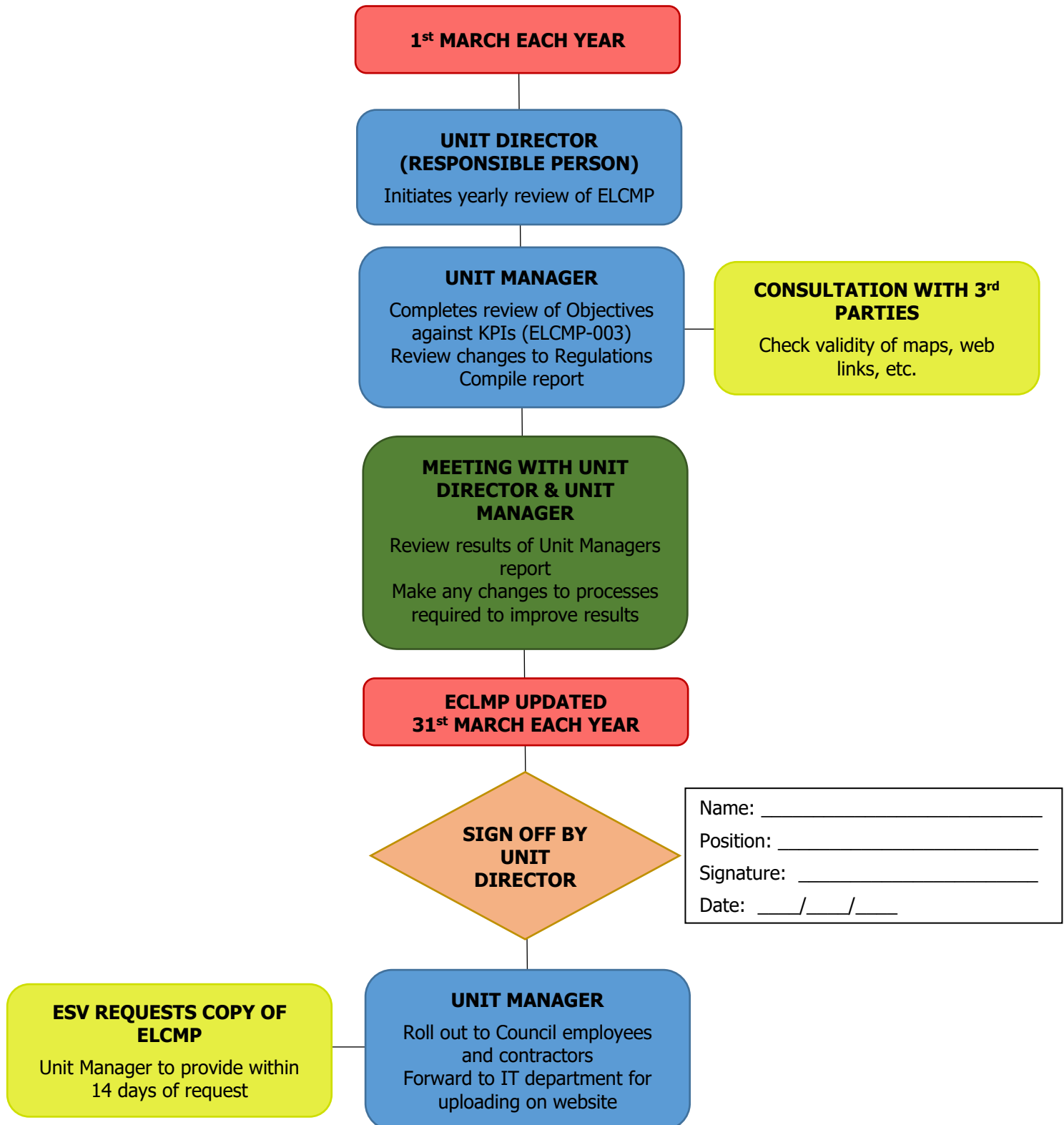


# ELCMP Review Process and Authorisation

Doc. No:	<b>ELCMP-001</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 24</b>



	<h2>ELCMP Audit Program</h2>	Doc. No:	<b>ELCMP-002</b>
		Rev. No.:	<b>4</b>
		Rev. Date:	<b>March 2024</b>

Audit Topic	Document No.	Audit Month	Auditor	Auditor Position	Completed Audit Date	Audit Report No.	CARS <i>Yes / No &amp; Quantity</i>	CAR Status <i>(Open / Closed) &amp; Date</i>
Health & Safety								
Health and Safety Audit	ELCMP.004	Once per program	Various	Crew Supervisor				
Plant & Equipment Audit - EWP	ELCMP.005	Once per program per plant item	Various					
Plant & Equipment Audit – Tipper/Chipper	ELCMP.006	Once per program per plant item	Various					
SWMS Field Audit	ELCMP.008	Once per program per SWMS	Various					
Compliance								
Inspection Quality Audit	ELCMP.009	Monthly while inspecting & cutting - 5% of network	Various	Arborist Unit Manager				
Cutting Quality Audit	ELCMP.010	Monthly while cutting - 5% of network	Various	Arborist Unit Manager				
Code Compliance Audit	ELCMP.013	Prior to yearly review of ECLMP	Responsible Person	Unit Manager				
Objectives & KPI Audit	ELCMP.003	Prior to yearly review of ECLMP	Responsible Person	Unit Manager				
Check listed websites in ELCMP (4i) for accuracy	ELCMP	Yearly	Responsible Person	Unit Manager				

	<h2>ELCMP Objectives and KPI's</h2>	Doc. No:	<b>ELCMP-003</b>
		Rev. No.:	<b>4</b>
		Rev. Date:	<b>March 2024</b>

<b>Auditors Name:</b>	<b>Date:</b>
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Objective	KPI	Measure	Results
Compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020 and Code of Practice	100%	Deliver annual vegetation program in line with programmed target dates	
Electrical safety	0 fires or electrical incidents caused by trees	Number of fires	
Minimise fire starts as a result of contact between vegetation and electricity network	0 fire starts	Number of fire starts caused by trees that are the responsibility of Council	
Continuity of electricity supply to customers	Reducing outages	Number of outages caused by Council trees compared to previous 5 year average. (Powercor to Provide data)	
Public Safety	0 injuries to public	Number of injuries	
Provision of a safe workplace for employees and service providers	0 LTI's and tree related work incidents	Contract Reporting and Audit Process	
Vegetation management systems to maximise environment and amenity value of the Council's trees	0 deviations from ELCMP	Processes in ELCMP followed. Complete ELCMP-013	
Protection of areas of important vegetation which may be deemed as such, on the basis of those areas containing botanically, historically or culturally important vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat or rare or endangered species	0 damage to important vegetation as per section 3h of ELCMP	Number of incidents	
Community satisfaction with the manner in which the necessary works required are carried out	100% customer complaints resolved	Number of tree complaints – verify complaints by council tree cutting activities	

	<h1>ELCMP Objectives and KPI's</h1>		Doc. No:	ELCMP-003
			Rev. No.:	4
			Rev. Date:	March 2024

Objective	KPI	Measure	Results	
<p>Monitoring of historical work load indicators with respect to number of:</p> <ul style="list-style-type: none"> <li>Identified vegetation clearance breaches to the code</li> <li>Emergency clearances</li> <li>Customer requests for line clearance</li> <li>Network operator requests for pruning</li> <li>Clearing not meeting quality requirements (AS4373 min.)</li> <li>Implementation of audit schedule</li> <li>Translocations (Habitat or Threatened Species)</li> </ul>	<p>0% per program</p> <p>100% complete</p> <p>100% resolved</p> <p>100% completed</p> <p>100% recorded</p> <p>100% completed</p> <p>100% recorded</p>	<p>Review of figures</p>	No.	

Item	Improvement Actions Taken (Immediate Non-conformance Actions, Improvement Actions, Record of Hazard Report Number Issued)	By When	Complete <i>Sign Off &amp; Date</i>

Has a High Risk been identified?      Yes ☐      No ☐ (if yes, immediate action required #)  
 (# Record action taken in Table below and issue Hazard Report Form)

Has an Improvement been identified?      Yes ☐      No ☐ (if yes record in Table above)

Unsafe work practice or OHS hazard?      Yes ☐      No ☐ (if yes issue a Hazard Report Form)

Changes required to Procedures, SWMS?      Yes ☐      No ☐ (if yes record in Table above)

Changes/additions to the ELCMP?      Yes ☐      No ☐ (if yes record in Table above)

(## If you suggest changes or additions to the requirements in this form mark up / write in on this form, record the improvement suggestion in the Table below and submit marked up form to the Manager)

Auditor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Crew Leader/Supervisor Signature: \_\_\_\_\_

# Health and Safety Audit

Doc. No:	<b>ELCMP-004</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

<b>Auditors Name:</b>	<b>Date:</b>
<b>Location:</b>	<b>Job Name/No:</b>
<b>Contractor:</b>	<b>Crew Base:</b>

Crew members				
Full Name	Passport (Issue Date)	Vehicle Licence (Expiry Date)	EWP License (Expiry Date)	Client ID (Where applicable)

Legend		
<b>C = Conformance (No action Required)</b>	<b>NC = Non Conformance (Immediate action required)</b>	<b>I = Improvements (Not an incorrect practice, but should be improved)</b>

All Staff trained and in possession of the correct client authorization for the tasks they are doing. Must be sighted <b>(H)</b>	See Above
All Staff have been inducted by Council	See Above
HAC/JSA /SWMS <b>(H)</b>	Available / Evidence of use

1.0 Preliminary / Worksite Hazard Management					
No.	Item	C	NC	I	Comments
1.1	Has the Site Supervisor in control of the Worksite been identified and recorded on the HAC?				
1.2	Are the Operators/Subcontractors in control of a task competent to undertake tasks being performed at site?				
1.3	Has the scope and sequence of the work to be performed been discussed with and understood by each Work Group member, including all Safety Observers.				
1.4	Has a Hazard Assessment Checklist been undertaken, documented and communicated by the Supervisor/Employee in Charge to each member of all Work Groups?				

## 1.0 Preliminary / Worksite Hazard Management

No.	Item	C	NC	I	Comments
1.5	Hazards particular to site have been identified and effective controls implemented				
1.6	Were you asked to sign onto the job site? (JSA/HAC)				
1.7	As the services being provided progress, have any additional hazards been identified at the Worksite, recorded on an appropriate HAC form and discussed with each member of the Work Group by the Supervisor/Employee in Charge?				
1.8	Does each member of the Work Group understand the HAC process? (ie Worksite specific hazards identified with suitable control measures implemented and monitored throughout the tasks).				
1.9	Has the relevant SWMS been identified and does each member of the Work Group have full understanding of their content and the application to the work being undertaken by each Work Group member.				
1.10	Are appropriate rescue/escape facilities available/operational?				
1.11	Are complete and in test rescue kits in place and prepared for use at the Worksite prior to performance of any works?				
1.12	Are effective communication and team support displayed by Work Group members?				
1.13	Upon identification of unsafe work practices, is appropriate action taken by team members?				
1.14	Are acceptable behaviours displayed?				

## 2.0 Health and Well Being

No.	Item	C	NC	I	Comments
2.1	Do all Work Group members appear capable for work?				
2.2	Consider medication, heat stress, pre-existing injuries identified and managed?				
2.3	Is fatigue and heat stress management being undertaken for each Work Group member throughout the work period?				
2.4	Have all Work site Safety and Environmental rules as prescribed been adhered to as a minimum?				

## 3.0 PPE / Hearing Conservation / First Aid Kit

No.	Item	C	NC	I	Comments
	<b>PPE</b>				
3.1	Protective Clothing				
3.2	Steel Cap Safety Boots				

## 3.0 PPE / Hearing Conservation / First Aid Kit

No.	Item	C	NC	I	Comments
3.3	Hard Hat #				
3.4	Hardworking Gloves available				
3.5	Eye Protection				
3.6	Hearing Protection #				
3.7	High Visibility Vest/Outer Garment				
3.8	All employees trained and refreshed annually on the correct use and maintenance of PPE				
3.9	Plugs to be used only once				
3.10	Ear muffs to be regularly inspected				
3.11	Inside cushion to be carefully inspected				
3.12	Are the correct class of insulating gloves worn? Are they in test?				
	<b>Hearing Conservation</b>				
3.13	Ear muffs to be structurally sound. One per person				
3.14	Are hearing protection warning signs on plant/equipment clean and clearly visible?				
	<b>First Aid Kit</b>				
3.15	Check contents of First Aid Kit via contents list.				
3.16	Are the items in First Aid Kit in date? Apply date.				
3.17	Is all PPE mechanically and electrically fit for purpose and in test?				

## 4.0 Manual Handling

No.	Item	C	NC	I	Comments
4.1	What manual handling tasks occurring on site? List. <i>Manual handling includes: lifting, pushing, pulling, grabbing, holding, reaching or carrying</i>				
4.2	Is manual handling noted on JSA/HAC sheet?				
4.3	What control measures have been used?				
4.4	Is there frequent reaching above shoulder height?				
4.5	Is there excessive/prolonged twisting of the back or neck?				
4.6	Is job rotation being practiced to reduce the likelihood of manual handling injuries? Comment.				
4.7	Are manual handling techniques being adopted acceptable for the hazards associated with the task?				



## 5.0 Worksite Traffic Management

No.	Item	C	NC	I	N/A	Comments
	<b>Traffic Management Plan</b>					
5.1	Traffic Management Plan exists					
a	• Risk Assessment (HAC) (indicates guidance schemes in use)					
b	• Traffic Guidance Scheme (Site specific or generic)					
c	• Specific location details					
5.2	Is the plan available for inspection?					
5.3	Is the plan appropriate for the work?					
5.4	Are documented changes (if any) to the plan available for inspection?					
5.5	Generic Guidance Schemes available in vehicle					
5.6	Guidance Scheme (inc Speed Limits and Clearance) appropriate to situation <div> <div><b>Clearance</b></div> <div><b>Speed</b></div> <div>&gt;3m</div> <div>-</div> <div>1.2 – 3m</div> <div>60 km/h</div> <div>&lt;1.2m</div> <div>40km/h</div> </div>					
5.7	Worksite matches Guidance Scheme (or documented where variations)					
5.8	If Memorandum of Agreement (MOA) required, available on site (utility works exempt)					
5.9	Have required permit(s) / agreement(s) from all other relevant Authorities been obtained and complied with to cover all work tasks?					
5.10	Has the applicable hazard (including vehicular and pedestrian traffic) management and relevant control measures been established (eg correct placement of signs, reflective cones and barriers) and has the levels of planning been satisfied to minimise / eliminate all Worksite hazards?					
	<b>Signs</b>					
5.11	Appropriate signs used (Class 1 reflective)					
5.12	Signs located appropriately (as per Guidance Scheme or 2D).					
5.13	Signs visible to road user					
5.14	Signs in good condition					
	<b>Tapers</b>					
5.15	Tapers of appropriate length					
5.16	Sufficient cones of correct size used. (>60 km/hr – 700mm)					
5.17	Reflective tape/sleeves on cones (for night use only)					

## 5.0 Worksite Traffic Management

No.	Item	C	NC	I	N/A	Comments
	<b>Vehicles</b>					
5.18	Vehicles parked correctly					
5.19	Revolving lights activated/serviceable					
	<b>Personnel</b>					
5.20	Reflective vest/high visibility					
	<b>Other</b>					
5.21	Traffic controller required					
5.22	Traffic controller used					
	<b>Training</b>					
5.23	Sight training/ticket (should be national ticket)					
5.24	Is further training required					

### Comments:

Has a Non Conformance been identified? Yes ☐ No ☐ (if yes, immediate action required #)  
 (# Record action taken in Table below and issue Hazard Report Form)

Has an Improvement been identified? Yes ☐ No ☐ (if yes record in Table above)

Unsafe work practice or OHS hazard? Yes ☐ No ☐ (if yes issue a Hazard Report Form)

Changes required to Procedures, SWMS? Yes ☐ No ☐ (if yes record in Table above)

Changes/additions to this checklist content? Yes ☐ No ☐ (if yes mark up checklist# #)

(## If you suggest changes or additions to the requirements in this form mark up / write in on this form, record the improvement suggestion in the Table below and submit marked up form to the Compliance Manager)

Auditor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Crew Leader/Supervisor Signature: \_\_\_\_\_

Uncontrolled if printed      Printed on: 1-Jul-24      Page 6 of 6  
Valid on day of printing only

	<h2>Plant and Equipment Audit - EWP</h2>	Doc. No:	<b>ELCMP-005</b>
		Rev. No.:	<b>4</b>
		Rev. Date:	<b>March 2024</b>

<b>Auditors Name:</b>	<b>Date:</b>
<b>Location:</b>	<b>Job Name/No:</b>
<b>Contractor:</b>	<b>Crew Base:</b>

Crew members (On Site)				
Full Name	Passport (Issue Date)	Vehicle Licence (Expiry Date)	High Risk Work License - WP Class (Expiry Date)	Client ID (Where applicable)

<b>Vehicle Model:</b>		<b>Rego:</b>	
<b>Vehicle Service Date:</b>		<b>Due Date:</b>	<b>Contract:</b>

**H = Supervisor must be notified Immediately. Plant not to be operated until supervisor authorises.**

All Staff Trained and in possession of the correct client authorization for the tasks they are doing. Must be sighted <b>(H)</b>	See Above
HAC/JSA /SWMS <b>(H)</b>	Available / Evidence of use

EWP ONLY			
Current electrical test certificate EWP <b>(H)</b>	6 monthly	Test Date:	Due Date:
Current Weight Test	6 monthly	Test Date:	Due Date:
Current EWP inspection	3 monthly	Test Date:	Due Date:
	12 monthly	Test Date:	Due Date:
EWP build/re-build date			
Harnesses Visual Inspection <b>(H) 10 years</b>	ID/N	DOM	
	ID/N	DOM	
Lanyard Visual Inspection <b>(H) 10 years</b>	ID/N	DOM	
	ID/N	DOM	
CDD and Connectors <b>(H) 10 years</b>	ID/N	DOM	
Hydraulic Pole Saw <b>(H) 6 month</b>	ID/N	Due	
Spare Saw	ID/N	Due	
Emergency Stop/s tested			
Other Insulated Tools (List Below) <b>(H) 6 months</b>			
	ID/N	Due	
	ID/N	Due	
	ID/N	Due	
	ID/N	Due	

# Plant and Equipment Audit - EWP

Doc. No:	<b>ELCMP-005</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

KEY: (✓) OK (✖) Fault Indicated (N/A) Item not applicable

<b>A</b>	<b>SAFETY</b>	<b>COMMENTS</b>	
<b>1</b>	All PPE Company Issue / Approved		
<b>2</b>	Workers Ahead Sign X 2		
	Pedestrian Sign X 2		
	Stop / slow bats X 2		
	Witches hats X 12		
<b>3</b>	Fire Extinguisher:	Charged? Mounted? Accessible? Test Date?	
<b>4</b>	Weekly Tailgate Meeting Proof	Check for Knowledge	
<b>5</b>	Adequate Supervision	Check sign on section HAC book	
<b>6</b>	Spill Kit x 1	Full? Accessible? Checked against contents list?	
<b>7</b>	First Aid Kit and decal on EWP	High Use Items (Band-Aids splinter removers)	
<b>8</b>	Back up First aid Kit sealed & dated.	Perishable items use by date to be labelled.	
<b>9</b>	Bush Fire Safety ( <i>Fire Season Only</i> )		
	<i>Knapsack (Fire season)</i>	<i>Disp masks (Fire season)</i>	
	<i>Rake / hoe (Fire season)</i>	<i>Goggles (Fire season)</i>	
<b>B</b>	<b>INSULATED TOOLS</b>	<b>COMMENTS</b>	
<b>1</b>	Condition		
<b>2</b>	Cleanliness		
<b>3</b>	Stored correctly		
<b>C</b>	<b>HAZARDOUS SUBSTANCES</b>	<b>COMMENTS</b>	
<b>1</b>	All Chemicals stored in manufacturers container (including fuel and oil)		
<b>2</b>	Labels legible		
<b>D</b>	<b>MANUALS ETC.</b>	<b>COMMENTS</b>	
<b>1</b>	Company manual	Correct Version, SWMS require changing? SWMS, Signed, Work Instructions	
<b>2</b>	Traffic Management Manual	Region / State Specific	
<b>3</b>	Tools and Equipment Manuals		
<b>4</b>	MSDS Folder	MSDS in date (within 5 years), MSDS for all chemicals	
<b>5</b>	3pt of contact decal	Present? Legible?	

