

# **Part G: Worker facilities, first aid, emergency plans, personal protective equipment (PPE), and training and supervision**

**This Part looks at the requirements for workplaces and worker facilities, first aid, emergency planning, PPE, and training, information, instruction and supervision**

## **For reviewers:**

We are updating the forestry guidance suite.

This suite will be developed in the following Parts:

Part A: Managing health and safety through the contracting chain (sent out for feedback mid-November)

Part B: Managing Health (sent out for feedback mid-November)

Part C: Site Planning, Roding and Access (early December)

Part D: Establishment and Silviculture (December)

Part E: Harvesting

- Mechanised harvesting and tree felling (sent out for feedback mid-November)
- Steep slope harvesting (sent out for feedback mid-November)
- Cable harvesting (early December)
- Manual felling (sent out for feedback mid-November)
- Breaking out (early December)
- Using mobile plant (early December)

Part F: Work on landings, loading and unloading (early December)

**Part G: Worker facilities, first aid, emergency plans, PPE, training, information, instruction and supervision (this document)**

## **What things mean: terms used in this guidance**

In this guidance, where we use the term 'you' it is referring to you as a PCBU.

Use of 'must' and 'should'

In these guidelines you will see the words 'must' and 'should'.

They are used very deliberately.

Where you see the word 'must' it means that it is a legal requirement. You have to comply.

Where you see the word 'should' it means that it is a recommended practice or approach but it is not mandatory.

The use of 'should' means that you can look at approaches that are different than recommended good practice and which may in the future be accepted as good practice. It does not allow for approaches that are less robust or provide a lesser level of safety.

Use of 'so far as is reasonably practicable'

You will also see the phrase, 'so far as is reasonably practicable' where certain legal requirements require you to do something.

'Reasonably practicable' is the term used to describe what is reasonably able to be done in your circumstances when deciding how to meet health and safety duties, taking into account:

- the amount of harm that might result from the hazard or risk,
- the likelihood of it happening,
- what the people involved can be expected to know about the hazard or risk and ways they can eliminate or minimise it, and
- are those ways available and suitable?

Then – and only then – can you consider the cost of eliminating or minimising the risk and whether the cost is grossly disproportionate to the risk.

For more information, see WorkSafe's guidance: [Reasonably practicable](#)

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# 1.0 General workplace and facilities requirements

Workplaces must meet certain requirements, including having certain facilities for workers.

## 1.1 Introduction to general workplace and facility requirements

This section provides guidance on the general workplace requirements and facilities PCBUS must provide so far as is reasonably practicable.

You must engage with your workers when proposing changes that may affect their health or safety, and when making decisions about the adequacy of facilities for the welfare of workers.

## 1.2 What are the general workplace requirements?

A 'workplace' is any place where a worker goes or is likely to be while at work, or where work is being carried out or is usually carried out. This includes temporary or mobile workplaces, which are typical of forestry work.

In relation to workplaces there are certain requirements to meet. For example, you must ensure, so far as is reasonably practicable:

Feature	Requirements
<b>Layout</b>	Workers must be able to enter, exit, and move about easily and safely, including in an emergency.
<b>Work areas</b>	Workers must have enough space to complete tasks safely.
<b>Lighting</b>	Lighting must be appropriate for the work being completed and sufficient to enable safe evacuation in an emergency.  If work on a landing is being carried out at night, the site should be sufficiently well-lit. Do not rely on machine headlights for this.

**Table 1: Summary of general workplace requirements as applied to forestry**

## 1.3 What facilities must be provided?

Facilities that must be made accessible to workers, so far as is reasonably practicable, include:

- toilets
- hand washing facilities
- drinking water
- eating and rest facilities
- first aid facilities (Section 2 for further guidance).

So far as is reasonably practicable, these facilities must be:

- sufficient in number
- maintained to be in good working order, and clean, safe and accessible.

Workers should be able to access these facilities freely and reasonably.

Facilities must meet the needs of your workforce. Consider the:

- size, location, and nature of your workplace
- number of workers and composition of your workforce

- nature of the work being carried out and workplace hazards.

In the planning stage of work, make arrangements for how these facilities will be provided, or made accessible. This is especially important when portable facilities may be required.

Any costs associated with making these facilities available should be included in initial project budgets or contract agreements. The principal and the contractor/sub-contractor have a duty to make sure adequate facilities are accessible for workers.

