

# Assessment Report

## Forestry Tasmania T/A Sustainable Timber Tasmania

**AS 4708; AS 4810; ISO 14001  
and PEFC ST 2002:2013**

**August 2019**

Assessment dates	01/08/2019 to 18/10/2019 (Please refer to Appendix for details)
Assessment Location(s)	Hobart (001), Geeveston (002), Scottsdale (003), Derwent Park (004), Perth (009), New Norfolk (011), Bell Bay (020)
Report Author	██████████
Assessment Standard(s)	AFS 4708:2013, ISO 14001:2015, AS/NZS 4801:2001, PEFC ST 2002:2013



## Table of contents

Executive Summary .....	3
Changes in the organization since last assessment .....	4
Your next steps .....	4
NCR close out process .....	4
Assessment objective, scope and criteria .....	5
Statutory and regulatory requirements.....	5
Assessment Participants.....	5
BSI assessment team .....	6
Assessment conclusion and recommendation .....	6
Assessment conclusion .....	6
Recommendation .....	6
Use of certification documents, mark / logo or report .....	7
Findings from previous assessments .....	7
Findings from this assessment.....	10
<b>PART 1   ISO 14001 EMS Requirements</b> .....	10
4   Context of the organization (ISO 14001 Cl.4) .....	10
5   Leadership (ISO 14001 Cl. 5) .....	10
6   Planning (ISO 14001 Cl. 6).....	11
7   Support (ISO 14001 Cl. 7).....	12
8   Operation (ISO 14001 Cl. 8).....	13
9   Performance evaluation (ISO 14001 Cl. 9) .....	13
10   Improvement (ISO 14001 Cl.10).....	14
<b>PART 2   AS 4708 FMS Requirements</b> .....	15
0.1   Defined Forest Area .....	15
0.2   Chain of Custody .....	15
Criterion 1:   Management System .....	16
Criterion 2:   Stakeholder Engagement.....	18
Criterion 3:   Biodiversity .....	19
Criterion 4:   Productive Capacity .....	20
Criterion 5:   Forest Health .....	22
Criterion 6:   Soil and Water .....	23
Criterion 7:   Carbon .....	24
Criterion 8:   Cultural Values.....	24
Criterion 9:   Social and Economic Benefits.....	25
Logo Use .....	26
<b>PART 3   AS 4801 SMS Requirements</b> .....	27
4.1 General requirements.....	27
4.2   OHS Policy .....	27
4.3   Planning .....	28
4.4   Implementation .....	34
4.5   Measurement and evaluation.....	42
4.6   Management review.....	45
Site Visits.....	46
Scope of Certification .....	78
Assessed location(s) .....	79
Certification assessment program .....	82
Expected outcomes for accredited certification. ....	83
Definitions of findings: .....	83
How to contact BSI.....	84
Notes.....	84
Regulatory compliance.....	84

## Executive Summary

This report presents the findings of a routine surveillance assessment of Sustainable Timber Tasmania's (STT) Forest Management System (FMS) with respect to the requirements of AS4708:2013, the Australian Standard for Sustainable Forest Management. The audit was conducted concurrently with an assessment of the organisation's complementary Standards, ISO 14001:2015 Environmental Management Systems; AS 4801:2001 Safety Management Systems and PEFC ST 2002:2013. Findings in relation to ISO14001 and AS4708 have been incorporated into the structure of this report, where appropriate.

The scope of the audit included the application and implementation of the centrally-managed system at the Hobart Head Office as well as the planning and execution of a range of forest management activities in both the Northern Region and Southern Region. The newly occupied premises at Derwent Park were visited in addition to existing offices and depots at various locations including Perth Office and Nursery, and the Geeveston Office.

The audit focused on the effectiveness of the organisation's risk management framework particularly with respect to forest management activities. Strengths of the organisation and its management system identified in this audit at a corporate level included:

- Active engagement of staff in reframing the corporate values and the leadership and innovation conference
- Recognition as 'Employer of choice' and the capacity to attract and retain a quality workforce (competent and confident); investment in training and willingness to engage new staff where needs are identified
- The effectiveness of the management review framework and associated processes and the active engagement of the GMT (General Management Team)
- Proactive stakeholder engagement processes and Tactical and operational planning processes
- Continuing support for collaborative research arrangements

At an operational level, the system strengths included:

- Fire management and burn planning arrangements are comprehensive and well-understood. The timeliness of response to fire and capacity to seize the opportunity for re-seeding is noted.
- Environmental monitoring and reporting framework
- Quality of information provided to contractors and the contractor review process

STT has responded positively to the findings in the previous report. The two minor non-conformances have been effectively addressed and are now closed. Two new minor non-conformances have been noted in relation to:

- Cause identification with respect to the effectiveness of actions taken to address non-conformances.
- Housekeeping at the fire store at Perth Nursery.

STT has also reviewed the suite of opportunities for improvement noted in the previous report and has implemented a plan to address each as appropriate. This audit identified a number of opportunities for improvement and these are detailed in the report.

The audit provided an opportunity for direct engagement with several key stakeholders including [REDACTED] and the Tasmanian [REDACTED]. In addition, the audit involved observation of stakeholder engagement processes with the harvest and haulage contractors as part of the annual contractor review process.

The report notes the recognition of the organisation as 'Employer of Choice.' This is reflected in the high staff retention rates.

Significant improvements noted in this assessment include:

- Development of a new Safety Manual
- Emergency response capacity – defibrillators at all offices
- Revised Good Neighbour protocol and establishment of Tasmanian Forest and Forest Products Network
- Environmental monitoring framework
- Heavy Vehicle Transport management (overloads and fatigue management)
- Automated reporting tools as Power BI continues to be rolled out
- Development and implementation of new systems including:
  - Browsing Monitoring and control tools fully operational
  - Truck Overload Management System
  - E-weight dockets
  - Workflows (K2)
  - FIRS Inventory tool (for plantation thinning assessments)

The management system is firmly integrated into the organization's business processes and the management team continues to demonstrate a solid commitment to driving continual improvement across the business.

STT has demonstrated that its Forest Management System effectively incorporates the requirements of the respective Standards and that the system is supporting both staff and contractors in managing the various risks associated with the business.

Once again, the active participation and engagement of staff throughout the audit contributed to the effectiveness of this assessment. The auditors would like to thank Sustainable Timber Tasmania for the preparation and planning that preceded the audit and the cooperation of all staff involved.

## Changes in the organization since last assessment

There is no significant change of the organization structure and key personnel involved in the audited management system.

No change in relation to the audited organization's activities, products or services covered by the scope of certification was identified.

There was no change to the reference or normative documents which is related to the scope of certification.

## Your next steps

### NCR close out process

Corrective actions with respect to nonconformities raised at the last assessment have been reviewed. Actions were found to be effectively implemented in all areas.

Two nonconformities requiring attention were identified. These, along with other findings, are contained within subsequent sections of the report.

A nonconformity relates to a single identified lapse, which in itself would not indicate a breakdown in the management system's ability to effectively control the processes for which it was intended. It is necessary to investigate the underlying cause of any issue to determine corrective action. The effectiveness of the actions taken to address this matter will be reviewed at the next assessment.

## Assessment objective, scope and criteria

### Objective:

To verify continuing compliance with the nominated Standards.

### Scope:

Activities associated with the sustainable management of Tasmania's Permanent Timber Production Zone land, as described in the organisation's Forest Management Plan, including the administration, planning and management of forests; and the harvest, transport and sale of forest products.

**Criteria:**

AS 4708:2013; ISO 14001:2015; AS 4801:2001 and PEFC ST 2002:2013

## Statutory and regulatory requirements

Tasmanian Forest Practices System.

## Assessment Participants

[illegible]

### BSI assessment team

## Assessment conclusion and recommendation

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the audit criteria and the results of this audit, the audit team concludes that the organization continues to meet the requirements of the nominated Standards and that the management system continues to achieve its intended outcomes.

**NOTE - Corrective Action Plan required ('Minor' findings only).**



Based upon the acceptance of a satisfactory corrective action plan for all 'Minor' findings as shown in this report, Sustainable Timber Tasmania is **recommended for continued certification** to the nominated Standards.

The effectiveness of the actions taken to address the minor non-conformances will be assessed as part of the next routine surveillance assessment.

You are required to identify the cause, and implement corrections and corrective actions required to address all non-conformities before your next BSI assessment in relation to the certificate against which the non-conformities were raised.

## Use of certification documents, mark / logo or report

The use of the BSI, Responsible Wood and PEFC certification documents and associated marks/logos is effectively controlled.

## Findings from previous assessments

Finding Reference	1624738-201804-N1	Certificate Reference	OHS 603481
Certificate Standard	AS/NZS 4801:2001	Clause	4.4.1.1
Category	Minor		
Area/Process:	Support		
Details:	STT have not provided sufficient resources to implement, maintain, and improve their WHS Management System. Actions to achieve Objective 1 i.e. implementation of the WHS Advisor Framework have not been completed.		
Clause requirements	4.4.1.1 Management shall identify and provide the resources required to implement, maintain, and improve their OHSMS. Resources include human resources and specialized skills, technology and financial resources.		
Objective evidence:	At the time of the audit the Safety Management Strategy 2017/18 had not been implemented as planned. It is noted that STT is aware of the issue and steps were being taken to address the matter.		
Cause			
STT has recently gone through a significant restructure. The allocation of responsibilities and resourcing in the safety area has not been finalised.			
Correction / containment			
See below.			
Corrective action			
STT Action Plan – May 2018			
1. Establish a Project Team to oversee the implementation of the Strategy. (complete)			
2. Develop and approve a plan for the safety advisor model. (complete)			
3. Conduct weekly project management meetings have been in place since early May to drive the actions that are required under the plan. (Commenced and on-going).			
4. Review implementation and escalate issues where necessary.			

Process to be overseen by Senior Safety Advisor.

**BSI – May 2018:**

Action Plan accepted

**BSI August 2019**

STT has now determined the appropriate resources required to implement its safety systems and this matter is now closed. However, the process for identification of the cause of this event was not fully effective and a minor non-conformance has been noted in this regard.

**Status**

Closed

<b>Finding Reference</b>	1624738-201804-N2	<b>Certificate Reference</b>	EMS 603479
<b>Certificate Standard</b>	ISO 14001:2015	<b>Clause</b>	9.3
<b>Category</b>	Minor		
<b>Area/Process:</b>	Performance evaluation - 9.3 Management review		
<b>Details:</b>	The 2017 Annual Management Review was not conducted as planned. The Standards require management review at planned intervals and the Management Review procedure aims for an Annual assessment usually in May. The annual review is supported by an extensive framework of supporting events that are continually reviewing the organisation's performance. These had been carried out as planned.		
<b>Objective evidence:</b>	No records of management review available.		
<b>Clause requirements</b>	<p><b>Management review</b></p> <p>Top management shall review the organization's environmental management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.</p> <p>The management review shall include consideration of:</p> <ul style="list-style-type: none"> <li>a) the status of actions from previous management reviews;</li> <li>b) changes in: <ul style="list-style-type: none"> <li>1) external and internal issues that are relevant to the environmental management system;</li> <li>2) the needs and expectations of interested parties, including compliance obligations;</li> <li>3) its significant environmental aspects;</li> <li>4) risks and opportunities;</li> </ul> </li> <li>c) the extent to which environmental objectives have been achieved;</li> <li>d) information on the organization's environmental performance, including trends in: <ul style="list-style-type: none"> <li>1) nonconformities and corrective actions;</li> <li>2) monitoring and measurement results;</li> <li>3) fulfilment of its compliance obligations;</li> </ul> </li> </ul>		



	<p>4) audit results;  e) adequacy of resources;  f) relevant communication(s) from interested parties, including complaints;  g) opportunities for continual improvement.</p> <p>The outputs of the management review shall include:</p> <ul style="list-style-type: none"> <li>— conclusions on the continuing suitability, adequacy and effectiveness of the environmental management system;</li> <li>— decisions related to continual improvement opportunities;</li> <li>— decisions related to any need for changes to the environmental management system, including resources;</li> <li>— actions, if needed, when environmental objectives have not been achieved;</li> <li>— opportunities to improve integration of the environmental management system with other business processes, if needed;</li> <li>— any implications for the strategic direction of the organization.</li> </ul> <p>The organization shall retain documented information as evidence of the results of management reviews.</p>
<b>Cause</b>	
<p>Management review is a combination of complementary processes being undertaken progressively throughout the year. While records of recent reviews can demonstrate that the organisation has effectively addressed the requirements of the Standard, the review scheduled for late 2017 was not conducted as planned. It has been delayed to mid-2018. This is not consistent with the organisation's stated procedures.</p> <p>As a result of the recent and significant organisational restructure, including relocation of the Head Office, the Annual Management Review (which periodically consolidates the annual review program) was delayed. Processes have been reviewed in the interim, however the Annual Event did not occur as planned due in part to the availability of key staff.</p>	
<b>Correction / containment</b>	
See below.	
<b>Corrective action</b>	
<p><b>STT Action Plan: May 2018</b></p> <ol style="list-style-type: none"> <li>1. Revise Management Review procedure to more accurately reflect current arrangements, business planning processes and availability of key staff.</li> <li>2. Conduct the next scheduled Management review - now scheduled for late July 2018 when the majority of senior managers will be able to attend.</li> </ol> <p>The Certification Manager is responsible for overseeing this process. Due for completion by August 2018.</p> <p><b>BSI – May 2018:</b>  Action Plan accepted</p> <p><b>BSI August 2019</b></p> <p>The most recent management review event was conducted on 2 August 2019. The management review framework is now being implemented effectively.</p>	
<b>Status:</b>	
Closed	

## Findings from this assessment

### PART 1 ISO 14001 EMS Requirements

#### 4 Context of the organization (ISO 14001 Cl.4)

##### Standard references:

- 4.1 Understanding the organization and its context
- 4.2 Understanding the needs and expectations of interested parties
- 4.3 Determining the scope of the environmental management system
- 4.4 Environmental management system

##### Objective evidence:

###### *Processes observed/demonstrated*

- determining internal and external issues
- determining interested parties and their needs and expectations
- determining compliance obligations
- determining the scope

###### *Documentation*

- Sustainable by Nature - STT Corporate Plan – 19/20 – 23/24
- STT Forest Management Plan – Revised April 2019

###### *Interviews with key personnel*

- Certification Manager regarding context of the organisation.

##### Comments:

The context of the organisation is clearly articulated in the Corporate Plan and the Forest Management Plan which is publicly available on the organisation's website.

##### Assessment conclusions:

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

#### 5 Leadership (ISO 14001 Cl. 5)

##### Standard references:

- 5.1 Leadership and commitment
- 5.2 Environmental policy, Forest Management Policy and Safety Policy
- 5.3 Organizational roles, responsibilities and authorities.

##### Objective evidence:

###### *Processes observed/demonstrated*

- demonstrate leadership and commitment
- integration of EMS into business processes
- establishment and periodic review of the environmental policy
- communication and availability of policy

- assignment of responsibilities

*Documentation*

- Sustainable Forest Management Policy – February 2018
- Work Health and Safety Policy – October 2017

*Records verifying processes*

- STT Organisation Chart as at 12 August 2019

*Interviews with key personnel*

- Certification Manager regarding corporate policies and organisational structure.

**Comments:**

Policies are readily available on the company's website. Environmental requirements are embedded in the Sustainable Forest Management Policy and other related documents.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## 6 Planning (ISO 14001 Cl. 6)

**Standard references:**

- 6.1 Actions to address risks and opportunities
  - 6.1.1 General
  - 6.1.2 Environmental aspects
  - 6.1.3 Compliance obligations, and legal and other obligations
  - 6.1.4 Planning action
- 6.2 Environmental objectives and planning to achieve them
  - 6.2.1 Environmental objectives
  - 6.2.2 Planning actions to achieve environmental objectives

**Objective evidence:**

*Processes observed/demonstrated*

- determination of risks and opportunities
- determine potential emergency situations
- maintenance of documentation relating to risks and opportunities and processes
- determination of aspects and impacts
- determination of significant aspects and impacts using established criteria
- communication of significant aspects
- determine and have access to compliance obligations
- determine how compliance obligations apply to the organisation
- planning actions to address significant aspects and compliance obligations
- planning in relation to significant environmental aspects; compliance obligations; and risks and opportunities
- environmental objectives established, monitored, communicated, updated, documented
- planning to achieve environmental objectives
- integration into business processes

**Comments:**

Not assessed in detail at this assessment. Related processes are covered in site visits.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## 7 Support (ISO 14001 Cl. 7)

**Standard references:**

- 7.1 Resources
- 7.2 Competence
- 7.3 Awareness
- 7.4 Communication
  - 7.4.1 General
  - 7.4.2 Internal communication
  - 7.4.3 External communication
- 7.5 Documented information
  - 7.5.1 General
  - 7.5.2 Creating and updating
  - 7.5.3 Control of documented information

**Objective evidence:***Processes observed/demonstrated*

- determining and providing resources
- determining competence, training needs and providing training
- communication of environmental responsibilities (awareness)
- communication processes – internal and external
- control of system documentation

*Documentation*

- Individual Position Descriptions (including environmental competence requirements)

*Records verifying processes*

- Senior Forest Officer – Harvesting

*Interviews with key personnel*

- Senior People and Culture Advisors regarding environmental training needs and competence.

**Comments:**

The effectiveness of the WIKI was demonstrated. Individual business units have autonomy and responsibility for maintaining the necessary documentation on the WIKI.

Position Descriptions include details of the necessary environmental competencies and training needs are identified through the PRDP process.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.



## 8 Operation (ISO 14001 Cl. 8)

### Standard references:

- 8.1 Operational planning and control
- 8.2 Emergency preparedness and response

### Objective evidence:

#### *Processes observed/demonstrated*

- Operational planning and control
- Emergency preparedness and response

### Comments:

Refer to Site Visits.

### Assessment conclusions:

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## 9 Performance evaluation (ISO 14001 Cl. 9)

### Standard references:

- 9.1 Monitoring, measurement, analysis and evaluation
  - 9.1.1 General
  - 9.1.2 Evaluation of compliance
- 9.2 Internal audit
  - 9.2.1 General
  - 9.2.2 Internal audit program
- 9.3 Management review

### Objective evidence:

#### *Processes observed/demonstrated*

- monitoring and measurement
- evaluation of compliance
- internal audit
- management review

#### *Documentation*

- Management Review presentation 2019 – 02.08.19 PowerPoint Presentation.pptx
- Forest Management System Review – People and Culture

#### *Records verifying processes*

- Internal audit reports

#### *Interviews with key personnel*

- Certification Manager regarding internal audit and management review processes.

### Comments:

The Management Review conducted on 2 August 2019 is a comprehensive assessment of all the requirements including evaluation of compliance. The Forest Management System Review - People and

Culture provides a comprehensive assessment of the state of play with respect to staff retention and learning and development. Staff retention is a key factor associated with the recent award of 'Employer of Choice.' Noting the minor non-conformance identified in the previous report, the management review framework demonstrably meets the requirements of the Standards.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**10 Improvement (ISO 14001 Cl.10)****Standard references:**

- 10.1 General
- 10.2 Nonconformity and corrective action
- 10.3 Continual improvement

**Objective evidence:***Processes observed/demonstrated*

- determining opportunities for improvement
- management of non-conformities
- mechanisms for continual improvement

*Documentation*

- Yellow Book

*Records verifying processes*

- Vault records

*Interviews with key personnel*

- Certification Manager regarding management of non-conformances and identification of areas for improvement.