# Plant and Equipment Audit - EWP

Doc. No:	<b>ELCMP-005</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

<b>E</b>	<b>EWP</b>	<b>COMMENTS</b>	
<b>1</b>	Condition of EWP Bucket / Liner Condition Insulated Covers Panels Tyres	Free from Damage and clean? Free from Damage and clean? Eg: dints in doors/guards etc. Road worthy condition? Check spare as well.	
<b>2</b>	Daily logbook filled in		
<b>3</b>	EWP Daily, Weekly inspection	Review actions to ensure faults rectified	
<b>4</b>	Cab housekeeping		
<b>5</b>	Earth Chain		
<b>6</b>	Stabiliser Pads X2		
<b>7</b>	Chocks: X 2	Present? In use?	
<b>8</b>	EWP Operating Manuals	Present? Legible?	
<b>9</b>	Decals	Present? Legible?	
<b>10</b>	Limits of Approach displayed		
<b>11</b>	Tie Down Strap		
<b>12</b>	Jack (incl. brace and handle)		
<b>13</b>	Hydraulic leaks		
<b>14</b>	Engine bay clear from debris	Clear if needed.	
<b>15</b>	Fiberglass Boom clear debris	Clear if needed.	
<b>16</b>	Handsaw available in bucket		
<b>17</b>	4WD engaged warning light operational	Check to ensure	
<b>18</b>	Wheel nuts tight		
<b>19</b>	Flashing lights	All working?	
<b>20</b>	Reverse warning beeper	All working?	
<b>21</b>	SWL marked on basket	Present? Legible?	

[illegible]

Has a High Risk been identified? Yes ☐ No ☐ (if yes, immediate action required #)  
 (# Record action taken in Table below and issue Hazard Report Form)

Has an Improvement been identified? Yes ☐ No ☐ (if yes record in Table above)

Unsafe work practice or OHS hazard?      Yes ☐      No ☐ (if yes issue a Hazard Report Form)

Changes required to Procedures, SWMS? Yes ☐ No ☐ (if yes record in Table above)

Changes/additions to this checklist content? Yes ☐ No ☐ (if yes mark up checklist##)

*(## If you suggest changes or additions to the requirements in this form mark up / write in on this form, record the improvement suggestion in the Table below and submit marked up form to the Compliance Manager)*

Auditor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Crew Leader/Supervisor Signature: \_\_\_\_\_

# Plant and Equipment Audit – Tipper Chipper

Doc. No:	<b>ELCMP-006</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

<b>Auditors Name:</b>	<b>Date:</b>
<b>Location:</b>	<b>Job Name/No:</b>
<b>Contractor:</b>	<b>Crew Base:</b>

Crew members (On Site)				
Full Name	Passport (Issue Date)	Vehicle Licence (Expiry Date)	High Risk Work License - WP Class (Expiry Date)	Client ID (Where applicable)

<b>Vehicle Model:</b>		<b>Rego:</b>	
<b>Chipper Model:</b>		<b>Rego:</b>	
<b>Vehicle Service Date:</b>		<b>Due Date:</b>	
		<b>Contract:</b>	

**H = Supervisor must be notified Immediately. Plant not to be operated until supervisor authorises.**

All Staff trained and in possession of the correct client authorization for the tasks they are doing. Must be sighted <b>(H)</b>	See Above
HAC/JSA /SWMS <b>(H)</b>	Available / Evidence of use

CHIPPER ONLY	
Anvil Guard Safety Switch <b>(H)</b>	<b>Remove Guard and attempt to start</b>
All guards + chute holder operational <b>(H)</b>	<b>Physically Check</b>
Reverse Safety Bar and emergency stops operational <b>(H)</b>	<b>Check While Running</b>
Tear Away switch and cable <b>(H)</b>	<b>Visual Inspection</b>



# Plant and Equipment Audit – Tipper Chipper

Doc. No:	<b>ELCMP-006</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

KEY: (✓) OK (✖) Fault Indicated (N/A) Item not applicable

<b>A</b>	<b>SAFETY</b>	<b>COMMENTS</b>	
<b>1</b>	All PPE Company Issue / Approved		
<b>2</b>	Workers Ahead Sign X 2		
	Pedestrian Sign X 2		
	Stop / slow bats X 2		
	Witches hats X 12		
<b>3</b>	Fire Extinguisher:	Charged? Mounted? Accessible? Test Date?	
<b>4</b>	Weekly Tailgate Meeting Proof	Check for Knowledge	
<b>5</b>	Adequate Supervision	Check sign on section HAC book	
<b>6</b>	Spill Kit x 1	Full? Accessible? Checked against contents list?	
<b>7</b>	First Aid Kit and decal on EWP	High Use Items (Band-Aids splinter removers)	
<b>8</b>	Back up First aid Kit sealed & dated.	Perishable items use by date to be labelled.	
<b>9</b>	Bush Fire Safety ( <i>Fire Season Only</i> )		
	<i>Knapsack (Fire season)</i>	<i>Disp masks (Fire season)</i>	
	<i>Rake / hoe (Fire season)</i>	<i>Goggles (Fire season)</i>	

<b>B</b>	<b>HAZARDOUS SUBSTANCES</b>	<b>COMMENTS</b>	
<b>1</b>	All Chemicals stored in manufacturers container (including fuel and oil)		
<b>2</b>	Labels legible		

<b>C</b>	<b>MANUALS ETC.</b>	<b>COMMENTS</b>	
<b>1</b>	Company manuals	Correct Version, SWMS require changing? SWMS, Signed, Work Instructions	
<b>2</b>	Traffic Management Manual	Region / State Specific	
<b>3</b>	Tools and Equipment Manuals		
<b>4</b>	MSDS Folder	MSDS in date (within 5 years), MSDS for all chemicals	
<b>5</b>	3pt of contact decal	Present? Legible?	

# Plant and Equipment Audit – Tipper Chipper

Doc. No:	<b>ELCMP-006</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

<b>D</b>	<b>TIPPER &amp; CHIPPER</b>	<b>COMMENTS</b>	
<b>1</b>	Condition of Tipper/Chipper (list damage) Tyres Tipper Tyres Chipper – Light Truck Panels Hydraulic Leaks	RWC? RWC? Eg: dints in doors/guards etc.. Tipper Ram?	
<b>2</b>	Pre Trip Inspection	Review actions to ensure faults rectified	
<b>3</b>	Cab housekeeping		
<b>4</b>	Chocks: Present?		
<b>5</b>	Safety Chains x2	Check Condition of chains and attachment points. Chains crossed?	
<b>6</b>	Decals present, legible		
<b>7</b>	Condition of winch	Must <b>NOT</b> be a steel cable	
<b>8</b>	Towing assembly. Adequate/cracked/components missing		
<b>9</b>	Reverse Bar	High visibility tape	
<b>10</b>	Tipper – Electric brake slide operational		
<b>11</b>	Wheel Brace, Jack & Handle		
<b>12</b>	Wheel nuts	Tipper and Chipper, check for signs of loosening. Wheel nut indicators in place?	
<b>13</b>	Flashing Lights	All working?	
<b>14</b>	Reverse warning beeper	All working?	
<b>15</b>	No accumulated debris on chipper frame.	Check and clear.	

[illegible]

Has a High Risk been identified? Yes ☐ No ☐ (if yes, immediate action required #)  
 (# Record action taken in Table below and issue Hazard Report Form)

Has an Improvement been identified? Yes ☐ No ☐ (if yes record in Table above)

Unsafe work practice or OHS hazard?      Yes ☐      No ☐ (if yes issue a Hazard Report Form)

Changes required to Procedures, SWMS? Yes ☐ No ☐ (if yes record in Table above)

Changes/additions to this checklist content? Yes ☐ No ☐ (if yes mark up checklist##)

*(## If you suggest changes or additions to the requirements in this form mark up / write in on this form, record the improvement suggestion in the Table below and submit marked up form to the Compliance Manager)*

Auditor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Crew Leader/Supervisor Signature: \_\_\_\_\_

# Plant and Equipment Audit – Mechanical

Doc. No:	<b>ELCMP-007</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

<b>Auditors Name:</b>	<b>Date:</b>
<b>Location:</b>	<b>Job Name/No:</b>
<b>Contractor:</b>	<b>Crew Base:</b>

Crew members (On Site)				
Full Name	Passport (Issue Date)	Vehicle Licence (Expiry Date)	High Risk Work License - WP Class (Expiry Date)	Client ID (Where applicable)

<b>Vehicle Model:</b>		<b>Rego:</b>	
<b>Vehicle Service Date:</b>		<b>Due Date:</b>	<b>Contract:</b>

**H = Supervisor must be notified Immediately. Plant not to be operated until supervisor authorises.**

All Staff Trained and in possession of the correct client authorization for the tasks they are doing. Must be sighted <b>(H)</b>	See Above
HAC/JSA /SWMS <b>(H)</b>	Available / Evidence of use

MECHANICAL PLANT ONLY			
Current electrical test certificate <b>(H)</b>	6 monthly	Test Date:	Due Date:
Current mechanical test	6 monthly	Test Date:	Due Date:
	12 monthly	Test Date:	Due Date:
All guards operational <b>(H)</b>	<b>Physically Check</b>		

# Plant and Equipment Audit – Mechanical

Doc. No:	<b>ELCMP-007</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

KEY: (✓) OK (✖) Fault Indicated (N/A) Item not applicable

<b>A</b>	<b>SAFETY</b>	<b>COMMENTS</b>	
<b>1</b>	All PPE Company Issue / Approved		
<b>2</b>	Workers Ahead Sign X 2		
	Pedestrian Sign X 2		
	Stop / slow bats X 2		
	Witches hats X 12		
<b>3</b>	Fire Extinguisher:	Charged? Mounted? Accessible? Test Date?	
<b>4</b>	Weekly Tailgate Meeting Proof	Check for Knowledge	
<b>5</b>	Adequate Supervision	Check sign on section HAC book	
<b>6</b>	Spill Kit x 1	Full? Accessible? Checked against contents list?	
<b>7</b>	First Aid Kit and decal on EWP	High Use Items (Band-Aids splinter removers)	
<b>8</b>	Back up First aid Kit sealed & dated.	Perishable items use by date to be labelled.	
<b>9</b>	Bush Fire Safety ( <i>Fire Season Only</i> )		
	<i>Knapsack (Fire season)</i>	<i>Disp masks (Fire season)</i>	
	<i>Rake / hoe (Fire season)</i>	<i>Goggles (Fire season)</i>	
<b>B</b>	<b>INSULATED TOOLS</b>	<b>COMMENTS</b>	
<b>1</b>	Condition		
<b>2</b>	Cleanliness		
<b>3</b>	Stored correctly		
<b>C</b>	<b>HAZARDOUS SUBSTANCES</b>	<b>COMMENTS</b>	
<b>1</b>	All Chemicals stored in manufacturers container (including fuel and oil)		
<b>2</b>	Labels legible		
<b>D</b>	<b>MANUALS ETC.</b>	<b>COMMENTS</b>	
<b>1</b>	Company manual	Correct Version, SWMS require changing? SWMS, Signed, Work Instructions	
<b>2</b>	Traffic Management Manual	Region / State Specific	
<b>3</b>	Tools and Equipment Manuals		
<b>4</b>	MSDS Folder	MSDS in date (within 5 years), MSDS for all chemicals	
<b>5</b>	3pt of contact decal	Present? Legible?	

# Plant and Equipment Audit – Mechanical

Doc. No:	<b>ELCMP-007</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

<b>E</b>	<b>MECHANICAL PLANT</b>	<b>COMMENTS</b>	
<b>1</b>	ROPS & FOPS Canopy Insulated Covers Panels Tyres	Free from Damage? Free from Damage and clean? Eg: dints in doors/guards etc. Road worthy condition? Check spare as well.	
<b>2</b>	Daily logbook filled in		
<b>3</b>	Plant Daily, Weekly inspection	Review actions to ensure faults rectified	
<b>4</b>	Cab housekeeping		
<b>5</b>	Decals	Present? Legible?	
<b>6</b>	Limits of Approach available		
<b>7</b>	Tie Down Strap		
<b>8</b>	Jack (incl. brace and handle)		
<b>9</b>	Hydraulic leaks		
<b>10</b>	Engine bay clear from debris	Clear if needed.	
<b>14</b>	Fiberglass Boom clear of excessive debris	Clear if needed.	
<b>15</b>	Wheel nuts tight		
<b>16</b>	Flashing lights	All working?	
<b>17</b>	Blade condition	Replaced when 2 teeth missing where applicable (refer Operators Manuals)	

[illegible]

Has a High Risk been identified? Yes ☐ No ☐ (if yes, immediate action required #)  
 (# Record action taken in Table below and issue Hazard Report Form)

Has an Improvement been identified? Yes ☐ No ☐ (if yes record in Table above)

Unsafe work practice or OHS hazard?      Yes ☐      No ☐ (if yes issue a Hazard Report Form)

Changes required to Procedures, SWMS? Yes ☐ No ☐ (if yes record in Table above)

Changes/additions to this checklist content? Yes ☐ No ☐ (if yes mark up checklist#)

*(## If you suggest changes or additions to the requirements in this form mark up / write in on this form, record the improvement suggestion in the Table below and submit marked up form to the Compliance Manager)*

Auditor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Crew Leader/Supervisor Signature: \_\_\_\_\_

 <b>Macedon Ranges</b> Shire Council	<h1>SWMS Field Audit</h1>	Doc. No:	<b>ELCMP-008</b>
		Rev. No.:	<b>4</b>
		Rev. Date:	<b>March 2024</b>

<b>Auditors Name:</b>	<b>Date:</b>
<b>Location:</b>	<b>Job Name/No:</b>
<b>Contractor:</b>	<b>Crew Base:</b>

Crew members				
Full Name	Passport (Issue Date)	Vehicle Licence (Expiry Date)	EWP License (Expiry Date)	Client ID (Where applicable)

Legend		
<b>C = Conformance (No action Required)</b>	<b>NC = Non Conformance (Immediate action required)</b>	<b>I = Improvements (Not an incorrect practice, but should be improved)</b>

<b>SWMS DETAILS</b>		Date:
Job Site Location:	Client:	Job No.
Company Name:		
SWMS No:	SWMS Version/Revision Date:	
SWMS Title:		

**This field implementation review/audit is to be done by completing the Audit column of the relevant SWMS being assessed.  
This form provides for summarising the results of the field audit/review of the relevant SWMS.**



## A: Identify the HIGH RISK WORK OR OTHER WORK relating to the SWMS being reviewed:

- ☐ 1: Work at Heights (Fall Risks)
- ☐ 2: Demolition Work #
- ☐ 3: Structural alterations that require temporary support required to prevent collapse #
- ☐ 4: Asbestos #
- ☐ 5: Confined Space #
- ☐ 6: Excavation > 1.5metres #
- ☐ 7: On or near gas mains or piping
- ☐ 8: On or near chemical, fuel or refrigerant lines
- ☐ 9: On or near energized electrical installations or services
- ☐ 10: In an area that may have contaminated or flammable atmosphere

- ☐ 11: Involving tilt up or pre-cast concrete
- ☐ 12: On or adjacent roadways or railways used by road or rail traffic
- ☐ 13: Movement of powered mobile plant
- ☐ 14: Artificial extremes of temperature
- ☐ 15: In, over or adjacent to water or other liquids where there is a risk of drowning
- ☐ 16: Access/Exit
- ☐ 17: Falling Objects
- ☐ 18: Working near over head power #
- ☐ 19: OTHER:

# Permit or license required

## B: FIELD AUDIT/INSPECTION CRITERIA Minimum Requirements for SWMS in the field:

For any **"NO"** answers the SWMS is not acceptable GO TO TABLE "D"

Check Action Taken For any "NO" answers are OK YES/NO (Initial)

<b>B1:</b> Is the supervisor aware of the SWMS for supervising the work in accordance with the SWMS?	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	
<b>B2:</b> Have all the persons working on the tasks covered by the SWMS signed the SWMS sign off sheet to verify they have been consulted and trained/inducted in the SWMS?	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	
<b>B3:</b> Are all the risk control measures in the SWMS being complied with on site?	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	
<b>B4:</b> Are all the hazards associated with the actual work in progress on site identified in the SWMS?	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	
<b>B5:</b> Are all the risk control measures in the SWMS adequately defined based on actual site conditions and works being done?	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	
<b>B6:</b> Do all the risk controls measures in the SWMS adequately cover all the hazards associated with the actual work?	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	
<b>B7:</b> Are all the risk control measures effective in controlling the risks associated with the works?	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	
<b>B8:</b> Is all plant and equipment used adequate for the risk control measures?	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	
<b>B9:</b> Have all necessary permits required by the SWMS been obtained?	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	
<b>B10:</b> Do all workers have the necessary competency / licenses / training to perform their work safely in accordance with the SWMS?	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	
<b>B11:</b> Other:	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	
<b>B12:</b> Other:	<input type="checkbox"/> YES	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> N/A	

### IMPORTANT NOTE:

Attach a copy of the SWMS audited in the field showing the "audit column" of the SWMS being completed to indicate a tick or cross. For each cross indicate the improvement needed on the copy of the SWMS and list in the Improvement Table.

