inspections including findings and corrective actions. 2. Are trained to safely undertake maintenance tasks and mitigate associated risks. 3. Understand the maintenance tasks that can/cannot be completed on site 4. Understand the PPE and tools required to undertake the tasks safely. 5. Undergo regular assessments to verify competency and understanding.
		The business shall ensure that plant and equipment are regularly maintained and calibrated.	2.9.4 2.8.4	The business shall ensure that: 1. Plant and equipment are regularly maintained and calibrated in accordance with manufacturer recommendations. 2. Maintenance requirements are monitored via a maintenance plan, schedule, log book or maintenance database. 3. Records of plant and equipment maintenance and calibration are retained. 4. Maintenance and repair is undertaken by competent workers or qualified external parties.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure that workers understand how to undertake maintenance tasks on safely on site.	2.9.5	The business shall ensure that workers understand:- 1. The maintenance tasks that can/cannot be completed on site. 2. The steps to undertake these tasks and controls required to be implemented to mitigate the associated risks. 3. The PPE and tools required to undertake the tasks safely.
2.10 2.9	Hazardous materials, substances and dangerous goods	The business shall develop and implement processes for managing hazardous materials, substances and dangerous goods.	2.10.1 2.9.1	The processes shall: 1. Be compliant with relevant legislative requirements. 2. Detail the appropriate storage, transportation, handling, use and disposal requirements for hazardous materials, substances and dangerous goods. 3. Ensure that current Safety Data Sheets (SDS) are available for all chemicals. 3. Ensure that workers have appropriate training and access to Safety Data Sheets (SDS). 4. Ensure that the business risk assesses all hazardous materials, substances and dangerous goods. 5. Ensure that the business utilises alternatives to use of hazardous materials, substances and dangerous goods, where practicable.
		The business shall develop and maintain a hazardous materials, substances and dangerous goods register.	2.10.2 2.9.2	The hazardous materials, substances and dangerous goods register shall: 1. List all the hazardous materials, substances and dangerous goods stored, handled or used by the business and its workers. 2. Detail the storage quantity and location of the hazardous materials, substances and dangerous goods. 3. Be accessible to all workers, subcontractors and contractors. 4. Be reviewed periodically. 5. Be documented.
		The business shall ensure that hazardous materials, substances and dangerous goods are stored in accordance with relevant legislative requirements.	2.10.3 2.9.3	Hazardous materials, substances and dangerous goods shall be stored: 1. In accordance with relevant legislative requirements. 2. In a well ventilated location, away from ignition or heat sources. 3. Securely, to reduce the risk of unauthorised access. 4. In appropriate, labelled containers. 5. With warning signage or placarding displayed in appropriate locations (or fulfill manifest requirements where applicable). 6. In conformance with compatibility requirements. 7. With appropriate spill control measures (i.e. bunding, secondary containment, spill kits). 8. Near appropriate fire-fighting equipment.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
2.11 2.10	Personal protective equipment	The business shall ensure that all workers, subcontractors, contractors and visitors wear appropriate Personal Protective Equipment (PPE).	2.11.4 2.10.1	The business shall ensure that: 1. All PPE meets relevant Australian standards or equivalent. 2. PPE on site includes a hard hat (where required), appropriate footwear and ankle support, hearing protection (where required), high visibility outer clothing, and chainsaw cut resistant leg protection, trousers or chaps (where required), eye protection and hand protection. 3. All PPE is in good condition, fits well and is suitable for associated tasks. 4. Workers understand how to use PPE.
2.12 2.11	Emergency preparedness and response	The business shall develop and maintain an emergency response plan.	2.12.4 2.11.1	The emergency response plan shall: 1. Be site specific. 2. Identify all likely WHS and/or environmental emergencies. 3. Detail prevention and/or mitigation methods. 4. Outline emergency and first aid planning (such as evacuation routes). 5. Identify the person(s) responsible for preparing, implementing and reviewing the emergency response plan. 6. Identify the person(s) responsible for controlling emergencies (e.g. fire wardens). 7. Detail the training and competency requirements for workers. 8. Ensure that the emergency response scenarios are tested regularly (e.g. annually). 9. Ensure that workers and subcontractors are aware of, and understand the content of the emergency response plan in accordance with their roles and responsibilities. 10. Be reviewed at least annually. 11. Be documented.