**Comments:**

Processes for identifying and dealing with non-conformances are managed through the Vault. Improvements arising from the implementation of the management system are described in the Management Review presentation conducted on 2 August 2019.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## PART 2 AS 4708 FMS Requirements

### 0.1 Defined Forest Area

**Standard references:**

- 0.1 Defined forest area
- 0.2 Public availability

**Objective evidence:***Processes observed/demonstrated*

- Periodic review of DFA
- Provision of DFA details to Responsible Wood
- Managing changes to DFA
- Availability of DFA maps at correct scale

*Documentation*

- Certification Scope Procedure – March 2019
- Certification Scope Summary – 19.03.19

*Records verifying processes*

- Email to [REDACTED] dated 06.08.19 advising of changed DFA.

*Interviews with key personnel*

- Certification manager regarding changes to the Defined Forest Area.

**Comments:**

The Defined Forest Area Procedure has been revised and is now incorporated in the Certification Scope Procedure. The DFA is currently 794,430 hectares as at 19 March 2019. This was advised to Responsible Wood on 06.08.19. Changes in the DFA are a result of areas excluded due to a range of lease arrangements. There has been no new acquisitions or additions to the DFA.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

### 0.2 Chain of Custody

**Standard references:**

- 0.2.1 Product identification and associated documentation
- 0.2.2 Describe transportation processes and demonstrate control

**Objective evidence:***Processes observed/demonstrated*

- Provision of documentation in relation to sales of certified product.
- Controls applied to transport of forest products to point of sale or delivery.

*Documentation*

- Log Haulage Manual [REDACTED]
- Truck Overload Management System

*Records verifying processes*

- Edockets
- Overloads report

*Interviews with key personnel*

- GM Forest Products regarding the National Heavy Vehicle Regulations and Chain of Responsibility.

**Comments:**

Chain of custody and chain of responsibility requirements are being well-managed.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Criterion 1: Management System****Standard references:**

- 1.1 Policy
- 1.2 Forest Management Plan
- 1.3 Implementation
- 1.4 Monitoring and corrective actions
- 1.5 Review
- 1.6 Research

**Objective evidence:***Processes observed/demonstrated*

- Review and update of Forest Management Policy (1.1.1)
- Provision and periodic review of Forest Management Plan (1.2 and 1.5)
  - o Identification of legal and other requirements (1.2.2 a)
  - o Identification and assessment of aspects and impacts (1.2.2 b)
  - o Description of the forest estate, including current condition, inventory and yield forecasts (1.2.2 f)
  - o Define scope and objectives of forest management (1.2.2 e) and describe targets and monitoring processes (1.2.2 c)
  - o Description of forest values to be managed (1.2.2 g)
  - o Description of and rationale for silvicultural regimes (1.2.2 h)
  - o Description of operating conditions (1.2.2 i)
- Implementation of management system, including:
  - o evidence of legal right (1.3.2 a)
  - o operational plans and other documented controls (1.3.2 b)
  - o roles and responsibilities and provision of resources (1.3.2 c)
  - o staff and contractor competencies (1.3.2 d)
  - o communication and documentation procedures including record keeping (1.3.2 f)
  - o contingency/emergency planning and testing (1.3.2 g).



- routine monitoring and evaluation processes; correction of identified deficiencies; checking operational plans for compliance with requirements; periodic audit of operations and system requirements.
- periodic review
- research activities and application of research to forest management
- management of external research collaborations

#### *Documentation*

- STT Forest Management Policy – February 2018
- STT Forest Management Plan – Revised April 2019
- Sustainable by Nature - STT Corporate Plan – 19/20 – 23/24
- Yellow Book -
- Land Management External Programs Register
- STT Research Presentation to Management Review – 02.08.19

#### *Records verifying processes*

- Forest Management System Review – August 2019
- Forest Management System Review (People and Culture) – August 2019
- iauditor harvest monitoring summary – Excel spreadsheet
- Plantation processing trial – Presentation 'Plantation log processing research'
- Environmental Values Monitoring Framework – Appendix 1: Adaptive management within Tasmanian forest management

#### *Interviews with key personnel*

- Forest Management Services Manager regarding current research programs and projects.
- Certification Manager regarding management review, internal audit and management of non-conformances.

#### **Comments:**

The Forest Management Plan has been reviewed and updated with some minor edits. STT intends to conduct a full review of the FMP in the current Financial Year and the process will incorporate feedback received from stakeholders. STT has reported the lowest rate of staff turnover in recent years.

KPIs described in the Corporate Plan are translated in to the Yellow Book. The Yellow Book provides a comprehensive assemblage of all the organisation's objectives, targets and performance indicators.

Non-conformances are recorded in the Vault. The previous audit noted that the cause of non-conformances is not routinely entered in the Vault. The management system does not currently provide guidance as to when an analysis of the cause/s of an event is warranted. It is noted that this issue was previously addressed in the former Integrum system however the implementation in since the introduction of Vault is inconsistent. STT is aware of this issue and has already planned specific training to ensure a consistent approach. A minor non-conformance is noted in this regard.

The effectiveness of the management review framework and associated processes was demonstrated and the active engagement of the GMT is noted. The management review process facilitates the identification of areas for further improvement. Internal audits undertaken in 2018/19 include: quarry management, Perth site; IST Geeveston; Fire Tower management; Training and competency; and Chain of custody.

Most research now is being conducted through external collaborations. Specific projects reviewed included the Plantation log processing research and the LoraWAN Eagle Eye project.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Criterion 2: Stakeholder Engagement****Standard references:**

- 2.1 Identify stakeholders
- 2.2 Stakeholder engagement plan
- 2.3 Stakeholder participation
- 2.4 Stakeholders affected by forest operations
- 2.5 Records
- 2.6 Public disclosures

**Objective evidence:***Processes observed/demonstrated*

- identification of stakeholders and development of the Stakeholder Engagement Plan
- seeking stakeholder views on development or review of Forest Management Plan
- processes for managing complaints
- Processes for notification to affected stakeholders prior to commencement and actions to mitigate adverse impacts
- maintenance of records including the outcomes of disputes or complaints
- provision of publicly available information
- public access to PTPZ Land

*Documentation*

- Stakeholder Engagement Policy – June 2017
- Stakeholder Engagement Operational Approach – July 2018
- Complaints Policy – April 2019
- Complaints Resolution Procedure – May 2019
- Good Neighbour Protocol – May 2019
- Tasmanian Forest and Forest Products Network Charter - 2019
- WIKI – Property Management
- Property Lease Procedures – 22.02.17

*Records verifying processes*

- Consultation Manager – Records of Complaints (e.g. Event # [REDACTED] Feb 2019)
- Yellow Book Spreadsheet – Item # [REDACTED] < 2 formal complaints – Achieved
- Consultation manager Report (from Field Operations Meeting) – April 2019
- Lease No. [REDACTED] 22.05.13 Property lease with map
- Property rights – Prov coupe layer WA019A, WA019B and WA019C
- Forest Licence # [REDACTED] 20.07.25 – Mountain Bike Tracks

*Interviews with key personnel*

- Manager – Land Property and Senior Forester – Land Management regarding public access arrangements including licences and leases.

**Comments:**

The Stakeholder Engagement Policy, Forest Management Plan and Summary Audit Reports are all readily available to the public via the company's website. STT is a participant in the Tasmanian Good Neighbour Protocol which involves the major forest industry players in Tasmania. STT encourages and supports the active participation of staff in the Tasmanian Forest and Forest Products Network. The network provides recognition for initiatives that drive continuing improvement in the forest and forest management sector through the Tasmanian Timber Awards. STT has recorded a small number of complaints in the past year. Complaints are reported to management through monthly and quarterly reporting.

Leased areas are usually excluded from the Defined Forest Area. The area concerned in Lease No. [REDACTED] is currently within the DFA. The lease arrangement assists with the management of illegal access for hunting and maintaining good neighbour relations. Although the leased area has been coupé up, there are no plans in the short to medium term for any harvesting activities in this area

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Criterion 3: Biodiversity****Standard references:**

- 3.1 Identify biodiversity priorities
- 3.2 Maintain or enhance biodiversity
- 3.3 Identify significant biodiversity values
- 3.4 Maintain or enhance significant biodiversity values
- 3.5 Monitor biodiversity
- 3.6 Reviews of biodiversity
- 3.7 Regeneration
- 3.8 Introduced genetics

**Objective evidence:***Processes observed/demonstrated*

- identification of biodiversity and significant biodiversity values
- processes that support the maintenance of significant biodiversity values
- processes for monitoring biodiversity priorities
- documentation of biodiversity monitoring objectives
- periodic review of biodiversity priorities
- threatened species management

*Documentation*

- Environmental Values Monitoring Framework – July 2019
- Swift Parrot Presentation

*Records verifying processes*

- Effectiveness Monitoring Projects Database (current)

- Implementation of strategic biodiversity management recommendations in Tooms Forest block on PTPZ land - August 2019
- Environmental Compliance Report – Three-year Wood Production Plan State-wide – April 2019
- Environmental Values Monitoring Framework – Appendix 1: Adaptive management within Tasmanian forest management
- Landscape Context Planning System – Annual Implementation Report – 2017/18 Year
- Swift Parrot Habitat model - Large, mature tree probability map (LiDAR)

#### *Interviews with key personnel*

- Senior Conservation Planner regarding biodiversity monitoring.
- Project Officer regarding swift parrot habitat management.

#### **Comments:**

The Environmental Values Monitoring Framework provides a comprehensive and thorough approach to monitoring the full suite of environmental values, including biodiversity, high conservation values (significant biodiversity values), forest health and productivity. The framework provides a high level of confidence in the effectiveness of current monitoring processes, and the capacity of the organisation's adaptive management arrangements.

Priorities for monitoring are essentially dictated by the regulatory framework and do not necessarily extend holistically across all biodiversity values in the forest landscape. This does not facilitate analysis of emerging threats at a landscape level in the long-term, particularly with respect to interactions between impacts of landscape-scale fires and harvesting regimes. The swift parrot habitat modelling has identified 9,300 hectares of potential habitat which has now been excluded from future harvesting operations. STT has drafted a Public Authority Management Agreement (dated August 2018) for management of swift parrot habitat and the draft document is currently sitting with the DPIPW and FPA prior to finalisation and awaiting approval.

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## **Criterion 4: Productive Capacity**

#### **Standard references:**

- 4.1 Identify productive capacity
- 4.2 Identify harvest rates
- 4.3 Plan and monitor use
- 4.4 Infrastructure
- 4.5 Silviculture
- 4.6 Establishment
- 4.7 Damage to growing stock
- 4.8 Unplanned fire
- 4.9 Non-wood products



**Objective evidence:***Processes observed/demonstrated*

- identification of productive use of the defined forest area
- determination of harvest rates
- tactical and operational planning
- Access to 3-year production plan via interactive map viewer
- Management of variations to 3-Year Plan
- species selection
- provision of infrastructure
- development and review of silvicultural systems
- establishment plan and program
- assessment of stocking rates
- controlling damage to the forest as a result of harvesting operations
- management of extent and impact of unplanned fires

*Documentation*

- Sustainable high quality eucalypt sawlog supply from Tasmania's PTPZ Land Review No 5 July 2017 (recently published)
- 2018 Estate Model Building Process – July 2019
- Next Sustainable Yield Review Timeline – July 2019
- Log Product Recovery Analysis 2016
- Forest Products – Presentation (May 2019)
- Fire Management Presentation – June 2019
- Strategic Fire Management Plan – September 2018
- Tactical Fire Management Plan – September 2018
- Operational Plans – e.g. Burn Plan
- Interagency Fire Management Protocol
- Interstate arrangement – (AFAC and FFMG)
- State Government Interoperability Agreement
- The 3-Year Plan Protocol V2 – Nov 17
- SOP – Preparation of the 3-Year Wood Production Plan – V3.4 Feb 2019
- Green Book – Guidelines and manuals for Tactical Planning – V2019 28.11.18
- Red Book – Targets for Wood Production 2019 – 20.12.18
- 3-Year Plan Environmental Compliance Report – 06.05.19
- Three Year Wood Production Plan – July 2019
- FPP Preparation Procedure V2.1 16.04.18

*Records verifying processes*

- Wood Review 2017 – Sustainable Yield Review (Next Tasks) – May 2017
- Wood Planning Resource Indicators – 2018
- Environmental compliance report: 06.05.19
- Report on changes to the 3-Year Plan – 04.06.19
- STT Interactive Map Viewer – 3-Year Plan
- Operational Plans – Burn Plan (see site visits)
- Fire Duty Rosters – State and Regional

- Coupe Planning Summary – FPP # [REDACTED] 02.0819
- Forest Practices Plans e.g. FPP # [REDACTED] 02.0819
- LCP Report SF138E – Clearfall coupe October 2018
- Conservation Enquiry SF138E 27.11.18

#### *Interviews with key personnel*

- Senior Forest Resource Planning Analyst regarding yield estimates and sustainable yield calculations.
- GM Forest Products regarding wood supply arrangements.

#### **Comments:**

Estate modelling is an iterative process with constant feedback and refinement as demonstrated in the - 2018 Estate Model Building Process. Actual yields are compared against estimates derived from the growth model and adjustments are made in line with the log product recovery analysis.

Production data for 2017 was reviewed.

The tactical planning process was demonstrated. STT is in the process of developing and adopting a 10-year tactical scenario view. The aim is to ensure capability for provision of infrastructure and provide clarity on contractor capacity requirements and product availability for customers. The 10-year planning process also enables verification of dispersal requirements (via the Environmental compliance report) and production capacity. This is a new process and is yet to be fully integrated into the management system.

The 3-Year Plan is modified according to information provided in the Environmental Compliance Report. The FPP process ensures that long-term retention objectives are being achieved. In order to meet long-term retention requirements, adjustments can be made. For example at SR125B an area of non-production forest was re-mapped as long-term retention. This requires the GIS to be updated accordingly. The GIS mapping cannot be completed until the post-harvest boundaries have been determined. This creates a temporal gap in the integrity of the GIS database. At present, the GIS team relies upon information provided in a hand-drawn map saved as a PDF and stored on the coupe folder. There is no centralised system ensuring a workflow is created and completed. An opportunity for improvement is noted in this regard.

A restructure and succession plan has been developed for fire management.

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## **Criterion 5: Forest Health**

#### **Standard references:**

- 5.1 Identify damage agents
- 5.2 Maintain health
- 5.3 Weeds and pests
- 5.4 Fire and disturbance regimes
- 5.5 Rehabilitate degraded forest
- 5.6 Chemical use
- 5.7 Damage agent salvage operations

**Objective evidence:***Processes observed/demonstrated*

- identification of potential damage agents
- processes for maintaining forest ecosystem health including damage resulting from forest operations
- identification and control of weeds and pests
- evaluation of effectiveness of current weed and pest control practices
- use of fire to maintain ecosystem health, including periodic review of the effectiveness of current programs
- identification of areas of degraded forest and effectiveness of remediation efforts
- management and use of chemicals
- salvage operations

*Documentation*

- TasVeg Fire Sensitivity Classification
- STT Strategic Fire Management Plan - September 2018
- STT Tactical Fire Management Plan - August 2018

*Records verifying processes*

- Refer Site Visits

*Interviews with key personnel*

- Manager Fire Management regarding fire planning and management and review of fire regimes in native forests.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Criterion 6: Soil and Water****Standard references:**

- 6.1 Identify soil and water values
- 6.2 Water quality
- 6.3 Water quantity
- 6.4 Soil properties
- 6.5 Pollution

**Objective evidence:***Processes observed/demonstrated*

- identification of soil and water values
- measures to limit impacts on water quality and quantity
- measures to limit the impact of forest operations on soil properties (compliance with Code requirements)
- drainage of roads and extraction tracks (compliance with Code requirements)
- rehabilitation of landings, roads and extraction tracks
- measures to prevent pollution arising from forest operations, including removal and disposal of wastes generated by contractors.

*Documentation*

- Refer Site Visits

*Records verifying processes*

- Refer Site Visits

*Interviews with key personnel*

- Refer Site Visits

**Comments:**

Processes for identifying and protecting soils and water values are being implemented effectively. No instances of unacceptable pollution were encountered during this audit.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Criterion 7: Carbon****Standard references:**

- 7.1 Carbon cycle
- 7.2 Minimise fossil fuel use
- 7.3 Measurement of carbon storage

**Objective evidence:***Processes observed/demonstrated*

- demonstrated commitment to minimise consumption of fossil fuels
- processes for estimating current and future carbon stocks

*Documentation*

- STT Forest Carbon Policy – April 2014

*Interviews with key personnel*

- Senior Forest Resource Planning Analyst regarding carbon accounting.

**Comments:**

The current and future estimates of carbon stocks are presented in the recently revised Forest Management Plan. The STT Forest Carbon Policy is currently due for review.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Criterion 8: Cultural Values****Standard references:**

- 8.1 Indigenous peoples' values
- 8.2 Indigenous heritage values
- 8.3 Other heritage values
- 8.4 Legal and traditional uses



**Objective evidence:***Processes observed/demonstrated*

- recognition of rights, responsibilities and values of Indigenous people
- identification and protection of Indigenous people's values
- identification and protection other cultural heritage values

*Documentation*

- Refer Site Visits

*Records verifying processes*

- Forestry Activity Assessment # [REDACTED] 05.05.15 – Miena cedar gum seed collection
- Forest Activity Permit # [REDACTED] 05.05.15 – Miena cedar gum seed collection

*Interviews with key personnel*

- Manager – Land Property and Senior Forester – Land Management regarding Indigenous cultural activity access.

**Comments:**

The audit provides an opportunity to meet with the Director of [REDACTED]. The interview provided some useful insight into opportunities for improvement and identified some issues with respect to the Forest Practices System, however these issues are outside the scope of Sustainable Timber Tasmania control.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Criterion 9: Social and Economic Benefits****Standard references:**

- 9.1 Regional development
- 9.2 Optimal use
- 9.3 Illegal activities
- 9.4 Skills development
- 9.5 Health and safety
- 9.6 Workers' rights

**Objective evidence:***Processes observed/demonstrated*

- identification and description of environmental, economic, social, and cultural role in rural and regional development
- mechanisms for efficient and optimal use of harvested forest products including value-adding of otherwise waste forest products
- prevention of unauthorised or illegal activities
- mechanisms for skills development
- provision of a safe working environment and compliance with relevant workplace health and safety legislation and regulations
- management of Contractor safety systems

- consultation with workers on workplace health and safety
- management of workers' rights including compliance with legal obligations creating minimum employee entitlements
- performance review and development program and setting of personal goals

#### *Documentation*

- How to help your staff grow –PRDP Card
- PRDP Form (in electronic format)
- WIKI – Enterprise Agreement Process

#### *Records verifying processes*

- 2018-2019 PRDP Tracker (current)
- Enterprise Agreement (AG2018/1598) 31.10.18

#### *Interviews with key personnel*

- Senior People and Culture Advisors regarding worker's rights and training.

#### **Comments:**

STT has migrated the former performance planning and review process from a paper-based system to an electronic format. The organisation is currently in a transition phase with the intention of further integration and migration of processes into an electronic format, for example management of training needs. The process for development of the next Enterprise Agreement is to commence soon and the terms will be dictated by the Fair Work legislation.

STT requires contractors to ensure that all forest workers are fit for work, including that they are not affected by drugs or alcohol. However, STT does not include any checks either on site or during internal audits of contractors systems with respect to management of drugs and alcohol with their workforce or in the conduct of their operations. Instead, STT relies wholly upon the effectiveness of the contractor's own systems to manage the risks with drugs and alcohol. Regardless, there is no evidence that either STT or the contractors have any planned arrangements for managing this issue. An opportunity for improvement is noted in this regard.

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## **Logo Use**

#### **Objective evidence:**

##### *Processes observed/demonstrated*

- Use of BSI, Responsible Wood and PEFC logos

##### *Documentation*

- Work Health and Safety Policy (10.2017)
- Environmental Policy (02.2018)

##### *Records verifying processes*

- Company website - main page
- All policies.

*Interviews with key personnel*

- Certification Manager and Senior Work, Health and Safety Advisor regarding BSI, RW and PEFC logos.