## C: INTERVIEW WORKERS

**Interview at least 2 workers in relation to the SWMS**

*Go to Table D for improvements for any items ticked in the shaded section.*

**Reviewer to Choose (Initial)**

**Worker Interviewed (Initial)**

### Worker 1 (Name):

Does the worker fully understand the risks relating to the specific job task they are performing in accordance with the SWMS?

☐ YES

☐ **NO**

Is the worker fully satisfied with the risk control measures to control hazards?

☐ YES

☐ **NO**

Ask the worker if he has any good suggestions for further improving safety or the risk control measures relating to the work tasks!

☐ YES

☐ **NO**

### Worker 2 (Name):

Does the worker fully understand the risks relating to the specific job task they are performing in accordance with the SWMS?

☐ YES

☐ **NO**

Is the worker fully satisfied with the risk control measures to control hazards?

☐ YES

☐ **NO**

Ask the worker if he has any good suggestions for further improving safety or the risk control measures relating to the work tasks!

☐ NO

☐ **YES**

Has a Non Conformance been identified? Yes ☐ No ☐ (if yes immediate action required #)  
(# Record action taken in Table below and issue Hazard Report Form)

Has an Improvement been identified? Yes ☐ No ☐ (if yes record in Table below)

Unsafe work practice or OHS hazard? Yes ☐ No ☐ (if yes issue a Hazard Report Form)

Changes required to Procedures, SWMS? Yes ☐ No ☐ (if yes record in Table below)

Changes/additions to this checklist content? Yes ☐ No ☐ (if yes mark up checklist##)

(## If you suggest changes or additions to the requirements in this form mark up / write in on this form, record the improvement suggestion in the Table below and submit marked up form to the Manager)

**Auditor Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Crew Leader / Supervisor Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Item	<b>D: IMPROVEMENT ACTIONS TAKEN</b> (Immediate Non-conformance Actions, Improvement Actions, Record of Hazard Report Number Issued)	<b>By When</b>	<b>Complete Sign Off &amp; Date</b>

# Inspection Quality Audit

Doc. No:	<b>ELCMP-009</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

<b>Auditors Name:</b>	<b>Date:</b>
<b>Region:</b>	<b>Feeder:</b>
<b>Crew:</b>	<b>Contractor ( Y / N ):</b>
<b>LIS Start:</b>	<b>LIS Finish:</b>
<b>Program:</b>	<b>Total No. Spans:</b>

Legend		
<b>C = Conformance (No action Required)</b>	<b>NC = Non Conformance (Immediate action required)</b>	<b>I = Improvements (Not an incorrect practice, but should be improved)</b>

All Staff trained and in possession of the correct client authorization for the tasks they are doing. Must be sighted <b>(H)</b>	See Above
HAC/JSA /SWMS <b>(H)</b>	Available / Evidence of use

1.0		Inspection				
No.	Item	C	NC	I	Comments	
1.1	Has the inspection been completed on Tablet or Printout?					
1.2	Are clearance space requirements recorded correctly? (Allowance for Sag & Sway, Conductor Type, Regrowth)					
1.3	Has work requirements been recorded correctly? (Removals, Trim Numbers, Equipment Selection)					
1.4	Has the vegetation been assessed for proposed works resulting in compliance to AS4373, as far as practicable					
1.5	Hazards outside the clearance and regrowth spaces have been identified?					
1.6	Is Work Instruction to a satisfactory standard?					
1.7	Has customer notification been undertaken to contract requirements? Are contact details recorded when possible?					
1.8	Has any urgent work been identified that is not Councils responsibility and referred?					
1.9	Does the Inspector have ELCMP Reference Manual?					
1.10	Does the Inspector have appropriate ID?					
1.11	Is correct PPE being worn & JSA Sheet completed?					
1.12	Is vehicle presentation to a satisfactory standard? (Logo's displayed)					
1.13	Conductor Recognition Level (Circle)	Very Low	Low	Satisfactory	High	Very High
1.14	Vegetation Species Identification Level (Circle)	Very Low	Low	Satisfactory	High	Very High
1.15	Competency Check- Inspector was tested on: Select Task					

Comments:

Has a Non Conformance been identified?

Yes ☐

No ☐

(if yes, immediate action required #)

(# Record action taken in Table below and issue Hazard Report Form)

Has an Improvement been identified?

Yes ☐

No ☐

(if yes record in Table above)

Unsafe work practice or OHS hazard?

Yes ☐

No ☐

(if yes issue a Hazard Report Form)

Changes required to Procedures, SWMS?

Yes ☐

No ☐

(if yes record in Table above)

Auditor Signature:

Date:

Crew Leader/Supervisor Signature:

Item	Improvement Actions Taken (Immediate Non-conformance Actions, Improvement Actions, Record of Hazard Report Number Issued)	By When	Complete <i>Sign Off &amp; Date</i>

# Cutting Quality Audit

Doc. No:	<b>ELCMP-010</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

<b>Auditors Name:</b>	<b>Date:</b>
<b>Region:</b>	<b>Feeder:</b>
<b>Crew:</b>	<b>Contractor ( Y / N ):</b>
<b>LIS Start:</b>	<b>LIS Finish:</b>
<b>Program:</b>	<b>Total No. Spans:</b>

Legend		
<b>C = Conformance (No action Required)</b>	<b>NC = Non Conformance (Immediate action required)</b>	<b>I = Improvements (Not an incorrect practice, but should be improved)</b>

All Staff trained and in possession of the correct client authorization for the tasks they are doing. Must be sighted <b>(H)</b>	See Above
HAC/JSA /SWMS <b>(H)</b>	Available / Evidence of use

1.0		Cutting				
No.	Item	C	NC	I	Comments	
1.1	Has the cut data been completed on Tablet or Printout?					
1.2	Are clearance space requirements being achieved? (Following Instruction requirements)					
1.3	Are cutting techniques appropriate?					
1.4	Cutting to AS4373 where appropriate?					
1.5	Is clean up to a satisfactory standard?					
1.6	Are Daily Work Sheets completed correctly?					
1.7	Is work instruction being followed? (Trim Numbers, Removals, Customer Contact)					
1.8	Vegetation which is cut is only that identified on Daily Work Sheet					
1.9	Defects have been rectified within agreed timeframes and with agreed methods?					
1.10	Defects rectified to customer satisfaction?					
1.11	Do the Crew Members have Client ID Cards?					
1.12	Is correct PPE being worn & JSA Sheet completed?					
1.13	Is vehicle presentation to a satisfactory standard? (Logo's displayed)					
1.14	Overall Cutting Quality (Circle)	Very Low	Low	Satisfactory	High	Very High
1.15	Overall Paperwork & Reporting (Circle)	Very Low	Low	Satisfactory	High	Very High
1.16	Does cutter have appropriate training					

### Comments:

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Has a Non Conformance been identified?      Yes ☐      No ☐      (if yes, immediate action required #)  
 (# Record action taken in Table below and issue Hazard Report Form)

Has an Improvement been identified?      Yes ☐      No ☐      (if yes record in Table above)

Unsafe work practice or OHS hazard?      Yes ☐      No ☐      (if yes issue a Hazard Report Form)

Changes required to Procedures, SWMS?      Yes ☐      No ☐      (if yes record in Table above)

Auditor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Crew Leader/Supervisor Signature: \_\_\_\_\_

Item	Improvement Actions Taken (Immediate Non-conformance Actions, Improvement Actions, Record of Hazard Report Number Issued)	By When	Complete <i>Sign Off &amp; Date</i>

<b>Auditors Name:</b>	<b>Date:</b>
<b>Location:</b>	<b>Job Name/No:</b>
<b>Contractor:</b>	<b>Crew Base:</b>

Crew members				
Full Name	Passport (Issue Date)	Vehicle Licence (Expiry Date)	EWP License (Expiry Date)	Client ID (Where applicable)

Legend		
<b>C = Conformance (No action Required)</b>	<b>NC = Non Conformance (Immediate action required)</b>	<b>I = Improvements (Not an incorrect practice, but should be improved)</b>

All Staff trained and in possession of the correct client authorization for the tasks they are doing. Must be sighted <b>(H)</b>	See Above
HAC/JSA /SWMS <b>(H)</b>	Available / Evidence of use

1.0 Truck/Vehicle Detail								
No.	Truck/Vehicle Detail	Truck A	Truck B	Truck C	C	NC	I	Comments
1.1	Registration No							
1.2	Unit No							
1.3	Type							
1.4	Height Displayed on Label							
1.5	Registration Sticker							
1.6	Operators Manual							
1.7	Vehicle service current							
1.8	Daily checklist							
1.9	Wash down log book							
1.10	Registration Plates							
1.11	Water container and fresh water							

# Procedure/Work Instruction Audit

Doc. No:	<b>ELCMP-011</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

<b>1.0 Truck/Vehicle Detail</b>								
No.	Truck/Vehicle Detail	Truck A	Truck B	Truck C	C	NC	I	Comments
1.12	First Aid Kit and sticker displayed							
1.13	Fire Extinguisher							
1.14	Flashing light operational							
1.15	Reverse Warning beeper operational							
1.16	Wheel chocks x 2							
1.17	Knapsack							
1.18	Rake Hoe							
1.19	Logo's							
1.20	Seat belts in good order							
1.21	No smoking sign displayed							
1.22	Sunscreen Insect repellent							

<b>2.0 Preliminary / Worksite Hazard Management</b>					
No.	Item	C	NC	I	Comments
2.1	Has the Site Supervisor in control of the Worksite been identified and recorded on the HAC?				
2.2	Has a Hazard Assessment Checklist been undertaken, documented and communicated by the Supervisor/Employee in Charge to each member of all Work Groups?				
2.3	Hazards particular to site have been identified and effective controls implemented				
2.4	Were you asked to sign onto the job site? (JSA/HAC)				
2.5	Does each member of the Work Group understand the HAC process? (ie Worksite specific hazards identified with suitable control measures implemented and monitored throughout the tasks).				
2.6	Has the relevant SWMS been identified and does each member of the Work Group have full understanding of their content and the application to the work being undertaken by each Work Group member.				
2.7	Adequate notice was given to affected persons in regards to programmed line clearance works				

<b>3.0 Data Management, Accuracy, Reporting and Documentation</b>					
No.	Item	C	NC	I	Comments
3.1	Inspection Work Instruction Sheet completed correctly				
3.2	Daily Work Sheet completed correctly				



3.3	Daily plant safety checklist filled in				
3.4	Correct work packs issued				
3.5	Monthly Reporting requirements completed				
3.6	Relevant paperwork returned to office on time				
3.7	Registers updated if required				
3.8	Date input into systems correctly				
3.9	Company manual				
3.10	Electric Line Clearance Management Plan				
3.11	Traffic Management Manual				
3.12	Tools and Equipment Manuals				
3.13	MSDS Folder				

[illegible]

Crew Leader/Supervisor Signature: \_\_\_\_\_

Uncontrolled if printed Printed on: 1-Jul-24 Page 4 of 4  
Valid on day of printing only

 <b>Macedon Ranges</b> Shire Council	<h1>Environmental Audit</h1>	Doc. No:	<b>ELCMP-012</b>
		Rev. No.:	<b>4</b>
		Rev. Date:	<b>March 2024</b>

<b>Auditors Name:</b>	<b>Date:</b>
<b>Location:</b>	<b>Job Name/No:</b>
<b>Contractor:</b>	<b>Crew Base:</b>

Crew members				
Full Name	Passport (Issue Date)	Vehicle Licence (Expiry Date)	EWP License (Expiry Date)	Client ID (Where applicable)

Legend		
<b>C = Conformance (No action Required)</b>	<b>NC = Non Conformance (Immediate action required)</b>	<b>I = Improvements (Not an incorrect practice, but should be improved)</b>

All Staff trained and in possession of the correct client authorization for the tasks they are doing. Must be sighted <b>(H)</b>	See Above
HAC/JSA /SWMS <b>(H)</b>	Available / Evidence of use

1.0 Environmental					
No.	Item	C	NC	I	Comments
1.1	Are Worksite operations conducted such that no potential for environmental nuisance or harm to occur, with environmental considerations managed effectively?				
1.2	No rubbish on site				
1.3	Ground disturbance is minimized and rectified if necessary				
1.4	Appropriate waste management practices are being followed. Waste transport and disposal license documentation is in place as required				
1.5	Ensure areas identified for protection have not been damaged or destroyed				
1.6	Are oil spills identified/controlled/managed and reported? Are oil spill control kits on hand at the worksite?				

<b>1.0 Environmental</b>					
<b>No.</b>	<b>Item</b>	<b>C</b>	<b>NC</b>	<b>I</b>	<b>Comments</b>
1.7	Are impacts on marine plant habitats and other sensitive areas managed correctly?				
1.8	Is full compliance with all environmental permits and Electric Line Clearance Management Plan occurring at the worksite as required?				
1.9	Fire Ants – restricted areas identified, compliance with Fire Ant restrictions regarding disturbance of soil and materials transport?				
1.10	Vegetation waste is chipped and removed from site OR vegetation waste is cut and stacked – not blocking waterways				
1.11	Vegetation which is cut is only that identified on Daily Work Sheet				
<b>2.0 Herbicide</b>					
<b>No.</b>	<b>Item</b>	<b>C</b>	<b>NC</b>	<b>I</b>	<b>Comments</b>
	<b>General</b>				
2.1	Trained and authorised employees				
2.2	Storage away from food, personnel, cleaning materials				
2.3	Herbicide to be stored in appropriate container				
2.4	Material safety data sheet on site (less than 5 yrs old)				
2.5	Clean water, soap, washing facilities available				
2.6	Use of safety apparel when mixing solution				
2.7	Avoid skin contact at all times				
2.8	Mixed to manufacturers specifications				
2.9	Marker Dyes				
2.10	Spill Kit				
	<b>Cut Stump Treatment</b>				
2.11	Cut stems as close to ground as possible				
2.12	Apply herbicide within 10 seconds of cut				
2.13	Larger stumps apply to bark / sapwood zone				
2.14	For coppice treat separate shoots				
	<b>Foliar Spraying</b>				
2.15	Spray only when branches are dry				
2.16	All branches and leaves to be sprayed				
2.17	Do not spray if rain is expected within rainfastness period				
2.18	Avoid excessive drift when spraying (wind)				
2.19	Keep nozzle close to ground				
2.20	Appropriate record/s of application completed				

### 3.0 Dangerous Goods / Hazardous Substances

No.	Item	C	NC	I	Comments
3.1	Chemicals are transported, stored, signed and handled as per MSDS.				
3.2	Are containers properly marked for the correct contents?				
3.3	Are the MSDS(s) and label(s) for products available at the point of use on the Worksite for the materials kept on the site?				
3.4	Are all Work Group members aware of the contents of the MSDS and label for products being used and all the appropriate control measures to be utilised?				
3.5	MSDS, Chemical register are readily available and in 5 year issue date				
3.6	Does the worksite allow adequate ventilation?				
3.7	Are the proper HazChem signs displayed? (where applicable)				

### 4.0 Weeds

No.	Item	C	NC	I	Comments
4.1	Declared Plants/Weeds – are species identified at Worksite? Inspect vehicles and plant disinfection has been undertaken to ensure weed and soil contamination does not occur. Is the uncontrolled transportation of declared plant seeds eliminated?				
4.2	Vehicle wash-down log is available and maintained				

### 5.0 Noise

No.	Item	C	NC	I	Comments
5.1	<b>All employees trained and refreshed annually</b>				
5.2	Plugs to be used only once				
5.3	Ear muffs to be regularly inspected				
5.4	Inside cushion to be carefully inspected				
5.5	Ear muffs to be structurally sound. One per person				
5.6	Are hearing protection warning signs on plant/equipment clean and clearly visible				

### 6.0 Pruning Technique and Quality

No.	Item	C	NC	I	Comments
	<b>Preparation</b>				
6.1	Min two employees / Gang trained and authorized				
6.2	Chainsaw & Equipment in good condition				
6.3	Inspect the tree for weight distribution				

## 6.0 Pruning Technique and Quality

6.4	Look for loose limbs which may dislodge				
6.5	Avoid if possible, windy conditions				
6.6	Inspect surrounding to ensure all people clear				
6.7	Logs, rocks or branches are cleared from base of tree				
6.8	Undergrowth near the tree is clear				
6.9	Direction of fall will clear tree of wires, snags etc.				
6.10	Faller has clear and safe escape route				
	<b>Tackle</b>				
6.11	Checked prior to use				
6.12	Rigged appropriately				
6.13	Wedges and hammer at hand				
	<b>Scarfe Cut</b>				
6.14	Scarf in best position to determine direction fall				
6.15	Opening cut at 45 degrees				
6.16	Horizontal cut extending ¼ to 1/3 into diameter of trunk				
6.17	Two cuts must be clear of wood fragments				
	<b>Back Out</b>				
6.18	Level and sawn (10% of the diameter of the trunk) above the horizontal plane				
6.19	Leave sufficient hingewood				
6.20	Saw should be clear of the tree when it falls				
	<b>Service Delivery</b>				
6.21	Are clearances achieved adequate or excessive?				
6.22	Nothing missed notification / cutting?				
6.23	Removal ratios appropriate?				
6.24	Trees cut to collars?				
6.25	Worksite left tidy?				
6.26	Work recorded correctly on time sheets?				
6.27	Cuts recorded correctly on daily work sheets				

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Auditor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Crew Leader/Supervisor Signature: \_\_\_\_\_

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# Code Compliance Audit

<b>Auditors Name:</b>	<b>Date:</b>
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KEY: (✓) OK (*) Fault Indicated (N/A) Item not applicable				
Clause	Code	Volume	Audit	Comments
<b>2</b>	<b>Meaning of minimum clearance space</b>			
<b>2(a)</b>	Except as otherwise provided by this clause, the minimum clearance space for a span of an electric line is the minimum clearance space for the span as determined under Part 3.		Information Only	N/A
<b>2(b)</b>	For the purposes of the application of this Code to a responsible person who holds an approval for an alternative compliance mechanism that is in effect— (a) if the approval applies to a particular span of an electric line—the minimum clearance space for that span is the minimum clearance space specified in the approval under clause 33(3)(d)(i); or (b) if the approval applies to a class of span of electric line—the minimum clearance space for each span that belongs to that class is the minimum clearance space specified in the approval under clause 33(3)(d)(i).		Not applicable.	N/A
<b>3</b>	<b>Responsible person must keep minimum clearance space clear of trees</b>			
<b>3(1)</b>	A responsible person must ensure that, at all times, no part of a tree for which the person has clearance responsibilities is within the minimum clearance space for a span of an electric line.	All quality inspection audit results	Check inspection audit results to review the number of trees found to be not compliant	
<del>3(2)</del>	<del>Subclause (1) is subject to clauses 4, 5 and 6.</del>			<del>N/A</del>
<b>4</b>	<b>Exception to minimum clearance space for structural branches around insulated low voltage electric lines</b>			
<del>4(1)</del>	<del>This clause applies to a responsible person referred to in section 84, 84C or 84D of the Act.</del>		<del>Not applicable.</del>	<del>N/A</del>
<b>4(2)</b>	The responsible person is not required to ensure that a particular branch of a tree for which the person has clearance responsibilities is clear of the minimum clearance space for a span of an electric line if— (a) the electric line is— (i) an insulated cable; and (ii) a low voltage electric line; and (b) the branch is wider than 130 millimetres at the point at which it enters the minimum clearance space; and (c) the branch is more than 300 millimetres from the line; and (d) within the last twelve months— (i) a suitably qualified arborist has inspected the tree of which the branch is a part; and (ii) the arborist has advised the responsible person that the tree of which the branch is a part does not have any visible structural defect that could cause the branch to fail and make contact with the electric line; and (iii) the responsible person has completed an assessment of the risks posed by the branch; and	3 samples from the previous 12 months	Has an annual inspection by a suitably qualified arborist been undertaken? Have Inspection Work Instruction sheets been completed detailing assessment and mitigation methods?	