		The business shall ensure that relevant workers and subcontractors are competent to control and manage emergencies.	2.12.2 2.11.2	N/A The business shall maintain, electronically or in hard copy, records of WHS and environmental training, qualifications, licences, and verification of competency for all workers and visitors.
		The business shall undertake a first aid needs analysis.	2.12.3 2.11.3	The first aid needs analysis shall: 1. Consider the types of work being carried out. 2. Consider the site hazards. 3. Consider the size and location of the workplace worksite. 4. Consider the number and composition of people at the workplace worksite. 5. Determine the first aid requirements for sites.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure that stocked and in date first aid kit(s) are available on all sites.	2.12.4 2.11.4	N/A
		The business shall ensure that emergency communication methods are established on site.	2.12.5 2.11.5	The business shall ensure that: 1. There is an effective means of calling for help available to all workers. 2. There is a minimum of one current first aider on site and workers are aware of who they are. 3. Workers understand communication methods for calling for help.
		The business shall ensure that all lone workers have current first aid certificates.	2.12.6 2.11.6	N/A
		The business shall ensure that fire-suppression, emergency, and first aid equipment is regularly inspected by a competent person.	2.12.7 2.11.7	N/A The business shall ensure: 1. Documentation clearly identifies the competent person who has undertaken the inspection. 2. Can demonstrate how competency was determined.
2.13 2.12	Fire management	The business shall assess fire risks and plan operations to minimise risk of ignition and/or extent/impact of unplanned fire.	2.13.4 2.12.1	The fire risk assessments shall: 1. Ensure that all likely fire risks are identified, assessed and risk rated. 2. Ensure that controls are identified and implemented to minimise risk of ignition and/or extent/impact of unplanned fire. 3. Ensure that controls are monitored for effectiveness (e.g. through inspection). 4. Ensure that forest operations are planned to minimise risk of unplanned fire. 5. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure that plant and equipment is operated and maintained safely so as to minimise risk of unplanned fire.	2.13.2 2.12.2	The business shall ensure that: 1. Plant and equipment is operated so as to minimise risk of unplanned fire, e.g. shutdown procedures, clearing engine bays, cooling down plant, removal of defective plant. 2. Standard operating procedures are written to minimise risk of unplanned fire. 3. Plant and equipment are maintained to minimise risk of fire (e.g. spark free exhausts, maintenance of fuel, electrical, braking systems, no surplus oil, dust, organic matter, exhaust system directed away from flammable material). 4. On-board fire-fighting equipment is adequately maintained and records of maintenance are available. 5. Defective plant and equipment are withdrawn from use.
		The business shall ensure that site-level controls are implemented to minimise the risk of unplanned fire.	2.13.3 2.12.3	Site-level controls shall include: 1. Designated 'smoking areas' that are cleared of flammable materials. 2. Hot work equipment and fire (for cooking, heating and boiling) are only used in areas cleared of flammable materials. 3. Fires are extinguished when left unattended. 4. Flammable substances and materials are stored and used according to manufacturer's guidelines to minimise risk of fire.
		The business shall ensure that weather conditions and warnings are monitored by workers.	2.13.4 2.12.4	The business shall ensure that workers understand: 1. The process for monitoring weather conditions. 2. The colour coding for fire danger ratings (forest managers may have their own requirements). 3. The weather conditions that would trigger cease of works.
		The business shall undertake regular fire safety inspections.	2.13.5 2.12.5	Fire safety inspections shall: 1. Be conducted prior to the start of fire season. 2. Be conducted following conclusion of work activities during fire season. 3. Detail corrective actions for addressing any issues identified. 4. Be documented.