**Comments:**

Logos are used extensively. No instances of inappropriate use were encountered. Some dated policies still display the NCSI logos and an opportunity for improvement is noted in this regard.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## **PART 3 AS 4801 SMS Requirements**

### **4.1 General requirements**

- STT Safety Manual (18.07.2018, v01) and associated WHS management system documentation, routinely reviewed.
- 149 STT Staff (Source: Power BI STT Incidents Rolling 12, Current)
- The new Derwent Park site houses 15 Staff.

### **4.2 OHS Policy**

**Objective evidence:***Processes observed/demonstrated*

- Policy review and update

*Documentation*

- Work Health and Safety Policy (10.2017)

*Records verifying processes*

- Power BI STT Incidents Rolling 12, Current

*Interviews with key personnel*

- Senior Work, Health and Safety Advisor, policy review and update.

**Comments:**

- Policy: not changed since the Re-certification Audit in 10.2019, available on [www.sttas.com.au](http://www.sttas.com.au) and at the Bathurst Street and Derwent Park offices/sites.
- STT has identified a need to include 'mental health' in the Policy document: the organisation is preparing appropriate words that reflect its position, and these will be included at the next review scheduled for 05.2020.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## 4.3 Planning

### 4.3.1 Planning identification of hazards, hazard/risk assessment and control of hazards/risks

#### Objective evidence:

##### *Processes observed/demonstrated*

- Planning and identification of risks/hazards
- Assessment and Control of risks/hazards
- Engagement with Contractor Stakeholders

##### *Documentation*

- 'Operational Risk Management Overview and Vault Risk Management Procedure' (05.04.2016, v2.3)
- VAULT system used to manage/document Risk
- 'Risk Register':
  - o Risk ID #34 (example): 'Helicopter Operations', that lists activities, and for each of these, a described Risk, a Risk Rating (WHS - High) a Risk Analysis, Control Measure, 06.10.2015. The 'Next review' date is not described.
  - o 'SWMS Helitorch Operations / GEL Mixing' (05.08.2019, v01), describes Work Sequence activities and how these are managed, and for each of these, a Risk rating.
- STT Contractor Risk Management, Safety Circle Pilot Program (2018)
- 'Contractor Safety Reset' (07.2019) PowerPoint presentation

##### *Records verifying processes*

- Take 5, 31.07.2019, Assessing fire affected coupes for salvage operation options, including Controls – UHF, First Aid kit, description of communication protocol with STT Geeveston 2 hourly, Map of the coupe on the vehicle dashboard.
- Take 5, 19.07.2019, Inspection of a Centurion Giant tree, area previously burnt, substantial recent rain, require warm clothing and water, Risks - Slips trips and falls, and Falling trees, and 'Plan': weather impacts from wind, explanation of Safety issues to inexperienced STT Staff. And confirmation 'Competent for the task'.
- 'STT Contractor Risk Management, Safety Circle Pilot Program' (2018) and 'Contractor Safety Reset' (07.2019) PowerPoint presentation
- 'Contractor Safety Reset' Launceston 22.07.2019, signed by 26 STT and Contractor personnel
- 'Contractor Safety Reset' Hobart 26.07.2019, signed by 20 STT and Contractor personnel
- 'Sustainable Me' Seminars, Details: Seminar topics presented to STT Staff across Tasmania, commenced 05.08.2019 at Camdale
- STT Corporate Services Meeting: Draft 'Operational Risk Reporting – Forest Products and Land Management' (07.2019) (Draft Operational Risk Register – FP & LM v2) describes risk assessment status for 35 key Risk assessment processes

##### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor regarding Planning, Assessment and identification of risks/hazards, Controls, Injury investigation and management, Engagement with Contractor Stakeholders
- Risk and Strategy Business Partner re Operational Risk Reporting – Forest Products and Land Management and Operational Risk Register

**Comments:**

## New STT initiatives:

- Defibrillator devices placed in Offices/Depots
- 'Investigation and Analysis of the Work Health and Safety Climate at Sustainability Timber Tasmania, Safety Circle (11.2018), 'What's STT culture' (what STT people said about what they thought) (from 111 surveys across the business)
- Safety Circle WHS Diagnostic Results (10.2018) that described results from survey of 'what's actually happening' for a range of issues from STT Staff and from Contractors, included interview and interactions outcomes, including on the organisation's:
  - o Management Systems
  - o WHS Risk Management
  - o Outcome and Positive performance Indicators
  - o WHS Climate Survey (above), and described for each of these Ultra / High / Mixed /Low Unreliable classifications.

Take Home points from the work are described and include 'Overall score 78'.  
 'Overall WHS Diagnostic Recommendations' – 12 (Objectives) including the 'Re-set the relationship with Contractors',
- STT Safety Report (23.07.2019) that summarised STT Staff and Contractor performance, and described high numbers of incidents and the severity of these.
- STT made the decision to set goals to reduce this position that included a revised Safety Strategy 2019-2023, the Safety Manual, Contractor Reset, also other initiatives (see below) and manage the process via:
  - o 'Risk Assurance Map – Strategic Risks' (07.2019, v1.2) Draft
  - o 'Operational Risk Reporting – Forest Products and Land Management' (07.2019)
  - o 'Risk Assurance Map – Operational Risks' (07.2019, v2.2) Draft
- Safety Manual (18.07.2019) for all STT Staff and Contractors
- Contractor Safety Reset (07.2019) process, PowerPoint Delivered (22.07.2019 North and 26.07.2019 South), 2 consecutive years with high level of serious incidents, Harvest and Haulage Contractor's LIFTR increased 50% 2018-2019, Increase in reporting, ....
  - o New initiatives being planned developed by STT
    - New Tools:
      - Safety Manual
      - Online Contractor Induction
      - Incident Investigation Training
    - Major Initiative:
      - Safety Culture Training,
      - Safety Circle for Contractors, Pilot Program
        - o Phase 1: Alignment, Development and Model Line 1 (program with timeline) for Harvest and Haulage Contractors, Leaders and Workers
    - Other initiatives:
      - Heavy Vehicle National Law - Policy and Procedures
      - Truck Overload Management System
      - Forestry Log Haulage Registered Code of Practice
      - Tassie Forest Safety Code Review



- Safety and Environment Committee, North and South
- Safety Strategy 2019-2023 (Draft) sets the framework for STT to achieve 'WHS Diagnostic Recommendations'. Planning to achieve these recommendations is about to commence, and the STT Board timeline is 4 years to 2023.
- 'Contractor Safety – Mapping of Initiatives to Risk' EXCEL document that provides current and detailed Contractor performance information (LTFI, Potential for Extreme / Major severity incidents, STT Initiatives provided to each Contractor, WHS Advisor visits, Safety Walks, Information about Contractor machinery and equipment, Audits, and STT's Supervisor's assessment of each 'Contractor in-field culture', and 'What is each Contractor's Reliability assessment?'). Future measures of performance include Mass Management (for Truck operations), Significant overloads and Contractor self-audits, Professional Log-truck training. Purpose for the Mapping Initiatives is to improve Reliability of the Contractor workforce, and to align this with STT Values.
- 'STT Contractor Risk Management, Safety Circle Pilot Program 2018' Power Point that outlined a process 'for raising WHS standards across the Tasmanian forest industry', through a 'robust framework and toolset for STT leaders to positively and effectively manage risk with their Contractors'.
- STT Top WHS Risk Issues' (described STT Contractor Risk Management, Safety Circle Pilot Program 2018'):
  - o In-field WHS Risk Management inconsistencies
  - o Driving
  - o Load safety
  - o Manual tasks
  - o Mental Health and Well-being
- STT Corporate Services Meeting discussed:
  - o STT Board paper issues
  - o Goals FY2020, Yellow Book
  - o STT Assurance Map, Controls

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

### **4.3.2 Legal and other requirements**

#### **Objective evidence:**

##### *Processes observed/demonstrated*

- STT activities that have legal and other requirements
- Review, update and implement changes to legal and other requirements

##### *Documentation*

- STT Safety Manual (18.07.2018, v01)
- STT Safety and Environment Charter (Not dated, Draft, v3.1)
- Risk Register
- SWMS include relevant legislative requirements

##### *Records verifying processes*

- EnviroLaw and Safety Law subscription, Tasmania Dashboard, 06.2019, next 16.08.2019
- STT Safety Manual

- STT Safety and Environment Charter
- Risk Register, Browsing Control, lists relevant legal requirements for example Non-compliance with Possum Wallaby Deer Code of Practice, Non-compliance with Crop Protection Permit and Non-compliance with Firearms Act.
- SWMS for 'Driving' lists under 'Factors' relevant Legal and Other requirements including Personal Qualifications and Experience (for example, Current driver's licence) Codes of Practice, Legislation, PPE required.
- STT Board Papers, 07.2019, Legal Updates – Nil
- STT Board Papers, 07.2019, 2.1 Notifiable Incidents, Report sent to WorkSafe Tasmania. No feedback to date.

#### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor re obtaining updates to legal and other requirements, and how these are applied to STT activities.
- Various SFO's re inclusion and implementation of legal and other requirements in FPP planning, also implementation of FPP requirements.

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

### **4.3.3 Objectives and targets**

#### **Objective evidence:**

##### *Processes observed/demonstrated*

- Company strategy and direction setting
- Setting Objectives and Targets, Yellow Book
- Review of Yellow Book, Compliance
- Developing management plans
- Reviewing performance against Objectives and Targets, Monthly Quarterly and Annual review

##### *Documentation*

- STT Safety Manual (18.07.2018, v01)
- Safety Strategy 2019-2023
- Risk Assurance Map – Strategic Risks' Draft, includes WH&S and Environmental items
- Operational Risk Reporting – Forest Products and Land Management includes WH&S and Environmental items
- Risk Assurance Map – Operational Risks includes WH&S and Environmental items
- Yellow Book

##### *Records verifying processes*

- STT Board Papers, 07.2019
  - o Lead Performance Indicators
  - o Workers Compensation and Safety Summary 01.07.2018-30.06.2019
- Senior Manager Safety Walks 2018-2019
- Safety Walks, Safety Walks Schedule 2019-2020
- Yellow Book, 41-48 apply to Senior Work, Health and Safety Advisor
- Yellow Book, 2019-2020 #48 'Migrate the Harvest and Transport operations to a 'high reliability profile' – Contractor Mapping of Initiatives to Risk is part of the management plan to achieve this.

- STT Corporate Services Meeting: Draft 'Operational Risk Reporting – Forest Products and Land Management' (07.2019) describes risk assessment status (for these WH&S assessment processes:
  - o Failure to create and maintain a safe working environment for employees, including during travel to activities in remote areas
  - o Failure to create and maintain a safe working environment for contractors, especially during manual tree falling and cartage
  - o Inability to prevent ground fire hazard for staff and contractors, due to insufficient training or lack of equipment.
 STT information on this (summary) document includes 'Target KPI/KRI', Status, Report (Yellow Book reference), Responsibility, Owner, Assurance level, RAS Category/Sub-category and Risk Appetite, for each 'Risk', and demonstrates the organisation's methodology for managing identified Risks, and setting Objectives and Targets and Responsibility for each Risk.

An opportunity for improvement has been noted as follows:

Draft 'Operational Risk Reporting – Forest Products and Land Management' document describes 'Risk Appetite' for each of the three WH&S Risks as 'No / Low' (appetite) (i.e. High risk issues) and highlights these in the colour 'Green' (that generally means everything is OK) the 'Green' colour could be confusing.

#### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor re WH&S Objectives and Targets and how these are actioned / achieved.
- GM Corporate Services re STT Operational Risk Reporting at a Corporate level.

#### **Comments:**

- STT Safety Manual (18.07.2018, v01), Chief Executive statement sets the standard for the organisation, STT Staff and Contractors.
- Lead Performance Indicators include:
  - Safety Walks: Senior Manager Safety Walks 2018-2019, For Locations (not Risk based). Outcome: 33 complete from 35, Findings entered into Vault: refer comments elsewhere.
  - Safety Walks: Safety Walks Schedule 2019-2020, For Locations (Risk based assessment), for STT Staff
- Observations/records
  - Toolbox attendance
  - Vehicle inspections
  - Monitoring and Inspections
  - Emergency preparedness
  - Take 5's

Safety Strategy 2019-2023, Draft: Senior Work, Health and Safety Advisor Yellow KPI to develop an Operational Plan, on how to support the roll out of the Safety Strategy, 2019-2020.

A significant improvement in the 'Safety Walk' strategy is the 2019-2020 schedule is based on an assessed level of risk.

Safety Walk processes are not fully effective:

- o Safety Walk Fact Sheet template does not include a prompt to enter outcomes from a Safety Walk into VAULT
- o Outcomes from the Safety Walk process are not being systematically described and actioned in VAULT in a timely manner.

An opportunity for improvement is noted in this regard.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**4.3.4 OHS management plans****Objective evidence:***Processes observed/demonstrated*

- Yellow Book FY2018-2019, Objective/Management plan/Activity
- Yellow Book F2019-2020 Objective/Management plan/Activity

*Documentation*

- STT Safety Manual
- STT Safety Strategy 2019-2023
- STT Contractor Risk Management, Safety Circle Pilot Program 2018
- Yellow Book FY2018-2019
- Yellow Book F2019-2020
- Yellow Book, For example, #44 Creating an operating plan to support Safety Strategy

*Records verifying processes*

- Yellow Book, 2019-2020 #44 Creating an operating plan to support Safety Strategy, progress reported monthly i.e. how the organisation will do the Safety Strategy
- Yellow Book, 2019-2020 #48 'Migrate the Harvest and Transport operations to a 'high reliability profile' – Contractor Mapping of Initiatives to Risk is part of the management plan to achieve this.
- STT Safety Report (23.07.2019) that summarised STT Staff and Contractor performance, Safety Manual near final version, IPM Contractor Safety Circle training, Provider for investigation training and Safety Strategy approved 05.2019
- Corporate Services, FY2019-2020 Yellow Book, Senior Work, Health and Safety Advisor Objectives/Management Plans, Outcome – Achieved (all)
  - o Implement an online Contractor Induction solution
  - o Rewrite safety documentation aligned to new standard
  - o Conduct investigation training for relevant staff and contractors
  - o Create an Operating Plan to support the implementation of the Safety Strategy
  - o Conduct the Safety Circle training pilot in the North East
  - o Extend the Safety Circle training to other harvest and transport contractors.
  - o Create a new form of safety reporting to support the Safety Strategy
  - o Migrate the H&T operations to a 'high reliability' profile.

*Interviews with key personnel*

- Senior Work, Health and Safety Advisor re OHS Management Plans and how these are managed via the Yellow Book FY2018-2019 and FY2019-2020.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## 4.4 Implementation

### Objective evidence:

#### *Processes observed/demonstrated*

- Senior Work, Health and Safety Advisor, Performance Position Description
- STT identified lack of WHS resources and STT – Contractor performance not meeting expectations
- STT Staff WHS appointments
- Workers Compensation and Self Insurance Permit processes
- External consultant, Self-insurance system expert

#### *Documentation*

- 'STT Workers Compensation Compliance Manual' (for self-insurance)
- Senior Work, Health and Safety Advisor, Performance Position Description
- STT Organisational Chart (26.06.2019) Executive Management Team, Corporate Services Group that includes 'Senior WHS Advisor' and the 'WHS Group' that includes:
  - o WHS Advisor North
  - o WHS Advisor South.

#### *Records verifying processes*

- Yellow Book, For example, #44 Creating an operating plan to support Safety Strategy, progress reported monthly ie how the organisation will do the Safety Strategy
- STT Safety Report (23.07.2019) that summarised STT Staff and Contractor performance, Safety Manual near final version, IPM Contractor Safety Circle training, Provider for investigation training and Safety Strategy approved 05.2019
- Field sites: Refer STT Contractor implementation of OH&S practices at their field sites

#### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor
- Various SFO's re inclusion and implementation of FPP OH&S requirements in FPP planning, also implementation of FPP requirements at field sites.
- STT Contractors re inclusion and implementation of FPP OH&S requirements their operations.

### Comments:

- STT identified in mid-2018 a lack of internal WHS resources and STT – Contractor performance were not meeting expectations
- STT implemented a number of changes:
  - o STT WHS Advisor appointed to NE Tasmania 08.2018
  - o STT appointed WHS Advisor Southern Region
  - o STT Advertise for WHS Advisor for NW
  - o Workers Compensation and Self Insurance Permit
  - o External consultant, Self-insurance
- STT Staff member NW Tasmania seconded for 3 days per week to support Self-insurance processes.

### Assessment conclusions:

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.



#### 4.4.1 Structure and responsibility

##### Objective evidence:

###### *Processes observed/demonstrated*

- STT Structure
- Key management systems roles

###### *Documentation*

- STT Structure (Organisational chart), 12.08.2019, WIKI document
- Senior Work, Health and Safety Advisor, Position Description

###### *Records verifying processes*

- STT Structure (Organisational chart), 12.08.2019, WIKI document

###### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor re STT Structure and responsibility for key OH&S roles, OHS resources review: Safety Advisor model implemented.

##### Assessment conclusions:

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

#### 4.4.2 Training and competency

##### Objective evidence:

###### *Processes observed/demonstrated*

- Defibrillator devices placed in all Offices/Depots

###### *Documentation and records verifying processes*

- Defibrillator devices placed in all Offices/Depots, Training conducted in the use of these devices at Toolbox Meetings conducted in 11.2019 at:
  - o Camdale Office 19.11.2019
  - o Perth Office 20.11.2019
  - o Derwent Park Street Office 21.11.2019
  - o Bathurst Street Office 22.11.2019

###### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor re improvements in OH&S preparedness: Defibrillator devices place in all Offices/Depots.

##### Assessment conclusions:

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

#### 4.4.3 Consultation, communication and reporting

##### Objective evidence:

###### *Processes observed/demonstrated*

- Corporate communication
- Toolbox Meeting process

###### *Documentation*

- Safety Strategy
- Safety Manual
- Forest Management Review, Work Health and Safety (02.08.2019)

*Records verifying processes*

- Toolbox Meetings, 06.2019:
  - o Camdale Office 17.06.2019
  - o Perth Office 18.06.2019
  - o Derwent Park Street Office 19.06.2019
  - o Bathurst Street Office 20.06.2019
- Toolbox Template:
  - o STT Core Values, Respect Responsibility Growth Excellence
  - o Safety Stats
  - o Environmental
  - o Observation and Take 5
  - o Incidents and Discussion Points (hazardous trees left by wood getters, Squatters in the bush, Walking slips trips and falls, Video presentations (Slips trips falls, Safety Manual, Lost Time Injuries), Work Group Feedback, Reminders Updates, Fire Season debrief.
- STT new program, 'Sustainable Me', with new provider that came out of the fatality/Fire outcomes
  - o Employee Assistance Program (new process), implemented by People Works Tasmania
  - o Routine health checks
  - o Critical Incident Management Plan

*Interviews with key personnel*

- Senior Work, Health and Safety Advisor re Safety Strategy and Safety Manual initiatives/communication and key STT consultation in 2018 (see below)

**Comments:**

- 'Investigation and Analysis of the Work Health and Safety Climate at Sustainability Timber Tasmania, Safety Circle (11.2018), 'What's STT culture' (what STT people said about what they thought) (from 111 surveys across the business) in:
  - o Responses to work pressure
  - o Fairness (Justice and Responsibility)
  - o Supervisor commitment to WHS
  - o WHS resourcing
  - o WHS Communication
  - o Risk management.
- Safety Circle WHS Diagnostic Results (10.2018) that described results from survey of 'what's actually happening' for a range of issues from STT Staff and from Contractors, included interview and interactions outcomes, including on the organisation's:
  - o Management Systems
  - o WHS Risk Management
  - o Outcome and Positive performance Indicators
  - o WHS Climate Survey (above), and described for each of these Ultra / High / Mixed /Low Unreliable classifications.