	(iv) the responsible person has implemented measures to effectively mitigate the identified risks			
<b>4(3)</b>	<p>A responsible person who leaves a branch within the minimum clearance space for a span of an electric line must keep records of the following matters for 5 years—</p> <p>(a) each inspection referred to in subclause (2)(d)(i);</p> <p>(b) all advice referred to in subclause (2)(d)(ii);</p> <p>(c) each assessment referred to in subclause (2)(d)(iii);</p> <p>(d) all measures referred to in subclause (2)(d)(iv).</p>	3 samples from the previous 5 years	Have records been kept for 5 years? Provide evidence	
<b>5</b>	<b>Exception to minimum clearance space for small branches around insulated low voltage electric lines</b>			
<del><b>5(1)</b></del>	<del>This clause applies to a responsible person referred to in section 84, 84C or 84D of the Act.</del>		Not applicable.	N/A
<b>5(2)</b>	<p>The responsible person is not required to ensure that a particular branch of a tree for which the person has clearance responsibilities is clear of the minimum clearance space for a span of an electric line if—</p> <p>(a) the electric line is—</p> <p style="margin-left: 20px;">(i) an insulated cable; and</p> <p style="margin-left: 20px;">(ii) a low voltage electric line; and</p> <p>(b) the branch is less than 10 millimetres wide at the point at which it enters the minimum clearance space; and</p> <p>(c) the branch has been removed from the minimum clearance space within the last twelve months.</p>	3 samples from the previous 12 months	Has the vegetation been removed from the clearance space within the last 12 months?	
<b>6</b>	<b>Exception to minimum clearance space for small branches growing under uninsulated low voltage electric lines</b>			
<b>6(2)</b>	<p>The responsible person is not required to ensure that a particular branch of a tree for which the person has clearance responsibilities is clear of the minimum clearance space for an electric line span if—</p> <p>(a) the electric line is—</p> <p style="margin-left: 20px;">(i) an uninsulated cable; and</p> <p style="margin-left: 20px;">(ii) a low voltage electric line; and</p> <p style="margin-left: 20px;">(iii) located in a low bushfire risk area; and</p> <p>(b) the branch is less than 10 millimetres wide at the point at which it enters the minimum clearance space and is no more than 500 millimetres inside the minimum clearance space; and</p> <p>(c) the point at which the branch originates is below the height of the electric line; and</p> <p>(d) in the case of a branch that comes within the minimum clearance space around the middle 2 thirds of the span, the span is fitted with—</p> <p style="margin-left: 20px;">(i) one conductor spreader if the length of the span does not exceed 45 metres; or</p> <p style="margin-left: 20px;">(ii) 2 conductor spreaders if the length of the span exceeds 45 metres; and</p> <p>Note</p> <p>A spreader is not required to be fitted to the span if the branch comes within the minimum clearance space around the first or last sixth of the span.</p> <p>(e) within the last 14 months—</p>		<p>I applied, has an annual inspection by a suitably qualified arborist been undertaken?</p> <p>Have Inspection Work Instruction sheets been completed detailing assessment and mitigation methods?</p>	

## Code Compliance Audit

	<ul style="list-style-type: none"> <li>(i) a suitably qualified arborist has inspected the tree of which the branch is a part; and</li> <li>(ii) the responsible person has completed an assessment of the risks posed by the branch; and</li> <li>(iii) the responsible person has implemented measures to effectively mitigate the identified risks.</li> </ul>			
<b>6(3)</b>	<p>A responsible person who leaves a branch within the minimum clearance space for an electric line span in accordance with subclause (2) must keep records of the following matters for 5 years—</p> <ul style="list-style-type: none"> <li>(a) each inspection referred to in subclause (2)(e)(i);</li> <li>(b) each assessment referred to in subclause (2)(e)(ii);</li> <li>(c) all measures referred to in subclause (2)(e)(iii).</li> </ul>		Have records been kept for 5 years	
<b>7</b>	<b>Exception to minimum clearance space for structural branches around uninsulated low voltage electric lines in low bushfire risk areas</b>			
<del>7(1)</del>	<del>This clause applies to a responsible person referred to in section 84, 84C or 84D of the Act.</del>		<del>Not applicable.</del>	<del>N/A</del>
<b>7(2)</b>	<p>The responsible person is not required to ensure that a particular branch of a tree for which the person has clearance responsibilities is clear of the minimum clearance space for a span of an electric line if—</p> <ul style="list-style-type: none"> <li>(a) the electric line is— <ul style="list-style-type: none"> <li>(i) an uninsulated cable; and</li> <li>(ii) a low voltage electric line; and</li> <li>(iii) located in a low bushfire risk area; and</li> </ul> </li> <li>(b) in the case of a branch that comes within the minimum clearance space around the middle two thirds of the span, the span is fitted with— <ul style="list-style-type: none"> <li>(i) if the length of the span does not exceed 45 metres—one cable spreader; or</li> <li>(ii) if the length of the span exceeds 45 metres—2 cable spreaders; and Note A spreader is not required to be fitted to the span if the branch comes within the minimum clearance space around the first or last sixth of the span.</li> </ul> </li> <li>(c) the branch is more than 130 millimetres wide at the point at which it enters the clearance space; and</li> <li>(d) the branch is no more than 500 millimetres inside the minimum clearance space; and</li> <li>(e) within the last twelve months— <ul style="list-style-type: none"> <li>(i) a suitably qualified arborist has inspected the tree of which the branch is a part; and</li> <li>(ii) the arborist has advised the responsible person that the tree of which the branch is a part does not have any visible structural defect that could cause the branch to fail and make contact with the electric line; and</li> <li>(iii) the responsible person has completed an assessment of the risks posed by the branch; and</li> <li>(iv) the responsible person has implemented measures to effectively mitigate the identified risks.</li> </ul> </li> </ul>	3 samples from the previous 12 months	<p>Has an annual inspection by a suitably qualified arborist been undertaken?</p> <p>Have Inspection Work Instruction sheets been completed detailing assessment and mitigation methods?</p>	
<b>7(3)</b>	<p>A responsible person who leaves a branch within the minimum clearance space for a span of an electric line in accordance with subclause (2) must keep records of the following matters for 5 years—</p> <ul style="list-style-type: none"> <li>(a) each inspection referred to in subclause (2)(e)(i);</li> </ul>	3 samples from the previous 5 years	Have records been kept for 5 years? Provide evidence	

# Code Compliance Audit

	(b) all advice referred to in subclause (2)(e)(ii); (c) each assessment referred to in subclause (2)(e)(iii); (d) all measures referred to in subclause (2)(e)(iv).			
<b>8</b>	<b>Owner or operator of transmission line must manage trees around minimum clearance space</b>			
	A responsible person who owns or operates a transmission line must— (a) manage trees below the transmission line to mitigate, as far as practicable, the fire risks associated with the fuel load below the transmission line; and (b) manage trees adjacent to the transmission line to avoid, as far as practicable, a tree entering the minimum clearance space around that line if the tree falls		Not applicable.	N/A
<b>9</b>	<b>Responsible person may cut or remove hazard tree</b>			
	This clause applies to a responsible person referred to in section 84, 84C or 84D of the Act.		Not applicable.	N/A
<b>9(2)</b>	The responsible person may cut or remove a tree for which the person has clearance responsibilities if a suitably qualified arborist has— (a) assessed the tree having regard to foreseeable local conditions; and (b) advised the responsible person that the tree, or any part of the tree, is likely to fall onto or otherwise come into contact with an electric line.	3 samples from the previous 12 months	Are there systems designed for and used to meet this requirement? How many hazard trees have been identified in the previous 12 months? How many hazard trees have been cut or removed in the previous 12 months? Are records kept of the location and assessors name? Are the specific criteria and reasons recorded for each tree that is deemed a hazard?	
<b>9(3)</b>	For the purposes of this clause it is irrelevant that the tree is not within, and is not likely to grow into, the minimum clearance space for a span of an electric line.		Not applicable.	N/A
<b>10</b>	<b>Cutting of tree to comply with Standard</b>			
	A responsible person cutting a tree under Division 1 must, as far as practicable, cut the tree in accordance with AS 4373 as published or amended from time to time.	3 samples from the previous 12 months	Are there systems designed for and used to meet this requirement? Have all trees been cut to Australian Standard? Have audits been undertaken in accordance with the Audit Program? Historical work load indicators have been monitored? Evidence provided?	

# Code Compliance Audit

<b>11</b>	<b>Cutting or removal of indigenous or significant trees must be minimised</b>			
<b>11(1)</b>	A responsible person cutting, under Division 1, a tree of a kind specified in subclause (3) must, as far as is practicable, not cut the tree more than is necessary to either— (a) ensure compliance with Division 1; or (b) make an unsafe situation safe.	1 sample from the previous 12 months	Are there systems designed for and used to meet this requirement? Have all trees been cut to Australian Standard? Have audits been undertaken in accordance with the Audit Program? Historical work load indicators have been monitored? Evidence provided?	
<b>11(2)</b>	A responsible person must not remove, under Division 1, a tree of a kind specified in subclause (3) unless— (a) it is necessary to remove the tree to either— (i) ensure compliance with Division 1; or (ii) make an unsafe situation safe; or (b) a suitably qualified arborist has— (i) inspected the tree; and (ii) advised the responsible person that cutting the tree in accordance with subclause (1) would make the tree unhealthy or unviable.	1 sample from the previous 12 months	Has an inspection by a suitably qualified arborist been undertaken? Have Inspection Work Instruction sheets been completed detailing assessment and mitigation methods?	
<b>11(3)</b>	The following kinds of tree are specified for the purposes of subclauses (1) and (2)— (a) native trees; (b) trees listed in a planning scheme to be of ecological, historical or aesthetic significance; (c) trees of cultural or environmental significance.	1 sample from the previous 12 months	Were the assessors and tree cutters informed of the location of these trees? Were notes by the assessors or tree cutters that the minimum cutting rules applied at the specified location?	
<b>12</b>	<b>Cutting or removing habitat for threatened fauna</b>			
<b>12(1)</b>	A responsible person must not cut or remove a tree that is the habitat for threatened fauna during the breeding season for the threatened fauna unless— (a) it is necessary to cut or remove the tree to make an unsafe situation safe; or (b) it is not practicable to undertake cutting or removal of that tree outside the breeding season.	1 sample from the previous 12 months	Has an inspection by an appropriately qualified professional been undertaken? Historical work load indicators have been monitored? Evidence provided?	
<b>12(2)</b>	If it is not practicable to undertake cutting or removal of that tree outside the breeding season, the responsible person must translocate the fauna before undertaking the cutting or removal if it is practicable to do so.	1 sample from the previous 12 months	How many translocations have been performed in the previous 12 months?	

## Code Compliance Audit

			Are the systems designed for and used to meet this requirement?	
<b>13</b>	<b>Restriction on timing of cutting or removal if notification is required</b>			
<b>13(1)</b>	This clause applies to a responsible person who— (a) gives notice under clause 15(2) about the intended cutting or removal of a tree; or (b) publishes a notice under clause 16(2) about the intended cutting or removal of a tree.	1 sample from the previous 12 months	Are there systems designed for and used to meet this requirement?	
<b>13(2)</b>	The responsible person must not commence cutting or removal of the tree on a day that is earlier than the first day that is specified, or before the first day of the period that is specified, in the notice under clause 15(6) or 16(4)(b) (as the case requires).	1 sample from the previous 12 months	Cutting commenced no earlier than specified? Evidence provided on Daily Work Sheets.	
<b>14</b>	<b>Restriction on urgent cutting of trees</b>			
<b>14(1)</b>	This clause applies to a responsible person referred to in sections 84, 84C or 84D of the Act who is required to comply with clause 18(2) in relation to cutting that is required— (a) as a result of encroachment or growth of trees that was not anticipated in the management plan; or (b) during the fire danger period declared under the Country Fire Authority Act 1958.	1 sample from the previous 12 months	Are there systems designed for and used to meet this requirement? Are there systems to identify and record urgent trees that are Council's responsibility? Are there systems to identify and record urgent trees for which Council is responsible for maintain the clearance space?	
<b>13(2)</b>	The responsible person must not cut a tree further than 1 metre from the minimum clearance space for a span of an electric line.	1 sample from the previous 12 months	Have all trees been cut to Australian Standard? Have audits been undertaken in accordance with the Audit Program? Historical work load indicators have been monitored? Evidence provided?	
<b>15</b>	<b>Restriction on urgent Removal of trees</b>			
<b>15(1)</b>	This clause applies to a responsible person referred to in sections 84, 84C or 84D of the Act who is required to comply with clause 18(2) in relation to a tree.	1 sample from the previous 12 months	Are there systems designed for and used to meet this requirement? Are there systems to identify and record urgent trees that are Council's responsibility? Are there systems to identify and record urgent trees for which	

## Code Compliance Audit

			Council is responsible for maintain the clearance space?	
<b>15(2)</b>	<p>The responsible person must not cut a tree unless—</p> <p>(a) the tree has fallen or become damaged and is to be removed to keep the minimum clearance space for a span of an electric line free of trees; or</p> <p>(b) a suitably qualified arborist has—</p> <p>(i) assessed the tree having regard to foreseeable local conditions; and</p> <p>(ii) advised the responsible person that the tree is likely to imminently fall onto or otherwise come into contact with an electric line.</p>	1 sample from the previous 12 months	<p>Has an inspection by a suitably qualified arborist been undertaken?</p> <p>Have Inspection Work Instruction sheets been completed detailing assessment and mitigation methods?</p> <p>Are there systems used to identify who is to be notified when there is an urgent tree?</p>	
<b>16</b>	<b>Responsible person must provide notification before cutting or removing certain trees</b>			
<b>16(1)</b>	<p>This clause applies to a responsible person who is required by clause 3 or 7, or who intends under clause 8, to cut or remove a tree that is—</p> <p>(a) on private property that the responsible person neither owns nor occupies; or</p> <p>(b) on public land; or</p> <p>(c) a tree of cultural or environmental significance; or</p> <p>(d) listed in a planning scheme to be of ecological, historical or aesthetic significance.</p>	1 sample from the previous 12 months	<p>Are there systems designed for and used to meet this requirement?</p> <p>Are there systems used to identify who is to be notified when the tree is on public land?</p> <p>Are there systems to identify and record private trees that are Council's responsibility?</p> <p>Are there systems to identify and record a tree of cultural or environmental significance for which Council is responsible for maintain the clearance space?</p>	
<b>16(2)</b>	<p>The responsible person must give a written notice in accordance with this clause before cutting or removing the tree unless—</p> <p>(a) the responsible person is a responsible person referred to in section 84, 84C or 84D of the Act; and</p> <p>(b) the cutting or removal is urgently required for a reason set out in clause 18(1).</p>	1 sample from the previous 12 months	<p>Do the systems require a record to be kept that a notice was given?</p> <p>Do the records contain sufficient information to identify the content of the notice?</p>	
<b>16(3)</b>	<p>A written notice given under subclause (2) must be given to—</p> <p>(a) if the tree is within the boundary of a private property—an owner or occupier of the property; or</p> <p>(b) if the tree is on land that is managed by a Council that is not the responsible person— that Council; or</p> <p>(c) if the tree is on land that is contiguous to private property and the use of that property may be affected during the cutting or removal—an owner or occupier of that property.</p>	1 sample from the previous 12 months	<p>Where practicable, obtain a copy of the actual written notice.</p> <p>Is the notice addressed to the occupier of the property?</p>	



	<h1>Code Compliance Audit</h1>	Doc. No:	<b>ELCMP-013</b>
		Rev. No.:	<b>4</b>
		Rev. Date:	<b>March 2024</b>

<b>16(4)</b>	A written notice given under subclause (2) must include the following information— (a) the contact details of the responsible person, including the contact details for all enquiries regarding vegetation and the intended cutting or removal; (b) details of the intended cutting or removal; (c) advice that the responsible person has procedures for resolving disputes and details on how to obtain access to the procedures.	1 sample from the previous 12 months	Where practicable, obtain a copy of the actual written notice. Is the notice addressed to the occupier of the property? Does the notice include all required information?	
<b>16(5)</b>	A written notice given under subclause (2) must include the following additional information— (a) if the notice is given to an owner or occupier of private property in accordance with subclause (3)(a)— (i) details of the consultation procedure that the responsible person will follow; and (ii) details of whether the tree to be cut or removed is— (A) a tree of cultural or environmental significance; or (B) listed in a planning scheme to be of ecological, historical or aesthetic significance; and (iii) if the tree is intended to be cut, a diagram that shows— (A) the tree and where the electric line is in relation to the tree; and (B) where the tree will be cut; (b) if the notice is given to a Council in accordance with subclause (3)(b)—details of whether the tree to be cut or removed is— (i) on public land; or (ii) a tree of cultural or environmental significance; or (iii) listed in a planning scheme to be of ecological, historical or aesthetic significance; (c) if the notice is given to an owner or occupier of private property in accordance with subclause (3)(c)—details of the impact that the intended cutting or removal may have on the affected person's use of their land during the cutting or removal.	1 sample from the previous 12 months	Where practicable, obtain a copy of the actual written notice. Is the notice addressed to the occupier of the property? Does the notice include all required information?	
<b>16(6)</b>	A written notice given under subclause (2) must specify one or more days on which, or a period during which, the responsible person intends that the intended cutting or removal will commence.	1 sample from the previous 12 months	Where practicable, obtain a copy of the actual written notice. Does the notice specify when cutting or removal will commence?	
<b>16(7)</b>	The responsible person must not specify, under subclause (6), a day that is, or a period the first day of which is— (a) earlier than 14 days from the date of the notice; and (b) later than 60 days from the date of the notice.	1 sample from the previous 12 months	Where practicable, obtain a copy of the actual written notice. Does the notice specify the correct timeframes?	
<b>17</b>	<b>Responsible person must publish notice before cutting or removing certain trees</b>			
<b>17(1)</b>	This clause applies to a responsible person who is required by clause 3 or 7 to cut or remove a tree that is on public land that is not privately owned.	1 sample from the previous 12 months	Are there systems designed for and used to meet this requirement?	