The following sections provide examples of ways these facilities can be made available to forestry workers.

## 1.4 Toilets

Workers must have access to clean toilet facilities.

Examples of how access to toilet facilities can be achieved include:

- installing portable toilets
- transporting portable toilets on trailers.

Portable toilets must be regularly cleaned. They must have hand washing and sanitising facilities available and have bins for sanitary products.

## 1.5 Hand washing facilities

Facilities must be available for workers to wash and dry their hands.

## 1.6 Drinking water

Workers must have access to fresh clean drinking water. This may mean transporting bottled water in.

Access to drinking water is particularly important when working in the summer, or in hot environments.

## 1.7 Eating and break facilities

Workers must have facilities to eat and take breaks.

### Be respectful of other people's practices

Where possible, keep food preparation areas separated from personal hygiene areas. Encourage workers to understand the importance of keeping tapu or sacred things separate from things that are considered noa or common.

Other examples include:

- avoid sitting on tables
- avoid leaving hard hats on food tables
- avoid washing clothing and tea towels together.

Workers should have a sheltered place to sit during break times.

This may mean providing heated break rooms in winter or air-cooled break rooms in summer if the outside temperatures are very cold or hot.

For more information, see Section xx: Temperature extremes.

Vehicle cabs can be used when there is no other reasonably practicable option, as long as the basic requirements for worker rest can be met.

## **1.8 For more information**

- [General risk and workplace management Part 1](#)
- [Workplace and facilities requirements | WorkSafe](#)

Draft for feedback

## 2.0 First aid

All workers must be provided access to first aid facilities and equipment, and first aiders.

### 2.1 Introduction to first aid

This section provides guidance on what first aid equipment, facilities and first aiders you must provide.

You must consider the following when deciding what first aid equipment, facilities and first aiders to provide:

- the size, location, and nature of your workplace
- the number of workers and composition of your workforce
- the nature of the work being carried out and workplace hazards.

You must engage with your workers when making decisions about first aid and when proposing changes that may affect their health or safety.

### 2.2 First aid facilities and rest areas

You must ensure that workers have access to first aid facilities.

Workers should also have access to a place to rest if they become unwell or are fatigued, and they are unable to leave the workplace at short notice (such as when working as part of a team in a remote area).

### 2.3 First aiders

You must ensure that:

- there is an adequate number of workers are trained to administer first aid at the workplace or
- workers have access to an adequate number of other first aiders (for example, from another nearby location).

If it would take some time for emergency services to reach your work site, consider additional training for your first aiders in advanced techniques.

On smaller work crews, consider if all workers should be trained to ensure coverage during absences.

### 2.4 First aid kits and other equipment

You must ensure that:

- adequate first aid equipment is provided for the workplace
- each worker at the workplace has access to the equipment.

First aid equipment should be easy for all workers to access, ideally within minutes in an emergency or when doing work with a high risk of injuries.