		The business shall ensure that relevant workers and subcontractors are trained to assess fire risk and use firefighting equipment.	2.13.6 2.12.6	The business shall ensure that relevant workers and subcontractors are trained and competent to: 1. Assess the risk of fire. 2. Monitor weather conditions and respond to changing weather. 3. Use firefighting equipment.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure that fire-suppression equipment is accessible and suitable for the risks related to people.	2.13.7 2.12.7	The business shall ensure that: 1. Fire-suppression equipment is suitable for the site location, tasks completed, and substances stored on site. 2. Fire extinguishers of suitable size and pressure are available on site. 3. Appropriate quantity of water (considering the risk of fire and colour code of fire danger) is available on site, where relevant.
		The business shall support forest managers enhance forest ecosystem health through use of fire and cultural burnings, where suitable (native forests only).	2.13.8 2.12.8	The business shall, where required: 1. Consult with forest managers in relation to using fire to maintain and improve forest ecosystem 2. Implement the forest manager's processes for using fire to maintain and improve forest ecosystem.
2.14 2.13	Health and Wellbeing	The business shall develop and implement processes for managing wellbeing (mental, social and physical health) and wellbeing.	2.14.4 2.13.1	The business shall implement processes for managing wellbeing: 1. Develop processes for managing the mental and physical health and wellbeing of its workers. 1. Detail how the business identifies, assesses, monitors and reviews physical and psychosocial hazards and controls for effectiveness and improvement. 2. Be consistent with relevant statutory and regulatory requirements. 3. Be documented to the extent necessary to have confidence that they are carried out the process is undertaken as planned. 4. Provide access to mental health support services and programs, where reasonably practicable. 5. Inform workers of available support services. 2. Undertake risk assessments of worker mental and physical health as appropriate. 3. Implement reasonably practicable controls to manage fatigue, hydration, stress and other mental health risks.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
2.14	Critical forest risks	The business shall develop and implement processes for manual felling operations.	2.14.1	<p>The manual felling processes shall:</p> <ol style="list-style-type: none"> 1. Detail management of manual felling activities on site and required controls, including but not limited to the following controls: <ol style="list-style-type: none"> a) Consider factors such as terrain, direction of fall / lean, type of tree etc. b) Select suitable felling equipment and Personal Protective Equipment (PPE). c) Use a communication strategy with tree fallers. d) Ensure that a traffic management plan is prepared (when felling within 2 tree lengths of a road is undertaken). e) Ensure a felling plan is completed with asset/network owner (when felling within 2 trees lengths of power lines is undertaken). f) Detail requirements for authorising access into the danger zone. g) Ensure dangerous trees are risk assessed. h) Ensure that tree fallers have first aid materials with them at all times, and if working alone, are competent first aiders. i) Ensure verification of hand feller qualifications, such as high risk work licenses. j) Consider environmental factors and their management, such as wind speeds, terrain etc. 2. Ensure that the WHS risks and controls associated with manual felling activities are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. 3. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall develop and implement processes for mechanical felling operations.	2.14.2	<p>The mechanical felling processes shall:</p> <ol style="list-style-type: none"> 1. Detail management of mechanical felling operations and outline required controls, including but not limited to the following controls: <ol style="list-style-type: none"> a) Determine tree suitability for mechanical harvesting. b) Consider specific issues before commencing, and during, harvesting work. c) Ensure a means of communication available during harvesting operations. d) Consider the suitability and limits of mechanical equipment (harvester) for different trees and ground conditions. e) Ensure operations are undertaken in an agreed safe work area (such as 2 tree lengths). f) Ensure that workers or subcontractors operating mechanical felling equipment have cab visibility and are wearing seatbelts. g) Ensure that the mechanical felling equipment has suitable operator structure given the size of the trees being felled. h) Ensure that operators of mechanical felling equipment are aware of the proximity of other personnel potentially within their area of operation. 2. Ensure that the WHS risks and controls associated with mechanical felling activities are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. 3. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall develop and implement processes for cable logging, and extraction and breaking-out operations.	