## Code Compliance Audit

			Are there systems used to identify who is to be notified when the tree is on public land?	
<b>17(2)</b>	The responsible person must publish a written notice in accordance with this clause before cutting or removing the tree unless— (a) the responsible person is a responsible person referred to in section 84, 84C or 84D of the Act; and (b) the cutting or removal is urgently required for a reason set out in clause 18(1).	1 sample from the previous 12 months	Has a written notice been published? Where practicable, obtain a copy of the actual written notice.	
<b>17(3)</b>	A written notice published under subclause (2) must be published in a newspaper circulating generally in the locality of the land in which the tree is to be cut or removed.	1 sample from the previous 12 months	Has a written notice been published? Where practicable, obtain a copy of the actual written notice.	
<b>17(4)</b>	A written notice published under subclause (2) must— (a) describe the cutting or removal that the responsible person intends to undertake; and (b) specify one or more days on which, or a period during which, the responsible person intends that the intended cutting or removal will commence.	1 sample from the previous 12 months	Does the written notice contain information required? Where practicable, obtain a copy of the actual written notice.	
<b>17(5)</b>	The responsible person must not specify, under subclause (4)(b), a day that is, or a period the first day of which is— (a) earlier than 14 days from the date of the notice; and (b) later than 60 days from the date of the notice.	1 sample from the previous 12 months	Does the written notice specify the correct timeframes? Where practicable, obtain a copy of the actual written notice.	
<b>18</b>	<b>Responsible person must consult with occupier or owner of private property before cutting or removing certain trees</b>			
<b>18(1)</b>	This clause applies to a responsible person who is required by clause 3 or 7 or who intends under clause 8 to cut or remove a tree that is within the boundary of a private property which the responsible person neither occupies nor owns.	1 sample from the previous 12 months	Are there systems designed for and used to meet this requirement?	
<b>18(2)</b>	The responsible person must consult as required by subclause (3) before cutting or removing the tree unless— (a) the responsible person is a responsible person referred to in section 84, 84C or 84D of the Act; and (b) the cutting or removal is urgently required for a reason set out in clause 18(1).	1 sample from the previous 12 months	Are there systems designed for and used to meet this requirement?	
<b>18(3)</b>	For the purposes of subclause (2), the responsible person must consult— (a) if the tree is to be cut within the boundary of the private property—an occupier of the property; or (b) if the tree is to be removed—an owner of the property.	1 sample from the previous 12 months	Are there systems used to identify who is to be notified when the tree is on private land?	
<b>19</b>	<b>Notification and record keeping requirements for urgent cutting or removal</b>			
<b>19(1)</b>	This clause applies if a responsible person referred to in section 84, 84C or 84D of the Act undertakes any cutting or removal that is urgently required— (a) as a result of encroachment or growth of trees that was not anticipated in the management plan; or	1 sample from the previous 12 months	Are there systems designed for and used to meet this requirement?	

	<h1>Code Compliance Audit</h1>	Doc. No:	<b>ELCMP-013</b>
		Rev. No.:	<b>4</b>
		Rev. Date:	<b>March 2024</b>

	<p>(b) as a result of a tree falling or becoming damaged so that it is required to be cut or removed to maintain the minimum clearance space; or</p> <p>(c) because a suitably qualified arborist has—</p> <ul style="list-style-type: none"> <li>(i) assessed the tree having regard to foreseeable local conditions; and</li> <li>(ii) advised the responsible person that the tree, or any part of the tree, is likely to imminently fall onto or otherwise come into contact with an electric line; or</li> </ul> <p>(d) during the fire danger period declared under the Country Fire Authority Act 1958.</p>		<p>Are there systems used to identify who is to be notified when the tree is urgent?</p> <p>Are there systems to identify and record urgent trees that are Council's responsibility?</p> <p>Are there systems to identify and record an urgent tree for which Council is responsible for maintain the clearance space?</p>	
<b>19(2)</b>	<p>The responsible person must, as soon as practicable after completing the cutting or removal, give written notice of that cutting or removal to—</p> <ul style="list-style-type: none"> <li>(a) if the tree that was cut or removed was within the boundary of a private property— an owner or occupier of the property; or</li> <li>(b) if the tree that was cut or removed was on land that is managed by a Council and not by the responsible person—the Council.</li> </ul>	1 sample from the previous 12 months	<p>Do the systems require a notice to be given?</p> <p>Do the records contain sufficient information to identify the content of the notice?</p>	
<b>19(3)</b>	<p>A written notice given under subclause (2) must specify—</p> <ul style="list-style-type: none"> <li>(a) where and when the cutting or removal was undertaken; and</li> <li>(b) why the cutting or removal was required; and</li> <li>(c) the date of the last inspection of the span of the electric line in relation to which the cutting or removal was required before it was identified that the urgent cutting or removal was required</li> </ul>	1 sample from the previous 12 months	<p>Does the written notice contain information required?</p> <p>Where practicable, obtain a copy of the actual written notice.</p>	
<b>19(4)</b>	The responsible person must keep a record of a written notice given under subclause (2) for at least 5 years.	3 samples from the previous 5 years	<p>Have records been kept for 5 years?</p> <p>Provide evidence</p>	
<b>20</b>	<b>Duty relating to the safety of cutting or removal of trees close to an electric line</b>			
<b>20(1)</b>	<p>If a Council has concerns about the safety of cutting or removal of a tree for which the Council has clearance responsibilities, the Council may consult—</p> <ul style="list-style-type: none"> <li>(a) if the Council's concerns relate to a span of an electric line that is part of a railway supply network or tramway supply network—the owner or operator of that supply network; or</li> <li>(b) in any other case—the distribution company in whose distribution area the electric line is located.</li> </ul>	1 sample from the previous 12 months	<p>Are there systems designed for and used to meet this requirement?</p>	
<b>20(2)</b>	<p>An owner, operator or distribution company that is consulted by a Council under subclause (1) must provide advice to the Council on—</p> <ul style="list-style-type: none"> <li>(a) safe limits of approach to electric lines for cutting or removing the tree; and</li> <li>(b) safe methods for cutting or removing the tree.</li> </ul>		Not applicable.	N/A
<b>21</b>	<b>Duty relating to assisting to determine the allowance for cable sag and sway</b>			

## Code Compliance Audit

<b>21(1)</b>	If a Council considers that, for the purpose of determining a minimum clearance space in accordance with Division 1 of Part 3, the Council requires assistance to determine an additional distance that allows for cable sag and sway, the Council may consult— (a) if the Council requires assistance in relation to a span of an electric line that is part of a railway supply network or tramway supply network—the owner or operator of that supply network; or (b) in any other case—the distribution company in whose distribution area the electric line is located.	1 sample from the previous 12 months	Are there systems designed for and used to meet this requirement?	
<del>21(2)</del>	<del>An owner, operator or distribution company that is consulted by a Council under subclause (1) must assist the Council by determining the additional distance.</del>		<del>Not applicable.</del>	<del>N/A</del>
<b>21(3)</b>	The Council must keep a record of the additional distance referred to in subclause (2) for at least 5 years.	3 samples from the previous 5 years	Have records been kept for 5 years? Provide evidence.	
<b>21(4)</b>	An owner, operator or distribution company may determine different additional distances for different parts of a span of an electric line.		Not applicable.	
<b>22</b>	<b>Duties relating to management procedures to minimise danger</b>			
<del>22(1)</del>	<del>A distribution company must give advice about the following matters to each occupier of land above which there is a private electric line that is within the distribution company's distribution area— (a) the duties of the responsible person under this Code; (b) the dangers of cutting and removing trees; (c) the precautions that should be taken to safely maintain the line.</del>		<del>Not applicable.</del>	<del>N/A</del>
<del>22(2)</del>	<del>A distribution company must give advice under subclause (1) at least once every calendar year.</del>		<del>Not applicable.</del>	<del>N/A</del>
<del>22(3)</del>	<del>A distribution company must, on the request of a person who has clearance responsibilities for a tree within the distribution company's distribution area, advise that person— (a) how to identify places within that area where the cutting or removal of trees will be required; and (b) where to obtain advice and information on methods for maintaining clearance between electric lines and trees.</del>		<del>Not applicable.</del>	<del>N/A</del>
<b>23</b>	<b>Additional distance that allows for cable sag and sway</b>			
<b>23</b>	In this Division, a reference to an additional distance that allows for cable sag and sway that is to be used in determining a minimum clearance space is a reference to— (a) if the minimum clearance space is to be determined in relation to a Council that sought assistance in determining the additional distance under clause 21—the additional distance specified in the record kept by the Council under clause 21(3); or (b) otherwise—the distance determined in accordance with the method specified, under regulation 9(3)(i)(ii), in the management plan of the responsible person in relation to whom the minimum clearance space is to be determined.	1 sample from the previous 12 months	Are there systems designed for and used to meet this requirement?	

# Code Compliance Audit

24	Insulated electric lines in all areas			
<del>24(1)</del>	<del>This clause applies to an electric line that is an insulated cable.</del>			N/A
24(2)	The minimum clearance space for a span of the electric line is the space extending away from the line in all directions perpendicular to its axis for the applicable distance.			
24(3)	The applicable distance for the first and last sixths of the span is 300 millimetres.			
24(4)	The applicable distance for the middle two thirds of the span is— (a) if the span distance is less than or equal to 40 metres—300 millimetres; or (b) if the span distance is greater than 40 metres and less than or equal to 100 metres; or (c) if the span distance is greater than 100 metres—900 millimetres.			
25	Uninsulated low voltage electric line in a low bushfire risk area			
<del>25(1)</del>	<del>This clause applies to an electric line that is— (a) an uninsulated cable; and (b) a low voltage electric line; and (c) located in a low bushfire risk area.</del>			N/A
25(2)	The minimum clearance space for a span of the electric line is the space extending away from the line in all directions perpendicular to its axis for— (a) the applicable distance; and (b) if the span distance is greater than 100 metres, an additional distance that allows for cable sag and sway.	1 sample from the previous 12 months	Does the contractor have access to the correct dimensions as required in the Code?  How does the contractor determine the extent of cutting required to meet the dimensions required by the Code?  How is the extent of cutting communicated to the cutting crews?	
25(3)	The applicable distance for the first and last sixths of the span is 1000 millimetres.			
25(4)	The applicable distance for the middle two thirds of the span is— (a) if the span distance is less than or equal to 45 metres—1000 millimetres; or (b) if the span distance is greater than 45 metres and less than or equal to 100 metres; or (c) if the span distance is greater than 100 metres—2500 millimetres			
26	Uninsulated high voltage electric line (other than a 66 000 volt electrical line) in a low bushfire risk area			
<del>26(1)</del>	<del>This clause applies to an electric line that— (a) is an uninsulated cable; and (b) is a high voltage electric line; and (c) does not have a nominal voltage of 66 000 volts; and (d) is located in a low bushfire risk area.</del>			N/A
26(2)	The minimum clearance space for a span of the electric line is the space extending away from the line in all directions perpendicular to its axis for— (a) the applicable distance; and	1 sample from the previous 12 months	Does the contractor have access to the correct dimensions as required in the Code?	

# Code Compliance Audit

	(b) if the span distance is greater than 100 metres, an additional distance that allows for cable sag and sway.		How does the contractor determine the extent of cutting required to meet the dimensions required by the Code?  How is the extent of cutting communicated to the cutting crews?	
26(3)	The applicable distance for the first and last sixths of the span is 1500 millimetres.			
26(4)	The applicable distance for the middle two thirds of the span is— (a) if the span distance is less than or equal to 45 metres—1500 millimetres; or (b) if the span distance is greater than 45 metres and less than or equal to 100 metres; or (c) if the span distance is greater than 100 metres—2500 millimetres.			
27	Uninsulated 66 000 volt electrical line in a low bushfire risk area			
27(1)	This clause applies to an electric line that— (a) is an uninsulated cable; and (b) is a high voltage electric line; and (c) has a nominal voltage of 66 000 volts; and (d) is located in a low bushfire risk area.			N/A
27(2)	The minimum clearance space for a span of the electric line is— (a) the space extending away from the line in all directions perpendicular to its axis for— (i) the applicable distance; and (ii) if the span distance is greater than 100 metres, an additional distance that allows for cable sag and sway; and (b) the space above the space described in paragraph (a).	1 sample from the previous 12 months	Does the contractor have access to the correct dimensions as required in the Code?  How does the contractor determine the extent of cutting required to meet the dimensions required by the Code?  How is the extent of cutting communicated to the cutting crews?	
27(3)	The applicable distance for the first and last sixths of the span is 2250 millimetres.			
27(4)	The applicable distance for the middle two thirds of the span is— (a) if the span distance is less than or equal to 45 metres—2250 millimetres; or (b) if the span distance is greater than 45 metres and less than or equal to 100 metres; or (c) if the span distance is greater than 100 metres—3500 millimetres.			
28	Uninsulated low voltage and high voltage electric lines (other than a 66 000 volt electrical line) in a hazardous bushfire risk area			
28(1)	This clause applies to an electric line that— (a) is an uninsulated cable; and (b) does not have a nominal voltage of 66 000 volts; and (c) is located in a hazardous bushfire risk area.			N/A
28(2)	The minimum clearance space for a span of the electric line is— (a) the space extending away from the line in all directions perpendicular to its axis for the applicable distance and an additional distance that allows for cable sag and sway; and (b) the space above the space described in paragraph (a).	1 sample from the previous 12 months	Does the contractor have access to the correct dimensions as required in the Code?	