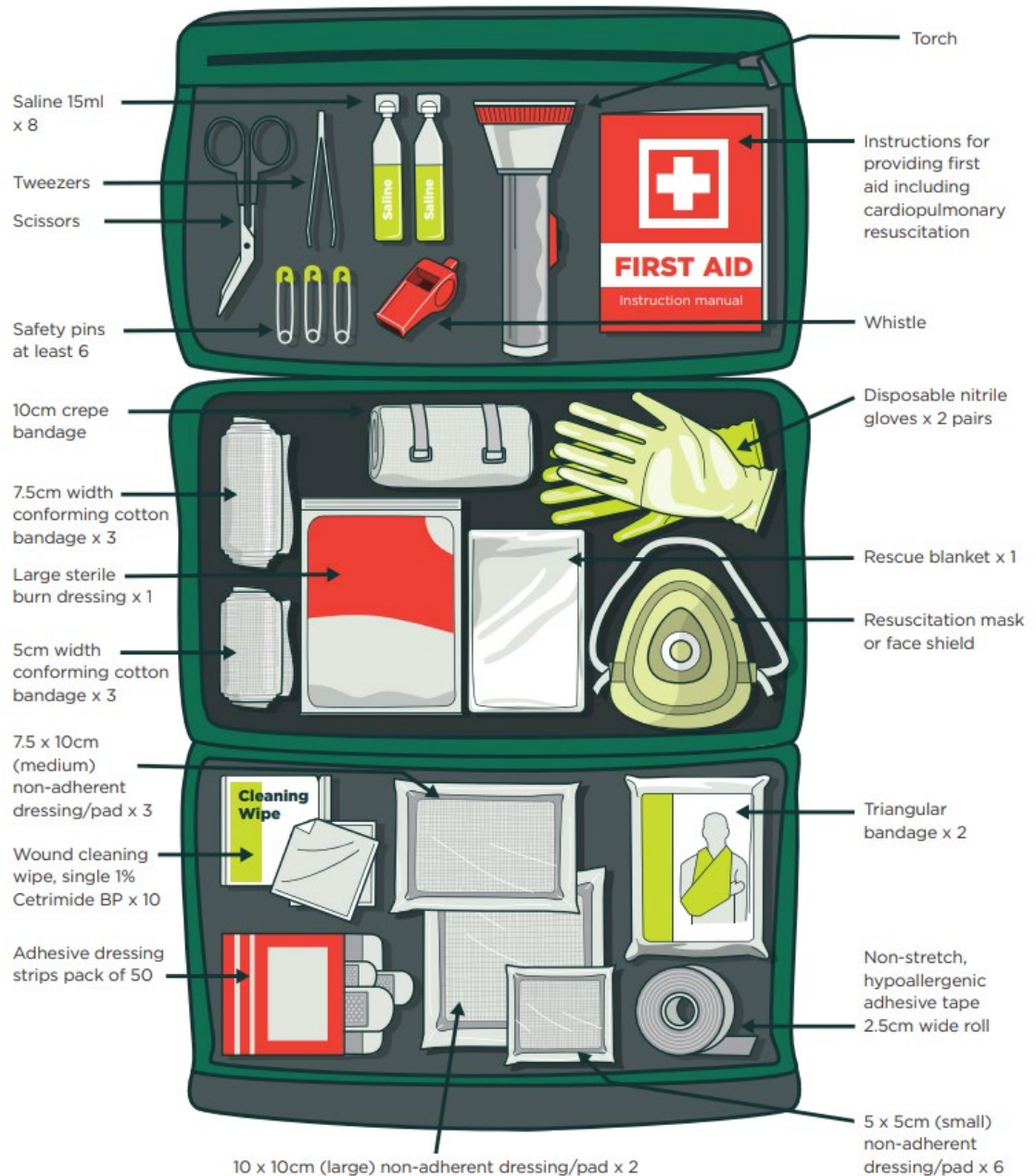
#### First aid kits

The contents of your first aid kit may vary depending on the type of work.

See Figure 1 for an example of things to include for remote worksites. The actual contents will depend on the nature of the work carried out and its risks.

You may also want to consider including a small notebook and pen to record things such as dates, times, observations, equipment used.





**Figure 1: Example of a first aid kit for remote worksites**

First aid kits should be kept up-to-date. Check them regularly and replace any missing or expired items.

#### **Other first aid equipment**

In addition to first aid kits, consider whether you need other first aid equipment for the worksite. For example, an automated external defibrillator (used to restore the heart's normal rhythm).

## **2.5 Information for workers about first aid**

All workers must be given clear information about the first aid available at their workplace, including the:

- location of first aid kits including those in mobile plant
- names and locations of first aiders

- location of a first aid room (if there is one)
- procedures to follow when they need first aid.

This information should be given:

- when a worker is first employed (for example, at induction)
- when there is a change in the nature or location of their work
- when there is a change in first aiders (for example, if a first aider leaves or a new one is added).

Make sure workers can contact first aiders or emergency services, and know how to respond in an emergency.

## **2.6 For more information**

- [First aid at work](#)

Draft for feedback

## 3.0 Workplace emergency plans

Workers need to know what to do in an emergency. You need to have an emergency plan in place for your workplace.

### 3.1 Introduction to workplace emergency plans

This section provides guidance on how to prepare and maintain an emergency plan for your workplace.

An emergency plan is a written procedure telling people in the workplace what to do in an emergency.

You must ensure that an emergency plan is prepared for the workplace, and then maintained and tested.

The plan must be implemented when an emergency occurs.

You must engage with your workers when making decisions about emergency plans and when proposing changes that may affect their health or safety.