2.15.3 2.14.3	<p>The cable logging and extraction and breaking-out processes shall:</p> <ol style="list-style-type: none"> 1. Detail the management of cable logging, and extraction and breaking-out activities and outline required controls, including but not limited to: <ol style="list-style-type: none"> a) Ensure that anchor points, anchor ropes, skyline rope and landings are suitable for the task, in good condition and without kinks and corrosion. b) Consider requirements and controls for downhill logging. c) Consider requirements for log merchandising area locations in relation to the tower (such as 30 metres away). d) Consider requirements of the landing chutes. e) Consider clearance requirements between the ground and the skyline. f) Detail processes for determining safe retreat positions for each line or days' work. g) Detail the requirement to calculate safe working load of the wire/rope for cable harvesting and extraction. h) Outline the requirement to complete a maintenance plan for rigging and a process for identifying wear and tear. i) Detail the requirement to calculate safe operating lead for towers and yarders. j) Ensure that workers or subcontractors have an appropriate communication strategy (e.g. signals) are using signals to communicate, and are not standing within close vicinity of landings, moving ropes, ropes under strain, the front of skylines, hauled logs. 2. Ensure that the WHS risks and controls associated with cable logging, and extraction and breaking-out activities are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. 3. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall develop and implement processes for forwarding and snagging operations.	2.15.4 2.14.4	<p>The forwarding and snagging processes shall:</p> <ol style="list-style-type: none"> 1. Detail the management of forwarding and snagging activities and outline required controls, including but not limited to: <ol style="list-style-type: none"> a) Ensure that site and track conditions between load and unload points are assessed. b) Ensure that loads in transit are secured, or held in a manner so they cannot be dislodged. c) Ensure that ground being traversed by plant and machinery is stable. d) Outline clearance requirements of machines, and loads being forwarded, and powerlines. e) Ensure that workers understand operational movements and the requirements of machinery being utilised. f) Ensure that workers or subcontractors have an appropriate communication strategy. 2. Ensure that the WHS risks and controls associated with forwarding and snagging operations are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. 3. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall develop and implement processes for processing, loading, unloading, securing and transport operations.	2.15.5 2.14.5	<p>The processing, loading, unloading, securing and transport processes shall:</p> <ol style="list-style-type: none"> Detail the management of processing, loading, unloading, securing and transport operations and outline required controls, including but not limited to: <ol style="list-style-type: none"> Outlines the requirement to develop and communicate a skid plan that identifies safe areas, loading zones, and traffic flows. Detail the requirement to determine and apply the load limit and stability of log stacks. Ensure that the site has been planned to minimise reversing vehicles, provide sufficient turning space and maintain visibility. Ensure that the risk of chains has been assessed and controls implemented to protect workers. Ensure that there is effective separation between workers and operating machines. Ensure that the machines have working lights and clean windows. Ensure that the WHS risks and controls associated with processing, loading, unloading, securing and transporting are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall develop and implement processes for driving operations	2.15.6 2.14.6	<p>The driving operations processes shall:</p> <ol style="list-style-type: none"> Detail the management of driving operations and outline required controls for safe completion of these activities, including but not limited to: <ol style="list-style-type: none"> Detail the management of driver activities, safe handling of vehicles and expectations of safe driver behaviour. Set clear expectations about driver behaviour: to include journey planning; speed restriction; impairment from fatigue, drugs and alcohol; wearing of seatbelts; and use of handheld devices. Outline systems for monitoring and responding to concerns about driver behaviour. Set expectations about the specification requirements for vehicles used for work. For example: safety rating and protective features such as ABS and airbags. Ensure that pre-use / pre-start checks of vehicles are completed by all drivers to identify and report any faults. Ensure that the WHS risks and controls associated with driving are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall develop and implement processes for log landings and log dump operations.	2.15.7 2.14.7	<p>The log landings and log dumps processes shall:</p> <ol style="list-style-type: none"> Detail the management of log landings and log dump operations and outline required controls, including but not limited to: <ol style="list-style-type: none"> Outline requirements for log landing locations (such as flat, accessible, cleared of risks, clear of debris, within proximity to snig tracks, not under powerlines). Detail requirements for log landing layout and design, e.g. minimise machinery movement, a designated area for non-essential machinery, large enough to enable all required activities, allows logs to be positioned without rolling or sliding. Ensure that the log landings are clear of debris, cleared of risks (such as rocks, bog holes), large enough to allow for all required operations and not located under powerlines. Ensure that the WHS risks and controls associated with log landings and log dump operations are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall develop and implement processes for civil operations including blasting.	