## Code Compliance Audit

<b>28(3)</b>	The applicable distance for the first and last sixths of the span is 1500 millimetres.		How does the contractor determine the extent of cutting required to meet the dimensions required by the Code?	
<b>28(4)</b>	The applicable distance for the middle two thirds of the span is— (a) if the span distance is less than or equal to 45 metres—1500 millimetres; or (b) if the span distance is greater than 45 metres and less than or equal to 500 metres; or (c) if the span distance is greater than 500 metres—2250 millimetres.		How is the extent of cutting communicated to the cutting crews?	
<b>29</b>	<b>Uninsulated 66 000 volt electric lines in a hazardous bushfire risk area</b>			
<b>29(1)</b>	This clause applies to an electric line that— (a) is an uninsulated cable; and (b) has a nominal voltage of 66 000 volts; and (c) is located in a hazardous bushfire risk area			N/A
<b>29(2)</b>	The minimum clearance space for a span of the electric line is— (a) the space extending away from the line in all directions perpendicular to its axis for the applicable distance and an additional distance that allows for cable sag and sway; and (b) the space above the space described in paragraph (a).	1 sample from the previous 12 months	Does the contractor have access to the correct dimensions as required in the Code?	
<b>29(3)</b>	The applicable distance for the first and last sixths of the span is 2250 millimetres.		How does the contractor determine the extent of cutting required to meet the dimensions required by the Code?	
<b>29(4)</b>	The applicable distance for the middle two thirds of the span is— (a) if the span distance is less than or equal to 45 metres—2250 millimetres; or (b) if the span distance is greater than 45 metres and less than or equal to 350 metres; or (c) if the span distance is greater than 350 metres—3000 millimetres.		How is the extent of cutting communicated to the cutting crews?	
<b>30</b>	<b>Transmission lines</b>			
<b>30(1)</b>	The minimum clearance space for a span of a transmission line is— (a) the space that is bound by the horizontal limits determined in accordance with subclause (2) and that, between those limits, extends downward from the level of the line for the applicable vertical distance; and (b) the space above that space.		Not applicable.	N/A
<b>30(2)</b>	The horizontal limits of the minimum clearance space are reached by extending horizontally from the transmission line to the left and right of the line for the applicable horizontal distance.			
<b>30(3)</b>	For a transmission line of a nominal voltage that is specified in an item in Column 1 of the following table— (a) the applicable horizontal distance is the sum of— (i) the distance specified in Column 2 for that item; and (ii) an additional distance that allows for cable sag and sway; and (b) the applicable vertical distance is the sum of—			

# Code Compliance Audit

Doc. No: **ELCMP-013**

Rev. No.: **4**

Rev. Date: **March 2024**

	(i) the distance specified in Column 3 for that item; and (ii) an additional distance that allows for cable sag and sway.			
<b>31</b>	<b>Application for approval of alternative compliance mechanism</b>			
<del>31(1)</del>	<del>This clause applies to a responsible person referred to in sections 81, 81C or 81D of the Act.</del>			N/A
<b>31(2)</b>	A responsible person may apply to Energy Safe Victoria for approval to use an alternative compliance mechanism in respect of a span of an electric line or a class of spans.			N/A
<b>31(3)</b>	<p>The application must—</p> <p>(a) include details of—</p> <p>(i) the alternative compliance mechanism; and</p> <p>(ii) the procedures to be adopted for commissioning, installing, operating, maintaining and decommissioning the alternative compliance mechanism; and</p> <p>(b) identify the published technical standards that will be complied with when commissioning, installing, operating, maintaining and decommissioning the alternative compliance mechanism; and</p> <p>(c) either—</p> <p>(i) if the application is made in respect of a span of an electric line—specify the location of the span; or</p> <p>(ii) if the application is made in respect of a class of span of electric line—describe the class; and</p> <p>(d) specify the minimum clearance space that the applicant proposes is to be applied in relation to the span, or class of spans, in respect of which the application is made; and</p> <p>(e) include a copy of formal safety assessment prepared under clause 32.</p>			N/A
<b>31(4)</b>	<p>The application must include a copy of the written agreement of—</p> <p>(a) if the application is made in respect of a span of an electric line and the responsible person does not own the span—the owner or the operator of the span; or</p> <p>(b) if the application is made in respect of a class of spans—the owner or the operator of each span that—</p> <p>(i) belongs to that class; and</p> <p>(ii) is not owned by the applicant.</p>			N/A
<b>31(5)</b>	The responsible person must, if requested to do so by Energy Safe Victoria, provide further information or material about the application.			N/A
<b>32</b>	<b>Formal safety assessment of alternative compliance mechanism</b>			
	<p>A formal safety assessment must include—</p> <p>(a) a description of the methodology used and investigations undertaken for the formal safety assessment; and</p> <p>(b) an identification of hazards associated with the use of the alternative compliance mechanism having the potential to cause a serious electrical incident; and</p>			N/A



# Code Compliance Audit

Doc. No: **ELCMP-013**

Rev. No.: **4**

Rev. Date: **March 2024**

	(c) a systematic assessment of the risks (including the likelihood and consequences of a serious electrical incident) associated with— (i) commissioning, installing, operating, maintaining and decommissioning the alternative compliance mechanism; and (ii) the safety of the span or class of spans to which the alternative compliance mechanism will apply; and (d) a description of technical and other measures undertaken or to be undertaken to reduce those risks as far as practicable.			
<b>33</b>	<b>Approval of alternative compliance mechanism</b>			
<b>33(1)</b>	Energy Safe Victoria may approve an application under clause 31 if satisfied that— (a) the application complies with clause 31; and (b) the details included in the application under clause 31(3)(a) are adequate; and (c) the application provides an adequate assessment of the risks referred to in clause 32(c); and (d) the application provides an appropriate set of measures to mitigate those risks.			N/A
<b>33(2)</b>	The approval may be subject to any conditions that Energy Safe Victoria thinks fit, including conditions that— (a) the responsible person's communications with Energy Safe Victoria regarding the approval must be made in a specified manner; or (b) the responsible person must perform specified actions in relation to the alternative compliance mechanism; or (c) the responsible person must monitor the use of the alternative compliance mechanism in a specified manner; or (d) the responsible person must report to Energy Safe Victoria on the use of the alternative compliance mechanism in a specified manner.			N/A
<b>33(3)</b>	The approval must— (a) be in writing; and (b) include any conditions to which the approval is subject; and (c) identify the span of an electric line, or describe the class of span of electric line, to which the approval applies; and (d) specify— (i) the minimum clearance space that is to apply under the approval; and (ii) the period of time for which the approval has effect; and (iii) any acts or omissions that will constitute major noncompliance and result in the revocation of the approval.			N/A
<b>33(4)</b>	Energy Safe Victoria must give a copy of the approval to the responsible person who made the application.			N/A



## Code Compliance Audit

Doc. No: **ELCMP-013**

Rev. No.: **4**

Rev. Date: **March 2024**

<del>33(5)</del>	<del>If Energy Safe Victoria refuses an application for approval of an alternative compliance mechanism, Energy Safe Victoria must—</del> (a) give written notice of the decision to the responsible person who made the application; and (b) set out reasons for the decision.			N/A
<b>34</b>	<b>Amendment of approval</b>			
<del>34(1)</del>	<del>Energy Safe Victoria may amend an approval for an alternative compliance mechanism.</del>			N/A
<b>34(2)</b>	Without limiting subclause (1), an amendment under that subclause may— (a) amend or revoke a condition attached to the approval; or (b) impose a further condition on the approval.			N/A
<del>34(3)</del>	<del>On making an amendment under subclause (1), Energy Safe Victoria must give the responsible person a written notice specifying—</del> (a) the amendment; and (b) the date from which the amendment has effect.			N/A
<b>35</b>	<b>Suspension or revocation of approval</b>			
<del>35(1)</del>	<del>Energy Safe Victoria may suspend or revoke an approval for an alternative compliance mechanism if Energy Safe Victoria considers that—</del> (a) there has been a failure to comply with a condition of the approval and the failure is so serious that it cannot be dealt with by increased monitoring requirements under the arrangement; or (b) the responsible person has committed an act or omission that constitutes a major noncompliance with the approval that was specified in the approval under clause 33(3)(d)(iii).			N/A
<del>35(2)</del>	<del>If Energy Safe Victoria suspends or revokes an approval under subclause (1), Energy Safe Victoria must give the responsible person a written notice setting out—</del> (a) that the approval has been suspended or revoked (as the case requires); and (b) the reasons for the suspension or revocation; and (c) if the approval is suspended, the period of suspension; and (d) if the approval is revoked, the day from which the revocation has effect.			N/A
<del>35(3)</del>	<del>Energy Safe Victoria may at any time revoke the suspension of an approval by giving written notice of the revocation to the responsible person.</del>			N/A

[illegible]

Has a High Risk been identified? Yes ☐ No ☐ (if yes, immediate action required #)  
 (# Record action taken in Table below and issue Hazard Report Form)

Has an Improvement been identified? Yes ☐ No ☐ (if yes record in Table above)

Unsafe work practice or OHS hazard?      Yes ☐      No ☐ (if yes issue a Hazard Report Form)

Changes required to Procedures, SWMS? Yes ☐ No ☐ (if yes record in Table above)

Changes/additions to the ELCMP? Yes ☐ No ☐ (if yes record in Table above)

*(## If you suggest changes or additions to the requirements in this form mark up / write in on this form, record the improvement suggestion in the Table below and submit marked up form to the Compliance Manager)*

Auditor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Crew Leader/Supervisor Signature: \_\_\_\_\_

[illegible]

# Daily Plant Safety Checklists

Doc. No:	<b>ELCMP-015</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

**Note:** Daily Plant Safety Checklists are specific to individual items of plant. Each applicable checklist will be completed prior to commencement of work and upon finalisation of plant to be used on site

Contract:

**Plant No.**

## PLANT OWNER:

Plant Owner:

## STANDARD SPECIFICATIONS

Plant Serial No.:	Year of Manufacture:
Plant Make:	Plant Model:
Registration No. :	Reg Expiry:
ROPS Certification No.:	Statutory Plant Reg No:
FOPS Certification No.:	

## ENGINE

Engine hrs (start on site):	Engine hrs (finish on site):	
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I certify that the described plant is to the manufacturer's specifications and is being serviced and maintained by competent personnel to the manufacturer's recommendations.

<b>Signature:</b>		<b>Date:</b>	
<b>Print Name:</b>		<b>Position:</b>	

# Daily Plant Safety Checklists

 Doc. No: **ELCMP-015**

 Rev. No.: **4**

 Rev. Date: **March 2024**

## Service Vehicle Safety Checklist

Vehicle Rego \_\_\_\_\_

Week Ending Sunday \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Unit Number \_\_\_\_\_

kms start \_\_\_\_\_ kms Finish \_\_\_\_\_

*Tick for OK Cross for Fault\**
*\*Record fault details overpage and immediately advise your supervisor of the fault requiring attention*

	Operation	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Vehicle</b>	Oil levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Coolant levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fuel levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Windscreen condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tyre condition/wear/pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General</b>	Signage clean and legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PPE in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	First Aid Kit and sticker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Flashing lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reversing beeper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Jack & wheel brace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Knapsack <i>(fire season only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rake hoe/shovel <i>(fire season only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Inspected by / Initialed</b>							
<b>Driven by</b>							

### Maintenance Items Identified (Note the operator is required to ensure all items identified are actioned)

Date	Fault Details	Reported by	Rectification Details	Date & Sign-off as rectified

Notes:

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# Daily Plant Safety Checklists

Doc. No: **ELCMP-015**

Rev. No.: **4**

Rev. Date: **March 2024**

## EWP Safety Logbook

Vehicle Rego \_\_\_\_\_ Week Ending Sunday \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Unit Number \_\_\_\_\_

*Tick for OK    Cross for Fault\**

Kms Start \_\_\_\_\_ Kms Finish \_\_\_\_\_

		Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Vehicle</b>	Engine Oil & Coolant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tyres & Wheels (incl Nuts & Bolts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tower</b>	Stabilisation System – Wires/Switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pins / Linkages / Pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hydraulic Rams & Hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Boom Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Boom Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Boom Hydraulic Rams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Boom Linkages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insulated Covers & Rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hydraulic Fluid Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vehicle Level Indicators x 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tie Downs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Basket</b>	Emergency Descent Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Basket Linkages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Basket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Basket Liner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Attachment Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tray</b>	Handrails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lockers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Decals & Warning Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Equipment</b>	Saws & Pruners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hydraulic Hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cabin</b>	Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Brakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cabin Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General</b>	Signage clean and legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PPE in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Warning Lights operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Oil Spill Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tests – Elec, Weight, Rego in date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Traffic Control Equipment (Manual, Signs, cones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Machine Started</b>	Check emergency stop and deadman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Check platform emergency descent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Check lights and alarms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hydraulic pump backup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Inspected by / Initialed**

Name &amp; EWP Operator Ticket No

*\*Record fault details overpage and immediately advise your supervisor of the fault requiring attention*

# Daily Plant Safety Checklists

Doc. No: **ELCMP-015**

Rev. No.: **4**

Rev. Date: **March 2024**

## Tip Truck & Woodchipper Safety Checklist

Vehicle Rego \_\_\_\_\_ Week Ending Sunday \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Unit Number \_\_\_\_\_

kms start \_\_\_\_\_ kms Finish \_\_\_\_\_

*Tick for OK Cross for Fault\**
*\*Record fault details overpage and immediately advise your supervisor of the fault requiring attention*

	Operation	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Vehicle</b>	Truck Roadworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Woodchipper Roadworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Familiar with all safety notices on chipper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hitch, lights, safety chains connected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fuel, oil levels – tip truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fuel, oil levels – chipper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All safety devices on chipper operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Blades, anvil satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General</b>	Signage clean and legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cover guards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PPE in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Oil Spill & Washdown Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rego in date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Traffic Control Equipment (Manual, Signs, cones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Machine Started</b>	Appropriate tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Operation of – brakes, steering controls, wipers, leavers, buckets before moving off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	High Restrictions – functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hydraulic oil, engine oil & water checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Inspected by / Initialed**

**Plant Fault Report**

Week Ending Sunday \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date	Fault Details	Reported by	Rectification Details	Date & Sign-off as rectified

**Comments:**



	<h1>Induction Checklist</h1>	Doc. No:	<b>ELCMP-016</b>
		Rev. No.:	<b>4</b>
		Rev. Date:	<b>March 2024</b>

*The person providing the induction must be able to demonstrate full knowledge of all items discussed!*

Name: ..... Position: .....

Subcontractor Name: ..... Contact No: .....

Name of person providing the Induction: .....

Date of Commencement: ...../...../..... Date of Induction: ...../...../.....

	<i>Inducted person to tick</i>	n/a	yes	no	
1. Welcome employee			<input type="checkbox"/>	<input type="checkbox"/>	.....
2. Manager, Supervisors & Co-workers introduced and their roles & responsibilities explained			<input type="checkbox"/>	<input type="checkbox"/>	.....
3. Contract requirements discussed incl Program			<input type="checkbox"/>	<input type="checkbox"/>	.....
Work tasks and job description explained			<input type="checkbox"/>	<input type="checkbox"/>	.....
Site and job hazards and risks			<input type="checkbox"/>	<input type="checkbox"/>	.....
4. Overview of workplace safety requirements;					
• Site Safety and Environmental Rules			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Emergency Contacts			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Emergency instructions			<input type="checkbox"/>	<input type="checkbox"/>	.....
• First aid kits			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Names of HSR, First Aiders			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Office Location & Contact details			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Drug and Alcohol Policy			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Protective equipment & clothing requirements			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Location of fire extinguishers			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Explain Plant/Vehicle/Equipment Safety Rules			<input type="checkbox"/>	<input type="checkbox"/>	.....
• OH&S aspects of general construction work			<input type="checkbox"/>	<input type="checkbox"/>	.....
5. Explain the following requirements;					
• Electric Line Clearance Management Plan			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Location of any vegetation that is native, ecological, historical, aesthetic, cultural or environmental significance					
• Definition of "As Far As Reasonability Practicable"					
• Audit process					
• OHS, Quality & Environmental Policies			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Pre-work Hazard Assessment book			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Hazard Reporting procedure			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Dangerous goods/hazardous substances on site			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Weekly Timesheets			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Incident/Injury Reporting procedure			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Dispute Resolution procedure			<input type="checkbox"/>	<input type="checkbox"/>	.....
• Employee's responsibility for Safety			<input type="checkbox"/>	<input type="checkbox"/>	.....
• All other applicable safety requirements for role			<input type="checkbox"/>	<input type="checkbox"/>	.....
6. Issue copy of all current and applicable SWMS			<input type="checkbox"/>	<input type="checkbox"/>	.....
Explain each risk control requirement.					
Obtain written confirmation of agreement and understanding on SWMS.					
7. Discuss contract specific Environmental controls			<input type="checkbox"/>	<input type="checkbox"/>	.....
8. Discuss any allergies/medications taken			<input type="checkbox"/>	<input type="checkbox"/>	.....
9. Copy any training records required (attach to form)			<input type="checkbox"/>	<input type="checkbox"/>	.....

# Induction Checklist

## MINIMUM COMPULSORY PERSONAL PROTECTIVE CLOTHING & EQUIPMENT

This list indicates the compulsory Protective Clothing & Equipment to be worn and used by all personnel and subcontractors **AT ALL TIMES** on all Work Sites:

- ☐ PROTECTIVE OVERALLS OR APPROPRIATE WORK CLOTHES SUCH AS LONG SLEEVE SHIRTS, LONG TROUSERS
- ☐ HIGH VISIBILITY SAFETY CLOTHING, VESTS OR SHIRTS
- ☐ STEEL CAPPED SAFETY BOOTS (AS/NZS 2210)
- ☐ SAFETY HELMET (AS/NZS 1801)
- ☐ TINTED SAFETY GLASSES with side protection (AS/NZS 1337)
- ☐ SUN PROTECTION INCLUDING SUN SCREEN LOTION (30 PLUS)
- ☐ GLOVES
- ☐ FACE PROTECTION (if required)
- ☐ EAR PROTECTION (AS/NZS 1269 Part 3)

## EMPLOYEE/CONTRACTOR INDUCTION VERIFICATION

I .....  
(Print Name)

acknowledge that I have been inducted into the Induction Program as contained over the page and understand my responsibilities in relation to company safety requirements.

I am committed to working within the rules, procedures and training provided and applying ONLY safe work practices at all times.

I have been issued with and or have access to the stated PPE and agree that it is required and I will ensure I abide by the rules for its use.

I understand my Duty of Care to myself and others.

I understand that I may be held responsible if an incident arises due to my own negligence or deliberate non-compliance with company rules, procedures and or training.

### Induction Types (to be completed by Inductor)

- ☐ Contract Induction
- ☐ Relevant Risk Assessment & Control Documents Issued (i.e SWMS, JSA sheets, Plant Checklists)
- ☐ Personal Protective Clothing & Equipment Issued (if required)

**Allergies/Medications:** .....

**Next of Kin:** .....  
(Print Name)

**Relationship:** ..... **Contact Number:**.....

**Inducted Person:** .....  
(Print Name)

**Signed:** .....  
(by Inducted Person)

**Inductor:** .....  
(Print Name)

**Signed:** .....  
(by Inductor)

**Date:** .....

Presummer / LBRA Cyclic / HBRA Cyclic

Year  
Date

Feeder  
Suppressions

Inspector Name  
Page \_\_\_\_ of \_\_\_\_

Job No	LIS Number	Address	Tree Owner	Notice given	Map Ref	Current Code	Voltage	Ver. Clearance	Hor. Clearance	Species	Removal Light	Removal Med	Trims	Cannot be cut to Code (Refer Comments)	Plant Req.	Est Mins	Date Cut	Code Left	Est. Growth from Previous Year	Comments
				No. Date																
				No. Date																
				No. Date																
				No. Date																
				No. Date																
				No. Date																
				No. Date																
				No. Date																
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				No. Date																
				No. Date																
				No. Date																
				No. Date																
				No. Date																
				No. Date																
				No. Date																

Contractors Name:.....

Area:.....