### 3.2 What to include in an emergency plan

Emergency plans must include the following:

- emergency procedures including:
  - an effective response to an emergency
  - evacuation procedures
  - procedures for notifying emergency services at the earliest opportunity
  - medical treatment and assistance procedures to make sure there is effective communication between the person authorised by you to coordinate the emergency response and all other persons at the workplace
- plans for testing the emergency procedures, including the frequency of testing
- information, training, and instruction to be given to relevant workers for implementing the emergency procedures.

Your emergency plan should include a detailed site plan showing where emergency equipment and first aid supplies can be found, and the location of utilities.

### 3.3 What to consider when making an emergency plan

When working out your emergency plan, you must consider:

- the size and location of the workplace
- the number of workers
- the nature of the work being carried out and the workplace hazards
- the types of emergency situations your workplace may face. For example:
  - bush fires
  - adverse weather (lightning, cyclones)
  - other natural disasters.

Emergency plans should be tailored to the type of work and workplace. In higher risk situations, more comprehensive plans will be required.

All workers should know who is responsible for activating and coordinating emergency procedures and what they must do to keep themselves and others safe in an emergency.

### 3.4 Maintaining and testing emergency plans

You must maintain the emergency plan for the workplace so that it remains effective.

A well-maintained emergency plan should be reviewed and updated:

- when there are changes to work activities or the physical workplace
- if the workers who have emergency responsibilities change
- if new risks have been identified.

Emergency plans should be tested at least yearly.

Following any testing, a review should be conducted to identify areas for improvement or updating. This should include seeking and considering feedback from your workers.

### **3.5 For more information**

- [Workplace emergency plans | WorkSafe](#)

Draft for feedback

## 4.0 Personal protective equipment

There are requirements to meet if personal protective equipment (PPE) is used to minimise health and safety risks.

### 4.1 Introduction to PPE

This section provides guidance on the requirements for providing PPE for forestry workers.

PPE should be used if there is still risk remaining after all other reasonably practicable control measures have been put in place.

For forestry work, standard PPE requirements may include:

- hard hat or helmet
- eye protection/face shields
- protective clothing (such as chainsaw chaps and wet weather clothing)
- gloves
- protective or steel toed boots
- high-visibility clothing (including reflective night strip clothing)
- personal proximity warning (especially if there is a lot of mobile plant operating at the worksite)
- lone worker (man down) alarms
- hearing protection.

You must engage with your workers when deciding what is the most appropriate PPE for their task and working environment and when proposing changes that may affect their health or safety.

### 4.2 Who can provide PPE

A PCBU who directs the carrying out of work at a workplace must provide PPE to workers carrying out the work unless PPE has been provided by another PCBU in the contracting chain.

The worker can also choose to provide their own PPE but only if they genuinely volunteer to do so for their comfort or convenience. If the worker chooses to provide their own PPE, you must still make sure the PPE will provide appropriate protection.

You cannot pass on the cost of providing PPE (in full or part) to workers.

### 4.3 Providing replacement PPE

You must provide workers with replacement PPE free-of-charge as and when needed.

PPE must be clean, hygienic, and in good working order. You must make sure that PPE is maintained, repaired, or replaced so that it continues to minimise risk to the worker who uses it. Replace PPE whenever it becomes worn out, is no longer providing adequate protection, or is past its use-by date.

Replacing PPE should be assessed based on need – annual replacement of PPE may not be sufficient.

Adding PPE allowances to workers' pay to cover future PPE expenses is not recommended. It is not reasonable to expect a worker to keep money aside from each pay period for

future PPE purchases. There is a risk workers may wear PPE past its use-by date, especially if they have not accrued enough allowance to cover an expensive item.

#### **4.4 PPE must be fit for purpose**

Any PPE, including high-visibility clothing, must meet basic PPE requirements for fit, function and performance, and be reasonably comfortable to wear.

Workers should receive training in how to wear, use, clean, and store their PPE correctly. For more information, see [Personal protective equipment – a guide for businesses](#)

#### **4.5 Make sure PPE does not create new risks**

When assessing PPE needs, discuss with your workers what new risks the proposed PPE may create and how you can eliminate or minimise those risks. The following are examples of risks associated with different types of PPE:

##### **Hearing protection**

Some types of hearing protection can affect workers' situational awareness (for example, preventing them from hearing approaching mobile plant).

There are types of hearing protection that can protect workers hearing without compromising situational awareness.

##### **Heavy or thick clothing**

Heavy or thick clothing may cause workers to overheat, affect their mobility, or create entanglement risks.

