

# Guidelines for Monthly Manual Faller Audit

This document may be used

- as part of the regular workplace auditing process or
- when the contractor starts a new faller or
- when a faller commences tree felling following a period of three months or more of not carrying out tree felling or
- may be used specifically when unacceptable falling practices have been identified.

1. Confirm audit arrangements with faller and employer. The audit process (including the purpose of the audit and evidence collection) must be explained to the faller prior to commencing the process.
2. Auditors should ensure that all relevant health, safety and environment practices are followed, that any site-specific requirements are met and that relevant regulations and/or standards are adhered to.
3. The audit is to be conducted in the workplace under normal operating conditions. Evidence should be gathered through questioning to check underpinning knowledge and direct observation. One observation is not sufficient to gain evidence of the faller's ability to consistently perform the task to the required standard.
4. Operators **must use** all required PPE and observe safety procedures at all times. Equipment must be safe, well-maintained and meet current Australian Standards.

***The audit must cease if, in the opinion of the auditor, the faller's actions put themselves or co-workers at risk of injury, or are likely to damage equipment, materials or products. Workplace Standards Tasmania must be notified if audit is ceased.***

## Specific Requirements

1. The auditor may be the contractor, delegate, supervisor or agent that is experienced in manual tree felling. It is preferred that the auditor would hold a current fallers license or have undertaken stump analysis training.
2. The auditor is to observe two trees being felled; indicate whether the faller's performance is Satisfactory (S) or Not Satisfactory (NS). If the candidate is judged to be Not Satisfactory clearly indicate the reasons why, and identify any training that is required.
3. In addition, the auditor and the faller are to analyse 18 recent stumps > 30cm that are the work of this faller. Comment on each stump and indicate if corrective actions are necessary.
4. The 20 stumps involved are to be marked by a number being painted on the stump and the area highlighted on a coupe map (photocopy of Forest Practices Plan) and attached to audit.
5. The auditor and the faller are to sign the third page of the report. The faller is to also indicate whether if he agrees or disagrees with the report.

## Right of Appeal

In the event that a faller disagrees with an audit it is recommended an independent third party be engaged to conduct a further audit.

# MANUAL FALLER MONTHLY AUDIT

## General Information

CONTRACTOR \_\_\_\_\_

Audit date \_\_\_\_\_

Auditor \_\_\_\_\_  
surname given names

FALLER \_\_\_\_\_  
surname given names date of birth

Forestworks licence No.   T   Licence expiry date \_\_\_\_\_ Licence sighted  <sup>Y</sup>  <sup>N</sup>

LICENCE CATEGORIES 

1	2	3	5	6	7

 Or Advanced / Intermediate

TFITB LICENCE No.   T   Licence sighted  <sup>Y</sup>  <sup>N</sup>

LICENCE CATEGORIES 

1	2	3	5	6	7

TENURE OF EMPLOYMENT WAGES  CONTRACT  OTHER

NORMAL HOURS OF WORK/DAY \_\_\_\_\_ NORMAL TRAVEL TIME/DAY \_\_\_\_\_

LOCATION OF COUPE \_\_\_\_\_ TYPE OF BUSH \_\_\_\_\_

Felling prescription Clear fell  select  cull  thinnings  Coupe number \_\_\_\_\_

DATE OF INDUCTION WITH CURRENT CONTRACTOR \_\_\_\_\_

### Personal protective equipment & communication

\* denotes compulsory items

	Y	N
a *Approved helmet		
b *Eye protection		
c *Hearing protection		
d *Leg protection		
e *Boots		
f *Hi vis clothing		
g UHF hand held radio		
h *Bandage No.15		

\* Audit must not continue if compulsory items are marked 'N'

### Tools

	Y	N
a *Chainsaw AS2726		
(Chainsaw safety features)		
b *Wedges		
c *Axe		
d *First aid kit on site		
e *Approved fuel container		

Type \_\_\_\_\_

Type \_\_\_\_\_ Number \_\_\_\_\_

COMMENTS:

# Tree Felling

Date \_\_\_\_\_

FALLER \_\_\_\_\_

surname

given names

date of birth

\*If NS (Not Satisfactory) is marked for these items cease audit immediately and refer to Manual Tree Felling Standards Infringement Flowchart

Size (must be > 30cm)  
Species  
Characteristics  
eg heavy lean

Tree 1	Tree 2

S      NS      S      NS

*1	Are hazardous trees removed in progression with felling?				
2	Does the faller have a plan?				
*3	Did the faller accurately assess the tree? eg lean, fall path, hazards				
*4	Did the faller clear around the tree and prepare acceptable escape routes?				
5	Were the scarf cuts acceptable?				
6	Was the back cut acceptable?				
7	Was sufficient hingewood held?				
8	Were wedging procedures safe and effective?				
*9	Did the faller finish the back cut from the safe side of the tree?				
*10	Did the faller use escape route and check for hazards before returning to the stump?				
11	Did the tree fell in intended direction of fall?				
12	Was trimming acceptable?				
13	Did the faller maximise sawlog and pulp recovery?				
14	Was the stump height acceptable?				
*15	Are separation distances maintained?				

Please make comment on the tree felling practices during the day and any corrective action taken.

Auditor name \_\_\_\_\_

Signed by auditor \_\_\_\_\_ Date \_\_\_\_\_

Signed by faller \_\_\_\_\_ Date \_\_\_\_\_

I agree with the audit  I disagree with the audit

# Stump Analysis

FALLER \_\_\_\_\_

surname

given names

date of birth

	A minimum of 6 stumps are required unless problems have been identified. Consider issues such as front cut, back cut, hinge wood, direction of fall, hanging limbs in retained trees.	
<b>Stump No</b>	<b>Comment</b>	
eg 1	Insufficient hinge wood and back cut too low	
eg 2	All satisfactory or all OK	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
Auditor comments: le: found 6 stumps with insufficient hinge wood		
Are corrective actions required? (please circle)	YES	NO
Corrective actions taken/recommended		