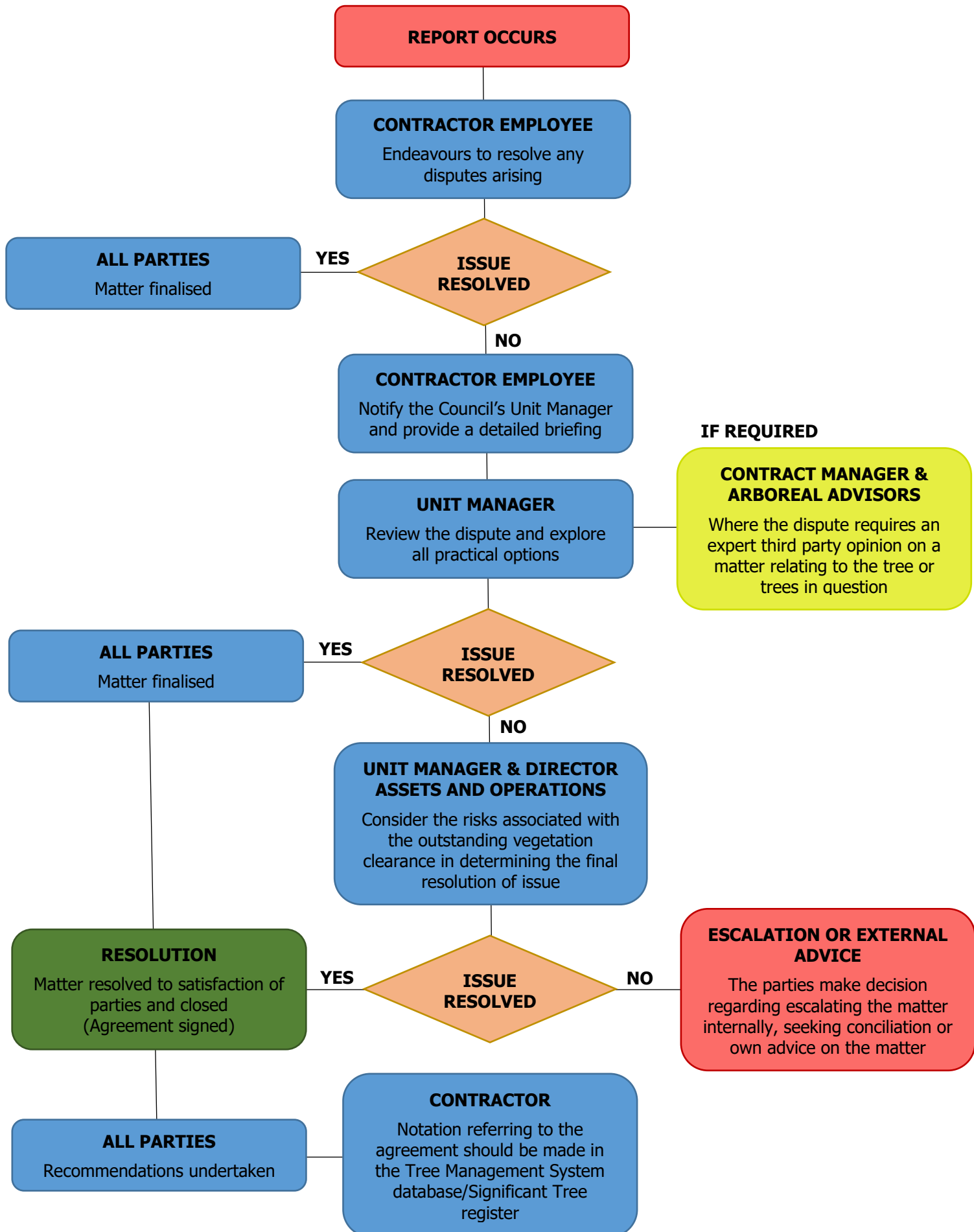
Feeder:

Note: One feeder per sheet only

Map Ref

NOTE: If you unsure of whether vegetation can be cut to the requirements of AS4373, please contact the Unit Manager before commencing works.

LOCATION DETAILS						WORK COMPLETED									Unable to be cut to AS4373 (Refer comments)	Comments
		Street / Spur		Neg sheet No.		Species	Trim	Removed			Scrub		Code left			
Date	LIS No.	No.	Name		(H)			(M)	(L)	Scrub (H)	Scrub (M)	00,01 etc	H'cide Y/N			