Talk with your workers about alternative clothing options (such as lighter more breathable fabrics or closer fitting options).

##### **Long sleeves and trousers**

Long sleeves and trousers can provide good protection from many hazards, including:

- saw debris
- dust and saw dust.

However, having blanket site rules requiring long sleeves and trousers may lead to unnecessary discomfort for workers (especially during summer months).

You could also consider if alternative protection (for example, chaps and gaiters) may be appropriate when wearing shorts.

#### **4.6 Worker duties for PPE**

Workers have duty to follow the PCBU's reasonable instruction and requirements regarding PPE, such as:

- what and when it should be worn
- how it should be cared for and stored.

Workers should tell their foreman as soon as there are any issues with the PPE (such as when it is no longer fitting properly or has broken).

#### **4.7 Industry standards for PPE**

Industry has accepted standards for different PPE such as for high-vis clothing, leg protection and safety helmets (listed in Appendix x).

While these standards are not mandatory to meet, they describe an adequate level of protection. However, as a PCBU, you decide what PPE is suitable under your circumstances.

## 4.8 For more information

- [General risk and workplace management Part 1](#) (details the regulatory requirements regarding PPE)
- [Personal protective equipment – a guide for businesses](#)
- [Respiratory Protective Equipment \(RPE\)](#)
- [Protective clothing](#)
- [Protecting your workers' eyes](#)
- [Religious or cultural attire and health and safety](#)

Draft for feedback

## 5.0 Training, information, instruction and supervision

All forestry workers must be provided appropriate training, information, instruction and supervision so they work in a healthy and safe way.

### 5.1 Introduction to training

This section provides guidance on how to make sure your workers have the right training, information, instruction or supervision.

You must ensure, so far as is reasonably practicable, those who carry out work of any kind, use plant of any kind, or deal with a substance of any kind that is capable of causing a risk in a workplace:

- either have adequate knowledge or experience of similar work so they are not likely to cause harm to themselves or other people, or are supervised by someone who has the relevant knowledge and experience
- are adequately trained in the safe use of all plant, objects, substances, or equipment the workers are or may be required to handle, as well as all personal protective equipment (PPE) that the workers are or may be required to wear or use.

Training should be tailored and fit for purpose – it should not be a tick-in-the-box exercise.

You must engage with workers when making decisions about procedures for providing information and training to workers.

### 5.2 Check workers have required training

Worker training requirements will depend on:

- the level of risk their job involves
- industry or task-specific training requirements (for example, SafeTree certification)
- the knowledge, experience, and previous training of the worker.

PCBUs at the top of the contracting chain have a responsibility to make sure all workers have the appropriate training for the work they will be doing. This includes workers that may be several steps down the contracting chain.

Where reasonably practicable, arrangements should be made to specify and check these training requirements at the planning stages of a project.

### 5.3 Check worker competency before work begins

A competent person is someone who has the appropriate skills, training, knowledge, and experience to perform the task or role.

Before starting work, all workers should be assessed on their current competence and experience, and what further training they may require. This is usually done by the site manager or someone you deem competent to make that assessment.

Undergoing recent training is not always an indication of a worker's actual level of competence when on the job. In some instances, workers may need further onsite training or retraining before starting work particularly if there have been gaps in employment.

### 5.4 Supervise new or inexperienced workers

Supervision may be needed for new or inexperienced workers until they have shown they are competent to carry out the tasks unsupervised.



Only competent persons should provide training or supervise workers.

Consider having experienced workers act as a mentor for new workers.

Experienced workers may also need to be supervised for new tasks or if they have not done a particular task in a long time.

## **5.5 Ongoing training**

Workers should receive ongoing training, which may include:

- refresher training when needed
- training when new vehicles or plant, or new features are introduced
- training when the work changes and the task needs to be done differently
- when workers are due for recertification
- when competence or qualification requirements change
- continuing professional development.

Training needs should be monitored.

## **5.6 Keep a record of all training**

Keep a record of all training that has been completed for each worker.

Records should also include when refresher training is due. This will help make sure the most appropriate person is allocated a particular task and identify workers who need refresher training.

This information should be made available to others in the contracting chain that have a duty towards those workers (provided the worker has consented to this information being shared).

All storing of worker training information and sharing of that information is subject to [The Privacy Act](#)

## **5.7 For more information**

- [Providing information, training, instruction or supervision for workers](#)