Take Home points from the work are described and include 'Overall score 78'.  
 'Overall WHS Diagnostic Recommendations' – 12 (Objectives) including the 'Re-set the relationship with Contractors',

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**4.4.5 Document and data control****Objective evidence:**

*Processes observed/demonstrated*

- Transition to STT logo and document control

*Interviews with key personnel*

- Senior Work, Health and Safety Advisor re documentation and transition to STT format

**Comments:**

STT documentation includes a number of 'Forestry Tasmania' documents (header, footer or reference to Forestry Tasmania or FT). An opportunity for improvement is noted in this regard.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**4.4.6 Hazard identification, hazard/risk assessment and control of hazards/risks****Objective evidence:**

*Processes observed/demonstrated*

- Planning and identification of risks/hazards
- Assessment and Control of risks/hazards
- Engagement with Contractor Stakeholders
- Safety and Environment Committee
- Sustainable Me

*Documentation*

- 'STT Safety Strategy 2019-2023'
- 'STT Safety and Environment Charter' (Not dated, Draft, v3.1)
- 'STT Safety Manual' (18.07.2018, v01)
- 'Operational Risk Management Overview and Vault Risk Management Procedure' (05.04.2016, v2.3)
- VAULT system used to manage Risk includes:
  - o Event reporting
  - o SWMS
  - o Risk Assessment (Risk Register)
  - o Audits
  - o Monitoring
  - o Safety Walks
  - o Observations
  - o Plant and Equipment (Compliance)
  - o Substances (SDS's), and Records for all of these
- 'Risk Register':

- Risk ID #34 (example): 'Helicopter Operations', that lists activities, and for each of these, a described Risk, a Risk Rating (WHS - High) a Risk Analysis, Control Measure, 06.10.2015. The 'Next review' date is not described.
- 'SWMS Helitorch Operations / GEL Mixing' (05.08.2019, v01), describes Work Sequence activities and how these are managed, and for each of these, a Risk rating.
- 'SWMS Aerial Operations' (24.09.2015, v01), and again describes Work Sequence activities and how these are managed.
- 'Take 5' Assessments that are used prior to starting a new job/task
- STT Contractor Risk Management, Safety Circle Pilot Program (2018)
- 'Corporate Services Meeting, 06.08.2019 – Bathurst Street' agenda, includes SH&S items
- 'Risk Assurance Map – Strategic Risks' (07.2019, v1.2) Draft, includes WH&S and Environmental items
- 'Operational Risk Reporting – Forest Products and Land Management' (07.2019) includes WH&S and Environmental items
- 'Risk Assurance Map – Operational Risks' (07.2019, v2.2) Draft, includes WH&S and Environmental items
- STT Safety Report (23.07.2019) Board Meeting
- 'Contractor Safety Reset' (07.2019) PowerPoint presentation

#### *Records verifying processes*

- Take 5, 31.07.2019, Assessing fire affected coupes for salvage operation options, including Controls – UHF, First Aid kit, description of communication protocol with STT Geeveston 2 hourly, Map of the coupe on the vehicle dashboard.
- Take 5, 19.07.2019, Inspection of a Centurion Giant tree, area previously burnt, substantial recent rain, require warm clothing and water, Risks - Slips trips and falls, and Falling trees, and 'Plan': weather impacts from wind, explanation of Safety issues to inexperienced STT Staff. And confirmation 'Competent for the task'.
- 'STT Contractor Risk Management, Safety Circle Pilot Program' (2018) and 'Contractor Safety Reset' (07.2019) PowerPoint presentation
- 'Contractor Safety Reset' Launceston 22.07.2019, signed by 26 STT and Contractor personnel
- 'Contractor Safety Reset' Hobart 26.07.2019, signed by 20 STT and Contractor personnel
- 'Sustainable Me' Seminars, Details: Seminar topics presented to STT Staff across Tasmania, commenced 05.08.2019 at Camdale
- STT Corporate Services Meeting: Draft 'Operational Risk Reporting – Forest Products and Land Management' (07.2019) (Draft Operational Risk Register – FP & LM v2) describes risk assessment status for 35 key Risk assessment processes in these Categories including WH&S:
  - People and Culture
  - WH&S
  - Environmental
  - Legal & Regulatory
  - Stakeholder management
  - Logistics
  - Product management
  - Area management
  - Infrastructure

- Resource availability
- Market
- Financial
- Innovation
- IT & Business systems
- Fire management.

#### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor regarding Planning, Assessment and identification of risks/hazards, Controls, Injury investigation and management, Engagement with Contractor Stakeholders
- Risk and Strategy Business Partner re Operational Risk Reporting – Forest Products and Land Management and Operational Risk Register

#### **Comments:**

##### New STT initiatives:

- Defibrillator devices placed in Offices/Depots
- 'Investigation and Analysis of the Work Health and Safety Climate at Sustainability Timber Tasmania, Safety Circle (11.2018), 'What's STT culture' (what STT people said about what they thought) (from 111 surveys across the business) in:
  - Responses to work pressure
  - Fairness (Justice and Responsibility)
  - Supervisor commitment to WHS
  - WHS resourcing
  - WHS Communication
  - Risk management.
- Safety Circle WHS Diagnostic Results (10.2018) that described results from survey of 'what's actually happening' for a range of issues from STT Staff and from Contractors, included interview and interactions outcomes, including on the organisation's:
  - Management Systems
  - WHS Risk Management
  - Outcome and Positive performance Indicators
  - WHS Climate Survey (above), and described for each of these Ultra / High / Mixed /Low Unreliable classifications.

Take Home points from the work are described and include 'Overall score 78'.

'Overall WHS Diagnostic Recommendations' – 12 (Objectives) including the 'Re-set the relationship with Contractors',
- STT Safety Report (23.07.2019) that summarised STT Staff and Contractor performance, and described high numbers of incidents and the severity of these.
- STT made the decision to set goals to reduce this position that included a revised Safety Strategy 2019-2023, the Safety Manual, Contractor Reset, also other initiatives (see below) and manage the process via:
  - 'Risk Assurance Map – Strategic Risks' (07.2019, v1.2) Draft
  - 'Operational Risk Reporting – Forest Products and Land Management' (07.2019)
  - 'Risk Assurance Map – Operational Risks' (07.2019, v2.2) Draft
- Safety Manual (18.07.2019) for all STT Staff and Contractors



- Contractor Safety Reset (07.2019) process, PowerPoint Delivered (22.07.2019 North and 26.07.2019 South), 2 consecutive years with high level of serious incidents, Harvest and Haulage Contractor's LIFTR increased 50% 2018-2019, Increase in reporting, ....
  - o New initiatives being planned developed by STT
    - New Tools:
    - Safety Manual
    - Online Contractor Induction
    - Incident Investigation Training
    - Major Initiative:
    - Safety Culture Training,
    - Safety Circle for Contractors, Pilot Program - Phase 1: Alignment, Development and Model Line 1 (program with timeline) for Harvest and Haulage Contractors, Leaders and Workers
  - o Other initiatives:
    - Heavy Vehicle National Law - Policy and Procedures
    - Truck Overload Management System
    - Forestry Log Haulage Registered Code of Practice
    - Tassie Forest Safety Code Review
- Safety and Environment Committee, North and South
- Safety Strategy 2019-2023 (Draft) sets the framework for STT to achieve 'WHS Diagnostic Recommendations'. Planning to achieve these recommendations is about to commence, and the STT Board timeline is 4 years to 2023.
- 'Contractor Safety – Mapping of Initiatives to Risk' EXCEL document that provides current and detailed Contractor performance information (LTFI, Potential for Extreme / Major severity incidents, STT Initiatives provided to each Contractor, WHS Advisor visits, Safety Walks, Information about Contractor machinery and equipment, Audits, and STT's Supervisor's assessment of each 'Contractor in-field culture', and 'What is each Contractor's Reliability assessment?'). Future measures of performance include Mass Management (for Truck operations), Significant overloads and Contractor self-audits, Professional Log-truck training. Purpose for the Mapping Initiatives is to improve Reliability of the Contractor workforce, and to align this with STT Values.
- 'STT Contractor Risk Management, Safety Circle Pilot Program 2018' Power Point that outlined a process 'for raising WHS standards across the Tasmanian forest industry', through a 'robust framework and toolset for STT leaders to positively and effectively manage risk with their Contractors'.
- STT Top WHS Risk Issues' (described STT Contractor Risk Management, Safety Circle Pilot Program 2018'):
  - o In-field WHS Risk Management inconsistencies
  - o Driving
  - o Load safety
  - o Manual tasks
  - o Mental Health and Well-being
- STT Corporate Services Meeting discussed:
  - o STT Board paper issues
  - o Goals FY2020, Yellow Book
  - o STT Assurance Map, Controls

'SWMS Aerial Operations' ID76 (24.09.2015, v01)

'SWMS Harvesting adjacent to TAM' ID109, (12.12.2016, v01)

Both these documents have been reviewed and updated since these dates. However, VAULT does not reflect the most recent update. An opportunity for improvement is noted in this regard.

### Assessment conclusions:

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## 4.4.7 Emergency preparedness and response

### Objective evidence:

#### *Processes observed/demonstrated*

- STT Emergency preparedness
- STT Contractor Emergency preparedness

#### *Documentation*

- STT 'Emergency Preparedness and Response Guidelines' (06.2019, v3)
- STT 'Emergency Testing Schedule and Record' (29.08.2019) (EXCEL document)

#### *Records verifying processes*

- STT 'Emergency Testing Schedule and Record'
  - o 2017/2018: Emergency drills generally conducted on-time and according to this Schedule
  - o 2018/2019: Emergency drills generally delayed and conducted later than this Schedule
- Drill/Testing outcomes, Search and Locate Procedure (11.07.2019)
- Emergency Response Procedures (various) that have been developed to respond to accidents and emergency situations
- Defibrillator testing scheduled

#### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor re STT Emergency processes
- SFO's and Harvest Contractors at Field sites in relation to Emergency preparedness processes at these Field sites

### Comments:

- 'Emergency Preparedness and Response Guidelines' V3 06.2019 is branded as a 'Forestry Tasmania' document, and includes non-STT terms, for example 'Custodian', a position no longer in the organisation. an opportunity for improvement is noted in this regard.
- 'Emergency Preparedness and Response Guidelines' document, Point 1. Emergency Response Procedures that have been developed for responding to accidents and emergency situations
  - o Lists the organisation's Emergency situations; and
  - o Lists procedures used to manage these.
- 'Emergency Testing Schedule and Record' document describes Location, Type of Drill, Responsible (person), Schedule date, Actual Date, Comments (Outcomes from the drill/event)
- Emergency 'Training' observed based on 'Emergency Drill' events conducted and outcomes/learnings from these
- Defibrillator testing scheduled

The following issues were identified in relation to emergency preparedness:

- STT Emergency situations described in the organisation's 'Emergency Preparedness and Response Guidelines' document includes 'Aircraft crash with associated fuel or chemical spill' and 'Accident

causing serious injury or death': these Emergency situations are not included in STT's 'Drill Types' listed in 'Emergency Testing Schedule and Record' document. It is therefore not clear what STT's preparedness is for these events.

- Conduct of Emergency drill at STT's Contractor Field sites is not fully effective: in some cases, drills appear to be a cursory activity where the purpose is not well understood (Refer comments for Field sites):
  1. The period of time between Emergency drill varies from 3-12 months;
  2. A number of Contractor sites have not conducted a drill for 12 months;
  3. A number of Contractors said they have conducted Emergency drills, but no records of these were available for assessment;
  4. 'Contractor Site Safety Plan' (template) lists a number of potential Emergency situations. However, not all of these (potential events) were included in Contractor Emergency drills. An opportunity for improvement is noted in this regard.

### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## **4.5 Measurement and evaluation**

### **4.5.1 Monitoring and measurement**

#### **Objective evidence:**

##### *Processes observed/demonstrated*

- Safety Walks, across Locations and Operation types
- Data entry to VAULT and Actions managed

##### *Documentation*

- Safety Walks Fact Sheet (Template, v1.0)
- Safety Walk Report 17.12.2018, Griffin Campground
- Safety Walk Report 03.12.2018, Derwent Park
- Safety Walk Report, 10.05.2019, Head Office
- Safety Walk Report 09.2018, North East Plantation thinning
- Safety Walk Report 04.02.2019, Staging area for fire
- Safety Walk Report 09.11.2018, Hollybank Adventure Park
- Safety Walk Report 06.11.2018, [REDACTED] Cable

##### *Records verifying processes*

- Safety Walks Schedule 2019-2020, revised format, commenced 2019
- Safety Walks Fact Sheet (Template, v1.0) with explanatory information on 'what to do, what to look, how to conduct yourself etc' on a Safety Walk, 'Definitions' describes the culture of what's happening at a site, and includes these criteria against which a site is assessed:
  - Cultural maturity
  - Ultra reliability >90%
  - High reliability 75-90%
  - Mixed reliability 60-75%
  - Low reliability 50-60%
  - Unreliable <50%.

- VAULT system
- Safety Walk Report 17.12.2018, Griffin Campground, included comment on hazardous trees, picnic tables to be refreshed, toilet facilities maintenance required, issues not entered into VAULT.
- Safety Walk Report 03.12.2018, Derwent Park, issues identified relevant to the efficient use of the site for Fire fighting vehicles and Staff, included photographs relevant to comments, for example overhead gantry not STT responsibility. Actions not summarised in the report, however, issues from this process entered into VAULT ID [REDACTED], but not actioned and closed.
- Safety Walk Report, 10.05.2019, Head Office, 4 Actions, a number of issues identified entered into VAULT ID [REDACTED], but not Actions and Closed.
- Safety Walk Report 09.2018, North East Plantation thinning, 4 issues identified entered into VAULT ID [REDACTED], associated with Chain Shot/Access/Truck load configuration. VAULT says the issues are 'Completed', however, there is no evidence to support this outcome.
- Safety Walk Report 04.02.2019, Staging area for fire, 4 issues identified entered into VAULT ID [REDACTED], associated with Incident Management Team familiar with site, Staff to speak up about resources, Ensure appropriate fatigue management processes in place, Access to the office needed to be restricted. Actions for these have commenced, Fatigue Management Policy has been drafted, however, the other 3 have not been Actioned in VAULT.
- Safety Walk Report 09.11.2018, Hollybank Adventure Park, 2 issues identified (occupy building and remove hazardous trees) entered into VAULT [REDACTED]; however, the issues have not been Actioned in VAULT.
- Safety Walk Report 06.11.2018, [REDACTED] Cable, a number of Truck Driver issues / non-conformances identified and entered into VAULT [REDACTED]. Issues identified discussed with the Contractor who responded 16.11.2018 with Remedial Action Plan that included the issues identified, a risk assessment for each of these that ranged from Low to High, and included 'Control Measures' for each issues, and a completion date 21.11.2018.

#### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor re monitoring and measurement processes

#### **Comments:**

- Safety Walks, across Locations and Operation types, based on assessed level of risk, eg Tree felling, Harvest Contractor, Landing operations, Coupe recce, Boundary marking, Wedge Tail Eagle search, Drone operation, Burning operations. Schedule lists sites and Senior Management Team and Board members allocated to each Safety Walk.

STT Staff conduct Safety Walks and assessing locations / risks to identify key issues Opportunities and Risks). Outcomes from the Safety Walk are not being systematically described and actioned:

- Details of what actions are needed are not always clearly described (for action)
- Issues are not always entered VAULT, and
- Issues are not fully assessed / closed out in a timely manner.

In addition, the Safety Walk Fact Sheet template does not include a prompt to enter outcomes (that can include Risks and Opportunities) from a Safety Walk into VAULT, for action and close out.

An opportunity for improvement is noted in this regard.

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## 4.5.2 Incident investigation, corrective and preventive action

### Objective evidence:

#### *Processes observed/demonstrated*

- Injury reporting, investigation and management

#### *Documentation*

- VAULT is STT's incident 'Incident investigation, corrective and preventive action' process, and includes Machinery and Equipment compliance schedules (First Aid kit check, Test 'n Tag check, SDS records etc)
- Forest Management Review, Work Health and Safety, 02.08.2019
- '2018-2019 LTI Summary' (03.2019), describes VAULT LTI Analysis, Contractors incidents and details about each incident to understand 'what's happening' to be in a position for STT to determine 'what needs to be done' and the resources to do this. Outcomes from this process provided to the STT Board and then to Contractors in the 'Reset Contractors' process.
- 'Power BI' a system used to present data in an aggregated and graphical format that can be used to show trends and current position (for example against the previous year, quarter outcomes) that makes reporting easier!! For example, LTIFR Rolling 12 month data and trends:
  - o 'STTAS Incident Trends', 12 month rolling data:
    - STT LTIFR: better than Performance Measure (Target)
    - STT Motor Vehicle Accidents: Current v Previous year (Exceeding Target)
    - STT Medical TIFR: Exceeding Target.
    - Contractors LTIFR: Exceeding Target but coming down!!
    - Contractors Motor Vehicles Accidents, including Machinery/Truck incidents: Current year exceeding previous year since 04.2019.
    - STT Incidents: that summaries Notifiable Incidents (includes Contractors, and the time since), Numbers of incidents by part of the body, Days since the last Notifiable, Days since last LTI.
    - Compliance: describes STT activities associated with Inspection (Monitoring offices, depots), Audits, Safety Walks and Emergency Response testing

#### *Records verifying processes*

- See above

#### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor re incident management, reporting requirements.

### Comments:

A new minor non-conformance has been raised in relation to identification of the cause of incidents or events. STT assessment of why an incident occurred is not fully effective. Further work is required in relation to processes to clearly identify the cause of incidents or events.

### Assessment conclusions:

Processes have not always been implemented effectively and outcomes are not always consistent with the requirements of the Standard.

## 4.5.4 OHSMS audit

### Objective evidence:

#### *Processes observed/demonstrated*

- STT Audits, Internal and External

- Reporting to STT Management Review process

#### *Documentation*

- STT Internal Audit Schedule 2018/2019
- Forest Practices Authority Audits
- Harvest and Haulage Contractor Safety System Audits
- 'STT Management Review, Summary all audits' (PowerPoint presentation)

#### *Records verifying processes*

- Internal Audit Summary Report, Perth Nursery 19.12.2018
- Internal Audit Summary Report, Perth Nursery 19.12.2018 and followed-up 11.04.2019 identified 'Previously staff has recognised that the dust generated by the seed extraction process was a potential health hazard. Consultants IPM were subsequently engaged to review procedures and recommend changes'.
- 'STT Inhalable Wood Dust (Hardwood) Monitoring Report, Perth Seed Centre' (07.2019) IPM Consulting Services, that made a number of 'High Priority' recommendations. A number of these were observed implemented.

#### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor re internal STT assessment processes

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## **4.6 Management review**

#### **Objective evidence:**

##### *Processes observed/demonstrated*

- Forest Management Review, Work Health and Safety

##### *Documentation*

- Forest Management System Review, 02.08.2019, Bathurst Street Board Room
- Forest Management Review, Work Health and Safety, 02.08.2019

##### *Records verifying processes*

- Agenda, Forest Management System Review, 02.08.2019
- Forest Management Review, Work Health and Safety, 02.08.2019, PowerPoint presentation

##### *Interviews with key personnel*

- Senior Work, Health and Safety Advisor regarding Forest Management Review, Work Health and Safety processes and outcomes

#### **Comments:**

- Power Point: What is a FMS and Purpose, Outputs from the review, Action items, Policy Review update for SFMS, WHS, Plan Review, Documents reviewed, WIKI and Document Manager, Incident Trends, STT Worker Events, Contract Worker Events, Corrective Actions, Monitoring Events using iAuditor (Harvest monitoring noted issues – No), Yellow Book, looking back, Yellow Book looking forward, Continual Improvements
- FMS Review, People and Culture
- Forest Management Review, Work Health and Safety, 02.08.2019 included:
  - o Results 2018/2019



- Incident Summary STT Staff 2018/2019 (32), Incident Summary Contractors 2018/2019 (34)
- Safety Improvements including Safety Culture Survey and Diagnostic, Defibrillators installed
- Safety & Environment Committee established in the North
- Compliance checks for all equipment
- Hazardous substance review
- Toolbox meetings delivered across the state
- Safety Manual
- Investigation training
- Objectives 2019/2020 include:
  - Common Goal 'Home Safe & Well Everyday'
  - Continued focus on STT Contractor Safety
  - Regular visits to Contractor work sites
  - Online Contractor Induction
  - Safety Culture Training for contractors
  - Safety Manual v2
  - ICAM investigation training
  - Introduce 'Lessons Learnt'
  - Safety Walks focused to 'risk'
  - Vault Training
  - Appointment of Northern WH&S Advisor

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## **PART 4 PEFC Chain of Custody requirements**

Processes for the Chain of Custody system were assessed at the Head Office in Hobart and also at the Bell Bay Chip Export Terminal. Chain of custody processes are being implemented effectively.