2.15.8 2.14.8	<p>The civil operations processes shall:</p> <ol style="list-style-type: none"> Detail the management of civil, road building and blasting operations and outline required controls, including but not limited to: <ol style="list-style-type: none"> Outline requirements for undertaking civil operations and blasting in accordance with legal requirements. Outline requirements to complete pre-construction planning for safe road routes and to ensure adherence to local legislation, such as permits etc. Detail types of equipment required / capable of undertaking specific road construction tasks. Detail processes for management of health risks including provision of exposure standards, air monitoring and health monitoring requirements, dust and particulate management methods. Ensure competency and qualifications of workers operating heavy machinery is verified. Detail prohibited chemicals in blasting and civil operations. Detail requirements for the establishment of exclusion zones, display of warning signage, wearing of Personal Protective Equipment (PPE) etc. Ensure site safety plans, including traffic management plans, are developed in consultation with workers, implemented and monitored. Ensure that the WHS risks and controls associated with civil, road building and blasting operations are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall develop and implement processes for silviculture operations.	2.15.9 2.14.9	<p>The silviculture processes shall:</p> <ol style="list-style-type: none"> Detail the management of silviculture operations and outline required controls, including but not limited to: <ol style="list-style-type: none"> Outline requirements for undertaking silviculture operations in accordance with legal requirements. Outline requirements for safe operation of plant and equipment, including operating ATVs and forklifts and driving on resource roads. Detail processes for the management of repetitive work to reduce the risk of musculoskeletal injuries and fatigue. Outline requirements and management methods to reduce worker exposure to the heat, such as developing work schedules minimising exposure to heat, provision of PPE (hats etc.) and facilitates for workers to keep hydrated. Detail requirement to adhere to hazardous material, substance and dangerous goods procedures for appropriate use and storage. Ensure appropriate PPE is worn, commensurate with the task and level of risk. Ensure that the risks and controls associated with silviculture operations are communicated to and understood by relevant workers, subcontractors, visitors and affected stakeholders. Be documented to the extent necessary to have confidence that they are carried out as planned.
3.0 MEASUREMENT				
3.1	Workplace-Worksite inspections	The business shall develop and implement processes for completing workplace worksite inspections.	3.1.1	<p>The workplace worksite inspection processes shall:</p> <ol style="list-style-type: none"> Detail how to complete workplace worksite inspections. Define the required frequencies for completing workplace-worksite inspections. Ensure that corrective and preventative actions are generated from workplace worksite inspections and monitored to completion. Ensure that workplaces worksite are compliant with legislative requirements and the site-specific risk control plan (where relevant). Ensure that workers are involved in the workplace worksite inspections and are provided feedback on findings of workplace-worksite inspections. Identify the person(s) responsible for undertaking workplace worksite inspections, including any competency requirements (i.e. HSR). Ensure workplace worksite inspections are recorded and maintained on file. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall ensure that workplace-worksite inspections are completed as planned.	3.1.2	<p>Workplace Worksite inspections shall:</p> <ol style="list-style-type: none"> Be completed on a regular basis (i.e. monthly). Verify compliance against WHS and or environmental procedures. Inspect workplace worksite conditions. Identify workplace worksite hazards requiring rectifications. Record resulting corrective and preventative actions and persons responsible. Be completed together with workers or HSRs. Be provided to relevant supervisors or managers once complete. Be documented.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure that corrective actions generated from workplace worksite inspections are implemented in identified timeframes.	3.1.3	N/A
3.2	Health surveillance	The business shall develop and implement processes for health surveillance and monitoring.	3.2.1	The health surveillance and monitoring processes shall: 1. Evaluate a worker's fitness for work with respect to fatigue, drug and alcohol use, illness and stress prior to commencing employment and during employment. 2. Identify hazards for which health surveillance shall be undertaken, including the type of health surveillance. 3. Ensure that health surveillance (e.g. audiometric testing) is completed where increased risk has been identified. 4. Detail the methods for monitoring and record keeping related to health surveillance. 5. Ensure compliance with legislative requirements. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.