# Appendix 20 Declared Area with HBRA (Version 4)

## Kyneton – Key Map A

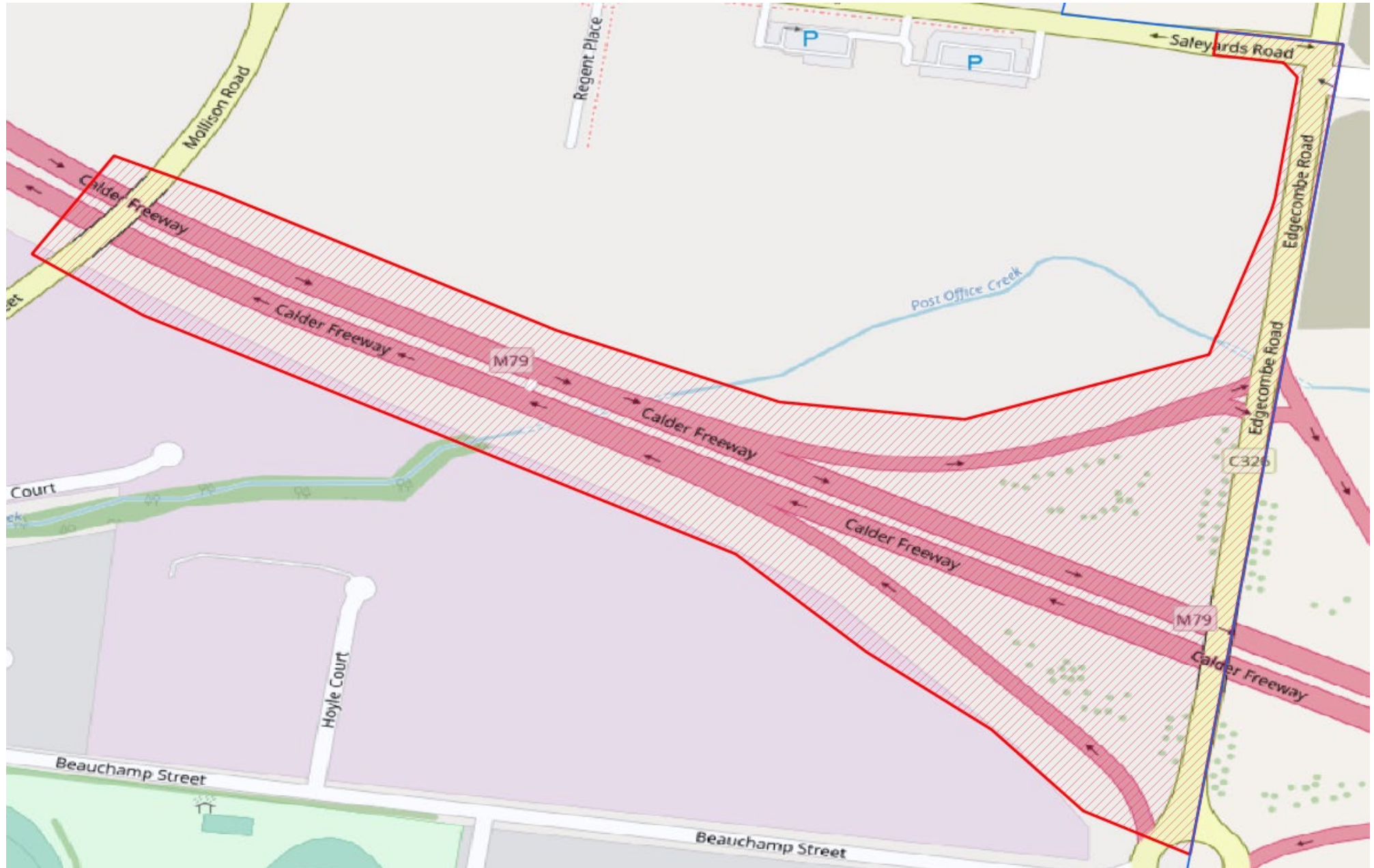




Map 1

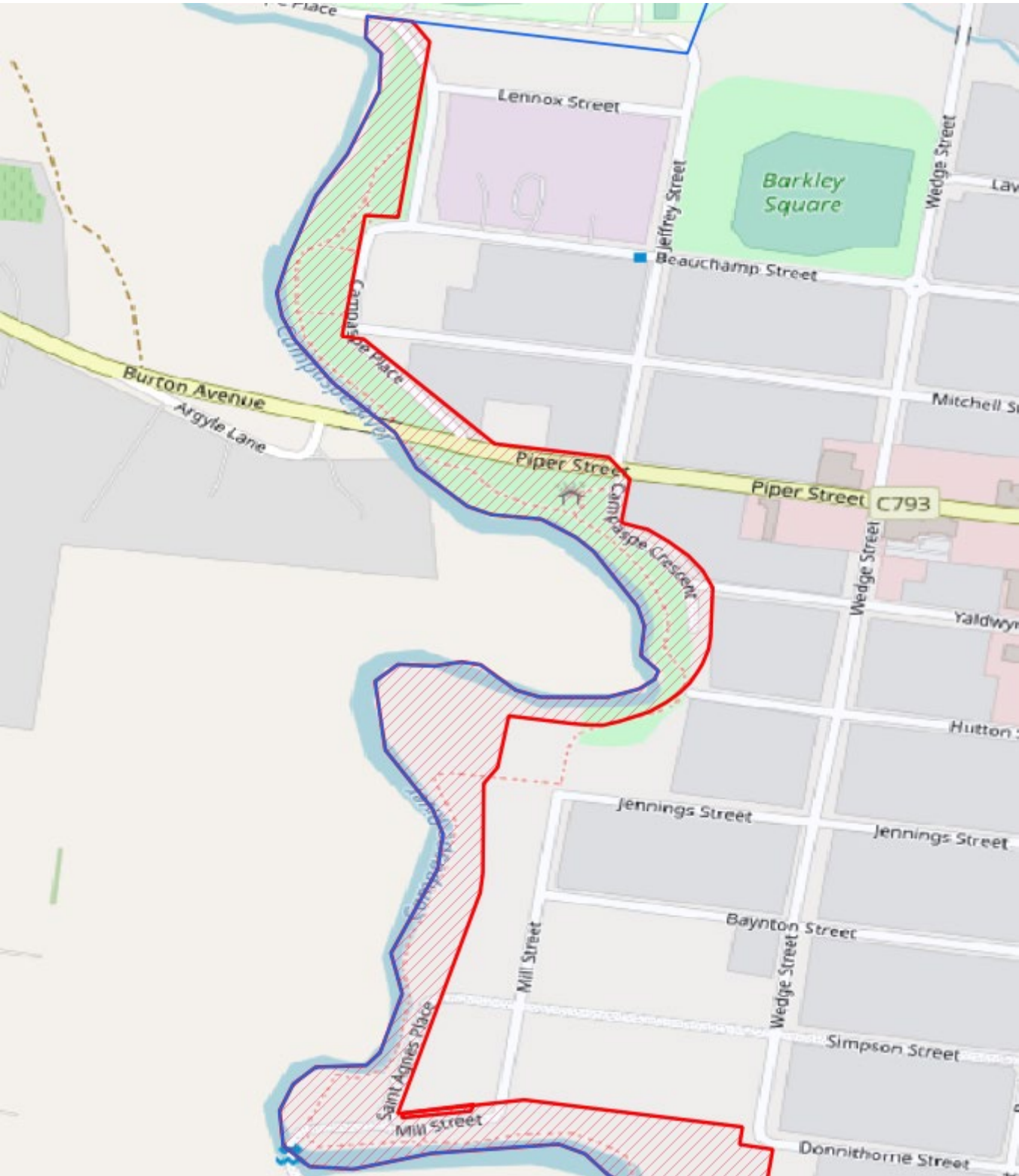


Map 2





Map 3



Map 4

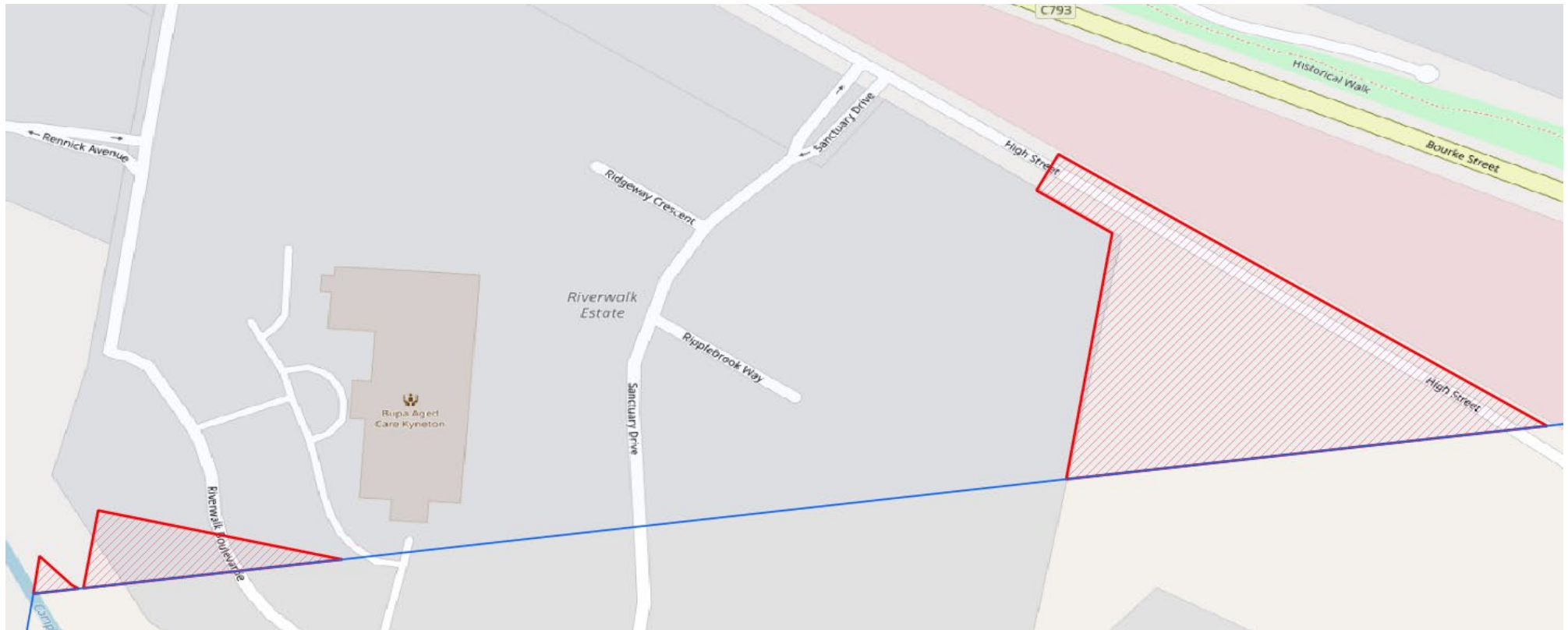




Map 5



Map 6





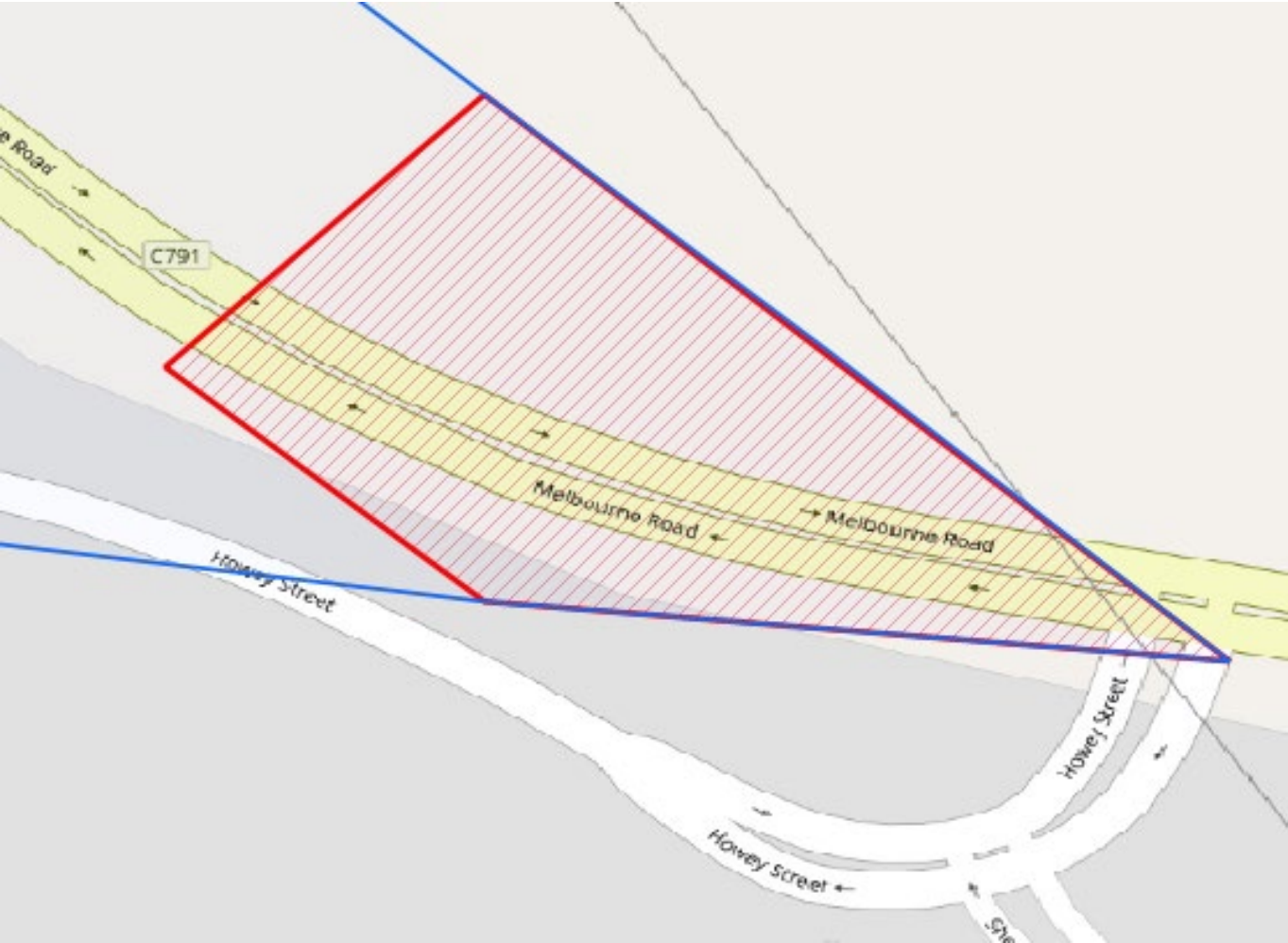
Gisborne - Key Map B



Map 7



Map 8



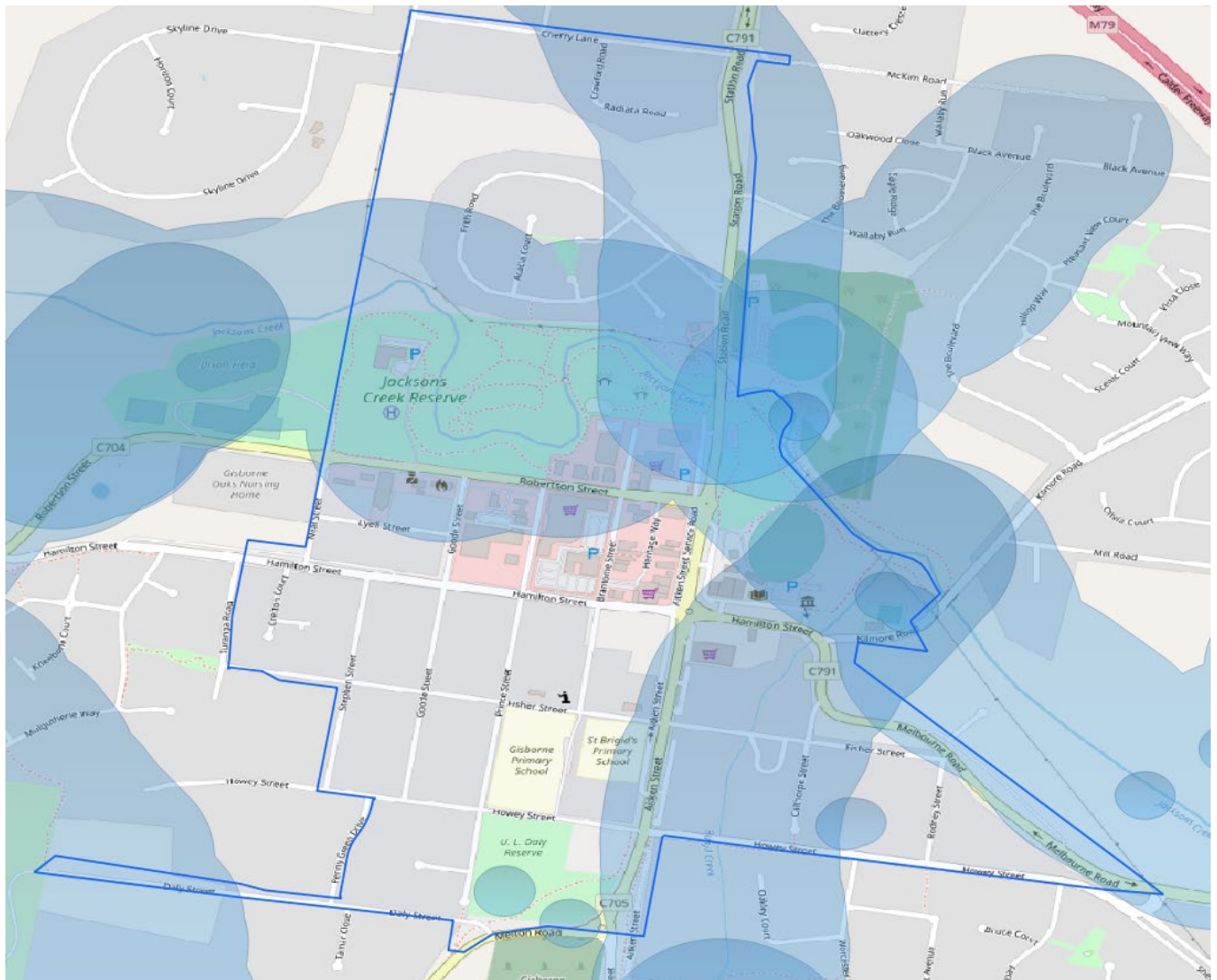


## Kyneton





## Gisborne



# Training Matrix

Doc. No:	<b>ELCMP-022</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

	Skills and Training	Qualification / Competency Standard Unit (CSU) number	Roles					
			Arborist	Assessor	Cutter working from EWP	Ground Crew	Specialised Plant Operator	Tree Climber
	<b>Legend</b>							
	M - Mandatory							
	A - Additional - If employee is required to perform this task							
	<b>Qualifications</b>							
	Certificate II in ESI - Powerline Vegetation Control	UET20321		M	M	C	M	M
	Certificate III in Horticulture and Arboriculture <sup>1</sup>		M	C				
	<b>Licence</b>							
	High Risk Work Licence - Boom-type Elevating Work Platform (WP)				M			
	<b>Core Competency Standard Units</b>							
	Apply work health and safety requirements for powerline vegetation control	UETDRV001		M	M	C	M	M
	Comply with environmental requirements	UETDREL002		M	M	C	M	M
	Work safely in the vicinity of live electrical apparatus as a non-electrical worker	UETDREL006		M	M	C	M	M
	Operate and maintain chainsaws	AHCMOM213		M	M	C	M	M
	Monitor vegetation control work in the vicinity of live electrical apparatus	UETDRV009		M	M	C	M	M
	<b>Elective Competency Standard Units</b>							
	Control vegetation using pruning techniques	UETDRV007						
	Control vegetation in the vicinity of live electrical apparatus from within the tree	UETDRV006						M
	Assess vegetation in an electricity supply industry environment	UETDRV002		M				
	Control vegetation in the vicinity of live electrical apparatus from an elevated work platform	UETDRV004			M			
	Use specialised plant to cut vegetation above ground in the vicinity of live electrical apparatus	UETDRV011					M	
	Control vegetation using pruning techniques	UETDRV007			M		M	M
	Perform rescue from within a tree in the vicinity of live electrical apparatus	UETDRV010						M
	Fell small trees	AHCP205			C	C	C	
	Access trees for inspection	AHCARB322						M
	Apply chemicals under supervision	AHCCHM201			C	C	C	C
	Operate machinery and equipment	AHCMOM304			C	C <sup>6</sup>	M	C
	Recognise plants	AHCP204		M	C		C	C
	Operate a mobile chipper/mulcher	FWPHAR2208			C	C <sup>6</sup>	C	C
	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	TLILIC0005			M			
	<b>Initial training</b>							
Initial training	ESI safety rules for work on, near or in the vicinity of electrical apparatus	UETDRMP002		M	M	M	M	M
	Prepare to work safely in the construction industry	CPCWHS1001		M	M	M	M	M
Freq	Prepare to work safely in the construction industry							
1 Year	Provide cardiopulmonary resuscitation	HLTAID009		M	M	M	M	M
1 Year	Perform elevated work platform controlled descent escape	UETDRMP004			M			
1 Year	Perform elevated work platform rescue	UETDRMP005			M			
1 Year	Provide first aid in an ESI environment	UETDRMP010		M	M	M	M	M
1 Year	Safe Approach Distances - Vegetation Work			M	M	C	M	M
	<b>Legend</b>							
	M - Mandatory							
	C - Conditional - If an employee is required to have this Qualification, Licence, Competency unit or training for the works being performed, or is specified by council then it is deemed as Mandatory. -Competency assessment/refresher Training/Authority Training is mandatory for training where a frequency is applied.							
	<b>Notes</b>							
	<sup>1</sup> - Suitably qualified arborist means an arborist who has—							
	(a) the qualification of National Certificate Level III in Horticulture and Arboriculture, including the "Assess Trees" module, or an equivalent qualification; and							
	(b) at least 3 years of field experience in assessing trees; as per the Electricity Safety (Electric Line Clearance) Regulations 2020							
	<sup>2</sup> - For the training and assessment criteria refer to suitable RTO							
	<sup>5</sup> - Where a person performs multiple roles they shall undertake the mandatory training for each of those roles							
	<sup>6</sup> - Operating a chipper/hogger will require initial training in Operate machinery and equipment AHCMOM304 or Operate a mobile chipper/mulcher FWPHAR2208							

 <b>Macedon Ranges</b> Shire Council	<h1>Training Matrix</h1>	Doc. No:	<b>ELCMP-022</b>
		Rev. No.:	<b>4</b>
		Rev. Date:	<b>March 2024</b>

A safety observer(s) shall be appointed where any part of a person, mobile plant or vegetation could come within the safe approach distances. The safety Observer assigned shall have sufficient knowledge of the task being performed and competent for the duty of observing and warning of any unsafe approach to electrical apparatus. This will typically mean the Observer will have the same training and qualifications as the operator being observed.

## Kyneton

		July			August			September			October			November			December			January			February			March			April			May			June		
Inspection	HBRA																																				
	LBRA																																				
Cutting	HBRA																																				
	LBRA																																				
Audit	Inspection																																				
Audit	Cutting																																				

## Gisborne

		July					August					September					October					November					December					January					February					March					April					May					June																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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Item	From Date	To Date
Inspection Actual Start / Finish Dates		
Cutting Actual Start / Finish Dates		
Compliance Audits completed Date		
All non conformances Rectified		
Item	Name	Sign
Responsible Officer sign off to confirm the Inspection, Cutting and Audits are Completed		

Note: Audits are only required during the period when the activity is being carried out. i.e. if Inspection is completed, there are no further audits required

	<b>Notification Letter and Newspaper Publication</b>	Doc. No:	<b>ELCMP-024</b>
		Rev. No.:	<b>4</b>
		Rev. Date:	<b>March 2024</b>

## Notification Letter to Resident

*To be printed on Council letterhead*

Date

To the Resident

### Powerline Clearance Works in Kyneton and Gisborne towns

Macedon Ranges Shire Council has contracted Tree Top Tower Hire to carry out Powerline Clearance works in Council's Declared Area.

Macedon Ranges Shire Council must maintain vegetation clearance around powerlines in compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic) (Regulations) and the Code of Practice for Electric Line Clearance set out in the Schedule to the Regulations (Code).

Tree works are planned for the tree on the Nature Strip and we plan to: ☐ Trim the tree.  
☐ Remove

These works will commence after 14 days and before 60 days from this notice. If works are delayed and cannot commence before 60 days we will issue you with another notice.

Working hours will be between 7:30am and 5:00pm weekdays.

Traffic control around the sites will be managed by the contractor.

We apologise for any inconvenience and your patience and co-operation is appreciated during this time.

Please approach the area with caution during the course of the works.

If you have any further queries regarding this project, please contact \_\_\_\_\_  
on \_\_\_\_\_.

Yours sincerely,

**Macedon Ranges Shire  
Coordinator Open Space**



**Newspaper Publication**



**[Insert Date]**

# Vegetation Management Near Overhead Powerlines

Macedon Ranges Shire Council has contracted Tree Top Tower Hire to carry out Vegetation Powerline Clearance works in Council’s Declared Area.

As part of this program the Street Trees and Powerlines are inspected regularly to ensure no impact to power supply through conflict with trees.

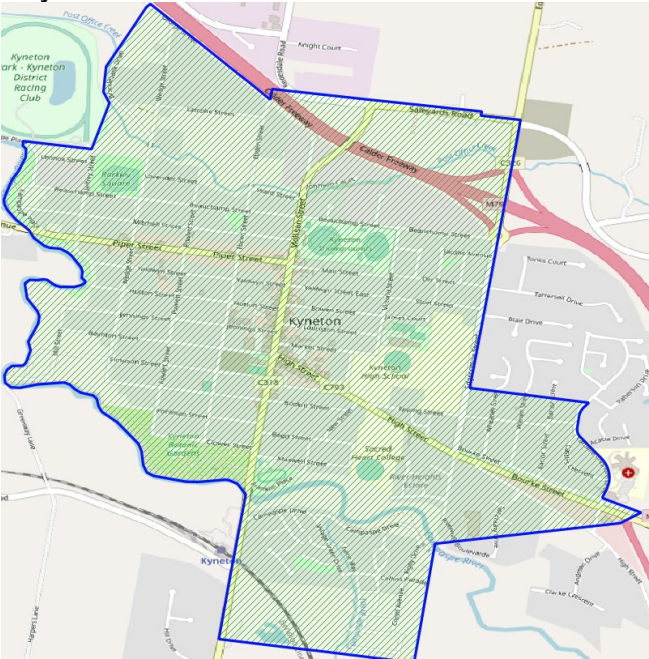
All vegetation maintenance works is required to be carried out in compliance with the Electricity Safety (Electric Line Clearance) Regulation 2020.

These Regulations stipulate a minimum safe clearance between tree and Powerlines, to keep re-growth clear of Powerlines.

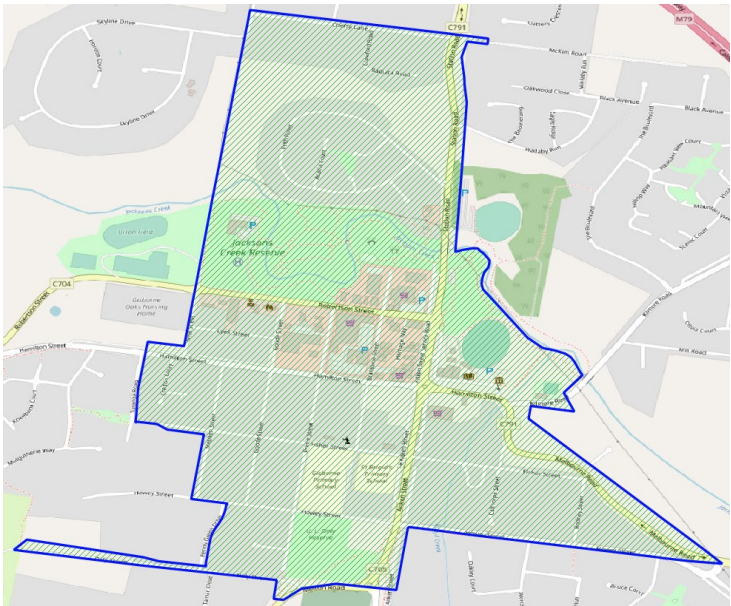
Macedon Ranges Shire Council is responsible for management of Powerline clearance of trees on Council Land in the area highlighted in the map below. The tree works in this area will be carried out between 14 and 60 days of this notice. Regular auditing occurs throughout the year.

All works will be conducted in accordance with Macedon Ranges Shire Councils Street Tree Policy. If you have any inquiries regarding the above please contact Mark Doering – Arboriculture Officer, Macedon Ranges Shire Council on (03) 54220333.

Kyneton



Gisborne



# ELCMP Reference Manual

## Table of Contents

Doc. No:	<b>ELCMP-025</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

### Table of Contents

1.	Safety .....	4
2.	Factors Affecting Power line Clearance – Dimensions of Power line Clearance .....	5
3.	2016 Annual Program Inspectors Information .....	6
6.	Regrowth .....	7
7.	Historic Declaration Dates.....	8
8.	Council Hazard Tree Process .....	9
Appendix 1	Work Instruction Sheet .....	11
Appendix 2	Daily Work Sheet.....	12
Appendix 3	Inspection Audit Form.....	13
Appendix 4	Conductor Types .....	14
Appendix 5	Clearance Space Charts .....	18

# Exception Risk Assessment Form

Doc. No: **ELCMP-026**

Rev. No.: **4**

Rev. Date: **March 2024**

To be completed when the clearance space is to be reduced around LV in the LBRA (refer Regulations Part 2 Div. 1 Sect. 4 to 7)

<b>Tree Address</b>			
<b>Assessor Name</b>		<b>Position</b>	
<b>Company</b>		<b>Date</b>	

## Section 4 Criteria Check for E4 exception (Structural branches Insulated LV only)

LV Insulated lines	Length and Dia. advice	Compliant
Branch >130mm, and		
Enters > 150mm from the line if span ≤ 40m or		
Enters > 300mm from the line if span > 40m		
Arborist advice no visible structural defects to cause failure and contact with line	<b>Refer to Part 3 below</b>	
What is the risk if failure occurs	<b>Complete Part 2 below</b>	

## Section 6 Criteria Check for E6 exception (Small branches Uninsulated LV)

LV Uninsulated in LBRA lines plus the following criteria	Size/length	Compliant
the branch is less than 10 millimetres wide at the point at which it enters the minimum clearance space and is no more than 500 millimetres inside the minimum clearance space; and		
the point at which the branch originates is below the height of the electric line; and		
in the case of a branch that comes within the minimum clearance space around the middle 2 thirds of the span, the span is fitted with— (i) one conductor spreader if the length of the span does not exceed 45 metres; or (ii) 2 conductor spreaders if the length of the span exceeds 45 metres; and Note: A spreader is not required to be fitted to the span if the branch comes within the minimum clearance space around the first or last sixth of the span.		
Arborist Report Completed <14 Months	does not have any visible structural defect that could cause the branch to fail and make contact with the electric line	
Council completed a Risk assessment	<b>Complete Part 2 Below</b>	
Council implemented mitigation measures	<b>Complete Part 2 Below</b>	

## Section 7 Criteria Check for E7 exception (Structural branches Uninsulated LV LBRA)

LV uninsulated in LBRA lines	and	N/A No. / Dia
Veg in centre 2/3rds Span >45m, or	Has 2 spreaders or more	
Veg in centre 2/3rds Span <45m, or	Has 1 spreader or more	
Veg in 1 <sup>st</sup> or last 1/6 <sup>th</sup> of span, and	Has 0 spreaders or more	
Branch is >*130mm diameter, and	≤500mm inside the clearance space	
Arborist Report Completed <14 Months	does not have any visible structural defect that could cause the branch to fail and make contact with the electric line	
Council implemented mitigation measures	<b>Complete Part 2 Below</b>	



# Exception Risk Assessment Form

Doc. No:	<b>ELCMP-026</b>
Rev. No.:	<b>4</b>
Rev. Date:	<b>March 2024</b>

If all Criteria, where applicable, has been met continue to section 2.

## Part 2 Risk Assessment

Assess Risks associated with the branch and list measures to mitigate risk

Risk	Effective measures to mitigate the risk implemented	Date

## Part 3 Arborist Report

Requirement	Criteria	Yes/No
Arborist Report	Attach a completed a Report with photo	
Suitably Qualified	3 years' experience & Lev. 3 with Assess trees	
Report concludes branch	Does not have any visible structural defect that could cause the branch to fail and make contact with the electric line	
Assessment timeframe	Assessment by a suitably qualified arborist completed within 14 last Months	
	- If yes date required works were completed and by whom	

## Part 4 Authorisation

Authorised by	Name	Signature	Date
Assessor			
Council Officer			
Unit Manager			