The Chain of Custody system is very simple, with all of inputs being 100% PEFC Certified. Essentially, it is a fail-safe system with no opportunity for contamination.

A separate Chain of Custody Checklist and Assessment Report has been prepared and it should be read in conjunction with this report.

## **Site Visits**

### **Site #1 Corporate Services Meeting, Hobart**

#### **Objective evidence:**

##### *Processes observed/demonstrated*

- Internal communications
- Risk identification and management
- Monitoring and reporting

##### *Documentation*

- 'Operational Risk Reporting – Forest Products and Land Management' (07.2019), Draft
- FY20 Yellow Book

*Records verifying processes*

- Agenda, Corporate Services Meeting 06.08.2019
- FY20 Yellow Book

*Interviews with key personnel*

- Risk Business Partner re Operational Risk Reporting, Forest Products and Land
- Senior Work, Health and Safety Advisor re Risk and STT plans to improve performance (KPI/KRI) and the link to Yellow Book

**Comments:**

- Corporate Services Meeting, Operational Risk Reporting – Forest Products & Land Management that includes 'Risk Appetite (Assurance Mapping)
- Risk Assurance Mapping of 'Risk' linked to 'Yellow Book Objectives'
- 'Where are we up to?' status / review process for various Corporate Services functions, including IT, Fleet and Facilities, Finance, WHS, People and Culture.
- FY20 Yellow Book describes 'Projects' rather than 'Objectives', that are designed to deliver on the 'Objectives'.
- 'Operational Risk Reporting – Forest Products and Land Management' (07.2019), Draft, describes these 'WHS Risks':
  - o Failure to create and maintain a safe working environment for employees, including during travel to and activities in remote areas;
  - o Failure to create and maintain a safe working environment for contractors, especially during tree felling and cartage;
  - o Inability to prevent fire ground hazard for staff and contractors, due to insufficient training of or lack of equipment.
- And 'Target KPI/KRI' are described for these for STT Staff, also progress on achieving these is managed in Yellow Book, including via for example Senior Work, Health and Safety Advisor.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

## **Site #2      Southwood                      STT Newood Sustainable Systems**

**Objective evidence:***Processes observed/demonstrated*

- STT Stakeholder engagement with 'Southwood' site tenants
- STT 'Southwood' site, two wood products manufacturing tenants (assets)
- Southwood Fire, conflagration where 3 fires joined, adjacent button grass plains, low RH% overnight, dry fuel conditions for night time
- Log delivery re-commenced 04.2019, limiting factor re-connecting power to the site
- Emergency preparedness and response.
- Asset protection
- Fire suppression capability.
- Learnings from fire event

*Documentation*

- STT Strategic Fire Management Plan 09.2018
- STT Tactical Fire Management Plan 08.2018

*Records verifying processes*

- Statewide Review
- The Mercury, 09.08.2019, 'Lessons learned from bushfires' article and 'Nine recommendations point way forward for fireys' article

*Interviews with key personnel*

- Southern Region Forest Manager re Stakeholder engagement with tenants, assessment of fuel loads inside/outside the Southwood site fence.

**Comments:**

The Southwood Fire was a conflagration where 3 fires joined, button grass plains, low RH% overnight, dry fuel conditions for night time. Log delivery re-commenced to [REDACTED] 04.2019, limiting factor re-connecting power. [REDACTED] not operating, some uncertainty when it will resume operations. Pre-fire season planning will include meeting/discussions with [REDACTED]

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #3      ARV AR087C      Fire impact on regrowth****Objective evidence:***Processes observed/demonstrated*

- Assessment of impact of fire on the regrowth forest
- Fire intensity mapping
- Re-seeding – aerial application

*Documentation*

- STT FPP
- STT Contractor Job Specifications, Aerial Sowing, 15.02.2019
- STT Contractor Job Specifications, Mammal browsing

*Records verifying processes*

- Contractor Job Specifications, Aerial Sowing
- Contractor Job Specifications, Mammal browsing
- Browsing Monitoring Tool, Browsing Control Apps
- Job specification for aerial seeding 28.01.19
- Flight line diagram
- Location of the indicator plot
- Mammal Browsing control records – Browsing monitoring tool and Browsing control tool

*Interviews with key personnel*

- STT SFO re Aerial seeding (including seed selection) and Mammal browsing processes to optimise Eucalypt regeneration

**Comments:**

The timeliness, capacity and effectiveness of the response was demonstrated.

- Bracken Ridge Road, Natural regen post logging, not burned post logging, high fuel loads, growing stock not sufficiently developed to allow lignotuber regeneration
- Natural regen post logging, not burned post logging, High fuel loads, growing stock not sufficiently developed to allow lignotuber regeneration. Subsequently STT made decision to sow seed aerially 28.02.2019.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #4 Lidgerwood Quarry, [REDACTED]****Objective evidence:***Processes observed/demonstrated*

- Quarry management
- Contractor briefing process - hazard identification and risk assessment
- On site verification of contract documentation
- Quarry operations to produce road making material including:
  - o Blasting and Crushing
  - o Product separation
- STT planning processes for Lidgerwood Quarry activity

*Documentation*

- STT FPP

*Records verifying processes*

- Quarry monitoring report
- Planning checklist
- Contractor job Specification - Roding Works 1.05.19
- Forest Practices Plan - RGS0353 Lidgerwood Hard Quarry 17.06.97
- Variation File Note: Var 4 17.05.17
- [REDACTED] Site Safety Plan, Emergency Plan
- [REDACTED] Supervisor and Operator
  - o First Aid, [REDACTED] Supervisor and Operator
  - o Construction Induction issued 01.06.2010 and 05.11.2010
  - o FOLS/Statement of Attainment 23.05.2016 for Crusher Plant, Crushing and Screening Plant Operations, Excavator operation
  - o Competency Card for Excavator, Dozer
- Pre-start 05 – 06 – 07.08.2019
- Driver's Licence, current

*Interviews with key personnel*

- STT SFO Roding re STT FPP planning processes
- [REDACTED] Supervisor and Operator [REDACTED] re Quarry extraction activities, FOLS licensing

**Comments:**

The contractor job specification planning checklist includes some questions which are unclear.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #5 ARV007D Planned Burn, reforestation process****Objective evidence:***Processes observed/demonstrated*

- Regeneration burn
- Monitoring, Native Forest Establishment
- Cable, Seed mix determined
- Boundary definition
- Daily monitoring
- Next day assessment hot spots, edge check
- Seed 11 days later 15.04.2019

*Documentation*

- FPP
- Firebreak job specification
- Forest Operations Plan: Regeneration Burn - AR07D 29.03.19

*Records verifying processes*

- Native forest establishment monitoring template - [REDACTED] 01.10.18
- Post-harvest burn, 04.04.2019
- Contractor job specification, mammal browsing, picture

*Interviews with key personnel*

- STT SFO re planning, timing of reforestation burn, and success of the burn.

**Comments:**

The effectiveness of the regeneration burn was clearly demonstrated and there was ample evidence of regenerating seedlings observed during a short walk.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #6 Hopeton HP011F, Clearfall Harvest, [REDACTED]****Objective evidence:***Processes observed/demonstrated*

- Site safety induction
- Emergency planning and testing
- Use of iauditor for monitoring and checking
- [REDACTED] Site induction, Safety on site processes
- Silviculture: Clearfall harvest
- Biodiversity values: Retain Blue Gum stems for Swift Parrot
- Contractor fatigue: Workday hours estimate

*Documentation*

- Southern Region, FPP SCM0049 10.07.2017
- [REDACTED] Safety Management System
- [REDACTED] Site Safety Plan

*Records verifying processes*

- Contractor Site Emergency Plan

- Monthly monitoring records e.g. 19.07.19
- Contractor Induction records 18.01.19 Southern Region, FPP SCM0049 10.07.2017, appropriately signed where required
- [REDACTED] Site Safety Plan, Signed by Contractor staff
- Contractor Principal - [REDACTED]: FOLS expiry 07.07.2019, IDTOO6732 Chainsaw harvesting, Manual Faller (Adv), Machine familiarisation, FPC for Machine Operations, Machine Operator (Mechanical processor, Skidder) Excavator Earthworks, Fire Weather Evaluation, Bush Fire Awareness, Log Classifier Sawlog
- Site Audit: PCBU Safety Audit, PCBU [REDACTED], Location: HP011F, 04.07.2019, Template format, General, Entrance to Worksite, Loading Trucks, Communications, PPE, Chainsaws, also for Vehicle and Trailer; Hand written comments and Work Group Tool Box Meeting 04.07.2019
- Contractor 'Plant Pre-start Checklist', 07.2019

#### *Interviews with key personnel*

- Contractor Principal, [REDACTED], re site induction, harvest operation / log preparation requirements, pre-start checklists
- Contractor Principal, [REDACTED], regarding Biodiversity value - Retain Blue Gum stems for Swift Parrot

#### **Comments:**

- [REDACTED] Site induction, safety on site processes
- Hazard warning, Forest Operation Ahead sign UHF 37, at road entry
- Hazard warning sign, entry to operation area includes Machine warning
- Retain Blue Gum stems for Swift Parrot Hopeton HP3i
- Workday 12 hours, greater than normal workday
- FOLS expiry 07.07.2019, IDTOO6732 Chainsaw harvesting, Manual Faller (Adv), Machine familiarisation, FPC for Machine Operations, Machine Operator (Mechanical processor, Skidder) Excavator Earthworks, Fire Weather Evaluation, Bush=h Fire Awareness, Log Classifier Sawlog
- Site Audit: PCBU Safety Audit, PCBU [REDACTED], Location: HPO11F, 04.07.2019, Template format, General, Entrance to Worksite, Loading Trucks, Communications, PPE, Chainsaws, , also for Vehicle and Trailer, Hand written comments and Work Group Tool Box Meeting 04.07.2019

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

#### **Site #7 Hopeton HP029A, Cable Operation, [REDACTED]**

#### **Objective evidence:**

##### *Processes observed/demonstrated*

- Planning and supervision of road construction
- [REDACTED] Site induction
- Safe work practices, Warning signs, UHF15
- Harvest planning, STT FPP
- Worksite Emergency planning
- Contractor fatigue: Workday hours estimate
- Flora and Fauna/Biodiversity values planning



*Documentation*

- FPP ROAD CONSTRUCTION - #SCM0084 12.04.19
- [REDACTED] Safety Management System
- [REDACTED] Site Safety Plan
- [REDACTED] Worksite Emergency Plan 28.06.2019, Signed by 8 Crew plus new Employee 06.08.2019

*Records verifying processes*

- Road construction monitoring form - SCM0084 29.05.10
- Danger warning signs
- [REDACTED] FOLS documentation including 'First Aid Tas TAFE Statement of Attainment'
- [REDACTED] FOLS documentation

*Interviews with key personnel*

- Contractor Principal re planning and site safety issues, Emergency preparedness and Emergency drills.
- Roading Coordinator and Senior Forest Officer - Roading regarding planning and supervision of road construction.

**Comments:**

- Safe work practices Warning signs, UHF15
- Harvest planning, STT FPP
- Biodiversity values identified and described for 'Wedge tailed Eagle Area A'
- Emergency meeting point 149
- Worksite Emergency Plan 28.06.2019, Signed by 8 Crew plus new Employee 06.08.2019
- Emergency Meeting Point described
- Emergency testing, last tested Fire 02.2019, Overdue for next drill/event
- Contractor fatigue: Work day, generally 0600-1730; Friday often stops at 1430

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #8 Styx Bridge replacement****Objective evidence:***Processes observed/demonstrated*

- Bridge maintenance program, assessment of structure (replace)
- Contract tender process ■ FQ Design and Construct for two bridges 2018-002
- Tasmanian Government Treasury contract process
- Stakeholder engagement: Department of State Growth Tasmanian Police and general public
- Project handover
- Process under review in STT
- Stakeholder Norske Skog Parks Styx Valley trees UTAS scientist Website No complaints received
- No impact to streambed
- Entry exit roads, awaiting consolidation, will bitumen once the gravel material adjacent to the ridge subsides.

*Documentation*

- 'STT Request for Tender, Design and Construct of Replacement Structures on Styx and Hornes Dam Roads, Southern Region (RFT Number-2018-02)' (20.08.2018)

*Records verifying processes**Interviews with key personnel*

- STT SFO Rooding re planning for the replacement including retaining parts of the existing structure where possible; interface with engineering consultant about bridge design and construct

**Comments:**

- Bridge maintenance, assessment, replacement Contractor [REDACTED]
- Contract tender process RFQ Design and Construct for two bridges 2018-002
- Treasury contract process
- Stakeholder engagement
  - o Department of State Growth, Tasmanian Police and general public leading up to the replacement process
- Project handover to replacement Contractor [REDACTED]
- Process followed under review in STT
- Stakeholder Norske Skog Parks Styx Valley trees UTAS scientist Website No complaints received
- Flora and Fauna considerations: There was no impact to the streambed
- Entry - Exit approach roads have not been sealed, awaiting consolidation, will bitumen once the gravel material adjacent to the ridge subsides.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #9 Styx 019L FPP AKO246****Objective evidence:***Processes observed/demonstrated*

- Regeneration Burn, Forest Operations Burn
- Wildlife Strip, Wildlife Habitat Clump
- Tasmania Fire Service 30696 fire permit
- Contractor Job Specification Aerial Sowing
- Contractor Job Specification Mammal Browsing

*Documentation*

- Contract Management Procedure WIKI
- Contractor Job Specification Aerial Sowing
- Contractor Job Specification Mammal Browsing
- Danger Tree Program

*Records verifying processes*

- Tasmania Fire Service 30696 fire permit, Smoke Permit FWI (ha x 40) 1600 units
- Aerial application 16.04.2019
- Contractor Job Specification Mammal Browsing 43.1ha Contractor signed 05.07.2019

*Interviews with key personnel*

- STT SFO re Regeneration burn processes, Native Forest establishment processes and their impact on regeneration, Aerial Sowing and Mammal Browsing

**Comments:**

- SOP for Native Forest Establishment governs the processes
- Reforestation, Ground based harvesting
- Post-harvest burn, a minor 'edge effect' occurred
- Seed crop evaluation Southern Region
- Regeneration Burn Forest Operations Burn 19.02.2019 World Heritage Area, Wildlife Strip, Wildlife Habitat Clump, Nitens Plantation SX019B
- Tasmania Fire Service 30696 fire permit
- Smoke Permit FWI (ha x 40) 1600 units
- Burn 04.04.2019
- Contractor Job Specification Aerial Sowing Aerial application 16.04.2019
- Aerial application 16.04.2019
- Contractor Job Specification Mammal Browsing 43.1ha Contractor signed 05.07.2019
- Danger Tree Program

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #10 Gell Road Fire, The Gap****Objective evidence:***Processes observed/demonstrated*

- Interagency Agreement
- Fire detection
- Incident Management Team (IMT)

*Documentation*

- AFAC Report
- Southern Region debrief

*Records verifying processes*

- The Mercury, 09.08.2019, various articles

*Interviews with key personnel*

- Forest Manager (South) re STT pre-fire season planning, interface with other agencies

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #11 Florentine FO30G, Plantation thinning****Objective evidence:***Processes observed/demonstrated*

- [REDACTED] Safety / Harvest operation in progress
- Contractor site induction
- Eucalypt plantation thinning operation
- FPP Silviculture strategy, Commercial thinning harvest
- Contractor tree selection process
- Residual tree damage.

*Documentation*

- STT FPP DAW0048-01, 22.08.2017
- Contractor 'Conventional Operations Safety Plan FO30G' 24.06.2019
- [REDACTED] Safety Management System, folder with procedures/templates

*Records verifying processes*

- Contractor 'Conventional Operations Safety Plan FO30G' 24.06.2019, signed by Contractor Staff and Truck drivers. The Safety Plan included reference to the Sinkhole, but not the hazards associated with the Sinkhole
- 'Forestry Tasmania Hazard Notification Form' with 2 WH&S and 1 EMS additional 'Hazards' described, some of which were also described in the Contractor Safety Plan document. It is noted that this is still branded as a 'Forestry Tasmania' document and an opportunity for improvement is noted elsewhere in this regard.
- Contractor Tool Box 31.07.2019, issues included Induct new operator and Rain – Machines are now wet – Use 3 points of contact when entering and exiting a machine

*Interviews with key personnel*

- [REDACTED] Team Leader re tree selection, tree spacing thinning prescription, residual tree damage, impact of previous pruning operation on tree selection, Emergency testing
- STT [REDACTED]  
[REDACTED]

**Comments:**

- Warning / Danger signage included: Danger Tree felling in progress, Danger Chain shot, Danger Forest Operation Ahead, PPE Visitor sign in point, UHF29
- Eucalypt plantation, *Eucalyptus nitens*, aged 11 years, Established at 1100tph selected trees previously pruned to 6m
- Eucalypt plantation thinning, T1 prescription: remove stems to achieve residual stocking of 300tph, priority to retain pruned stems, and 'if no pruned stem available to make 300tph, select unpruned stem' to make 300tph
- Mechanical harvesting to log length (Komatsu FB, Chain Shot 90m warning but the machine did not have a chainsaw head) and Forwarder extraction to roadside (not commenced)
- STT Staff had not commenced checks of the Contractor tree selection process, but looked 'about right'; minimal residual stem damage observed.
- Emergency drill: not conducted since the harvest began, Requirement 1 every 12 months
- [REDACTED] Safety Management System, folder with procedures/templates: included Workgroup Tool Box Meeting (Minutes), 27.11.2018, Signed by 4 Operators
- [REDACTED] Site Emergency Plan (template with relevant information filled in), 01.07.2019, Emergency Testing 12 months (Target).