3.3	Incident management	The business shall develop and implement processes for incident reporting and investigation.	3.3.1	The incident reporting and investigation processes shall: 1. Ensure that all WHS and or environmental hazards, near misses and incidents are reported. 2. Clearly identify the types of incidents that shall be recorded and reported to external parties including regulators, insurers and clients. 3. Clearly define timeframes for reporting and escalation of incidents (internally and externally). 4. Detail processes for investigating hazards, near misses and incidents. 5. Ensure corrective actions are developed in consultation with management and affected workers, and implemented. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.
		The business shall ensure that WHS and or environmental hazards, near misses, incidents and injuries are formally reported and notified to a regulatory body (where required).	3.3.2	WHS and or environmental hazards, near misses, incidents and injuries reports shall: 1. Be recorded on the relevant business form or database with appropriate information provided regarding the incident, actions taken, risk, and requirement or report to a regulatory body. 2. Be formally notified to a regulatory body (where required) in a timely manner.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
		The business shall ensure that workers understand the types of incidents that are required to be reported to the regulator and the actions to undertake upon occurrence.	3.3.3	The business shall ensure that all workers are aware of the requirement to maintain the scene where an incident occurs.
		The business shall ensure that WHS and/or environmental hazards, near misses, incidents and injuries are investigated.	3.3.4	The incident investigations shall: <ol style="list-style-type: none"> 1. Be undertaken by person(s) that are competent in incident investigation methodologies. 2. Identify contributing factors including system failures that contributed to the incident. 3. Detail the corrective and preventative actions that shall be implemented to reduce likelihood of reoccurrence. 4. Have their outcomes and learnings communicated to all workers. 5. Be documented.
		The business shall establish processes to debrief and counsel workers following critical incidents.	3.3.5	N/A
3.4	Workers compensation and return to work	The business shall develop and implement processes for workers compensation and return to work.	3.4.1	Workers compensation and return to work processes shall: <ol style="list-style-type: none"> 1. Detail methods for managing workers compensation in accordance with relevant legislative requirements. 2. Ensure that the business manages the return to work of the worker post-injury. 3. Identify person(s) responsible for managing workers compensation and return to work of injured workers. 4. Ensure that records related to workers compensation and return to work are maintained. 5. Ensure that workers compensation and return to work processes are managed by appropriately qualified and competent persons. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.

#	Focus area	High-level criteria	Criteria #	Detailed criteria Indicators
3.5	Management system audits	The business shall develop and implement processes for internal auditing of the a WHS and or environmental management systems.	3.5.1	The WHS and or environmental internal audit processes shall: 1. Detail the method for undertaking internal audits of the a WHS and environmental management system and practices. 2. Detail the method for undertaking internal audits of the environmental management system and practices. 2. Identify the person(s) responsible for conducting internal audits. 3. Ensure that internal audits of the a WHS and or environmental management system and practices are scheduled and completed at least annually. 4. Ensure that internal audits generate corrective actions to address non-conformances and corrective actions are tracked to completion. 5. Ensure that records of internal audits are maintained. 6. Be documented to the extent necessary to have confidence that they are carried out as planned.
4.0 REVIEW				
4.1	Management review	The business shall develop and implement processes for management review of the WHS and or environmental management system.	4.1.1	The management review processes shall: 1. Ensure the ongoing suitability and effectiveness of the a WHS and or environment system and processes to meet the business' objectives. 2. Determine how management reviews are conducted. 3. Identify who (e.g. top management) conducts the management review. 4. Ensure that changes to compliance obligations are considered in the review. 5. Ensure that adequacy of resources to implement the a system are considered in the review. 6. Ensure that top management provide assurance over legal compliance. 7. Detail how actions from the management review are tracked to completion. 8. Ensure that records of the review are maintained. 9. Be documented to the extent necessary to have confidence that they are carried out as planned.