Contractor Crew has not conducted an Emergency drill (or no record was available) for the past 12 months and an opportunity for improvement is noted in this regard.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #12 Westfield Road - Sinkhole Management**

**Objective evidence:***Processes observed/demonstrated*

- Routine maintenance, STT Road network
- Identification of 'sinkhole' under Westfield Road
- Assessment of risk, and how to remediate the road pavement to allow Log truck transport
- Engage with FPA for expert opinion about what to do
- Remedial work program: remove road material, construct longitudinal chord, cover with geo tech fabric, cover with road gravel

*Documentation*

- STT FPP Management of Potential Sinkhole on Westfield Road, 11.07.2019

*Records verifying processes*

- Letter from Forest Practices Authority 11.07.2019

*Interviews with key personnel*

- [REDACTED] STT SFO re identification of and planning to remediate the sinkhole
- STT engagement with Forest Practices Authority (FPA) for specialist input

**Comments:**

- FPA letter to STT described 2 options that included a log chord above the sinkhole, overlaid with Geotech fabric, then gravel pavement material.
- Once the remedial work has been completed, Log trucks had travelled along the road and the remedial work had proved effective. STT also decided not to continue to use the road until the weather dried.
- The 'sinkhole' is example of a STT Emergency situation.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #13 Repulse RPO05D, Final harvest****Objective evidence:***Processes observed/demonstrated*

- STT FPP planning
- [REDACTED] Safety / Harvest operation in progress signage
- Final harvest planning
- Contractor site induction
- Contractor harvesting methodology
- Log preparation and segregation at the landing
- Assessment of residual material left on the harvest site

*Documentation*

- STT FPP SIM002-01, 14.02.2017
- [REDACTED] Safety Management System, folder with procedures/templates
- Contractor 'Conventional Operations Safety Plan' 24.06.2019

*Records verifying processes*

- Contractor 'Conventional Operations Safety Plan' 24.06.2019, signed by Contractor Staff
- [REDACTED] Site Emergency Plan (template with relevant information filled in), 15.07.2019, signed by Operators

*Interviews with key personnel*

- [REDACTED] 2IC re
- STT SFO Harvesting re STT FPP planning issues

**Comments:**

- STT FPP included planning requirement for 2 Wildlife Habitat Clump (WHC) areas of forest to be identified and be excluded from harvesting; these are described on mapping 'WHC' in the NW and SW of the coupe area
- Danger Tree felling in progress, Danger Chain shot, Danger Forest Operation Ahead, PPE required to be worn, Visitor sign in point, UHF29
- Clearfall harvesting operation
- [REDACTED] Safety Management System, folder with procedures/templates: included Workgroup Tool Box Meeting (Minutes), 27.11.2018, Signed by 4 Operators
- [REDACTED] Site Emergency Plan (template with relevant information filled in), 15.07.2019, signed by Operators, Emergency Testing 12 months (Target)
- Emergency drill: not conducted since the harvest began, Requirement 1 every 12 months
- Crew operating hours: generally, leave home 0400 and arrive home 1700, 4 days per week, finish earlier on Friday
- Operator competency: [REDACTED] 2IC, FOLS ID T021197 - AFCA, Expiry 01.09.2019 for Chainsaw harvesting, Machine familiarisation, FPC for Machine operations, Machine Operator Skidder, Excavator Harvesting (Not Loading) and Fire Weather Evaluation.
- Logging debris at the landing being distributed back into the harvest area.

Contractor Crew has not conducted an Emergency drill (or no record was available) for the past 12 months and an opportunity for improvement is noted in this regard.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #14 Derwent Park Site, Office, Fire Management Centre****Objective evidence:***Processes observed/demonstrated*

- Relocation of 15 STT Staff from Hobart CBD to Derwent Park site
- Relocation of STT's Fire Management (Incident Control) Centre to Derwent Park site
- Planning for the move from Hobart CBD to Derwent Park site
- Management of chemical, routine test and tag, fire extinguishers
- Emergency management process

*Documentation*

- Emergency Evacuation Plan sighted, clearly visible
- Emergency Fire Wardens, clearly displayed on the noticeboard
- STT Asbestos Register

*Records verifying processes*

- Hobart Building Assessment Services, Schedule of Maintenance – Section 206, Regulation 72 Form 46, 27.11.2017 (Certificate of Occupancy)
- SDS folder containing a summary list of chemicals, and individual SDS documents



- Fire Extinguishers, Test tags on each item Test and Tag 10.2018 / Fire extinguisher BCF 05.2019 tags confirming equipment current

*Interviews with key personnel*

- STT Site Manager re planning the move from Hobart CBD to Derwent Park site including Staff, Equipment and Hazardous Chemicals/Fuels.

**Comments:**

- Fire Shed
  - o Fire extinguisher BCF 05.2019 tags confirming equipment current
  - o Test and Tag Bench Grinder 10.2018 / Vacuum Cleaner Expiry 02.08.2020
  - o Emergency Preparedness – Spills
  - o Aircraft Emergency 2011: It was noted that this is an STT document requiring review every 4 years. This document is out of date and Aircraft Emergency 2011: STT document review 4 years, this document is out of date and an opportunity for improvement is noted in this regard.
  - o SDS folder containing a summary list of chemicals, and individual SDS documents (Identified for WD40, 1% Bush Master, Castrol 2-stroke Chainsaw oil, Castrol Stihl 2-stroke Chainsaw fuel, PhosCheck, Unleaded fuel
  - o Bench Grinder, PPE face protection available, Operation safety signs visible
  - o Lock Out Station
  - o Concrete floor now with Yellow 'Safety Walk Zones'
  - o Mig Welder tested and tagged, Expiry date 04.2020
  - o First Aid Kit 02.11.2018 for 12 months
  - o Drip Torch / Chainsaws Flammable Liquid 3 signs visible
  - o Air Compressor Expiry 01.06.2020
  - o Spill Kit including list of contents and Emergency Procedure – Spills' document (2015); serviced by Global Spill Control Tasmania.
  - o Overhead Gantry Crane, DPFM Engineering, Tested Tagged 07.2019, Next (test) 01.06.2020
- Work Shed
  - o Chains, Lift – all next test 11.2019, scheduled by STT
- Black Shed
  - o Flammable fuels in containers, Clearly labelled with plastic labels for Unleaded, Drip Torch, Diesel
  - o Flammable 3 Cupboards, Door closed correctly
  - o Spill Kit including list of contents and Emergency Procedure – Spills' document (2015); serviced by Global Spill Control Tasmania
- Office
  - o Recycled paper purchased and used
  - o Elevated work stations being used
  - o Fire Extinguishers AB Powder, 05.2019 tags
  - o Emergency Evacuation Plan sighted, clearly visible
  - o Emergency Fire Wardens, clearly displayed on the noticeboard
  - o STT Asbestos Register

It was noted that the SDS for 'Fire Break 3150A' was not readily available and an opportunity for improvement is noted in this regard.

Likewise, while STT Staff planned the 'move' from Hobart CBD to the Derwent Park site, the organisation did not formally consider its environmental aspects, in the 'change, planned or new

development, and new or modified activity'. Accordingly, an opportunity for improvement is noted in this regard.

### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

### **Site #15 Pesticide and herbicide use**

#### **Objective evidence:**

*Processes observed/demonstrated*

#### **Pesticide**

- Field monitoring and Application process
- Pesticide Application Standard Operating Procedure 2015
- Assessment of target pest species
- Monitoring tree damage, annually
- Pre-treatment roadside visual assessment
- Monitoring Program 2018-2019

#### **Weedicide**

- FPP Planning, Contractor engagement
- Weedicide: Code of Practice for Ground Spraying
- Assessment of target weed species
- Contractor engagement, Ground spraying

*Documentation*

#### **Pesticide**

- Pesticide Application Standard Operating Procedure 2015
- Insect Pest Monitoring Guidelines Summer 2018-2019 75ha 2 coupes
- AgVet Chemicals, Code of Practice for Aerial Spraying (11.2014)
- Contractor Job Specification, Aerial Application that includes:
  - o Environmental / Neighbour Management
  - o Safety Hazard Notification for 2 coupes and Record of Neighbour Consent (Occupiers of Property: [REDACTED], Concerned Neighbours : [REDACTED] [REDACTED]), STT review and Approval Operation conducted with [REDACTED] [REDACTED] who have adjacent plantation properties, Operational Handover 12.12.2018
  - o Aerial Spray Notification 10.12.2018, Aerial Spraying Monitoring Form, Map: Net Operational Area, Contractor Chemical Application Record (FT form, not document controlled) for 12.12.2018 0915-0930 and 0933-1020 that described Chemical used and Weather Conditions (Temp 14 Wind E/NE 0-3, Temp 11-18 Wind E/NE 0-3), Spray Flight Path 12.12.2018 WW057W

#### **Weedicide**

- Weedicide: Code of Practice for Ground Spraying
- STT Contractor Job Specification, Ground Spraying (08.2017, v4)
- PIRI-FT Mobility Risk Assessment
- PIRI-FT Toxicity Assessment

*Records verifying processes***Pesticide**

- Monitoring Program 2018-2019, Summary (example), Coupe name, Survey date, Results, Comments, Calculation of Occupied Shoots, Egg Larvae ratio, identified WW057W HWP2 2.00 and WW055A HWP 2.13.
- Intended commencement of proposed silvicultural chemical application to [REDACTED] 12.12.2018, including map of the planned operation

**Weedicide**

- Contractor Job Specification, Ground Spraying, [REDACTED]
- PIRI-FT Mobility Risk Assessment, Operation ID 470129,
- PIRI-FT Toxicity Assessment
- Map, Water Intake 110
- STT Contractor Chemical Application Record' (09.2018, v1.2)

*Interviews with key personnel*

- Co-ordinator, Forest Management re Aerial application, Pesticide application processes
- SFO Forest Management, Ground application, Weedicide application processes

**Comments:****Pesticide**

- Pesticide Application Standard Operating Procedure 2015
- Assessment of target pest species to determine critical levels, and the need for treatment
- Monitoring tree damage, annually 11-02, 5-30 years of age, 'focus areas' including Derwent West, mainly Eucalypt plantations, and the areas of interest are 'well known' because they are routinely affected
- Pre-treatment roadside visual assessment: STT selects 3 sites, 5 trees per site, and 6 shoots per tree, and identifies the presence/absence of eggs or larvae, and determines the number of occupied shoots per tree. '2.4' occupied shoots is the critical level for treatment to be applied
- Monitoring Program 2018-2019 described the coupes to be treated, details are used to engage a Contractor to apply chemical

**Weedicide**

- Weed Control Program, Southern Region, Focus is roadsides and quarries, not in compartment areas
- Describes weed types, Visual assessment, Priority assessment for significant areas eg World Heritage Areas, Chemical V Mechanical
- SOP for Environmental Weed Control (07.2017, v2.1) describes
  - o Planning activities
  - o Conducting the operation
  - o Post operation monitoring and recording, and Responsibility for each task, and Key documents relevant to the activity.
  - o Contractor Job Specification, Ground Spraying
    - Communication: STT and Service Provider
    - Operation details: to control declared and environmental weeds on Permanent Timber Production Zone (PTPZ) land
    - Operation Locations: Order (of treatment), Coupe (name), Easting/Northing details, and EMP Location & Number information

- Chemicals Required: Mix no, Product name (Grazon Extra and Roundup Bioactive, Active ingredient, Application pattern, and Product application rate
- Environmental / Neighbour Management: identified 5 occupied dwellings within 100m of the planned spray boundary, and 7 Special Value coupes, all Wedge-tailed Eagle, with specific management prescriptions for each described
- Safety Hazard Notification: described for several Coupe/Locations
- STT Review and Approval:
  - Planning checklist, completed and signed 05.10.2018
  - Operational handover, completed and signed 05.10.2018
  - Record of Neighbour consent, parties described, addresses, and Method of Notification (Letter) and the Date notified (28.09.2018)
- STT Coupes Assessed record of outcomes: 'All areas successfully treated with good results. Check and follow-up in 2019/2020 season'. Signed STT 25.01.2019
- STT Contractor Chemical Application Record' (09.2018, v1.2) completed for 09.10.2018-06.12.2018 period (for 3 activities)
- Planned STT Changes: method of 1. recording chemical usage, also 2. information available in chunks 3. Contractor Chemical Application Record to be electronic

### Assessment conclusions:

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

### Site #16 Cluan Tier CL366C , Shelterwood harvest

#### Objective evidence:

##### *Processes observed/demonstrated*

- [REDACTED] site safety processes
- Safety / Harvest operation in progress signage at site entry point
- Contractor site induction
- STT Strategic Plan 10 year, Operational Plan 3 year, FPP planning, Shelterwood / Partial harvest planning including Special values
- Contractor harvesting methodology, Shelterwood Removal / Advanced Growth Retention Prescription' system, Manual tree falling, Skidder extraction
- Log preparation and segregation at the landing
- Residual material returned to the forest
- Chord wood construction on extraction track
- STT – Contractor interface to confirm Shelterwood harvest effective

##### *Documentation*

- FPP PWJ0309-01, 12.07.2019, Table 1 'Shelterwood Removal Prescription', Quality Standards, Streamside management, Restoration following logging
- Map identifying Wildlife Habitat Clumps x3
- [REDACTED] Safety Management System
- [REDACTED] Safety Management Plan
- [REDACTED] Site Emergency Plan

##### *Records verifying processes*

- STT Harvest Induction Template (iAuditor), [REDACTED], 19.07.2019

- Contractor Team Leader FOLS Expiry 01.07.2020

*Interviews with key personnel*

- STT SFO re FPP planning processes
- Contractor Team Leader re Contractor site induction and safety processes
- Contractor Team Leader re Chord construction for Skidder extraction where wet

**Comments:**

- Chord wood construction on Skidder extraction track observed effective and covered by debris; Tree falling and Skidder extraction activities had moved out of this area of the coupe due to wet conditions, felled stems in this area yet to be extracted.
- STT – Contractor interface to confirm Shelterwood harvest effective: Monthly Harvest Audits had not commenced because the operation had only recently commenced; Progressive Harvest Assessment (routine) an iterative process between STT and Contractor staff, had begun
- STT Harvest Induction Template (iAuditor), [REDACTED], 19.07.2019, included comment on Pre-induction, Communication and Documentation, Restoration and Regeneration, Safety, Product and Haulage, 'Completion and Acknowledgement' section signed by STT and Contractor, 19.07.2019
- Contractor Team Leader FOLS Expiry 01.07.2020 for Manual Faller (Advanced), Machine Familiarisation, Forest Practices Code for Machine Operation, Machine Operator (Feller Buncher, Loader, Mechanical Processor and Skidder), Excavator Harvesting, Log Classifier Sawlog and Log Grader

Regarding communications on site, Log Truck UHF Channel changed from 16 to 17 (or vice versa) along Cluan Tier Road, and was not known to, and not understood by STT Staff. This uncertainty had the potential to result in a road accident involving a Log Truck. An opportunity for improvement is noted in this regard.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #17 Old Long Hill Quarry, Rehabilitation and Regeneration**

**Objective evidence:**

*Processes observed/demonstrated*

- Quarry - Low grade road material, now not used
- Dumped / burned motor vehicles, rubber tyre and other waste material on site
- STT planning to remove waste and regenerate the site

*Documentation*

- STT 'Forest Operations Plan for Roding Works', template (07.2017 v2) Rehabilitation Plan, Contractor engagement and works required, Start 29.10.2018 Finish 01.11.2018

*Records verifying processes*

- STT Photographic record:
  - o 'Before' photograph showing 4 dumped/burned motor vehicles, rubber tyre and other waste material
  - o 'After' photograph showing 'clean site' (no rubbish), dirt material spread to facilitate regeneration of local species, pond 'construction'. The site has been seeded with local species tree species
- STT Costs Statement for 'Quarry Rehabilitation' and 'External Labour' for 3 Contractors.

*Interviews with key personnel*

- STT SFO Rooding re planning processes
- STT Rooding Coordinator re works program, contractor engagement and 'before and after' photographs.

**Comments:**

- STT made a decision to rehabilitate the Old Long Hill Quarry site 1. The material is not suitable for road construction and maintenance purposes, and 2. The site has become a dumping ground for old/burned cars. STT's staff demonstrated an effective approach to cleaning up the site, implementing earthworks to create a more appropriate seed bed, and apply seed to encourage local species regeneration.
- Outcomes from STT's planning processes were observed to be effective.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #18 CE333A Eucalyptus nitens plantation, Clearfall****Objective evidence:***Processes observed/demonstrated*

- [REDACTED] site safety processes
- Safety / Harvest operation in progress signage at site entry point
- Contractor Supervisor site induction
- Contractor harvesting methodology, Mechanical harvesting to log length, Forwarder extraction to roadside
- Contractor work hours per week

*Documentation*

- STT FPP PWJ0304-01 11.02.2019
- STT 'Hazard Notification Form' (08.2017, v7.5) included Helicopter landing site and 3 Hazards 20.05.2019
- [REDACTED] Site Induction Form, completed 16.07.2019
- [REDACTED] Site Emergency Plan 16.07.2019 described PCBU, EMP #55 – 3 kilometres 6 minutes drive, UHF Channel 10, Emergency Numbers and description of:
  - o Medical emergency: primary evacuation route
  - o Medical emergency: secondary evacuation route
  - o Fire emergency
  - o Chemical spill/Fuel spill emergency
- [REDACTED] Forest Operation Risk Assessment completed 16.07.2019 included:
  - o 19.07.2019: Snigging – Steep areas, Slippery when wet
  - o 24.07.2019: Tall stags
  - o 29.07.2019: Motor bikes in the coupe over the weekend

*Records verifying processes*

- Emergency Meeting Point #55 described on a Satellite Map showing its proximity to the coupe
- Route Planner Tool used to describe Log Truck cartage route to 1. [REDACTED] at Bell Bay and to 2. [REDACTED] at Longford
- Contractor Staff FOLS:



- Supervisor: Expiry 01.11.2021, First Aid TasTAFE HLTAID003 Provide First Aid T009013 05.09.2014 (Out of date), Chainsaw harvesting, Excavator harvesting, Fire weather, Machine Operator (Feller Buncher, Mechanical Processor, Skidder)
- Operator: Expiry 30.09.2020, First Aid TasTAFE HLTAID003 Provide First Aid T025694, Fire Weather, Follow fire prevention procedures, Skidder Operator
- STT Harvest Monitoring Form for monthly assessment of [REDACTED] performance: 24.07.2019: Result 39.33%. While this figure appeared a poor result, the actual observed performance was considered acceptable by STT SFO. Refer the opportunity for improvement noted below.

#### *Interviews with key personnel*

- STT SFO re:
  - FPP PWJ0304-01 planning processes
  - STT Harvesting Induction Template for [REDACTED] 16.07.2019, iAuditor
  - STT Harvest Monitoring Form for monthly assessment of [REDACTED] performance
- Contractor Supervisor re Risk assessment including updating the Risk assessment
- [REDACTED] Incident, 21.06.2019: Injury to Contractor Supervisor, transfer to local hospital, then to Launceston General, LTI, recovery process.
- [REDACTED] Crew hours: Leave home 0400, Arrive home 1800, 1600 on Friday, 76 hours per week.

#### **Comments:**

- STT FPP PWJ0304-01 11.02.2019 included no Special Values (but described Conservation of Natural and Cultural Values for Masked Owl and for Grey Goshawk), and no new road to be constructed. Route Planner Tool used to describe Log Truck cartage route to [REDACTED] at Bell Bay and to [REDACTED] at Longford.

STT Harvest Monitoring Form for monthly assessment of Harvest Contractor performance, is 'relevant to harvest operations in Native forest', and 'not particularly good for Plantation forest operations'. The 24.07.2019 Result 39.33% confirms this. An opportunity for improvement is noted in this regard.

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

### **Site #19    Roses Tier RS131I Regeneration burn (Cable Clearfall)**

#### **Objective evidence:**

##### *Processes observed/demonstrated*

- Operational planning
- Soil stabilisation - cable harvesting
- Burn planning.
- Stakeholder engagement
- Smoke management
- Eagle management and risk assessment
- Verification of that landscape features
- STT Aerial sowing following burning

##### *Documentation*

- LCP Map 12 August 2019
- Risk assessment framework and guidelines to eagle nest management
- Regeneration burn planning, Roses Tier, Gunn's Spur 13 FPP PWJ0198-01

- STT FPP PWJ0198-01 21.11.2014 planning
- FT Regeneration Burn, Forest Operations Plan, 26.03.2018
- FPP Preparation & Variation – Peer Review Form process (09.2014, v1.1)
- Planning document: Possible adverse consequence – Eagle nest on eastern boundary, Burn impact 'Not to affect Eagle reserve'
- STT Contractor Job Specification, Aerial Sowing (07.2017, v4)
- STT Contractor Job Specification, Mammal browsing (08.2017, v4)
- STT Lighting Strategy

#### *Records verifying processes*

- Risk Assessment form for Eagle Nest Management - Nest 14219
- Email communications regarding risk management - 07.11.14
- FPP Preparation & Variation – Peer Review Form process 20.11.2014 and 04.11.2015
- FT Regeneration Burn, Forest Operations Plan, Nest found inactive not found 20.12.2017
- FT Regeneration Burn, Forest Operations Plan, Burnt 27.04.2018
- STT Weather Observations:
  - o 02.03.2018 Sticks set
  - o 20.03.2018 – 27.04.2018 Various meteorological readings including time of day for % moisture content to monitor moisture levels, RH, Wind speed and direction
  - o 27.04.2018 Start – End burn
  - o Post-burn evaluation: Objective met – 'Yes'
- STT Burn Risk Consequence Assessment (score) 49 (critical level 40) that includes 'Airshed' details
- STT Contractor Job Specification, Aerial Sowing includes determination of seed mix for the site (*E. delegatensis* and *E. obliqua*)
- STT Contractor Job Specification, Mammal browsing (08.2017, v4) for 2 contractors
- 'RS131I Browsing Control data' document provided by one Contractor for 30.09.2018-11.06.2019 describing types of 'Pest', Shot/Seen number data
- RS131I Regen Survey Map 1:5000 12.08.2018 showing 'Stocked' and 'Not stocked' sites, and hand written note '79% stocked'.

#### *Interviews with key personnel*

- SFO re STT post-harvest burn planning including protection of Eagle nest area
- SFO re Burn lighting strategy for Onsite Ignition Resources Type (OIRT)
- SFO re Mammal browsing strategy and outcomes
- Senior Conservation Planner) Coordinator Forest Management and Forest Manager North regarding operational planning and eagle nest identification and management.

#### **Comments:**

STT demonstrated effective processes for identification and protection of eagle nests.

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

#### **Site #20 St Helens Mountain Bike – Stacked Loops Trail Head**

#### **Objective evidence:**

##### *Processes observed/demonstrated*

- Development of recreation facility - Mountain bike trails

- FPP planning process
- Identification of Special Values
- Track relocation due to presence of special values e.g. Hibbertia sp.
- STT Planning for non-STT activity on STT land
- STT interface with Local Government, Break O'Day Council, NE Tasmania

#### *Documentation*

- FPP on PTPZ land SRL0056 09.04.18
- Environmental Management Plan ( [REDACTED] )
- ECO Tasmania Ecological Assessment of proposed Mountain Bike Tracks (Stacked loops, Descents and Track Head site) St Helens NE Tasmania 10.04.2017, Revised 29.06.2017.
- STT Licence No. 20046: document not available, being prepared for execution.

#### *Records verifying processes*

- FPP Section D
- STT alternate example provided for another similar project: La Trobe Council, Forest Activity Permit, SRL0056-01, 09.04.2018, Mountain Bike Trails, Construction and operation of a mountain bike track, 19.06.2018
- FPS FPP prepared (not a Forest Activities Assessment) included Discrete Operation Phase for Individual bike loop, Stakeholders (National Parks, STT, Council), Maps 1. 1:30,000 2. Development Application 1:500; Social & Economic Development, Fire management requirements
- STT EMP Special Values (refer ECO report)

#### *Interviews with key personnel*

- Forest Manager, North re STT Planning for non-STT activity on STT land, also future interface with Licence holder, including for example Fire planning and management

#### **Comments:**

This site provided an opportunity for STT to demonstrate the effectiveness of its stakeholder engagement processes as well as processes for identification of special values.

#### **Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

#### **Site #21 Coplestone Hill - Fuel Reduction Burn**

##### **Objective evidence:**

##### *Processes observed/demonstrated*

- Planning for a fuel reduction burn
- Neighbour notification
- Helicopter ignition
- Management of escapes
- Planned burn scheduling
- STT Fuel Reduction Burn planning including coupe priorities, burn scheduling including smoke shed application, burn event management
- Protection of community assets including townships
- Planning Fuel Reduction Burns for areas burned 14 years ago
- Interrogation of the Forest Operations Database – Common Operating Platform (State wide process) Tasmania Fires Service, National Parks and STT

*Documentation*

- Common Operations Platform
- CoplestoneHill Burn Plan Map 27.07.15
- Forest Operations Plan for burning natural fuels #467817 05.10.15
- ERMS Database
- 2010, 2011, 2012 Fuel Reduction Burn documents including maps of areas burned
- Major bushfire 2018, Map of area burned, implications for current/future planning of Fuel Reduction Burns
- Fuel Reduction Burn 2018: FT FPP Burning Natural Fuels Coplestone Hill Fuel Reduction Burn

*Records verifying processes*

- Fire management - Scamander 23.03.18
- Forest Operations Database
- Fire Management Area, Scamander Fuel Reduction Burn 1:5000 2018
- Forest Operations Database manages data capture for:
  - o Planned burns
  - o Annual Fuel Reduction Burn areas
- Fuel Reduction Burn 2018: FT FPP Burning Natural Fuels, Coplestone Hill Fuel Reduction Burn
- Fuel Reduction Burn 2019: FT FPP Burning Natural Fuels (20.02.2014, v1.1), Launceston Track Fuel Reduction Burn

*Interviews with key personnel*

- SFO Fire Management Northern regarding fuel reduction processes, purpose, scheduling of coupes, fuel reduction burning interface with areas burned by recent wildfire, developing 10 year plan for STT Fuel Reduction Burn areas.

**Comments:**

The effectiveness of the burn planning process and execution was clearly demonstrated.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #22 Argonauts Road - Sandmining Rehabilitation and Illegal Dumping****Objective evidence:***Processes observed/demonstrated*

- STT Rehabilitation of disused quarry/sand mining site
- STT Management of illegal dumping of motor vehicles and other rubbish

*Documentation*

- 2018 Facilitate Illegal Rubbish Dumping Strategy (included in STT Yellow Book)

*Records verifying processes*

- Vault records #1300 19.03.18; 1301 23. 03.18: 1303 23. 03.18: 1305 23.03.15:1306 23. 03.18: 1526 05.10.18: and 1665 19.03.19:
- Email communications regarding Wood removal - Banners Road area 05.09.17

*Interviews with key personnel*

- SFO confirmed STT Board had approved funds for staff to 'clean up illegal dump sites'.
- SFO mentioned Mount Barrow community group had supported STT efforts at the Mount Barrow site
- Forest Management Coordinator regarding management of illegal activities.

**Comments:**

STT demonstrated its capacity to manage illegal activities within the scope of its control.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #23 Urana UR012D - Plantation Pre-harvest Inventory****Objective evidence:***Processes observed/demonstrated*

- Inventory
- Site safety induction and sign-in
- Hazard identification and risk assessment
- Pre-commercial harvesting survey
- Pruned/unpruned assessment
- STT Site induction for *E. nitens* plantation, aged 19 years, Inventory activity
- Forest Inventory, FIRS system
- Tree measurement and tree assessment/evaluation techniques
- TAS Thinning Assessment Survey process

*Documentation*

- Site Induction, SWMS, EMP described, Visitor sign in page
- SWMS including Risk Matrix
- 'Stem Quality Description' (Forestry Tasmania – TAT Field Guide, 27.06.2016, v1.0)
- Forest Inventory page WIKI

*Records verifying processes*

- Site Induction, SWMS, EMP described, Visitor sign in page
- Tree assessment/evaluation and measurement data

*Interviews with key personnel*

- STT Inventory Co-ordinator re site induction, forest inventory methodology, tree measurement methodology, Inventory crew management, Data processing
- Inventory Crew re forest inventory methodology, tree measurement methodology, Stem Quality Description assessment methodology
- STT Inventory Co-ordinator summary: 12 plots, 0.067ha per plot, Pruned and Unpruned stems, Stem/Log classification: 'A' pruned to 6.4m, 'B' Unpruned, Straight, 'D' Sweep and 'C&E' Based on branching habit/size

**Comments:**

- STT Inventory Co-ordinator and Inventory Crew demonstrated a clear understanding of the forest inventory methodology and tree measurement methodology, and were able to articulate this, also data entry into a electronic system (for subsequent upload and processing).
- 'Stem Quality Description': a flowchart that described the 'quality description' process .... That included 'Yes – No' options for 'recoverable' (stem wood), 'pruned' (or not pruned), 'sweep' (several categories) and 'limbs' (<7 and >7cms).

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #24 STT Annual Contractor Review 14.08.2019****Objective evidence:***Processes observed/demonstrated*

- Annual review of:
  - o Harvest Transport Contractor performance, against agreed requirements, conducted by STT Staff
  - o Comment / Feedback /Right of reply from the Harvest Transport Contractor about STT field Staff performance

*Documentation*

- STT – Contractor Review agenda (not sighted) included (assessment of):
  - o Legal requirements
  - o Incidents
  - o Toolbox talks
  - o Annual audit
  - o Monthly Manhour Returns
  - o Contractor Audits
  - o Professional Log Truck Training / Mass Management / Basic Fatigue
  - o Log restraints including Belly chains
  - o Code of Practice, new document
  - o Environmental:
    - Compliance with the Forest Practices Code, demonstrated in relation to a Class 4 Stream
    - No NCR's and no Boundary breaches
    - Basic Forest Operator and OH&SE care training completed
  - o Operational performance, Log preparation outcome
  - o Production performance, 76% of quota, but improvement towards the end of the year
  - o Quality of Service: good.
  - o E-Docket system introduction
  - o General:
- Contractor feedback:
  - o Mapping 'Avenza' handover by STT
  - o Road performance outcomes
  - o Meetings with STT Field Staff, 4-6 weeks, working well.
- Recording of discussion and outcomes (Minutes)

*Records verifying processes*

- None sighted

*Interviews with key personnel*

- Interview process was between STT Staff Assistant General Manager Forest Products and STT Harvest Co-ordinator and [REDACTED] Principal and two Senior Staff. BSI Group Auditor observed the review process that was observed to be:
  - o Systematic, transparent and fair according to an agreed agenda containing items relevant to contract forest harvesting and log transport activities
  - o Comprehensive for each agenda item
  - o 'Two-way' between STT and the Contractor



**Comments:**

This meeting provided an opportunity to witness the direct engagement with STT Contractors.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Site #25 STT Perth Nursery****Objective evidence:***Processes observed/demonstrated*

- Nursery operations, increased production levels
- Site OH&S now includes 'Defibrillator' in the main office and new First Aid Kits
- Engagement of external contractors for a range of nursery operations and activities
- Driscoll's Nursery lease for about half the STT site, Lease Agreement

*Documentation*

- Forestry Tasmania Master Lease No P213-002, Copy 2014, Forestry Tasmania and Driscoll's Australia Pty Ltd, 5 years with Extensions

*Records verifying processes*

- 'Defibrillator' in the main office includes instructions for use

*Interviews with key personnel*

- Nursery Manager
- Assistant Nursery Manager re seed collection, seed extraction management, improvements in OH&S in these processes

**Comments:**

- Site assessment:
  - o Fire extinguishers: tested 05.2019, number of locations
  - o Site OH&S now includes 'Defibrillator' in the main office and new First Aid Kits
  - o Maintenance Building:
    - Test & Tag: tested and tagged next due 11.2019, various including extension lead, crosscut saw, charger
    - Bench grinder 'tagged out' for disposal
    - Compressor: now out of date, 10.2018
    - SDS Register and individual sheets: contains obsolete documentation no longer relevant to STT operations
    - SDS Documentation: available for 4 items including CRC5.56 Multi-purpose and Signet Spray Can Paint
    - Spill Kit: Yellow bins equipped with sausage material, Emergency numbers, Review date 11.2020
  - o Chemical Store:
    - SDS Documentation available for 4 out of 5 chemicals; Thistle Kitten not available.
  - o Fire Store:
    - Lift for Slip-ons (Serial No A013.3): tested 04.2019, in date
    - SDS Documentation: available for 2 items including Flash 21A ICL Performance Chemicals
    - Spill Kit: Yellow bins equipped with sausage material, Emergency numbers, Review date 11.2020

- Rags bin: Yellow bins
- Gas cylinders securely restrained
- Test and Tag: tested and tagged next due 11.2019, for 3 Phase Drill Press
- Primary Bush Master 20lit Drum containing liquid with no lid/stopper
- Truck Wash 20lit plastic drum located adjacent to the driveway
- Oil Filter bin, clearly labelled, contains other waste / rubbish
- Contaminated Waste bin, clearly labelled, contains other waste / rubbish
- Fire Trucks:
  - SDS documentation on trucks
  - First Aid Kit equipped
  - Thermo Kit (blanket) x2 equipped
- IPM
  - CO2 used to manage pests / insects (reduces requirement for chemical)
  - Seed bag limit now 20kgs
  - Seed bag lift now located on the floor
  - Gantry Hoist last tested 07.2019
  - Fire extinguisher Tested and Tagged 05.2019
- Fuel Store
  - Flammable 3 signage
  - SDS Documentation: available
  - Jerry Cans: 10 and 20lit, labelled with contents including 'Unleaded' and 'Drip Torch'

**A minor non-conformance** was noted in relation to the management of the Perth Nursery. Issues identified in relation to housekeeping include:

1. Management of chemical drums in the Fire Store containing chemical or hydrocarbons is not fully effective:
2. Primary Bush Master 20lit Drum containing liquid with no lid/stopper
3. Truck Wash 20lit plastic drum located adjacent to the driveway
4. Oil Filter bin, clearly labelled, contains other waste / rubbish
5. Contaminated Waste bin, clearly labelled, contains other waste / rubbish. Compressor: now out of date, 10.2018.
6. SDS Register contains obsolete documentation no longer relevant to STT operations.
7. SDS for Thistle Kitten not available in the Chemical Store.

### Assessment conclusions:

Processes have not been implemented effectively and outcomes are not fully consistent with the requirements of the Standard.

## Annual Contractor Review – Launceston

### Standard references:

#### 2.3 Stakeholder participation

### Objective evidence:

#### *Processes observed/demonstrated*

- Identification of stakeholders and development of the Stakeholder Engagement Plan
- Seeking Contractor stakeholder views on Forest Harvesting and Log Delivery Contract requirements

- Stakeholder communication

*Interviews with key personnel*

- STT and Contractor Principal and 2 Staff, [REDACTED]

**Comments:**

- Attended the annual 'Contractor Review' process in Launceston between STT and [REDACTED] Staff, where agreed performance criteria were reviewed/discussed. These included a two-way conversation on:
  - o Safety criteria: Legal requirements, Incidents, Toolbox talks, Monthly manhour returns, Contractor audits, Training (Professional Log Truck Training / Mass management / Basic fatigue, Belly chains and load restraints, Code of Practice that includes changes for load restraints.
  - o Environmental criteria: Compliance with the Forest Practices Code, OHS&E care training, Operational performance, Production, Quality of service
  - o E-Docket system introduction
  - o Contractor feedback included comment on Avenza handover (4 out of 6 crews equipped), Road performance when wet, and Routine meetings held every 4-6 weeks, open and transparent discussion.

Opportunities for improvement noted include:

Determination of maximum Log Truck (Gross) load weights and 'allowable tolerances' appears to be a complex process, including seasonal variances. It will be important that STT and its Contractors are clear about, and agree on:

1. how Log Truck (Gross) load weights are calculated; and
2. what 'allowable tolerances' are.

**Assessment conclusions:**

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

**Tasmanian Forest Practices Authority**

**Objective evidence**

*Processes observed/demonstrated*

- Performance monitoring and reporting

*Documentation*

- Forest Practices Act
- Forest Practices Plans (see Site Visits)

*Relevant records*

- FPA Annual Compliance Report 2017-18

*Interviews/discussion with key staff/stakeholders*

- Chief Forest Practices Officer (FPA) and Acting Manager of Biodiversity Programs and Manager Compliance (FPA) regarding governance arrangements.

**Comments**

FPA has modified the sampling process to ensure that sufficient coverage of specific FPP's is achieved, e.g. operational sites and swift parrot management. The Forest Practices System makes provision for Section 4I notices to report certain issues. There is no requirement to issue a S41 notice as opposed to a Corrective Action Request.

The FPA reported no significant compliance issues with Sustainable Timber Tasmania. On the contrary, recent FPA Reports confirm the effectiveness of the Sustainable Timber Tasmania forest management practices.

## Aboriginal Heritage Tasmania

### Objective evidence

#### *Processes observed/demonstrated*

- Stakeholder engagement

#### *Documentation*

- Tasmanian Wilderness Area M. Plan

#### *Relevant records*

- None sighted

#### *Interviews/discussion with key staff/stakeholders*

- [REDACTED] regarding indigenous engagement processes with STT.

### Comments

The auditor was informed that the Act is currently under review. The Director commented on the general lack of transparency regarding FPA historically. It was noted that the process was somewhat improved in recent times. The main concern was the general lack of specific aboriginal heritage awareness. It was recognised that there was considerable scope for improvement.

While these comments are informative, the governance arrangements for the FPA are outside the scope or control of the Sustainable Timber Tasmania forest management system.

## Opportunities for improvement arising from this assessment

### Documentation

- Some policies due for review (old logos etc.)
- STT documentation includes a number of 'Forestry Tasmania' documents (header, footer or reference to Forestry Tasmania or FT).

VAULT does not reflect the most recent update for the following:

- 'SWMS Aerial Operations' ID76 (24.09.2015, v01)
- 'SWMS Harvesting adjacent to TAM' ID109, (12.12.2016, v01)

'Emergency Preparedness and Response Guidelines' V3 06.2019 is branded as a Forestry Tasmania document, and includes non-STT terms, for example 'Custodian', a position no longer in the organisation.

### Safety

STT requires contractors to ensure that all forest workers are fit for work, including that they are not affected by drugs or alcohol. However, STT does not include any checks either on site or during internal audits of contractors systems with respect to management of drugs and alcohol with their workforce or in the conduct of their operations. Instead, STT relies wholly upon the effectiveness of the contractor's own systems to manage the risks with drugs and alcohol. Regardless, there is no evidence that either STT or the contractors have any planned arrangements for managing this issue. An opportunity for improvement is noted in this regard.

**Fire**

- Biodiversity monitoring priorities are largely focused on threatened species, which are the primary focus of the Tasmanian regulatory framework. This is supplemented by STT reserve condition monitoring and monitoring of use of set aside areas by bird species. Monitoring priorities presently don't cover the analysis of emerging landscape level threats, for example, interactions between impacts of landscape-scale fires and harvesting regimes. An opportunity for improvement is noted in this regard.

**DFA - Workflow for post-harvest GIS updates**

The FPP process ensures that long-term retention objectives are being achieved. In order to meet long-term retention requirements, adjustments can be made. For example at SR125B an area of non-production forest was re-mapped as long-term retention. This requires the GIS to be updated accordingly. The GIS mapping cannot be completed until the post-harvest boundaries have been determined. This creates a temporal gap in the integrity of the GIS database. At present, the GIS team relies upon information provided in a hand-drawn map saved as a PDF and stored on the coupe folder. There is no centralised system ensuring a workflow is created and completed.

**Logos**

Logos are used extensively. While no instances of inappropriate use were encountered, some dated policies still display the NCSI logos

**Safety Walks**

1. STT Staff conducting Safety Walks and assessing locations / risks to identify key issues (Opportunities and Risks). Outcomes from the Safety Walk are not being systematically described and actioned:
  - Details of what actions are needed are not always clearly described (for action)
  - Issues are not always entered VAULT, and
  - Issues are not fully assessed / closed out in a timely manner.
2. Safety Walk Fact Sheet template does not include a prompt to enter outcomes (that can include Risks and Opportunities) from a Safety Walk into VAULT, for action and close out.
3. Safety Walk processes are not fully effective:
  - Safety Walk Fact Sheet template does not include a prompt to enter outcomes from a Safety Walk into VAULT
  - Outcomes from the Safety Walk process are not being systematically described and actioned in VAULT in a timely manner.

**Emergency preparedness**

1. STT Emergency situations described in the organisation's 'Emergency Preparedness and Response Guidelines' document includes 'Aircraft crash with associated fuel or chemical spill' and 'Accident causing serious injury or death': these Emergency situations are not included in STT's 'Drill Types' listed in 'Emergency Testing Schedule and Record' document. It is therefore not clear what STT's preparedness is for these events.



2. Conduct of Emergency drill at STT's Contractor Field sites is not fully effective: in some cases, drills appear to be a cursory activity where the purpose is not well understood (Refer comments for Field sites):

- The period of time between Emergency drill varies from 3-12 months;
- A number of Contractor sites have not conducted a drill for 12 months;
- A number of Contractors said they have conducted Emergency drills, but no records of these were available for assessment;
- 'Contractor Site Safety Plan' (template) lists a number of potential Emergency situations. However, not all of these (potential events) were included in Contractor Emergency drills.

3. Contractor Crew has not conducted an Emergency drill (or no record was available) for the past 12 months.

#### Legal and other requirements

SDS not available for 'Fire Break 3150A' at Lampton Ave site.

#### Monitoring

STT Harvest Monitoring Form for monthly assessment of Harvest Contractor performance, is 'relevant to harvest operations in Native forest', and 'not particularly good for Plantation forest operations'. The 24.07.2019 Result 39.33% confirms this.

#### Competency

The minimum skill requirement for a Crew Leader (prior to assuming responsibility for a Harvest Crew) is unclear.

**Note:** Opportunities for improvement are provided for consideration. While there is no formal requirement to undertake any specific action, any action taken will be assessed during the next scheduled assessment as part of the organisation's commitment to continual improvement.

### Minor (2) nonconformities arising from this assessment.

<b>Finding Reference</b>	1837221-201908-N1	<b>Certificate Reference</b>	OHS 603481
<b>Certificate Standard</b>	AS/NZS 4801:2001	<b>Clause</b>	4.5 Measurement and evaluation
<b>Category</b>	Minor		
<b>Area/Process:</b>	Findings from this assessment		
<b>Statement of non conformance:</b>	Housekeeping at Perth Nursery did not meet the requirements of the organisation's management system or the Standard.		
<b>Clause requirements</b>	<p>4.5.1.1 General</p> <p>The organization shall establish, implement and maintain documented procedures to monitor and measure on a regular basis the key characteristics of its operations and activities that can cause illness and injury. The effectiveness of these measures shall be evaluated.</p>		



	<p>Appropriate equipment for monitoring and measurement related to health and safety risks shall be identified, calibrated, maintained and stored as necessary. Records of this process shall be retained according to the organization's procedures.</p> <p>With regard to the OHSMS, the organization shall establish, implement and maintain procedures to monitor—</p> <p>(a) performance, effectiveness of relevant operational controls and conformance with the organization's objectives and targets; and</p> <p>(b) compliance with relevant OHS legislation.</p>
<b>Objective evidence</b>	<p>The following issues were identified at the Perth Nursery:</p> <ul style="list-style-type: none"> <li>• Compressor: now out of date, 10.2018.</li> <li>• SDS Register contains obsolete documentation no longer relevant to STT operations.</li> <li>• SDS for Thistle Kitten not available in the Chemical Store.</li> </ul> <p>Management of drums containing chemical or hydrocarbons in the Fire Store is inconsistent with requirements, for example:</p> <ul style="list-style-type: none"> <li>• Primary Bush Master 20L Drum containing liquid with no lid/stopper</li> <li>• Truck Wash 20lit plastic drum located adjacent to the driveway</li> <li>• Oil Filter bin, clearly labelled, contains other waste / rubbish</li> <li>• Contaminated Waste bin, clearly labelled, contains other waste / rubbish.</li> </ul>
<b>Cause</b>	
<p>These issues are a result of the restructure where:</p> <p>Plant workshops were closed down and associated staff made redundant and closure of some other facilities, with property previously stored at those sites relocated to Perth.</p>	
<b>Correction / containment</b>	
No immediate actions required. See below.	
<b>Corrective action</b>	
<p><b>STT – December 2019</b></p> <p>██████████ to coordinate the clean-up and removal of surplus material at Perth Fire Store.</p> <p>██████████ to Coordinate for the removal of surplus chemicals at Perth chemical store and update SDS register when done.</p> <p>Anticipated completion by end of May 2020.</p> <p><b>BSI – December 2019</b></p> <p>Action plan accepted.</p>	
<b>Status</b>	
Open	

Finding Reference	1837221-201908-N2	Certificate Reference	OHS 603481
Certificate Standard	AS/NZS 4801:2001	Clause	4.5 Measurement and evaluation
Category	Minor		
Area / Process:	Incident investigation – cause identification		
Statement of non conformance:	Incident investigation does not always ensure identification and/or documentation of cause.		
Clause requirements	4.5.2 Incident investigation, corrective and preventive action The organization shall establish, implement and maintain procedures for: (a) investigating, responding to, and taking action to minimize any harm caused from, incidents; (b) investigating and responding to system failures; and (c) initiating and completing appropriate corrective and preventive action. The organization shall implement and record any changes in the OHSMS procedures resulting from incident investigations and corrective and preventive action.		
Objective evidence	The previous audit noted that the cause of non-conformances is not routinely entered in the Vault. The management system does not currently provide guidance as to when an analysis of the cause/s of an event is warranted. It is noted that this issue was previously addressed in the former Integrum system however the implementation in since the introduction of Vault is inconsistent. STT is aware of this issue and has already planned specific training to ensure a consistent approach.		
Cause			
Lack of clear procedure and training for incident investigations. Lack of resources to check that Vault database has been appropriately filled out.			
Correction / containment			
No immediate action. Refer below			
Corrective action			
Coordinate roll out ICAM Incident investigation training to relevant staff and contractors ( ) Compile an incident investigation procedure that describes when incidents are required and how causes and corrective actions should be recorded in Vault ( ) Safety advisers and Certification Manager to check that causes of incidents are recorded appropriately in Vault. Anticipated completion by end of May 2020. <b>BSI – December 2019</b> Action Plan accepted.			
Status			
Open			

## Next visit objectives, scope and criteria

### Objective:

To verify continuing compliance with the nominated Standards.

### Scope:

Activities associated with the sustainable management of Tasmania's Permanent Timber Production Zone land, as described in the organisation's Forest Management Plan, including the administration, planning and management of forests; and the harvest, transport and sale of forest products.

### Criteria:

AS 4708:2013; ISO 14001:2015; AS 4801:2001 and PEFC ST 2002:2013

Please note that BSI reserves the right to apply a charge equivalent to the full daily rate for cancellation of the visit by the organisation within 30 days of an agreed visit date.

## Next Visit Plan

The date for the next assessment is yet to be determined. This assessment was conducted later than planned and the audit duration was increased to account for the fact that the next audit (planned for November 2019) would not go ahead as planned. Therefore, the next audit will also be 16 days (15 days for FMS, EMS and SMS combined) plus one day to cover the PEFC Chain of Custody Standard, PEFC ST 2002:2013.

The anticipated date is no later than August 2020, given that the recertification assessment will be undertaken in March 2021.

## Appendix: Your certification structure & ongoing assessment programme

### Scope of Certification

#### **OHS 603481 (AS/NZS 4801:2001)**

Activities associated with the sustainable management of Tasmania's Permanent Timber Production Zone land, as described in the organisation's Forest Management Plan, including the administration, planning and management of forests; and the harvest, transport and sale of forest products.

#### **EMS 603479 (ISO 14001:2015)**

Activities associated with the sustainable management of Tasmania's Permanent Timber Production Zone land, as described in the organisation's Forest Management Plan, including the administration, planning and management of forests; and the harvest, transport and sale of forest products.

#### **AFS 603478 (AFS 4708:2013)**

Activities associated with the sustainable management of Tasmania's Permanent Timber Production Zone land, as described in the organisation's Forest Management Plan, including the administration, planning and management of forests; and the harvest, transport and sale of forest products. The defined forest area consists of six forest management units: hardwood plantations; softwood plantations; wet eucalypt forests; dry eucalypt forests; blackwood forests and rainforest in Tasmania as described in the organisation's Forest Management Plan.

#### **PEFC 693186 (PEFC ST 2002:2013)**

Procurement and sale of plantation and native forest woodchips for export. Physical separation method.



**Assessed location(s)**

The audit has been performed at Central Office, Permanent Locations, and temporary sites.

**/ AFS 603478 (AFS 4708:2013) / EMS 603479 (ISO 14001:2015) / OHS 603481 (AS/NZS 4801:2001)**

<b>Location reference</b>	0047483115-001
<b>Address</b>	Forestry Tasmania T/A Sustainable Timber Tasmania Level 1, 99 Bathurst Street Hobart Tasmania 7000 Australia
<b>Visit type</b>	Continuing assessment (surveillance)
<b>Assessment reference</b>	8835046
<b>Assessment dates</b>	04/08/2019
<b>Deviation from Audit Plan</b>	No
<b>Total number of Employees</b>	650
<b>Effective number of Employees</b>	500
<b>Scope of activities at the site</b>	Main Certificate Scope applies.
<b>Assessment duration</b>	7 day(s)

**/ AFS 603478 (AFS 4708:2013) / OHS 603481 (AS/NZS 4801:2001) / EMS 603479 (ISO 14001:2015)**

<b>Location reference</b>	0047483115-004
<b>Address</b>	Sustainable Timber Tasmania Southern Region Office and Depot Building 2, 26 Lampton Avenue Derwent Park Tasmania 7009 Australia
<b>Visit type</b>	Continuing assessment (surveillance)
<b>Assessment reference</b>	9711679
<b>Assessment dates</b>	07/08/2019
<b>Deviation from Audit Plan</b>	No
<b>Total number of Employees</b>	650
<b>Effective number of Employees</b>	500
<b>Scope of activities at the site</b>	Main Certificate Scope applies.
<b>Assessment duration</b>	1 day(s)

**Hobart / PEFC 693186 (PEFC ST 2002:2013)**

<b>Location reference</b>	0047483115-001
<b>Address</b>	Forestry Tasmania T/A Sustainable Timber Tasmania Level 1, 99 Bathurst Street Hobart Tasmania 7000 Australia

<b>Visit type</b>	Continuing assessment (surveillance)
<b>Assessment reference</b>	9787620
<b>Assessment dates</b>	01/08/2019
<b>Deviation from Audit Plan</b>	No
<b>Total number of Employees</b>	650
<b>Effective number of Employees</b>	500
<b>Scope of activities at the site</b>	Administrative services to support the procurement and sale of plantation and native forest woodchips for export.
<b>Assessment duration</b>	0.5 day(s)

**/ AFS 603478 (AFS 4708:2013) / OHS 603481 (AS/NZS 4801:2001) / EMS 603479 (ISO 14001:2015)**

<b>Location reference</b>	0047483115-002
<b>Address</b>	Sustainable Timber Tasmania Geeveston Office, Depot and Island Specialty Timber Cemetery Road Geeveston Tasmania 7116 Australia
<b>Visit type</b>	Continuing assessment (surveillance)
<b>Assessment reference</b>	3044755
<b>Assessment dates</b>	06/08/2019
<b>Deviation from Audit Plan</b>	No
<b>Total number of Employees</b>	650
<b>Effective number of Employees</b>	500
<b>Scope of activities at the site</b>	Main Certificate Scope applies.
<b>Assessment duration</b>	2 day(s)

**/ OHS 603481 (AS/NZS 4801:2001) / EMS 603479 (ISO 14001:2015) / AFS 603478 (AFS 4708:2013)**

<b>Location reference</b>	0047483115-011
<b>Address</b>	Sustainable Timber Tasmania New Norfolk Office and Depot 17 Back River Road New Norfolk Tasmania 7140 Australia
<b>Visit type</b>	Continuing assessment (surveillance)
<b>Assessment reference</b>	3044758
<b>Assessment dates</b>	07/08/2019
<b>Deviation from Audit Plan</b>	No
<b>Total number of Employees</b>	650
<b>Effective number of Employees</b>	500
<b>Scope of activities at the site</b>	Main Certificate Scope applies.
<b>Assessment duration</b>	2 day(s)



/ OHS 603481 (AS/NZS 4801:2001) / EMS 603479 (ISO 14001:2015) / AFS 603478 (AFS 4708:2013)

<b>Location reference</b>	0047483115-003
<b>Address</b>	Sustainable Timber Tasmania Scottsdale Office and Depot 24 King Street Scottsdale Tasmania 7260 Australia
<b>Visit type</b>	Continuing assessment (surveillance)
<b>Assessment reference</b>	3044759
<b>Assessment dates</b>	12/08/2019
<b>Deviation from Audit Plan</b>	No
<b>Total number of Employees</b>	650
<b>Effective number of Employees</b>	500
<b>Scope of activities at the site</b>	Main Certificate Scope applies.
<b>Assessment duration</b>	2 day(s)

**Bell Bay / PEFC 693186 (PEFC ST 2002:2013)**

<b>Location reference</b>	0047483115-020
<b>Address</b>	Forestry Tasmania T/A Sustainable Timber Tasmania Bell Bay Chip Export Terminal Bell Bay Tasmania 7253 Australia
<b>Visit type</b>	Continuing assessment (surveillance)
<b>Assessment reference</b>	3044840
<b>Assessment dates</b>	12/08/2019
<b>Deviation from Audit Plan</b>	No
<b>Total number of Employees</b>	3
<b>Effective number of Employees</b>	2
<b>Scope of activities at the site</b>	Procurement and sale of plantation and native forest woodchips for export. Physical separation method.
<b>Assessment duration</b>	1 day(s)

/ EMS 603479 (ISO 14001:2015) / OHS 603481 (AS/NZS 4801:2001) / AFS 603478 (AFS 4708:2013)

<b>Location reference</b>	0047483115-009
<b>Address</b>	Sustainable Timber Tasmania Perth Office, Depot and Nursery 15960 Midland Highway Perth Tasmania 7300 Australia
<b>Visit type</b>	Continuing assessment (surveillance)
<b>Assessment reference</b>	3044841
<b>Assessment dates</b>	13/08/2019
<b>Deviation from Audit Plan</b>	No
<b>Total number of Employees</b>	650



<b>Effective number of Employees</b>	500
<b>Scope of activities at the site</b>	Main Certificate Scope applies.
<b>Assessment duration</b>	2 day(s)

## Certification assessment program

**Certificate Number - Contract 200615382**

Location reference - 0047483115-001		Audit1	Audit2	Audit3	Audit4	Audit5
Business area/Location	Date (mm/yy):	05/18	02/19	08/19	06/20	04/21
	Duration (days):	16.5	0	15	15	18
4 Context of the organization		X	X	X	X	X
5 Leadership		X	X	X	X	X
6 Planning		X	X	X	X	X
7 Support		X	X	X	X	X
8 Operation		X	X	X	X	X
9 Performance evaluation		X	X	X	X	X
10 Improvement		X	X	X	X	X
Use of Logos		X	X	X	X	X
0.1 Defined Forest Area		X	X	X	X	X
0.2 Chain of Custody		X	X	X	X	X
Criterion One: Forest Management Plan		X	X	X	X	X
Criterion 2: Stakeholder engagement		X	X	X	X	X
Criterion 3: Biodiversity		X	X	X	X	X
Criterion 4: Productive capacity		X	X	X	X	X
Criterion 5: Forest health		X	X	X	X	X
Criterion 6: Soil and water		X	X	X	X	X
Criterion 7: Carbon			X			X
Criterion 8: Cultural values		X	X	X	X	X
Criterion 9: Social and economic benefits		X	X	X	X	X
Safety management systems		X	X	X	X	X
Chain of Custody (BCET)		X				X
Operations - Huon			X			X
Operations - Derwent			X			X
Operations - North East		X				X
Operations - North West		X				X
Perth Nursery		X				X

**Certificate Number - PEFC 693186**

<b>Location reference - 0047483115-001</b>		
<b>Business area/Location</b>	<b>Date (mm/yy):</b>	Refer main plan.
	<b>Duration (days):</b>	1
Routine Surveillance Assessment		X

## Expected outcomes for accredited certification.

### What accredited certification to ISO 14001 means

The purpose of ISO 14001:2015 is to provide organizations with a framework to protect the environment and respond to changing environmental conditions in balance with socio-economic needs. ISO 14001:2015 helps an organization achieve the intended outcomes of its environmental management system, which provide value for the environment, the organization itself and interested parties. Consistent with the organization's environmental policy, the intended outcomes of an environmental management system include:

- enhancement of environmental performance;
- fulfilment of compliance obligations;
- achievement of environmental objectives

### What accredited certification to ISO 14001 does not mean

- 1) ISO 14001 defines the requirements for an organization's environmental management system, but does not define specific environmental performance criteria.
- 2) Accredited certification to ISO 14001 provides confidence in the organization's ability to meet its own environmental policy, including the commitment to comply with applicable legislation, to prevent pollution, and to continually improve its performance. It does not ensure that the organization is currently achieving optimal environmental performance.
- 3) The ISO 14001 accredited certification process does not include a full regulatory compliance audit and cannot ensure that violations of legal requirements will never occur, though full legal compliance should always be the organization's goal.
- 4) Accredited certification to ISO 14001 does not necessarily indicate that the organization will be able to prevent environmental accidents from occurring.

## Definitions of findings:

### Non-conformity:

Non-fulfilment of a requirement.

### Major nonconformity:

Nonconformity that affects the capability of the management system to achieve the intended results. Nonconformities could be classified as major in the following circumstances:

- If there is a significant doubt that effective process control is in place, or that products or services will meet specified requirements;
- A number of minor nonconformities associated with the same requirement or issue could demonstrate a systemic failure and thus constitute a major nonconformity.

### Minor nonconformity:

Nonconformity that does not affect the capability of the management system to achieve the intended results.

**Opportunity for improvement:**

It is a statement of fact made by an assessor during an assessment, and substantiated by objective evidence, referring to a weakness or potential deficiency in a management system which if not improved may lead to nonconformity in the future. We may provide generic information about industrial best practices but no specific solution shall be provided as a part of an opportunity for improvement.

**Observation (PEFC ST 2002:2013 only):**

It is ONLY applicable for those schemes which prohibit the certification body to issue an opportunity for improvement.

It is a statement of fact made by the assessor referring to a weakness or potential deficiency in a management system which, if not improved, may lead to a nonconformity in the future.

**How to contact BSI**

Should you need to speak with BSI in relation to your registration, please contact your Client Manager or customer service officer.

BSI Group ANZ Pty Ltd Suite 2, Level 7 15 Talavera Road Macquarie Park NSW 2113	Tel: 1300 730 134 (International: +61 (2) 8877 7100) Fax: 1300 730 135 (International: +61 (2) 8877 7120) E-mail (for corrective action plans): Please e-mail your corrective action plan to <a href="mailto:clientservices.au@bsigroup.com">clientservices.au@bsigroup.com</a>
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**Notes**

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*BSI, its staff and agents shall keep confidential all information relating to your organisation and shall not disclose any such information to any third party, except that in the public domain or required by law or relevant accreditation bodies. BSI staff, agents and accreditation bodies have signed individual confidentiality undertakings and will only receive confidential information on a 'need to know' basis.*

*This audit was conducted on-site through document reviews, interviews and observation of activities. The audit method used was based on sampling the organization's activities and it was aimed to evaluate the fulfilment of the audited requirements of the relevant management system standard or other normative document and confirm the conformity and effectiveness of the management system and its continued relevance and applicability for the scope of certification.*

*As this audit was based on a sample of the organization's activities, the findings reported do not imply to include all issues within the system.*

**Regulatory compliance**

*BSI requires to be informed of all relevant regulatory non-compliance or incidents that require notification to any regulatory authority. Acceptance of this report by the client signifies that all such issues have been disclosed as part of the assessment process and agreement that any such non-compliance or incidents occurring after this visit will be notified to BSI as soon as practical after the event.*